

CAREER FAIR EXHIBITOR INFORMATION PACKET

2017 Cancer and Biomedical Research Career Fair

CONNECT WITH THE BEST IN CANCER RESEARCH

Great News! The 2017 Cancer and Biomedical Research Career Fair, is coming to Washington, DC on Saturday, April 1, 2017, from 9:00 AM to 3:00 PM, in the Walter E. Washington Convention Center in the East Hall, Salons B and C. Please plan to attend this extraordinary recruiting event!

Career Fair Exhibitors will Receive the following:

- 10% Early Bird career fair registration by Friday, February 6, 2017.
- Name badges for Exhibitors
- Continental Breakfast and Buffet Lunch
- Signage with Exhibitor name and logo
- Ten **(10) free** job postings on CancerCareers.org for **90 days**.
- Complimentary ½ page black and white ad in the **Cancer Career Resource Guide**, (due Friday, February 24, 2017) (for a minimal fee you may upgrade to a color ad).
- AACR staff support before, during and after the career fair.
- Use of interview rooms Sunday to Wednesday during AACR's Annual Meeting.

Exhibitor Booth Pricing Information:

	Single In-Line	Single Corner	Double
❶	10'x10'	❷ 10'x10'	❸ 10'x20'
	\$3,000.00	\$3,700.00	\$4,500.00

2016 Cancer and Biomedical Research Career Fair Sponsorship Opportunities:

- **Gold Event Sponsorship** **\$10,000.00**
Includes double booth 10' x 20', prominent signage, priority booth placement, full-page color spread ad in the Resource Guide, private interview room, and unlimited job postings on CancerCareers.org.
- **Silver Event Sponsorship** **\$7,500.00**
Includes a 10'x10' corner booth, prominent signage, priority booth placement, full page color ad in the Resource Guide, private interview room, and 20 free job postings for six (6) months on CancerCareers.org.

- **Bronze Event Sponsorship \$5,500.00**
*Includes 10'x10' single booth, prominent signage, full page color ad in the Resource Guide, interview rooms, fifteen (15) free job postings for four (4) months, and on **CancerCareers.org**.*

Resource Guide Advertising Opportunities:

Exhibitors receive a *complimentary ¼ page black and white ad* in the Resource Guide; options to purchase additional ads are available. Please contact Adam Young at ext. 126 or Amy Domard at ext. 216 and/or e-mail, careerfair@aacr.org, for additional information.

Inside Front Cover
 Price \$2,500.00

Full Page Color
 Price \$1,350.00

Full Page Black/ White
 Price \$975.00

Outside Back Cover
 Price \$2,500.00

Half Page Color
 Price \$850.00

Half Page Black/ White
 Price \$675.00

Inside Back Cover
 Price \$2,000.00

Quarter Page Color
 Price \$625.00

Quarter Page Black/ White
 Price \$475.00

2017 Cancer and Biomedical Research Career Fair

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2017 Cancer and Biomedical Research Career Fair

Exhibitor Registration Form

Walter E. Washington Convention Center in the East Hall, Salons B and C • Washington, DC

Saturday, April 1, 2017 • 9:00 AM – 3:00 PM

Total # of Booths	Price Per Booth	Total A
	Single	\$3,000.00
	Corner	\$3,700.00
	Double	\$4,500.00

☐ Early Bird Registration Discount off booths (**Deadline 2/6/2017**)

EXHIBITOR INFORMATION:

Organization/ Institution Name (as it will appear in the Exhibitor Directory)

Address:

City State Zip code

Contact Person's Name (For AACR Internal Use Only)

Title of Contact Person (For AACR Internal Use Only)

Phone Number (For AACR Internal Use Only)

Fax Number

E-mail Address (For AACR Internal Use Only)

Website Address

Authorized Signature Date

Accounts Payable Department

Name of Accounts Payable Representative

Phone Number Fax Number

CAREER RESOURCE GUIDE ADVERTISEMENT OPPORTUNITIES

- ☐ Inside Front Cover.....\$2,500.00
- ☐ Inside Back Cover.....\$2,000.00
- ☐ Outside Back Cover.....\$2,500.00
- ☐ Full Page Color.....\$1,350.00
- ☐ Half Page Color.....\$850.00
- ☐ Quarter Page Color.....\$625.00
- ☐ Full Page BW\$975.00
- ☐ Half Page BW\$675.00
- ☐ Quarter Page B/W.....\$475.00

Total B

EVENT SPONSORSHIP OPPORTUNITIES

- ☐ Gold (see attachments) \$10,000.00
- ☐ Silver (see attachments) \$7,500.00
- ☐ Bronze(see attachments) \$5,500.00

Total C

GRAND TOTAL (A + B + C)

BILLING INFORMATION FOR ADVERTISEMENT/ SPONSORSHIP:

Organization/ Institution's Name

Address

Signature of Contact Person

Phone Number Fax Number

E-mail Address

Credit Card Information (No Discover Card)

- ☐ American Express ☐ MasterCard ☐ Visa

Name as it appears on the Credit Card

Card Number

Expiration Date Security Code

- ☐ Check Enclosed

Please make checks payable to:

American Association for Cancer Research

(Note: All checks must be drawn on U.S bank/ in U.S. dollars only)

Attention: Human Resource Department

615 Chestnut Street, 17th floor, Philadelphia, PA 19106

- ☐ Wire Transfer (details provided upon request)

Please see the Exhibitor's Agreement regarding AACR's Cancellation Policy

2017 Cancer and Biomedical Research Career Fair

CONNECT WITH THE *BEST* IN CANCER RESEARCH

Ad Specifications for The Cancer Career Resource Guide

Due Date

The deadline for submitting ads and company description for the Cancer Career Resource Guide is **Friday, February 24, 2017**.

Company Description

The company description should begin with a heading that provides the company's name, website and address.

Required Format

The company description should be in a Word file and should not exceed 390 characters, including spaces.

The Ad Sizes are as Follows:

The trim size of the booklet is 8.5" x 11"

- Full page: Live area is 7" x 10"; if the ad bleeds allow an extra 0.125" on all sides (8.75" x 11.25")
- Half page: 7" X 4.875" (no bleed)
- Quarter page: 3.375" x 4.875" (no bleed)

Required Format

All ads should be converted to CMYK and a hi-res (minimal 300dpi) pdf, eps, tiff, or jpeg file

Where to Send Advertisement for the Cancer Career Resource Guide

- If the file is under 5MB please e-mail to susan.moore@aacr.org
- If over 5mg, you can drop the ad on our ftp site:
[Ftp.aacr.org](ftp://Ftp.aacr.org) <<ftp://Ftp.aacr.org>>
Logon: pubs
Password: pubsftp
Drop in the folder marked Advertising
Send an e-mail to (susan.moore@aacr.org) to let her know it is there. Please include the file name.

Thank you for your interest in posting an ad in the Cancer Career Resource Guide. Please feel free to contact Susan Moore, Production Manager at 215-440-9300 ext 203 or via e-mail: susan.moore@aacr.org should you have any additional questions regarding placing an ad in the Cancer Career Resource Guide.

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Exhibitor Agreement

1. The Exhibitor of AACR's **2017 Cancer and Biomedical Research Career Fair** agrees to rent the total number of booths set forth on the Registration Form. As a 2017 Career Fair Exhibitor, you shall not assign or sublet such space without the prior written consent of the American Association for Cancer Research (AACR).
2. The **2017 Cancer and Biomedical Research Career Fair** will be held on Saturday, April 1, 2017, from 9:00 AM – 3:00 PM, at the Walter E. Washington Convention Center in the East Hall, Salons B and C in Washington, DC booth spaces are in units of 10'x10' single, 10'x10' corner, or 20'x10' double unless otherwise noted. Exhibitors' booth space(s) will receive a 6' draped table, chairs, waste paper basket, and a sign indicating the Exhibitor's name. All booth space(s) include a 36" side rails and an 8' backwall, unless Exhibitor informs AACR to the contrary. Upon request, AACR shall provide Exhibitor with additional materials as requested. Exhibitor's displays shall not block air or light flow, shall not be over 8' in height and shall not have display sidewalls extending more than 4' from the back of the booth (to a maximum height of 36"), unless prior written approval is received from AACR. Exhibitor acknowledges that, pursuant to the theme of the exhibition, it shall use the booth space only for the purpose of recruiting, and therefore shall only display the products or services provided by their company/institution that are consistent with the theme of the Career Fair. All displays must remain within the booth perimeters and not intrude upon the aisles. Booths, table top displays, quick screens, branded tablecloths, easel displays and hanging banners are permitted and must fit within the parameters of the booth space selected. Although AACR shall use its best efforts to offer Exhibitors the location(s) requested, AACR reserves the right to alter the layout and booth arrangements that may differ from the illustrated floor plans previously announced, and further reserves the right to re-assign Exhibitor's booth locations.
3. Payment for the booth space must be made with the registration form. All amounts paid to AACR are non-refundable and shall be retained by AACR. AACR agrees to accept that amount as liquidated damages. Exhibitor specifically agrees that it is legally obligated to remit to AACR any unpaid balance for the booth space(s) after retention by AACR of any amounts paid. In the event of cancellations, AACR shall have the right to rent the booth space to another party. However, any rental fees received by such rental shall not accrue to the Exhibitor's benefit or reduce its ability hereunder. The Exhibitor agrees that the amount retained by AACR is a fair and reasonable estimate of the damages AACR will suffer as a result of Exhibitor's cancellation. AACR is not responsible for damage to personal items brought to any career reception, whether by fire, theft, accident or any other cause.
5. Exhibitor shall set up its booth at the designated set-up time (and under no circumstances not later than two (2) hours prior to the opening of the Career Fair), shall adequately staff its booth during all Career Fair hours, and shall not disassemble or close its booth until after the Career Fair has closed to the public on the last day of the exhibition. In the case that Exhibitor's display or materials fail to arrive in time for the Career Fair, Exhibitor remains responsible for the payment of the booth space, or other fees payable.
6. If, due to circumstances beyond its control, AACR is prevented from holding the Career Fair or if it cannot permit Exhibitor to occupy booth space, AACR reserves the right to alter the location and/or date of the Career Fair with reasonable notice provided to the Exhibitor, without a refund to Exhibitor.

AACR has the right to cancel the Career Fair with no further liability other than a refund of the booth rental fee paid, which shall be the Exhibitor's sole and exclusive remedy. AACR shall not be liable to Exhibitor for incidental or consequential damages resulting from the cancellation of the Career Fair.
7. American Association for Cancer Research (AACR) shall provide adequate security. However, the exhibitor is solely and fully responsible for its own exhibit materials and personal items, and should obtain insurance at its own expense. AACR is not responsible for damage to the exhibits, whether by fire, theft, accident or any other cause, or for any other injury which Exhibitor, its property, employees, guests and invitees may suffer.

8. Exhibitor grants permission to AACR to use Exhibitor's name and/or logos for promotional purposes in connection with the Career Fair produced by AACR. This permission shall extend to photographs of Exhibitor's Booth. AACR shall promote the Career Fair in such manner and through such media at its sole discretion and may alter the nature, content and manner of its promotion to meet the needs of a particular market or of the location in which the exhibition takes place.
9. Exhibitor agrees to comply with the reasonable requests of AACR, their sponsors, agents and employees. Exhibitor further agrees that it shall observe the general rules and regulations of the exhibit hall at which the Career Fair is held.
10. Exhibitor assumes full responsibility for the actions of its agents, employees or independent contractor, whether acting within or without the scope of their authority, and agrees to indemnify and hold AACR and the exhibit hall harmless from and against responsibility or liability resulting directly or indirectly, or jointly, from the acts or omissions of its agents, employees or independent contractors, whether acting within or without the scope of their authority.
11. This EXHIBIT Agreement, when accepted by AACR, constitutes the entire agreement between the parties, supersedes all prior negotiations, representations and understandings, and may be modified only pursuant to its terms or by written notice signed by both parties. Pennsylvania law shall be applied to interpret this Agreement and the rights of the parties hereunder. In the event that a party brings an action to enforce its right hereunder or to seek a declaration of its rights or to obtain an interpretation of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees in addition to all other relief. In the event that a court finds any provision of this Agreement to be unenforceable, all remaining provisions hereof shall remain in full force and effect.
12. ***Payments, according to the terms of the agreement, should be made to:***

American Association for Cancer Research, Inc.
Attn: 2017 Cancer and Biomedical Research Career Fair (Human Resources Department)
615 Chestnut Street, 17th Floor
Philadelphia, PA 19106
E-mail: careerfair@aacr.org
P 215-440-9300
F 215-440-1045

Name of Company/Organization

Signature Authorization

Date

Please fax this page to (215) 440-1045, e-mail careerfair@aacr.org or call (215) 440-9300 to reserve your booth!

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Exhibitor Participant Form

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Saturday, April 1, 2017 • 9:00 AM – 3:00 PM

Please complete this form for each exhibitor participating:

☐ Dr. ☐ MD ☐ Ph.D
☐ Mr. ☐ MD/ PhD
☐ Ms. ☐ Other _____

First Name/ Middle Name Last Name

Position/ Title

Department/ Division

Institution/ Company

Telephone Fax

E-mail

Website

For AACR Use Only

Registration Category

Authorized by