



February, 2018



Dear Employer:

The Finger Lakes Workforce Investment Board and Finger Lakes Community College Career Services office would like to invite you to participate in the fifth annual **Finger Lakes Job Fair**. This event attracts hundreds of candidates and will be held:

DATE: Thursday, April 19, 2018

TIME: 12:30pm-4:00pm

**PLACE: The Student Center at Finger Lakes Community College (Main Campus)
3325 Marvin Sands Drive, Canandaigua, NY 14424**

Our fifth annual Finger Lakes Job Fair is more than just an average job fair. This event will promote living and working in the Finger Lakes Region and the specific industries on which the area thrives. This event provides an excellent opportunity for you to meet job seekers and fill job openings within your company. Our focus will be on providing space to those businesses with current job openings. The event will be open to the public.

The **registration fee** for this event is \$99. Check should be made out to the Finger Lakes Workforce Investment Board. Registration is not complete until registration fee is received. Participants are provided with a six-foot table, two chairs and lunch for two. If you have any other needs, such as an electrical outlet, please indicate your needs on the registration form. We ask each business commit to being available the entire length of the job fair, which is 12:30pm-4:00pm. We will be inviting veterans to attend at 12:30pm and will open the event to the public at 1:00pm.

Please complete the enclosed registration form along with the Fast Fax Job Order form for each job vacancy and return it **by March 23rd**. You will receive confirmation of your registration. If you do not hear back from us regarding your registration, please contact us prior to the deadline. Space is limited, so get your reservation in early!

If you have any questions, please contact Michael Woloson at (315) 789-3131 ext. 103.

Sincerely,

Karen A. Springmeier

KAREN A. SPRINGMEIER
Executive Director
Finger Lakes Workforce Investment Board, Inc.