



2021 CAREER FAIR

EXHIBITOR INFORMATION SHEET

Join us for the annual January Career Fair on Thursday, January 21st, 2021 co-hosted by UM Career Services, the Asper School of Business Career Development Centre and the Price Faculty of Engineering

- ▶ **Connect** with students and alumni 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 and alumni at this high-profile event and increase your brand awareness among the student body.
- ▶ **Recruit** students and alumni for full-time, part-time and summer positions or volunteer opportunities.
- ▶ **Educate** students and alumni on the knowledge, skills and attributes you look for as an employer.
- ▶ **Register** for the 2021 Career Fair and find the right people for your organization.

Kathy Kirkpatrick



Lynda Peto



Zachary LeClerc



Registration Details:

Registrants will be provided with a virtual booth. Virtual booth placement will be based on support level, date of registration and at the discretion of Career Services. All Career Fair Supporters will have preferred placement on the virtual platform. **The Early Bird deadline is December 11th, 2020.** We encourage all exhibitors to register early, as space is limited. Exhibitors will be provided training to set-up their virtual booth approximately two weeks prior to the event.

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

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

Support Opportunities and Registration Packages:

CLASSIC registration includes One Virtual booth with the following features:

- Group Sessions: Option for employers to communicate with participants in a in a group format
- Private Sessions: Option for employers to communicate in private chat windows for more personalized interaction
- Video Chat Sessions: No special equipment is required, only built-in or attachable cameras on a desktop or laptop are needed for broadcast to room & one-to-one video chatting; Google Chrome or Firefox are required browsers for using multi-media functionality
- Screen share presentation capability to conduct online presentations to the attendees
- Organizations' representatives can have multiple chats, both private and public simultaneously; organizations are provided with unlimited number of user logins
- Attendees enter multiple chat rooms based on their interest and navigate seamlessly to each chat room at their convenience, interactive chatting available on all devices and browsers
- Highlight Hours available: Employers can select hours they will be available during fair times

Be a supporter of the January Career Fair and heighten your company profile. Over 2,500 students from the University of Manitoba attended this event in 2020. Take advantage of this great marketing opportunity!

NOTE: All asterisk (***) marked benefits must be used from January 2021 to December 2021 inclusive.

***And all in-person/on-campus benefits are pending Covid-19 restrictions.**

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

- Classic booth registration (as above)
- Preferred placement on the Virtual platform
- Largest featured logo and recognition of support on all marketing materials (digital advertising, etc.)
- 3 month featured banner on Career Services website ***
- 10 free featured job postings on careerCONNECT ***
- 3 free virtual information sessions and 3 free in-person* information sessions
- 3 free rooms for hosting on-campus interviews or support in setting virtual interviews***

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

- Classic booth registration (as above)
- Preferred placement on the Virtual platform
- Second largest featured logo and recognition of support on all marketing materials (digital advertising, etc.)
- 2 month featured banner on Career Services website ***
- 5 free featured job postings on careerCONNECT ***
- 2 free virtual information sessions and 2 free in-person* information sessions
- 2 free rooms for hosting on-campus interviews or support in setting virtual interviews***

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

- Classic booth registration (as above)
- Preferred placement on the Virtual platform
- Third largest featured logo and recognition of support on all marketing materials (digital advertising, etc.)
- 1 month featured banner on Career Services website ***
- 3 free featured job postings on careerCONNECT ***
- 2 free virtual information sessions and 1 free in-person* information sessions
- 1 free rooms for hosting on-campus interviews or support in setting virtual interviews***

Exhibitor Pricing:

Supporter Packages

Platinum Supporter	\$3,000.00 + GST*
Gold Supporter	\$2,000.00 + GST*
Silver Supporter	\$1,000.00 + GST*

Classic and Non-Profit Pricing

Classic - Early Bird until Jan. 4 th , 2021	\$ 350.00 + GST*
Classic - After Jan. 4 th , 2021	\$ 450.00 + GST*
Non-profit** - Early Bird until Jan. 4 th , 2021	\$ 150.00 + GST*
Non-profit** - After Jan. 4 th , 2021	\$ 250.00 + GST*

** All non-profit registrants are required to provide proof of NPO status

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

Confirmation and Payment:

Registration is only accepted via the online webform.

Exhibitors will receive an email confirmation 2-3 business days after their registration form has been submitted. Invoices will be issued in January 2021 via email. Payment will be due upon receipt.

Cancellation Deadline: 4:30 PM (CST) on Monday, January 4th, 2021.

Cancellations received on or before this date and time will be charged

a **\$125.00 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:

All registrants must provide a Certificate of Insurance (COI) evidencing Comprehensive General Liability that includes 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

The COI copy must be sent to jan.careerfair@umanitoba.ca within 2 weeks of your registration approval. Your participation and placement cannot be guaranteed without this policy.

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

Phone: 204-474-8284

Email: jan.careerfair@umanitoba.ca