JOBfair 2023

For Internal Use Only	
Date rc'd	
Balance paid	
Booth #	

Thursday, March 30, 2023
Hilton Mystic
20 Coogan Blvd., Mystic

TheDay.Jobs Job Fair Space Reservation Contract

Space Reservation for: Spring 2023 ☐ Fall 2023* ☐

**SPECIAL OFFER: Reserve your space for our Fall 2023 job fair and receive 15% off the Spring AND Fall 2023 events*

General Information

Company _____

Industry _____

Contact Person _____ Phone _____

Email _____ Fax _____

Mailing Address _____

_____

City _____ State _____ Zip _____

Current Job Opening(s) _____

_____

Are you seeking full or part time staff? (check all that apply) ☐ FULL ☐ PART-TIME ☐ SEASONAL

Booth & Advertising Package (please select one)

- ☐ **Booth + full page ad** (10.188" x 18") in TheDay.Jobs employment section.....**$1575**
- ☐ **Booth + half page ad** (10.188" x 9") in TheDay.Jobs employment section **$1050**
- ☐ **Booth + quarter page ad** (5.038" x 9") in TheDay.Jobs employment section **$950**
- ☐ **Booth + eighth page ad** (5.038" x 4.25") in TheDay.Jobs employment section **$675**

Please reserve _____ booth(s) checked above at a cost of $ _____

I would like to purchase _____ additional lunch vouchers ($40/lunch) $ _____

My booth requires electricity (Y/N) _____

TOTAL DUE $ _____

Booth space includes a 6' table, white tablecloth (you may bring your own branded linens if desired), two chairs, a table tent to identify the name of your company, WiFi, and **one** lunch voucher.

Electricity is available however limited and will be assigned on a first come, first paid basis. If your booth setup requires electricity, please indicate so. If there are no longer booths with electricity available at the time of registration your sales representative will let you know.

Space reservation must be made by **March 20, 2023**. Space requests made after the deadline are not guaranteed, however will be accepted if space permits.

Copy and/or print ready ads for the special section are due by **March 20, 2023**. If copy or a print ready ad has not been submitted by the deadline then your ad will contain your company name, address, phone number and your current job opening(s).

Checks payable to The Day or by credit card

Card type: ☐ VISA ☐ MC ☐ AMEX ☐ Discover

Card Number _____

Exp. Date ____ /____ Security Code _____ Amount $ _____

Name on Card _____

Authorized Signature _____ Date _____

Please return signed contract and payment to:

THE DAY
c/o Classified Department
47 Eugene O'Neill Drive
New London, CT 06320
Fax: (860) 442-5443
Email: classifiedads@theday.com
A signed copy will be returned when full payment is received.

I agree to have my booth space set up by 9:55 a.m. and not to dismantle my booth prior to 2:00 p.m.

I, as authorized representative for the exhibitor, agree to the above terms and conditions including prepayment terms. I agree and understand that this form is considered a contract and transmission by fax or email is valid as an original. All prices above are NET.

X _____ _____
Authorized Signature for Exhibitor *DATE*

X _____ _____
Authorized Signature for The Day *DATE*

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Exhibitor Rules and Guidelines

Move-In / Move-Out

Move-in may begin as early as 9 a.m. and must be completed by 9:55 a.m. All exhibitors are asked to be set up and ready to receive attendees by 9:55 a.m. Move-out may begin no sooner than 2 p.m.

Booth Design

Booth space includes a 6' table, white table cloth, two chairs, and a table tent to identify each booth exhibitor. Display materials may not be permanently attached to the facility. Exhibit materials higher than 3' should be confined to the rear of the booth so as not to block the view of neighboring exhibitors. Display materials may not extend into the designated aisle.

Payment / Cancellation

Full payment is due by March 20, 2023. Only exhibitors paid in full will be included in promotional advertising. All exhibitors must be in good standing with *The Day* and its subsidiaries at the time of application and at the time the event is held. Exhibitors with accounts not in good standing will be refused entry in the Job Fair and any monies paid will be used to offset balances on past-due accounts. Cancellations should be made in writing and sent to the address listed on the reverse by March 20, 2023.

Assignment / Reassignment of Space

Assignment of exhibit space is on a first-come, first paid basis. Every attempt will be made to honor an exhibitor's location request, however it is not guaranteed. Event Organizers reserve the right to re-locate exhibitors in the event the floor plan must be changed. Every attempt will be made to work with affected exhibitors to reach an agreeable alternate location. Exhibit space may not be shared, sublet, or re-assigned without the express consent of Event Organizers.

Operation / Care of Exhibit Space

Exhibits must be staffed and/or maintained during all event hours. Food/beverages may not be distributed from the display without the consent of Event Organizers. Event Organizers will provide cleaning and trash removal for common areas. Exhibitors are responsible for cleaning their booths.

Fire / Safety Regulations

The use of open flame and/or combustible materials is expressly prohibited in all exhibits. Display materials may not block fire exits or extend past booth dimensions into aisles. Inflated balloons may not be distributed to the public, but may be used as part of an exhibit's decorations. Bottled gases, including helium tanks, are not permitted. All electrical cords/wires and carpets exposed to aisles must be taped to the floor.

Licenses / Applicable Laws

Exhibitor shall conform to all applicable Federal, State and City laws.

Event Organizers

The Day is the event organizer and makes no representations of exclusivity in any category of business except for media; including radio, newspapers, print and online products, real estate advertising publications, etc. Event Organizers make no guarantee as to the number of exhibitors in the event or the number of patrons attending the event.

Unforeseeable Circumstances

In the unlikely event the event must be canceled in total or in part due to inclement weather or other unforeseeable circumstances, exhibitor waives any claim of damage/ loss except for the return of pro-rated exhibit rental fee less expenses incurred for event production.

X _____
Initial