



Dear Employer:

Macomb Community College is inviting you to participate in **Job Fair 2020**, on **Wednesday, April 22nd from 4:00 p.m.-7:00 p.m.** It will be located at **Macomb Community College-South Campus (14500 E. 12 Mile Road, Warren, Michigan 48088,**) in the **Sports and Expo Center P Building.**

If you plan to attend **Job Fair 2020**, please register by logging into your [MacombCareerLink](#) account at www.macomb.edu/mcl-employer **Since space is limited, all registrations will be handled on a first-come, first-serve basis.** *Example- the first paid registered "Walmart" will get the table or the first paid registered "Century21" will get the table. We suggest that you partner with your other locations to register together to avoid company duplications.*

****First-time users: Please create an account**

****Returning users: Please enter your username and password or use your email address to locate the account**

- Once on the **Welcome** page
- Click on the **Event** tab to the left under the *Dashboard*
- Click on **Add Request+**, top right of the *Company Events* page
- Pull down *OCR Event Type* and select **Career Fair**
- Click **"YES"** to terms and conditions
- **Complete the entire registration request form and pay by screen**

There is a registration fee of \$100.00 and employers will not be considered registered until full payment is received. Included in this fee will be an 8' table with a white table cloth, 2 chairs, and light dinner for 2 representatives. If you wish to have more than 2 representatives, a fee of \$25.00 will be required, for each additional person. Electrical hookups are available but are limited and are located on the side and back wall.

There are several ways to complete payment, including credit card, check or money order, but **NO CASH**. All options are located on the **PAY BY** screen of the request to register form. *There is NO fee for non-profits.org or government entities.gov-you must still complete the registration request form*

Macomb Community College in co-sponsorship with the City of Warren will do all the advertising and promotion of the event through various platforms. We have over 260 employer and community partners with 1100 job seekers from the tri-county area that attended this event in 2019. We also have had many employers that reported hiring talent from this event each year.

Please contact Career Services at **586.445.7321** or email us at careerservices@macomb.edu with any questions you may have. We look forward to your participation.

Sincerely,

Career Services
Macomb Community College