

Career Fair Employer Participation Contract
Wednesday, October 25, 2023 from 11:00 am to 4:00 pm
McCormick Place, South Hall • Chicago, Illinois USA

ABOUT THE CAREER FAIR

The Process Expo Food and Beverage Industry Career Fair brings together employers, students, and job seekers interested in the dynamic field of food and beverage production. The Career Fair will take place in the exhibit hall on the third day of Process Expo, the Global Food Equipment and Technology Show. As an employer with open opportunities, the Career Fair offers access to thousands of industry professionals and students seeking new opportunities.

The cost to participate in the Career Fair is \$400 and includes:

- 6 ft. draped table
- 2 chairs
- Wastebasket
- Company ID sign
- (2) Complimentary passes for exhibit hall entry

CONTACT INFORMATION

Company Name: _____

Contact Name: _____ Title: _____

Email: _____ Phone: _____

Company Address: _____

City: _____ State: _____ Country: _____

BILLING INFORMATION (if different than the above)

Address: _____

City: _____ State: _____ Country: _____

Billing Contact: _____ Title: _____

Email: _____ Phone: _____

I AM HIRING FOR THE FOLLOWING (check all that apply)

Internships

Part-time

Full-time

Entry Level

AUTHORIZATION

I hereby authorize participation in the Process Expo 2023 Career Fair and agree to the terms and conditions on the reverse of this form.

Name: _____ Title: _____

Signature: _____ Date: _____

Please send the completed form to Elena Sierra at esierra@fpsa.org

PROCESS EXPO 2023 CAREER FAIR | TERMS AND CONDITIONS

1. PARTICIPATION

Show Management reserves the right to determine the eligibility of any company to participate in the Career Fair. Non-exhibiting suppliers are not eligible to participate in the Career Fair. Show Management can refuse participation to any company whose display of goods or services is not, in the opinion of the Show Management, compatible with the objectives of the Career Fair regardless of whether Show Management has previously permitted the company or product to participate in the Show in any previous Shows. Show Management's right to refuse eligibility or participation in the Career Fair extends through the end of the Career Fair. Individuals at their table working on behalf of the Participant shall conduct themselves in a professional manner during their participation in the Show. Any inappropriate dress, conduct, or language, or any conduct which, in the sole opinion of the Show Management, constitutes aggressive sales tactics shall be removed from the Career Fair immediately and without notice or refund of the participation fee. The Participant is expected to be active at their designated table during the set Career Fair hours. Any action taken by Show Management pursuant to this provision shall be deemed a "cancellation by Participant" for purposes of Section 3 based on the date Participant became ineligible.

2. PAYMENT TERMS

All Participants with a signed contract are required to make payment of the participation fee upon invoicing. In the event that the Participant is acquired by another entity, the acquiring entity will assume the balance due on the acquired Participant's participation and agree to pay the remaining balance in order to utilize the acquired Participant's space or to cancel the acquired Participant's contract and forfeit payments already made to Show Management. Payment terms will be provided in the footer of the invoice. Payments are to be made payable to PE Events LLC at address 3200 Windy Hill Rd., Suite 500 West, Atlanta, GA 30339. Credit cards, check, and bank transfers are accepted.

3. CANCELLATION

If you need to cancel your participation in the career fair, we kindly request that you provide us with a written notice of cancellation by September 15, 2023. This allows us to make appropriate adjustments and offer your space to other interested Participants. In the case of cancellation, a refund will not be provided. Additionally, participants who do not provide prior notice of cancellation and fail to attend the career fair will not be eligible for a refund.

4. REGISTRATION

Show Management will provide participating Participants with registration access and promo code for complimentary exhibit hall access once payment is received in full. Provided promo code will be valid for only (2) complimentary registrations. Additional registrations can be purchased at the rate applicable at the time of registration. Badges will not be mailed and must be picked up at registration upon arriving at the event and before accessing the exhibit hall. If a registered staff member is unable to attend the career fair personally, a substitute representative from the participating organization can be arranged via registration. Please notify us in advance of any changes to ensure a smooth registration process on the day of the event.

5. PROMOTION

Participants authorize Show Management to use its name, logo and/or trademark in connection with promotional materials for the Career Fair. This does not obligate Process Expo to use Participant's name, logo and/or trademark in any promotional materials for Process Expo. Show Management agrees not to use the name, logo and/or trademark in any way to indicate that it has any ownership or control of Participants. Process Expo agrees not to use the name, logo and/or trademark in any way that would harm, diminish, or impair Participant's sales, prospects, brand name, or reputation.