



**Engineering Career Expo, Fall 2022
September 16, 2022**

**FOR EMPLOYERS:
EVENT DETAILS, RESOURCES & FAQs**

[EVENT DETAILS](#)
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EVENT DETAILS

INTRODUCTION: Join us for the UH Mānoa College of Engineering's Career Expo, Fall 2022 edition!

LOCATIONS, DATE, & TIME:

- Friday, September 16, 2022 from 1:00 pm - 4:00 pm HST. at the UH Campus Center Ballroom and adjacent facilities.

ONLINE REGISTRATION FORM:

Via Eventbrite: <https://coecareerexpo.eventbrite.com/>

Note: Event communications will be emailed to the person listed as the "Primary Contact Participating in Career Expo."

REGISTRATION FEES & DEADLINES:

EARLY BIRD:

- \$300.00 plus taxes/fees: Early registration until August 1, 2022

REGULAR:

- \$400.00 plus taxes/fees: Regular registration from August 2 - August 26, 2022

*Note on registration fees: the Engineering Career Expo is one of the primary events through which the College generates revenue for its outreach efforts, including funding for the Engineering Student Ambassador program. After covering event costs, the additional proceeds help fund outreach programming for the coming year. Mahalo in advance for your support!

EVENT REGISTRATION INCLUDES:

- 1 6-foot table, 2 chairs
- 1 parking pass (limited availability; given out in order of registration)
- Dean's Luncheon: Up to two guests per company, from 11:00 a.m. - 12:30 p.m. prior to the expo, available to the first 70 companies that register OR
- Box Lunch: Two per company if not attending the Dean's Luncheon
- Note that additional chairs are available at \$5.00 each and additional box lunches are available at \$15.00 each, paid for at the time of registration

ADDITIONAL BENEFITS:

- Marketing leading up to event that promotes your company and brand
- Access to list of registered job seekers before and after the event (including resumes)

ACCEPTED FORMS OF PAYMENT: Your payment must be received in order to confirm your registration for the event.

- **Credit Card:** All major credit cards are accepted through the Eventbrite platform.
- **U.S. Check:** Select the check payment option when registering via Eventbrite and then mail in your check separately. Checks should be made payable to the University of Hawai'i Foundation. Please notate the event name in the check's note area and include your contact information with the check. Mail to: UH College of Engineering, Attn: Justin Scott, 2540 Dole St., Holmes 240, Honolulu, HI 96822).

CANCELLATION POLICY: Your registration fee is non-refundable. Mahalo for your understanding.

DIRECT REGISTRATION QUESTIONS TO:

Kim Perez Hults
Director of Marketing & Outreach Relations
University of Hawai'i at Mānoa College of Engineering
Email: hults@hawaii.edu

FAQs FOR EMPLOYERS

[Link to Career Expo Employer Selections](#) with all exhibitor's selected preferences

To be added after registration closes: Link to **Event Timeline and Important Information**

May I ship my materials to you ahead of time?

Yes, you may. You can ship them to:

UH Manoa College of Engineering
C/O Kim Perez Hults - Career Expo
2540 Dole St. Suite 240
Honolulu, HI 96822

Please let us know when materials are shipped and the expected arrival date so we can be on the lookout. Note you are responsible for shipping back any materials shipped over on your own after the fair concludes.

What is the layout of this event?

Company tables will be arranged around the Campus Center Ballroom and adjoining facilities reserved for the event - Campus Center rooms 307, 308 and 309 (expanded into one large room). Employers are once again able to select their own booth locations, with first selections given to companies that register early.

How does parking/setup work?

- Employers are provided with one parking pass, as available, to be used at the Parking Structure (Zone 20). Passes are available to paid registrants on a first come first serve basis, based on the number of spots allotted to us for this event by Commuter Services. We will confirm with you prior to Career Expo if there is a pass available for your company.

Note: those receiving a parking pass WILL be able to park in the designated area even if the lot signs indicates "Parking Structure Full".

- We will provide you with a loading zone near Campus Center to drop off your materials, and assistance with carrying your items to the event. As we approach the event date, we will provide you with a map of the loading zone.
- If you choose not to use the one permit provided to each company, please inform us of this during registration so we may offer it to other vendors.
- For those without a parking pass, you may park in the Zone 20 structure at a rate of \$5 for the day (pending space availability), or park offsite after dropping your items off at the loading zone.

- We appreciate your patience regarding parking, as parking is extremely limited on campus. As providing student parking is a priority for the university, we are not able to secure any more permits than those allotted to us.

Do you need to know the names of our company's attendees ahead of time?

Nope. While this information may be requested automatically on the signup form, you actually don't need to let us know the names of your attendees - so if they change from what you originally put down, it's not a problem. We'll have everyone fill out a waiver and make their own nametag when they arrive at the event (see below).

How many representatives can we bring?

To keep the booths and walkways from getting overcrowded, we ask you keep your rep count to under 6 reps for a single booth. There is no charge for bringing more reps and we do not need to know their names (as noted above), but if you would like more than two chairs or lunches for your additional staff, you'll need to order those ahead of time via the registration page.

What is required to enter the venue?

- All representatives must complete a [liability waiver](#) (see section below) and will make their own name tag upon entering the event.
- All representatives and event attendees must wear a mask at all times while indoors per the University's [current COVID-19 policies](#). As verified by the facility on 9/6/22, masking is still required for indoor events at UH's Campus Center. Thank you for your adherence to this requirement.

Note: Our exact policies followed will be determined by current University, City and State regulations, which are subject to change.

Liability Waivers:

The University of Hawaii's Office of Risk Management requires a [waiver form](#) from all outside or non-UH vendors or exhibitors for all events held at the University, which includes participation in our Career Expo. Each individual/representative from your company attending the event must submit a completed and signed form at registration sign-in on the day of the event. Individuals will not be permitted to enter the venue without submitting a completed and signed liability waiver. You may print out and bring a completed form with you or we can give you blank copy to sign upon arrival.

Mahalo in advance for participating in our Career Expo!