

September 29, 2016

Dear Business Representative:

PA CareerLink Adams County and the Adams County Economic Development Corporation are pleased to invite you to participate in a Job Fair being held on Friday, November 4, 2016, from 9:00 am to 2:00 pm.

The site of the Job Fair will be at our offices at 150 V-Twin Dr., Gettysburg, near the intersection of Routes 30 and 15.

The Job Fair will be advertised in the Gettysburg Times and the Merchandiser. The names of employers who register early will be used in the Job Fair advertisements.

Each employer will be provided a table and chairs so you can meet and discuss employment opportunities with job seekers. Space is limited to 20 participants on a first come/first served basis. Staff will be available to assist you the day of the Job Fair.

Snacks, beverages, and lunch will be available for employer representatives.

A registration fee of \$50 will help cover the cost of advertising to attract job seekers. Checks should be made payable to the South Central Workforce Investment Board, and may be mailed along with the registration form or turned in the day of the event.

Please complete and return the registration form to Alan Dudley:

Email: [adudley@pa.gov](mailto:adudley@pa.gov)

Fax: 717-334-3869

Mail: PA CareerLink Adams County, 150 V-Twin Drive, Gettysburg, PA 17325

Questions can be directed to Alan Dudley at 334-1173 ext. 210, [adudley@pa.gov](mailto:adudley@pa.gov) or Kaycee Kemper 334-0042 ext. 2, [kemper10@acedc.org](mailto:kemper10@acedc.org)

We look forward to working with you at our Job Fair!

## **JOB FAIR REGISTRATION FORM**

**Friday, November 4, 9:00 am to 2:00 pm**

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone :** \_\_\_\_\_

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

**Please list the job titles of the positions for which you will be recruiting:**

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**Comments:**

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**A \$50 registration fee is required. Checks should be made payable to the South Central Workforce Investment Board and remitted along with this registration form.**

**Employers may arrive anytime after 8:00 to set up the day of the event.**