UWG | Career Services
University of West Georgia

Engage. Empower. Employ.

CAREER AND INTERNSHIP EXPO 2018
Wednesday, March 14, 2018
12:00 PM – 3:00 PM
Lower Level Z-6

EMPLOYER INFORMATION

Registration includes:

- Up to 2 recruiters
- 6 ft table (no table cloth or skirting)
- Parking passes for two recruiters
- Free Wifi access
- Lunch, snacks and beverages

Registration Fees:

Early Registration	$275.00	February 3, 2018 ends
Regular Registration	$300.00	March 7, 2018 ends
Late Registration	$350.00	March 7 – 13, 2018
Day of Event	$375.00	If space is available. Must pay at event with credit card.
Government/Non-Profit	$200.00	
Extra Rep (over 2)	$15.00	
Electricity	$10.00	
Registration Payment Deadline		March 12, 2018

Cancellation Policy:
On occasion, an employer may for whatever reason decide not attend a career fair for which they have paid and registered. If that employer "no-shows," that is, does not come to the fair and does not notify Career Services prior to the event that they are not coming, the full fee for the fair (or fairs) is assessed. If the account has already been paid, then those monies are forfeited.

Refunds

- Requests for registration cancellation must be made in writing to the UWG Career Services. Event expenses are incurred based on the number of registrants; therefore, NO request for release of obligation or refund will be granted if received by UWG less than 14 days prior to the event. A full refund will be granted if the request for cancellation is received at least 30 days prior to the event and a refund of 50% will be granted if the cancellation request is received 15-29 days prior to the event.
- No refunds will be given for "no-shows" to University Career Services events. Fees paid are forfeited.
- No refunds are given to any company/business that has violated a University Career Services policy and is denied services. Fees paid are forfeited.
- Please understand that University Career Services does not cut refund checks; instead, the University's Controller's office does this. Refunds will take some time to process.

How to Register:
If you have a WolfWorks account
From your homepage, left side EVENTS, Career Fairs, click the Graduate and Professional School Fair link
Complete registration form

If you do not have a WolfWorks account
Go to https://westga-csm.symplicity.com/employers
Register for a WolfWorks account
Once we have approved your account, you will receive an email to link the system. Once linked, follow the instructions above.

NOTE TO ALL: Once registered for the fair, you will receive an automatic reply stating your registration is being reviewed for approval. After approval, you will receive an email giving you the link to the credit card payment site. You may pay by credit card or by check. This email will have a copy of your invoice. You can also view a copy of your invoice in the events section of your WolfWorks account.