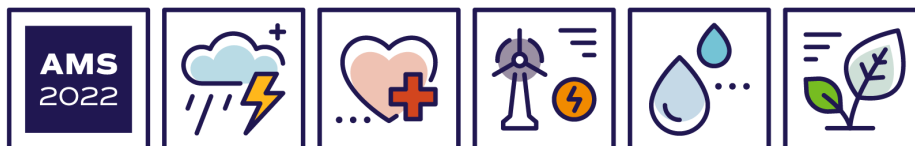


AMERICAN METEOROLOGICAL SOCIETY



102nd ANNUAL MEETING | HOUSTON

Career Resource and Graduate School Fair Exhibit Rules & Regulations

MEETING DATES: 23—27 January 2022

CONFERENCE FACILITY: Hilton Americas-Houston

LOCATION, DATES, SCHEDULE

The AMS 102nd Annual Meeting will be held at the GRB Convention Center in Houston, TX, 23–27 January 2022. The Career Fair Schedule is as follows:

Move-In*

Sat, 22 January 2:00 p.m.–5:00 p.m.

Exhibit Hours*

Sat, 22 January (Student Conference Attendees only): 5:30 p.m.–8:00 p.m.

Move Out**

Sat, 22 January 8:30–9:30 p.m.

All materials must be removed from the Career Fair exhibit space by 9:30 p.m. on Sat. 22 Jan. 2022.

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

Please ship all Career Fair boxes to the below address.

Hilton Americas- Houston

1600 Lamar Street

Houston, Texas, 77010, USA

ATTN:AMS Student Conference 1/21/2022 – Hold for table ___ in Grand Ballroom

* See Career Fair Assignment email notification for specific table 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.

SET-UP FOR EVENT

Floor displays are not allowed in the Career Fair space. 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 2:00-5:00 p.m. on Saturday afternoon. If you are not set up by 5:00 p.m. on 22 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 Check-In kiosks (Hall B3, 3rd floor of the GRB) upon your arrival to the convention center. The hours for Career Fair Exhibitor check-in on Saturday are 2:00 p.m.-5:00 p.m. No one will be allowed into this event without a badge.

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 9:30 p.m. on Sunday, January 23. AMS will not be responsible for breaking down table displays unless prior arrangements have been made.

HEALTH AND SAFETY

Recruiters/Exhibitors will be required to design their display spaces according to CDC and WHO guidelines.

We are asking recruiters/exhibitors to consider how they will offer giveaways in ways that will help us with crowd control and social distancing at receptions and through event hours.

Each exhibiting organization will be responsible for the cleanliness and sanitization of their space. We recommend products and display items be wiped down between demonstrations and have hand sanitizer available for those visiting your organizations' space. View our [Commitment to Care here](#).

More information will follow regarding outbound shipping for this event.

Questions or concerns regarding any of this information should be directed to: Marissa Welch AMS Sr. Meetings Coordinator (exhibits@ametsoc.org).