

SPRING 2012 ROCK COUNTY JOB FAIR

ADDITIONAL INFORMATION AND REGULATIONS FOR EMPLOYERS:

- The job fair will be open to the public from 10 a.m. to 3 p.m. During the hour between 9 a.m. and 10 a.m., we will open the job fair to U.S. military veterans seeking employment.
- All participating employers are encouraged to post job openings on JobCenterofWisconsin.com. (Registration and posting are free of charge.)
- An “early bird” registration fee is available through March 31, 2012. The registration fee increases by \$50 on April 1.
- Registration deadline for all events is April 13, 2012.
- Registration will be confirmed once payment is received.
- Cancellations made at least ten (10) business days before the event will receive a full refund.
- No-shows and cancellations made fewer than ten (10) business days prior to the event will forfeit full registration fee.
- The Rock County Job Center reserves the right to limit participation in and/or cancel programs when enrollment criteria is not met or because of conditions beyond its control.
- If your company would like its logo included in Job Fair advertisements and flyers, please e-mail a high-resolution (JPG format preferred) to e.kuznacic@swwdb.org by April 9, 2012.
- Set-up will take place from 7:30-9am on the day of the job fair. Teardown will be from 3-4pm. More information will be sent to all participating employers during the week preceding the event.

ITEMS FOR EMPLOYERS TO BRING TO THE JOB FAIR:

- Banner or signage to use on and around your table
- Business cards (*at least 500 copies*)
- Your company’s promotional materials (*at least 500 copies*)
- Job descriptions and fringe-benefit information (*at least 500 copies*)
- Applications (*at least 500 copies*)
- Tape (masking, scotch, duct)
- Push pins
- Extension cord/power strips (if need electrical access)
- Scissors
- Stapler
- Pens
- Box, file folders or other method to store/sort applications
- Giveaways/promotional items for job-seekers

THERE WILL NOT BE ACCESS TO COPIERS INSIDE THE JOB CENTER DURING JOB FAIRS – PLEASE PLAN ACCORDINGLY!

THE JOB CENTER IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.

For additional information, contact:

Eric Kuznacic: e.kuznacic@swwdb.org or (608) 314-3300 ext. 304.