



## ITEMS YOU SHOULD KNOW

### The Premier event in Benzie County showcasing area businesses and organizations

**Date:** Saturday April 22, 2017

**Time:** Job Fair 11am-12:45pm • Expo Open to the Public 1-5pm (No fee to attend for job seekers or attendees of Expo)

**Location:** Benzie Central High School, Benzonia (Cafeteria, classrooms and outdoor areas will be used)

**Exhibitor Fees:** Booth space for members \$280 (\$500 for non-members) includes 8x10 booth with 8' draped table, 2 chairs, wastebasket & sign. Participation in Job Fair (not mandatory)

**Exhibiting Sponsors\*:** Same booth information as above (\$600) **PLUS** logo on event web page with link to sponsors site, logo on pre-event promotions, in event program, on banners at event and announcements during event.

**Sponsorship Only\*:** Logo on event web page with link to sponsors site, logo on pre-event promotions, in event program, on banners at event and announcements during event. (\$200)

**\* (ONLY AVAILABLE TO MEMBERS OF THE BENZIE COUNTY CHAMBER OF COMMERCE)**

**Job Fair Only:** Table and chairs will be provided to meet with job and career information seekers (\$50 for members and non-members)

**Extra Tables:** 6' for \$35 or 8' for \$40

**Set-Up:** Friday April 21, 2017: 7-9pm or Saturday April 22, 2017: 8-10:30am.

**Access to Electricity:** There is no additional charge but **MUST** be ordered at the time of booth registration

**Take-Down:** No Exhibitor will be allowed to take down their display until the conclusion (5:00pm) of the event. All booths must be completely removed by 8pm on April 22, 2017

**Internet/Wifi:** This is no access to DSL lines at BCHS. Wifi access is very limited at BCHS.

### JOB FAIR

- The Benzie County Chamber of Commerce will market this opportunity to the local high schools, Michigan Works, BACN, etc. about this opportunity.
- Businesses and Organization participating in this part of the day should come prepared with application forms, job descriptions, company contact information to provide to potential employees.
- Some attendees may be attending just to learn more about working in the field, knowledge of education, training, career opportunities; potential earnings etc. should also be available.
- If you plan on exhibiting but NOT participating in the Job Fair, the booth must still be set up by the time stated above. You may leave out marketing materials, but do not display trinkets, treats, prize registrations on display until the opening of the public Expo hours beginning at 1:00pm.

### PROMOTION OF EXPO

The Chamber will promote this event using the following marketing methods: Website, Social Media, Press Releases, Print Advertising, Yard Sign, Television Commercials, Fliers and Posters. We also request that our Exhibitors also market this event through their various means (social, digital signs, electronic communications etc.)

Register online at [www.benzie.org](http://www.benzie.org) or call our office at 231-882-5801