

Parkland Career and Job Fair 2012

APRIL 18TH AND 19TH 2012 AT THE PARKLAND
RECREATION COMPLEX



EXHIBITOR GUIDE

www.PCJF.CA

Canada 

Community 
Futures Parkland

Manitoba 

EXHIBITOR GUIDE 2012

WELCOME TO THE 12TH ANNUAL PARKLAND CAREER & JOB FAIR

THIS YEAR

Every year the Parkland Career and Job Fair continues to improve and evolve by making positive changes. We will be having the venue in one convenient facility, the Credit Union Place of the Parkland Recreational Complex in Dauphin Manitoba. As exhibitors your spot will be secured on a “***first come first serve basis***”. We encourage all exhibitors to have ***interactive and visual examples*** at their booths, so the participants of the 2012 Career and job Fair can gain the maximum experience and knowledge from your booth.

EVENT SITE

The 2012 Parkland Career and Job Fair will be Wednesday April 18th (6:00pm – 8:00pm) and Thursday April 19th (9:00am – 3:30pm). The Event will be held in the upper and lower levels of the Credit Union Place of the Parkland Recreational Complex in Dauphin Manitoba.

TARGET AUDIENCE

Our goal is to provide career, job and learning opportunities to students and adults in the Parkland area. To help individuals make an educated decision on career and employment paths. Our focus is not only on students and adults entering the work force, but also individuals seeking a career change, or to further their education.

EXHIBITING

There will be exhibitors from across Canada showcasing their knowledge. A Keynote Speaker seminar will also be sharing their experiences; all are welcome to partake in the events and exhibits.

This year we will be closing the Exhibitor booths approximately from 11:00am-12:30pm to accommodate the exhibitors for their lunch and if they wish to take it the Keynote speaker that will also be at this time.

To take part in this awesome annual event, please return the enclosed registration forms with your payment by **Friday March 9th, 2012**. All exhibitor booths will available on “first come first serve basis”. Please get your registration and payment in today!

EXHIBIT PRICING

To be part of this event, please return the enclosed registration forms and your payment. Remember that all exhibitor booths are on a “first come first serve basis”. Don’t be disappointed; get your registration in today!

Early Bird Pricing (before February 9th, 2012)

- Business/Non Profit Organizations \$50.00
- Associations \$100.00
- Government/Educational Institutions \$200.00

After February 9th, 2012 prices increase to:

- Business/Non Profit Organizations \$75.00
- Associations \$125.00
- Government/Educational Institutions \$250.00

To secure your space, full payment is required with registration. Space will not be reserved without full payment. Please make cheques payable to:

**Community Futures Parkland
Box 516
Grandview, Mb.
RoL oYo**

CANCELLATION POLICY

Any cancellations received in writing prior to Friday, March 9th 2012 are to be refunded 50%. Any cancellations after Friday, March 9th, 2012 will not be eligible for a refund.

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EXHIBITOR BOOTHS

Each booth will measure 10' x 10', and draped 8' high on back and 3' high on either side. One 8' draped table and two chairs are included with each booth. If you require more than the 100 square feet of booth space please notify the Event Coordinator. Additional charges will apply.

Please note that depending on the demand of larger booth sizes it may not be possible to provide an increased booth size, it will be on a "first come first serve basis". Electrical outlets and wireless internet is available at no additional cost, but please remember to bring extension cords for your booth, as they will not be provided.

INSURANCE

Exhibitors must provide management with a Certificate of Insurance issued by their insurance agent/broker (this certificate is generally available at no cost). The certificate must show that the exhibitor has General Liability Insurance for no less than \$1,000,000. The following information below stated in bold must be on the certificate.

Parkland Career and Job Fair

Box 516 – 421 Main Street
Grandview, Manitoba R0L 0Y0

April 18th and 19th, 2012

(Dates between move-in and move-out)

Parkland Recreation Complex

200-1st Street SE
Dauphin, Manitoba
(Location of event)

Please show that the insurance is third party General Liability Insurance for a minimum of \$1,000,000.

This certificate must state the above information to be valid. Please fax this information to your insurance broker if necessary.

Exhibitors who have not supplied this certificate will not be allowed to move in.

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ADVERTISING

The marketing campaign for the Parkland Career and Job Fair will be extensive. Newspaper, brochures, Public Service Announcements, radio and Facebook will all be part of our advertising plan to target students and individuals in the Parkland, and surrounding areas.

SHOW HOURS

Wednesday, April 18th, 2012 6:00pm -8:00pm

Thursday, April 19th, 2012 9:00am-3:30pm

MOVE-IN

Wednesday, April 18th, 2012 1:00pm-5:00pm

MOVE-OUT

Thursday, April 19th, 2012 3:30pm-4:00pm

MEET & GREET

We encourage all exhibitors to join us at Smitty's (1601 Main St South Dauphin) on Wednesday evening for appetizers. This will allow you to meet your fellow exhibitors and to unwind.

BREAKFAST & LUNCH

Continental breakfast will be served from 8:00am to 9:00am in the Curlers lounge on Wednesday. Lunch will be served from 11:00-12:30 in the Curlers lounge. Coffee will also be available.

All Exhibit booths will be closed from approximately 11:00-12:30 to accommodate the exhibitors for their lunch break, and to take in the keynote speaker if they wish.

PARKING

Parking is available at the south entrance located on the map that is supplied. Exhibitors can also enter at the south entrance.

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SECURITY

Security will be provided by Argus Security for the duration of the Parkland Career and Job Fair.

VOLUNTEERS

Please note that there will be volunteers available for set-up and take down for the booths. If you require relief, please inform the information booth at the upper level entrance into the Credit Union Place.

TERMS AND CONDITIONS

1. **Exhibitors are required to have their booths remain set up until 3:30 Thursday, no exceptions, no packing up early.**
2. **Booths will be based on a first come, first serve bases, we will try to accommodate everyone as best we can but to ensure you get the best spot book early.**
3. Exhibitors will be required to abide by all rules and regulations as established by the Parkland Career & Job Fair, the event managers and the Parkland Recreation Complex (herein called the Management).
4. Exhibits must be wholly contained within the exhibit space. Sales activity, demonstrations and distribution of any printer matter, souvenirs, or any other materials shall be confined to exhibitor's booth.
5. Management has the right to use any pictures, images, ads or articles taken during or after the event in any promotional brochures, advertisements, commercials, website, or another other form of marketing now or in the future.
6. Exhibitors are not permitted to supply or sell food or beverages within the exhibit space.
7. The exhibitor agrees not to dismantle or vacate their booth before the official end of the event, unless authorized in writing by the Management.
8. The Management may make rules at its sole discretion for the orderly operation and appearance of the event.

9. The Management reserves the right to reject or prohibit exhibits, or exhibitors whom management considers do not meet the goals of the Parkland Career & Job Fair, or to relocate exhibitors when in management's opinion, such moves are necessary to maintain the quality, traffic flow, character and good order of the show.
10. The exhibitor shall not conduct him/herself, or operate any equipment at a level of sound, that is determined at the sole discretion of management to be detrimental to the welfare of the show or other exhibitors.
11. Reasonable security shall be provided at all times on the show premises primarily to assure public safety. Exhibitor's property shall be placed on display at its own risk and the Management assumes no liability for loss or damage thereto. The exhibitor shall assume all responsibility for loss or damage to his/her property due to theft, fire, flood, or any other cause beyond the control of the Management.
12. Exhibits must comply with fire regulations.
13. Exhibitors shall provide to Management a Certificate of Insurance issued by their insurance agent/broker (this Certificate is generally available at no additional cost). This Certificate must certify that the Exhibitor has General Liability Insurance that is effective between the Move-In and Move-Out dates and that the amount of this insurance is no less than \$1,000,000. Exhibitors who have not supplied this Certificate will not be allowed to move in.
14. The exhibitor agrees to comply with all applicable privacy laws, including the Personal Information and Electronic Documents Act (Canada, the "Privacy Laws") and particularly in respect to any personal information about an identifiable individual collected, used or disclosed during or in connection with the show.
15. This contract may only be cancelled by either party provided notice in writing is received by the other, prior to March 9th, 2012. If the exhibitor cancels after this date, they are liable for full payment of their space rental.

EXHIBITOR REGISTRATION FORM 2012

ORGANIZATIONAL NAME: _____

ADDRESS: _____

CITY/TOWN: _____ PROVINCE: _____ POSTAL CODE: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

WEBSITE: _____

PREFERRED METHOD OF COMMUNICATION: REGULAR MAIL / PHONE / EMAIL / FAX

WHAT INDUSTRY WILL YOU BE REPRESENTING? _____

EXHIBITOR FEES

PAYMENT OF FEES IS DUE WITH REGISTRATION

EARLY BIRD PRICING (BEFORE FEBRUARY 9TH, 2012)

BUSINESS/NON-PROFIT ORGANIZATIONS	\$50.00
ASSOCIATIONS	\$100.00
GOVERNMENT/EDUCATIONAL INSTITUTES	\$200.00

REGULAR PRICING (AFTER FEBRUARY 9TH, 2012)

BUSINESS/NON-PROFIT ORGANIZATIONS	\$75.00
ASSOCIATIONS	\$125.00
GOVERNMENT/EDUCATIONAL INSTITUTES	\$250.00

PLEASE MAKE ALL CHEQUES PAYABLE TO: COMMUNITY FUTURES PARKLAND

YOUR ATTENDANCE IS VERY IMPORTANT TO US, REGISTER EARLY!

RETURN COMPLETED REGISTRATION FORM AND
INSURANCE FORMS TO:

JENNIFER WILSON
PARKLAND CAREER & JOB FAIR 2012
BOX 516-421 MAIN STREET
GRANDVIEW, MB. R0L 0Y0
PHONE (204)546-5106
FAX# (204) 546-5107 / EMAIL PCJF@CFPARKLAND.CA

EXHIBITOR BOOTH INFORMATION

PLEASE INDICATE WHAT SIZE OF BOOTH YOU REQUIRE

- 10' BY 10' STANDARD SIZE (INCLUDES SKIRTING, 1 TABLE & 2 CHAIRS)
- OTHER (NOTE: PLEASE BE AWARE IT MAY NOT BE POSSIBLE TO PROVIDE A LARGER DISPLAY BOOTH TO ALL EXHIBITORS REQUESTING, DEPENDING ON DEMAND)

IF OTHER, PLEASE INDICATE WHY, AND WHAT SIZE OF A BOOTH IS NEEDED. ADDITIONAL CHARGES WILL APPLY.

DO YOU REQUIRE ELECTRICITY AT YOUR DISPLAY?

- No Yes _____ NUMBER OF OUTLETS (EXTENSION CORDS WILL NOT BE SUPPLIED)

WILL YOUR BOOTH/DISPLAY INCLUDE ANY INTERACTIVE OR "HANDS ON" DEMONSTRATION? (THIS IS ENCOURAGED!)

- No Yes

IF YES, PLEASE DESCRIBE. OR IF THERE IS ANY OTHER REQUIREMENTS NEEDED FOR YOUR BOOTH/DISPLAY:

PLEASE INDICATE NAMES OF THE STAFFING ATTENDING PCJF FOR NAME TAGS:

EXHIBITOR PROFILE INFORMATION

WE WILL BE KEEPING AN UPDATED LIST OF OUR EXHIBITORS, AND THEIR WEBSITE ADDRESSES WHO WILL BE IN ATTENDANCE AT THE PARKLAND CAREER & JOB FAIR 2012 ON OUR WEBSITE WWW.PCJF.CA. THIS WEBSITE CAN BE ACCESSED BY STUDENTS, SCHOOLS AND ANYONE WHO IS LOOKING FOR MORE INFORMATION ON THE 2012 PARKLAND CAREER & JOB FAIR. IF YOU WOULD ALSO LIKE US TO INCLUDE A SHORT DESCRIPTION ABOUT YOUR COMPANY/INSTITUTE/ASSOCIATION ON OUR WEBSITE, PLEASE PROVIDE US WITH THE INFORMATION BELOW. THE INFORMATION PROFILE WILL ALSO BE AIRED ON THE RADIO DURING THE TIME OF THE EVENT

PLEASE CHECK HERE IF YOU DO NOT WANT YOUR PROFILE INFORMATION TO NOT BE ANNOUNCED BY OUR DJ

PLEASE CHECK HERE IF YOU WOULD PREFER NOT TO HAVE YOUR INFORMATION LISTED ON THE 2012 PARKLAND CAREER & JOB FAIR'S WEBSITE.

CANCELLATION POLICY

“EARLY BIRD” REGISTRATION AND PAYMENT DEADLINE IS FEBRUARY 9TH, 2012, AFTER FEBRUARY 9TH, 2012 PRICING INCREASES.

FINAL REGISTRATION DEADLINE IS **MARCH 9TH, 2012**.

CANCELLATIONS RECEIVED IN WRITING PRIOR TO **MARCH 9TH, 2012** WILL BE REFUNDED **50%**.

CANCELLATIONS AFTER **MARCH 9TH, 2012** WILL NOT BE ELIGIBLE FOR A REFUND.

CONTACT INFORMATION

JENNIFER WILSON
EVENT COORDINATOR
PARKLAND CAREER & JOB FAIR 2012
BOX 516 – 421
GRANDVIEW, Mb. RoL oYo
PH# (204) 546-5106
FAX# (204) 546-5107
EMAIL: PCJF@CFPARKLAND.CA
WEBSITE: WWW.PCJF.CA

2012 PARKLAND CAREER & JOB FAIR

NEW EVENT SET-UP

The 2012 Parkland Career and Job Fair will be having **ALL EXHIBITORS** in **ONE** convenient location, The Credit Union Place. Exhibitors will be positioned around the upper walking track and on the lower arena floor.

This new venue set-up will make it easier to have participants enjoy ALL exhibits!!

No need to bring your jackets and toques this year, the ice on the lower level is being removed, to make your time spent much more enjoyable!!

All booth placements will be taken into great consideration this year, so that every booth has the same amount of traffic flow to the best of our efforts.



ONE THING WE WILL BE FOCUSING ON THIS YEAR IS ESSENTIAL SKILLS, BASICALLY IT'S WHAT ARE THE STUDENT GOING TO NEED TO ENROLL IN YOUR PROFESSION. WE WANT THE STUDENTS TO WALK AWAY FROM YOUR BOOTH WITH A CLEAR UNDERSTANDING OF WHAT THEY NEED TO TAKE IN HIGH SCHOOL, COLLEGE AND UNIVERSITY.

HERE IS AN EXAMPLE BELOW.

WHAT ESSENTIAL SKILLS DO I NEED TO BE AN ACCOUNTANT?

NUMERICAL COMPETENCE

COMMUNICATION SKILLS

TEAM PLAYER

INTERPERSONAL SKILLS

PROBLEM SOLVING

COMMITMENT AND MOTIVATION

REPORTING SKILLS

ATTENTION TO DETAIL

TIME MANAGEMENT

PROFESSIONAL

BUSINESS AWARENESS

WHAT COURSES DO I NEED TO BECOME AN ACCOUNTANT?

CAT

We have the CAT (Certified Accounting Technician) Scheme, which is available to anyone over the age of 16. It will give you the fundamental skills for a career in finance, enabling you to support the work of qualified accountants in all types of businesses. Find out more about the [CAT Qualification](#) 📄

ACCA Qualification

To become an ACCA member you will need to complete the ACCA Qualification. This involves completing 14 exams (nine of which you can be exempt from depending on previous qualifications) and obtaining three years practical work experience as an accountant. In addition you will also need to complete a module on professional ethics. Find out more information on the [ACCA exam and syllabus information](#) 📄

Oxford Brookes

You can also gain a degree while you are studying for the ACCA Qualification without having to go to university. Awarded by Oxford Brookes University, the BSc in Applied Accounting is an additional qualification that is recognised worldwide. Find out more information on the [Oxford Brookes Qualification](#) 📄