



## **ASGCT 27<sup>th</sup> Annual Meeting Career Fair Planning Guide**

Thank you for expressing interest in hosting a Career Fair Table at [ASGCT's 27<sup>th</sup> Annual Meeting](#). The meeting will be held May 7-11, 2024 at the Baltimore Convention Center in Baltimore, MD. Below is a detailed guide describing this opportunity's included benefits and options, expectations for participating organizations, and ASGCT's efforts to promote these sessions. Please reach out to [exhibits@asgct.org](mailto:exhibits@asgct.org) with any questions.

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### **EVENT DETAILS:**

**Dates:** May 8<sup>th</sup> – May 10<sup>th</sup>, 2024

**Times:** 9:15 – 10:15 AM and 3:15 – 4:15 PM

**Location:** Camden Lobby, Level 300 of the Baltimore Convention Center

**Price:** \$750 / table

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### **INCLUDED BENEFITS:**

The rental of a Career Fair table includes the following:

- One 6 ft table
- Two chairs
- One tablecloth
- 25% discount on job postings purchased through ASGCT's online [Career Center](#) through 2024
- Coffee and snacks will be provided during both of the daily Career Fair times

### **TABLE SET UP:**

- Logos, signage, handouts, etc. will be expected to be provided by the participating company.
  - Only tabletop signage is permitted with the exception of one (1) retractable roll up banner stand (no larger than 3'x 5'). Banner must be placed **behind** your assigned table.
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### IMPORTANT DATES AND DEADLINES:

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#### Registration:

##### February 2024:

- Registration for the Career Fair begins!

##### April 17, 2024:

- The last day to register for a career fair table.
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#### Day of Event Details:

- Set up and check-in to the Career Fair area begins 45 minutes before each time block – 8:30 AM and 2:30 PM, respectively.
  - At least one representative of your participating company is to be expected to be present at your assigned Career Fair table for the duration of the event.
  - You will only be permitted to participate at your assigned table and no table swaps between companies are allowed.
  - Please note that the Career Fair area will not be supervised by security at all times. If you would like to leave your signage and materials at your table, please do so at your own discretion.
  - Canvassing or distributing advertising materials outside your Career Fair table(s) is not permitted. Signs, banners, posters, or flyers advertising a Career Fair table may not be posted or displayed at any location inside the convention center other than the exhibitor's booth or Career Fair table. Advertisements and promotional materials may not be displayed or distributed in the educational space at any time.
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#### Interested in participating in the ASGCT 2024 Career Fair?

Please submit your application through the [Sponsor and Advertiser Application](#) to purchase your table(s). Limit 3 per company (1 table per day). Contact [exhibits@asgct.org](mailto:exhibits@asgct.org) with any questions.