Oklahoma Employment Security Commission
Proud Partner of Workforce Oklahoma

4509 S. I-35 Service Road
Oklahoma City, OK 73129
Telephone (405) 670-9100; Fax (405) 670-9292

Co-sponsored by **International Association of Workforce Professionals (IAWP)**

February 8, 2010

Dear Business Leader:

This is an opportunity you cannot afford to pass up!!! ***WORKFORCE OKLAHOMA is*** **excited to announce our 27th semi-annual Job Fair.**

Friday, March 19, 2010 from 10:00 a.m. to 3:00 p.m. located at
Coca Cola Bricktown Event Center, 425 E. California Avenue, Oklahoma City, OK 73104

This has been one of the most successful Job Fairs in the Greater Oklahoma City area. We believe your recruitment efforts will be enhanced because we have:

- An established track record of organizing successful job fairs.
- Consistently attracted high numbers of applicants to past events.
- Promoting participating businesses, such as yours, through use of high profile marketing.
- Maintained low costs to participants with a nominal booth registration fee of only ***$175.00.***

We must receive this letter with the bottom portion completed from your company no later than **Friday, *March 12, 2010*** along with your check or money order in order to reserve your booth. We also request that your company fax this letter to (***405) 670-9292*** with your intent to participate. You will receive a confirmation when this letter and your payment have been received.

Payment must be received by Workforce Oklahoma prior to the job fair. Your check or money order for $175.00 must be written to IAWP-Job Fair, and mailed or faxed to:

Workforce Oklahoma, Attention: Job Fair Committee
4509 S. I-35 Service Road, Oklahoma City, Oklahoma 73129/fax: (405) 670-9292
BE SURE TO FAX YOUR RESERVATION AND MAIL YOUR CHECK TODAY!

Cancellation Policy: To cancel your registration for the Job Fair, please send notification in writing at least seven (7) days prior to the event. We will send confirmation of your cancellation request. You will be responsible for the registration fee, if you cancel less than seven (7) days before the Job Fair.

For any questions, contact **Donna Wilkins** at **WORKFORCE OKLAHOMA,** (**405) 670-9100,** or, **Larry Musslewhite, (405) 470-3200**. Again, as we believe this event will bring your recruitment efforts positive results, you will not want to pass up this opportunity.

Company Name (as you wish it displayed): _____
Company Representative: _____
Mailing Address: ___ _____***City/State:*** _____
Zip: _____ ***Telephone:*** _____ ***Fax:*** _____
E-mail Address: _____
Website Address: _____

Would you like your company information displayed on electronic board during the Job Fair? Yes / No
Positions/Majors/Background Actively Recruiting:

_____

Equal Opportunity Employer/Program
Auxiliary aids and services are available, upon request, to individuals with disabilities.