

MIHEA 2005 Company Career Fair Information
Monday, November 7, 2005
Eberhard Center - Grand Rapids, MI

Schedule of Activities

7:00 a.m. to 9:00 a.m.	On-site registration and booth set-up Continental breakfast provided
9:00 a.m. to 11:00 a.m.	Marketplace – Students visit various employer booths, make interview appointments.
11:00 a.m. to 12:00 noon	Booth tear-down and reset for afternoon interviews Box lunch provided.
12:00 noon to 5:00 p.m.	Interviews in 15-minute intervals.
5:00 p.m.	Event concludes.

Fee Schedule & Early Registration Discount

Career Fair Basic Registration (*without early registration discount) \$395.00

Includes:

- One year membership in MIHEA
- One year company listing and hyperlink on the MIHEA home page
- One marketplace 8x10 exhibit booth with 6' table and two chairs
- One interview station – same booth as exhibit space
- One ticket for continental breakfast
- One ticket for box lunch

Career Fair Basic Registration (*with early registration discount) \$295.00

If registering before October 15, 2005, take \$100.00 off the regular registration fee.

Additional Company Representative

\$ 75.00

If bringing more than once recruiter, but plan to use only one interviewing booth, this is the fee to pay. Additional company representatives will receive continental breakfast and box lunch.

Additional Company Representative & Second, Separate Interview Station **\$225.00**

Includes continental breakfast and lunch for an Additional company representative, plus a second 8x10 booth in another location for interviewing only.

MIHEA Annual Membership **\$300.00**

If you are unable to participate but would like to become an alliance partner and have your company listed and hyperlinked on the MHEA home page, you may buy this annual membership.

MIHEA Corporate Sponsor **\$2,500.00**

There are a limited number of opportunities available for corporate sponsorship through direct payments, corporate sponsorships, or trade outs. Corporate sponsors are recognized on the MHEA home page with your company's logo and on-site at the career fair. Please contact MHEA Executive Director Mr. Jim Muth at 616/234-3694 to discuss how your Company can become a corporate sponsor.

Payment & Deadline Information

Checks should be made out to the Michigan Hospitality Education Alliance. Checks and the original registration form should be mailed to:

Julie A. Doyle, MIHEA Career Fair Director
Ferris State University
Hospitality Programs
1319 Cramer Circle, W-C 106B
Big Rapids, MI 49307

All payments must be received by November 1st, 2005 in order to avoid having your unpaid booth reassigned to stand-by companies.

Host Hotel & Overnight Accommodations

The Career Fair will be held at the **Eberhard Center** located in downtown Grand Rapids, MI. Lodging is available at the following properties:

Amway Grand Plaza – (800) 253-3590
Courtyard – (616) 242-6600
Days Inn – (616) 235-7611

Confirmations

Employers will be sent notification within two business days confirming receipt of registration materials. The confirmation packet will include directions, shipping instructions, booth regulations and other needed information. If you do not receive a confirmation within this time frame, please notify Julie Doyle at 231-591-2385 or send an e-mail to DoyleJ@ferris.edu.

Cancellations & Refunds

Should your company need to cancel participation in the 2005 Career Fair, a written cancellation must be sent to:

Julie A. Doyle, MIHEA Career Fair Director
Ferris State University
Hospitality Programs
1319 Cramer Circle, W-C 106B
Big Rapids, MI 49307

Written cancellations received by November 1st, 2005 will be refunded in total, less a \$50.00 processing fee. Refunds will not be granted after November 1st, 2005.

Questions

If you have questions regarding MHEA or the 2005 Career Fair, please contact:

Julie A. Doyle, MIHEA Career Fair Director
Ferris State University
Hospitality Programs
1319 Cramer Circle, W-C 106B
Big Rapids, MI 49307
Phone (231) 591-2385
E-mail: DoyleJ@ferris.edu

MHEA 2005 Career Fair Registration

Company & Representative Information (please print)

Company Name: _____

Career Fair Representative: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Company's Web Address: _____

Representative's Phone Number: _____

Representative's Fax Number: _____

Representative's E-mail Address: _____

Name as it should appear on exhibitor badge: _____

Dietary Restrictions: _____

Special Accommodations Needed: _____

Registration Fees

	Price	Quantity	Total
Career Fair Basic Registration with *discount	\$295	_____	_____
Career Fair Basic Registration without discount	\$395	_____	_____
Additional Company Representative Name: _____ Title: _____	\$ 75	_____	_____
Additional Company Representative & 2 nd Interview Booth Name: _____ Title: _____	\$225	_____	_____
MHEA Annual Membership for non-participants	\$300	_____	_____
MHEA Corporate Sponsorship	\$2,500	_____	_____
TOTAL FEES OWED			_____

MHEA Website Advertisement

In 75 words or less, write a brief description of your company. This will be included on the MHEA website for students to read. You may attach a separate document if needed.

Please indicate the positions for which you will be interviewing:

- Full-time
- Internships or seasonal
- Part-time

- Restaurant operations & management
- Hotel operations & management
- Sales and marketing
- Culinary Arts
- Culinary Management
- Meeting Planning or Special Event Management
- Other: _____

Agreement to Participate & Make Payment

I hereby represent that I am legally authorized to submit this registration as an agent of my company. I have read and agree to the terms and conditions contained herein. I understand that by signing this registration form my company is obligated to pay for the opportunity to participate in this event.

Signature of Authorized Agent

Title

Printed Name of Authorized Agent

Date

Return Information

Mail original form and payment to the address listed below. To expedite your registration, you may fax the completed two page registration form to: **Julie Doyle, MHEA Career Fair Director**

Ferris State University
1319 Cramer Circle W-C 106
Big Rapids, MI 49307
(Phone) 231 591-2385
(email) DoyleJ@ferris.edu
fax-231-591-2998