

Chamber Business Women's Network
1st Annual Job Fair
Putting it all together: Your Career... Our Passion
Thursday, January 28, 2016

The Guam Chamber of Commerce Chamber Business Women's Network is hosting its **Inaugural Job Fair on THURSDAY, January 28th**. Members are invited to seize the opportunity to promote employment opportunities and benefits your company has to offer. Don't miss your chance to create that personal touch, as you inform your potential employee about your company or organization through some face –to – face interaction.

When your business participates at the **CBWN Job Fair** your company will:

- **Gain access to a large number of candidates in a one-stop environment**
- **Increase brand awareness**

Event Details:

DATE: **THURSDAY, JANUARY 28th**
TIME: **9:00 a.m. – 2:00 p.m.**
PLACE: **Grand Ballroom, Hyatt Regency Guam**

HOW YOU CAN GET INVOLVED:

- 1) Reserve a space at the Job Fair by submitting this form to the Chamber office by **January 14, 2016**. Space is limited - all reservations are handled "first come, first served." \$200 vendor fee/table (fee includes skirted table and two chairs only)
- 2) An area for potential employees to fill out application form will be provided. Be prepared to provide employment applications and a brochure listing of employment opportunities and benefits your company has to offer (include contact information, available positions, & benefits) so attendees can choose to fill out applications on the spot or take the information with them when they leave the Job Fair.
- 4) Space information: 6-foot table with two chairs. Employers requiring additional space are encouraged to purchase 2 registrations. Special Requirements: *Additional fees will apply* for Internet access, banner placement, electrical outlet use and extension cord use. All special requests are subject to approval and must be made in writing by **January 14, 2016**. No exceptions.
- 5) Set up your table at the Hyatt Regency Guam venue on January 28th between 7:30 a.m. – 8:30 a.m.
- 6) Would you like to bring a door prize to promote your company?
- 7) Companies must be a member in good standing of the Guam Chamber of Commerce in order to exhibit. Cancellation deadline is **January 14, 2016**. A \$75 processing fee will be applied to cancellations made on or before **Jan. 14th**. No refunds or cancellations made after **Jan. 14th**. No exceptions.
- 8) **A penalty fee of \$200 plus a \$75 processing fee per reservation will be assessed to all exhibitors who cancel after Jan. 14th or close their station before 2:00 p.m. on Jan 28th.**

SPACE RESERVATION FORM

[Fax to 472-6202; Email: info@GuamChamber.com.gu]

NOTE: INFORMATION PROVIDED BELOW WILL BE COMPILED AND PROVIDED TO ATTENDEES

COMPANY: _____ INDUSTRY: _____

CONTACT NAME: _____ TITLE: _____

TELEPHONE: _____ FAX: _____ EMAIL: _____

SIGNATURE _____

NO. OF REPRESENTATIVES ATTENDING _____

NAMES: _____

Will you be accepting applications?: _____ Will you be interviewing on site?: _____ NO. of positions available: _____

Position Titles: _____

Electricity needed?: _____ Internet needed?: _____ Will you be displaying a banner?: _____ (Additional fees will apply)

Would you like to donate a door prize to promote your company?: No Yes Prize Description: _____