Exhibitor Itinerary:

Please note that registration includes meals for 2 representatives. Meals for more than 2 representatives per exhibit are available upon prior request at an additional fee. In an effort to be more sustainable this year, we are asking all exhibiting participants to bring a reusable coffee thermos and water bottle to use throughout the day.

Set-up Times:  7:00 a.m. to 9:15 a.m.
Breakfast:    7:30 a.m. to 9:00 a.m.
Fair Hours:   9:30 a.m. to 2:30 p.m.
Lunch:        12:00 p.m. to 1:30 p.m.
Take-down:    2:30 p.m.

Please be respectful of visitors to the fair, do not dismantle exhibit prior to 2:30.

Set Up Information:

Upon arrival, there will be signage and volunteers to direct you to your booth. If you require assistance in unloading your materials from the parkade or need to use the loading dock, please advise us in advance of the event by contacting Career Services at 204-474-9456.

Set up times:  7:00 a.m. to 9:15 a.m.

You will want to arrive no later than 8:00 a.m. to ensure a parking spot in the parkade. Indoor unloading access available from the parkade on the second floor.

Courier/Delivery Information:

Please send all displays marked “January Career Fair” to:

Conference and Catering
230 University Centre
University of Manitoba
Winnipeg, Manitoba
R3T 2N2
Attention: Ansel Vryauen

Please do not send material prior to January 19th, 2015 due to lack of space.

After the event, all display materials left overnight must be picked up by 12:00 pm on Thursday, January 22nd. Exhibitors are responsible for the completion of any or all waybills/forms and for calling their courier as required.
Parking Information/Parking Passes:

Each company/organization will be provided with one parking pass. Like in previous years, this pass will not be mailed in advance but will be given out during the Career Fair.

- When entering the parkade in the morning, take a ticket from the dispenser.
- Career Services will hand out one PRE-PAID parking pass per company given out during the Career Fair which will be used to exit the parkade at the end of the event.
- Parking is available in the University Parkade on a first-come, first-served basis (see attached map). We anticipate the parkade will be very busy. You will want to arrive **before 8:00 a.m.** to ensure a spot.
- You may want to consider alternate means of transportation such as taxis or car pooling if you can’t arrive before then. 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](http://umanitoba.ca/maps) to view maps for other parking locations or refer to the second map below. 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.

Questions:

If you have any questions or concerns, please feel free to contact Lindsey Hiebert, Career Fair Co-ordinator by phone at 204-474-6580 or email lindsey.hiebert@umanitoba.ca.