



AAAAI Career Connections Job Fair

Application to Exhibit

Saturday, March 3, 2018

12:00 pm – 3:15 pm

Exhibit Fee: \$200

Deadline to apply: February 16, 2018

Approved applicants will receive:

- High boy table, and booth identification sign; 2 stools
- Listing as a career fair exhibitor in the Annual Meeting app and on the Annual Meeting website

Clinic/Group/Company Name:

Office Address:

City, State, Zip:

Contact Name:

Contact Phone:

Contact Email:

Open Position Title:

Type of Position:

If other, please list here:

\$200 Exhibiting Fee Paid By:

Card #:

Expiration (MM/YYYY):

Name on Card:

Signature: _____

Submit a description of the opportunity by typing in the box below, or email it to careers@aaaai.org by February 16, 2018. Be sure to include the location, description and other relevant information. Word limit is **175 words**, and is text only - no logos, etc. will be used. The information below will be included in Career Connections Job Fair promotional materials including the website, app, etc.

General Career Fair Information

Career Fair Dates & Hours: Saturday, March 3 12:00 pm to 3:15 pm (entrance to set up: 11:30 am)

Facility Regulations

Exhibitors may not nail, staple, tack or affix anything to the ceilings, walls, painted surfaces, sprinklers, columns or windows.

Booth Construction

Exhibit fixtures, components and signs will be permitted on the table tops but not on the floor space. If inappropriate items are placed within the space, AAAAI staff reserve the right to have these pieces removed.

Career Fair Cancellation Policy

AAAAI may cancel this contract without cause upon written notice to the other party at any time prior to the event. Rental payments made prior to this cancellation shall be repaid in full by the AAAAI at the time this contract is cancelled.

Exhibitor Cancellation Policy

Cancellations of purchased space must be sent to the AAAAI executive office in writing. A refund less \$100 will be given if notice is received by January 16, 2018. No refunds will be given after this time. The AAAAI maintains the right to sell cancelled space to another career fair exhibitor without any rebate.

Restriction of Exhibits

The AAAAI reserves the right to restrict or prohibit exhibits that are deemed unacceptable for any reason. This may include people, items, conduct, printed materials or anything that may be objectionable to the exhibition. If such restriction occurs, the AAAAI will not be liable for any refunds, rentals or exhibit expenses. The decision of the AAAAI regarding exhibit applications is final.

Personnel Hours

Exhibitors must staff their career fair area during the scheduled hours of the fair. Personnel will be allowed in the career fair area up to 30 minutes before the fair opens for set up and 30 minutes after for teardown.

Subletting Space

Subletting of space is prohibited. Sharing space is prohibited except for divisions of the same company (approved by AAAAI).

Distribution of Advertising Material

Canvassing or distribution of advertising material by an exhibitor or anyone representing a non-exhibiting firm is strictly prohibited outside of the exhibitor's booth space or in any part of the exhibit hall, meeting rooms, press rooms or public areas of the convention center or headquarters hotel.

Drawings/Prizes/Raffles, Etc.

Prize contests, awards, drawings, raffles or lotteries of any kind held at any time or place within AAAAI Annual Meeting properties are not permitted. Attendees may not be registered for drawings, raffles or lotteries, which might be conducted after the Annual Meeting. Gaming devices of any kind are not allowed in the exhibit hall.

Service Contractor Information

Freeman Exhibitor Services

Meeting Location Information

Orange County Convention Center (OCCC)
South Concourse
9899 International Drive
Orlando, FL 32819
Phone: (407) 685-9824 & (800) 345-9898

The AAAAI reserves the right to interpret and make final decisions regarding all rules and regulations.
