



**Thursday,  
April 13, 2017**

10am-2pm

Grass Valley Veterans Hall  
Grass Valley

**THE UNION**

www.TheUnion.com

Great People Connecting Communities



Presented by



## 2017 Vendor Application

Applications Accepted Until Space is Filled

Highlight your business, meet potential employees

Employers/vendors: Sliding scale.

NUMBER OF EMPLOYEES    COST

0-25	\$50
26-50	\$100
51-150	\$150
151+	\$200 (2 tables, 4 chairs)

20% discount to Nevada County Chamber of Commerce or Nevada County Association of Realtor Members OR 15% early registration discount if paid prior to March 15, 2017.

This is an event focused primarily on **helping you find viable candidates to fill current or future positions.**

Included with space:

- 1 – 6' table with tablecloth and 2 chairs (more chairs available upon request)
- Opportunity to present and sell your company to attendees
- Your logo to appear in promotional materials in The Union as well as during the event
- Additional advertising is available in this publication at discounted vendor rates. Please let us know if you are interested in this.

Business Name: \_\_\_\_\_ Contact Name \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

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

What will you require, at no charge? (check all that apply)     Electricity     6' table and drape

Payment in full. Check enclosed? \_\_\_\_\_ (Make payable to The Union)

OR Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_ / \_\_\_\_\_

Description of your type of business: \_\_\_\_\_

*Event is rain or shine. In the event the Job Fair event is canceled by The Union Newspaper, your prepaid space fee will be refunded.*

### 2017 Job Fair Vendor Rules & Guidelines

#### Event Details:

**Date:** Thursday, April 13, 2017

**Location:** Grass Valley Vets Hall, S Auburn St, Grass Valley, California

**Event Hours:** 10 am to 2 pm

**Set-Up:** Wednesday, April 13, 2017 between 8:00 am and 9:30 am. Vendors must be ready by 9:45 am.

**Tear Down:** No early teardown. Vendors are to remain in full set up until event closes at 2 pm.

Tear down and move out must be completed by 4 pm the same afternoon.

Vendor Classifications / Fees / Permit Requirements

Booth Fee (application and full payment must be received by before space is reserved).

Booth Space Specifications:

- All vendor booths are 8' deep and 10' wide, unless otherwise stated. The building is historical and therefore subject to some quirky spaces. If it is imperative your space is exactly 8x10, please let us know.
- No canopies or pop-up tents allowed.
- Booth space must be maintained in a clean and sanitary condition. All trash, trimmings, wrappings, containers, food and equipment must be removed when vacating the space. Please do not use public receptacles for disposal.
- Booth must be set up on time (by 9:45 am), staffed at all times, and not torn down until event is over.
- No space will be assigned without payment in full. Make checks payable to The Union.
- Event is indoors, and will be held rain or shine.

*I have read, understand and will comply with all rules, regulations and guidelines of this contract for The Union's Job Fair event April 13, 2017.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### For questions or additional information please contact:

Laci Lund, Your Recruitment Specialist, The Union Newspaper, 530-477-4208.

Email: llund@theunion.com

Fax: (530) 273-1854. Please return Application, appropriate permits, and fees to:  
The Union Newspaper, Attn: Laci Lund, 464 Sutton Way, Grass Valley, CA 95945.  
[www.theunion.com/jobfair](http://www.theunion.com/jobfair)