

# EXHIBITOR PACKAGE

## HALIFAX UNIVERSITIES --- career fair

### 2024

HALIFAX CONVENTION CENTRE  
WEDNESDAY, OCTOBER 23, 2024 • 10 AM – 3 PM



# HALIFAX UNIVERSITIES

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career fair

On behalf of the **Halifax Universities Career Fair** Executive Committee and Student Coordinators, I would like to thank you for your expressed interest in participating in the Halifax Universities Career Fair on October 23, 2024, at the beautiful Halifax Convention Centre in downtown Halifax, Nova Scotia.

This fair, well-known across generations of students for its ability to create meaningful connections between employers and students, is a highly anticipated career event. As a committee, our mission is to host and help establish these connections in productive, safe, and accessible ways.

We're aware of the importance of your organizational needs and as we move into our 27th recruitment season for the fair, we look forward to working with you on another successful event.

Yours sincerely in creating an event that will meet your recruitment needs and help students explore their career options,

Kyla Friel MEd, RCT, CCC  
Mount Saint Vincent University  
Event Chair, Halifax Universities Career Fair

Nia MacFarlane  
Committee Member



Suzie Cleversey  
Committee Member



Carmen Burke  
Committee Member



# Employer Registration Features

**Exhibitor cost is \$799\*.** All Halifax Universities Career Fair Exhibitors receive the following:

- 10' wide x 8' deep 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)
- Internet access

Note: Power (110v, 20amp, duplex outlet) is available for purchase at a cost of \$50/booth.

Discounted pricing is available in limited quantities, for:

- Small Business: \$399\* (*Privately owned and operated company with less than 50 employees and must have job(s) available in Atlantic Canada. This rate is not available to branch offices.*)
- Association: \$399
- Non-Profit Organization: \$399 (*A business entity that has tax-exempt status. This rate is not available to publicly funded organizations, government departments or educational institutions.*)
- Registered Charity: \$299 (*Charitable registration number required.*)

Additional perks are available to partners.

Please consult our partnership package for further details.

\* plus HST (15%)

If paying by credit card a service fee (3%) will apply.

## Registration Deadline

Deadline to register is Wednesday, September 11, 2024

## Registration Refunds

On or before September 1st booth costs will be refunded less a \$100 administrative fee.

After September 1st, no refund.

**Cancellations must be made in writing to**

**[HalifaxUniversitiesCareerFair@agendamanagers.com](mailto:HalifaxUniversitiesCareerFair@agendamanagers.com)**

## Booth Assignment

Booth assignment will be sent to you in September. Exhibit Set-up and Hours:

**Wednesday, October 23**    **Exhibitor Set-up: 8:00 am – 10:00 am**

**Booth Hours: 10:00 am – 3:00 pm**

**Exhibitor Move-out: 3:00 pm – 4:00 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 x1**  
**Email: [info@globalconvention.ca](mailto: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 on 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 meal tickets for two people. Additional tickets are available at a cost of \$42.50 plus gratuity and tax.

## Promotions

We encourage you to promote your participation in the Halifax Universities Career Fair (#HUCF2024) 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, @msvucareers, @smu\_studentlife.

Consider hosting a post-event virtual information session for students to learn more about your organization. Promote your virtual information session at your booth during the Halifax Universities Career Fair.

### PROMO EXAMPLE:

We are going to be in Halifax at the #HUCF2024 on Wednesday, October 23 – @dalhousieu, @msvucareers and @smu\_studentlife students we hope to see you there [www.halifaxcareerfair.ca](http://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 is just steps away from vibrant Halifax life. HCC is located 30 minutes from the Halifax International Airport

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## 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 [businesseventshalifax.com/plan/accommodations](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.