



2026 N.E.W. Career Fair Registration Form

Date: Thursday, March 26, 2026

10:00 a.m. – 3:00 p.m.

Location: Gillette College, Pronghorn Center
3807 College Dr, Gillette, WY 82718

| | |
|-----------------------------------|--|
| Company Name: | |
| Company Contact: | |
| Address: Street, City, ST, Zip | |
| Phone: | |
| Email: | |

Registrations received by March 23, 2026

Registrations received after March 23, 2026

| | |
|---|---|
| <input type="checkbox"/> Single Booth \$85 | <input type="checkbox"/> Single Booth \$95 |
| <input type="checkbox"/> Double Booth \$125 | <input type="checkbox"/> Double Booth \$135 |
| <input type="checkbox"/> Linen Tablecloth (needed) | <input type="checkbox"/> Electricity (needed) |
| <input type="checkbox"/> Sponsorship Option \$45 | |
| Can't make it! Try the SPONSORSHIP OPTION : Includes your provided business materials, job announcement(s) and/or applications at the Welcome table for job seekers pickup. You do not need to be present to be a sponsor. | |
| <input type="checkbox"/> Veteran Preference Employer | <input type="checkbox"/> Veteran Owned Business |

Online Registration Form:



or return completed registration with payment to:
Tammy Maxted at DWS Gillette Workforce Center
tammy.maxted@wyo.gov
551 Running W Dr #100, Gillette, WY 82718

To Submit Payment and Registration by mail, Make check Payable to **ECEDF**

Mail to: N.E.W. Career Fair, Attn: Kristyn Percifield, 501 Westside Dr., Gillette, WY 82718

TO PAY BY CREDIT CARD:

"You will receive a Square invoice from ECEDF"

Payment must be received before the event

Email Address for Invoice: _____



Questions can be addressed to: Career Fair Committee Members

Tammy at 307-687-5255 tammy.maxted@wyo.gov

Kristyn at 307-689-6954 kpercifield@bighornfire.net

- **Electricity will be on a first come, first serve basis** It is preferred you only reserve stations with electricity if you have a need. **You MUST bring an extension cord to reach the electrical receptacle.**
- **Table covers are limited**
- **Extension cords are NOT provided**
- **Early registration is encouraged to provide your company name in the advertising campaign and provide appropriate food counts to our caterer.**
- **Lunch will be provided to participating employers beginning at 11:30 a.m.**
- **Register by Monday, March 23, 2025 to assure table availability.**

Rules & Regulations

- Exhibitors may set up on Thursday, March 26, 2026 from 9 -10 a.m. Setting up during Fair hours is discouraged.
- Fair hours are 10:00 a.m. – 3:00 p.m.
- All booths must be staffed appropriately during fair hours.
- Exhibitor booths must be staffed until doors close at 3 p.m.
- All sales or solicitation is prohibited at this event. This included outside booth boundaries and/or distribution of literature in the parking lot and on concession area tables.
- Displays must be enclosed within booth boundaries and should not extend into aisles, walkways, or block exits.
- Exhibitors must provide their own extension cords.
- Table covers are limited and must be requested.
- Signs/banners or any electronic equipment is the responsibility of each individual exhibitor.
- Sound equipment which can be heard outside booth space is not permitted.

Space Allocation Procedure

- All registrations and electrical hook ups are on a first come, first serve basis.
- You will be contacted for Booth location *A committee member will contact you for preference after registration is completed.
- Double booth must be side-by-side.