



For Internal Use Only

Date rc'd _____

Balance paid _____

Booth # _____

Thursday, October 29, 2026

Holiday Inn Norwich

10 Laura Blvd., Norwich

TheDay.Jobs Job Fair Space Reservation Contract

General Information

Company _____

Industry _____

Contact Person _____ Phone _____

Email _____ Fax _____

Mailing Address _____

City _____ State _____ Zip _____

Current Job Opening(s) _____

Are you seeking full or part time staff? (check all that apply) ☐ FULL ☐ PART-TIME ☐ SEASONAL

Booth & Advertising Package (please select one)

- | | |
|---|---------------|
| ☐ Booth + 2 full page ads (10.188" x 18") in TheDay.Jobs employment section | \$1850 |
| ☐ Booth + 2 half page ads (10.188" x 9") in TheDay.Jobs employment section | \$1300 |
| ☐ Booth + 2 quarter page ads (5.038" x 9") in TheDay.Jobs employment section | \$1050 |
| ☐ Booth + 2 eighth page ads (5.038" x 4.25") in TheDay.Jobs employment section | \$800 |
| ☐ Booth only | \$550 |

Please reserve _____ booth(s) checked above at a cost of \$ _____

I would like to purchase _____ additional lunch vouchers (\$40/lunch) \$ _____

My booth requires electricity (Y/N) _____

TOTAL DUE \$ _____

Please return signed contract and payment to:

THE DAY
c/o Classified Department
200 State Street
New London, CT 06320
Fax: (860) 442-5443

Booth space includes a 6' table, white tablecloth (you may bring your own branded linens if desired), two chairs, a table tent to identify the name of your company, WiFi, and **two** lunch vouchers.

Electricity is available however limited and will be assigned on a first come, first paid basis. If your booth setup requires electricity, please indicate so. If there are no longer booths with electricity available at the time of registration your sales representative will let you know.

Space reservation must be made by **the stated deadlines**. Space requests made after the deadline are not guaranteed, however will be accepted if space permits.

Copy and/or print ready ads for the special section are due by **the stated deadlines**. If copy or a print ready ad has not been submitted by the deadline then your ad will contain your company name, address, phone number and your current job opening(s).

I agree to have my booth space set up by 8:55 a.m. and not to dismantle my booth prior to 1:00 p.m.

I, as authorized representative for the exhibitor, agree to the above terms and conditions including prepayment terms. I agree and understand that this form is considered a contract and transmission by fax or email is valid as an original. All prices above are NET.

X

Authorized Signature for Exhibitor

DATE

X

Authorized Signature for The Day

DATE



Exhibitor Rules and Guidelines

Move-In / Move-Out

Move-in may begin as early as 8 a.m. and must be completed by 8:55 a.m. All exhibitors are asked to be set up and ready to receive attendees by 8:55 a.m. Move-out may begin no sooner than 1 p.m.

Booth Design

Booth space includes a 6' table, white table cloth, two chairs, and a table tent to identify each booth exhibitor. Display materials may not be permanently attached to the facility. Exhibit materials higher than 3' should be confined to the rear of the booth so as not to block the view of neighboring exhibitors. Display materials may not extend into the designated aisle.

Payment / Cancellation

Full payment is due by September 29, 2025. Only exhibitors paid in full will be included in promotional advertising. All exhibitors must be in good standing with *The Day* and its subsidiaries at the time of application and at the time the event is held. Exhibitors with accounts not in good standing will be refused entry in the Job Fair and any monies paid will be used to offset balances on past-due accounts. Cancellations must be made in writing. Refunds will not be issued for cancellations made within three business days of the event date.

Assignment / Reassignment of Space

Assignment of exhibit space is on a first-come, first paid basis. Every attempt will be made to honor an exhibitor's location request, however it is not guaranteed. Event Organizers reserve the right to re-locate exhibitors in the event the floor plan must be changed. Every attempt will be made to work with affected exhibitors to reach an agreeable alternate location. Exhibit space may not be shared, sublet, or re-assigned without the express consent of Event Organizers.

Operation / Care of Exhibit Space

Exhibits must be staffed and/or maintained during all event hours. Food/beverages may not be distributed from the display without the consent of Event Organizers. Event Organizers will provide cleaning and trash removal for common areas. Exhibitors are responsible for cleaning their booths.

Fire / Safety Regulations

The use of open flame and/or combustible materials is expressly prohibited in all exhibits. Display materials may not block fire exits or extend past booth dimensions into aisles. Inflated balloons may not be distributed to the public, but may be used as part of an exhibit's decorations. Bottled gases, including helium tanks, are not permitted. All electrical cords/wires and carpets exposed to aisles must be taped to the floor.

Licenses / Applicable Laws

Exhibitor shall conform to all applicable Federal, State and City laws.

Event Organizers

The Day is the event organizer and makes no representations of exclusivity in any category of business except for media; including radio, newspapers, print and online products, real estate advertising publications, etc. Event Organizers make no guarantee as to the number of exhibitors in the event or the number of patrons attending the event.

Unforeseeable Circumstances

In the unlikely event the event must be canceled in total or in part due to inclement weather or other unforeseeable circumstances, exhibitor waives any claim of damage/loss except for the return of pro-rated exhibit rental fee less expenses incurred for event production.