



## Montana Tech Fall 2023 Career Fair – Fees & Payment Information

### Fees

- Early Bird Registration by June 30th, 2023 ..... Fee - **\$400**
- Regular Registration by August 11<sup>th</sup>, 2023 ..... Fee - **\$450**
- Late Registration by September 1<sup>st</sup>, 2023 ..... Fee - **\$500**

#### Event Registration Includes:

- 6' table and two (2) chairs
- Linen tablecloth
- Continental breakfast & buffet lunch, day of career fair
- Security in the Career Fair area
- Campus parking permit

#### Additional Items Available:

*Please indicate on your career fair registration through DR 2.0, if interested.*

- \$0 – Company-Led Informational Workshops to present industry-related insight, either evening before or evening of the Career Fair
- \$0 – Floor and/or table top display at the Career Fair
- \$0 – Electrical outlets for table displays (*note: limited number, so first-come, first-served!*)
- \$0 – 2<sup>nd</sup> Day Interviews participation
- \$150 – Per additional table needed at the Career Fair
- \$125 - Company profile in Career Fair+ mobile app and other Career Fair materials
- \$100-\$175 – Company advertising in our Career Fair app and materials, various sizes available ad due **by August 11<sup>th</sup>**

### Payment Information

Career Services accepts payment in a variety of forms. Payment is expected prior to attending the Career Fair. A link to the receipt of payment will be emailed to the contact person listed on the Career Fair registration in DR 2.0 - *DIGGERecruiting* once your payment has been received.

#### Credit Card Payments

Once your DR 2.0 - *DIGGERecruiting* registration is approved, you will receive the URL to our online payment system, which will accept VISA/MasterCard/Discover/American Express. You can also pay with a credit card over-the-phone via our staff by calling (406)496-4104. Please have the usual necessary information on-hand (name on card, card number, expiration date, security code, billing address, etc.) needed to process your payment. You will also need your invoice number and balance owed to complete your payment. The invoice for the payment will be emailed to the contact person listed on the Career Fair registration in DR 2.0 - *DIGGERecruiting*.

#### Check Payments

Submit your payment by printing an invoice from DR 2.0 - *DIGGERecruiting* and mailing your payment. Make checks payable to Montana Tech Career Services and mail payment to:

**Montana Tech Career Services  
Attention: Career Fair  
1300 West Park Street  
Butte, MT 59701**

#### Purchase Order

Please print the invoice through DR 2.0 - *DIGGERecruiting* after registering to create a purchase order. Email a scanned copy of the purchase order to [careerservices@mtech.edu](mailto:careerservices@mtech.edu), to the attention of Career Fair.

**Montana Tech Federal Tax ID Number  
81-6001654**

Any questions, please contact Ariel Riccardi, Career Fair Coordinator, at [ariccardi@mtech.edu](mailto:ariccardi@mtech.edu) or (406)496-4628.

*Thank you!*