



## RENO JOB AND HOUSING FAIR

April 2017

Dear Employers, Agencies & Landlords:

Thank you for supporting Volunteers of America upcoming Hire Up Job and Housing Fair on Wednesday June 21, 2017. Our goal is to bring you prescreened qualified, job-ready candidates who will be an asset to your organization and also clients that are ready to make the next step into permanent housing.

You will be helping change lives through employment and housing for those we serve including: low income individuals and families; veterans and aged-out foster youth; as well as formerly homeless men and women in our community.

### Hire Up Event Details:

**Date:** Wednesday June 21, 2017  
**Time:** 10am – 2pm (setup begins at 8:30 a.m.)  
**Location:** VOA's Community Assistance Center, 335 Record Street, Reno, NV

**Exhibitor Info:** Each participating organization is provided one 8-foot table and two chairs (employers to provide their own table cloths). Organizations are welcome to bring a pop-up tent. Please visit [www.voa-ncnn.org/hire-up](http://www.voa-ncnn.org/hire-up) for additional information.

### Making the Most of Hire Up:

- Please schedule a phone meeting prior to this event with the contact below. During this call, we will provide you with information about our program, more details on the event, and the pool of potential candidates.
- Plan to arrive by 8:30 a.m. to set up your table – the event will be held rain or shine.
- Attend the Employer Kick Off Rally at 9:30am to learn how employment and housing has changed the lift of those we serve. Continental breakfast provided.
- We recommend two representatives from each organization participate so on-the-spot interviews can take place. We will set up additional tables to interview or have applicants use to fill out applications.
- If you have specific exhibitor needs, please contact us as early as possible.
- Plan to join us for an employer luncheon afterwards.

**Support our vision of changing lives through employment and housing – consider being a 2017 Hire Up Sponsor!**

Should you have any questions or concerns, please contact our Event Liaison:

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## RENO JOB AND HOUSING FAIR

**WEDNESDAY JUNE 21, 2017 10 A.M. – 2 P.M.**

Thank you for participating in our upcoming Hire Up Event. Your commitments to hiring and housing our motivated, qualified candidates help enrich your business and our community. Table & chairs provide. The event is held outdoors – please feel to bring a shade structure if you'd like. Additional space will be available for conducting interviews if needed.

Organization: \_\_\_\_\_  
 Point of Contact: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Extra Attendees: \_\_\_\_\_  
 \_\_\_\_\_

**Will you bring  
your own pop-up  
tent?**

YES

NO

**Individual Booth: \$25** (Or consider one of our sponsorship levels below)

**Change lives through employment & housing – become an event sponsor!**

Thank you for investing in the work that we do with your **tax deductible donation.**

- Gold Sponsor: \$1000**  
*Your organization will receive logo placement on event materials, your choice of booth location, additional table if needed, and the opportunity to address the employers at our morning kick-off event.*
- Silver Sponsor: \$500**  
*Your organization will receive your company logo on event poster and program, and your choice of booth location.*
- Bronze Sponsor: \$250**  
*Your organization will receive your company name on event poster and program, and your choice of booth location.*
- Friend of Hire Up! ANY donation amount**

**Please return this form to ????? by June 10th**

You may pay by check or credit card with your registration by completing the form below or we can invoice your organization.

**Email ?????@voa-ncnn.org / Phone ????? / Fax ?????**

- \$1000 GOLD SPONSOR
- \$500 SILVER SPONSOR
- \$250 BRONZE SPONSOR
- \$\_\_\_ OTHER AMOUNT



Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_

Phone \_\_\_\_\_

BILLING NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Email \_\_\_\_\_

*Volunteers of America is a charitable non-profit organization under section 501(c)3 of the Internal Revenue Code. Contributions are tax-deductible to the extent allowed by law.*