



brought to you by the American Academy of Dermatology

career fair

Hilton New Orleans Riverside
New Orleans, Louisiana
February 4, 2011

Space
Agreement



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Looking to hire for a clinical or academic/research position? Looking to sell your practice? Find what you're looking for at the American Academy of Dermatology's Career Development Fair. Meet face-to-face with potential candidates at this unique networking opportunity on Friday, February 4, 2011 in New Orleans, Louisiana.

The Career Development Fair is held in conjunction with the AAD's Annual Meeting, the largest dermatologic gathering each year. It is a separate program from the Academy's Technical Exhibits and pre-registration for this program is required for booth space.

General Information

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Location

Hilton New Orleans Riverside
Two Poydras Street
New Orleans, Louisiana 70130

Exhibitor Check-in/Set-up

Friday, February 4, 2011 3:30pm – 5:00pm

Exhibition Date/Hours

Friday, February 4, 2011 5:00pm – 7:00pm

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Friday, February 4, 2011 7:00pm – 7:30pm

Important Dates to Remember

Space Application and Payment Due

November 19, 2010

Practice and Opportunity Description Due

November 19, 2010

Confirmation Packet with Booth Assignment Mailed

December 30, 2010

For More Information

Member Resource Center

American Academy of Dermatology
930 East Woodfield Road, Schaumburg, IL 60173
Phone: (866) 503-SKIN (7546)
Fax: (847) 240-1859
E-mail: mrc@aad.org

Registration

Registration

Step 1 Complete Space Application with payment information online at www.aad.org/careerfair. Application must be submitted by November 19, 2010.

Space is limited and will be assigned on a first-come, first-serve basis. Registration may close prior to November 19, 2010 in the event space is sold out.

Step 2 After application has been accepted, visit www.aad.org/careerfair to enter practice and opportunity descriptions on or before November 19, 2010.

Step 3 An official confirmation packet will be mailed to accepted applicants by January, 2011 to include: booth number, rules, shipping information, and space layout.

Registration Fees

\$350 AAD Members or Employers exhibiting in the Technical Exhibits during the 2011 Annual Meeting

\$650 Non-AAD Members or Employers not exhibiting in the Technical Exhibits during the 2011 Annual Meeting

The price of the booth space includes:

- One (1) 6 ft. skirted table with two (2) chairs
- One (1) identification sign
- Complimentary registration for up to four company representatives
- Company listing in the guide book

Assignment of Space

Accepted applicants will receive an e-mail acknowledgement to verify their registration status. An official written confirmation of assigned space from the Academy will be mailed by January, 2011.

In the event space for the 2011 Career Development Fair is sold out, employers will automatically be placed on a wait list. As long as space is available, the Academy will continue to make space assignments on a periodic basis until **November 19, 2010. If no space is available after November 19, 2010 employers on the wait list will be refunded the full amount.** After space assignments have been made, employers agree to accept relocation to other comparable space if the Academy deems such a relocation to be necessary or appropriate. The Academy reserves the right to rearrange the floor plan at any time.

Cancellation Policy

Notification of an employer's decision to cancel space must be sent in writing on company/practice letterhead to the Academy, Attention: Career Development Fair, via certified mail (return receipt requested). The date of cancellation shall be the date that the Academy received the written cancellation. If an employer does not cancel their space in writing and does not occupy their booth space on-site, the employer will be liable for 100% of the registration fee and no refund will be granted.

Space Cancellation Policy Dates

Full Refund by October 15, 2010

50% of Total Booth Fees Retained by Academy
November 6 through November 19, 2010

No Refund After November 19, 2010

Booth Information

Employers are allowed to bring a table-top display to fit one (1) 6 ft. table and literature (brochures, handouts, and flyers). Signs or easel backs, tablecloths/banners to drape are permitted.

Hanging signs/truss on a ceiling, back wall, either side of the booth, or directly in front of the booth is prohibited. Pull up displays from the floor and the use of projectors and screens or projecting images onto a wall, is also prohibited.

Electrical access for laptop computers or other devices will not be provided. Please have a fully charged laptop battery if you plan to use these items at your booth.

The hall is not open for set-up until 3:30pm on Friday, February 4, 2011.

Rules and Regulations

A comprehensive list of rules, regulations, and booth information is available online at www.aad.org/Careerfair_employer, and will be mailed in the official confirmation packet to accepted employers by January, 2011. Exhibitors must accept the terms and conditions of the Career Development Fair rules and regulations before final confirmation of assigned space is received. All matters and questions not specifically covered by these rules and regulations or outlined in the employer confirmation packet are subject to the decision of the Academy. Employers agree to comply with all subsequent reasonable rules adopted by the Academy.

Booth Activities

Employers are permitted to make informational presentations regarding the services, benefits, and current job openings.

Under no circumstances may employer marketing activities take place outside the booth space whether in or around the Hilton New Orleans Riverside Hotel, or the hotel properties. Those not purchasing booth space will not be permitted to distribute materials at the Career Development Fair.

Contests and Drawings

Prize contests, awards, drawings, raffles or lotteries of any kind held at any time or place within the auspices of the meeting are not permitted. Attendees may not be registered for drawings, raffles or lotteries, which might be conducted after the Annual Meeting. Gaming devices of any description are not permitted in the exhibit hall.

Giveaways and Promotional Items

The Academy requests compliance with all applicable industry, state and federal regulatory and governmental agency guidelines (AMA, PhRMA, OIG, FDA, FCC, FTC, AdvaMed, etc.).

Acceptable giveaways should primarily entail a benefit to patients, be related to the physician's work, and should not be of substantial value. Giveaways may only be distributed from the exhibitor's booth, and may not be mailed to attendees after the meeting or delivered to outside locations during the meeting. Prize contests, awards, drawings, raffles, lotteries, or gaming activities are prohibited. The Academy, in its sole discretion, shall have the right to prohibit the distribution of any samples it deems objectionable or otherwise inappropriate. Examples of items that will not be approved are shirts, cameras, sports equipment, pocket knives, coupons, musical tapes/CDs, umbrellas and hats, balloons, or perishable food items. This is not an all-inclusive list. See Rules & Regulations for complete list at www.aad.org/Careerfair_employer.

Shipping

The Academy will provide shipping information for employers to ship their materials to and from the event. It's highly advised that materials be shipped directly to an employer's hotel. The Academy will not be responsible for lost materials. Additional information on shipping directly to the Career Development Fair site will be provided in the confirmation packet.

Hotel Information

If you are attending the AAD Annual Meeting as an attendee or an exhibitor in the Technical Exhibits, book your hotel accommodations with your Annual Meeting registration.

Those not attending the AAD Annual Meeting as an attendee or an exhibitor in the Technical Exhibits who require assistance obtaining a hotel room for the duration of the Career Development Fair can find housing information and forms online at www.aad.org/careerfair.

Badges & Badge Distribution

Employers will receive up to four (4) name badges for their representatives. Changes to name badges must be made prior to December 27, 2010.

All representatives of companies/practices must register and wear the official employer's badge of the Career Development Fair for admission to the Career Development Fair exhibit site and for the duration of the event. Infants and children under the age of 16 are not allowed into the Career Development Fair at any time including set-up, tear-down, or during event hours. This policy is to ensure the safety of registrants' children. Your support and compliance are appreciated.

Participation in the 2011 Career Development Fair does not provide access to the Academy's meeting, educational sessions, or Technical Exhibit Hall. Career Development Fair badges are only good for the day of the Career Development Fair, Friday, February 4, 2011.

Employers must pick-up their badges during employer check-in, Friday, February 4, 2011 from 3:30pm-5:00pm.

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Register today at
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