



EDUCATOR RECRUITMENT AND RETENTION

Email Detail for LEAs: EXAMPLE

Example of details for a Regional Job Fair/Career Expo

JOB FAIR LOCATION: (Enter Venue location)

SET-UP TIMES

All LEA's and vendors will enter through _____ (See map below )


Enter Date: Set time is set for _____ on _____ for LEA representatives and vendors one day prior to the scheduled event. This will be the least crowded time to set up booths.

Enter Date: Reps and Vendors should have access to the venue at least 2 hours before job seekers scheduled start time. Scheduled Time: _____

CHECK-IN

When you check-in, you will receive a packet* for everyone in your booth including your booth number and location, wristbands for lunch, and instructions for the interview room.

PARKING

Parking will be based upon facility. Parking tickets will be assigned and distributed at check in day before or day of event. Reps and vendors may have a specified area to park. If so, provide a map. (See the map below) 

***This should be adjusted according to venue facility**

REGISTRATION/PAYMENT ISSUES

If you receive this email, your booth and representatives you registered are secured. We will resolve any outstanding payment issues after the event. Please follow up with (name of person) if you have questions, (same person) is the primary staff member handling registrations and payment issues. We appreciate your patience.

QUESTIONS??

Please contact _____ email address _____
Phone Number _____

ADDITIONAL EXHIBITOR INFORMATION:

*Included in each booth packet:

- Name badges for registered exhibitors

- Please wear badge at all times
- Wristband for lunch and beverages
 - A wristband is required to enter Exhibitor Lounge for coffee, tea and lunch
 - Lunch available to paid representatives with a wristband from _____
- Map of Expo area including all assigned booths

Other information:

The Exhibitor Hospitality room will be in _____

- Wristband is required to enter the Exhibitor Lounge
- Coffee and tea are available until _____
- Lunch is available from _____
- Please keep your booth open until _____
- Recruit from your booth and immediately in front of your booth.
- Exhibitors will not be permitted to recruit from the candidate line, lobby area, or other areas of entrance for job seekers. Maintain fairness in access.
- The _____ room(s) will open for interviews
 - Interview tables may not be reserved
 - Please do not occupy interview tables if you do not have an interview
 - The interview room is open until _____

VENUE AND PARKING MAP

The Job Fair/Career Expo will take place at: _____

Each booth will receive one parking ticket for the designated exhibitor area.

EXAMPLE MAP FROM PREVIOUS ADE JOB FAIR:

