



# THE ENGINEERING CENTER CAREER FAIR

MATCHING STUDENTS TO CAREERS IN ENGINEERING AND LAND SURVEYING

## EXHIBITOR FORM

THURSDAY, NOVEMBER 15, 2018

WYNDHAM BOSTON BEACON HILL · 5 BLOSSOM ST · BOSTON, MA 02114

3:00 PM - 6:00 PM

The Engineering Center Career Fair is brought to you by The Engineering Center Education Trust (TECET). This unique event brings employers and students from the Northeast together in one location.

- Your support helps TECET provide outreach activities. This includes a primary school student activity held adjacent to this Career Fair.
- Your support helps fund the Annual TECET scholarship, which is awarded to a Massachusetts high school senior planning to study engineering or land surveying.

### Career Fair Exhibitor (\$500/table)

- One stop access to over 200 engineering and land surveying students who are seeking job openings, internships, and co-op opportunities
- Your organization's listing as a Career Fair Exhibitor on our TECET website: [www.engineers.org](http://www.engineers.org)
- Exhibitor space including: a 6' table, two chairs, room for promotional display and electrical services

Reserve \_\_\_\_\_ table(s) (\$500/table) for our organization for a total of \$ \_\_\_\_\_

### Registration Form:

Organization: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Check:** Mail check payable to **The Engineering Center Education Trust** to: TECET, One Walnut Street, Boston, MA 02108-3616

**Credit Card:**     Visa                       MasterCard                       American Express

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Fax or email this form to 617/227-6783 or [tecet@engineers.org](mailto:tecet@engineers.org)

You can mail this form to: TECET, One Walnut Street, Boston, MA 02108-3616

*Return by November 12, 2018. No refunds after November 12, 2018; No shows will be billed*

The Engineering Center Education Trust (TECET) is a 501(c)(3) organization; Federal Tax Exemption ID#04-3066699. TECET educates professionals, students, and the public about engineering and land surveying in the natural and built environment. The Career Fair and student outreach activity are a part of TECET's educational outreach activities.

## Career Fair Terms and Conditions

### The Engineering Center Education Trust agrees to:

- Furnish participant with space in the participant area of The Engineering Center Career Fair on Thursday, November 15, 2018 at the Wyndham Boston Beacon Hill, 5 Blossom Street, Boston, MA.
- Provide participant with one (1) 6ft. skirted table, two (2) chairs.

### Participant agrees to:

- Staff their display area from 3:00 PM to 6:00 PM on Thursday, November 15, 2018. Setup is Thursday, starting at 1:30 PM. Breakdown is from 6:00 PM to 7:00 PM on the same Thursday.
- Confine their display to the 8 ft. by 6 ft. space reserved for this purpose and located in the Wyndham Boston Beacon Hill's Beacon Hill Ballroom. Space will be assigned on Thursday, November 15, 2018.
- Notify The Engineering Center Education Trust if you require access to electrical service by checking the appropriate box on The Engineering Center Career Fair sponsorship or exhibitor registration form, or by sending an email to [tecet@engineers.org](mailto:tecet@engineers.org) by Tuesday, November 13, 2018. This will enable us to assign you a display area near one of the electrical outlets located in the Beacon Hill Ballroom.
- Pay any expenses related to participating in The Engineering Center Career Fair including exhibitor registration fee, cost of, labor, moving, shipping and travel expenses, and any additional requested exhibitor services and the cost to repair any damage to the Wyndham Boston Beacon Hill facilities.
- Indemnify TECET and its representatives against any and all claims due to loss or damages to any person or property in the placing, exhibiting or removal of exhibits.

## Career Fair Logistics

**Meeting Room** – Beacon Hill Ballroom (Commonwealth A & B if needed)

**Setup** – 1:30 PM to 3:00 PM on Thursday, November 15, 2018 **Breakdown** – 6:00 PM to 7:00 PM on Thursday, November 15, 2018

Access to the hotel is at street level. The Wyndham Boston Beacon Hill does not own a parking garage. Please see their website for parking information as well as directions to the venue by public transit. Banners, displays, illuminated signs, etc. are acceptable but please let us know in advance so that we locate your table appropriately. Also, please note that the hotel does not permit the affixing of anything to the walls, floor, ceiling or light fixtures. If you require power for laptops, illuminated signs, etc., please bring a power extension cord and let us know in advance that you require access to electrical service so that we can assign you a table near a power outlet. Power strips, other audiovisual equipment and exhibitor services are available from the Wyndham Boston Beacon Hill for a fee.

**Storage** – The Wyndham Boston Beacon Hill will accept prepaid packages delivered for the Career Fair. All packages must be mailed to the Wyndham Boston Beacon Hill, 5 Blossom Street, Boston, MA 02114, Attention: Lauren Bowker. The package's mailing label must also contain: 1) Shipping organization name; 2) return address; 3) The Engineering Center Career Fair; and 4) Thursday, November 15, 2018.

**Contact** – If you have questions please contact Rebecca Kennedy at [tecet@engineers.org](mailto:tecet@engineers.org) or 617/227-5551.

Check if you need an electrical outlet near your table.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please complete and submit the [Career Fair Questionnaire](#) along with this registration form.*

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