

# Job Fair Exhibitor Guidelines

Dear Exhibitor,

Thank you for your participation in the upcoming Job Fair scheduled on [Date]. To ensure a successful event, please review the following guidelines:

## Setup and Dismantle

- Exhibitor setup will begin at [Time] on [Date].
- All exhibits must be complete by [Time].
- Dismantling is not permitted before [Time] on [Date].

## Display and Materials

- Each exhibitor will be provided with a [Size] table and [Number] chairs.
- No exhibitor may display materials that are offensive or inappropriate.

## Conduct and Attire

- Please ensure that all staff members maintain a professional appearance.
- Networking is encouraged; please respect other exhibitors and attendees.

## Health and Safety

- Follow all current health guidelines as per local regulations.
- Hand sanitizers will be available throughout the venue.

We appreciate your cooperation and look forward to a successful Job Fair. If you have any questions, please do not hesitate to contact us at [Contact Information].

Best Regards,

[Your Name]

[Your Title]

[Your Organization]