

East Kootenay Career and Job Fair 2023 – EXHIBITOR GUIDE

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

DATE: Wednesday, March 1, 2023

TIME: 10:00am – 3:00pm

COST: \$175 for employers

\$50 for not-for-profit organizations

\$25 Online video submission only

- If unable to bring your items on the day of, you can ship items ahead of time to the Cranbrook Campus Address listed above: “Attn: Career Fair”. Note your items must be clearly marked with your Exhibitor Name and Contact Information.

WHO ATTENDS THE CAREER & JOB FAIR?

FREE ADMISSION to all students and community members.

The event is advertised throughout the East Kootenays to attract College of the Rockies students, community members, high school students across the region.

INCLUSIVE HIRING EVENT

The 2023 Career and Job Fair acknowledges that every attendee should be empowered to participate without barriers. Diversity, equity and inclusion in events means creating an experience that's supportive of everyone in attendance, no matter a person's abilities, age, race, gender, ethnicity, or sexual orientation. We have acted by creating an environment that respects and values all perspectives.

With intention, we have set aside the time of 10am -11am for persons with self-identified barriers to attend the fair prior to the scheduled start time. It is our hope that by extending this form of access we can offer a more inclusive Career Fair experience for all attendees. From 10:00am – 11:00am the gym will be accessible to those with diverse abilities.

We will be planning further accessible events throughout Career and Job Fair Week and will update vendors with information as it becomes available.

EVENT REGISTRATION

Registration

Registration will be accepted until February 21, 2023. To be included in all event promotions please register as soon as possible.

Invoices and Payment Methods

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You will receive your invoice via email within 7 business days.

All invoice payment questions should be sent to accountsreceivable@cotr.bc.ca

1. Credit Card payment over the phone – contact Accounts Receivable, College of the Rockies Finance Department 250-489-2751 Ext. 3425.
2. Direct Deposit with College of the Rockies through your bank – Set up as a bill payment, use sponsor number as the account number.

Cancellation Policy

Written cancellations received by February 21st, 2023 will receive a full refund. No refunds will be issued for cancellations made after the above date.

* Refund will be issued in same format as payment. Bank deposits refunded as cheque.

ONLINE VIDEO SUBMISSION

Submit your recruitment video or create your own.

- Video's will be uploaded to the Kootenay Employment Services YouTube page.
- Will be accessible via links on the College of the Rockies Career Fair webpage and Kootenay Employment Services website.
- Link to videos will be sent to all the College of the Rockies students.

*NEED HELP – let us know and we can give you a hand, email: careerfarir@cotr.bc.ca.

PARKING, LOADING & UNLOADING

Classes are in session the day of the event, so parking will be difficult. We have set up a ***loading and unloading area*** at the main entrance of the building. There will be volunteers to help with unloading of cars and watching your items so you can park your vehicle.

BOOTH SET UP - EVENT DAY

You can set up as early as 3:00 on February 28th. If arriving on March 1st, set up opens at 8:00am. Please ensure that your set up is completed by 10:00am

- Check in at the gym upon arriving. You will receive name tags, event map and schedule.
- If you need assistance, let us know – volunteers are available.
- **Booth Space:** one 6 foot by 2.5 foot table with white tablecloth, 2 chairs and free Wi-Fi
- Room available upon request for interviews and personal conversations

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Please let us know ahead of time if:

- * You require electrical plug in please note that you will need to bring your own extension cord.
- * You require more than two chairs.
- * You require any accommodations to attend as a vendor.

LUNCH

- Lunch is available from 11:30 am until the event is over in Room 228A (across the hall from the gym office).
- If you require someone to watch your table so you can get lunch, refill your coffee, etc., please feel free to use the services of our volunteers.
- A sanitization station will be set up outside of the lunchroom. We ask that all vendors sanitize prior to entering the lunchroom.

TEARING DOWN

Please **DO NOT PACK UP EARLY**. Students and members of the public have different schedules, so we ask that you please respect the posted hours for the Career and Job Fair 2023 and stay until the end.

If you need assistance packing up, our volunteers are available to help.

EVENT PROMOTION

- Event posters distributed throughout East Kootenay communities.
- Promotion through Regional Chambers of Commerce calendars and newsletters.
- Radio promotions from College of the Rockies, Kootenay Employment Services and WorkBC.
- Social media marketing from College of the Rockies, Kootenay Employment Services and WorkBC.
- Exhibitor list featured on the College of the Rockies and Kootenay Employment Services websites.
- College of the Rockies students all receive emails encouraging to attend and to bring their resumes
- Resume Rescue workshops offered through Kootenay Employment Services and College of the Rockies, to help attendees be better prepared for the Career and Job Fair.
- Online Job Board posting College of the Rockies, Kootenay Employment Services and WorkBC.
- Event notification sent out to College of the Rockies Alumni Network.

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ONLINE JOB BOARDS TO POST YOUR POSITIONS

College of the Rockies: <https://experience.cotr.bc.ca/home.htm>

Kootenay Employment Services: <https://jobs.kes.bc.ca/?pg=postjob>

Work BC: [WorkBC - WorkBC | Post Jobs for Free in BC, Employment in BC](https://www.workbc.ca/post-jobs)

FREQUENTLY ASKED QUESTIONS

How many people from our business can attend?

Tables are set up to accommodate two people from your organization/business, if you require more chairs, please let us know in advance.

Who usually attends the event and how many?

We have a wide variety of attendees, College of the Rockies students, high school students and community members. Some are looking to change careers, get their first professional job, find summer employment, research possible career paths. We have had up to 800+

What type of vendors attend this event?

This event attracts national employers, as well as British Columbia, Alberta and local non-profits. Our last in person Career Fair and Job Fair saw a 5% increase in exhibitors, making this the Career and Job Fair to attend when looking to attract students for long term careers or for the summer season.

Is there an opportunity to speak directly to a specific class about career opportunities while at the College?

Unfortunately, this is not always possible. If this is something that you are interested in please email your request to careerfair@cotr.bc.ca and we can speak with instructors in that department to see if it is possible to arrange something.

Career & Job Fair Contact

Questions or concerns, please contact our Career Fair team at CareerFair@cotr.bc.ca