The PITTCON Employment Bureau (EB) is a complementary service provided to individuals registered as conferees or exhibitors.

- Fee-Based Services
- Contract for Preview, Advertising and Interview Room Rental
- Payment by Check or Money Order
- Payment by Credit Card

**Fee-Based Services**

To enhance the EB experience, we offer a selection of fee-based services to those companies registered as employers with EB. Completion of this form and contract is necessary only for those employers choosing these services.

Employer # E ______
(number assigned when you registered)

Select Services:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-Week Preview of Candidate Database</td>
<td>$260.00</td>
<td>$__________payment</td>
</tr>
<tr>
<td>Time to review candidate profiles prior to Conference week. February 15-29, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Featured Position Advertising</td>
<td>$525.00</td>
<td>$__________payment</td>
</tr>
<tr>
<td>Banner ad on Pittcon's Employment Bureau webpage to improve visibility of your positions.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard Interview Room*</td>
<td>$500.00</td>
<td>$__________payment</td>
</tr>
<tr>
<td># of Rooms Rented   _____ X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference week access to the same Interview room (8’x8’ with one table and three chairs)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Interview Room*</td>
<td>$800.00</td>
<td>$__________payment</td>
</tr>
<tr>
<td># of Rooms Rented   _____ X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference week access to the same Interview room (8’x16’ with electric outlets, two tables and three chairs)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: $_______________

~Employment Bureau Featured Position~

- **Company Name**
- **Position Title**
- Employment Bureau (EB) # – Link to EB position description or external website
CONTRACT for Preview, Advertising and Interview Room Rental
2020 Employment Bureau

This contract for Preview, Advertising and Interview Room (s) Rental (“this Contract”) made this _____ day of __________, 201_, by and between _______________________ representing ________________________ (Company) (hereinafter referred to as “Contractor”) and THE PITTSBURGH CONFERENCE ON ANALYTICAL CHEMISTRY AND APPLIED SPECTROSCOPY, a Pennsylvania non-profit corporation (“the Conference”).

{Check Type and List Number of Rooms Requested for Rental}
STANDARD ROOM (S)_____ No.____ DELUXE ROOMS(S)_____ No.____

WITNESETH:

WHEREAS, the Conference is the organizer and manager of an annual exposition of chemical equipment and program of scientific papers and seminars commonly known as the “Pittsburgh Conference and Exposition” (“the Event”); and

WHEREAS, the Event will take place in McCormick Place, Chicago, IL PA, March 1 to March 5, 2020 and:

WHEREAS, the Employment Bureau shall be located adjacent on on-site registration in the McCormick Place.

WHEREAS, on the terms and conditions hereinafter set forth, Contractor wishes to lease from the Conference room spaces in the Employment Bureau for the purpose of meeting with the interviewing prospective employees.

NOW, THEREFORE, in consideration of mutual promises, covenants, and understandings set forth herein and intending to be legally bound hereby, the parties agree to as follows:

1. **Preambles:** The preambles recited above are incorporated herein as if set forth at length.

2. **Conference Obligations:** For and in consideration of the rental fee hereinafter described, the Conference agrees to provide Contractor with one booth in the Employment Bureau. Contractor understands and agrees that the Conference makes no warranties or representations as to the location of the room, and all room locations will be designated by the Chairman of the Conference’s Employment Committee.

3. **Contractor Obligations:** Upon the execution of this Agreement, Contractor agrees to pay to the Conference the sum of Five Hundred Forty Five Dollars and No/100 ($545.00) for each standard interview room and/or Eight Hundred Dollars and No/100 ($800.00) Dollars for each deluxe interview room if paid on or before February 1, 2020. After February 1, 2020 the cost is Six Hundred Thirty and No/100 Dollars ($630.00) per standard interview room and One Thousand Dollars and No/100 ($1,000.00) per each deluxe interview room. Contractor further agrees to:
   
   (a) Register all of Contractor’s personnel conducting interviews at the Event as conferees at the Event and pay the registration fee associated therewith;
   
   (b) Interview prospective job candidates at the room during the scheduled hours of the Employment Bureau, beginning at 1:00 p.m. on Saturday, March 1, 2020 to Thursday, 4:30 p.m. March 5, 2020.
   
   (c) Obey and follow all guidelines established by the Employment Committee of the Conference. Contractor agrees to perform all of the services as described above in a good and workmanlike manner and to adhere to all schedules and dates of usage established by the Conference Employment Committee.

4. **Identification:** The Contractor agrees to indemnify, defend and hold harmless the Conference from any and all loss, liability, cost, claim, damage, judgement or expense, including reasonable attorney’s fees, arising or resulting from Contractor’s use of the interview room(s) at the Employment Bureau or from the Contractor’s failure to abide and comply with any law, rule or regulation applicable to Contractor in the interviewing and hiring of perspective employees.
5. **Cancellation:** The Contractor can cancel the rental of one or more standard and/or deluxe interview rooms provided that the Pittsburgh Conference receives notification in writing on or before the below listed dates.
   - After February 1, 2020 – no refund for Deluxe Room(s)
   - After February 1, 2020 – no refund for Standard Room(s)

6. **Miscellaneous:** Contractor understands and agrees that the Pittsburgh Conference makes no warranties or representations with respect to the scope of the Event and Contractor agrees that Contractor’s sole remedy, in the event that the Event does not take place as scheduled, shall be to receive a refund of the rental fee. Contractor enters into this Contract having made its own independent investigation of the facts and the Conference makes no warranties or representations to the Contractor. The person who signs this contract on behalf of Contractor hereby warrants that he or she has the full and complete authority to enter into this Contract and to bind Contractor.

7. **Work Rules and Restrictions:** The Contractor agrees to abide by work rules and use restrictions that apply to all activities in Pennsylvania Convention Center.

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**CONTRACTOR:**

Company: ________________________________

Company Address: ________________________________

________________________________________

________________________________________

Email (Required): ________________________________

Telephone Number: ________________________________

PRINTED NAME: ________________________________

SIGNED NAME: ________________________________ DATE: ________________

Retain a copy of this contract for future reference.

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**THE PITTSBURGH CONFERENCE**
**ON ANALYTICAL CHEMISTRY AND APPLIED SPECTROSCOPY**
300 Penn Center Blvd., Suite 332, Pittsburgh, PA 15235-55033 FAX:412.825.3224

(Attention: Employment Bureau Chair)

BY: ________________________________ DATE: ________________

*Signed contract required for interview room rental.*
Pittcon 2020 Employment Bureau Preview, Advertising, Room Rental Check/Money Order Payment Form

Payment by Check or Money Order

Company: ____________________________________________________________

Company Address: ____________________________________________________
____________________________________________________________________
____________________________________________________________________

Email (Required): _____________________________________________________

Telephone Number: ____________________________________________________

Check/Money Order Number: ____________________________________________

Received by (Pittcon Staff): ____________________________________________

2-Week Preview of Database  ________ + $260.00 = $ ______________
+  
Featured Position Advertising  ________ + $520.00 = $ ______________
+  
Standard Rooms Rented  ________ x $500.00/$630.00 = $ ______________
+  
Deluxe Rooms Rented  ________ x $800.00/$1,000.00 = $ ______________

Total Amount of Check/MO = $ ______________
Pittcon 2020 Employment Bureau Preview, Advertising, Room Rental Credit Card Payment Form

Name as it appears on the credit card ________________________________

Company ________________________________

Company Representative ________________________________

Company Address ________________________________

Telephone Number ________________________________

2-Week Preview of Database _________ + $260.00 = $ _____________

+ Featured Position Advertising _________ + $520.00 = $ _____________

+ Standard Rooms Rented _________ x $500.00/$630.00 = $ _____________

+ Deluxe Rooms Rented _________ x $800.00/$1,000.00 = $ _____________

Total Amount Authorized = $ _____________

Type of credit card (check one)

Amex _____  Visa _____  Master Card _____  Discover _____

Credit Card Number ________________________________

Expiration Date _____/_______

Card Holder Signature ________________________________

Your signature verifies that you approve the total amount authorized be charged to your credit card.

Payment Processed by (Pittcon Staff) ________________________________

Date/Time Processed ________/_ ______  Approval/Ref. No. ________________________________