



JEFFERSON PARISH

WORKFORCE DEVELOPMENT BOARD

Employment & Community Services Expo Vendor Registration Form

COMPANY INFORMATION

Company Name: _____ Contact Person: _____

Address: _____

Phone #: _____ E-mail: _____

SERVICES PROVIDED/OPEN POSITIONS

Services being Provided/Positions Available:

SPECIAL REQUESTS

Return form to Frances Turner at fturner@jeffparish.net



JEFFERSON PARISH

WORKFORCE DEVELOPMENT BOARD

FAQs

1. What is the cost for participating in the Expo?

The Expo is free for all vendors.

2. When is the deadline to register?

The registration deadline is Wednesday July 28, 2021.

3. What time is set up?

Set up will be from 7:30 AM – 8:30 AM.

4. Where will my table be located?

Each vendor will be notified one (1) week in advance of the placement of their table at the Expo.

5. How much space will I have?

Each vendor will receive one (1) table and two (2) chairs unless otherwise noted in the Special Requests section of the Registration form.

6. Will I have access to electrical outlets?

Electrical outlets will not be available.

7. What displays am I allowed to set up?

Please have free standing or table displays as wall space is unavailable.