

Dear Madam, Dear Sir,

ICHEC Job and Internship Fair – Tuesday 14th November 2023

The ICHEC Job and Internship Fair will take place this year at the **Maison du Bois** (Av. des Volontaires 2, 1040 Etterbeek), on **Tuesday 14th of November 2023** from **4pm to 8pm**.

Although the event is organized by and for the ICHEC Brussels Management School students, a lot of **other business school students** interested in marketing, finance, auditing, management, whether they have a bachelor/master's degree in business management, commercial sciences or commercial engineering, will be attending the event. The event is also for **STEM (Science, Technology, Engineering, Mathematics) students** but there are **mainly** Business students (**especially from ICHEC**), from the third year of bachelor to young graduates. We are expecting around 250 students to join us.

You need to choose the surface of your **booth** (6 and 9m²) according to your needs.

You will find below the registration form for the Job and Internship Fair. We highly value your contribution to this event and we kindly invite you to send us your **logo**, complete, sign and return the registration form to us at jobfair@ichec.be.

We remain at your disposal for any further question and we look forward to hearing from you,

Best regards,

A handwritten signature in black ink, appearing to read 'Brigitte Chanoine', with a horizontal line underneath.

Brigitte Chanoine, Rector

CONTRACT for the Job and Internship Fair : Tuesday 14th November 2023

Please sign, scan and send back to jobfair@ichec.be

Contact information

Company name	
Contact person	
E-mail	
Phone number	

Billing information

Company name	
VAT number*	
Address	
Postcode	
City	
Reference number**	
Billing e-mail	

***"Company number" for non-Belgian companies*

*** if apply. Please, if the reference number has not yet been created when you send us back the contract, please write "TBC".*

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Booth surface	6m ²	9m ²
Standard company	<input type="checkbox"/> €1 300	<input type="checkbox"/> €1 750
SME (max. 25 employees)	<input type="checkbox"/> €670	

Booth surface	Hub	6m ²
Start up (max. 10 employees)	<input type="checkbox"/> €115	<input type="checkbox"/> €670
NGO	<input type="checkbox"/> Free	

Please **mention** the height of your stand : _____

Total	
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Organization

Please **mention** the number of participants for your company
(max. 3 participants for **6m²**, 4 for **9m²**) : _____

You will have the possibility **to park your car for free** during the event but we cannot guarantee a place for everyone.

First arrived, first served basis. Maximum **1 car** per **company**.

Please specify any allergies or dietary habits : _____

Company presentation details (will appear on the leaflet available to students)

Field / Sector	
<p>Brief company description to inform the students about what you do (maximum 7 lines).</p>	

Are you looking for students for :

- ☐ Internships
- ☐ Jobs
- ☐ Both

Sponsorship

Are you interested in becoming our sponsor by providing us with one type of goodies that will end up in students' **tote bags**? *Please, note that we are expecting more than 250 students, so we would like to receive around 300 items. If you tick yes, we will come back to you so you can let us know what kind of goodies you are willing to provide and let you know if we are interested in it.*

- ☐ Yes
☐ No

If you are a recruitment company, you have to accept this agreement in order to participate in our Job & Internship Fair :

- ☐ I confirm that the CVs collected during the Job & Internship Fair will **only** be used for our own use, namely recruitment within our own company and will not send the CVs to other companies.

*After reception of the contract, you will be contacted by the organizing team, headed by **Héloïse Maene**.*

DATE	SIGNATURE