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THE WORKPLACE 5TH ANNUAL SPRING JOB FAIR

WHERE: Hilton Garden Inn - 1290 Arsenal Street, Watertown, NY 13601
WHEN: Thursday, April 9th, 2025
SET-UP: 12:00 pm to 12:45 pm
EVENT TIME: 1:00 pm to 3:30 pm

Here are all the details you will need for the event. We look forward to making this a successful event for both our local employers & our local job seekers!

Set-Up on the day of the event starts at 12pm, Doors open to the public right at 1pm

- We will be there to guide you to your table.
- Please arrive between 12:00-12:30 pm to ensure you have enough time to set up.

What you'll need to bring

- Table covering – the tables are 6 feet
- Extension cord (if you asked for electricity)
- Tabletop signs & displays are allowed. Please do not bring floor signs or displays.
- Applications or application information cards (lots of these!)
- A drink of some sort (2 or 3 would be best). There will be a water station available during the event, though you might prefer something caffeinated or flavored! 😊
- Throat lozenges, candy or something to soothe your throat from all the talking.

Food ~ Lunch is not provided, though HGI's dining room opens for lunch at 11:30 am. Please place your order at the bar if you would like to take the food back to your table.

Tear Down STARTS at 3:30 pm ~ We ask you to commit to staying for the full duration. If you must leave before 3:30 pm for any reason, please contact Alyson at 315-786-3659 or awesley@jeffersoncountyny.gov so that we may plan accordingly for your business.

Please note

- * Solicitation is not allowed at any WorkPlace event.
- * Employers are not expected to fill out or sign any papers presented by individuals. Decline any such requests and if you have the time and ability, notify a WorkPlace staff member and/or note the applicant's name to share it with a WorkPlace staff member.

DAY OF CONTACT INFO ~ Alyson, 315-786-3659, awesley@jeffersoncountyny.gov
If you are going to be late or unable to attend, please leave a voicemail or email Alyson.

Thank you!
WorkPlace Business Services Team

