

ARCHITECTURE COLLEGE+ CAREER EXPO

SEPTEMBER 28, 2013 / SAN FRANCISCO

Association of Collegiate Schools of Architecture and the American Institute of Architecture Students Graduate Architecture College + Career Expo

September 28, 2013
On the campus of Academy of Art University

SCHOOL EXHIBITOR REGISTRATION FORM

Thank you for your interest in participating in the Graduate Architecture College + Career Expo. Please fill out the following information and fax to 202.628.0448, or email to Danielle Dent ddent@acsa-arch.org. Registrations must be received by Monday, **September 16, 2013**. Follow up information will be emailed to you once the form is received.

Contact Information for Fair Attendees (includes registration for 2 representatives)

All correspondence will be sent to both contacts listed below.

Full Name _____

Nickname (badge) _____

Full Name of School _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Fax _____

Email _____

2nd Representative Full Name _____

Nickname (badge) _____

E-Mail _____

Website _____

Name of person filling out this form (*if different from above*) _____

E-mail _____

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Schedule of Events

8:30am – 10:00am	Exhibitor Registration and Set-Up (other specifications)
10:00am	Opening Panel
11:00am – 3:00pm	Exhibit Hall Open, Portfolio Critiques, and Information Sessions
11:30am	Panel Discussion
12:00pm	Lunch provided (please contact Danielle Dent, ddent@acsa-arch.org , with any food allergies or other specifications)
12:30pm	Panel Discussion
1:30pm	Software Demonstration by Graphisoft

Fees:

\$450 for one non-member rate Expo registration

OR

\$350 for one member rate Expo registration

OR

\$300 for AIAS Collegiate Associates Expo registration

Booth Registration Includes:

- Full registration for two representatives from your school
- One 6-foot table
- Two chairs
- Sign with name of school
- List of student registrants provided after event for follow-up contacts
- Link on the Architecture College + Career Expo website

Exhibitor Rules:

- One table per school exhibiting
- Exhibit must be staffed at all times during the event
- Electricity may not be available at all tables; plan to bring battery power for laptops
- Displays at the exhibit may be no higher than 5 feet off the ground or 30 inches off a tabletop
- Payment must be received before the date of the Expo

Losses

ACSA/AIAS shall bear no responsibility for damage to Exhibitor's property or for lost shipments either arriving at or departing from the event, nor for moving costs. Damage to such property is Exhibitor's own responsibility. ACSA/AIAS advises exhibitors to insure against these risks.

Cancellation Policy

Cancellations must be received in writing, no later than Friday, September 20, 2013 to qualify for a refund less a processing fee of \$75. Unpaid purchase orders will be billed at the full rate specified in the order unless cancelled before the deadline. Standard cancellation fees will apply.

I have read the exhibitor rules and cancellation policy, and agree to participate in the event.

Signature: _____

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Payment Information

Option 1

First Name _____ M.I. _____ Last _____
(Credit Card holder – as it appears on your credit card)

Billing Address _____

Type of Credit Card (Please check one)

VISA _____ Mastercard _____ AMEX _____

Credit Card
Number _____

Expiration Date ____ / ____ / ____ Security Code _____

Amount Authorized: \$ _____

Option 2

I have enclosed a check in the amount of _____ dollars.

Signature _____ Date _____
(authorized signature)