



Presenting the 2014

CAREER & VOLUNTEER FAIR

DATE: Wednesday, October 8, 2014

TIME: 3:00 p.m. to 7:00 p.m.

PLACE: The Shops at Ithaca Mall

40 Catherwood Rd, Ithaca, NY 14850

*** IS YOUR BUSINESS LOOKING FOR NEW EMPLOYEES? ***

ARE YOU A NON-PROFIT THAT WANTS TO CONNECT WITH POTENTIAL VOLUNTEERS?

YOU CAN FIND THEM AT THE 2014 CAREER & VOLUNTEER FAIR!

IN ORDER TO REGISTER, please submit this registration form along with the following:

*A check or money order for \$25 (\$20 for non-profits) made payable to The Shops at Ithaca Mall

*A Certificate of Liability Insurance (COI) naming The Mall as additionally insured for the date of the event (see item #1 on reverse)

PLEASE SUBMIT ALL REGISTRATION MATERIALS TO: The Shops at Ithaca Mall, 40 Catherwood Rd, Ithaca, NY 14850

REGISTRATION DEADLINE HAS BEEN EXTENDED TO SEPTEMBER 19, 2014.

Event Registration & Regulations

| Company Specifics | | | |
|---|---|--|---|
| Company Name: | | | |
| Contact Person: | | | |
| Phone: | | | |
| Phone you can be reached at during the event: | | | |
| Fax: | | | |
| Email: | | | |
| Website: | | | |
| Address: | | | |
| RATES | STANDARD <input type="checkbox"/> \$25 | NON-PROFIT <input type="checkbox"/> \$20 | EXTRA SPACE/TABLE <input type="checkbox"/> \$10 EA HOW MANY? _____ |
| Access to Electric: | Yes <input type="checkbox"/> OR No <input type="checkbox"/> | | |
| If so, for what use?: | | | |
| Questions or Comments: | | | |

INTERNET: Clarity Connect provides wireless high-speed internet service for The Shops at Ithaca Mall. If you are interested in having an internet connection, please contact Clarity Connect at 888-322-4900 for set up prior to the event date.

LODGING: We offer discounted hotel rates for event participants at Country Inn & Suites and Econo Lodge. For more information, contact Ilana Bobroff at 607-256-1100.



40 Catherwood Road
Ithaca, NY 14850
607-257-5338
theshopsatithacmall.com

Career & Volunteer Fair Rules and Regulations

The Mall, including all pedestrian areas and parking lots, is private property.
Permission for any activities in the Mall is granted pursuant to the rules and regulations set forth below.

1. **All groups must provide the Mall with a Certificate of Insurance to set up in the Mall.** Contact your insurance company to have this form submitted by September 10, 2014. The amount of the insurance should be for no less than \$1,000,000 and should have PMI NEWCO, LLC as additionally insured. PMI NEWCO, LLC, should be named as the certificate holder for the dates you are in the Mall. The certificate should include a Waiver of Subrogation.
2. Payment and Registration materials must be received by September 19, 2014. Checks should be made payable to "PMI NEWCO, LLC"
3. All vendors must be set up for the event by 2:30pm. Please make sure to arrive early and allow an appropriate amount of time to set up. Tear down can begin no earlier than 7:00pm.
4. Vendor booths must be staffed for the entirety of the event.
5. During the event all jackets, boxes and personal items must be stored under your table or out of sight of customers. Items may not be placed on Mall benches or Food Court tables.
6. At the end of the event you are responsible for removing any piles of garbage or cardboard that do not appropriately fit within Mall trash and recycling receptacles. Please do not leave piles of trash or recyclables at your table upon departure.
7. Tables are provided with skirting; there is no table top cover, so please bring a table cloth if you desire one. Additional tables and skirting are not readily available the day of the event.
8. Tables and chairs are provided by the Mall as per the event Registration Form. Should you desire to bring your own, please specify table size in the "Comments" section (p. 1).
9. Access to electric must be requested via the event Registration Form. All electrical cords must be adhered safely to the floor during event hours; please remember to bring materials to do so.
10. Any signs and materials within your booth space must be computer generated in order to maintain a professional appearance at the event. No handwritten signs are allowed.
11. Only one company per booth space is permitted unless special arrangements are made in advance. If you wish to be placed adjacent to another attending vendor or wish to request a shared table, please have both parties contact the event coordinator by September 10, 2014, and we will do our best to accommodate you.
12. Please do not display or distribute materials from any other business at your booth without prior approval from the event coordinator.
13. Attending groups must not interfere with the neighboring booth's visibility or infringe on their area. Display of wares must be kept within the confines of the contracted exhibit space.
14. Exhibitors shall exclusively use the given list of registered guests (if applicable for this event). Exhibitors will not lend-out, sell, barter, or allow any unauthorized usage, or permit any reproduction thereof.
15. Exhibitors must protect The Shops at Ithaca Mall's equipment, walls, columns and floors from damage. Exhibitors will be held responsible and charged for any damage, or for any clean-up necessitated by paint, grease, oil, abrasives, or excess debris left in the exhibitor's space.
16. The exhibitor, named below, agrees to fully indemnify and hold harmless PMI NEWCO, LLC from any and all matters or things following directly or indirectly upon granting of the use of the space in and about The Shops at Ithaca Mall.

The undersigned hereby acknowledges compliance with the Rules & Regulations:

Business Name: _____

Applicant Signature: _____ Date: _____