

**Chamber Business Women's Network**  
**2nd Annual Job Fair**  
**Thursday, February 2, 2017**

The Guam Chamber of Commerce Chamber Business Women's Network is hosting its 2<sup>nd</sup> Annual Job Fair on **THURSDAY, February 2**. 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, FEBRUARY 2nd**  
TIME: **9:00 a.m. – 3:00 p.m.**  
PLACE: **Somnak Ballroom, The Westin Resort Guam**

**HOW YOU CAN GET INVOLVED:**

- 1) Reserve a space at the Job Fair by submitting this form to the Chamber office by **January 19, 2017**. Space is limited - all reservations are handled "first come, first served." \$200 vendor fee applies (fee includes one skirted table and two chairs)
- 2) Be prepared to provide employment application forms 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. An area will be designated for potential employees to fill out application forms.
- 4) Space information: 6-foot skirted table with two chairs. Employers requiring additional space are encouraged to submit 2 registration forms. Special Requirements: *Additional fees may 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 19, 2017**. No exceptions.
- 5) Set up time at the Somnak Ballroom, Westin Resort Guam on February 2nd is 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 join the job fair. Cancellation deadline is **January 19, 2017**. A penalty fee of \$200 plus a \$75 processing fee will be applied to cancellations made after **Jan. 19th**. No refunds or cancellations will be entertained after **Jan. 19th**. 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. 19th or close their station before 3:00 p.m. on Feb 2nd.**

**SPACE RESERVATION FORM**

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