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November, 2018

Career and Job Fair 2019!

The FREE annual Horticulture Career and Job Fair will be on February 12, 2019 from 4-6pm. The fair will be in the Technical Education Building, room TE1038.

If you would like to participate, please contact me using the information above or send the form below to me by January 25, 2019. If you cannot attend the fair, but would like to post some positions, they can be faxed or emailed to me anytime and we will post them on our job board.

Directions: We are located at the southwest corner of Lambert and Fawell Blvd in Glen Ellyn. Go to the far east of the parking lot and head toward the black building south of the blue Homeland Security Center. You may park by the lower level doors to unload and carts will be waiting for you. After unloading, you can park by the Greenhouse, where it says Permit Parking, or in the general lot. The fair is on Level 1, TE1038.

- * **Set up begins at 3pm, must be done by 4pm**
- * **Take down is at 6pm**
- * **Carts are available for your use**
- * **We will provide a 6' long table, plastic tablecloth, & 2 chairs**
- * **Electricity is available, if requested**
- * **Your table will be marked with your company's name**
- * **Your audience will be students, the general public, and college staff**
- * **Use this opportunity to solicit future employees or student interns**
- * **We suggest you keep displays simple**

Feel free to contact me at 630-942-3806, hullamy@cod.edu with any questions.

Sincerely,
Amy Hull
Greenhouse Supervisor

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RESPOND BY JANUARY 25, 2019

As an employer, I would like a table at the Horticulture Career and Job Fair. Please send me information as necessary and add me to the mailing list.

Company Name _____

Contact Person _____

Address _____

City/State/Zip _____

Phone _____ Email _____

Fax _____

Positions we are looking for:

(example PT, FT, Seasonal, Cashier, Landscape Sales, Greenhouse) The more specific you can be, the better prepared students will be. We will post a list of participating employers and what they are looking for in all our classrooms prior to the fair.

***Do you need electricity?** _____ ***Is your display over 5' tall?** _____

***Do you need a wall?** _____