



# **CSCMP's 2018 CAREER FAIR**

**Held in Conjunction with the CSCMP EDGE Conference**

**September 29<sup>th</sup> to October 2<sup>nd</sup>, 2018**

**Gaylord Opyland Hotel and Convention Center**

**Nashville, TN USA**

# **INFORMATION PACKET and APPLICATION to PARTICIPATE**



## NEW! CSCMP's 2018 CAREER FAIR EVENT *Revised 03/01/18*

### ARE YOU LOOKING FOR FUTURE *and* CURRENT BUSINESS LEADERS / TALENT FOR YOUR SUPPLY CHAIN?

For the FIRST TIME, the best talent, from around the globe, will connect in one location, over three days, for one very special event – CSCMP's 2018 CAREER FAIR held in conjunction and adjacent with the 2018 CSCMP EDGE Supply Chain Conference and Exhibition.

This newly expanded event for 2018 will afford your company the opportunity to speak with current leaders in supply chain from upper echelons to the industry's 200+ future and upcoming leaders from top global universities and all levels of professionals in-between! There will be no better opportunity to streamline your global recruiting efforts – saving your organization time and money spent on recruiting.

As a participating employer in CSCMP's 2018 Career Fair you will receive:

- **One 8'x8' booth** to talk with candidates in public
- Option to obtain a **private contained 10'x10' booth** for confidential one-on-one discussions
- Up to **four complimentary Exhibit/Career Fair Only registrations** (number depending upon booth purchases)
- **One-on-one time** to meet and interview top **supply chain talent from around the globe**
- Exclusive access to **potential candidates' resumes** via the Career Fair portal
- **One free, custom report from our partner, Payscale**, that tells you the market value of a position for a current or new hire. Over a \$100 value!
- Assistance in developing a well-rounded supply chain team with **access to CSCMP's online Career Center**, a targeted employment site focused on helping you reach the right audience of highly-qualified global supply chain management candidates

ACT NOW as space will be limited. Please return the registration form, along with your payment information to Jim Schulze, CSCMP Director of Operations at [jschulze@cscmp.org](mailto:jschulze@cscmp.org).

Questions, Contact Jim directly via email or call +1.630.645.3456.

## CAREER FAIR PARTICIPATING COMPANY INFORMATION

Company Name:

Address:

City, State, Country:

Postal Code:

Main  
Contact

Name:

Title:

Phone Number:

E-Mail Address:

## CAREER FAIR BOOTH REGISTRATION OPTIONS

		Regular Price	Special Pricing for 2018 SCE Exhibitors	BOOTH SELECTION CHOICE		
				1st	2nd	3rd
<input type="checkbox"/>	Career Fair Participant Booth 8'x8' open booth	<input type="checkbox"/> <b>\$1,800</b>	<input type="checkbox"/> <b>\$1,500</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Optional Private Interview Booth 10'x10' private enclosed booth	<input type="checkbox"/> <b>\$2,500</b>	<input type="checkbox"/> <b>\$2,000</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TOTAL PRICE:</b>		<input type="text"/>	<input type="text"/>			

## METHOD of PAYMENT (payment information must be received at time of application)

☐

Enclosed please find a check

☐

Please charge the payment to the following credit card:

☐ Visa

☐ MasterCard

☐ American Express

☐ Diners Club

Card Number:

CVV/Security Code

Expiration

Name on Card:

Title:

Signature:

Date:

## BILLING ADDRESS INFORMATION (REQUIRED if using a Credit Card for Payment)

Address:

City, State, Country:

Postal Code:

## CAREER FAIR RULES and SIGNATORY

By submitting this completed and signed form, I hereby **apply for participation in CSCMP's 2018 Career Fair** at the 2018 CSCMP EDGE (Annual Conference). Full payment of Career Fair fees **must** accompany this contract. Fees do not cover any associated hotel or travel expenses. *No refunds will be given except for participation non-acceptance.* Submission of this Application Form does not guarantee participation in the Career Fair. Participation is only guaranteed upon receipt of a *written confirmation sent by the management of the Career Fair*. If applicant is not accepted, a full refund of amount paid will be given to the applicant. Participation in the Career Fair does not allow full access to conference activities. By signing below I attest that I have read and understand the aforementioned rules and policies.

Signature:

Date:



## BROCHURE / MARKETING INFORMATION

Please note that to be considered a fully completed application, all information on this page is required (including electronic logos) and this second page must be submitted at the same time as page one of the application. If both pages (and logo) are not received at the same time of submission, the application will NOT BE ACCEPTED and you will NOT have a confirmed participation until we receive all of the below information.

### Career Fair Company Information

Company Name: \_\_\_\_\_

Website: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Electronic Logo

For your Career Fair Application to be considered **completed and therefore accepted**, an electronic version of your company's logo must be **e-mailed to Jim Schulze at Jsulze@cscmp.org at the same time your application is submitted**. We require: A regular logo in either GIF or JPEG formats, along with a high-resolution logo in Vector EPS format. **Please note that BOTH logo formats must be emailed for the application to be considered.**

### Key Words/Phrases

Maximum of 3 keywords / phrases, with each phrase no more than 5 words, that describe your available careers at a very high level.

1st Keyword/Key-Phrase: \_\_\_\_\_

2nd Keyword/Key-Phrase: \_\_\_\_\_

3rd Keyword/Key-Phrase: \_\_\_\_\_

### Booth/Careers Description

This is an area for your organization's usual marketing message of 75 words or less that describe your career opportunities offered. We reserve the right to edit the submission for length/clarity.

### SEND COMPLETED APPLICATION and PAYMENT TO:

Jim Schulze  
Director of Operations  
Council of Supply Chain Management Professionals  
333 East Butterfield Road, Suite 140  
Lombard, IL USA 60148  
Email: Jsulze@cscmp.org  
Fax: +1-630-574-0989



Council of Supply Chain  
Management Professionals



## SCE Exhibition Schedule (final as of 03/01/17)

Start	End	SUNDAY September 30	MONDAY October 1	TUESDAY October 2	WEDNESDAY October 3
7:00 AM	7:15 AM				
7:15 AM	7:30 AM		# #	# #	
7:30 AM	7:45 AM		Career Fair		
7:45 AM	8:00 AM		SCE Open		
8:00 AM	8:15 AM		Full Breakfast	Full Breakfast	Beverage Break
8:15 AM	8:30 AM		Transition Period	Transition Period	
8:30 AM	8:45 AM		DISTINGUISHED SERVICE and EMERGING LEADER AWARDS	HALL OF FAME AWARDS	Mega Sessions (1.5 hours)
8:45 AM	9:00 AM		Opening General Session (1.5 hours)	Major General Session (1.5 hours)	
9:00 AM	9:15 AM				Transition Period
9:15 AM	9:30 AM		Beverage Break	Beverage Break	SUPPLY CHAIN INNOVATION AWARD
9:30 AM	9:45 AM		Educational Session 1 (1.25 hours)	Educational Session 4 (1.25 hours)	Brunch & Closing Session (1.5 hours)
9:45 AM	10:00 AM				
10:00 AM	10:15 AM				
10:15 AM	10:30 AM				
10:30 AM	10:45 AM				
10:45 AM	11:00 AM				
11:00 AM	11:15 AM				
11:15 AM	11:30 AM				
11:30 AM	11:45 AM				
11:45 AM	12:00 PM		# #		
12:00 PM	12:15 PM		Transition Period	Transition Period	
12:15 PM	12:30 PM		Roundtable-Hosted Luncheon	SC Industry Networking Luncheon	CSCMP's 2018 EDGE (Annual Conference) officially opens at 6:00pm on Sunday and closes at 11:15am on Wednesday.
12:30 PM	12:45 PM				
12:45 PM	1:00 PM		Dessert in SCE	Dessert in SCE	
1:00 PM	1:15 PM		SCE Exhibition Only	SCE Exhibition Only	Education
1:15 PM	1:30 PM				Three General Sessions (one on each day, Monday-Wednesday)
1:30 PM	1:45 PM				Six Individual Educational Sessions (All sessions are 1.25 hours [75 min] each)
1:45 PM	2:00 PM				Mega Educational Sessions (held on Wednesday morning)
2:00 PM	2:15 PM				
2:15 PM	2:30 PM				
2:30 PM	2:45 PM				
2:45 PM	3:00 PM				
3:00 PM	3:15 PM				
3:15 PM	3:30 PM				
3:30 PM	3:45 PM				
3:45 PM	4:00 PM				
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6:15 PM	6:30 PM				
6:30 PM	6:45 PM				
6:45 PM	7:00 PM				
7:00 PM	7:15 PM				
7:15 PM	7:30 PM				
7:30 PM	7:45 PM				
7:45 PM	8:00 PM				

CSCMP Academic Research Symposium

# Hall Opens 30 Minutes Early for Food for EXHIBITORS ONLY



Council of Supply Chain  
Management Professionals  
Educating and Connecting the World's Supply Chain Professionals.™



SUPPLY CHAIN  
exchange  
CSCMP ANNUAL EXHIBITION 2018  
SEPTEMBER 30 - OCTOBER 3 • NASHVILLE, TENNESSEE



# CSCMP 2018 SCE and Career Fair

## Career Fair Hours

Final as of March 1st, 2018



### CAREER FAIR

	Saturday 09/29/18	Sunday 09/30/18	Monday 10/01/18	Tuesday 10/02/18
<b>INSTALLATION</b>	8:00 AM to 4:30 PM Exhibitors	8:00 AM to 3:00 PM Exhibitors		
<b>2018 CAREER FAIR (and EXHIBIT HALL) SHOW HOURS</b>		6:00 PM to 8:00 PM Show Open Reception	7:00 AM to 7:30 AM Optional Exhibitor Only Breakfast	7:00 AM to 7:30 AM Optional Exhibitor Only Breakfast
			7:30 AM to 8:30 AM Show Open Breakfast in SCE	7:30 AM to 8:30 AM Show Open Breakfast in SCE
			8:30 AM to 12:00 PM CAREER FAIR CLOSED	8:30 AM to 12:00 PM Show Open Educational Sessions
			11:30 AM to 12:00 PM Optional Exhibitor Only Lunch	
			12:00 PM to 1:00 PM Show Open Attendee Lunch	12:00 PM to 1:00 PM Show Open Attendee Lunch
			1:00 PM to 1:30 PM Show Open Attendee Dessert	1:00 PM to 1:30 PM Show Open Attendee Dessert
			1:30 PM to 2:00 PM Show Open SCE ONLY Time	1:30 PM to 2:00 PM Show Open SCE ONLY Time
			2:00 PM to 5:00 PM Show Open Educational Sessions	2:00 PM CAREER FAIR CLOSES
			5:00 PM to 6:30 PM Show Open Reception	
				2:30 PM to 8:00 PM Dismantle
<b>DISMANTLE</b>				

#### NOTE:

During the periods  
when the  
Career Fair  
(and SCE)  
is officially closed  
to attendees  
on both  
Monday and Tuesday,

or when  
Educational Sessions  
are being held  
and the  
Career Fair is Open  
(Monday afternoon &  
Tuesday morning),  
and the show floor  
WILL be VERY quiet,

you are encouraged  
to conduct  
pre-arranged appointments  
within your booth area.

OR EVEN BETTER,  
attend those  
Educational Sessions  
and Networking Breaks.

This is another  
perfect opportunity  
to meet additional attendees  
and obtain  
additional business leads!



## 2018 CSCMP's CAREER FAIR – RULES and REGULATIONS *Revised 03/01/18*

1. **Association:** The word "Association" as used herein shall mean the Council of Supply Chain Management Professionals, Inc. (CSCMP) or its officers, committees, agents, or employees acting for them in the management of the Exhibit. The word "Exhibit", "Exhibition" and/or "SCE" shall mean the Supply Chain Exchange exhibit and/or the CSCMP Career Fair Event.
2. **Eligible Participants:** The Association reserves the right to determine the eligibility of any company for inclusion in the Career Fair. The Exhibitor agrees to prepare and exhibit career opportunities pertaining to the fields of supply chain management suitable for inclusion in the CSCMP Career Fair, September 30<sup>th</sup> to October 3<sup>rd</sup>, 2018, Gaylord Opryland Hotel and Convention Center, Nashville, TN USA as approved by the Association or its authorized agents and to pay for such booth or booths whether actually occupied by a display or not, and subject to the rules of the Career Fair and Supply Chain Exchange exhibition.
3. **Limitation of Liability:** The Exhibitor agrees to make no claim for any reason against the Exhibition, CSCMP and designated agents, or against the management or owners of the Convention Center or the employees of any of them. The Exhibition, CSCMP or designated agents, itself will not be liable for the fulfillment of this Contract as to the delivery of space, and further will not be responsible for delays, damage, loss, increased costs or other unfavorable conditions due to any of the following causes: by reason of the building being destroyed by fire, act of God, public enemy, national emergency strikes, the authority of the law, or any cause beyond their control. It is clearly understood that no refunds will be granted by management for the pre-listed possible events.
4. **Arrangement of Exhibits:**
  - a. **Standard Booth** - one or more standard units in a straight vertical line.
    - i. **Size:** Each standard booth in the Career Fair will be 8' by 8' and will have pipe and drape along the back and both sides of the booth.
    - ii. **Contents:** Each standard booth in the Career Fair will contain one bar-height draped table and two bar-height chairs and one wastebasket. Each booth will also be carpeted with standard carpeting the color of all aisles within the exhibit hall. If a participating organization wishes any optional items (e.g. electrical), that would be at participant's expense and would have to be ordered through the Exhibitor Kit.
    - iii. **Height:** Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).
    - iv. **Depth:** All display fixtures must be confined to that area of the exhibitor's space. *Please note that pop-up booths and pre-fabricated displays must fit within your 8' by 8' booth space or they will not be allowed.*
    - v. **Hanging Signs:** May not be used above standard in-line booths.
  - b. **Interview Booths** - one or more private interview units in a straight vertical line.
    - i. **Size:** Private interview booths in the Career Fair will be 10' by 10' and will be fully enclosed on all four sides comprised of solid materials with a closeable door.
    - ii. **Contents:** Each private interview booth in the Career Fair will contain one regular-height draped table and two chairs and one wastebasket. Each booth will also be carpeted with standard carpeting the color of all aisles within the exhibit hall. If a participating organization wishes any optional items (e.g. specific color of carpeting or electrical), that would be at participant's expense and would have to be ordered through the Exhibitor Kit.
    - iii. **Height:** Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).
    - iv. **Depth:** All display fixtures must be confined to that area of the exhibitor's space.
    - v. **Hanging Signs:** May not be used above interview booths.



5. **Decoration:** The Association shall have full discretion and authority in the placing, arrangement and appearance of all items to be displayed within the Exhibition/Career Fair by the Exhibitors. All exposed parts of any display and/or equipment must be finished or covered in a workmanlike and neat manner, so they do not present an unsightly appearance when viewed from adjoining booths or aisles. Show management may order masking, replacement, rearrangement, redressing or redecoration at the exhibitor's expense, without the prior consent or knowledge of the exhibitor, where it is deemed necessary. Merchandise for sale and 'sold' signs are not permitted.
6. **Exhibitor Representatives' Responsibility:** Each exhibitor must name at least one person to be his/her representative in connection with installation, operation, and removal of Exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the Exhibitor shall be responsible. No one under the age of 18 shall be admitted during installation and dismantle. During show hours, anyone under the age of 18 must be accompanied by an adult. Strollers are not permitted in the exhibit area at any time.
7. **Labor:** Based on Convention Center rules and regulations.
8. **Power:** It is mutually understood and agreed that the Association will use proper and reasonable care to prevent interruption in power service, but shall not be held responsible for any interruption that may occur due to breakage of machinery, apparatus, equipment, etc.
9. **Fire Department Regulations:** All material used in the exhibit hall and/or exhibitor's booth(s) must be fireproofed and conform to all fire department regulations. Exhibitors must accept full responsibility for compliance with national, state and city fire safety regulations.
10. **Subletting of Space:** Exhibitor shall not assign, sublet, share or apportion the whole or any part of the space allotted, or have products, equipment, signs or printed materials from other than its own firm in the said exhibit space without the written consent of CSCMP's Director of Operations or Supply Chain Exchange Floor Manager.
11. **Alcoholic Beverages and Food:** The use of *non-alcoholic* beverages and miscellaneous food items for consumption by conference attendees within the Career Fair area is *encouraged* by CSCMP but is governed by convention center rules. The use and presence of *alcoholic* beverages for consumption by conference attendees within the Career Fair area is *strictly prohibited* by CSCMP.
12. **Hospitality Suites/Exhibitor Events:** No exhibitor or any affiliate thereof, shall conduct any off-site activity during official event hours that would encourage attendees to leave the officially scheduled event activities.
13. **Insurance:** Exhibitors are advised to carry floater insurance to cover Exhibit material against damage or loss; also, public liability insurance against injury to the person and property of others. CSCMP will carry public liability insurance for injury to the Exhibition, Visitors, Exhibitors and their agents and employers. Exhibitors' employees are not covered when on space rented by an Exhibitor. Exhibitors must make certificates of insurance available to CSCMP upon request.
14. **Contractor Services:** Complete information, instructions and schedules or prices regarding shipping, drayage, labor for erection and dismantling, electrical, furniture, carpets, etc. are included in the Exhibitor Service Kit which will be forwarded once space has been confirmed and deposit received.
15. **Non-official Decorators/Exhibit-Appointed Contractors:** Outside exhibitor appointed contractors, display houses, etc. shall notify CSCMP and the management of the Supply Chain Exchange thirty (30) days prior to the first move-in day of the exhibition with the approximate number of regular and/or supervisory employees working in the exhibit area during the move-in and move-out periods and provide a certificate of insurance for liability and workmen's compensation or other documentation as requested. All outside contractors are asked to sign and agree to comply with exhibition rules and regulations as well as convention center rules and regulations. Exhibitors must provide an Exhibitor Appointed Contractor (EAC) form to CSCMP.
16. **Sound Devices and Noise Level:** The use of devices for mechanical reproduction of sound is prohibited. Music, whether mechanical, vocal, or instrumental, is prohibited except in connection with video projections. Operation of radio or television equipment receiving outside broadcasts is prohibited. Any demonstrations or presentation must be at a low volume so that nearby exhibitors are not bothered. Any form of attention-getting devices or presentations within booths must be terminated when crowds jam aisles or infringe upon another exhibitor's display or impede neighboring exhibitors from conducting their business.



17. **Distribution of Promotional Material:** Distribution of sales promotional material and the conduct of surveys are permitted in the Exhibit and Career Fair area but must be confined to the Exhibitor's booth. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the Convention Center or conference hotels.
18. **Amendment to Rules:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of CSCMP's Director of the Supply Chain Exchange and Career Fair. These rules and regulations may be amended at any time by CSCMP and all amendments (except booth rental prices) so made shall be binding on Exhibitors equally with the foregoing rules and regulations.
19. **Direct Selling:** Retail sales are not permissible on the exhibition floor.
20. **Early Removal of Exhibits:** No exhibit shall be packed, removed, or dismantled prior to the closing of the Show without written permission from the Show Manager. If the Exhibitor acts in breach of this provision, it is subject to pay as compensation for the distraction to the Exhibition's appearance, an amount equal to one-half of the total space charge for the Exhibitor's allocated area, in addition to all sums otherwise due under this Agreement. Additionally, breach of this provision could result in the loss of the Exhibitor's same booth in future shows produced by CSCMP.
21. **Raffles and Give-Aways:** Raffles and Give-Aways are *allowed and encouraged* but must be conducted solely within the confines of the area purchased by each participating organization. Fliers and other such collateral referencing any raffle or give-away cannot be left in public spaces of the convention center or conference hotels.
22. **ADA:** Exhibitors are reminded that the Americans with Disabilities Act ensured equal access to all participants of CSCMP meetings. It is the responsibility of exhibitors to make booth spaces full accessible to those with physical or sight impairments to comply with all applicable laws and regulations, including without limitation the Americans with Disabilities Act (Public Law 101-336).
23. **Forced Setup:** Space not occupied by the close of the exhibit installation period will be forfeited by the exhibitor and this space may be resold, re-assigned, or used by CSCMP. This clause shall not be construed as affecting the obligation of the exhibitor to pay the full space rental under the terms of the contract. A "Forced Set" will occur at the exhibitor's expense if items in the booth are not set-up one hour before the close of move-in.
24. **Booth Assignment:** Booth or booths enumerated do not form a part of this contract. The Association reserves the right to locate or relocate or renumber any Exhibit space at any time. After acceptance of this Contract, the terms hereof shall not be subject to cancellation. The Association may reassign space made available due to cancellations, expansions, reductions or withdrawals.