Career Fair Sponsor Information

Thank you for joining us for the AnitaB.org Seattle Community Hopperx1 event. Below, please find information on your tabletop exhibit participation as a sponsor.

Career Fair Timeline

Exhibit Set-up Time  Saturday, March 23, 7a.m. - 8a.m. (PST)
(One hour before the conference begins)

Career Fair Hours  Saturday, March 23, 9a.m. - 4p.m. (PST)

Exhibit Break-down  Saturday, March 23, 4p.m. - 4:30p.m. (PST)
(All tabletop exhibits must be cleared by 7p.m. (PST) on Saturday, March 23)

Career Fair Tabletop Exhibit Location

The sponsor tabletop exhibits are located in the hallway outside the main rooms of the conference. Attendees will be able to easily drop by between conference sessions and during conference breaks. Tabletop exhibit layout will be determined by the Hopperx1 Seattle team and sponsors will hold the same tabletop for the duration of the Career Fair.

Staffing

Your tabletop exhibit should be staffed for all busy times, including keynotes, lunches and breaks. Please see the website’s agenda for more information about specific times, as those may change. Each person who staffs the table needs to be registered for the conference. Tabletop exhibit must not be dismantled before the Career Fair closes on the last day of the event. Early dismantle will affect future tabletop exhibit assignment.

Tabletop Exhibit Inclusions

Each tabletop exhibit will include:
- One 5’x2.5’ draped exhibit table
- Two chairs per table
- One power strip per table
- Access to the conference Wi-Fi
- One company identification sign per sponsor

Gold sponsors who have purchased a second table will have two 5’x2.5’ draped exhibit tables in their exhibits.
Tabletop Exhibit Rules and Guidelines

- All exhibit materials must be contained on or under this table for the duration of the show. No full or empty boxes may be stored anywhere around the assigned table. All boxes must be broken down and stored under the table or discarded before exhibits open.
- Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.
- Floor standing banners are not permitted in front or on the side of the tabletop. Any pop-up banner MUST be placed behind your exhibit table. There will be approximately three (3) feet behind the table which includes the space needed and room for your provided chairs.
- Do not bring Pop-Up Displays unless approved by Show Management.
- Exhibitors are encouraged to display promotional items on the tabletop. Table display banners must not exceed five (5) feet in height and four (4) feet in width and/or floor standing display banner stands (behind your table) must not exceed eight (8) feet in height and three and a half (3 ½) feet in width. Exhibitors may be asked to remove any display items not in compliance with these guidelines.
- No tape, adhesive, or any items are to be used to hang or attach signs or display materials to the venue facility walls.
- Please do not leave valuables at your tabletop unattended. There will be no security in the exhibit area.
- Demonstrations or live interviews must be confined to the limits of the space contracted. Exhibitors may not solicit in the hallway or in any other location in, around or outside the venue except at their tabletop exhibit.
- We do not offer booth cleaning. However, there will be conference center staff who will handle post-event vacuuming, emptying of trash, along with basic cleaning needs.
- All tabletop exhibits must be cleared by 7 p.m. (PST) on Saturday, March 23.

Tabletop Assignment Policy

Tabletop space location will be assigned based on the sponsorship level, date of agreement and receipt of payment. Show Management reserves the right to determine final tabletop exhibit assignments. Hopperx1 Seattle team reserves the right to relocate tabletop displays to ensure maximum exposure for exhibiting companies to the event attendees, the exhibit space is efficiently utilized, and in accordance with fire marshal regulations.

Swag Guidelines

We are expecting 1,500 attendees at this event. Please bring literature and swag in accordance with this number. You can hand carry these materials or you can ship them prior to your arrival. All swag must meet AnitaB.org guidelines (e.g., no food, appropriate for conference audience) and must be approved by March 11, 2019. Please send a picture and short description of the swag to businessdevelopment@anitab.org for approval.
Shipping Instructions

If you plan to ship your Career Fair tabletop exhibit supplies, the packages should arrive **no earlier than Wednesday, March 20**. Storage space is limited, so please ship **no more than 2 packages** and email mollybro@gmail.com with the number and size of boxes shipped and tracking numbers.

Please ship all packages to the following address:
Amazon Meeting Center
Attn: Seattle Hopperx1/Kelly Lester
2031 7th Avenue
Seattle, WA 98121

Please make sure you label the outside of your box with the following information:
Hopperx1 Career Fair, [your institution’s name and tabletop #]

- If you would like to ship materials back at the end of the career fair, please be prepared to repackage those materials and bring prepaid shipping labels for the packages. We will be able to ship out the packages for return to you by your preferred shipping service from the conference space.

If you have any questions about the Career Fair, please contact mollybro@gmail.com.