



# JOB FAIR INVITATION REGISTRATION

**Dear Vendor (Employer/Recruiter):**

You and your organization are cordially invited to participate in our upcoming **Waldorf, MD JOB FAIR**. The event will be at the Waldorf Jaycees Building, 3090 Crain Hwy, Waldorf, Maryland. The job fair focuses on the transitioning military members, veterans, and the public.

## **WEDNESDAY, OCTOBER 13**

**JOB FAIR:** 10:00 am – 2:00 pm  
**ARRIVAL TIME:** 8:00 am – 9:30 am  
**LUNCH:** 11:30 am – 1:00 pm  
**DIRECTIONS:** Directions to follow

**Registration Deadline: maximum capacity**

**Payment Deadline:** \$495.00 due prior to the day of the event. Add applicable fee for extra lunches.

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

Our October 13th event is focused on all transitioning military members from all local military bases, veterans and the public. Your company should greatly benefit from this joint effort because of the highly qualified, highly skilled, and diverse work force the military and community has to offer. We are extending an invitation for all military communities from all branches of service in the metropolitan area to attend. Job candidates bring numerous aviation skills and extensive experience in civil engineering, HVAC, transportation, telecommunications, computer-related networking/administration, IT, electronics, office management, security, intelligence, customer service, and much 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:** \$495.00
- Non-refundable. Upon receipt of registration form, fee is due regardless of cancellation.
  - NOTE: Fee includes two tickets for light breakfast snacks and lunch. Add \$12 per additional person.
  - Make check payable to Job Zone, LLC and mail along with a copy of completed Reply Form to P. O. Box 857, King George, VA 22485.
  - Credit card payment is available. (AMX, VISA, MC). Contact JobZone with card information or pay online.
- **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 –maximum capacity (limited space) / Payment due upon registration.
  - One 6-foot table and two chairs will automatically be provided. All tables will have linens. Optional – participants may bring their own tablecloths and displays.

For more information, call 240-346-1729 or email [John.Catalano@JobZoneOnline.com](mailto:John.Catalano@JobZoneOnline.com).



**JOB FAIR  
REGISTRATION FORM**

**WEDNESDAY, OCTOBER 13, 2010  
WALDORF, MD**

**10 am to 2 pm**

**Location – The Waldorf Jaycees, Building 3090 Crain Hwy, Waldorf, MD**

**FEE \$495.00     Check     Credit Card (AMX, MC, VISA)**

**TO REGISTER, COMPLETE FORM AND RETURN BY EMAIL OR FAX, 540-775-8199.**

**MAKE CHECK PAYABLE to JobZone, LLC.**

*Mail to: P. O. Box 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 more info, contact John Catalano at JobZone – 240-346-1727 or 540-226-1473*

**Organization Name:** \_\_\_\_\_

**Address: Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State\_Zip** \_\_\_\_\_

**Type of business:** \_\_\_\_\_

**Point of Contact Name** \_\_\_\_\_ **Fax/Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Set-up time will begin at 08:30 a.m. on Wednesday, October 13<sup>th</sup>, 2010. Contact John Catalano by phone (240) 346-1727 or (540)-226-1473 or email [John.Catalano@JobZoneOnline.com](mailto:John.Catalano@JobZoneOnline.com) if you have any questions.**

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

**Do you have any specific requests? Do you have a location preference? Wall? Corner? Near a specific company?**

\_\_\_\_\_  
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**Describe your job opportunities.** \_\_\_\_\_

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[ATTACH SEPARATE SHEET IF NEEDED FOR JOB DESCRIPTION]