



Dear Vendor (Employer/Recruiter):

You and your organization are cordially invited to participate in our upcoming **JOB FAIR** to be held at Fort Belvoir. This event is held four times per year and sponsored by Ft. Belvoir ACS ERP and partner, JobZone.

FRIDAY, MARCH 19, 2010

LOCATION:

COMMUNITY CENTER

1200 Taylor Road, Fort Belvoir, VA

Registration Deadline:

Friday, March 5th and/or maximum capacity.

Payment Deadline:

\$595.00 due prior to the day of the event. Add applicable fees for extra lunches. Other booth selections available.

*** Table confirmation confirmed upon receipt of both registration form and payment in full.***

JOB FAIR: 10:00 am – 2:00 pm

ARRIVAL TIME: 8:00 am – 9:30 am

LUNCH BUFFET: 11:30 am – 1:00 pm (time subj to change)

DIRECTIONS: Directions will be e-mailed to all confirmed participants.

All military/spouses and other job candidates who have access to the base are welcome to attend. Job Seekers will have varied backgrounds from entry to senior level. A large percentage will have management, customer service, sales, public relations, military-specific experience, intelligence, electronics, information technology, operations, security, telecommunications, computer-related networking/administration, engineering, and many more. A large number of candidates will possess an active clearance of all levels (Secret, Top Secret, to Poly).

Now is the time to make plans to attend and reserve your table !

- **Registration Cost for each event: \$595.00 Basic Package**
Other Booth Packages which include additional advertising and marketing - \$695.00 / \$795.00 / \$995.00
* **For more info, contact JobZone to confirm additional advertising.**

NOTE: Fee includes two lunch buffet tickets. Add \$12 per additional person. (Fee is non-refundable.)

Upon receipt of registration form FEE is due regardless of cancellation.)

- Make check payable to Job Zone, LLC and mail along with a copy of completed Reply Form to POB 857, King George, VA 22485.
- Credit card payment is available. (AMX, VISA, MC). Contact JobZone with card information.
Information required -
Company Name. Point of Contact. POC Email. Credit Card (AMX, VISA, MC).
Name on Card. Number. Expiration. Security Code (3 digits on back of VISA and MC. 4 digits on front of AMX.)
- You may choose to pay online only if selecting the Bronze Package. (\$595). If selecting the Silver, Gold, or Platinum Package, then contact JobZone with credit card info.
- Registration deadline – March 5th or maximum capacity / Payment due upon registration.
- One 6 foot table and two chairs will automatically be provided. Optional - tablecloth and display
- Light Breakfast and Lunch will be available for 2 individuals per company. \$12 for each additional participant.
- All special requests will be accommodated in order received. **(Note: NO GUARANTEES)**

ACS ERP and JobZone look forward to seeing you Friday, March 19th. Mark your calendar today! We are confident that you will find this event to be productive recruitment time for all involved.

For more information, contact:

Janet Giles, JobZone, LLC

Office 540-775-4199

Cell 540-226-1473

Janet.Giles@JobZoneOnline.com



FORT BELVOIR JOB FAIR

Sponsored by

Army Community Service Employment Readiness Program

FRIDAY, MARCH 19, 2010 - 10 AM – 2 PM

**Location: Community Center
1200 Taylor Road, Ft. Belvoir, VA 22060**

SEE 2nd ATTACHMENT FOR DETAILS ON EACH PACKAGE.

FEE \$595.00 Check Credit Card (AMX, MC, VISA)
BASIC PACKAGE includes company listing, website, and job descriptions (if available) included in direct email, website listings, paid media, handouts, posters, flyers.
ADDITIONAL marketing coverage is available.

FEE \$695.00 / \$795.00 / \$995
** Contact JobZone if interested in additional listings, advertising, etc. A special package will be marketed for your recruitment needs.*

CHECK
 Credit Card (AMX, MC, VISA)

MAKE CHECK PAYABLE to JobZone, LLC.

Mail to: POB 857, King George, VA 22485 (along w/copy of completed form). Contact JobZone if paying by credit card or visit the website to register and pay online for Basic package only. You must contact JobZone if signing up for any other booth package.

REGISTRATION DEADLINE:

**Fort Belvoir Job Fair
FRIDAY – MARCH 19**
Complete and return by e-mail
(janet.giles@jobzoneonline.com) or fax
(540-775-8199).

Registration must be received along with the fee by March 5th and/or maximum capacity.
Payment Options: Check or Credit Card.
Note: FEE is non-refundable regardless of cancellation

E-MAIL REGISTRATION FORM TO:
Janet.Giles@JobZoneOnline.com
[indicate Fort Belvoir on Subject line]

JOBZONE
Office 540-775-4199 Cell 540-226-1473

Organization Name: _____

Address: Street _____ City _____ State _____ Zip _____

Type of business: _____

Point of Contact Name _____ **Fax/Phone:** _____

Email: _____ **Website:** _____

Contact Names (Recruiters attending)

NAME _____ **Email / Phone No.** _____

NAME _____ **Email / Phone No.** _____

Do you have a display? YES NO **TABLE OR FLOOR (CIRCLE)**

Do you have any specific requests ? [e.g. Do you have a location preference? Wall? Corner? Near a specific company?] _____

Describe job opportunities. _____
