



# Career & Job Fair 2018 Exhibitor Guide

**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 7, 2018  
**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.

The event is free for everyone to attend, including the general public, College of the Rockies and high school students.

## Who Attends Career & Job Fair?

Attendance has increased every year since 2006, and 2017 saw over 900 attendees including community members, high school students from throughout our region, and hundreds of College of the Rockies students.

Last year, exhibitors commented that our College of the Rockies students are coming more prepared with resume and questions, as we have been working hard to prepare them for the event through class visits and preparatory workshops.

## Registration

**Register by January 26, 2018 to be included in all marketing and promotions.  
Late registrations may be accepted but we cannot guarantee inclusion.**

To register, email [CareerFair@cotr.bc.ca](mailto:CareerFair@cotr.bc.ca) with the following information:

- Company/Organization name
- Contact information
- Mailing address
- Will you be accepting resumes at the Fair?
- Do you want to be located in the Summer Job Alley?
- Indicate if you require an invoice, and if you wish to pay by cheque or credit card

**Contact Student Employment Services at 250-489-2751 x3441 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, February 28.

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](mailto:jsmith1@cotr.bc.ca) , 250-489-2751 x 3441

## Set-up and Teardown

**Set-up is from 9:00am until 11:00am – Student Ambassadors will be available during this time and throughout the day to assist you. Please go to the gym when you arrive if you need assistance carrying in your display.**

**Teardown is at 3:00. 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 —it 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 – 1:00. 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.**
- **Free Wi-Fi is available without a password, however you must bring your own extension cord to reach the power bars.**

## 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 for it including:

- Event posters distributed throughout Cranbrook and region to high schools, employment agencies, libraries, shopping centres and College of the Rockies campuses
- Local newspaper and radio advertising
- Social media marketing
- Chamber of Commerce Community Calendar
- Company listing and promotion on College of the Rockies website
- Event marketing in-class to College of the Rockies students, to encourage and teach them how to prepare for employers hiring at the fair
- Event workshops for College of the Rockies students in January and February with topics: resume, cover letter, and job search at the fair **Career & Job Fair Contact**

Please email [CareerFair@cotr.bc.ca](mailto:CareerFair@cotr.bc.ca) or call 250-489-2751 x3441 to register or for more information.