

Frequently Asked Questions & Set-Up Info

Please respect the show times and don't break down your booth until 3 p.m.

Set-up times:

Monday, Oct. 8 from 3-6 p.m.

Tuesday, Oct. 9 from 8-10 a.m.

When and how do I load and unload my stuff?

You will need to drive into the loading dock entrance for Hall IV from La Harpe. You may park there in the loading dock or pull into the north end of Hall IV to unload, but please move your vehicle as soon as you are finished unloading. Please unload as quickly as possible to allow room for other vendors.

For light loads, it is easiest to walk your items through the front door.

How big is my booth, and what does my booth come with?

A single booth space is 10-feet-by-10-feet. A double booth space is 10-feet-by-20-feet. Your booth will have black pipe and drape. The sides of your booth will be approximately 3-feet high to separate each booth.

Each booth includes:

- One 6-foot table with skirting for single booths; two 6-foot tables with skirting for double booths
- Two chairs for single booths; four chairs for double booths
- One sign with your business name listed
- Business listing on Job Fair site with link to website
- Free Wi-Fi
- Two lunches the day of the show

How does the public know about the event?

We will be promoting the Job Fair in the Arkansas Democrat-Gazette newspaper, arkansasonline.com, jobsarkansas.com, Facebook and on the radio. Your business will be listed along with other vendors in at least two advertisements for the show. Other advertisements will run starting six weeks prior to the show.

I decided I need electricity, another table or chair. How do I order it?

Call or text Elizabeth at 501-519-1884. The charges will be added to your account.

How many people should I expect at the Job Fair?

We expect 1,000 job seekers.

Where can I park after I unload?

The closest parking deck is at 2nd and Main streets. The charge is \$1.50 per hour or \$12 per day. There are also paid parking lots available on President Clinton Avenue directly across from the Statehouse Convention Center.

Where do I get "s" hooks? (those "hook things")

You can find a box of hooks on the table next to the roll doors. Feel free to take what you need.

Can I pass out fliers or bags?

Yes. You may pass out any materials for your business within your area. Please do not pass out bags or literature at the front entrance or in front of other booths.

What about the mailing list you provide for each vendor — what is it and when will I get it?

We provide our vendors with a mailing list of each attendee who registers for prizes at the show. This is emailed to you approximately two weeks after the event.

Whom do I call if there is a problem during the event?

You can call or text Elizabeth at 501-519-1884.

WHEN IS THE NEXT EVENT?

The next Job Fairs are April 16, 2019 and Oct. 8, 2019.