



INFORMATION FOR AMS CAREER FAIR EXHIBITORS/RECRUITERS

LOCATION AND HOURS

The Career Fair will take place Saturday, January 5 - Sunday, January 6 in Hall 4 of the Phoenix Convention Center. The hours of operation, and the times during which your table must be manned, are as follows:

Move-in (and badge pick-up):

Saturday, 5 Jan.: 2-5:00pm.

All tables should be fully set by 5pm and all aisle clear of materials to allow for show management to clean the area before the Career Fair opens.

Career Fair Hours (tables must be staffed at these times):

Sat., 5 Jan. (Student Conference reception): 5:30 p.m.-7:30 p.m.

Sun., 6 Jan. (Open to all AMS Attendees): 6:30 p.m.-8:30 p.m.

Move-out:

Sun., 6 Jan.: 8:15 p.m.-9:15 p.m.

TABLE/BOOTH STAFFING

All Booth Staff shall reflect their organization's highest standards of professionalism while maintaining the table during exhibit hours. The table must be staffed by at least one organization representative at all times during exhibit hours. All employees, representatives, and agents representing the exhibitor must be fully identified by the official AMS Career Fair badge. All Table Staff should be pre-registered. Exhibitors can pick up their pre-registered Career Fair Staff badges on-site at the Exhibitor Check-in desk. Exhibitors will be charged \$50 for all badges issued on-site by AMS Staff or for badges over the limit of 4 per table space contracted. See times listed above for badge pick-up.

SHIPPING

To insure your materials are delivered to your table in time for Saturday night's reception, **please note the dates and addresses below.** We highly recommend shipping to the advanced warehouse address (first address listed below). We cannot accept shipment to the PCC until January 5th, the day the event takes place. This first day is also the first day of move-in for all other events taking place as a part of the AMS Annual Meeting. The docks will be extremely busy and package deliveries could be delayed.

Shipping address for materials ARRIVING before 27 December, 2018 - Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 AM - 3:30 PM. If required, provide your carrier with this phone number: (303) 320-5100. If you ship to this address between 28 December and 4 January, you will incur additional charges.

PLEASE NOTE: The Freeman office and warehouse will be closed on Monday, 24 December and Tuesday, 25 December 2018 and 01 January 2019 in observance of the Holidays. Shipments will not be accepted on these dates!

Career Fair Organization Name / Table # **T** *

AMERICAN METEOROLOGICAL SOCIETY ANNUAL MEETING --

C/O FREEMAN

FIDELITONE, 6920 W. ALLISON RD.

CHANDLER, AZ 85226

Shipping address for materials ARRIVING 5-6 January 2019 – Shipments arriving at this address before 5 January will be denied delivery.

Career Fair Organization Name / Table # T *

AMERICAN METEOROLOGICAL SOCIETY ANNUAL MEETING

C/O FREEMAN
PHOENIX CONVENTION CENTER
100 N. 3RD ST.
PHOENIX, AZ 85004-2231

* See Booth Assignment email notification for specific booth number assigned

Shipments received without a table number referenced may not be routed to the correct area until after Saturday night's reception. Please be sure you have your tracking information with you in case you need to track your shipment.

Please note: All materials received by Freeman are subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

SET-UP FOR EVENT

Please note that floor displays are not allowed in the hall where the Career Fair is being held. Table top displays may not be taller than 3' high. Displays exceeding this limit will need to be removed.

You may set-up your Career Fair table between 1:00-5:00 p.m. on Saturday afternoon. If you are not set up by 5:00 p.m. on 5 January, your table/materials will be removed from the floor.

CHECK-IN

Please be advised that *you will not be allowed access* to Saturday night's opening reception or during the times designated for set-up unless you have a Career Fair Exhibitor badge. Badges may be picked-up at the Exhibitor Check-In desk (Lower Level of the Phoenix Convention Center, just outside Hall 4) upon your arrival to the convention center. Identify the name of your organization and indicate that you are a participant in the Career Fair. The hours for Exhibitor Check-in on Saturday are 1:00 p.m.-5:00 p.m. **No one will be allowed into this event without a badge.**

Please note Career Fair Table Staff badges are valid for this event only. If you wish to attend any technical sessions (Student Conference, Short Courses, Annual Meeting Sessions) you must register separately through attendee registration.

BREAKDOWN

You may start packing up your materials after the close of the Career Fair on Sunday night. **All tables must be cleared by 9:15 p.m. on Sunday, January 6.** AMS will not be responsible for breaking down table displays unless prior arrangements have been made.

Outbound shipping for this event will be provided by the UPS Store at the PCC. If you have a booth in the main exhibit hall, you can move your materials to your booth and arrange shipping through Freeman anytime throughout the week. However, the Career Fair area must be cleared at the time the event closes.

Return Shipping through UPS-

If you have a corporate/business account through UPS you would like to use for return shipping, please be sure to bring the pre-paid labels to Phoenix with you. The UPS Store on site is a franchise location and will not be able to bill to that account. They will require payment onsite for any shipping not done with pre-paid/business account labels.