



AAAAI Career Connections Job Fair

Application to Exhibit

February 23-24, 2019, 9:45 am – 2:30 pm

Deadline to apply: February 9, 2019, or until space is filled

Please select **one** of the following options:

Option 1 - Full Booth - \$450

Booth space with back and side drape, 4 chairs and waste basket. Also includes: Listing as a career fair exhibitor in the Annual Meeting app, on the Annual Meeting website and on the physical job board at the Annual Meeting

Please rate your date preference: _____ Saturday _____ Sunday

Option 2 - Networking Table - \$250

High boy table, 2 stools and waste basket. Also includes: Listing as a career fair exhibitor in the Annual Meeting app, on the Annual Meeting website and on the physical job board at the Annual Meeting

Please rate your date preference: _____ Saturday _____ Sunday

I plan to bring my own booth identification sign. Yes No If no, the AAAAI will supply one on your behalf.

Option 3 - Annual Meeting App Listing Only - \$100

Clinic/Group/Company Name (as you would like it to appear on your booth identification sign):

Office Address:

City, State, Zip:

Contact Name:

Contact Phone:

Contact Email:

Open Position Title:

Type of Position:

If other, please list here:

Card #:

Expiration (MM/YY):

Name on Card:

Signature:

Submit a description of the opportunity by typing on the next page, or email it to careers@aaaai.org by February 9, 2019. 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 supplied will be included in Career Connections Job Fair promotional materials including the website, app, etc.

Job description:

Return to: AAAAI, Attn: Gretchen Armitage, 555 East Wells Street, Suite 1100, Milwaukee, WI 53202-3823
Phone: (414) 272-6071 | Fax: (414) 272-6070 | Email: careers@aaaai.org

General Career Fair Information

Career Fair Dates & Hours: February 23-24, 2019 9:45 am to 2:30 pm (entrance to set up: 9:15 am)

Facility Regulations

Exhibitors may not nail, staple, tack or affix anything to the ceilings, walls, painted services, 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

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