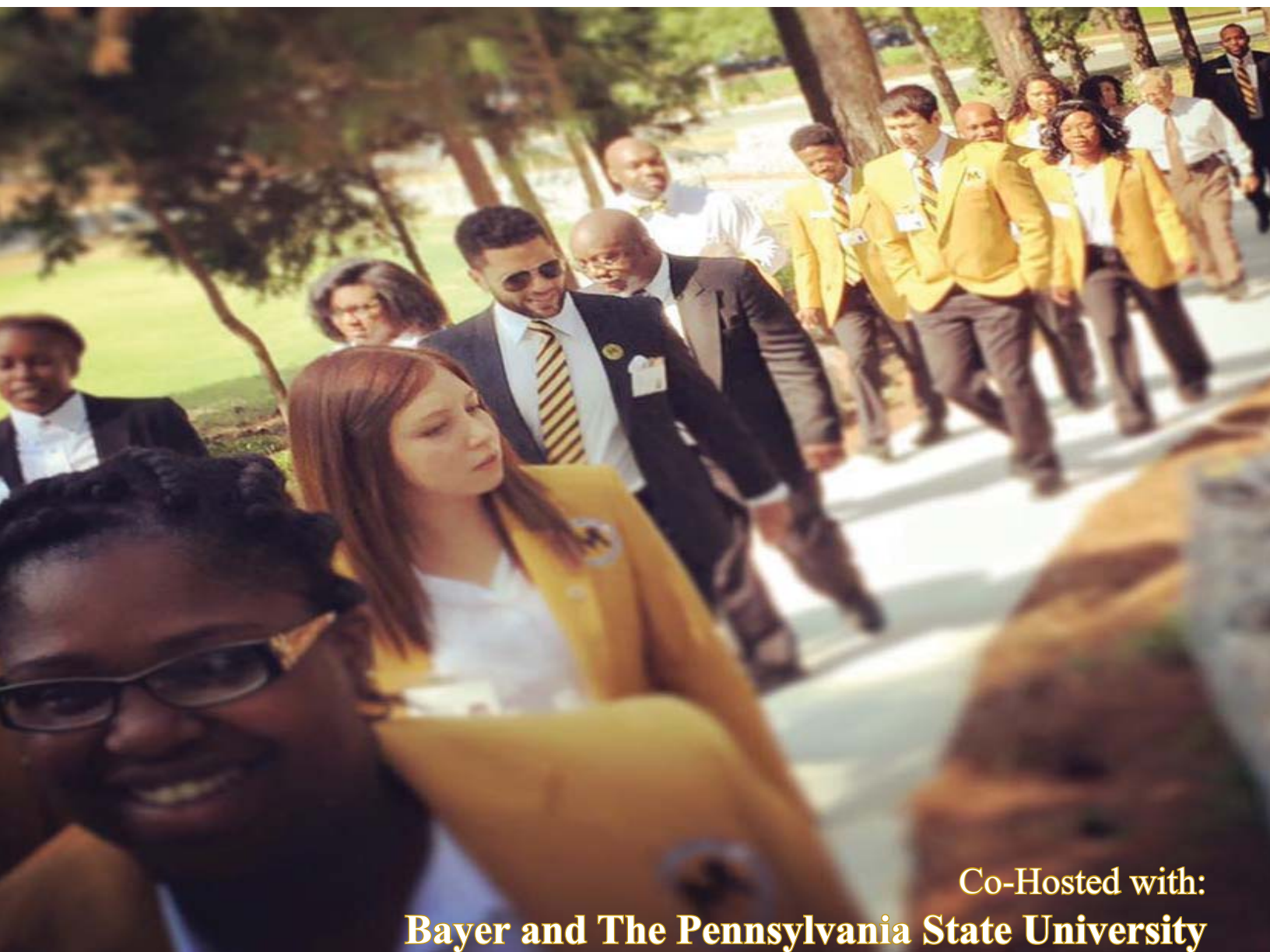


32nd Annual Career Fair & Training Conference Sponsorship, Exhibition & Advertising Guide



March 29 - April 1, 2017
Wyndham Grand Pittsburgh Downtown



Co-Hosted with:
Bayer and The Pennsylvania State University

Sculpting Minds, Nurturing Hearts and Creating Diverse Leaders

CONFERENCE SPONSORSHIP, CAREER FAIR, AND ADVERTISING OPPORTUNITIES

Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) will convene its 32nd Annual Career Fair and Training Conference in Pittsburgh, Pennsylvania. We invite you to assist MANRRS in promoting diversity and leadership through sponsorship, exhibiting at the Career Fair, and advertising in the Conference Program book. Corporations, governmental agencies, organizations, and institutions, of all sizes can find a level of financial support in this program that provides the desired impact, fits your budget, and enables your organization to showcase your opportunities, products and services to a unique audience of professionals and interested students. This program details a myriad opportunities to highlight your brand during conference activities; showcase and

exhibit your organization at Career Fair booths; and, gain exposure through the placement of advisements in the Conference Program book. At the 31st Annual Conference, in Jacksonville, Florida, more than 1,000 students and professionals were in attendance. We anticipate another successful meeting in Pittsburgh in 2017 with hopes to supersede this number in conjunction with our 2nd Annual Diversity Summit. Your commitment and financial support will secure the appropriate exposure and benefits such as a premier exhibit booth location at the Career Fair. Opportunities are offered on a first-come, first-serve basis—so don't delay, sign up today! The sooner you respond, the greater the likelihood that your preferred option will be available.

2016 NATIONAL MANRRS PARTNERS

We would like to thank our current sponsoring organizations for their support of the National Society for MANRRS:

Diamond Level (\$60,000+):



Platinum Level (\$30,000+):

Monsanto

Gold Level (\$20,000+):

CHS Foundation Dow AgroSciences
DuPont Pioneer USDA Forest Service
USDA Natural Resources Conservation Service

Silver Level (\$15,000+):

BASF Bunge
Cargill USDA Agricultural Research Service

Bronze Level (\$10,000+):

Elanco
USDA APHIS, Plant Protection and Quarantine
USDA NIFA

Copper Level (\$5,000+):

Land O'Lakes
Syngenta
NC SARE

NATIONAL MANRRS OVERVIEW

Overview of the Society

The National Society for Minorities in Agriculture, Natural Resources, and Related Sciences (MANRRS) is a national, non-profit organization that promotes and fosters the inclusion of underrepresented minorities in agriculture, natural resources and related sciences disciplines. MANRRS establishes partnerships among its student and professional members and individuals from private industry, government, academia and non-profit organizations in a nurturing environment that promotes scholarly excellence, professional development, networking, and career placement. This is accomplished through the many activities at individual chapters, cluster/regional events and at the Annual National Training Conference and Career Fair.

MANRRS began as a vision shared by agricultural students and faculty at Michigan State University (MSU) and the Pennsylvania State University (PSU). The goal was to develop a network among minority students in agriculture, natural resources and related sciences and professionals from academic institutions, government, and industry. Their commitment led to the first national MANRRS conference, which was held at MSU in 1986. Today, the mission of the Society continues to be the promotion of the academic and professional advancement of its members by empowering minorities in agriculture, natural resources, and related sciences. Our motto is *“Changing the face of agriculture by linking hands around the world.”*

MANRRS Specific Objectives

- Create an environment for mentorship, fellowship and networking among students, faculty, staff, administrators, representatives from government agencies and industry from across the nation;
- Increase the number of students in agricultural sciences, natural resources, and related fields at the undergraduate and graduate levels;
- Encourage scholarly achievement, advancement and excellence among members;
- Promote career and academic counseling for undergraduate and graduate students;
- Enhance the academic performance, research aptitude, leadership skills, and professional development of members;
- Increase the awareness and direct involvement of sponsors and students;
- Ensure that all student members are prepared to meet the needs of the 21st century workforce; and
- Provide sponsors with talented graduates to fill their employment needs in agricultural sciences, natural resources and related sciences.

MANRRS MEMBERSHIP PROFILES AND BENEFITS

Currently, MANRRS operates at the local, regional, and national levels. At the **local level**, there are more than sixty collegiate chapters located in 38 states and Puerto Rico; some of which sponsor high school students (Jr. MANRRS Chapters). As part of their leadership development and professional training, student members are elected as officers at the local, regional and national levels. Chapters hold local meetings that emphasize topics, such as philanthropy/community service, career awareness and development, MANRRS awareness, résumé and cover letter preparation, meeting facilitation, and interviewing skills. Local chapters also host events, which draw students from other schools and colleges on campus, in order to promote the mission of the National Society.

At the **regional level**, local MANRRS Chapters are geographically grouped together into six Regions across the country. Annually, Cluster Workshops are held to draw students from multiple regions together for leadership and professional development workshops, and also foster networking opportunities. Sponsors often participate as workshop presenters, and in some cases, they host mini-Career Fairs. At both the local and regional levels, professional members and sponsors often take advantage of these opportunities to interact with the students on a one-on-one basis.



At the **national level**, MANRRS holds its Annual National Training Conference and Career Fair at which members meet to promote diversity in agriculture, natural resources, and the related sciences. Key functions of the Conference include the promotion of high school, undergraduate, and graduate scholarship and networking. This event, by far, is the largest single event of the Society, as it generally attracts more than 1,000 student members, professionals and sponsors. The Conference usually offers keynote addresses by prominent leaders, workshop sessions as well as contests, such as Oral Research, Poster Research, Written Essay, Public Speaking, and Chapter-of-the-Year. Also, the National Conference sponsors one of the largest agricultural and natural resources Career Fairs for underrepresented minorities in the country. At this event, employers obtain the added benefit of meeting with students and young professionals directly to discuss internship and permanent employment opportunities. In addition to student training, MANRRS offers its professional members professional development training via workshops that are conducted by its sponsors.

MANRRS MEMBERSHIP PROFILES AND BENEFITS

To increase diversity in agriculture, natural resources, and related sciences for the current and future workforce, MANRRS continues to successfully bring together members and participants from federal agencies, academia, non-profit organizations, business and industry. Membership in the National Society is open to people of all racial, cultural, and ethnic backgrounds who support the organization's mission and its objective of increasing diversity in agriculture natural resources and related sciences careers. The current national membership is 1,557; sixty percent of the membership is female, while 40% is male. The membership body includes 1,020 Undergraduates, 179 Graduate Students, 183 Professionals, and 125 Jr. MANRRS (high school) members from diverse ethnic backgrounds and an array of academic disciplines.



MANRRS members also receive leadership and career training through scholarship activities, including research contests, essay contests, career development workshops and more! MANRRS is committed to ensuring that its members are prepared for agricultural, natural resources and related sciences careers before and after graduation, by working closely with sponsors to develop and deliver state-of-the art-training opportunities for members at the local, regional, and national levels.

2016 FALL REGIONAL CLUSTER DATES

- REGION 1 – PENN STATE, STATE COLLEGE, PA – OCT. 28-30
- REGION 2 & 3- ATLANTA, GA – SEPT. 30 – OCT. 2
- REGION 4 (NORTH) – ST. LOUIS, MO – OCT. 7-9
- REGION 4 (SOUTH) – LSU, BATON ROUGE, LA – OCT. 28-30
- REGION 5 – UMN – ST. PAUL, MN – OCT. 14-15
- REGION 6 – UC DAVIS, DAVIS, CA – NOV. 11-12

MANRRS PARTNERSHIP PROGRAM

Many national agencies, corporations, and foundations provide critical financial support to MANRRS, while realizing significant benefits from their involvement. MANRRS serves these “Partners” through its role as a recruitment facilitator, a networking forum, and a professional development resource. Hyperlinks are placed on the MANRRS website to link members directly to partners’ websites for year-round exposure. Additional benefits to Partners include: annual MANRRS membership, priority consideration for Conference Sponsorships, and Career Fair booths.

MANRRS and its Partners share the MANRRS vision and commitment to build a diverse, professional workforce in the fields of agriculture, natural resources and related sciences. Through the generous contributions of our Partners, MANRRS provides a foundation for students’ and professionals’ success. Programs supported by our Partners include:

- Internships and cooperative training experiences with private companies and government agencies;
- Annual National Training Conference and Career Fair;
- MANRRS Newsletter, MANRRS On the Move;
- Academic scholarships for students;
- Local chapter development; and
- Cluster meetings focusing on professional leadership development of students, and provide professionals with a platform to promote networking and communication.

Contributions from our supporters reflect their understanding of the broad benefits of a well-trained, diverse workforce. In addition, MANRRS Partners derive a wide variety of benefits from their support for MANRRS including:

- Appreciation directly from the students who are assisted through MANRRS;
- Ongoing visibility through recognition in MANRRS publications;
- Excellent exposure to students and professionals through a direct link from the MANRRS website to the Partners website;
- Additional exposure to students and professionals through a direct link from the MANRRS Conference website to the Patron’s website;
- Enhanced public relations through recognition in the Annual Career Fair and Training Conference publications;
- Unmatched opportunity for visibility through first priority selection of sponsored events and items for the annual conference;
- Enhanced exposure to student candidates through priority assignment of Career Fair booth; and
- Opportunities to assist and participate in local and regional workshops.

MANRRS continues to seek additional Partners in order to expand its support for more students across the nation. Our past success prompts us to develop additional chapters, to recruit from an even broader ethnicity base, and to continue to increase services in the fields of agriculture, natural resources, and related sciences.

Please contact Mrs. Ebony Webber at the National Office at exec.office@manrrs.org or 404.347.2975 to discuss ways in which you can support and partner with MANRRS.

MANRRS PARTNERSHIP ADVANTAGES AND LEVELS

Diamond Level - \$60,000 and above

- Complimentary double booth space in National Career Fair and Training Conference
- 5 complimentary registrations for the National Conference
- Title sponsor of one general session (opening session or closing session) with giveaway options provided by sponsoring organization at own cost
- Sponsor of one contest or one additional event
- Host up to two student workshops, national
- Company logo on Conference shirts
- Attend up to four cluster/regional meetings at no additional cost
- Host one student workshops/meal with giveaway options provided by sponsoring organization at own cost, regional
- Full Page, 2-color ad in conference publication
- Logo featured on all distributed materials for regional and national conference material and signage
- Name listed as a corporate partner on MANRRS website with link to job site
- One (1-year) Professional Membership

Platinum Level - \$30,000

- Complimentary double booth space in National Career Fair and Training Conference
- 4 complimentary registrations for the National Conference
- Title sponsor of one plenary session, breaks or luncheons with door prize option provide by sponsoring organization at own cost
- Sponsor of one contest or scholarship program
- Host one student workshop, national
- Attend up to three cluster/regional meetings at no additional cost
- Host one student workshops/meal with door prize option provide by sponsoring organization at own cost, regional
- Half-page, two-color ad in conference publications
- Logo featured on all distributed materials for regional and national conference materials and signage, except t-shirt
- Name listed as a corporate partner on MANRRS website with link to job site
- One (1-year) Professional Membership

Gold Level - \$20,000

- Single complimentary booth space in National Career Fair and Training Conference
- 3 complimentary registrations for the National Conference
- Half-page, 2 color ad in conference publications
- Logo featured on all national conference distributed materials and signage, except t-shirt
- Name listed as a corporate partner on MANRRS website with link to job site
- Attend up to two cluster/regional meetings at no additional cost
- Host one student workshop, national
- Title sponsor of one plenary session or break, national
- One (1-year) Professional Membership

MANRRS PARTNERSHIP ADVANTAGES AND LEVELS

Silver Level - \$15,000

- Single complimentary booth space in National Career Fair and Training Conference
- 3 complimentary registrations for the National Conference
- Quarter page B/W ad in conference publications
- Logo featured on all national conference distributed materials and signage, except t-shirt
- Name listed as a corporate partner on MANRRS website with link to job site
- Attend up to two cluster/regional meeting at no additional cost
- Host one student workshop, national
- One (1-year) Professional Membership

Bronze Level - \$10,000

- Single complimentary booth space in National Career Fair and Training Conference
- 3 complimentary registrations for the National Conference
- Quarter page B/W ad in conference publications
- Name listed on all national conference distributed materials and signage, except t-shirt
- Attend one cluster/regional meeting at no additional cost
- Name listed as a corporate partner on MANRRS website with link to job site
- One (1-year) Professional Membership

Copper Level - \$5,000

- Single complimentary booth space in National Career Fair and Training Conference
- 2 complimentary registrations for the National Conference
- Quarter page B/W ad in conference publications
- Name listed on regional cluster signage
- Name listed as a corporate partners on MANRRS website with link to job site
- One (1-year) Professional Membership

In-Kind Contributions

In addition to cash sponsorships, a variety of in-kind goods, services and contributions are welcomed. In-kind goods and services include contributing photography and videographer services, entertainment, product giveaway as well as donating office equipment (i.e. projectors, copiers, computers and printers) for use during the conference.

Items may include candy, pencils, pens, key rings, and other small items. For these in-kind products, items may also include your organization's logo. All items must be pre-approved by MANRRS and shipped directly to the conference venue.

Quantities Needed for Conference Bag:

- High School Symposium - 250
- Volunteer Gift Bag - 100
- Conference Tote Bag 1,100



CUSTOM SPONSORSHIP & BRANDING OPPORTUNITIES

Conference Giveaway Items

The conference provides a number of opportunities to increase brand awareness for your organization by allowing organizations to sponsor premium giveaways to all conference attendees

- Conference Bags
- Padfolios, Portfolios or Binders
- Hotel Key Cards
- Signage
- Conference Program Book

General Sessions

There are typically one to three general sessions contingent upon the availability of meeting space.

- Opening General Session – Thursday afternoon
- General Session – Friday morning
- VIP Scholars' Breakfast - Friday morning
- Leadership Luncheon - Saturday afternoon
- Gala and Awards Dinner - Saturday evening

Workshops

The conference offers a variety of workshops tailored to undergraduate and graduate students and professionals. Based on the availability of meeting rooms, there are typically seven to twenty workshops held during a MANRRS conference. Continuing Education and Pre-Conference Tours may also be offered for professionals.

National Student Competitions

The MANRRS conference provides a forum for student members to showcase their talents and abilities through their participation in contests. There will be a total of 10 contests (*indicates contests held prior to conference):

- Oral Research Undergraduate Division I & II
- Oral Research Graduate Division I & II
- Chapter of the Year
- MANRRS Bowl
- Public Speaking
- Graduate and Undergraduate Poster Research
- Research Discussion
- Impromptu Speaking
- Written Essay*
- Conference Theme* (for the following year)
- Business Plan Pitch Competition

Contests take place Friday morning and afternoon, however some will begin on Thursday evening. Chapter-of-the-Year (COYA) regional award winners are presented during the Awards Luncheon (based on program). Branded prizes, monetary awards and certificates are provided to 1st, 2nd, and 3rd place winners.

Networking Events

Networking events are reserved for attendees, both students and professionals, to socialize and exchange business cards in a professional setting. Dessert and “mocktails” will also be offered at some of these events.

- Resume Power Hour - Thursday afternoon
- Business Card Exchange - Thursday evening
- Roundtable Discussion and Breakfast - Friday
- Ice Cream Social in the Career Fair - Friday
- Presidents' Reception - Friday evening

High School Symposium

Local high schools are invited to the conference site (preconference - Thursday) where they are exposed to career options in agriculture, natural resources, and related sciences. This unique opportunity allows the participants to interact with MANRRS student officers and learn about colleges and universities as well as potential areas of study.

Junior MANRRS

Several of MANRRS colleges and universities have Junior MANRRS members (high school students) and often bring the students to the conference. Activities planned for Junior MANRRS participants include visiting the career fair, participating in workshops relating to leadership skills, student contests, and networking. These students are also exposed to career opportunities in agriculture, natural resources, and environmental sciences. Jr. MANRRS will hold three contests:

- Jr. MANRRS Written Essay
- Jr. MANRRS Public Speaking
- Jr. MANRRS Poster Research
- Jr. MANRRS Impromptu Speaking

Professional Hospitality

All professional conference participants are invited to enjoy complimentary beverages and hors d'oeuvres in a social setting exclusively for professionals. This event will take place on Thursday, Friday, and Saturday nights, and will typically begin at 10:00 PM and last until 12:00 AM.



MANRRS CAREER FAIR

The MANRRS Career Fair provides an opportunity for representatives of government, industry, academia, and nonprofit organizations to connect directly with some of the best and brightest students and professionals from more than 60 colleges and universities representing 1862, 1890, 1994 Land-Grant Institutions, and Hispanic Serving Institutions (HSI).

The Career Fair held on Friday will help you recruit students and professionals to meet your needs for a diverse workforce. Advanced scheduled interview space will be available to exhibitors for student interviews. Private interview rooms in the hotel may be requested at an additional cost. **Please contact Ms. Lisa Hurly at (610) 717-4197.**

The Career Fair provides more than five hours of exhibition time. The following special events will be held in the exhibit area: Box Lunch, Door Prizes, Happy Hour, and Ice Cream Social. Secure your space now!

Advertising Specials for Exhibitors Only! **Reduced Rates for Half and Full Page Ads.**

Exhibitor Fees:

	Paid by Jan. 31, 2017		Paid after Jan. 31, 2017	
	Single Booth	Double Booth	Single Booth	Double Booth
Government/Academia/Nonprofit.....	\$1,000	\$1,750	\$1,150	\$1,900
Industry.....	\$1,900	\$3,100	\$2,000	\$3,200

(PREMIUM BOOTH SPACE IS RESERVED FOR MANRRS NATIONAL PARTNERS)

Each Exhibitor will receive:

- Career Fair admission and representative name badges for two (2) representatives from your organization, which includes full conference registration for both individuals. Additional booth representative name badges are available at \$85 each (price includes attendance at the Career Fair and lunch on Friday, March only).
- For Double Booths, you receive Career Fair admission and representative name badges for three (3) representatives for the Career Fair, which includes full conference registration for two individuals only.
- Booth space during the Career Fair (Single - 8' height x 10' wide; Double - 8' deep x 20' wide)
- Draped back wall (8' height) and side rail (3' height)
- Draped table (white) and 2 side chairs
- One-line ID Sign (44"W x 7"H)
- Recognition on the Conference Website
- Your organization's name, logo, and a description of your services listed in the Conference Program
- Rental options for private interview space available at \$250 per space (reserved during registration)

NOTE: Exhibit Hall floor is not carpeted except in aisles.

Visit the conference website for current information at www.manrrs.org.

Prior to set-up, please check-in at the Conference Registration desk for Registration materials.

Thursday, March 30th

12:00 PM - 2:30 PM - Sponsor Appreciation Luncheon (invite only)

12:00 PM – 6:00 PM - Exhibitor Check-in and Set-up

7:00 PM – 8:30 PM - Networking Dessert Social/Business Card Exchange

Friday, March 31st

7:00 AM - 8:00 AM - Roundtable Discussion and Networking Breakfast

10:30 AM – 3:30 PM - Career Fair Open

12:00 PM – 1:00 PM - Career Fair Box Lunch

3:30 PM – 4:00 PM - Ice Cream Social

4:00 PM – 5:30 PM - Career Fair Closes, Exhibitor Take-down

ADVERTISING OPPORTUNITIES

Advertising Opportunities include a variety of ad sizes in our conference program. An ad in our souvenir Conference Program book will reinforce your presence and help you recruit and secure long-term relationships.

Sizes:	Rates:	Exhibitor Rates	Dimensions (width & height)
Full page.....	\$995.....	\$800.....	7 1/2" x 10"
Half page (horizontal).....	\$675.....	\$525.....	7 1/2" x 4 7/8"
Quarter page	\$500.....		3 5/8" x 4 7/8"

Covers:

Inside Front Cover.....	\$2,750.....	8 1/2" x 11" (please include 1/8" bleed)
Inside Back Cover.....	\$1,750.....	7 1/2" x 10"
Back Cover.....	\$2,500.....	8 1/2" x 11" (please include 1/8" bleed)

Two Color Rate Additional - \$200

Full Color Rate Additional - \$400

The Conference Program book will be printed in these two spot colors only (black & PMS 125C [MANRRS Gold]). Advertisers who wish to use two colors can have this color added to their advertisement for an additional \$200 (This \$200 color charge will be added to the rate listed above to determine your total cost). Ads placed on "Cover" and "Special" pages will be printed in full process colors (CMYK) at an additional cost of \$400.

Advertisement Sales Close on Friday, February 17, 2017
Artwork Submission Deadline is Friday, February 24, 2017

Production Requirements:

Conference Program Size: 8 1/2" x 11"

Terms: Advertisements are to be pre-paid. No commission allowed.

Typesetting and any additional production costs will be billed to advertiser at prevailing rates for any changes to artwork.

Digital Files:

Digital files may be sent on disk to the following address: 1 of 4 Studio, 800 NW Sixth Ave., Suite 303, Portland, OR 97209, or e-mail to: hooover@1of4studio.com. All ads submitted digitally MUST BE in Macintosh compatible format in one of the following programs:

- | | |
|-----------------------------------|--|
| • QuarkXPress 6.5 | Macintosh Format, include all fonts and image links |
| • InDesign 3.0 | Macintosh Format, include all fonts and image links |
| • Adobe Illustrator 11.0 or lower | Convert all fonts to outlines, include image links and save to EPS files |
| • Adobe Photoshop 8.0 or lower | Render all type |
| • Adobe Acrobat PDF | Embed all fonts and images |
| • Macromedia Freehand EPS file | Convert all fonts to outlines, include image links and save to EPS files |

Ads (one color only) saved into Adobe PDF will be accepted but we cannot guarantee that this process will be completely successful. Please "stuff" or "zip" all files and e-mail to hooover@1of4studio.com.

For artwork submission, specifications or technical questions only, call Hoover Li at (503) 796-1095.

Any questions regarding advertising, please contact Ebony Webber at the MANRRS National Office at (404) 347-2975 or by email at exec.office@manrrs.org.

MANRRS CAREER FAIR RULES AND REGULATIONS



OFFICIAL GENERAL CONTRACTOR: MANRRS has appointed A MEETING COMPANY (AMC) as the official general contractor for the 2017 Career Fair. All references herein to MANRRS shall mean MANRRS and AMC.

ASSIGNMENT OF SPACE: Assignment of space will be at the discretion of MANRRS. Every effort will be made to accommodate requests for booth assignments. MANRRS reserves the right to make such changes to the floor plan of booths as may be deemed necessary.

EXHIBIT FEES AND PAYMENT OF SPACE: Applications will NOT be processed or space assigned without the required payments and signature. All applications must be accompanied by full payment. Applications should be faxed to 877-744-3084. Checks should be made payable to: A Meeting Company, and must be mailed to: 411 Washington Avenue, Haddonfield, NJ 08033. Receipt of payment does not oblige MANRRS to accept a contract as binding. MANRRS retains the option of returning funds.

CANCELLATION: Cancellations of exhibit space must be directed in writing to: A Meeting Company, 411 Washington Avenue, Haddonfield, NJ 08033. Refunds, less an administrative fee of \$100 per booth, will be made at the discretion of MANRRS, but no refund will be given for a cancellation made within 90 days of set-up day. In case of fire or any other causes beyond the control of MANRRS that prevent holding the show, this contract will not be binding.

EXHIBIT BOOTHS: There will be a total of 100 8'x10' booths. All booths will include one draped table, two side chairs, and a one-line identification sign (44" x 7") bearing the exhibitor's name and booth number. Booth numbers will be assigned 2½ weeks prior to the Career Fair. You will receive a final confirmation with your booth numbers one week prior to the conference. If you do not receive this information, please contact Lisa Hurly at 610-717-4197 or MANRRS@ameetingplace.com.

INSTALLATION AND DISMANTLING:

Thursday, March 30th

12:00 PM – 6:00 PM - Exhibitor Check-in and Set-up

Friday, March 31st

4:30 PM – 5:30 PM - Exhibitor Take-down and Move-out

SHIPPING: MANRRS will mail to each exhibitor, approximately 60 days prior to the show opening, an information and service kit that provides exhibitors with complete shipping instructions, production information, and other forms for all services needed during the installation, show period, and removal of exhibits. Exhibitors needing special information before receiving the official exhibitor kit should contact the general contractor directly at MANRRS@ameetingplace.com or 877-744-3083.

Please Note: Do NOT ship exhibits directly to the Wyndham Grand Pittsburgh Downtown. Shipments will not be accepted. Shipping instructions and storage fees will be included in the exhibitor packet.

CONFIRMATION: Upon receipt of your registration information, you will receive confirmation within 48 hours. If you DO NOT receive confirmation, please contact Lisa Hurly at 610-717-4197 or e-mail MANRRS@ameetingplace.com as your materials may not have been received.

EXHIBITOR REGISTRATION: Exhibitors can check in at the Career Fair Registration Desk on Thursday, March 30th, 8:00 AM to 5:00 PM. Exhibitors will be given name badges, which are to be worn at all times in the exhibit hall. No one will be admitted to the Career Fair hall without a name badge.

USE OF SPACE: Exhibitors shall not assign, share, or sublet any space without written consent of MANRRS. Care must be taken that no display extends more than 8' above the floor or more than 8' in depth from the back wall of the booth, or interferes with the view of other exhibitors. Noticeable noise produced from operation of any equipment or apparatus is not permitted.

LIABILITY: MANRRS and the Wyndham Grand Pittsburgh Downtown will not be held responsible for the safety of the property of the exhibitors from theft, fire, damages, accident or other causes. Exhibitor agrees to protect, save and hold MANRRS and the Wyndham Grand Pittsburgh Downtown and all agents and employees thereof (hereafter collectively called "indemnities") forever harmless for any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the exhibitors or those associated with the exhibitor. Further, exhibitor shall at all times protect, indemnify, save and hold harmless the indemnities against and from any and all losses, costs (including attorney's fees), damages, liability or expense arising from or out of or by reason of any accident of bodily injury or other occurrence to any person or persons, including the exhibitors, its agents, employees and business invitee which arises from or out of or by reason of said exhibitor's occupancy and use of the exhibition premises or a part thereof.

SAFETY REGULATION: Exhibitors must adhere to all municipal and state laws, rules and regulations. No combustible decorations may be used at any time; all drapes, table coverings and other materials must comply with fire department regulations.

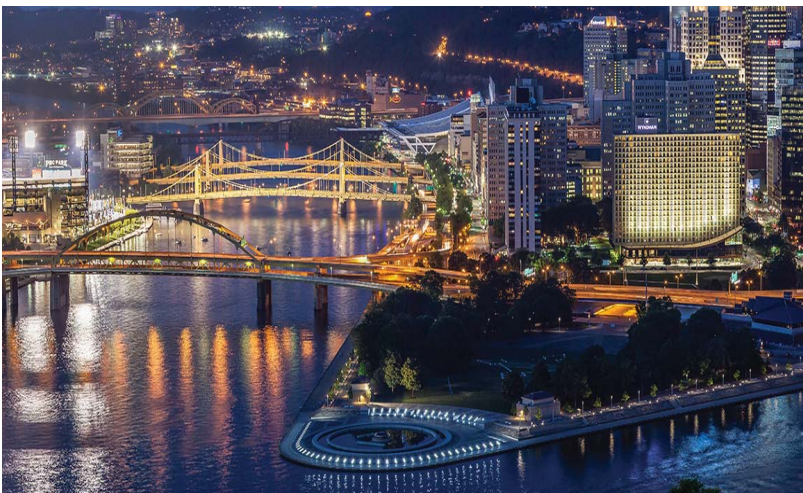
SECURITY (INSIDE AND OUTSIDE): The Career Fair is being held at the Wyndham Grand Pittsburgh Downtown. Neither MANRRS nor the Wyndham Grand Pittsburgh Downtown can be held responsible for any exhibit materials. Please take the necessary precautions each day for safeguarding your exhibit materials.

FAILURE TO OCCUPY SPACE: Space not occupied by the beginning of the Career Fair installation period as specified in these rules and regulations will be forfeited by the exhibitors. This space may be resold, reassigned or used by MANRRS.

SHOW CANCELLATION: If the Career Fair is canceled by MANRRS for any reason, MANRRS will not be held liable for any expenses incurred by the exhibitor beyond the rental cost of the booth space.

SELECTION OF EXHIBITORS: Only firms and organizations whose services and products are appropriately related to the purpose of MANRRS shall be permitted to exhibit. These contract Conditions, Rules and Regulations are a part of the MANRRS Exhibitor's Application and Contract for exhibit. Please give a copy of these Rules and Regulations to the person(s) responsible for the setup of your booth(s).

2017 CONFERENCE HOST HOTEL INFORMATION



Discover the 90 distinct neighborhoods of Pittsburgh Pennsylvania when you stay at the centrally located Wyndham Grand Pittsburgh Downtown. The hotel is located in the Central Business District, also known as the Golden Triangle, at the meeting of the Allegheny and Monongahela Rivers to form the Ohio River, and conveniently near the University of Pittsburgh, Duquesne University, Heinz Field, PNC Park, Consol Energy Center, Rivers Casino, and a short drive to the Pittsburgh International Airport (PIT). Where soaring skyscrapers and Pittsburgh's famous three rivers meet, an upscale hotel experience awaits in downtown.

Wyndham Grand Pittsburgh Downtown ~~ DON'T WAIT ~~

Reserve your Guest Room Early!

BY PHONE:

- Contact the Wyndham Grand Pittsburgh Downtown at (412) 391-4600. Mention “**MANRRS 2017 Annual Meeting**” group in order to receive the \$128 plus tax (currently 14% tax) per night group rate.
- **Total Rate with tax: \$145.92**

BY WEBSITE:

- For online reservation, the link can be accessed on the MANRRS website at www.manrrs.org.
- Make your reservations EARLY! The group rate and rooms will be available until the MANRRS Room Block is full or **Tuesday, March 10, 2017**, whichever occurs first.
- Wyndham Grand Pittsburgh Downtown currently recommends Passkey web based reservations.
- Reservations may be made, modified or canceled by individuals on-line.

Wyndham Grand Pittsburgh Downtown

600 Commonwealth Place, Pittsburgh, PA

Phone: (412) 391-4600

MANRRS Group Rate: \$128.00 + tax (Currently 14%/night)

Self Parking: options nearby with varying rates

Valet: \$30, Based on first-come, first-serve basis

Internet: Complimentary in sleeping rooms

Check-in: 4:00 PM | **Check-out:** 12:00 Noon

Rollaway beds are available for an additional charge of \$20.

At the sophisticated downtown Pittsburgh hotel, you'll experience not only stylish hotel lodging with spectacular river views, but professional, friendly services that cater to your every need. The moment you step into the Wyndham Grand Pittsburgh Downtown hotel, you'll be greeted by our exceptional hotel staff that will help assist with luggage, book theater tickets or make dinner reservations. A stress-free business or leisure escape in the heart of Pittsburgh's Central Business District includes complimentary WiFi throughout the hotel and sleeping rooms, ATM services, valet parking and evening turn-down service

Hotel Cancellation Policy

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