Ten Steps Towards a Successful Fair Experience

**Step 1**
FAIR PAYMENT
To settle required fees, based on your participation level, before the date indicated in your payment request.

**Step 2**
FAIR TERMS AND REGULATIONS
To sign the attached fair terms and return via fax or email no later than September 30, 2014.

**Step 3**
DEADLINE TO EDIT YOUR ONLINE REGISTRATION MATERIAL
Companies may edit their online registration material till September 30, since this is the deadline to receive any changes in the information compiled in the Employment Fair booklet.

**Step 4**
COMPANY LOGO AND/OR ADVERTISEMENT (SPONSORS ONLY)
Deadline for submission of company logo and/or advertisements.

**Step 5**
AGENCY CONTACT INFORMATION (AGENCY RESPONSIBLE FOR BOOTH SETUP)
The Career Center should be informed about the name(s) and necessary contacts of your corporate representative/agency, in charge of the booth set-up, by no later than October 26.

**Step 6**
CORPORATE REPRESENTATIVES ATTENDING THE FAIR
Deadline to submit the names of corporate representatives who will be attending the Employment Fair. Name changes, past the mentioned deadline, will not enable the Career Center to prepare the necessary nametag(s) on the day of the fair.

**Step 7**
PRE-EVENT SET-UP/EXHIBIT INSTALLATION
The exhibit floor will be within the ARTOC Sports Court. Starting 9:00 am on Tuesday, October 28, sponsors may deliver their exhibit material from Gate 3 (external gate) and commence their installation process. Regular participating companies may start the installation of exhibits on Thursday, October 30, between 9:00 am and 5:00 pm. Installations must be completed by Thursday, October 30 at 5:00 pm. No support staff or set-up equipment is allowed on campus on the day of the event. Companies are requested to bring ready-to-install stands. Carpentry and/or painting are not allowed on campus.

**Step 8**
COMPANY EQUIPMENT
Plasma/LCD Screens, DVDs, refrigerators, chillers and all company equipment have to be installed by Thursday, October 30 before 5:00 pm. The agency in charge MUST sign an Equipment Responsibility Form upon equipment installation.

**Step 9**
FAIR ENTRANCE AND PARKING
Gate 4 (external gate), followed by Sports Entrance, is your entry port to the AUC New Cairo Campus, whereby representatives are required to present their corporate passes and photo IDs. Business cards are required for registration. Parking on the day of the fair is subject to availability through Gate 4. All name changes of your corporate representatives will only be accepted from you as the fair contact person or the contact designated on your behalf.

**Step 10**
BOOTH DE-INSTALLATION/MATERIAL HANDLING
Booth de-installation will take place between 6:15 p.m. and 8:00 p.m. on Saturday, November 1. Material transfer support from your exhibit space will be provided by zone. Any exhibits not dismantled by that date and time will be removed by AUC at the expense of the participating company. Please ensure that a corporate representative is available to guide/supervise your marketing/advertising agency during the set-up and dismantling of your fair exhibit.