



# 2020 CAREER FAIR

## EXHIBITOR INFORMATION SHEET

Join us for the annual January Career Fair on Wednesday, January 15<sup>th</sup> and Thursday, January 16<sup>th</sup>, 2020 co-hosted by Career Services and the Asper Career Development Centre at the University of Manitoba.

- ▶ **Connect** with students from all faculties and programs at the University of Manitoba eager to learn about your organization and potential employment opportunities.
- ▶ **Market** your organization to thousands of qualified students at this high-profile two day event and increase your brand awareness among the student body.
- ▶ **Recruit** students for full-time, part-time and summer positions or volunteer opportunities.
- ▶ **Educate** students on the knowledge, skills and attributes you look for as an employer.
- ▶ **Register** for the 2020 Career Fair and find the right people for your organization.

Kathy Kirkpatrick  
Career Consultant  
Asper Career Development Centre

Zachary LeClerc  
Career Fair Coordinator  
Career Services



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### Registration Details:

Only the registered exhibitor may occupy the booth. Booth placement will be based on support level, date of registration and at the discretion of Career Services. All 2020 Career Fair Platinum, Gold and Silver Supporters will have preferred placement. Educational institutions are welcome to register for 1st day of the fair and space permitting, following the early bird deadline, will be provided space for a 2nd day if requested. The **Early Bird deadline is November 26<sup>th</sup>, 2019**. If you wish to purchase more than one booth, please call prior to registration.

A complete listing of the various packages and support levels can be found on the following page. Pricing can be found on page 3.

We encourage all exhibitors to register early, as space is limited. If you have any questions regarding event registration or day-of event details, please contact **Zachary LeClerc** at 204-474-8284 or [jan.careerfair@umanitoba.ca](mailto:jan.careerfair@umanitoba.ca)

## Support Opportunities and Registration Packages:

### CLASSIC/NPO Basic registration package includes:

- One - 10' x 6' booth with curtain back and sides
- One - 6' x 2.5' skirted table and two chairs
- Hot dinner for 2 representatives (Wednesday)
- Hot breakfast and lunch (sandwich buffet) for 2 representatives (Thursday)
- One parking pass per booth per registered day(s) for the U of M Parkade

Be a supporter of the 2020 Career Fair and heighten your company profile. Over 2,800 students from the University of Manitoba attended this event in 2019. Take advantage of this great marketing opportunity!

**NOTE: All asterisk (\*\*\*) marked benefits must be used from January 2020 to December 2020 inclusive.**

### PLATINUM SUPPORTER (limit of 1 supporter available) registration includes:

- Classic booth registration for Wednesday and Thursday (*as above*)
- Oversized booth in exclusive location with maximum traffic and exposure
- Largest **featured logo** and recognition of support on all marketing materials (*posters, digital advertising, etc.*)
- Named sponsor of the high traffic coffee house
- 1 month **featured banner** on Career Services website \*\*\*
- 10 months as a **featured employer** on Career Services website \*\*\*
- 4 free **featured job postings** on careerCONNECT \*\*\*
- 2 free room rentals for information sessions \*\*\*
- 3 free rooms for hosting on-campus interviews \*\*\*
- Free meals for up to 4 additional people (*6 total*) on event day(s)
- 1 additional parking pass (2 total) for the U of M Parkade on event day(s)
- Free electricity for booth on event day(s)

### GOLD SUPPORTER (limit of 4 supporters available) registration includes:

- Classic booth registration for Wednesday and Thursday (*as above*)
- High profile booth location with increased traffic and exposure
- 2nd largest **featured logo** and recognition of support on all marketing materials (*posters, digital advertising, etc.*)
- 4 months as a **featured employer** on Career Services website \*\*\*
- 2 free **featured job postings** on careerCONNECT \*\*\*
- 1 free room rental for information session\*\*\*
- 1 free room for hosting on-campus interviews \*\*\*
- Free meals for up to 2 additional people (*4 total*) on event day(s)
- 1 additional parking pass (2 total) for the U of M Parkade on event day(s)
- Free electricity for booth on event day(s)

### SILVER SUPPORTER (limit of 8 supporters available) registration includes:

- Classic booth registration (*as above*)
- Choice of attendance on either one or both days of the event (Price stays the same)
- Optimal booth traffic and exposure
- 3rd largest **featured logo** and recognition of support on all marketing materials (*posters, digital advertising, etc.*)
- 2 months as a **featured employer** on Career Services website \*\*\*
- 1 free **featured job posting** on careerCONNECT \*\*\*
- 1 additional parking pass (2 total) for the U of M Parkade on event day(s)
- Free electricity for booth on event day(s)

## Exhibitor Pricing:

### Supporter Packages

Platinum Supporter	\$3,500.00 + GST
Gold Supporter	\$2,500.00 + GST
Silver Supporter (1 or both days)	\$1,500.00 + GST

### 2 Day Attendance (Pricing for Wednesday **and** Thursday participation)

Classic - Early Bird until Nov. 26 <sup>th</sup> , 2019	\$ 700.00 + GST
Classic - After Nov. 26 <sup>th</sup> , 2019	\$ 800.00 + GST
Non-profit - Early Bird until Nov. 26 <sup>th</sup> , 2019	\$ 450.00 + GST
Non-profit - After Nov. 26 <sup>th</sup> , 2019	\$ 550.00 + GST

### 1 Day Attendance (Pricing for Wednesday **or** Thursday participation)

Classic - Early Bird until Nov. 26 <sup>th</sup> , 2019	\$ 600.00 + GST
Classic - After Nov. 26 <sup>th</sup> , 2019	\$ 700.00 + GST
Non-profit - Early Bird until Nov. 26 <sup>th</sup> , 2019	\$ 350.00 + GST
Non-profit - After Nov. 26 <sup>th</sup> , 2019	\$ 450.00 + GST

### Additional Amenities

Electricity	\$ 50.00 + GST
Additional Representative	\$ 30.00 + GST / per rep / per day

\*\*\* If your organization is GST exempt, please provide your GST number when you register.

## Confirmation and Payment:

Exhibitors will receive an email confirmation once their registration has been approved. Invoices will be issued by January 2020 via email. Payment will be due upon receipt.

**Cancellation Deadline:** 4:30 PM (CST) on Wednesday, December 18<sup>th</sup>, 2019. Cancellations received on or before this date and time will be charged a \$50.00 cancellation fee. Cancellations received after this date and time will be charged in full.

Any organization that registers after the cancellation deadline will be charged in full, irrespective of any cancellations received.

## Certificate of Insurance:

Within two weeks of your registration approval, you must provide a Certificate of Insurance (COI) evidencing Comprehensive General Liability Insurance including the following:

1. Not less than \$2,000,000.00 (\$2 Million)
2. With the University of Manitoba added as an "Additional Insured" with respect to liability arising out of the operations of the exhibitor
3. The insurance policy should also include a cross-liability clause

This can be obtained through your insurance broker. The COI can be scanned and sent to [Jan.CareerFair@umanitoba.ca](mailto:Jan.CareerFair@umanitoba.ca) or faxed to: 204-474-7516. Your participation and placement cannot be guaranteed without this policy.

For further information regarding the 2020 Career Fair, please contact Zachary LeClerc:

**Phone:** 204-474-8284

**Email:** [jan.careerfair@umanitoba.ca](mailto:jan.careerfair@umanitoba.ca)