

2019 Exhibitor Guide

College of the Rockies Career & Job Fair

WHERE: College of the Rockies, Main Campus Gymnasium
2700 College Way
Cranbrook, BC, V1C 5L7

(Please ship any Career Fair materials to “Attn: Career Fair”)

DATE: Wednesday, March 6, 2019

TIME: 11:30 am – 3:00 pm

COST: \$175 for employers/\$50 for Non-Profit organizations

Format

This event is open to local and national employers and not-for-profit agencies looking for employees or to promote a career in your industry.

Admission is free.

Who Attends the Career & Job Fair?

Over 900 attendees including community members, high school students throughout the Region and hundreds of College of the Rockies students from our campuses.

This event attracts Vendors from all over British Columbia and Alberta. 2018 saw a 5% increase in exhibitors, making this the Career and Job Fair to attend when looking for a long term career or hiring for the Summer season.

Registration

Register by **February 15th, 2019** to be included in all marketing & Promotions.

Late registrations may be accepted but we cannot guarantee inclusion.

To register, please email CareerFair@cotr.bc.ca with the following information no later than Friday, February 15, 2019 to be included in all marketing and promotions.

- Company/Organization name
- Are you a Non-Profit organization? Yes or No
- Contact name and title
- Mailing address and phone number
- Will you be accepting resumes at the event?
- Do you want your booth to be located in the Summer Job Alley?
- Do you plan to provide a Job Posting in advance?
- Are you interested in a speaking opportunity?

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Contact Student Employment Services at 250-489-2751 ext. 3441 if you have any questions

Payment

We will send an invoice via email within a week upon registration.

Payment must be made in full by **Friday, March 1st, 2019.**

Please make cheques payable to College of the Rockies and drop off or mail to:

Career & Placement Officer
Student Services
2700 College Way
Cranbrook, BC, V1C 5L7

Set-up and Teardown

Set-up:

Tuesday, March 5th, 2019 from 3:30pm – 5:00pm OR
Wednesday, March 6th, 2019 from 9:00am – 11:00am.

If you need assistance with carrying in your display please make your way to the gym, Student Ambassadors will be available to assist you during this time and throughout the event day.

Teardown:

Wednesday, March 6th, 2019 at 3:00pm. **PLEASE DO NOT teardown early.**

Students and members of the public have varied schedules, so we ask that you respect the posted hours for Career & Job Fair 2019 and stay until the end.

Exhibitors Lounge & Lunch

Located in room 228A across from the gym office — this space is available for you to enjoy a break during the day. A light lunch of sandwiches and snacks will be provided for exhibitors between 11:30am – 1pm. The College cafeteria is open as well if you wish to purchase something more substantial.

Exhibitor Space

- One 6' x 2.5' table with white tablecloth and two chairs will be provided for each booth.
- Please let us know if your display is larger and you require a space at the end of a row for extra room.
- Please let us know if you require space accessible to a plug-in. You must bring your own extension cord to reach the power bars.
- Free Wi-Fi is available without a password.

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Speaking Opportunities

Employers are given an opportunity to speak about their company for 10 minutes. It will be held at the Lecture Theatre. We'll do a student and staff campaign, as well as invite the general public. If your company chooses to participate, we'll contact you two weeks prior for the details, i.e. exact time of the presentation, etc.

Event Marketing

This event has grown every year with last year reaching over 900 attendees that included the general public, local high school students, and of course, College of the Rockies students. We are committed to promoting attendance at the event, as well as how to prepare.

- Event posters distributed throughout Cranbrook and Region including: high schools, employment agencies, libraries, shopping centres and College of the Rockies campuses
- Regional Chamber of Commerce Calendars and Newsletters
- Local newspaper advertising, 2 weeks before the event in the Black Press Thursday supplement that is distributed throughout the Kootenays. * All vendors registered by February 15 will be listed.
- Radio advertising and promotion
- Social media marketing
- Exhibitor list with web link on College of the Rockies website
- Event announcement in-class to College of the Rockies students, encouraging them to attend and be prepared with resumes.
- Resume Rescue workshops for College of the Rockies students in January and February with topics: resume, cover letter and job search
- Job Board, have your job posting prominently displayed at the Cranbrook campus, postings will go up on February 20th and remain posted until the posting closing date.

Career & Job Fair Contact

Please email CareerFair@cotr.bc.ca or call (250) 489 2751 ext. 3441 to register or ask any questions you may have.