EXHIBITOR PACKAGE

HALIFAX UNIVERSITIES career fair

Celebrating 25 YEARS of connecting NS university students with employers.

2022

HALIFAX CONVENTION CENTRE
TUESDAY, SEPTEMBER 20, 2022 • 10 AM – 4 PM
The Halifax Universities Career Fair Executive Committee and Student Coordinators would like to thank you for your expressed interest in participating in the Halifax Universities Career Fair.

This Fair, well-known for the high quality of students and recent graduates it attracts, offers you an opportunity to meet with some of the best talent from around the world right here in Nova Scotia.

For 25 years the Fair has created meaningful connections between employers and students. This year we are hoping to get back to an in-person fair as the past two years have required this event to be virtual.

Students value opportunities to connect their education with their career goals, and we know that you can help with this endeavor. We are also aware of the importance of your organizational needs, and we know that students and recent graduates can offer you their valuable talents and skills.

Together, we can create an event that will meet your recruitment needs and help students explore their career options.

As we move into a new recruitment season we look forward together with you on another successful event.

Yours Sincerely,

Donnie Jeffrey
Saint Mary’s University, Event Chair, 2022 Halifax Universities Career Fair

Karen McCrank
Committee Member

Kyla Friel
Committee Member

Marcia MacInnes
Committee Member

Should you require more information please call Alexia McGill at (902) 422-1886 or email HalifaxUniversitiesCareerFair@agendamanagers.com for further assistance.
Employer Registration Features:

Exhibitor cost is $750*. All Halifax Universities Career Fair Exhibitors receive the following:

- 8' x 10' booth space
- Pipe and drape consisting of 8 ft. high back wall, and 3ft. high side walls
- One skirted 6 ft table and two chairs
- Two meal tickets (additional meal tickets available for purchase if required)
- Power connection (1 plug)
- Internet access

Discounted pricing is available in limited quantities, for:

- Small Businesses: $350* (privately owned and operated company with less than 50 employees, must have job(s) available in Atlantic Canada) This rate is not available to branch offices.
- Non-Profit Organization $250* (Non-profit is defined as a type of organization that does not earn profits for its owners. All of the money earned by or donated to the organization contribute to operational costs only. Non-profits are tax-exempt, and therefore they do not pay income tax on the money that they receive for their organization. This rate is not available to publicly funded organizations, government departments or educational institutions)

Register by August 12 to have your company name included in the Halifax Universities Career Fair printed program distributed to SMU, Dal and MSVU campuses the first week of September.

Additional perks are available to sponsors. Please consult our sponsorship package for further details.

* Service fee (3%) and HST (15%) will be added to booth prices

Booth Assignment

Booth assignment will be sent to you mid-August. Exhibit Set-up and Hours:

Tuesday, September 20th
Exhibitor Set-up: 8:00 am – 10:00 am
Booth Hours: 10:00 am – 4:00 pm
Exhibitor Move-out: 4:00 pm – 5:00 pm
Advance Shipment/Storage
The Halifax Convention Centre does not accept exhibit supplies/materials. Packages shipped to the Halifax Convention Centre, or campus, will be subject to reshipping charges.

Global Convention Services is our official exhibitor service firm. They will receive shipping prior to the event and provide storage of your materials; delivery to the event site; exhibit setup and removal; and other additional services. Contact them, mentioning your involvement with the Halifax Universities Career Fair, for a quote and/or information package on their additional services.

Global Convention Services
120 Crane Lake Drive
Bayers Lake Business Park
Halifax, Nova Scotia B3S 1B4
Phone: 902.425.1400
Email: info@globalconvention.ca

Delivery/Shipping Exhibitor Entrance
(Day of the event)
If you are using your own vehicle or having your materials delivered use the Shipping and Receiving Bay located on Market St. A Global staff person will be at the shipping bay to receive your materials and deliver them to your booth.

If your booth material can be carried in, in one trip, you may bring your material with you, the day of the event through the front door of the Halifax Convention Centre. Or if you are parked underground at the Nova Centre parkade please exit the elevator on the Convention level and proceed to the exhibit area.
Name Tags
Employers are encouraged to bring their own nametags. Plastic nametag holders will be provided for business card insertion if you require one. Check with the information booth upon your arrival.

Exhibitor Meals
For your convenience, lunch will be at the Halifax Convention Centre. Lunch will be available between 12:30 pm and 2:30 pm. Your booth purchase provides you with a meal tickets for two people. Additional tickets are available at a cost of $35 plus tax.

Advertising
We encourage you to promote your participation in the Halifax Universities Career Fair (#HUCF2022) across your organizational channels and tag partner university accounts. While advertising is permitted, we ask that you include in any promotions that only students in possession of a valid student ID or alumni card from partner or invited universities or colleges will be admitted to the event.

Partner university accounts: @dalhousieu, @msvucaresers, @smu_studentlife.

Registration Refunds
Before July 31st – Booth costs will be refunded less a $100 administrative fee
Before August 31st – 50% Refund
After September 1st – No Refunds

Cancellations must be made in writing to Alexia McGill at HalifaxUniversitiesCareerFair@agendamanagers.com

ADVERTISING EXAMPLE:
We are going to be in Halifax at the #HUCF2022 on Tuesday, September 20 – @dalhousieu, @msvucaresers and @smu_studentlife students we hope to see you there www.halifaxcareerfair.ca. Please note that only students in possession of a valid student ID or alumni card from partner or invited universities or colleges will be admitted to the event.
LOCATION

Halifax Convention Centre
1650 Argyle Street, Halifax, Nova Scotia

Located in the heart of Halifax, Halifax Convention Centre (HCC) is the perfect venue for the Halifax Universities Career Fair. HCC is known for attracting and hosting the best events in the region and prides itself in its commitment to event excellence. This state-of-the-art, modern building opened its doors in December of 2017 and is just steps away from vibrant Halifax life. HCC is located 30 minutes from the Halifax International Airport.

Hotel Accommodations
Halifax offers 4,500 guest rooms in the heart of downtown Halifax. Most of these accommodations are within walking distance of Halifax Convention Centre. To view hotel options visit https://businesseventshalifax.com/plan/accommodations

Exhibitors are responsible for their own accommodations.

Parking
Parking is available on site with entry on Grafton St. Additionally, there are two major parkades within close proximity of Halifax Convention Centre, the Prince George Hotel and Scotia Square Mall.