

2020 South Muskoka Job Fair - Exhibitor Registration Guide



**South Muskoka
JOB FAIR**

Make the connection.

 **Thursday March 5, 2020**

 **Bracebridge Sportsplex**
110 Clearbrook Trail
www.muskoka.on.ca/jobfairs

Have questions? Please contact Sarah Patchett, Job Fair Coordinator via email southmuskokajobfair@muskoka.on.ca or phone: (705) 645-2412 ext. 4413

Registration Cost: \$75 (includes HST and 2 lunches)

Payment Details: You will receive an automated message confirming your registration form submission along with details regarding payment. **Your registration will not be considered complete until payment has been received.** A staff member will follow up with you within 2 days to confirm your table selection.

Timing: Please note that all exhibitors are expected to participate for the full day (10:00 a.m. - 3:00 p.m.) Registration and set-up will take place from 9:00 a.m. – 9:30 a.m.

Set-up: You will be provided with a 6ft table for your display, please make sure your display fits the table. Lunch will be provided for up to 2 participants. Additional lunches are available at \$15 each.

ON THE DAY OF THE JOB FAIR...

Set-up Time:

- 9:00 a.m. to 9:30 a.m. should provide sufficient time for setting up your display
- Look for Job Fair Staff wearing Job Fair name tags if assistance is required
- As a courtesy, please tidy up your table and area when the job fair is over
- Please plan to stay until the end of the event - 3:00 p.m.
- An off-site room will be available to you for breaks/lunch/interviews between 10 a.m. and 3 p.m.

What to do when you arrive?

Please register at our welcome booth located just inside the auditorium which is to your right when you enter the main doors of the Sportsplex, across from Oliver's (follow the signs). The welcome booth is where you will register, receive your name tags and more! If you are donating a door prize, please present when you register.

What is provided for you?

A 6ft table with tablecloth, 2 chairs and balloons. Lunch will be staggered and you will receive a lunch card with the time indicated.

Tables with electrical outlets:

If we confirmed that an electrical outlet is available, please bring an extension cord.

Internet Access:

Need internet? We're able to offer Wi-Fi internet for light use, but video or audio streaming uses too much bandwidth and will ruin the party for everyone. Don't worry though, if you have media you would like to display, you've got options:

1. Download the media prior to your arrival. In most cases, this means contacting the creator of the media and request that she/he/they send a copy of the file using a service like Google Drive or Dropbox. You can then download the file to your computer and share without streaming. For some intro tips to Google Drive, check out this video: <https://youtu.be/mfc2ORSSN8Y>.
2. Use your phone as a hotspot. This allows you to access the internet on your laptop or tablet through your phone's data package. You can find out more about portable hotspots and how to set them up here: <http://www.pcmag.com/article2/0,2817,2481374,00.asp>.

Parking:

There is no cost to park at the Sportsplex. Exhibitors are encouraged to park their vehicles in the parking lot at the end closest to Douglas Drive and to unload there. This will avoid congestion in front of the entranceway. If you require assistance, please look for Job Fair Staff wearing Job Fair name tags.