



Mill Valley Job Fair

Tuesday, April 23, 2019, 3:30 – 6:30pm
Mill Valley Community Center | 180 Camino Alto | (415) 383-1370



The Mill Valley Chamber of Commerce and the City of Mill Valley are happy to present the inaugural Mill Valley Job Fair! We are accepting Exhibitor Applications through March 8, 2019. The Job Fair will be held at the Mill Valley Community Center on Tuesday, April 23, 2019 from 3:30 – 6:30pm and the public will be admitted for free.

Completed Job Fair Exhibitor Applications must be received by the Mill Valley Chamber of Commerce (85 Throckmorton Ave, Mill Valley, CA 94941) by Friday, March 8, by 5 pm. Applications can be emailed to jim@millvalley.org, mailed or dropped off at the address above.

Exhibitor acceptance is a prioritized selection based on the following criteria:

- Employers must be located within the 94941 zip code
- Preference given to employers of 10 or more employees
- Applications accepted on a first come / first serve basis (i.e. get your application in!)

Notification of acceptance will be sent 7 – 10 business days after the application is received. No refunds will be given to accepted exhibitors. If not accepted, your check will be returned.

A booth space costs \$50. Booth spaces are approximately 8' wide by 6' deep and will include a 6' table and two chairs. Please note that booth spaces may vary slightly depending on location. All displays must be free standing and no taller than 8'. *Vendors must bring a table linen.*

Please complete all application requirements; incomplete applications may result in disqualification.

✓ **Application Checklist:**

- Complete Job Fair Exhibitor Application
- Sign Exhibitor Agreement & Liability Waiver
- Include full payment; check (payable to Mill Valley Chamber of Commerce) submitted with application or paid online (millvalley.org) w/ Visa/Master/Amex/Discover Card
- Above items must be received by **Friday, March 8, 2019, 5 pm.** See instructions above.

Thank you for your interest in our inaugural Job Fair! If you have any questions about this application, please contact Jim Welte, jim@millvalley.org.

Warm regards,
Jim

Jim Welte
Director of Membership & Community Engagement
Mill Valley Chamber of Commerce
jim@millvalley.org | (415) 342-8230





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EXHIBITOR AGREEMENT

1. Exhibitor must be set up at assigned booths by Tuesday, April 23, 3pm. Booths must be staffed & remain open for the entirety of the fair. Booth materials must be removed after the fair.
2. Exhibitor agrees to confine all display and selling activity within the assigned booth space, refraining from placing signs and goods or other materials within or over public aisle space, exhibitor aisle space or in other exhibitors' space.
3. Exhibitor acknowledges amplified sound is prohibited.
4. Exhibitor agrees to abide by all applicable laws, ordinances, and regulations pertaining to health, fire prevention, public safety and business licenses.
5. Exhibitor agrees to maintain the dignity and integrity of the Fair. The Mill Valley Recreation Department reserves the right to ask any exhibitor to leave show if not acting in the best interest of the Fair or who does not meet vendor requirements.
6. Exhibitor agrees that application fee is non-refundable once accepted to the Job Fair.
7. This agreement constitutes the entire contract between parties and no charges shall be valid unless agreed to by both parties in writing.

Be sure to read and sign below: I hereby agree to indemnify and hold harmless the City of Mill Valley and Mill Valley Chamber of Commerce and its officers and employees from and against any and all liabilities for any injury which I may suffer arising out of or in any way connected with participation in the program noted above. In case of emergency, I may be treated by a qualified physician. I give permission to use mine, or my child's or my business's photograph in Mill Valley Recreation brochures or publicity.

Signature: _____

Date: _____





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APPLICATION

EXHIBITOR/EMPLOYER INFORMATION		
YOUR NAME	Last:	First:
COMPANY NAME		
BUSINESS ADDRESS	Number/Street/City/Postal Code:	
TELEPHONE	Office:	Cell:
EMAIL		
WEBSITE		

Employment Offerings (check all that apply & include a brief description in the comment section below):

- | | | |
|------------------|-------------------------|--|
| Weekday Mornings | Employ minors | Part time |
| Weekday Evenings | Employ adults | Full time |
| Weekends | Promotive opportunities | Shift sharing w/ other Mill Valley Employers |
| Work from home | Employee benefits/perks | |

Give a description of your set-up. If you have special set-up such as screens, wall panels, etc., provide a sketch for clarity (include height, width, and length). ***Entire display must fit within the space provided. Aisleways and emergency exits must be kept clear at all times.**

Do you need a 6' table and 1-2 plastic chairs for your display? Yes No

Do you need access to electricity for your display? Yes No

***Access to electricity is limited; checking "yes" does not guarantee access.**

Application deadline: Friday, March 8, 2019 by 5pm.

