

# Career Resource & Graduate School Fair

## Rules & Regulations

**EVENT DATES:** 7-8 January 2023  
**CONFERENCE FACILITY:** Colorado Convention Center (CCC)  
700 14th Street  
Denver, CO 80202

### LOCATION, DATES, SCHEDULE

The AMS Career Resource and Graduate School Fair schedule is as follows:

#### Move-In\*

Sat, 7 January 2:00 p.m.–5:00 p.m. (all tables must be set by 5:00 p.m. or the table will be removed from the floor and event) You must be registered as Career Fair Table Staff to gain access for set-up

#### Event Hours\*

Sat, 7 January 5:30 p.m.–7:30 p.m. (Student Conference Attendees only)

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

#### Move Out\*

Sun, 8 January 8:30–9:30 p.m.

\*All materials must be removed from the Career Fair exhibit space by 9:30 p.m. on Sun, 8 Jan. 2023.

### TABLE STAFFING

All Table 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. There is a limit of 4 per table space contracted.

### SHIPPING

Please find the advanced warehouse and on-site Shipping Labels at the end of this document. Any materials received at the below addresses before 12:00 noon Saturday, 7 January 2023 will be delivered at your table by 2:00 p.m.

### 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 7 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 at the Colorado Convention Center (follow signs to Check In). 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 through attendee registration.

### BREAKDOWN

You may start packing up your materials after the close of the Career Fair on Sunday night, 8:30 p.m. 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

As AMS plans for the 103rd Annual Meeting, we continue to monitor and keep track of the ongoing COVID-19 situation. We are prioritizing the safety of presenters, attendees, exhibitors, program chairs, staff, and any volunteers who plan to attend in-person. We are closely monitoring news and guidance from the Centers for Disease Control & Prevention (CDC), the World Health Organization (WHO), and local health agencies regarding travel and events.

Masking will be required at this meeting. Masks may only be removed when actively eating or drinking while sitting. Oral presenters may remove their mask while speaking as long as they can maintain a 6ft separation from other attendees and other speakers.

Questions or concerns regarding any of this information should be directed to: [exhibits@ametsoc.org](mailto:exhibits@ametsoc.org).



**F R E E M A N**

**R U S H**

***DO NOT DELAY***

RECEIVING DATE BEGINS: December 08, 2022

DEADLINE DATE IS: December 30, 2022

TO: AMERICAN METEOROLOGICAL SOC

C/O: FREEMAN

4493 Florence St

Denver, CO 80238

**Advance Warehouse  
Shipping Labels**

**511569**

EVENT: AMS 103rd Annual Meeting **CAREER FAIR**

TABLE NUMBER (HALL A): \_\_\_\_\_

NO. OF PIECES: \_\_\_\_\_ of \_\_\_\_\_

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