



## Big Bear Valley Community College & Career Fair Participant Registration Form

Brought to you by the Big Bear Chamber of Commerce, Big Bear High School and the Convention Center at Big Bear Lake

**Date:** Thursday, August 23, 2018

**Time:** 4-7 p.m.

**Location:** Convention Center at Big Bear Lake  
42900 Big Bear Blvd., Big Bear Lake, CA 92315

Business or school name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Business contact & title: \_\_\_\_\_

Career Fair contact & title (if different from above): \_\_\_\_\_

Special space requirements or location requests (please specify): \_\_\_\_\_

### DETAILS & REQUIREMENTS:

- A \$20 space fee payable to the Big Bear Chamber of Commerce is required when submitting this application, which may be mailed to P.O. Box 2860, Big Bear Lake, CA 92315, or via credit card by calling 909-866-4607, ext. 1 or 2.
- All participants are required to bring an Easy-Up canopy, tables, chairs, banners, handouts, applications, business cards and other desired materials. A single space size is approximately 10x10, or two parking spaces wide.
- The lot will open for setup at 3 p.m. All participants must be ready to present by 4 p.m. and commit to remaining set up until the closing of the event at 7 p.m. Spaces will be mapped and numbered for easy access.
- Participants are reminded that the location is an **OUTDOOR** venue resembling a Farmer's Market. Please dress accordingly and consider wind conditions when setting up (i.e., weights for Easy-Up canopies and loose papers).
- Food and non-alcoholic beverages are available for purchase, courtesy of the Convention Center at Big Bear Lake/ Wyatt's Saloon. Please no outside food and beverages.

(Continue on reverse side)

# Big Bear Valley Community College & Career Fair Participant Registration Form (cont'd)

**Participant category (please check one):**

- |  |  |
|--|--|
| <input type="checkbox"/> Management                  | <input type="checkbox"/> Manufacturing/Distribution      |
| <input type="checkbox"/> Retail/Restaurant           | <input type="checkbox"/> Media/Communications/Marketing  |
| <input type="checkbox"/> Banking/Finance/Accounting  | <input type="checkbox"/> Transportation                  |
| <input type="checkbox"/> Business Service/Consultant | <input type="checkbox"/> Travel/Hospitality/Lodging      |
| <input type="checkbox"/> Computer/IT                 | <input type="checkbox"/> Entertainment                   |
| <input type="checkbox"/> Construction/Engineering    | <input type="checkbox"/> Emergency Services              |
| <input type="checkbox"/> Consumer Goods              | <input type="checkbox"/> Healthcare/Mental Health        |
| <input type="checkbox"/> Forest/Land Management      | <input type="checkbox"/> Insurance                       |
| <input type="checkbox"/> Development Agencies        | <input type="checkbox"/> Real Estate/Property Management |
| <input type="checkbox"/> Education                   | <input type="checkbox"/> Other, please specify: _____    |

**List participant representatives (please no more than four per booth, if possible):**

- |             |              |
|-------------|--------------|
| Name: _____ | Title: _____ |
| Name: _____ | Title: _____ |
| Name: _____ | Title: _____ |
| Name: _____ | Title: _____ |

**Agreement:**

- During the Career Fair, businesses may accept resumes, but are not permitted to conduct interviews.
- Businesses that receive resumes for their use are prohibited from forwarding those resumes to other companies in compliance with the privacy of the attendees.
- Recruiting is permitted for current and future vacancies.
- A short survey will be distributed following the Career Fair to provide feedback and assist hosts with improving the event in coming years.
- Job descriptions, qualifications and salary information must be available for all recruiting businesses.

I have read the above agreement and ensure my business will adhere to these conditions.

Name (print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you for your participation and community support! Your space fee is due no later than August 17, 2018. Please contact the Big Bear Chamber of Commerce with any questions, concerns or special requests at 909-866-4607, ext. 1.*