

# VETERANS JOB FAIR

Please COMPLETE THIS AGREEMENT AND:  
Email: jena@americanlegionpost179.com  
Mail: American Legion Post 179  
2327 Wilson Ave. Sw.  
Walker, MI 49534  
Attn: Jena Wilmers

## Exhibit Space Agreement/Application

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Website: \_\_\_\_\_

### Job Fair Employer Table Price \$150

- \* 8ft long by 3ft wide table with 2 chairs
- \* Company Name/Logo listed on website with link to company website.
- \* Job Listings, provided by participating companies, will be provided to each attendee.
- \* **Employer Orientation: Thursday, April 26th, 2018 at 9:30am**

### Other benefits Include:

- \* Invitation to **Resume Building** class for attendees on **Thursday April 19th, 2018**
- \* Breakout room for job interviews and discussions.

## Industry Classification (please mark the category that your company should be listed):

- |  |   |
|--|---|
| <input type="checkbox"/> Agents/Retail/Distribution        | <input type="checkbox"/> Education              |
| <input type="checkbox"/> Banking/Finance/Insurance         | <input type="checkbox"/> Management Consultancy |
| <input type="checkbox"/> Business Services                 | <input type="checkbox"/> Manufacturing          |
| <input type="checkbox"/> Computer/IT                       | <input type="checkbox"/> Media/Communications   |
| <input type="checkbox"/> Construction/Engineering Services | <input type="checkbox"/> Transport              |
| <input type="checkbox"/> Consumer Goods                    | <input type="checkbox"/> Travel/Tourism         |
| <input type="checkbox"/> Development Agencies              | <input type="checkbox"/> Other                  |

## List of Company Representatives (Please list the names and titles of the company representatives attending the Job Fair. A maximum of 3 representatives are allowed per company.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_



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## Agreements:

- \* Companies participating in the Job Fair will actively recruit for existing or future vacancies at the Job Fair.
- \* Companies will make reasonable efforts to interview, or set up job interviews for attendees for job openings either the day of the event or on the designated interview day Monday, May 7th, 2018
- \* Companies will accept applications at the Job Fair
- \* Any company acting as a third party recruiter will not be allowed to participate at the Job Fair.
- \* Companies receiving resumes for their own use during the Job Fair are prohibited from forwarding these resumes to any other company.
- \* Companies must make reasonable efforts to decorate their tables and provide company materials at their booth.
- \* Companies will complete and submit the following Job Fair forms (Forms can be found online at [www.americanlegionpost179.com/employers](http://www.americanlegionpost179.com/employers)):
  - 1) Job Vacancy Listing
  - 2) Job Fair Evaluation



**Payment:**



☐ Check enclosed (made payable to American Legion Post 179)

☐ Visa    ☐ MasterCard    ☐ Discover

Name On Card: \_\_\_\_\_ Card number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Expiration: \_\_\_\_ / \_\_\_\_ CVV code: \_\_\_\_ Zip Code Associated with Card: \_\_\_\_\_

**Cancellations:** All cancellations must be submitted in writing to the American Legion Post 179 Veterans Job Fair Director via fax to 616-453-2741 or via e-mail at: [jena@americanlegionpost179.com](mailto:jena@americanlegionpost179.com)

Cancellation prior to April 21, 2018 = 50% of total cost

Cancellation after April 21, 2018 = No refund

**Authorization:** All applications must be signed in order to confirm table reservations. By signing, we the Job Fair Vendor agree to abide by all rules and regulations governing the exposition as printed on the reverse side hereof and which are a part of this application.

Job Fair Vendor's Authorized Signature

Title

Date

**Please mail completed form and payment to:**  
**American Legion Post 179, 2327 Wilson Ave. Sw., Grand Rapids, MI 49534**  
**PLEASE RETAIN A COPY FOR YOUR RECORDS**



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## 1. Job Fair Schedule

The Job Fair will take place Saturday, May 5th, 2018. Job Fair Vendors will have access to tables from for set-up at 7:00AM. Job Fair Hours are from 9:00 AM – 4:00 PM.

## 2. Management

The career fair is organized and managed by American Legion Post 179. Any matters not covered in these Rules and Regulations are subject to the interpretation of the American Legion Post 179 Executive Board, and all Job Fair Vendors must abide by their decisions. Job Fair Vendors must comply with the American Legion Post 179's policies and procedures. Each Job Fair Vendor, for themselves and their employees, agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence.

## 3. Assignment of Job Fair Table Space

Tables are \$150. Tables are assigned in order of payment date received. Tables are 8ft long by 3 ft wide. Two chairs will be provided. Vendors will need to bring their own table coverings. 50% of table costs will be donated to the Grand Valley Student Veterans Association.

## 4. Rates, Deposits and Refunds

Space will be rented at the rates listed on the application form. No application will be processed or space assigned without full payment. If a Job Fair Vendor cancels all or part of purchased Job Fair Table Space on or prior to April 21, 2018, American Legion Post 179 will retain 50% of total table cost. Any Job Fair Vendor who cancels all or part of purchased Job Fair Table Space after April 21, 2018 will not receive a refund and American Legion Post 179 will retain as liquidated damages all monies paid. In the event that fire, strike or other circumstances beyond the control of the management causes the exhibit to be cancelled, a full refund of the exhibit rental fees will be made which is the limit and extent of American Legion Post 179's liability for such cancellation. All cancellation requests must be submitted in writing to the Event Manager, Jena Wilmers.

## 5. Failure to Occupy Space

Space not occupied by the time designated in the Job Fair Vendor Services Manual will be forfeited by Job Fair Vendors and their space may be resold, reassigned or used by the fair management without refund.

## 6. Subleasing of Space

Job Fair Vendors may not assign, sublet or apportion to others the whole or any part of the space.

## 7. Job Fair Vendor Badges

Please provide the names of each Vendor representative by April 21, 2018. Badges may be picked up the day of the event at the reception table.

## 8. Violations

Violation of any of these Rules and Regulations by the Job Fair Vendor or his or her employees or agents shall at the option of American Legion Post 179 forfeit the Job Fair Vendor's right to occupy space and such Job Fair Vendor shall forfeit to American Legion Post 179 all monies paid or due. Upon evidence of violation, American Legion Post 179 may take possession of the space occupied by the Job Fair Vendor, and may remove all persons and goods at the Job Fair Vendor's risk. The Job Fair Vendor shall pay all expenses and damages that American Legion Post 179 may incur thereby.

## 9. Severability

All agreements and covenants contained herein are severable, and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

## 10. Contact Information

For questions or more information, please contact:

Jena Wilmers, American Legion Post 179:  
[jena@americanlegionpost179.com](mailto:jena@americanlegionpost179.com)

Samantha Rose,  
[rosesama@mail.gvsu.edu](mailto:rosesama@mail.gvsu.edu)



# JOB VACANCY LISTING FORM

Please write a summary of the vacant positions currently available at your company, or potential openings that should be listed in the Job Fair packet. If you have more than one vacant position, please attach an additional sheet(s). If you don't have current job vacancies but are interested in meeting with candidates for future openings, list the potential career opportunities and required qualifications. Please note that American Legion Post 179 reserves the right to edit your job ads according to our Job Fair packet style.

Company: \_\_\_\_\_

Job Title: \_\_\_\_\_ Location: \_\_\_\_\_

☐ Currently available position      ☐ Future potential vacancy

Job Description: \_\_\_\_\_

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Qualifications: \_\_\_\_\_

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Monthly/Weekly Compensation: \_\_\_\_\_

Working Hours: \_\_\_\_\_ Days Off: \_\_\_\_\_

Where to send resume: \_\_\_\_\_

Attn: (To Whom) \_\_\_\_\_

# JOB FAIR EVALUATION FOR EMPLOYERS

Thank you for participating in our Job Fair. Your comments are very much appreciated and will help us plan for future job fairs. Please complete this evaluation by checking the response that most accurately reflects your opinion.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

	Poor	Fair	Average	Good	Excellent
The quality of applicants					
the quantity of applicants					
Applicants preparedness for interviews					
Space provided					
Setting of the room					
Location of the Job Fair					
Time Allotted for the Job Fair					

8. What did you like best about this Job Fair? \_\_\_\_\_

\_\_\_\_\_

9. What did you like least about this Job Fair? \_\_\_\_\_

\_\_\_\_\_

10. Suggestions for improving future Job Fairs: \_\_\_\_\_

\_\_\_\_\_

11. Would you participate in another Job Fair sponsored by the American Legion Post 179?

☐ Yes ☐ No If no, why not? \_\_\_\_\_

\_\_\_\_\_

12. Please fill in your preference for a future Job Fair:

Month \_\_\_\_\_ Day of the Week \_\_\_\_\_ Length of Time \_\_\_\_\_ Hours \_\_\_\_\_

**Please mail completed form to:**

**Attn: Jena Wilmers**

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