



2020 CAREER FAIR

ITINERARY AND PARKING SHEET

Exhibitor Itinerary:

Please note that registration includes meals for 2 representatives. There will be an added fee for all additional representatives. Please review the Exhibitor Information Sheet for pricing. In an effort to be more sustainable, we are asking all exhibiting participants to bring a reusable coffee thermos and water bottle to use throughout the day.

	<u>Wednesday</u>	<u>Thursday</u>
Set-up Times:	1 - 2:20 PM	8 - 9:50 AM
Breakfast:	N/A	8 - 9:50 AM
Fair Hours:	2:30 - 6:30 PM	10 AM - 2:30 PM
Lunch/Dinner:	5 - 7 PM	1 - 3 PM
Take-down:	6:30 PM ***	2:30 PM

Please be respectful of visitors to the fair, do not dismantle exhibit prior to 6:30 PM on the Wednesday or prior to 2:30 PM on the Thursday.

*****Do not take-down Wednesday evening if you are an exhibitor on Wednesday. Two-day exhibitors will not change booth locations.**

Courier/Delivery Information:

Please send all displays marked "January Career Fair" to:

Conference and Catering
Room 230 UMSU University Centre, University of Manitoba
65 Chancellor Circle
Winnipeg, Manitoba, R3T 2N2
Attention: Japnjot Singh

Please **do not send material prior to Tuesday January 14th, 2020** due to lack of space.

Volunteers will have your materials at your respective booths on fair day. Please have your representatives return packaged material to the West wall of the fair space for courier pick-up.

After the event, all display materials left overnight by **Wednesday single-day** exhibitors **must be picked up by 12:00 PM (Noon) on Thursday, January 16th**. All display materials left overnight by **two-day and Thursday** exhibitors **must be picked up by 12:00 PM (Noon) on Friday, January 17th**.

Exhibitors are responsible for the completion of any or all waybills/forms and for calling their courier as required.

Set Up Information:

Upon arrival, there will be signs and volunteers to direct you to your booth. If you require assistance in unloading your materials from the University Parkade or need to use the loading dock, *please advise us in advance* of the event by contacting Zachary LeClerc at 204-474-8284.

Set up times:

Wednesday
1 - 2:20 PM

Thursday
8 - 9:50 AM

Arrive on time for setup at 1 PM on Wednesday and no later than 9 AM on Thursday to increase the likelihood of acquiring a parking spot in the Parkade. Indoor unloading access is available from the Parkade at all levels of the Parkade via an elevator.

Parking Information/Parking Passes:

Each company/organization will be provided with a parking pass(es) as per their registration package and for their day of attendance (Please review the Exhibitor Information Sheet). These passes will not be mailed in advance but will be given out during the Career Fair. Please take a moment to review the parking instructions below, **with specific instructions for each day.**

**While we will be doing our best to hold spots in the Parkade for exhibitors, there is no guarantee that you will get a parking spot. Arrive on time for setup to improve chances of acquiring a parking spot.*

Wednesday, January 15

- **All Platinum, Gold and Silver** supporters will have reserved parking in the Parkade. Whoever registered your organization will receive a printable sign, to print, via email. Please place this on the dash of your vehicle to help our parking attendants accurately direct you. Please take your ticket from the dispenser and keep it safe (You will need it to exit the Parkade), then find the section blocked off for supporters. You will receive your PRE-PAID pass from a Career Services staff member towards the end of the fair (You will need both tickets to exit the Parkade).
- **All other Career Fair registrants** will have parking spaces blocked off in the Parkade. Convenience of location is on a first come first served basis. Parking attendants will be in the Parkade to assist you. Please take your ticket from the dispenser and keep it safe (You will need it to exit the Parkade). You will receive your PRE-PAID pass from a Career Services staff member towards the end of the fair (You will need both tickets to exit the Parkade).

Thursday, January 16

- **All Platinum, Gold and Silver** supporters will have reserved parking in the parkade. Whoever registered your organization will receive a printable sign, to print, via email. Please place this on the dash of your vehicle to help our parking attendants accurately direct you. Please take your ticket from the dispenser and keep it safe (You will need it to exit the Parkade), then find the section blocked off for supporters. You will receive your PRE-PAID pass from a Career Services staff member towards the end of the fair (You will need both tickets to exit the Parkade).
 - **All other Career Fair registrants** will also park in the Parkade. Please take your ticket from the dispenser and keep it safe (You will need it to exit the Parkade). Then park in any available parking spots you find. You will receive your PRE-PAID pass from a Career Services staff member towards the end of the fair (You will need both tickets to exit the Parkade).
- *Parking in the Parkade is not reserved and there is no guarantee that you will get a parking spot. Arrive on time for setup to improve chances of acquiring a parking spot.*

Additional Parking Notes

- You may want to consider alternate means of transportation such as taxis or carpooling if you can't arrive on time, especially on Wednesday, January 15. If the Parkade is sold out, we will not cover any alternate parking charges that you might incur at another location.
- Please go to umanitoba.ca/maps to view maps for other parking locations or refer to the second map on the next page. We recommend U Lot (Pay and Park area) as an alternate parking arrangement if you are unable to secure a spot in the Parkade. Please be advised that there may be a shuttle that runs intermittently from U Lot, but we cannot guarantee its availability.

Parking Map:



Questions:

If you have any questions or concerns, please feel free to contact Zachary LeClerc by phone at 204-474-8284 or email Jan.CareerFair@umanitoba.ca.