

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

The following provisions are incorporated by reference in the Application & Contract for Career Resource & Graduate School Fair (Career Fair) space and become binding between the applicant, his/her employees, and agents; and the American Meteorological Society (AMS) upon acceptance of the Contract. The decisions of AMS shall in all instances be final with regard to the use of any Career Fair space.

1. 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)

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.

**All show hours listed above are considered tentative. The hours will be published as final once the technical programs are finalized for the Annual Meeting.*

2. PAYMENT, EXECUTION OF CONTRACT, CANCELLATION

A. Payment: Full payment is due within 30 days of the accepted Application/Contract by AMS. A check payable to AMS, bank wire transfers, purchase orders, Company Checks, MasterCard, VISA and American Express are accepted. Career Fair Exhibitors may not occupy assigned space until all monies due AMS are paid-in-full. Failure to remit payment in full within 30 days, may result in cancellation of career fair space.

B. Execution of contract: The Application & Contract for Career Fair Space is not valid until approved by AMS. Confirmation of approval will be sent via email.

C. Cancellation: In the event an exhibitor cancels all or part of their exhibit space contracted, the exhibitor must do so in writing and will be obligated to pay AMS fees based on the schedule below. AMS reserves the right to re-lease space vacated upon notice of cancellation with no obligation.

Before 1 November 2022 50% table fees due

1 November 2022– 3 January 2023: 100% table fees due

Exhibitor's failure to occupy or be present in its exhibit shall not relieve the Exhibitor of the obligation of paying the total contracted charges.

D. Force Majeure: Neither party shall be held responsible for delays or non-performance caused by activities or factors beyond its reasonable control, including without limitation, war, weather, pandemics, strikes, lockouts, fires, acts of God, or terrorism or similar occurrence ("force majeure event"). If the Event is cancelled on account of a force majeure event, Exhibitor shall be entitled to a refund of any fees paid to AMS hereunder. Transition to an online or virtual platform shall not be deemed to be cancellation of the Event. AMS in its sole discretion may transition the Event to a virtual event for health or safety considerations, in which case this Agreement (including without limitation fees and refund policy) shall continue in full force.

3. CAREER FAIR STANDARDS

A. General:

1. All career fair exhibits shall be germane to the industry and of interest or of educational value to the profession.
2. A standard table set is a 6ft draped table with 2 chairs. This also includes a listing on the AMS website and overnight security,
3. Products of firms not exhibiting may not be displayed or advertised in any exhibit area or elsewhere in the Colorado Convention Center when, in the discretion of AMS, such products are competitive with the products of exhibiting firms. Complaints registered under this section must be made in writing to AMS.

B. Arrangement of Career Fair Exhibits:

1. 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.

2. Sound Amplifying, Reproducing Equipment Exhibitors are required to operate such equipment in such a manner that a maximum 85 dB reading on the "A" scale of a sound level meter may be read at the aisle(s) space adjacent to their booth or measured at a neighboring booth in an area bordering that of the sound equipment user. Equipment or machinery producing excessive vibration of floor area may be subject to limited operation or elimination if in the judgement of AMS Show Management it interferes with neighboring exhibits.

3. AMS Show Management shall be the sole arbiter of acceptability of arrangements of exhibits including and without limitations to sound & lighting levels and exhibit operations. AMS may require reduction or elimination of sound or lighting level reproducing devices and rearrangement of exhibits in those instances where in violation of these standards or otherwise objectionable aspects of exhibits. AMS may, at the exhibitor's expense, direct revisions of any exhibit that does not comply with the above Guidelines. Exhibits/Displays not conforming to these standards or which in design, operation or otherwise are objectionable, in the opinion of AMS, will be prohibited. AMS reserves the right to make such modifications and change exhibit booth space assignments as may be necessary to adjust each floor plan at any time to meet the needs of sponsors, exhibitors, and exhibits.



5. BOOTH STAFFING

A. General: Career Fair Exhibitors shall reflect their company's highest standards of professionalism while maintaining the booth during career fair hours. The booth must be staffed by at least one company representative at all times during career fair hours.

All employees, representatives, and agents representing the exhibitor must be fully identified by the official AMS Career Fair badge. All Career Fair Exhibit Staff should be pre-registered on-line. Career Fair Exhibitors are allotted 4 booth staff badges at no charge when registered using the online Service Site. Any additional badges will incur a \$50 charge each. Exhibitors can pick up their pre-registered Booth Staff badges on-site at the check-in kiosks in the CCC.

B. Admittance to the Career Fair area during Non-Show Hours: Career Fair Table Staff (with official event badges only) will be allowed access to the event area during move-in/move-out and show hours listed above. In addition, Career Fair staff will be allowed access to the area one hour before event start time on Sunday. Badges may be obtained from the Registration Desk.

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.

6. HEALTH AND SAFETY

We are committed to ensuring that the 103rd Annual Meeting allows you to share your products, services, technology and research and connect with attendees in a protective and valuable way. As we consider the potential impact of COVID-19 on our in-person attendance in Denver, we are reviewing all local and national guidelines for health and safety and will adhere to all requirements. We encourage you to visit the 103rd AMS Annual Meeting website often to stay up to date on the latest news and guidelines for participation.

7. COLORADO CONVENTION CENTER

A. No signs, banners, decorations, stickers, or materials of any nature are to be taped, tacked, screwed, secured, fastened, or anchored to any building part, wall, pillar, door, or window. Adhesive-backed decals (stick-on) or similar items (except name-tags) may not be distributed or used in the Colorado Convention Center.

B. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the Colorado Convention Center.

C. No outside food or beverage is allowed inside the facility. Catering arrangements can be made through the Colorado Convention Center's official caterer; Centerplate. Please contact show management (info below) for information on catering.

D. Holes may not be drilled, cored or punched into any surfaces of the Colorado Convention Center.

E. Painting signs, exhibits, or other objects is not permitted in the Colorado Convention Center.

Questions or concerns regarding any of this information should be directed to: exhibits@ametsoc.org.