



# SPRING 2012 JOB FAIR REGISTRATION FORM

9 a.m. – 3 p.m., Wednesday, April 18, 2012

Rock County Job Center  
1900 Center Ave., Janesville, WI 53546

Company:	
Contact:	Title:
Address:	City, state, ZIP:
Phone:	Alternate number:
E-Mail:	Company website:
Name(s) of staff attending Job Fair:	
Brief company description/overview:	
List all job titles (and the number of each position available) for which you will be recruiting at the Job Fair:	
<p><b>PLEASE CHECK BOXES INDICATING YOUR REQUIREMENTS:</b></p> <p><input type="checkbox"/> Standard package: One 6-foot table (includes access to wireless Internet and electricity, if needed) -- \$150.00</p> <p><input type="checkbox"/> Additional 6-foot tables (\$25 each) Number of additional tables requested:</p> <p><input type="checkbox"/> Boxed lunches (\$10 each) Number of additional lunches requested:</p> <p><b>Total amount:</b> \$</p> <p><input type="checkbox"/> I have enclosed payment with the registration form</p> <p><input type="checkbox"/> Please invoice me for the amount shown above</p> <p><input type="checkbox"/> Please send me a W9 form with the invoice</p>	
Special needs/requests:	
Would you like to be contacted about future Rock County Job Center events? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Mail registration and payment to:  
Eric Kuznacic  
SWWDB  
1900 Center Ave.  
Janesville, WI 53546

Checks should be made payable to: Southwest Wisconsin Workforce Development Board (SWWDB)

## 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](mailto: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](mailto:e.kuznacic@swwdb.org) or (608) 314-3300 ext. 304.