

**Utah Medical Education Council**  
**5<sup>th</sup> Annual Physician Job Fair**  
Alumni Hall, Health Science Education Building  
6-8:00 p.m., September 22, 2011  
**Exhibitor Application & Contract**

**Section 1: Official Exhibit Representative** *(Please type or print clearly)*

Organization – (Exactly as you wish it to be advertised)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Ext. \_\_\_\_\_ Fax \_\_\_\_\_ E-mail (Required) \_\_\_\_\_

Name of Representative *(Please type or print clearly)*

Signature \_\_\_\_\_

Please list specialties you will be recruiting for at this Job Fair. Note that this will help us advertise to the right mix of residents.

Any moonlighting opportunities: Yes  No

**Your signature indicates your consent to abide by the Agreement of Conditions for Exhibitors contained on the second page.**

**Section 2: Exhibit Information** *(Space is limited, apply early)*

- Please attach or email a brief company description (100 words or less) of your organization's services. This description will be printed in a conference handout distributed to all registrants at the conference.
- Please read the Agreement of Conditions for Exhibitors contained on the second page before sending in this Application/Contract.
- Exhibit space will be approximately 8' X 6' (undraped). You will be provided a 2' X 5' table and two chairs. You are welcome to bring any displays or banners to promote your organization. Electric outlets will be provided upon request at no charge and you will need to provide your own extension cords and power strips. You are welcome to bring any giveaways to increase traffic to your exhibit area. Please note that no backdrops can be provided at this venue.
- You are welcome to bring any give-a-ways to increase traffic to your exhibit area.
- The Job Fair will be held in the Alumni Hall of the Health Sciences Education Building (HSEB) on the University of Utah Campus. Exhibitors can set up their displays, etc. between 5:15 and 6:00 p.m. on Thursday September 22nd, 2011. You must have your exhibit space cleaned up by 9:00 p.m.
- On campus parking validations will be provided. Please bring in your parking stubs.

**Section 3: General Information**

- Those receiving an invitation to attend the Physician Job Fair:
  1. All residents from all residency programs at the University of Utah, McKay Dee Family Medicine Program, St. Marks Family Medicine Program and Utah Valley Family Medicine Program.
  2. All fellows from all residency programs mentioned above
  3. All 4<sup>th</sup> year medical students from the University of Utah School of Medicine
- A buffet will be provided for all attending the Physician Job Fair
- The attire will be casual, allowing students, residents and fellows to come from work or classes.

**Section 4: Exhibit Fees**

- Sponsorship - \$2,000.
- Exhibitor: Urban Hospital or Clinic - \$300
- Exhibitor: Rural Hospital or Clinic - \$100

**Method of Payment is Check only.** Make check payable to 'Utah Medical Education Council' and mail to UMEC, 230 S. 500 E., Ste. 210, Salt Lake City, UT, 84102-2062, (801) 526-4550. *Full payment must accompany exhibit space application and be received no later than September 1<sup>st</sup>, 2011.*

**Assignment of Space:** The Job Fair Committee will assign exhibitor space and provide a map of your exhibit area. Space is limited so apply early. All displays must be set up by 5:10 p.m. (MDT) and dismantled and taken from the exhibit space by 9:00 p.m. (MDT).

# Conditions of Exhibitors Agreement

## Insurance

In all cases, exhibitors wishing to insure their goods must do so at their own expense.

## Delivery and Set-ups

University of Utah will not receive deliveries or remove property owned or rented by exhibitors (see rental regulations for details).

## Care of Exhibit Space

Exhibitors must maintain and keep their exhibit space and the contracted space in good order, at their own expense.

## Protection of Exhibit Space

Nothing shall be posted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the Alumni Hall in your exhibit area.

## Cancellation Policy

If exhibitor cancels before March 20, 2011 and notifies the UMEC immediately, a refund will be made less \$30 administration fee. Cancellations after this date will not receive any refund.

## Default Occupancy

An exhibitor who fails to occupy contracted space is not relieved of the obligation to pay for such space at the full rental price, and UMEC shall have the right to use that space.

## Use of Space

Exhibits will only be permitted in the official exhibit area established by UMEC. Exhibitors shall not distribute printed material or souvenirs except from rented spaces.

## Cancellation or Relocation of Advanced Practice Provider Job Fair

If cancellation or relocation of the Advanced Practice Provider Job Fair is due to circumstances within UMEC's control, UMEC's liability will be limited to a refund of fees to the exhibitor. If UMEC has no control over the cancellation or relocation, UMEC will have no liability of any kind, but may at its discretion, refund any fees paid by the exhibitor.

## Liability

UMEC does not assume any responsibility for the protection and safety of the exhibitor, its officials, agents or employees. UMEC does not assume any responsibility for the protection of property of the exhibitor or their representatives, of the property used in connection with the exhibit, from theft, damage, or destruction. Small or easily portable articles shall be properly secured or removed after exhibit hours and placed in safekeeping by the exhibitor. The exhibitor agrees to hold UMEC free from all such claims and claims of liability of any kind arising from the activities of the exhibitor, its representatives, or from the display or use of property of the exhibitor. UMEC shall not be liable to the exhibitor for failure to provide space to an exhibitor if non-delivery is due to destruction or damage to the building or the exhibit space.

## Violation of Conditions

The following actions shall constitute a violation of "Conditions of Exhibitors' Agreement": Violation of any municipal, state or Federal laws, rules or regulations, including safety codes. Failure to follow procedures described in the "Conditions of Exhibitor Agreement." and "Rental Regulations" may result in additional fees being assessed for damages.