

MILES CITY JOB FAIR

THURSDAY, APRIL 18, 2019 • 11 A.M. – 3 P.M.
(Employer table set-up time begins at 9:30 A.M.)

Miles Community College Centra

2715 Dickinson Street, Miles City

Cost for the event is \$50

This includes table with 2 chairs
(Plus \$20 extra if you require electricity)

This event provides businesses with the opportunity to interview job seekers and build an applicant pool. It also provides job seekers with the opportunity to contact employers and access community resources.

To participate, complete the attached Registration form, enclose your payment and return it to:

Anne Anderson, Miles Community College,
2715 Dickinson St., Miles City, MT 59301.

RSVP by April 5, 2019

If you have questions, please contact: Cindy Erickson at (406) 232-8349 · cerickson@mt.gov
or Anne Anderson at 874-6151 · andersona@milesc.edu

Miles City Job Fair is sponsored by



Miles City Tourism and
Business Improvement District

Job Service

MILES CITY

A proud partner of the AmericanJobCenter network

MILES CITY JOB FAIR 2019

Miles Community College Centra • Thursday, April 18 • 11 a.m. to 3 p.m.

Company Name _____ Contact Person _____

Address _____ Telephone _____

City _____ State _____ Zip _____ Email _____

Do you currently have open positions in your company? _____ If yes, what positions are open? Please be specific so we can market this information to job seekers:

WE PROVIDE:

- Conference table in an 8-foot space
- 2 chairs
- Wi-Fi Connection
- Refreshment booth

Special Service Available:

CHECK HERE if you need an electrical outlet for your booth (**There is a \$20 charge for electricity** and vendor is responsible to bring electrical cords)

Please identify display size and any other special needs to help us in assigning booths, such as height requirements, pairing up with another exhibitor, etc.:

YOU NEED:

- Table covering
- Recruitment materials and applications
- Promotional items
- Educational literature
- Electrical cords if needed for displays

BOOTHS/EXHIBITS:

Registration fee is \$50. The installation of booths/exhibits can begin at 9:30 a.m. on April 18, 2019. Booths **must be paid in full and set up must be complete by 11 a.m.** Businesses must have their displays in place until the final closing time of the fair to allow all job seekers the opportunity to visit the complete fair. It is the purpose of the fair and understood by the exhibitor, that only services and products that are pertinent to employment, training and assistive services shall be displayed, demonstrated or explained. All exhibits must remain in the confines of their own space. Booths must be staffed during all hours of the event. Selling products over-the-counter on a carry-out basis is prohibited. Exhibitors who need to cancel must do so by April 5 to receive a full refund. Cancellations received after that date will forfeit their refund. **For planning purposes, please RSVP by April 5.**

Please mail your completed form and payment of \$50 (plus \$20 more if you requested electricity) to:

Anne Anderson
Miles Community College
2715 Dickinson St.
Miles City, MT 59301
Or email to andersona@milesc.edu

Checks should be made payable to MILES COMMUNITY COLLEGE

Credit Card payments are accepted, call Anne Anderson at 874-6151.