

MultiLingualPros.com Exhibitor Prospectus

Global Diversity Career Expo & Multilingual Job Fair

TERMS AND CONDITIONS FOR PARTICIPATION

1. Assignment of Space

All exhibit space will be assigned on a first-paid, first-served basis. Program sponsors and will be assigned the first available space and have priority placement over companies reserving booth space only. Every effort will be made to respect the exhibitors' space choices whenever possible, but the decisions of MultiLingualPros.com (hereafter known as "exhibit management") shall be final. Exhibit management reserves the right to transfer assignments when such action is deemed to be in the best interest of the total exhibit effort. Exhibit management reserves the right to determine the eligibility of any organization for inclusion in the display.

2. Payment

Full payment to MultiLingualPros.com is required with this contract - booths confirmations cannot be made until full payment is received.

Make checks payable to:

MultiLingualPros.com

5505 Connecticut Avenue, Suite 285, Washington, DC20015

Rates are net and non-commissionable. – For all other inquiries:

Phone: (202)-641-2322, Fax: (202)-478-0336.

Register@MultiLingualPros.com

3. Refund for Cancellation

Should the exhibitor be unable to occupy or use the contracted exhibit space, he/she shall promptly notify exhibit management, in writing, no less than 60 days prior to date of event registered for. All sums paid by the exhibitor, less 50 percent of the net contract price, will then be refunded within 30 days, post-event. No refund will be made for cancellations made without Show Management approval.

4. Shipping Information

All display materials should be shipped to the official decorating company, to the attention of your representative on site. An exhibitor service kit will be sent to you upon booth assignments and will include shipping information and deadlines. All charges for shipping are the responsibility of the exhibitor.

5. Security

Security will be provided during hours the exhibit hall is closed. It is the responsibility of the individual exhibitor to safeguard any computer equipment. MultiLingualPros.com will provide perimeter security and exhibit floor patrol but will not be responsible for any claims of loss or damage due to any cause. MultiLingualPros.com reserves the right to move or combine events for security, inclement weather or other reasons. In such instance, registrants will be notified as early as possible for proper rearrangements (this cannot serve as a basis to claims reimbursements of fees).

6. Subleasing of Space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not represent any other entity but the official space assignee.

7. Further Rules of Participation

Participating organizations must be seeking to hire employees or contractors for their own firms.

Participants shall NEITHER SEEK NOR ACCEPT FEES from any candidate sourced at this program through:

Direct Placement, Retained Search or Resume Databases

Participants shall refrain from marketing their services to other participants during interview/show hours.

Exhibitors MUST NOT break down their displays before the close of Career Fair. At least one company representative must be present at your booth during Grand Sessions and Receptions and breaks. No booth may be dismantled until closing of the show.

8. Booth Construction and Arrangement

All promotional equipment and materials must be contained within the assigned display area and must not interfere with other exhibits. It is expressly agreed by the exhibitor that, in the event he/she fails to install his/her products in his/her exhibit space or fails to pay the space rental by the time specified, exhibit management shall have the right to take possession of said space and lease same or any part thereof to such parties and upon such terms and conditions as exhibit management may deem appropriate.

9. Responsibility

If the exhibitor fails to comply in any respect with the terms of this agreement, exhibit management shall have the right, without notice to the exhibitor, to offer said space to another exhibitor, or to use said space in any other manner. This shall not be construed as affecting the responsibility of the exhibitor to pay the full amount specified by the contract. Exhibitor agrees to not hold MultiLingualPros.com liable for, and to defend, indemnify, and hold harmless MultiLingualPros.com, its affiliates, and their respective representatives from and against any expense, loss, damages, legal fees, or costs arising out of or related to any civil or criminal claims, demands, causes of action, lawsuits, or governmental enforcement actions that relate in any manner to job fair participation or job site use.

10. Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations and codes of duly authorized local, state and federal governing bodies concerning fire, safety, and health; together with the rules and regulations of the operators and/or owners of the property wherein the exhibit is held. Cloth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules.

11. Exhibitor's Personnel

All exhibitors must wear official Show name badges and ribbons for exhibit hall and Expo Sessions admission. Exhibitors will be admitted to the exhibit hall 30 minutes before show opening each day. All exhibitors and attendees will be required to leave the floor within 30 minutes after the show closes each day. Exhibitors needing to work during non-show hours must obtain permission from Show Management for entrance into exhibit hall. Each exhibit must be fully operational and staffed during the open exhibit hours as defined in the Exhibitor Services Manual. Booths should be staffed by company specialists who are qualified to discuss details of their company's hiring need, products or services. Distribution of advertising material and souvenirs must be confined to the exhibitor's booth. Canvassing or distribution of advertising material/souvenirs in the exhibit hall by non-exhibiting parties is strictly forbidden.

Employers and Advertisers acknowledge that the Job Fair will only cover such topics of discussion appropriate for job-seekers.

12. Solicitation of Exhibitors

No persons will be permitted in the exhibit hall for the purpose of soliciting advertising or other exhibit space without the expressed written permission of MultiLingualPros.com.

13. Handout Materials & Sponsor Marketing/Ad items

All Promotional Items allowed through Sponsorship must have MultiLingualPros.com name and/logo along with Sponsor's name/Logo. Promotional giveaways and exhibitor prize raffles will be permitted within the confines of Exhibitor Space.

MultiLingualPros.com may withhold or withdraw permission to distribute souvenirs, advertising or other materials it considers inappropriate/objectionable. If in doubt, send samples to

GlobalDiversityCareerEvent@MultiLingualPros.com

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EXHIBIT APPLICATION

(Use this Section to enter all Dates and Locations of events registered for)

Show Management Use Only

Date Received: _____

Payment Received ¹ _____

Sponsorship Level: _____

STEP ONE: CONTACT INFORMATION

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

STEP TWO: EXHIBIT SPACE SELECTION

_____ # 10'x10' booth as part of Global, Continental, National, Regional or Local Diversity Sponsorship

_____ # 10'x10' booth(s) at \$4,995 each.
(Sponsors may purchase additional booths)

Exhibit space requests will be honored on a first-come, first-served basis with preferential assignment extended to Sponsors.

List any companies you wish to be near:

List any companies you **DO NOT** wish to be near:

MultiLingualPros.Com will make its best effort to accommodate your wishes, whenever possible.

STEP THREE: EXHIBIT REPRESENTATIVES

Registration for representatives per booth is included in the exhibit rate. Additional booth representative badges may be purchased and allow access to the exhibit hall. (Sponsors may have up to 4 registrations for each 10'X10' booth depending on sponsorship level.)

Please provide the names of the company representatives who will need badges – 3 per 10'X10' booth & 2 per private interview booth.

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

5. Name: _____

Add _____ # additional representatives @ \$95 each:

6. Name: _____

7. Name: _____

8. Name: _____

STEP FOUR: ADVERTISING

We wish to advertise in the **Event Program** or **Directory** (check one/ more of the following – *This section may not apply to sponsors*)

Advertising rates (up to 6,000 prints, each)	Event Program	Event Program	Event Program
Back cover	\$5,995	<input type="checkbox"/>	\$5,995 <input type="checkbox"/>
Inside Back Cover	\$4,795	<input type="checkbox"/>	\$4,795 <input type="checkbox"/>
Inside Front Cover / Page 1	\$4,995	<input type="checkbox"/>	\$4,995 <input type="checkbox"/>
2-page spread	\$3,250	<input type="checkbox"/>	N/A <input type="checkbox"/>
Full Page	\$1,950	<input type="checkbox"/>	N/A <input type="checkbox"/>
½ Page	\$1,395	<input type="checkbox"/>	N/A <input type="checkbox"/>

STEP FIVE: POLICIES AND PROCEDURES

By registering to exhibit and signing below, our organization understands and will abide by all requirements, restrictions and obligations outlined in the Terms and Conditions for Display. Applications are considered incomplete if not signed.

Signature of Authorized Representative _____

STEP SIX: TOTAL INVESTMENT

Please fill in all that apply – Refer to Sponsorship details

Sponsorship: _____ =\$ _____
Exhibit Booth: _____ booths x \$ _____ =\$ _____
Corner Booth: _____ booths x \$ _____ =\$ _____
__ 'X __' Corner : _____ booths x \$ _____ =\$ _____
__ 'X __' Island : _____ booths x \$ _____ =\$ _____
Private/ Interview: _____ booths x \$ _____ =\$ _____
Special Evaluation Room _____ booths x \$ _____ =\$ _____
Seminar Segment: _____ slot x \$ _____ =\$ _____
Total Advertising (step 4) _____ = \$ _____
Event Program Ads: _____ Ad Size _____ =\$ _____

TOTAL PAYMENT ENCLOSED:

_____ (Payment is due with the complete registration form)

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EXHIBIT APPLICATION (continued)

STEP SEVEN: METHOD OF PAYMENT

All funds **MUST** be submitted in U.S. Currency.
Checks made payable MultiLingualPros.com / A2ZLI.com.
Wire Transfer is available, call for information.
POs or invoice for services must be pre-approved
Tax ID: 75-3258163.

Redeem sponsorship credit \$ _____ for _____ exhibit booths.

Diversity Sponsorship Level:

Global Continental National Regional Local

Please complete payment for any additional Advantage below:

Check made payable to MultiLingualPros.com – check # _____

Charge payment to the following credit card:

American Express Visa MasterCard Discover

Credit Card Number _____ Expiration Date _____ Sec. Code _____

Name as it appears on Card: _____

Signature: _____ Date _____

Billing Address (if different from above): _____

STEP EIGHT: SEND IN YOUR REGISTRATION

Fax: Fax completed registration form with full payment to:
(202) 478-0336.

Mail: Send completed Registration Form & appropriate payment
to: Multilingualpros.com
5505 Connecticut Avenue, N.W., Suite 285
Washington, DC 20015

Courier Service or Overnight Mailing only:

MultilingualPros.com
1250 Connecticut Avenue, N.W. Suite 200
Washington, DC 20036
Please **DO NOT** mail **AND** fax your Registration.
SEND ONLY ONCE. If needed for any reason, we will
make request to resend.

Questions: Contact Show Management:
GlobalDiversityCareerEvent@MultiLingualPros.com
or (202) 641-2322 or 1-888-873-2295 ext. 177.

GLOBAL SUCCESS DEMANDS DIVERSITY



**GLOBAL BUSINESS LEADERS
DEMAND MAXIMUM
RETURN ON DIVERSITY™**



Then, there was diversity... Programs.

Today's HR and Global Challenges call for **Strategic Diversity,**
Diversity as a Culture, built with **Business Imperatives** in mind.

ADVERTISING FORM

**Advertising Opportunities are Available in the Global MultiLingualPros.Com
Event Program and Employer's Directory (only front & back covers)
Up to 6,000 copies of each (event program and exhibitors directory)
printed in full-color and distributed to attending job-seekers!**

Opportunities for You to:

- Advertise & promote your corporate brand to eager & qualified multilingual professionals!**
- Post Job Openings and make top professionals see their success working for you!**
- Express strong commitment to Diversity and Inclusion in the workplace and beyond!**

We plan to print the program & directory books 20 days before each event. Advertising space is available in full, half, and quarter-page sizes. Advertising will be accepted from corporations, agencies, professional associations, Schools, NGOs... Ad content is fairly open. We only require that you send us this form completed, with payment, and your file/copy no later than 30 days before event. Due to production requirements, no cancellation or refund can be made.

Program Book & Employers Directory are prepared in 8.5" x 11" format, full color, with glossy cover and pages.
*We are committed to making your global & diversity recruiting efforts a great success during the
MultiLingualPros.com Global Diversity Career Expos and Multilingual Job Fairs!*

Contact Information

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone: _____ Fax: _____

Website _____

**YES, I want to advertise in the event program.
I want to purchase:**

Advertising rates (11,000 prints, each)	Event Program	<input type="checkbox"/>	Event Program	<input type="checkbox"/>
Back cover	\$5,995	<input type="checkbox"/>	\$5,995	<input type="checkbox"/>
Inside Back Cover	\$4,795	<input type="checkbox"/>	\$4,795	<input type="checkbox"/>
Inside Front Cover / Page 1	\$4,995	<input type="checkbox"/>	\$4,995	<input type="checkbox"/>
2-page spread	\$3,250	<input type="checkbox"/>	N/A	
Full Page	\$1,950	<input type="checkbox"/>	N/A	
½ Page	\$1,395	<input type="checkbox"/>	N/A	
TOTAL = \$ _____				

Method of Payment

- Check (payable to MultiLingualPros.com in \$U.S.)
- VISA MasterCard American Express

Credit Card Number _____ Expiration Date _____ Sec. Code _____

Name as it appears on Card: _____

Signature _____ Date _____

Ad File Submission:

Email ad files to Advertise@MultiLingualPros.com no later than 20 days prior to event to be featured in the Onsite Program Book. More specifications will be provided in the Exhibitor/Sponsor Service Kit.

Ad Dimensions:

Full Page: 7.5" x 10.5"
 Half Page: Horizontal – 7.5" x 5.125"
 Vertical – 3.625" x 10.5"
 More specs in Sponsor/Exhibitor Kit.

Fax or Mail this Form to:

MultiLingualPros.com
 ATTN: Web & Print Ads
 5505 Connecticut Avenue, N.W., Suite 285
 Washington, DC 20015
 Fax: (202) 478-0336
Advertise@MultiLingualPros.com