

# 2010 Career & College Fair

## Friday, March 19, 2010

To: Businesses, Post Secondary Schools, and Agencies

Penn Commercial Business / Technical School, located in Washington, PA, will be hosting our annual Career and College Fair on **Friday, March 19, 2010** between the hours of **9:00 am – 2:00 pm**. This exciting event provides various opportunities to members of our community whether through prospective employment and/or education. All high schools and vocational schools from the southwestern counties in Pennsylvania; the northwestern panhandle of West Virginia; and southeastern counties in Ohio are encouraged to bring their students to the event. The general public is also invited through advertisements made via the newspapers, local radio stations, posted fliers and the Internet.

If your company would like to participate in this event, please complete the enclosed registration form and enclose a check in the amount of \$40.00 made payable to Penn Commercial. If you are unable to participate, please check the appropriate box and return the form via fax or mail. Please respond no later than **March 1, 2010**.

Penn Commercial is located at 242 Oak Spring Road, Washington, PA in the Oak Springs Plaza. We have unlimited free parking and a convenient one floor facility. We guarantee that this is an occasion that you don't want to miss.

The Career & College Fair schedule:

|                   |                          |
|-------------------|--------------------------|
| 8:00 am – 8:45 am | Set-up Table Displays    |
| 9:00 am – 2:00 pm | Career & College Fair    |
| 2:00 pm – 2:30 pm | Take down Table Displays |

Donuts, coffee and juice will be served to vendors in the morning. A lunch consisting of a sandwich, salad and dessert will be provided to vendors who choose to participate between 11:30 am – 1:00 pm. Light snacks including hotdogs and popcorn will also be available for all participants during the fair.

Please do not hesitate to call or e-mail, should you have any questions or need further information. We look forward to seeing you on March 19<sup>th</sup>.

Sincerely,

*Ida Williams*

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