

# HARTFORD JOB FAIR

SEPTEMBER 18th, 2024

2 PM—6 PM

OVER 25 LOCAL BUSINESSES & AREA RESOURCES

Hartford Town Hall

3360 County Rd K, Hartford, WI 53027

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## NEED A JOB? WE ARE HIRING!

- \* Networking opportunities
- \* Entry and Advanced Level Jobs
- Many Jobs Offer Training and Opportunity for Advancement
- Competitive Pay
- Immediate Openings

For more information Contact

Hartford Community Development Authority at:

**262-670-3772**

Hosted by the City of Hartford, Hartford Area Development Corporation, Hartford Area Chamber of Commerce, and the Wisconsin Department of Workforce Development.





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<b>JOB FAIR PARTICIPATION INVOICE</b>		
<b>BUSINESS NAME:</b>		
<b>Contact Person:</b>		
Phone Number(s):	Direct:	Cell:
Email Address:		
***Contact information for attendees (optional):		
1.	2.	
Contact phone:	Contact phone:	
Contact email:	Contact email:	
Comments/Recommendations:		
Will your booth need electricity? (circle) Yes No		
Please email a copy of your logo if you'd like it included in advertisements*		
<b>AMOUNT DUE BY AUGUST 30<sup>TH</sup>, 2024 - Payable to the HCDA - \$150.00</b>		

**Note \*** - By emailing your company logo for your organization you are giving the entities affiliated with the job fair permission to use your logo in advertising related to the job fair, however there is no guarantee that we will use your logo.

Please email the participation form to [lsellinger@hartford.wi.gov](mailto:lsellinger@hartford.wi.gov) no later than **August 28, 2024**. The **\$150.00 non-refundable entry fee** will be used for advertising and miscellaneous expenses/refreshments and booth rental. Please send registration fee to the HCDA - 109 N Main St, Hartford WI 53027 by **August 30th, 2024**.

The date of the Job Fair will be **September 18<sup>th</sup>, 2024, from 2:00 pm – 6:00 pm**

Contact Lisa Sellinger at the Hartford Community Development Authority (HCDA) at [lsellinger@hartford.wi.gov](mailto:lsellinger@hartford.wi.gov) or by calling 262-670-3772 with any questions.

**Note \*\*\* - Attendees are required to be there for the duration of the job fair.**



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*City of Hartford Job Fair ....It's Happening Here!*

**Date: September 18, 2024**

**Location: Hartford Town Hall – 3360 County Rd K, Hartford WI 53027**

**Time: 2 pm – 6 pm**

**Setup Time: OPEN FOR SET-UP BEGINNING AFTER 12:00 PM, Teardown immediately after 6 pm**

**We Provide:**

- Private expo booth with (1) 8' Table and 2 chairs at the Hartford Town Hall on day of event.
- Wi-Fi and Electricity for Event (upon request)
- Information / resources to help people write resumes, obtain childcare, and other assistance
- We will highlight local businesses and provide opportunities
- Gift card drawings for attendees
- Refreshments (light snacks) provided to vendors/employers
- We Will Distribute Flyers throughout the community
- Advertise on social media, Facebook, City of Hartford website
- Advertise on WTKM and WMBZ
- Advertise on Hwy 60 electronic billboard
- Advertise on The Wisconsin Department of Workforce Development, Job Center of Wisconsin
- Advertise on the City of Hartford utility bills (August, end of month publishing for September)
- Advertise through the Chamber of Commerce on their billboard and email lists
- Advertise to Milwaukee, Waukesha, Dodge County and Washington County agencies

**You Provide:**

- 1-2 people to host the booth and/or interview
- Provide Applications and Brochures with Job Descriptions and/or Positions Available
- Additional props/tables as needed
- Local businesses may advertise their participation on their social media and websites.
- Your Logo for Inclusion on Hartford Job Fair poster if received by August 28th, 2024.
- **Please bring a tablecloth to cover the table we provide.**
- **Please bring a commercial extension cord if your booth requires electricity.**

**Additional Job Fair Highlights**

- **Updated flyer with (anticipated) participating 25 employers /vendor logos**
- **Social media template for your use to advertise the event.**