

Prospective Employer Attendee:

It is with great pleasure that the Hardin County Chamber of Commerce and the Kentucky Career Center-Lincoln Trail, cordially invite your organization to participate in our Regional Job and Career Fair. The event will be held at the Pritchard Community Center, 404 South Mulberry, Elizabethtown, KY 42701 from 12 p.m.(noon) to 5 p.m. on April 19, 2018. Based upon the success and valuable lessons we learned from our valued participants at previously conducted job fairs, this upcoming event promises to be bigger, better, and the paramount job fair in the region. Registration fee is \$250. To ensure sufficient time to include your company's advertisement, registration forms must be received by April 6, 2018. As an incentive, employers who register to participate by April 6, 2018 will have a discounted registration fee of \$200.

Should your organization wish to participate in this event, please fill out the enclosed/attached Job & Career Fair Entrance Form, make payment to the Hardin County Chamber of Commerce, and submit them to us at the address listed on the registration form. The fee includes use of facilities, advertising, two free lunches, WI-FI and refreshments.

Important Note: Federal workforce legislation requires positive performance by Career Centers in effectively serving employers. For this reason please be advised that you will be required to report direct hires as a result of this job fair to the Kentucky Career Center staff by May 11, 2018 at Jennifer.Carman@ky.gov. Thank you in advance for your cooperation.

Please feel free to direct any job fair questions to Helen Miles at (270) 765-4334 or email at helen@hardinchamber.com or Jennifer Carman at (270) 234-5832 or email at jennifer.carman@ky.gov

*Respectfully,
Helen Miles
Hardin County Chamber of Commerce*

JOB & CAREER FAIR ENTRANCE FORM

Yes, our organization would like to participate in the Regional Job & Career Fair Expo conducted at the Pritchard Community Center on April 19, 2018 in Elizabethtown, Kentucky. Please find enclosed the non-refundable entrance fee of \$200 if paid by April 6, 2018 or \$250 if paid after April 6, 2018 payable to the Hardin County Chamber of Commerce.

Company Name: _____

Address: _____

Point of Contact: _____
Phone Number: _____ FAX: _____

E-mail: _____
Need: Electricity Yes _____ No _____
 Interviewing Area Yes _____ No _____
 Tablecloth Yes _____ No _____

Type of jobs or educational opportunities you will be recruiting for:

Important Note: Federal workforce legislation requires positive performance by Career Centers in effectively serving employers. For this reason please be advised that you will be required to report direct hires as a result of this job fair to the Kentucky Career Center staff by May 11, 2018 at Jennifer.Carman@ky.gov. Thank you in advance for your cooperation.

As space will be limited, please ensure that your response and payment is received by our office no later than April 6, 2018. Send this response and entrance fee to:

*Hardin County Chamber of Commerce
111 West Dixie Avenue
Elizabethtown, Kentucky 42701
ATTN: Ms. Helen Miles*

SIGNATURE: _____ DATE: _____
(Organization/Company Representative)