



# 2017 Career Fair Employer Contract

Hynes Convention Center, Boston, MA

Annual Meeting Dates: April 5-9, 2017

Career Fair Dates: Friday, April 7, 2017

## Company Information

(Company name, address, and website as it will appear in publications)

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Public Phone: \_\_\_\_\_

Public Email: \_\_\_\_\_

## Career Fair Employer Price

\_\_\_\$250 single day

### Your Career Fair Table Space includes:

- 6' draped table
- 2 chairs
- Company name listed on meeting website with link to company website

### Other benefits include:

- Two passes to Annual Meeting on days of participation
- Invitation to special skills development workshop
- Breakout room for job interviews and discussions

**Questions: [MRevell@aag.org](mailto:MRevell@aag.org)**

Phone: 202-234-1450

## Career Fair Table Price

Return this application and contract with 100% of the total cost of the requested career fair space. Once the application and accompanying payment are received by AAG, space will be assigned, and a confirmation will be sent to you. All payments must be made in U.S. funds drawn on U.S. banks, payable to the AAG.

## Payment

- Apply full payment now \$ \_\_\_\_\_

## Payment Type

- Check enclosed (made payable to AAG)  
 Visa       MasterCard (Sorry, no AmEx or Discover)

Card Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

## Cancellation

All cancellations must be submitted in writing to the AAG Conference Director via fax to 202-234-2744 or via e-mail at: [MRevell@aag.org](mailto:MRevell@aag.org)

Cancellation prior to March 24, 2017	50% of total cost
Cancellation after March 24, 2017	No refund

## Authorization

All applications must be signed in order to confirm table reservations. By signing, we the Career Fair Vendor agree to abide by all rules and regulations governing the exposition as printed on the reverse side hereof and which are a part of this application.

\_\_\_\_\_  
Career Fair Career Fair Vendor's Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please remit with payment to:**

**American Association of Geographers  
1710 16<sup>th</sup> Street NW, Washington, DC 20009**

*Note: Credit card payments cannot be accepted by e-  
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**CAREER FAIR RULES AND REGULATIONS**  
**THE ASSOCIATION OF AMERICAN GEOGRAPHERS – 2017 ANNUAL MEETING**

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**1. Official Career Fair Schedule**

The Career Fair will take place Friday, April 7, 2017. Career Fair Vendors will have access to tables from 9:00 AM – 4:00 PM. A full schedule of activities taking place within the Career Fair will be listed in the meeting program.

**2. Management**

The career fair is organized and managed by AAG. Any matters not covered in these Rules and Regulations are subject to the interpretation of the AAG Board of Directors and the AAG Executive Director or his or her designee, and all Career Fair Vendors must abide by their decisions. Career Fair Vendors must comply with the Hynes Convention Center policies and procedures. Show Management shall have full power to interpret, amend, and enforce these rules and regulations, provided any amendments, when made, are brought to the notice of Career Fair Vendors. Each Career Fair Vendor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

**3. Assignment of Career Fair Table Space**

Tables are assigned in order of payment date received.

**4. Rates, Deposits and Refunds**

Space will be rented at the rates listed on the application form. No application will be processed or space assigned without full payment. If a Career Fair Vendor cancels all or part of purchased Career Fair Table Space on or prior to March 24, 2017, AAG will retain 50% of total table cost. Any Career Fair Vendor who cancels all or part of purchased Career Fair Table Space after March 24, 2017 will not receive a refund and AAG will retain as liquidated damages all monies paid. In the event of a default by the Career Fair Vendor, as set for in the previous sentence, the Career Fair Vendor shall forfeit as liquidated damages, the amount set forth above, regardless of whether or not the Show Management enters into a further lease for the space involved. In the event that fire, strike or other circumstances beyond the control of the management causes the exhibit to be cancelled, full refund of the exhibit rental fees will be made which is the limit and extent of AAG's liability for such cancellation. All cancellation requests must be submitted in writing to the AAG Exhibits Manager.

**5. Failure to Occupy Space**

Space not occupied by the time designated in the Career Fair Vendor Services Manual will be forfeited by Career Fair Vendors and their space may be resold, reassigned or used by the career fair management without refund.

**6. Subleasing of Space**

Career Fair Vendors may not assign, sublet or apportion to others the whole or any part of the space.

**7. Career Fair Vendor Badges**

Please provide the names of each Vendor representative by March 24, 2017. Badges may be picked up the day of the event at the Hynes Convention Center

**8. Violations**

Violation of any of these Rules and Regulations by the Career Fair Vendor of his or her employees or agents shall at the option of AAG forfeit the Career Fair Vendor's right to occupy space and such Career Fair Vendor shall forfeit to AAG all monies paid or due. Upon evidence of violation, AAG may take possession of the space occupied by the Career Fair Vendor, and may remove all persons and goods at the Career Fair Vendor's risk. The Career Fair Vendor shall pay all expenses and damages that AAG may incur thereby.

**9. Severability**

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

**10. Contact**

For questions or more information, please contact:  
Mark Revell, AAG Workforce Development: [MRevell@aag.org](mailto:MRevell@aag.org)