



## Northern NV Jobs Career Fair – Terms & Conditions

Effective Date: March 23, 2026

Event Date: May 15, 2026

Location: Reno-Sparks Convention Center

By registering for a booth or sponsorship at the Northern NV Jobs Career Fair, you (the "Exhibitor" or "Participant") agree to abide by the following terms and conditions.

### **1. Booth Registration & Payment**

#### 1.1 Booth Fees

- Businesses with an active job posting on Northern NV Jobs qualify for a discounted booth rate of \$450.
- Businesses without an active job posting must pay \$550 per booth.

#### 1.2 Payment Terms

- Payment must be made in full at the time of registration to confirm booth space.
- Payments are non-refundable except under the conditions outlined in Section 4 (Cancellations & Refunds).
- Accepted payment methods include credit/debit card, or invoice request.

#### 1.3 Booth Assignments

- Booths are assigned on a first-come, first-served basis, with priority given to sponsors and upgraded booth purchases.
- The event organizers reserve the right to adjust booth placements as necessary.

### **2. Exhibitor Guidelines**

#### 2.1 Booth Setup & Breakdown

- Exhibitors may set up their booths on May 15, 2026, between 7-8:45 A.M.
- Booths must be fully set up by 8:45 AM on May 15 and staffed throughout the event.
- Booth breakdown must not begin before 4:00 PM. Early takedown is not permitted. You will be charged \$200 for early takedown.

#### 2.2 Booth Inclusions

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Each standard booth includes:

- One (1) 10x10 exhibit space
- One (1) 8-foot table and two (2) chairs (unless otherwise specified)
- Access to event marketing promotions

Additional Requests: Electricity is available for an additional \$25 and must be requested in advance.

## 2.3 Staffing & Conduct

- Exhibitors are responsible for staffing their booths at all times during the event.
- All booth representatives must conduct themselves professionally.
- Disruptive behavior, excessive noise, or unauthorized solicitations outside of designated booth areas are prohibited.

## **3. Marketing & Promotions**

### 3.1 Event Promotion

- All registered businesses will receive a custom social media graphic for promotional use.
- The exhibitor's company name will be featured in event newsletters, social media posts, and press releases.

### 3.2 Use of Logos & Branding

- By registering, exhibitors grant Northern NV Jobs permission to use their company name and logo for event promotions.

### 3.3 Sponsorship Benefits

- Sponsors will receive additional logo placement, priority booth placement, and marketing exposure as per the selected sponsorship package.

## **4. Cancellations & Refund Policy**

### 4.1 Exhibitor Cancellations

- No refunds will be issued for exhibitor cancellations.
- If an exhibitor must cancel, they may transfer their booth space to another company with prior approval from the event organizers.

### 4.2 Event Cancellation or Postponement

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- If the Northern NV Jobs Career Fair is canceled due to unforeseen circumstances (e.g., natural disasters, venue closures, government restrictions), exhibitors will receive:
  - A full refund OR
  - The option to transfer their registration to the rescheduled event date.
- The event organizers are not liable for any costs incurred by exhibitors due to event cancellations beyond registration fees.

## **5. Liability & Indemnification**

### 5.1 Exhibitor Responsibility

- Exhibitors assume full responsibility for their booth setup, materials, and personal belongings.
- The event organizers are not liable for lost, stolen, or damaged property during the event.

### 5.2 Insurance Requirements

- Exhibitors are encouraged (but not required) to carry liability insurance to cover potential damages or accidents.

### 5.3 Indemnification Clause

- By participating, exhibitors agree to hold harmless the event organizers, venue staff, and affiliates from any claims, damages, or liabilities arising from participation in the event.

## **6. Event Compliance & General Policies**

### 6.1 Prohibited Items & Activities

- The following items and activities are strictly prohibited at the event:
  - Open flames or hazardous materials
  - Offensive or inappropriate materials
  - Disruptive demonstrations or loud music
  - Unauthorized raffles or giveaways outside of exhibitor booths

### 6.2 Code of Conduct

- Exhibitors must adhere to ethical hiring practices and treat all job seekers with respect and professionalism.
- Discriminatory or inappropriate behavior will result in immediate removal from the event without refund.

### 6.3 Amendments

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- The event organizers reserve the right to modify these terms and conditions if necessary. Any updates will be communicated to registered exhibitors.

## **7. Agreement & Acknowledgment**

By registering for a booth, you acknowledge that you have read, understood, and agreed to the terms and conditions outlined above.