



## Albany Job Fair Registration Form

Open to the public: 9am - 4pm April, June, Oct | 1pm-5pm May, July, Sept  
 Holiday Inn Express & Conference Center, 400 Old Loudon Road (Rt 9) Latham NY 12110  
 November 7 at ESP (the Egg) Saturday 9a-1p

Company Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/ State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                           |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <b>Recruiter Tables are 6' and include Drape, Skirting, Chairs</b><br>Also includes: Power (Latham only), WiFi, 2 Lunch Tickets, Online Job Fair, Listing on Website, inclusion in Online Ads, inclusion in all print ads, multiple Facebook posts, inclusion in all Social Media<br><br>April, June & Oct 9am-4pm   May, July, Sept 1pm-5pm<br>Nov 7 at Empire State Plaza Sat 9am-1pm (+\$50 for power) Tables are invoiced 60 days in advance, payment due net 30 Online Job Fair Featured Posting (6 months)<br>Online Job Fair Featured Posting (12 months) | <b>April 22, 2026 \$795</b><br><b>May 13, 2026 \$795</b><br><b>June 17, 2026 \$795</b><br><b>July 15, 2026 \$795</b><br><b>Sept 9, 2025 \$795</b><br><b>Oct 7, 2026 \$795</b><br><b>Nov 7, 2026 \$795</b><br><b>April-Oct Latham \$4,495</b><br><b>6 Mo. Online Job Fair \$150</b><br><b>12 Mo. Online Job Fair \$250</b> |
| <input type="checkbox"/> | <b>2026 Sponsorships are Available for each date – please specify month/s</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                           |
| <input type="checkbox"/> | <b>Water Sponsorship</b><br><b>Coffee Sponsorship</b><br><b>Breakfast Sponsorship</b><br><b>Recruiter Door Prize Sponsorship</b><br><b>Sponsor w/6mo Online Job Fair Included</b>                                                                                                                                                                                                                                                                                                                                                                                | <b>\$200</b><br><b>\$200</b><br><b>\$250</b><br><b>\$200</b><br><b>\$2,500</b>                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | Scan Copy of All Early Resumes Collected and at Registration:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Included</b>                                                                                                                                                                                                                                                                                                           |

\*2 Lunches are included with paid Table Reservations. Additional lunches are \$10 and need to be prepaid.

This application will become a binding contract upon acceptance by the above listed parties. Reservations must be prepaid or include PO# 30 days in advance to hold table. There are no refunds. You can push your reservation to future date with 30 days' advance notice. See Rules & Regs for details: <https://albanyjobfair.com/rules-regulations/>

Method of Payment: ☐ Check ☐ Purchase Order ☐ Credit Card

Payment Options: **Payment in full is required to reserve your table.**

Name \_\_\_\_\_ Credit card # \_\_\_\_\_

Billing Address: \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV Code: \_\_\_\_\_

City: \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Recruiter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Send Completed forms to: scan/email to: Darcy@AlbanyJobFair.com eFax: 718.732.2363**

Snail Mail: Darcy Knapp, Albany Job Fair, PO Box 368, Altamont NY 12009

Please make checks payable to Albany Job Fair or event host: Darcy Knapp Consulting, Inc

**Questions: [Darcy@AlbanyJobFair.com](mailto:Darcy@AlbanyJobFair.com) Phone: (518) 872-1707 or Text Darcy's Cell: (518) 366-1707**