



# SAE 2014 World Congress Career Fair

## Tuesday, April 8<sup>th</sup> & Wednesday April 9<sup>th</sup>, 2014

### CONTRACT FOR EXHIBIT SPACE

**Company Name** (as it should appear in print): \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email** (individual to receive all booth information): \_\_\_\_\_ **Web Address:** \_\_\_\_\_

**Signature** (cannot be processed without signature): \_\_\_\_\_ **Date:** \_\_\_\_\_

Completion and submission of this form constitutes agreement to Terms and Conditions below. **Exhibitor agrees to enclose 100% of the total rental cost.** Tabletops are assigned first-come / first-served. NO REFUNDS WILL BE ISSUED AFTER MARCH 8, 2014

**For Career Fair information, please contact Martha Schanno at (724) 772-7155 or [mschanno@sae.org](mailto:mschanno@sae.org)**

### **\$2,000 USD per tabletop space**

**Fee includes:**

- Carpeted 10x10 exhibit space that includes a 6' skirted table, two chairs and electric
- 12 one-day staff registrations (6 people to attend 2 days each or any other breakdown that you determine as your booth staffing) *Receptions and Lunches are included*
- Signage at the Career Fair at SAE 2014 World Congress
- Listing in the Event Guide (contract submitted prior to March 9, 2014)
- Link to company website from SAE Career Fair webpage and SAE 2014 World Congress Career Fair webpage
- **PLEASE PROVIDE URL:** \_\_\_\_\_
- Opportunity to provide job postings on-site at the Career Fair

**New for 2014 (due to location on the Exhibit Floor, teardown cannot occur prior to 6:00 pm on Wednesday)**

**PAYMENT METHODS:** Please make checks payable to **SAE International**, complete the contract and mail with payment to: SAE International, Accounts Receivable, 400 Commonwealth Drive, Warrendale, PA 15096-0001 or **fax to: 724-776-3087** with credit card payment info.

**Credit Card (Type)** \_\_\_\_\_ **Card No:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_

**Amount:** \$ \_\_\_\_\_ **Signature** (cannot be processed without signature): \_\_\_\_\_

\*Do you authorize use of this credit card for any unpaid balance owed after **March 8, 2014**?  YES  NO

**Wire/Bank Transfer Information:** SunTrust Bank Account # 206706413, ABA # 061000104, Swift Code – SNTRUS3A

**TERMS & CONDITIONS**

**Cancellation of Tabletop** - In the event of exhibit cancellation and SAE receives notice of such cancellation more than sixty (60) days prior to the opening date of the event then SAE shall retain a service charge equal to 50% of the total tabletop amount. Within thirty (30) days of the opening day of the event, the customer is liable for 100% of the total amount. **Liability and Indemnification** - Neither SAE nor the management of the site shall be liable for damage, loss or destruction of the exhibitor property by reason of fire, theft, accident or other destructive causes. Neither SAE nor the management of the site nor any of their employees, agents, or servants will be accountable or liable for accidents to exhibitors, their employees, agents or servants. The exhibitor shall be liable to SAE and/or the site for any damage done to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor, its employees, agents or servants. The exhibitor hereby assumes the entire and full responsibility and liability for and agrees to indemnify and hold harmless SAE International, its officers, directors, members, staff and other representatives from and against any and all claims, damages, injury (including without limitation, death at any time resulting there from), loss or expense (including without limitation, all attorney fees and other expenses of any arbitration or litigation) of any nature resulting from any injury or damage to any person or property which occurs as the result of any act or omission of the exhibitor, its employees, agents or servants.

**Insurance** - The exhibitor must, at own expense, obtain and maintain Comprehensive General Liability insurance, on an occurrence based policy, with a limit of not less than \$1,000,000 per occurrence/\$2,000,000 aggregate combined singled limit bodily injury/property damage (including products and completed operations coverage and host liquor liability), Automobile Liability insurance no less than \$1,000,000 combined singled limit and Workers' Compensation (statutory limits) coverage. Exhibitor shall provide SAE International with one current certificate of insurance reflecting evidence of coverage listing SAE International as additional insured no less than 30 days in advance of show date.

**TO BE COMPLETED BY SAE STAFF ONLY:**

Date Contract Received: \_\_\_\_\_ Table No. Assigned: \_\_\_\_\_ Total \$ \_\_\_\_\_