



Fort Hood Soldier for Life - Transition Assistance Program
Mega Career Fair Registration
Tuesday, September 20, 2016 at Club Hood *(subject to change)*

Registration Deadline: **August 30, 2016**

Payment (\$100) Deadline: **September 5, 2016**

Emailing or faxing back registration to Robert Schumacher are the preferred methods.
 Email to: robert.c.schumacher.civ@mail.mil or Fax to: **(254) 287-4821**

Business Name:			
Website:			
Business Address:		Street:	
City:		State:	ZIP:
Main Contact Phone:	() -	Fax: () -	
Name & Title of Primary Recruiter Attending Event:			
Primary Recruiter's Phone:	() -	Primary Recruiter's Email:	
Total Number of Representatives Attending (includes primary recruiter):		Total Number of Open Positions you Expect to Recruit for:	
Type of Business:			
Type of Positions Recruiting For:			
Special Requests (mark all that apply): <input type="checkbox"/> Electricity <input type="checkbox"/> Large Display <input type="checkbox"/> Banner Space			

Additional Requests:

Are you a member of the Military Spouse Employment Program (MSEP): Yes No

Payment Information

Registration fee is \$100 for this event and is **non-refundable**. **IMPORTANT:** Registration submission with payment does not guarantee admission to this event; but you will NOT be charged until approved to attend. All payments will be processed through Club Hood, then you will receive email confirmation after acceptance and payment processing.

Payment Type:	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check or M.O.	Check Number: _____
Credit Card Number:		Exp: ____/____	Type: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> Discover <input type="checkbox"/> AMEX
Cardholder's Name (Required):		Cardholder's Signature:	

Make Checks or Money Orders Payable to:	Mail Payments to:
"Club Hood"	Directorate of Human Resources Attn: SFL-TAP Marketing Coordinator; Room A309 18010 Battalion Avenue Fort Hood, TX 76544-4836

Questions: Contact Robert Schumacher, Marketing Coordinator
robert.c.schumacher.civ@mail.mil; (254) 288-0827



Fort Hood Soldier for Life - Transition Assistance Program (TAP) Program
Mega Career Fair Invitation
Tuesday, September 20, 2016 at Club Hood

Dear Employer or Recruiter:

You are cordially invited to register for the Fort Hood Soldier for Life - Transition Assistance Program (TAP) Mega Career Fair to be held on Tuesday, September 20, 2016* at Club Hood, from 10:00am to 3:00pm.

REGISTRATION, PAYMENT, & ACCEPTANCE CONFIRMATION

Fort Hood's SFL-TAP hosts one of the largest career fairs in the military, and due to the high volume of requests and limited availability of table space, not every registration will be accepted. Please complete and return your registration form by email or fax between receipt of this letter and August 30, 2016 to request a table at this event. While you can also mail back forms and payments, the Fort Hood mail distribution system is slow and could significantly delay receipt, so email and fax are the preferred methods. Please indicate on the registration form if you must have electricity, a wall location, or an 8-foot table. It is also helpful to know if you plan to bring a large display or banner. Be forewarned though, availability of electrical outlets, wall space, and 8-foot tables is limited in Club Hood. Each organization is limited to ONE table. The 2016 IRS Form W-9 (tax EIN) for Club Hood will be provided upon request for those needing to establish a new vendor account for their payment. Once your registration has been accepted and approved you will receive email confirmation from me.

The \$100 nonrefundable fee covers (1) table reservation, parking, refreshments, and (2) paid lunch tickets. The deadline for your nonrefundable registration is August 30, 2016, with payment due no later than September 5, 2016. Credit cards, checks, money orders, and cash are the acceptable forms of payment. If your payment has not been received by the September 5, 2016 due date, your reservation may be considered void.

GATE ENTRY TO FORT HOOD

There are strict entrance requirements to gain access Fort Hood, so please allow extra time for potential delays at the visitor's center and gates. To expedite your entry onto Fort Hood (through the East Gate, closest to Club Hood) ALL VEHICLE OCCUPANTS should be approved by possession of a military ID card or by using the Expedited Entry Form. The Expedited Entry Form must be completed and returned by September 9, 2016. Every person in the vehicle must have a valid state or federal government-issued picture ID (e.g. driver's license). The driver must also have the vehicle's valid registration and proof of insurance, or the contract (with driver's name on contract) if driving a rental vehicle. It is strongly recommended you review the complete and current access information located on the Marvin Leath Visitor Center's main page: <http://www.hood.army.mil/visitors.center.aspx>.

PARKING & LUNCH

Parking for employers will be at Club Hood. You will receive a dashboard vendor pass along with (2) lunch tickets with your welcome package upon arrival and check-in at the employer's sign-in table. Any additional recruiters will pay for lunch on their own; expense receipts can be requested for those without a meal ticket.

Should you have questions or concerns, please contact Fort Hood SFL-TAP's Marketing Coordinator, Robert Schumacher: robert.c.schumacher.civ@mail.mil at O: (254) 288-0827; F: (254) 287-4821. We look forward to your participation at the career fair!

Respectfully,

Bob

Robert Schumacher, Marketing Coordinator
Fort Hood SFL-TAP Center

2 Enclosures:

- Registration Form for September 20, 2016
- Expedited Entry Form for September 20, 2016

*Although highly unlikely, date and venue are subject to change.



TRANSITION ASSISTANCE PROGRAM
Start Strong • Serve Strong • Reintegrate Strong • Remain Strong

Fort Hood Soldier for Life - Transition Assistance Program (TAP)

Expedited Entry Form

for the Mega Career Fair on Tuesday, September 20, 2016

Dear Employer or Recruiter:

Fort Hood maintains a high security force-protection level. We therefore ask each organization attending this event to submit an Expedited Entry form for their driver AND ALL other vehicle occupants. This not only pre-vets the driver and occupants prior to the date of the event, but also alleviates an increased number of visitors processing through the visitor center on the day of the event. In order to compile the final roster and meet our submission deadline with Fort Hood's Director of Emergency Services Access Control Section, you will need to complete the information below and return it via email to: robert.c.schumacher.civ@mail.mil or fax: (254) 287-4821 as soon as possible, but **NOT LATER THAN September 9, 2016**. **Please ensure all information is legible.**

Providing this information is voluntary; however, those who do not provide ALL the information requested below may be required to obtain a visitor's pass at the Marvin Leath Visitor's Center prior to entry onto Fort Hood. Military ID card holders with access to Fort Hood may be exempt from this requirement.

The driver and ALL other occupants in the vehicle must show a valid picture ID. Please refer to Fort Hood's vehicle registration and identification requirements at: <http://www.hood.army.mil/visitors.center.aspx>. **All of the information listed in the table below is required.**

If you have any questions or concerns, please contact Robert Schumacher; robert.c.schumacher.civ@mail.mil at (254) 288-0827.

We look forward to receiving your registration for the career fair!

Robert Schumacher
 Fort Hood SFL-TAP Marketing Coordinator
 Office: (254) 288-0827
 Fax: (254) 287-4821

Will you be driving a Rental Vehicle?: <input type="checkbox"/> Yes <input type="checkbox"/> No
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COMPANY NAME: _____						
Driver & ALL Vehicle Occupants						
Last	First	M.I.	Last 4 of SSN	Date of Birth (MM/DD/YYYY)	Driver's License #	State
--Driver--						

(Please indicate 'N/A' if you have no middle name or initial)

We strongly encourage carpooling for each organization with multiple recruiters attending the career fair.