

Job Fair Setup Instructions

Dear [Participant's Name],

We are excited to have you participate in our upcoming Job Fair on [Date] at [Location]. To ensure a smooth setup and successful event, please follow the instructions outlined below:

Setup Time

Please arrive by [Setup Time] for booth setup. All booths must be fully operational by [Event Start Time].

Booth Information

Your designated booth number is [Booth Number]. You will find your booth setup includes:

- 1 Table (6ft)
- 2 Chairs
- Tablecloth
- Signage Options

Parking and Access

Parking is available at [Parking Location]. Please check in at the registration desk upon arrival to receive your booth materials.

Materials Needed

We recommend bringing the following materials:

- Company Brochures
- Business Cards
- Promotional Items

Contact Information

If you have any questions leading up to the event, please contact me at [Your Email] or [Your Phone Number].

Thank you for participating in our Job Fair. We look forward to seeing you there!

Sincerely,
[Your Name]

[Your Position]
[Your Organization]