Community College of Beaver County

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April 2014

Dear Potential Participant:

Spring is here! And so is the Community College of Beaver County's 2014 Job/Career Fair. The date of the event is **Wednesday, April 16th from 10:00 a.m. to 3:00 p.m. in the Athletic & Events Center (Dome).**

Please Note: To guarantee a space, please complete and return the enclosed Company Profile/Registration Form, along with payment, no later than April 4, 2014. A return envelope is enclosed for your convenience. Meeting the April 4th payment deadline will guarantee your company's inclusion in our Job Fair booklet.

Registration fees for this year are as follows: (All pricing includes breakfast and lunch.)

Per 8-foot table:

- **$50 reserves a space for one (1) person.**
- **In order to allow your table to be manned at all times during the fair, we have reduced the registration charge to $10 for each additional person per table.**

Checks are to be made payable to ***CCBC***. For credit card transactions, please contact the Cashier's Office at 724-480-3396. **Once payment is received, an e-mail confirmation will be sent to you. This will be your official notice that a table has been reserved for your company.**

For those companies wishing to donate, please drop off your gift at the designated table when you arrive. Your generosity is greatly appreciated not only by CCBC, but also by students, alumni, and the community who truly look forward to the prize drawings.

On the day of the Fair, you are welcome to set up from **8:30 to 9:30 a.m**. Refreshments will be available. As always, lunch is provided. ***In order to facilitate a smooth-running event, we request that you stagger your lunch hour with your associate in order to ensure that your table is manned at all times. Mention has been made in the past that event-goers were greatly disappointed that they were unable to contact employers due to abandoned tables. If there is only one employer attending, please notify the Career Services Department. We will attempt to assist you during your lunch period.***

Should you have any questions, please feel free to contact Career Services.

Sincerely,

Erica Fox
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If special accommodations are required, please contact Career Services at any of the extensions listed above. All reasonable efforts will be made to assist you with your request.