# Albany Job Fair

## Albany Job Fair Registration Form

Open to the public: 9am - 4pm Oct | 1pm-5pm 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:_____

| | | |
|---|---|---|
| ☐ | **Recruiter Tables are 6' and include Drape, Skirting, Chairs**<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>Oct 9am-4pm \| Sept 1pm-5pm<br>Nov 7 at Empire State Plaza Sat 9a-1p (+$50 for power)<br>Tables are invoiced 60 days in advance, payment due net 30<br>Online Job Fair Featured Posting (6 months)<br>Online Job Fair Featured Posting (12 months) | **July 15, 2026 $795**<br>**Sept 9, 2025 $795**<br>**Oct 7, 2026 $895**<br>**Nov 7, 2026 $795**<br>**4 Dates $2995**<br>**6 Mo. Online Job Fair $150**<br>**12 Mo. Online Job Fair $250** |
| ☐ | **2026 Sponsorships are Available for each date – please specify month/s** | |
| ☐ | **Water Sponsorship**<br>**Coffee Sponsorship**<br>**Breakfast Sponsorship**<br>**Recruiter Door Prize Sponsorship**<br>**Sponsor w/6mo Online Job Fair Included** | **$200**<br>**$200**<br>**$250**<br>**$200**<br>**$2,500** |
| ☐ | Scan Copy of All Early Resumes Collected and at Registration: | **Included** |

*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 Phone: (518) 872-1707 or Text Darcy's Cell: (518) 366-1707**