



UM CAREER FAIR 2023

ITINERARY, PARKING AND MORE

Exhibitor Itinerary:

Please note that registration includes set up, resources and meal(s) for 2 representatives. Resources for more than 2 representatives per exhibit are available upon prior request at an additional fee. To reduce our environmental footprint, please bring a reusable coffee thermos and water bottle to use throughout the day. Refreshments will be available to exhibitors.

Dates:	Tuesday, January 17	Wednesday, January 18
Set-up Time:	12:30 p.m. - 1:50 p.m.	7:30 a.m. to 9:20 a.m.
Breakfast:	N/A	7:30 a.m. to 9:15 a.m.
Fair Hours:	2 p.m. - 6:30 p.m.	9:30 a.m. to 2:30 p.m.
Lunch/Dinner:	5:00 p.m. - 7:00 p.m.	1 p.m. to 3 p.m.
Take-down:	6:30 p.m. ***	2:30 p.m.

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

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

Courier/Delivery Information:

Please send all displays marked “**UM Career Fair 2023**” to:

Conference and Catering
230 UMSU University Centre, University of Manitoba
65 Chancellor Circle
Winnipeg, Manitoba, R3T 2N2
Attention: Emily Simpson

Please do not send material prior to Monday, January 16, 2023 due to lack of storage.

After the event, all display materials left overnight by **Tuesday single-day** exhibitors **must be picked up by 12 p.m. on Wednesday, January 18**. All display materials left overnight by **two-day and Wednesday single-day** exhibitors **must be picked up by 12 p.m. on Thursday, January 19**. Exhibitors are responsible for the completion of any or all waybills/forms and for contacting their courier as required.

Set-Up Information:

Upon arrival, there will be signage and volunteers to direct and assist you to your booth. If you require assistance unloading your materials from the University Parkade or need to use the loading dock, ***please advise us in advance*** of the event by contacting the Career Fair team at jan.careerfair@umanitoba.ca or 204-474-8284.

Set-up times: **Tues | 12:30 p.m. to 1:50 p.m.** **Wed | 7:30 a.m. to 9:20 a.m.**

To increase the likelihood of acquiring a parking spot in the Parkade, please ensure you arrive on time for setup at 12:30 p.m. on Tuesday and no later than 8 a.m. on Wednesday.

Indoor unloading access is available from all levels of the Parkade via an elevator.

Parking Information for All Exhibitors:

Each company/organization will be provided with a validation sticker(s) for their Parkade ticket(s) as per their registration package and for their day of attendance. **Validation stickers 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.**

Tuesday, January 17

- **All Platinum, Gold and Silver supporters** will have reserved parking in the Parkade. Please take a ticket from the dispenser and keep it safe (You will need it to exit the Parkade), then find the section blocked off for supporters.
- **All other Career Fair registrants/exhibitors** we recommend parking 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 a ticket from the dispenser, keep it safe and bring it into the fair with you (You will need it to exit the Parkade).

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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 Tuesday, January 17. **If the Parkade is out of space, 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. Or check out umanitoba.ca/getting-here for alternate means of transportation and parking around campus.

Parking map:



Wi-Fi:

There is free wi-fi available in UMSU University Centre by selecting “uofm-guest” when choosing a wireless network on your device. While no password is required, once connected you will need to open an internet browser on your device and agree to the terms and conditions on the Guest Use page that should automatically load.

Career Services will also have a unique user-name and password for each exhibitor booth at the ASE Career Fair, provided by IST. This will improve internet accessibility and reliability for those who need it. Additional details, instructions, and the user-name and password will be found in your exhibitor package at your booth.

Note: In the past we have found that some exhibitors with office laptops have had challenges connecting with our Wi-Fi due to their organizations security settings/firewalls. We will endeavour to help in these situations, however you will likely need to connect with your organizations I.T., and should make those arrangements before the fair.

Questions:

If you have any questions or concerns, please feel free to contact the fair team: 204-474-8284 or jan.careerfair@umanitoba.ca

Save the date: ASE Career Fair 2023 | Tuesday, October 3