



Department
for Work &
Pensions

Dear Employer/partner

We would like to support your current recruitment by inviting you to our Easter Jobs Fair on Wednesday 19th March 2025, 10am to 1pm at Nottingham Central Jobcentre, 57-59 Upper Parliament Street, Nottingham NG1 6AX.

We anticipate that the event will be popular so, to ensure you can be part of this exciting opportunity, please reserve your space as soon as possible by taking the following action:

Please read the responsibilities document on page 2 of this letter, complete and return the registration form (page 3) to David.Davies@DWP.GOV.UK

Please provide vacancy information so that we can advertise them prior to your attendance in order to attract suitable candidates on the day.

To maximise interest in your vacancies and opportunities prior to the event, you can advertise them on our website; www.findajob.dwp.gov.uk

Yours faithfully,

Nottingham City Employer Adviser Team

Exhibitor Responsibilities

All exhibitors should arrive at the venue between **9:30am to 9:45 am**. (Further details will be sent nearer the time).

All exhibitors should staff their stand from **10:00 am to 1:00 pm**. No stands shall be taken down or exhibitors depart before the allotted time, this is because we will manage the flow of jobseekers right up until 1pm.

We strongly advise each exhibitor brings a **minimum of 2 staff** to manage their stand.

If your application process is a company application form, please bring plenty of supplies.

If your application process is to apply online, please supply plenty of paper copies of vacancy details for distribution to applicants.

There will be **free Wi-Fi** access available.

Any portable appliances that you bring with you to use on your stand are subject to Portable Appliance Testing Regulations (PAT Testing). The Electricity at Work Act requires that your item is PAT tested and that you can provide a current Test Certificate to guarantee that the item meets the current standards set out by government. Please make sure that you have the necessary certification available throughout the duration of the event. Information on PAT testing can be found at www.hse.gov.uk.

Exhibitors will be asked to complete a feedback questionnaire following the event.

All exhibitors will need to supply Jobcentre Plus with specific details of vacancies filled because of attending the jobs fair (Information capture sheets will be supplied before the event to help you do this).

Exhibitor requests for cancellation must be at least 48 hours prior to the event and be made by email to their Employer Adviser contact.

The above conditions form part of the exhibitors' contract with the organisers, and acceptance is a condition of entry to the event.

Exhibitor Registration Form

Please complete in full, sign and return the following:

Company Name:

Contact Name:

Contact Number and Email:

Names of staff attending:

Equipment being brought:

Estimated no. of live vacancies to be advertised at the Fair:

Type: Zero Hours / Part-Time /Full-Time

Please attach a job description for each role

Details of how people will be able to apply for vacancies at the event:

We have read the above responsibilities and agree to abide by them.

Signed:

Position:

Date:

Please return by email to:

David.Davies@DWP.GOV.UK