



Military & Family Support Center

1191 Menoher Dr.
Joint Base Andrews, MD 20762
(301) 981-7087



Event Title: Employment Information Fair*

Event Date: Tuesday August 6, 2019 and/or Tuesday August 20, 2019

Event Time: 11:30 a.m. to 12:30 p.m. (set up between 11:00 a.m. and 11:30 a.m.)

Location: Military & Family Support Center, 1191 Menoher Dr. JB Andrews, MD 20762

Please submit this form to:

briana.j.trujillo.civ@mail.mil

Employer	Service Provider	Other:
Organization:		
Address:		
Primary Contact:		Title:
Email:		Phone:
Attendee 1:		Title:
Email:		Phone:
Needs assistance with base access?	No	Yes
Form attached		
Attendee 2:		Title:
Email:		Phone:
Needs assistance with base access?	No	Yes
Form attached		

*Time is limited. Unlike a job fair, interactions with participants will be limited to providing information, resources & networking opportunities. Target audience is approximately 30 transitioning members.

**Space is limited. Dates will be assigned on a rotation on a first come basis.

Free registration includes:

- A table & 2 chairs
- Please list special accommodations (i.e. power outlet) if needed: _____

Suggested items to bring:

- Tablecloth
- Brochures/flyers/business cards or any other promotional material
- List of current/future job openings & information on how to apply

By signing below, your company agrees to:

- Set up between 11:00 a.m. - 11:25 a.m., start 11:30 a.m., and tear down 12:30 p.m.
- Provide 1 week notice if cancellation of date is necessary (no-shows without communication may result in being removed from rotation for one quarter).
- Provide base access requests one week prior to event.

Signature:	Date:
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