

**Saint Mary's College of California
Career and Internship Fair
Registration Form**

The Career and Internship Fair is held annually in October. The 2010 Fair date is **Wednesday, October 6, 2010**. Registration and set-up will begin at 9:00am; the Fair will be open from 11:00am to 2:00pm.

This event will provide you with an opportunity to connect with Saint Mary's College students about possible career...internship... and volunteer opportunities in the profit and non-profit sector. In addition, students will also be exposed to a variety of Graduate School and Law School programs. For organizations participating in our On-Campus Interview Program, the Career and Internship Fair is an excellent opportunity to provide information about your organization directly to our students.

To register, simply fill out the form and return no later than **Wednesday, September 15, 2010**. Early submission is advised since reservations are on a first-come, first-served basis. Mail or fax this form to the following address:

Attn: Patty Bishop
Career Development Center
Saint Mary's College of California
P.O. Box 3421
Moraga, CA 94575-3421
Fax: 925.631.0502

A copy of your registration will be automatically transmitted to you via email.

Your participation will be confirmed when all the following items are received.

1. Completed registration form.
2. Certificate of Insurance in the amount of \$1 million.*
3. Payment of Fees - **Please understand that we expect payment in advance of the event.** We do not issue invoices unless you make specific requests to receive one from Patty Bishop.

Employers who use Saint Mary's College of California facilities are required to submit a "Certificate of Insurance in the amount of \$1 million" naming Saint Mary's College of California as an additional insured for the time you are on campus and such insurance shall be considered primary. We suggest you contact your organization's risk manager or person who handles insurance/risk management issues, in many cases, the CFO. A Certificate of Insurance should not cost your organization to produce the information we request.

Fee Structure (The registration fee includes lunch for one attendee. Additional lunches are billed at \$10 each.)

	Before Jul. 31	After Aug. 1
Commercial Business	\$200.00	\$250.00
Government agencies	\$ 75.00	\$100.00
Graduate Schools	\$ 50.00	\$ 75.00
Law Schools	\$ 50.00	\$ 75.00
Non-profits	\$ 50.00	\$ 75.00
Teaching Opportunities	\$ 50.00	\$ 75.00

Please make checks payable to: **Saint Mary's College of California, reference CDC Career Fair Postmarked by: Wednesday, September 15, 2010.**

Send Payment to:

Saint Mary's College of California
Career Development Center
Attn: Career Fair
P.O. Box 3421
Moraga, CA 94575-3421
Fax: 925.631.0502

Shipping Address/Certificate of Insurance:

Saint Mary's College of California
Career Development Center
Attn: Career Fair
1928 St. Mary's Road
Moraga, CA 94556

Please direct all inquiries to:

Patty Bishop
Employer Relations Manager
Career Development Center
Telephone: 925.631.4793
Fax: 925.631.0502
pbishop@stmarys-ca.edu

Note: Those fields marked with an asterisk (*) are required fields. If this information is missing, your request will not be processed.

Date: _____

Organization Information

*Billing Type: _____
(Commercial Business, Government Agency, Graduate Schools, Law Schools, Non-Profit, Teaching Opportunities)

*Organization: _____

*Industry: _____

Please choose the industry that represents your entire business, i.e.: banking, law school, government, community service, etc.

*Profile: (Please limit your information to 3-5 sentences.) _____

Positions: ____ Full Time ____ Part Time ____ Internship ____ n/a

Preferred Majors: _____

Contact Information

*First Name: _____

*Last Name: _____

*Title: _____

*Address: _____

*City: _____

*State: _____ *Zip: _____

*Phone: _____ Ext: _____

*Fax: _____

(Please type n/a if a fax # is not available)

*Email: _____

Organization Website: _____

Alumnus of Saint Mary's College? ____ Yes ____ No

Please provide the following information if the person attending is not the same as the contact person.

*First Name: _____

*Last Name: _____

*Title: _____

*Address: _____

*City: _____

*State: _____ *Zip: _____

Email: _____

Alumnus of Saint Mary's College? Yes No

Additional Information

Will any additional representatives be attending? Yes No Not known

If yes, please provide names: _____

Alumnus of Saint Mary's College? Yes No

The registration fee includes lunch for one attendee. Additional lunches are billed at \$10 each.

Please indicate how many additional lunches are needed: _____

Will you need access to a power outlet? Yes No

Method of payment Check Credit Card (Visa or MasterCard only)

The "Organization" submitting this form agrees to indemnify, defend and hold harmless Saint Mary's College of California, its trustees, employees and representatives against any liability, including but not limited to attorney's fees and costs, arising from or related to the Organization's participation in the activity that is the subject matter of this Agreement. Except for loss or damage caused by the gross negligence or willful misconduct of Saint Mary's College of California, the Organization hereby waives, releases, and holds the indemnified parties free and harmless from and against any and all claims.

BY SUBMITTING THIS REGISTRATION, YOU HEREBY AGREE TO THE TERMS OF THIS AGREEMENT.

Saint Mary's College of California Career & Internship Fair

Your participation at the Career & Internship Fair will be confirmed when all the following items are received.

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Saint Mary's College
of California

Deposit into account # 10.0.4210.1443.000

Credit Card Payment

Note: Complete the information below and fax to: 925.631.0502

Saint Mary's College only accepts Master Card and Visa.

Master Card

Visa

Credit Card Number: _____

Expiration Date: _____
Month/Year

Amount to be charged: _____

Name of Organization: _____

Cardholder's Name: _____
Please Print

Authorized Signature: _____

Daytime Phone: _____



Greetings from Saint Mary's College Career Center!

We are looking forward to your arrival on our campus. Below you will find directions to Saint Mary's College, a campus map and parking permits. Feel free to contact me with any questions you may have. My telephone numbers are 925.631.4793 or 925.631.4600.

Patty Bishop

From San Francisco Bay Bridge or San Rafael/Richmond Bridge:

From San Francisco Bay Bridge or San Rafael/Richmond Bridge: Take Interstate 580 toward Hayward and then Highway 24 toward Walnut Creek. Once through the Caldecott Tunnel, take the second exit, which will be marked Orinda/Moraga. Turn right and follow Moraga Way about five miles. Turn left onto Moraga Road, then right onto Saint Mary's Road. The College is about one mile farther on the right.

From Walnut Creek/Interstate 680:

Take Highway 24 west (Oakland direction) to the Central Lafayette exit and bear to the right, circling under the interstate. At the second stoplight take a right onto Mt. Diablo Boulevard. At the next stoplight, take a left onto Moraga Road. You will want to be in the left hand lane. Make a left onto Saint Mary's

PLEASE CUT OUT THE FOLLOWING PARKING PERMITS:



Saint Mary's College
Career & Internship Fair

Wednesday - October 6, 2010

Temporary Parking Permit
Place permit face up on dashboard

Acceptance of this permit acknowledges that vehicle operator understands and will
adhere to all college
parking regulations. Violation may result in citation, immobilization or tow-way.
Please be sure that you park in a Visitors parking area.



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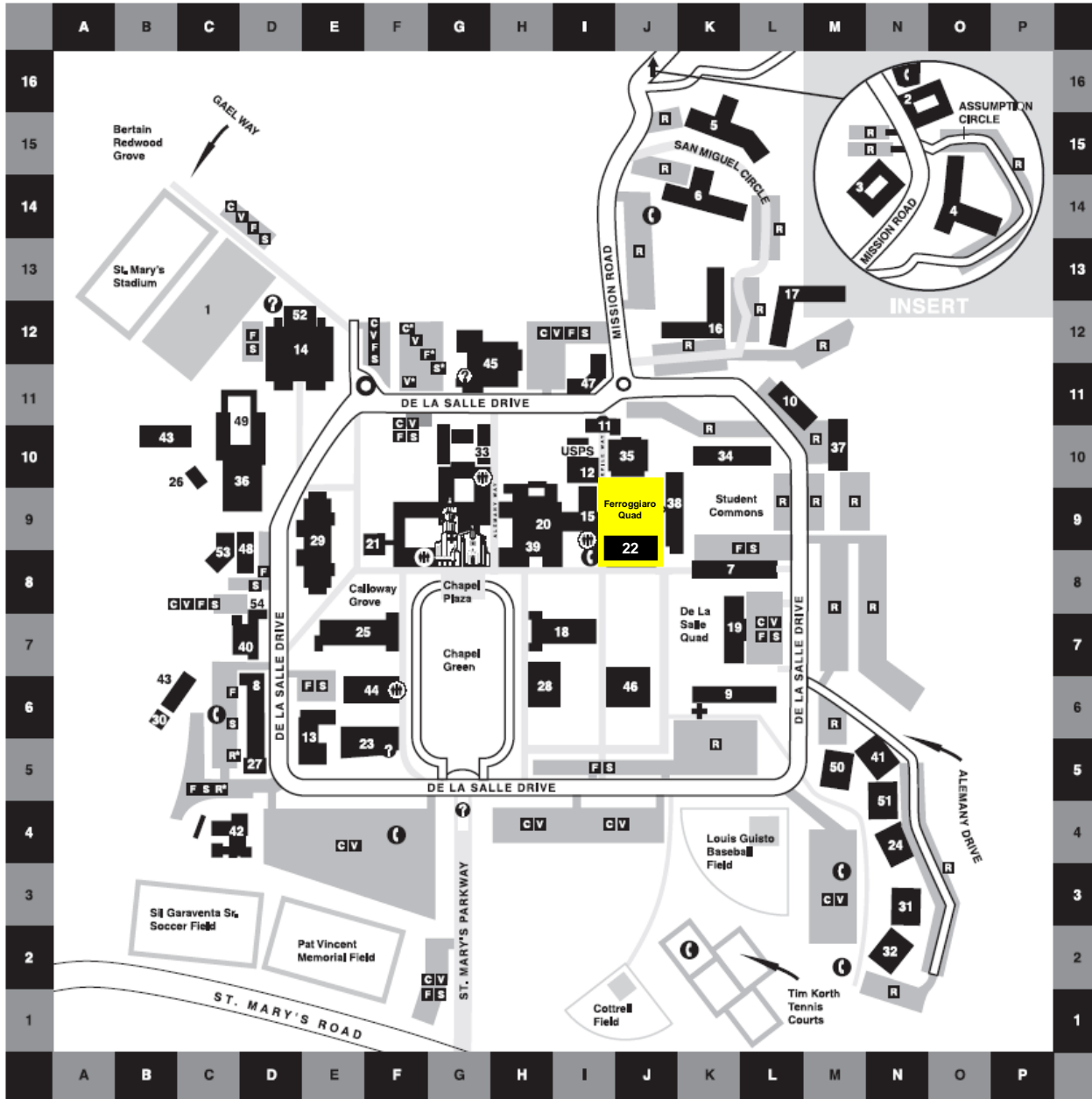


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1 Athletic Field.....C12	19 De La Salle Hall.....K7	37 More Hall.....M10
2 Edward S. Ageno Hall East.....Insert	20 Dryden Hall.....H9	38 Mitty Hall.....K9
3 Edward S. Ageno Hall West.....Insert	21 Fenlon Hall.....F9	39 Oliver Hall.....H8
4 Ferdinand & Camille Ageno Hall.....Insert	22 Ferroggiaro Hall/Quad.....J9	40 Power Plant.....D7
5 Marjorie David Ageno Hall.....K15	23 Filippi Hall.....F5	41 Sabatte Hall.....N5
6 Michael E. Ageno Hall.....K14	24 Freitas Hall.....N4	42 School of Education.....D4
7 Aquinas Hall.....K8	25 Galileo Hall.....F7	43 Shop (2).....B10, C6
8 Assumption Hall.....D6	26 Garage.....C10	44 Sichel Hall.....F6
9 Augustine Hall.....K6	27 Graduate Business.....D5	45 Soda Activity Center.....H12
10 Becket Hall.....L11	28 Garaventa Hall.....H6	46 St. Albert Hall Library.....J6
11 Syufy Hall.....I10	29 Science Building.....E9	47 St. Catherine of Siena Hall.....I11
12 Bookstore.....I10	30 Greenhouse.....B6	48 St. Joseph Hall.....D9
13 Brother Jerome West Hall.....E5	31 Guerrieri Hall East.....N3	49 Swimming Pool.....D11
14 Brother Rah/McKeon Pavilion.....E12	32 Guerrieri Hall West.....N2	50 Syufy Hall.....M5
15 Cassin Student Union.....J9	33 Hearst Art Gallery.....G11	51 Thee Hall.....N5
16 Claeys Hall North.....K12	34 Justin Hall.....K10	52 Ticket Office.....E12
17 Claeys Hall South.....L13	35 LeFevre Theatre.....J10	53 Warehouse.....C9
18 Dante Hall.....I7	36 Madigan Gymnasium.....D10	54 Weight Room.....D7

PARKING

C	COMMUTER	V	VISITOR ONLY 7 AM - 2 PM
V	VISITOR	F	FACULTY
F	FACULTY	S	STAFF
S	STAFF	R	RESIDENT
R	RESIDENT		ASSUMPTION HALL RESIDENTS ONLY

Regulations enforced
Monday-Friday 7:30 a.m.-3:00 p.m.,
except residential

- ? INFORMATION
- USPS POST OFFICE
- + HEALTH SERVICES
- (EMERGENCY TELEPHONES