

Contact Information (As written on passport)

Host Company Name _____

Last Name _____ **First Name** _____

Middle Name _____ **DOB (MM/DD/YY)** _____

Street Address We will use this address to mail your plane tickets and personalized hiring event binder.

Street City State Postal Code

Email Address _____ **Phone Number** (_____) _____

Job Title _____ **Cell Phone Number** (_____) _____

US Passport Number (If you do not have a US passport, please contact us immediately.) _____ **US Passport Expiration Date** _____

Emergency Contact (Full Name, Phone, Relationship) _____

Travel Preferences (Preferred Airport/Airline/Seating not guaranteed)

Departure Airport 1st: _____ 2nd: _____

Preferred Airline 1st: _____ 2nd: _____

Mileage Number _____ **Preferred Seating** _____

Additional Requests/Comments
(ex. Vegetarian, Allergies, Other)

Marketing Information

Do you have online brochures or recruitment materials that we can send to our international partners ahead of the fair? Yes No
If so, please attach and send along with your registration form.

Do you have any high resolution photos that we can use to promote your positions? Yes No
If so, please attach and send along with your registration form.

Can our international partners use your company logo to promote your positions? Yes No

Terms and Conditions

This document outlines a general understanding for participation in an "Intrax Hiring Tour" hiring event.

As a tour participant, I, _____ (a representative of _____) understand and agree to the following terms and conditions:
Full Name Host Company Name

- I. **Host Company Hiring Needs:** Intrax will arrange my participation in the Hiring Tour with the understanding that my company seeks to hire _____ participants for the _____
 Summer Spring Winter Hiring Season. Number of Year
- II. **Airfare & Travel:** Intrax will cover the cost of one round-trip coach airline ticket in order for me to travel on the hiring tour. I understand that all incidental travel expenses such as parking, missed/changed flights and checked baggage are my responsibility. I understand that if I cancel my trip after my airline ticket is purchased, I agree to reimburse Intrax the total cost of the ticket.
- III. **Accommodations & Incidentals:** Intrax and partners will cover my hotel accommodations, transfers to and from the airport and job fairs, as well as breakfast, lunch and dinner on Hiring Tour days. I understand that I am responsible all other incidental expenses, such as additional meals, activities, miscellaneous room charges, and private ground transportation unless otherwise noted in the tour itinerary.
- IV. **Participants:** I understand that participants presented during the Hiring Tour are enrolled in the Intrax "premium placement program" and are subject to Intrax's premium placement fees. In the event a participant decides not to pursue employment with my company at a later date, I can choose to have another premium participant hired in their place.
- V. **Job Cancellations:** I understand if I reduce my hiring needs or later cancel the participants I hired during the Hiring Tour, I may be required to reimburse Intrax for expenses incurred during my fair participation, including the costs of airfare, accommodation and airport transfers.

Please sign and return this completed form to Intrax by email at hiringtours@intraxinc.com. Thank you!

Signature _____ **Date** _____

Print Name _____ **Host Company Name** _____