

We are excited to invite you to our upcoming **2025 High School Interactive Opportunity Fair** on **March 18, 2025**, at **SUNY Cortland in the Lusk Field House**. (*The snow date of this event will be March 19, 2025*) This is an engaging event designed to connect local businesses like yours with more than **350 high school students** 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 **February 14, 2025** 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 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 March 18, 2025!

Amy Buggs
Director, Cortland County Workforce Development
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High School Interactive Opportunity Fair
SUNY Cortland Lusk Field House, Cortland, NY
March 18, 2025 (*snow date-March 19)
9:00am – 1:30pm

Registration includes one 6-foot table and two chairs.

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

Electric Needed: _____

Terms and Conditions for Exhibitors

Cayuga Cortland Workforce Development Board, in cooperation with community partners, will provide exhibit space at SUNY Cortland Lusk Field House, at no cost, to participating businesses for the Interactive Opportunity Fair on Tuesday, March 18, 2025 (with a snow date of Wednesday, March 19th, same time and location).

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 1:30 pm.

- Failure to meet these terms could result in exclusion from future Cayuga 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