

Dear Employer:

The Florida Career Centers are pleased to invite your organization to recruit at the **22nd Annual Statewide Job Fair** at the University of Central Florida in Orlando. The Statewide Job Fair provides employers the unique opportunity to recruit graduates and alumni from Florida's ten state universities at one event.

The Statewide Job Fair will be held on **May 13, 2010, from 10:00 AM to 3:00 PM in the UCF Arena**. This job fair typically attracts over 150 employers and over 1,500 students and alumni seeking full-time, professional positions. To reserve your space, please follow the instructions below to register online. Early registration, received by **April 23rd, is \$550**. Regular registration, received after **April 23rd, is \$600**. Space is limited and table assignments are made on a first-come, first-served basis. To ensure your participation and inclusion in all related publicity, please return your completed registration form as soon as possible.

Online Event Registration Instructions for employers with an existing KnightLink account

- Go to <http://www.floridacareercenters.org>
- Click on Statewide Job Fair
- Click on register for the Statewide Job Fair
- Login to KnightLink using your existing username and password (sign-in tab at the top of the page)
- **Click on the Statewide Job Fair Link**
- Complete the registration form and submit

Online Event Registration Instructions for employers without a KnightLink account

- Go to <http://www.floridacareercenters.org>
- Click on Statewide Job Fair
- Click on register for the Statewide Job Fair
- To create a KnightLink account, click on "Register" tab at the top of the page
- Complete company information (be sure to select career fair in the services requested section)
- After your information is submitted, you will receive your system generated username and password within 24 hours
- **Once this information is received, you must log back into <http://www.floridacareercenters.org> and follow the above event registration instructions for employers with an existing KnightLink account to register for Statewide Job Fair.**

Registration & Payment Policy

The early registration payment deadline is April 23, 2010. Failure to provide payment by this date will cause those with unpaid balances to be dropped from the event list. At that time, the regular registration fee will be due in order to participate. Registrations made after April 23rd will be required to pay the regular fee **IMMEDIATELY** at time of registration.

Registration fees and deadlines for the 22nd Annual Statewide Job Fair

Early Registration Deadline: April 23, 2010

Regular Registration Deadline: May 7, 2010

Early Registration fee: \$550.00 *per table*

Regular Registration fee: \$600.00 *per table*

Registrations canceled at any time are subject to a \$25.00 cancellation fee. Registrations canceled after the regular registration deadline will not be refunded.

We look forward to your participation in the **22nd Annual Statewide Job Fair on May 13, 2010, in sunny Orlando, Florida**. We will do our best to ensure that your visit will be an enjoyable and worthwhile experience. Please contact the University of Central Florida's office at 407-823-2361 if we can assist you in realizing your recruiting goals with the Florida Career Centers.

Kind regards,

Earnestine Gould Jackson, Events Manager
UCF Career Services