

ALAN MAK MP



HOUSE OF COMMONS

LONDON SW1A 0AA

4<sup>th</sup> January 2016

**Join me & Charlie Mullins OBE at Havant Jobs & Apprenticeships Fair as an exhibitor and/or sponsor**

I am writing to invite your business to participate in the inaugural Havant Jobs & Apprenticeships Fair, taking place on Friday 19<sup>th</sup> February 2016 at Warblington School, Havant from 10-4PM.

Strengthening our local economy, backing local businesses, and helping local people into work is my top priority as your local Member of Parliament. I am working with Havant Job Centre and other partners to take practical, tangible action to help local people get a job or apprenticeship, and build or extend their career.

This will be a high-profile event covered by local media (such as the Portsmouth News and Postcode Publications), championed by me as your local MP, which will allow your business to demonstrate its social responsibility whilst showcasing exciting roles you have on offer to a broad range of potential candidates.

The Fair will be opened by **Charlie Mullins OBE**, founder of *Pimlico Plumbers*, and often described as "Britain's first millionaire plumber". After leaving school at 15 with no qualifications and then completing a four year apprenticeship in plumbing, Charlie is now one of Britain's most successful and acclaimed business leaders.


**Jane Hamilton**, Editor of *Sunemployment*, the Sun newspaper's careers service & jobs roadshow, will also join us during the day, sharing her experiences of getting people back to work using the power of Britain's top-selling national newspaper.

**As one of the leading employers in the Havant constituency, I invite you to take part, as an exhibitor, sponsor, or both.** Some overview details are in the attached information sheet.

Attendees will be jobseekers of all ages identified by Havant Job Centre, as well as local students from schools and sixth form colleges in the area.

**Please could you let me know if you are interested in taking part? If you are, please let me know as soon as possible and by 25 January 2016 at the latest.** Register your interest online by visiting <http://bit.ly/1Tc7bPN>, or complete the enclosed Registration of Interest Form and e-mail it back to me at: [Alan.Mak.MP@Parliament.UK](mailto:Alan.Mak.MP@Parliament.UK).

Yours sincerely,



ALAN MAK MP

*Member of Parliament for Havant*

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## **Havant Jobs & Apprenticeships Fair – Overview for potential exhibitors/sponsors**

### **Date & Venue**

Friday 19<sup>th</sup> February 2016  
Warblington School, Southleigh Road, Havant, PO9 2RR

### **Time**

The Fair will run from 10-4PM. Exhibitors should be at the venue by 9AM at the latest.

Exhibitors must stay for the entire duration of the Fair to give every jobseeker the opportunity to meet your colleagues.

### **Format**

Each organisation will be allocated a table in the school hall.  
Promotional materials etc. can be displayed on and around the table.

### **What does my organisation need to bring on the day**

At least 1 staff representative.  
Promotional materials: Pop-up stand, banner, leaflets etc.

### **Jobs and apprenticeships**

Jobs and apprenticeships offered can be full-time or part-time roles.

### **Costs**

There is no charge to exhibit, but Alan Mak MP and his staff reserve the right to reject applications to exhibit or impose such conditions on exhibitors as he sees fit.

### **Sponsorship opportunities**

There are a limited number of opportunities to be involved in the event – and related media coverage – as a sponsor.

Please let us know of your interest, and we will provide further details.

Costs range from £1000 (to be an event sponsor) to £250 (for a half-page advert in the widely distributed event programme).



**Havant Jobs & Apprenticeships Fair – Registration of Interest Form**  
 Please complete and e-mail back to: [Alan.Mak.MP@Parliament.uk](mailto:Alan.Mak.MP@Parliament.uk)

<b>Company details</b>	<b>Name</b>  <b>Address</b>   <b>Postcode</b>  <b>Telephone number</b>
<b>What does your company do/sector/industry</b>	
<b>How would your company like to be involved? (tick all that apply)</b>	<input type="checkbox"/> Exhibit – we'll bring a stand & people. Contact us <input type="checkbox"/> Sponsor – contact us to discuss the options <input type="checkbox"/> Host a visit by Alan – we'd like our MP to visit us before the event. Contact us
<b>Name &amp; contact details of person responsible for Job Fair liaison</b>	<b>Name</b>  <b>Job Title</b>  <b>E-Mail address</b>  <b>Work Landline No</b>  <b>Mobile No</b>
<b>Number of jobs you may be able to offer at the Fair</b>	
<b>Number of apprenticeships may be able to offer at the Fair</b>	
<b>How many company representatives will be manning your stall at the Fair on the day?</b>	
<b>What company promotional material are you likely to bring to the Fair? (e.g. Pop-up stand, banners, leaflets)</b>	
<b>How many car parking spaces do you need? And at what times, and for how long?</b>	
<b>How many plug sockets do you need access to, if any?</b>	
<b>Any special requests?</b>	