



We are excited to invite you to our upcoming **2026 High School Interactive Opportunity Fair** on **April 28, 2026** at **SUNY Cortland Park Center Alumni Arena**. This is an engaging event designed to connect local businesses like yours with more than **400 high school students from all over the CNY region** who are eager to explore potential career pathways.

This event provides a unique platform to showcase the opportunities your business offers, including internships, job shadowing, apprenticeships, part-time employment and other programs that help students gain valuable insights and experience in your field.

Why Participate?

- **Inspire the future workforce**- help students discover career possibilities and ignite their passion for your industry
- **Build community connections**- strengthen your ties with local schools and their students.
- **Identify talent early**- meet motivated students who may become future contributors to your organization

What's Involved?

- *We ask businesses to host an interactive booth or activity that highlights what you do and the opportunities available to students, so the students are engaged and become excited.*
- Be prepared to do hands-on demonstrations, or provide information on how students can get involved with your business (example: provide amount of training or education needed to work in your field)



How to confirm your participation?

- Please complete the attached form and return it by **March 20, 2026** to confirm your attendance
- The details of the day are on the attached form
- The form will need to include business name, contact person, address, city, phone # and email address

We hope you'll join us in this **NO COST** event, in empowering the next generation of talent while promoting your business as a leader in our community. Your participation will make a lasting impact on our students and help them take their first steps toward a bright future. We look forward to collaborating with you at the Interactive Opportunities Fair on April 28, 2026!

Amy Buggs
Director, Cortland County Workforce Development Office
abuggs@cortlandcountynv.gov 607-753-5071

A proud partner of the **americanjobcenter** network

Equal Opportunity Employer/Program. Auxiliary Aids and services are available to individuals with disabilities.

**2026 High School Interactive Opportunity Fair
SUNY Cortland Park Center Alumni Arena
(8 Folmer Drive, Cortland, NY)**

**April 28, 2026
9:00am – 1:00pm**

**Registration includes one 6-foot table and two chairs.
(If you will need additional space, please call Amy to discuss)**

**Exhibitor set-up period:
8:00am - 8:45am**

Exhibit space is limited and will be assigned on a first come, first served basis. Please complete and return this form to abuggs@cortlandcountyny.gov . You will receive a confirmation email with further instructions.

Name of Business: _____

Website of Business: _____

Name(s) of Attendees:

Address: _____ City/Zip Code: _____

Phone: _____

Please provide a phone number to contact someone in case of inclement weather the morning of the event:

E-mail address of representative receiving the confirmation: _____

Required Accommodations/ Special Facility request: _____

****If you require electric, PLEASE indicate that here and note, spaces for electric WILL BE LIMITED!**

Electric Needed: _____

****You will be required to supply your own heavy-duty extension cord.**

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(8 Folmer Drive, Cortland, NY)**

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9:00am – 1:00pm**

Terms and Conditions for Exhibitors

Cortland Workforce Development Office, in cooperation with community partners, will provide exhibit space at SUNY Cortland Park Center Alumni Arena, at no cost, to participating businesses for the Interactive Opportunity Fair on April 28, 2026 from 9am – 1pm.

In exchange for these services, participating businesses must agree to the following Terms and Conditions:

- Business representatives must remain on the exhibit center floor until 1:00 pm.
- Failure to meet these terms could result in exclusion from future Cortland Workforce Development events.

Acceptance Agreement

We the undersigned agree to the Terms and Conditions set forth above and understand that failure to adhere to said Terms and Conditions could result in not being asked to participate in future events.

Business Representative Name

Business Representative Signature

Date