

VICKY HARTZLER  
4TH DISTRICT, MISSOURI



2235 RAYBURN BUILDING  
WASHINGTON, D.C. 20515  
(202) 225-2876

COMMITTEE ON ARMED SERVICES  
CHAIRWOMAN, SUBCOMMITTEE ON  
OVERSIGHT AND INVESTIGATIONS

2415 CARTER LANE, SUITE 4  
COLUMBIA, MO 65201  
(573) 442-9311

COMMITTEE ON AGRICULTURE

1909 NORTH COMMERCIAL STREET  
HARRISONVILLE, MO 64701  
(816) 884-3411

COMMITTEE ON THE BUDGET

WWW.HARTZLER.HOUSE.GOV

**Congress of the United States**  
**House of Representatives**  
Washington, DC 20515-2504

219 NORTH ADAMS AVENUE  
LEBANON, MO 65536  
(417) 532-5582

May 27, 2015

Dear Friend:

I want to invite you to participate in a Job Fair I will be sponsoring on **Thursday, August 13, 2015, at the Cowan Civic Center in Lebanon, Missouri, from 10:00 a.m. to 2:00 p.m.** Please join me and other employers at this event to showcase your business to potential employees. There is no cost for you to participate. Throughout the day I will be meeting in small groups with participating employers to hear your thoughts about the job market and ideas on how to grow the economy.

The recent economic downturn has affected all of us in some way, and many of us know a friend or family member who has lost a job. The purpose of this event is to connect job seekers with businesses that are hiring or plan to hire in the near future. It is anticipated that the experience and education levels of attendees will be diverse. I hope to provide a one-stop employment shopping experience for employers and potential employees alike.

Tables and chairs will be provided but table space is limited so please contact us as quickly as possible. You are encouraged to set up a booth to interact with potential job applicants and speak to them on specifics regarding your business and opportunities for employment. Please complete the registration form provided and forward it to my office so that we can prepare adequate space for all attendees.

Shaelyn McClanahan  
Attn: Job Fair  
4215 Carter Lane Suite 4  
Columbia, Missouri 65201

Email: [shaelyn.mcclanahan@mail.house.gov](mailto:shaelyn.mcclanahan@mail.house.gov)  
Phone: 202-577-3724

This Job Fair will be widely promoted through local media outlets, our website and local organizations, including Chamber of Commerce offices in the area. If you have a website, please feel free to include our information on the employment section of your site or link to my website: [www.hartzler.house.gov](http://www.hartzler.house.gov)

If you have any questions, please do not hesitate to contact Shaelyn McClanahan at the contact information listed above. I look forward to the possibility of visiting with you at the Job Fair.

Sincerely,

Vicky Hartzler  
Member of Congress



# JOB FAIR

sponsored by:  
**Vicky Hartzler**

U.S. Congresswoman

Thursday, August 13th, 2015 | 10:00 am - 2:00 pm | Cowan Civic Center | 500 East Elm | Lebanon, Missouri 65536

## **BUSINESS/EMPLOYER REGISTRATION FORM**

In order to secure a table for the upcoming Job Fair, please fill out this registration form and return to my office:

Shaelyn McClanahan  
**Attn: Job Fair**  
2415 Carter Lane, Suite 4  
Columbia, MO 65201

*For more information:*  
Web: <http://hartzler.house.gov/events>  
Email: [shaelyn.mcclanahan@mail.house.gov](mailto:shaelyn.mcclanahan@mail.house.gov)  
Phone: 202-577-3724

We will provide a map with your table location and additional details regarding the day. Space is limited so please contact us as quickly as possible to reserve your table.

### **Registration Information:**

*(all fields are fillable in Word, click the field to enter)*

**Business Name:**

**Business Address:**

**Contact Person:**

Phone:

Email:

**Others who will be in your party** *(list all who will be with you):*

**An 8-foot display table will be provided at no charge. Wi-Fi will also be available. Do you require an electrical outlet** *(click to check)?*    Yes, I require an outlet.    No, I do not require an outlet.

**Are you hiring in the next** *(pick one):*

1-3 months

3-6 months

6-12 months

12+ months

**Box lunches will be provided by Congresswoman Hartzler, do you prefer** *(pick one):*

Turkey

Ham

Vegetarian

***Throughout the day Congresswoman Hartzler will be meeting in small groups with participating employers so they can share thoughts and express concerns about the job market and the economy.***