

# 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 "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.

This event attracts vendors from all over British Columbia and Alberta. 2018 saw a five per cent 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 15, 2019 to be included in all marketing & promotions.  
Late registrations may be accepted but we cannot guarantee inclusion.

To register and to ensure you will be included in all marketing and promotions, please email [CareerFair@cotr.bc.ca](mailto:CareerFair@cotr.bc.ca) with the following information no later than Friday, February 15, 2019

- 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? (If you indicate "Yes" you will be contacted to discuss options.)

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

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## Payment

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

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

Payment by Visa – contact Jenn Smith      jsmith1@cotr.bc.ca , 250-489-2751 x 3441

## Set-up and Teardown

**Set-up** is Tuesday March 5<sup>th</sup> from 3:30 pm – 5:00 pm or event day from 9:00 am until 11:00 am. If you need assistance with carrying in your display, Student Ambassadors will be available during this time and throughout event day to assist you. You will find them in the gym.

**Teardown** is at 3:00 pm. 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 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 11:30 am – 1:00 pm. 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.

## Speaking Opportunities

If you are interested in connecting with students in a specific program or would like to host an information session that could be open to the public let us know so we can work together on creating options.

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## Event Marketing

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

- 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, two 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 focusing on: resume, cover letter and job search
- Job Board: have your job posting prominently displayed at the Cranbrook campus. Postings will go up on February 20<sup>th</sup> and remain on the board until the posting closing date.

## Career & Job Fair Contact

Please email [CareerFair@cotr.bc.ca](mailto:CareerFair@cotr.bc.ca) or call 250-489-2751 x 3441 to register or ask any questions you may have.