



12254 Cuesta Drive, Cerritos CA 90703  
Phone: (562) 229-7960 | Fax: (562) 921-9958

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Dear Employer,

**YOU ARE INVITED TO:**

ABC Adult School

CAREER FAIR

Friday, April 19th, 2024

You will have a chance to meet with hundreds of job seekers and career pathway students of all ages, with a variety of experience, knowledge and skills. This career fair is district wide and many individuals, both in and outside of our community will be in attendance.

We will provide you with a space, table and chairs to set up. We can also accommodate those (per request) with a classroom if you wish to hold interviews and/or workshops.

**DATE:** Friday, April 19th, 2024

**TIME:** 9:00 a.m. to 12:00 p.m. (Exhibitors will be expected to arrive by 8:00 a.m. for set up and to enjoy breakfast provided by ABC Adult School.)

**LOCATION:** ABC Adult School  
12254 Cuesta Drive, Cerritos CA 90703

There is no cost to participate. We expect tremendous interest in this fair as we have had in the past. We certainly don't want you to miss out on this opportunity.

**All we ask is that you confirm your attendance as soon as possible, no later than Friday, March 19th, 2024 by emailing the attached confirmation form to [ty.holloway@abcusd.us](mailto:ty.holloway@abcusd.us) or by faxing it to (562) 921-9958.**

We will promote to many job seekers and students not only in the Cerritos area, but many of our surrounding cities as well.

We look forward to having you there!

Sincerely,  
***Ty Holloway***



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## Career Fair Confirmation

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- All vendors will have 1 table and 2 chairs available for set up, which begins at 8 a.m.
- If more chairs are needed, please request the amount below

Total Number of chairs needed \_\_\_\_\_

Please provide a brief explanation about your business, briefly explain the positions your company will be recruiting for and/or what you may be seeking specifically in candidates...

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- Will you like to reserve a classroom to conduct a workshop, hold interviews in or provide a presentation to candidates? (Check and provide details below)

\_\_\_\_ YES – I will like to reserve a classroom to, \_\_\_\_\_

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\_\_\_\_ NO – I will not need to reserve a classroom.

- **If yes, will this be in addition to your table set up OR do you only wish to be inside of a classroom?**

\_\_\_\_\_ **YES.** (I still would like to have a table set up outside and in addition to reserving a classroom.)

\_\_\_\_\_ **NO.** (I only would like to reserve a classroom and will not need a table outside.)

\*\*\*We will do our best to accommodate everyone requesting a classroom. However, please keep in mind that classroom space is limited, so please submit your request as soon as possible.

I \_\_\_\_\_, on behalf of \_\_\_\_\_  
Company Representative and Title Company Name

hereby agree to attend and participate in ABC'S ADULT SCHOOL CAREER FAIR. The event will take place on Friday, April 19th, 2024 from 9:00 a.m. to 12:00 p.m. at 12254 Cuesta Drive, Cerritos, CA 90703. I am aware that set up time will begin at 8:00 a.m.

*I understand that participation is voluntary and as such is not paid by the Adult School/ I agree to assume liability and responsibility for any and all potential risks which may be associated with my participation in the Career Fair.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Company Representative

**Additional Comments or Requests** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This confirmation agreement secures you a table at the above event. It also provides the organizer with the necessary tools to assess and anticipate your other relevant needs.

**Thank you for your cooperation.**