

# 2010 CAREER FAIR & EXPO BOOTH REGISTRATION

**QUESTIONS?** Albert Lee, Professional Programs Coordinator, at 415-346-2051 ext. 107 or AlbertL@aja.org.

The Career Fair and Expo offers a place for media professionals and journalism students to meet exhibitors from the news industry. Interviews are "walk-in" and on a first-come, first-served basis. **Exhibit hours are from 9 a.m. to 6 p.m. on Thursday, August 5 and Friday, August 6.** Return your completed Career Fair & Expo Booth Registration Form on page 7.

CAREER FAIR & EXPO BOOTH RATES	
MEDIA	\$1,100
NON-MEDIA CORPORATE OR GOVERNMENT	\$1,500
NON-PROFIT, ETHNIC MEDIA OR JOURNALISM SCHOOL	\$800

ADDITIONAL EXHIBITORS		
DEADLINES	2010 MEMBER	NON-MEMBER
EARLY EXHIBITOR REGISTRATION Form/Payment received by April 16	\$225	\$350
EXHIBITOR PRE-REGISTRATION Form/Payment received by June 18	\$300	\$425
ON-SITE REGISTRATION	\$375	\$500

## INFORMATION

Register early, as booths are limited. Booths will only be reserved with advance payment. Prices include one complimentary convention registration per booth:

Each 10' x 8' booth includes a draped table, two chairs, waste basket and signage with the name of your company. Furniture, computer, electricity and internet can be ordered through an exhibitor kit.

## CONFIRMATION

Confirmation of booth registration will be e-mailed to the contact person at the top of Page 2 of this registration form w/in one week of receipt of form.

## SPECIAL EVENTS

Tickets are required for all convention registrants. Opening Reception (Wednesday evening, 8/4) is free. Gala Scholarship & Awards Banquet (Saturday evening, 8/7) requires a \$10 surcharge (convention registrants only). Tickets given at check-in. Each registrant must indicate on Page 2 of the registration form which events he/she plans to attend.

## PHOTO & INFORMATION RELEASE

- All convention registrants are subject to be photographed/videotaped, including at workshops and events, for AAJA publicity.
- AAJA will be publishing a directory of convention registrants, to be distributed to attendees. Each registrant must indicate on Page 2 of the registration form if he/she wishes to have name, title and e-mail address included in this directory.

**CANCELLATION POLICY:** All requests for refunds must be submitted in writing to the AAJA National Office and received on or before July 9, 2009. A \$50 administrative fee will be deducted from recruiter registration cancellations per transaction. A \$150 fee will be deducted from booth cancellations. No refunds after July 9, 2010. No refund requests by phone. **NO EXCEPTIONS.**

## RULES & REGULATIONS

Nothing shall be constructed, built, installed or used as part of or in connection with any exhibit that does not conform with the requirements of federal, state and municipal laws, ordinances, fire codes and regulations. AAJA retains the right to make additional rules and regulations as deemed necessary and proper.

**1. EXHIBIT SPACE.** The exhibit space contracted for herein is to be used strictly for the Exhibitor whose name appears on the Contract for the space. It is specifically understood and agreed that the Exhibitor will neither sublet nor assign any portion of the space contracted for herein. Exhibitors who resell or sublet space or render their badges to unauthorized persons will forfeit their exhibit space and/or future privileges. Exhibitor must show only goods manufactured and/or distributed, or services provided by them in the regular course of business. No individual, company or organization not assigned exhibit space will be permitted to solicit business within the exhibit area. No exhibits or displays of any kind are permitted in rooms or suites.

**2. INDEMNITY.** Exhibitor agrees to indemnify and hold harmless AAJA from any and all liability to any person or persons of any conditions of the Rules and Regulations, or by any reason of any condition, defective or otherwise, of any apparatus, equipment or fixtures furnished by Exhibitor in connections with its exhibit. Exhibitor further agrees to hold harmless AAJA, its officers, employees and members from any act or omission of said Exhibitor, or any of its agents, servants or employees. Indemnity includes, but is not limited to, claims or copyright,

trademark or patent infringement, unfair competition and product liability. The Exhibitor, on submissions of the Career Fair & Expo Booth & Exhibitor Registration Form, expressly releases the forenamed association and individuals from any and all claim for such loss, damage or injury. Further, Exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to Exhibitor's displays, equipment or other property brought upon the premises.

**3. USE OF AISLES, ETC.** The aisles, passageways and overhead spaces remain strictly under control of AAJA, and no signs, decorations, banners, advertising matter or special exhibits will be permitted in them except by special permission granted by AAJA. All exhibits must remain within the confines of their own spaces.

**4. SECURITY NON-LIABILITY.** AAJA will provide security during the hours the exhibit area is closed, but will have no liability for any loss or damage sustained by Exhibitor during such hours or any other time, whatever the cause.

**5. BOOTH LOCATIONS AND FLOOR PLAN.** Whenever possible, space assignments will be made by AAJA in keeping with the preferences specified by the Exhibitor. AAJA, however, reserves the right to make the final determination of all space assignments in the best interest of the exposition. AAJA reserves the right to alter the booth layout and location of the exhibit spaces, at its sole discretion, in the best interest of the exposition. Exhibit(s) must be confined to and within the space(s) leased.

**6. FORCE MAJEURE.** Should any emergency arise prior to the opening date of the exhibit that would prevent its scheduled opening, including but not limited to acts of God, government authority, disaster, terrorist attack in the location of hotel, civil unrest or other emergencies, any of which make it inadvisable, illegal or impossible to provide the facilities for the exhibit halls, it is expressly understood and agreed that AAJA may reschedule the event as near to the original date and site as possible. AAJA may retain as much as the pre-payment for exhibit spaces as it deems necessary to cover expenses incurred should it be impossible to reschedule the conference. Regardless of the reason for cancellation or postponement of the conference, AAJA will not be held responsible for any loss by Exhibitor resulting therefrom.

**7. EXHIBITOR APPOINTED CONTRACTORS.** Should Exhibitor utilize an exhibit contractor other than the Official Show Contractor, AAJA and Official Show Contractor will require a certificate of insurance and list of all workers' names assigned and a signed EAC form, 30 days prior to event.

**8. FREIGHT HANDLING/DRAYAGE.** The Official Show Contractor shall handle all Exhibitor freight shipments within convention facility. The use of loading areas/docks will be limited to Official Show Contractor exclusively. Exhibitor may not hand carry exhibit into the exhibit area through the "front of house" entrances. The use of dollies, hand trucks or wheeled carts by Exhibitor in common areas, services areas, or on the exhibit floor is prohibited.

**9. NON-ENDORSEMENT.** The exhibiting products and services does not constitute an endorsement by AAJA of any product or service exhibited. Exhibitors are not permitted to represent in any manner that its goods or services have been endorsed by AAJA.

**10. OFFICIAL CONTRACTOR.** Exhibitor must use exposition management-appointed contractors for electrical work, plumbing, material handling, rigging, cleaning, standard show rental furniture and floor covering, and telephones. Official show contractors are recommended for other services. Order forms are provided in the exhibitor kit.

**11. DAMAGE TO PROPERTY.** Exhibitor is liable for any damage caused to building floors, walls or columns, or to standard booth equipment, or to another exhibitor's property or the convention venue.

**12. SET-UP AND DISMANTLING.** Exhibitor must set up on Wednesday, August 4, 2010 between the hours of 8 a.m. and 5 p.m. PST. Every exhibit must be fully staffed and operational on Thursday and Friday, August 5-6, 2010 between 9 a.m. and 6 p.m. PST.

Exhibitor's displays must not be dismantled or packed in preparation for removal prior to Friday, August 6, 2010, 6 p.m. PST. The deadline for completion of the dismantling and removal of displays will be Friday, August 6, 2010, 7 p.m. PST. At this time, all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of AAJA and all charges will be applied to Exhibitor.

# 2010 CAREER FAIR & EXPO BOOTH REGISTRATION

All information is required to process your registration. Any one of the following is accepted forms of registration:

**MAIL** AAJA CAREER FAIR & EXPO, 1182 Market Street, Suite 320, San Francisco CA 94102  
**EMAIL** AlbertL@aaja.org - send a .pdf of this form with all required information with subject line: "Career Fair & Expo"  
**FAX** 415.346.6343

## BOOTH COORDINATOR (PLEASE PRINT CLEARLY & FILL OUT ALL INFORMATION)

This person will not be registered unless noted as the complimentary registrant below. This person will be responsible for receiving shipping info, booth number, etc.

Mr.  Ms. First Name Middle Initial Last Name

Job Title Company Parent Company (if applicable)

Booth Name (if different from company name. This name will be printed in the convention book and signage.)

Address City State Zip

Phone Fax E-mail

## COMPLIMENTARY REGISTRATION WITH BOOTH

Check all that apply:  Same as Booth Coordinator  Opening Reception  Gala Banquet (\$10 surcharge)  
 Special Need: attach details  Vegetarian  Info Release

Mr.  Ms. First Name Middle Initial Last Name

Job Title Company Booth Name (if different from company name)

Phone Fax E-mail

## REGISTRATION FOR ADDITIONAL EXHIBITOR

Check all that apply:  Same as Booth Coordinator  Opening Reception  Gala Banquet (\$10 surcharge)  
 Special Need: attach details  Vegetarian  Info Release

**RATE** (refer to Additional Exhibitors deadlines and info) \$ \_\_\_\_\_

Mr.  Ms. First Name Middle Initial Last Name

Job Title Company Booth Name (if different from company name)

Phone Fax E-mail

## REGISTRATION FOR ADDITIONAL EXHIBITOR

Check all that apply:  AAJA Member  Opening Reception  Gala Banquet (\$10 surcharge)  
 Special Need: attach details  Vegetarian  Info Release

**RATE** (refer to Additional Exhibitors deadlines and info) \$ \_\_\_\_\_

Mr.  Ms. First Name Middle Initial Last Name

Job Title Company Booth Name (if different from company name)

Phone Fax E-mail

## PAYMENT INFORMATION

**Booth** (refer to rates chart) \$ \_\_\_\_\_  
 **Discount** (approved by AAJA National) \$ \_\_\_\_\_  
 **Additional Exhibitor(s)** (total) \$ \_\_\_\_\_  
 **Gala Banquet:** \$10 surcharge x \_\_\_\_\_ \$ \_\_\_\_\_  
 **AAJA Power of One**  
(support operations, tax deductible) \$ \_\_\_\_\_  
**TOTAL ENCLOSED** \$ \_\_\_\_\_

## PAYMENT METHOD

Check or Money Order enclosed, payable to "AAJA" in U.S. dollars.  
 Visa  MasterCard  AmEx

Credit Card Account No. Expiration Date

Name (as it appears on card) 3- or 4-Digit Verification Code\*  
\* AmEx: 4-digit code on front above account number. Visa/MasterCard: 3-digit code on back at end of signature

**AUTHORIZATION** I agree with all information stated on this form:

Signature (REQUIRED) Date