

North Bay Job Fair

Vendor Event Information
and Planning Guide 2025



www.northbayjobfair.com

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Welcome

We are thrilled that your organization will be joining us in hosting the 38th North Bay Job Fair!

The North Bay Job Fair is a tri-annual event that connects organizations in the North Bay with hundreds of qualified candidates every year. The North Bay Job Fair is brought to you by Amaturio Sonoma Media Group and made possible by all the employers of the North Bay.

The purpose of this planning guide is to inform and prepare your company for the event, as well as provide some tips to help you have success in your recruitment process and post-event wrap-up.



Event Guidelines

Instructions on Participation

Set up and check-in time is 12-2PM

Please check-in at the North Door. It is across from the ticket windows. There will be an information booth upon entering where our staff will check you in.

You will receive a table number and map of the venue.

You will receive an 8-foot table with a tablecloth and two chairs (additional chairs available upon request)

The Job Fair ends at 4PM. There are usually job seekers who arrive 30 minutes prior to the event ending.

Please stay open for new conversations with job seekers until the end of the event.



Event Guidelines

General Event Information

Date: January 28, 2025

Venue: Luther Burbank Center for the Arts

Address: 50 Mark West Springs Road Santa Rosa,
CA 95405

Time: 2-4PM

If you need electricity, please let us know by 4 PM
on January 7th, 2025

Companies with an interactive presence are
happiest with the result of their participation



Tips & Tricks

Tips on how-to host a successful booth at the job fair

- Offer giveaways (e.g., candies, pens, keychains) to promote your company.
- Ensure representatives present your company professionally.
- Have at least two knowledgeable reps available to engage with job seekers.
- Actively interact with attendees as they pass by your booth.
- Schedule or conduct on-the-spot interviews with top applicants.
- Follow up with all applicants within 10 days.
- Bring a concise “one-pager” showcasing your company and culture.
- Keep signage simple and to the point.
- Provide company forms and job applications at the table.
- Have business cards readily available for job seekers.



Contacts

Kevin Wodlinger, *Key Account Manager*
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The contacts above are available to answer all your questions and comments prior to the job fair. They will also serve as an emergency contact if you need assistance on the day of the event.

The North Bay Job Fair was started ten years ago. We are continually committed to providing the best hiring event of the North Bay and encourage your valued feedback.

Thank you for joining us!

