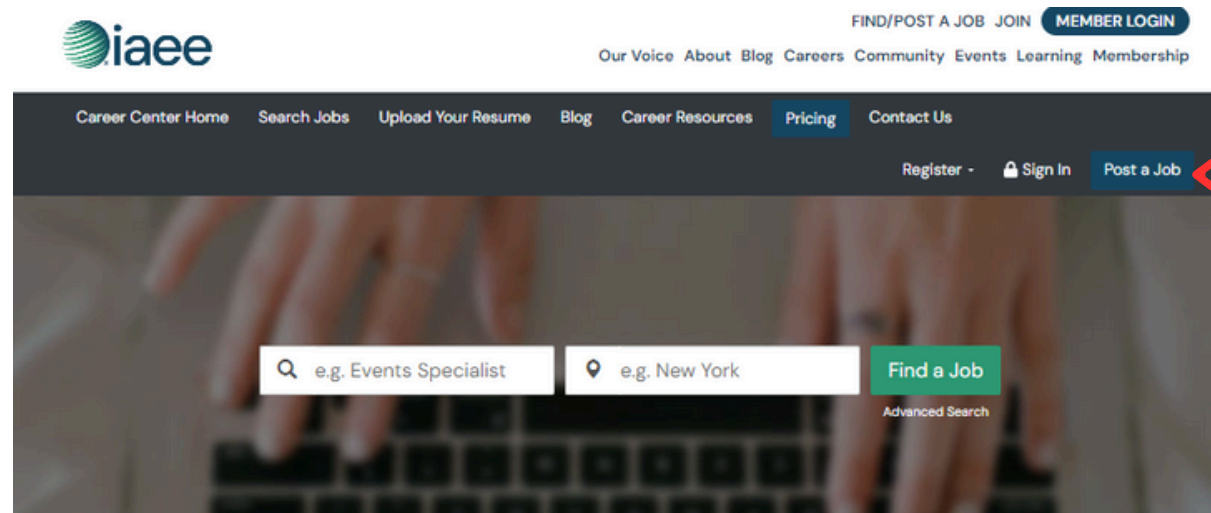


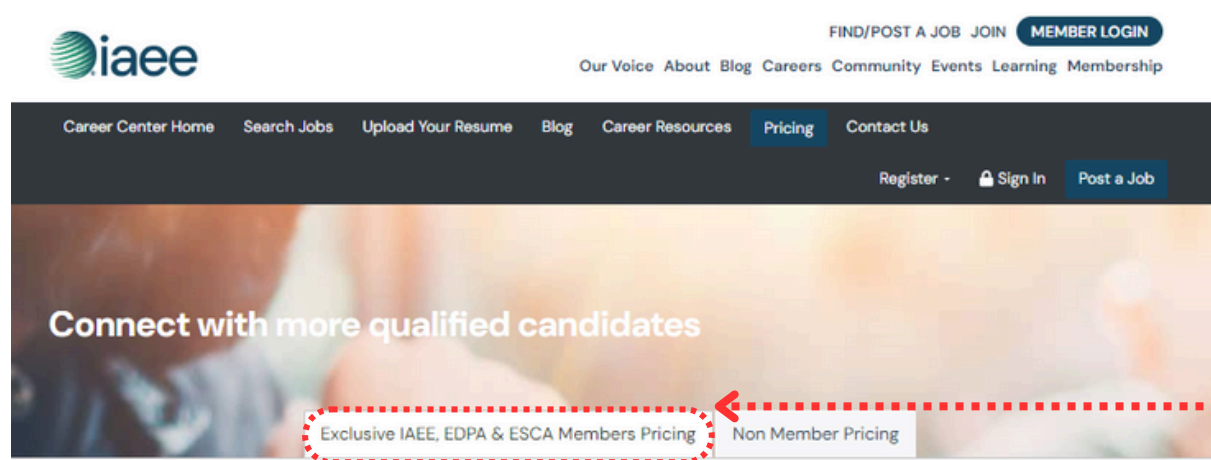
# Posting a job opportunity on **exhibitionindustryjobs.com**

1.



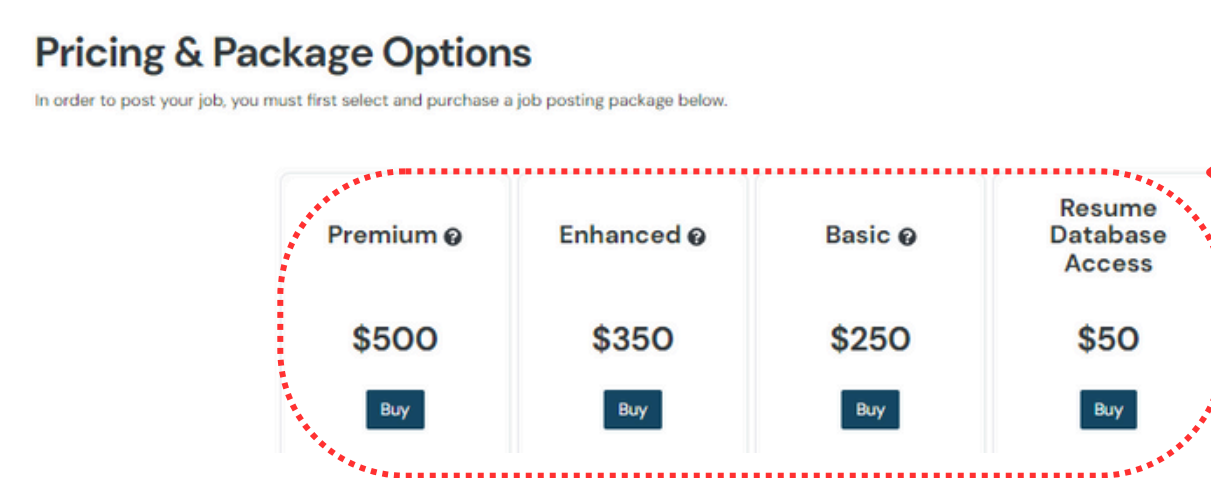
1. Click on the 'Post a Job' button

2.



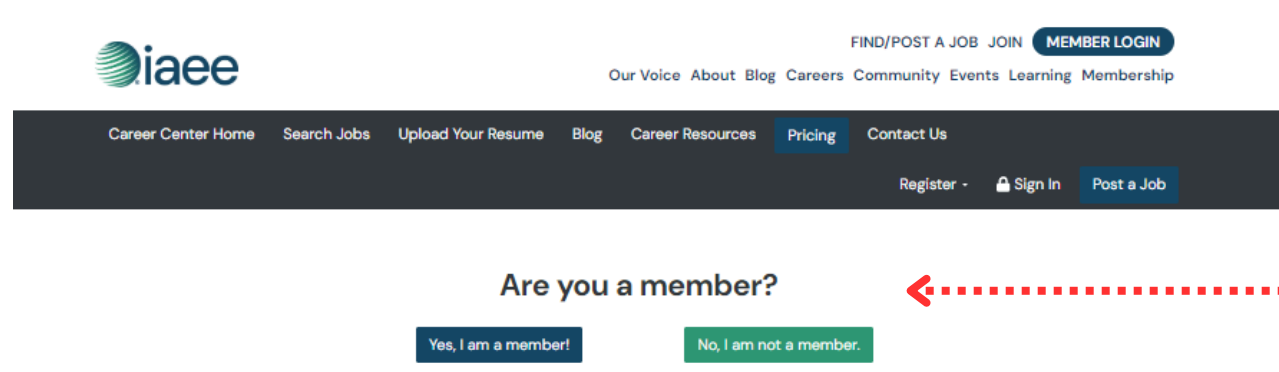
2. Select the 'Exclusive Member Pricing'

3.



3. Select the package that fits your organization the best

4.



4. Select if you are an IAAE member, in order to login to the platform

5.

**Are you a member?**

- Log in with your IAAE credentials. If you need assistance with your login credentials email [membership@iaee.com](mailto:membership@iaee.com).
- Enter the promo code 'ESCA' (all caps) and check out.
- Enter in your billing information.
- After you have checked out successfully, create the job opportunity post.

**Are you a member?**

- Complete the Employer Registration Information and Billing Information.
- Enter the promo code 'ESCA' (all caps) and check out.
- Enter in your billing information.
- After you have checked out successfully, create the job opportunity post.

## Q&A

### IS THE PROMO CODE CASE SENSITIVE?

Yes, the code needs to be entered in all caps.

### DO I NEED TO ADD THE PROMO CODE IF I AM A MEMBER ALREADY?

Yes, please enter the 'ESCA' promo code as we use it internally for tracking purposes.

### WHAT HAPPENS TO MY LISTING ONCE THE DESIGNATED TIME IS UP?

You can renew or continue your listing from the company profile.

### ARE ANY ALYTICS OR TRACKING AVAILABLE?

Yes, you will be able to see how many views your listing has received and you can boost it.

### HOW DO I GET NOTIFIED ONCE AN APPLICATION HAS BEEN SUBMITTED?

You will receive an email notification and all the applications will be saved in the platform.

### HOW DO I GET IN TOUCH IF I NEED ASSISTANCE?

If you need any assistance, please email [membership@iaee.com](mailto:membership@iaee.com).

This document was created by ESCA and approved by IAAE.

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