



Job Fair Fort Belvoir / Springfield Focused Event / Job Fair – November 19, 2010

Dear Vendor (Employer/Recruiter):

You and your organization are cordially invited to participate in our upcoming **JOB FAIR** to be held at Holiday Inn Express, 6401 Brandon Avenue, Springfield, VA 22150, 15 min from Fort Belvoir.

FRIDAY, NOVEMBER 19, 2010

LOCATION:

HOLIDAY INN EXPRESS

6401 Brandon Avenue, Springfield, VA 22150

Registration Deadline:
Friday, November 12th and/or maximum capacity.
Payment Deadline:
\$595.00 due prior to the day of the event includes food and beverage for two reps. \$12 add'l fee for more than two. 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: 8:30 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 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. Many 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**

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.)

- Registration deadline – Nov 12th or maximum capacity / Payment due upon registration.
- One 6 foot table and two chairs will automatically be provided. Optional - tablecloth and display Width varies (6x30 or 6x18).
- Light Breakfast Snack/Coffee 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)**

Belvoir Army Community Services-Employment Readiness and Army Career Alumni Program (ACAP) staff members will be available.

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 AREA JOB FAIR

FRIDAY, NOVEMBER 19, 2010
10 AM – 2 PM

Location: Holiday Inn Express
6401 Brandon Ave, Springfield, VA 22150 (15 min from Fort Belvoir)

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.

** Contact JobZone if interested in additional listings, advertising, etc. A special package will be marketed for your recruitment needs.*

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.

REGISTRATION DEADLINE:

Fort Belvoir Job Fair
FRIDAY – NOVEMBER 19, 2010
To reserve your space, complete the registration form and **fax to 540-775-8199**, or **E-mail to: Janet.Giles@JobZoneOnline.com**
[indicate Fort Belvoir on Subject line]

Registration must be received along with the fee by Nov 12th and/or maximum capacity.
Payment Options: Check or Credit Card.
Note: FEE is non-refundable regardless of cancellation

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. _____

[ATTACH SEPARATE SHEET IF ADDITIONAL SPACE IS NEEDED]

FUTURE DATES FOR BELVOIR/SPRINGFIELD FOCUSED EVENTS –
2011: FEB 18, MAY 20, AUG 26, NOV 18

For more information, contact: Janet Giles, JobZone, LLC Office 540-775-4199 Cell 540-226-1473
Janet.Giles@JobZoneOnline.com