



## College & Career Fair Booth Registration Agreement

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

\_\_\_\_\_ Website \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Contact Title: Mr.  Mrs.  Ms.  Dr.

Primary Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Would you be having Promotional giveaways : Yes  No

If yes, what items would you be using in your promotion? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Payment Method: Cash  Certified Cheque

<b>October 3<sup>rd</sup> to November 11<sup>th</sup> 2011</b>	<b>*Early-Bird Rate</b>	\$3500
<b>November 14<sup>th</sup> to December 22<sup>nd</sup>2011</b>	<b>Regular Rate 1</b>	\$4700
<b>January 1<sup>st</sup> to 31<sup>st</sup> 2012</b>	<b>Regular Rate 2</b>	\$5500

Payment must accompany registration form.

- Check enclosed (Payable to School Media TT Limited)
- Purchase order enclosed (approved purchase order must be attached to CCF registration form. Without this, registration cannot be processed).

**SMTT will acknowledge this agreement and direct future correspondence to the primary contact person listed below.**

I have read and agree to all of the registration policies for the College and Career Fairs program described in this publication. I comply with Cancellation guidelines and understand in order to receive a refund or credit I must notify CCF of the cancellation in writing by the stated deadlines. **I accept responsibility of forwarding any exhibitor information received during the College and Career Fairs display to all representatives of my institution who will be attending the fair.** I, My institution, and its representatives acknowledge that we have read and understood the policies of the SMTT and the [CCF Exhibitors Guidelines](#).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Affix Company Stamp here

Return forms with payment to:  
**College & Career Fair Admissions**  
**c/o School Media TT**  
**P.O. Box 1959 Wrightson Road**  
**Port of Spain**

**For details and further information,  
visit [College and Career Fair 2012](#)**

**Payment in full is required before participating in this fair.**

**Confirmations:** SMTT will send an email confirmation acknowledgement within two business days after the registration has been completed, to the contact listed on the Registration Agreement for the fair. Exhibitors will receive follow-up information and booth confirmation by email, along with a link to access the Online Exhibitor Manual. The Exhibitor Manual contains detailed information about the fair. **The Exhibitor Manual will be available online only.**

**Cancellation and Refund Guidelines:** Cancellation and substitution requests must be submitted in writing on institutional letterhead by either email to [info@mysmtt.com](mailto:info@mysmtt.com) or by faxing to 1-868-695-7912, to receive a refund/credit (less processing fees).

**Cancellations** must be received on or before January 31<sup>st</sup> 2012. A 50 percent refund (less processing fees) will be processed if request is received between February 1<sup>st</sup> and 28<sup>th</sup> 2012.

**No refunds or credits** will be processed for requests received within one month of the fair date. All refunds and credits are subject to a \$750 processing fee.

**Additional services** requested by The Exhibitor shall be charged separately and are subject to availability.

**Rules and regulations** can be accessed online via the **Online Exhibitor Manual** and shall be incorporated as part of this agreement and The Exhibitor agrees to be bound thereby.

SMTT reserves the right to refuse the registration of any institution that does not comply with the stated rules and regulations of the fair. By signing the Participant/Registration Agreements, your institution acknowledges that you have read and understood the policies of the College and Career Fair and the [CCF Exhibitors Guidelines](#).