



Northern NV Jobs Career Fair – Terms & Conditions

Effective Date: June 2, 2026

Event Date: October 1, 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 \$650.
- Businesses without an active job posting must pay \$750 per booth.
- Non-profits will receive a discounted rate of \$550.

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 September 30, 2026, between 4-6 P.M., or on October 1 between 7 - 8:45 A.M.
- Booths must be fully set up by 8:45 AM on October 1 and staffed throughout the event.
- Booth breakdown must not begin before 6:00 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 \$50 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 Northern NV Jobs.

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4.2 Event Cancellation or Postponement

- 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.

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6.3 Amendments

- 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.