



SPRINGFIELD
CHAMBER OF COMMERCE

Diverse and Connected

JOB & CAREER FAIR 2023

FAIR HOST:

Springfield Chamber of Commerce

Box 16, Oakbank, MB R0E1J0

info@springfieldcommerce.com

www.springfieldcommerce.com

FAIR TEAM:

Manager & Producer:

Shandy Walls

info@springfieldcommerce.com

204.451.4440

Coordinator:

Laura Kusyk

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FAIR INFORMATION:

Date: March 4th, 2023

Time: 10 am – 7 pm

Location: Springfield Collegiate Institute
841 Cedar Ave, Oakbank MB

Saturday, March 4, 2023	
8:00am	Doors open for Exhibitor set up
9:45am	All Exhibitors MUST be in their booths and ready to go
10:00am	Doors open
7:00pm	Show closes
8:00pm	All Exhibitors must vacate

GENERAL INFORMATION

The Springfield Chamber of Commerce is proud to bring you it's first official job and career fair. Attendance by the public is open and free to attract candidates with different skills and abilities and to help you recruit potential employees. Extensive marketing will take place up until the show date to bring in job seekers from local and surrounding areas.

Our one-day, intensive networking event will allow you to connect and interact with candidates on a one-on-one basis. You will be able to distribute information directly to potential recruits and collect resumes and applications at the event.

All Exhibitors receive one social media shout out, added to our listing on the Facebook event page, and will be listed on our online exhibitor listing on the Springfield Chamber of Commerce website. Other media advertising of your business may also take place.

Become and Exhibitor:

We are offering a booth space of 8'x10', with one 6' table and two chairs. No backdrops or draperies are included. Only one booth per Exhibitor is available. Only two personnel/recruiters per booth at one time. Official Job Fair ID cards will be provided and must be worn at all times while working in your booth. Two ID cards will be provided per booth and available to Exhibitors at 8am on Job Fair day.

Electricity is limited and available on a first come first served basis for a cost of \$25.

Exhibitor Costs:

Early Bird Registration– applications received on or before February 11th

Springfield Chamber of Commerce Members - \$100

Non-Members - \$150

Regular Registration - application received between February 12th- 24th

Springfield Chamber of Commerce Members - \$150

Non-Members - \$200

If you are interested in taking part of the job fair, please fill out the attached registration form. Full payment is due once your registration is confirmed in order to secure your booth. **The floor plan and your booth number will be provided to you after registration closes.**

BOOTH RULES & GUIDELINES

Booth Dimensions:

Your booth size is 8' x 10'. The space will be marked with taping on the floor. It is your responsibility to remain within your booth space and to not encroach on your neighbour's booth space.

Booth Table:

One 6' table and two chairs will be provided per booth. It is the responsibility of the Exhibitor to dress the table with a tablecloth and/or skirting.

Booth Draping:

If you are providing draping for your booth, the draping must remain free and clear of your neighbouring booths. Draping will be permitted for the back wall of your booth only and may not exceed 8' in both height and width. Draping to separate you from your neighbouring booth may be allowed if it does not exceed a height of 3'.

Booth Canopy:

If you are planning to include a canopy in your booth, you must first contact Shandy prior to the show at info@springfieldchambercommerce.com to ensure there is no conflict or infringement to neighbouring booths.

Booth Standards:

Please make sure your booth is staffed at all times during the public hours by qualified representatives. You are also required to keep your booth attractive and clean and that your company name is clearly visible. Free standing bulletin boards and/or signs may be used, providing neighbouring Exhibitors are not blocked or hidden from view. Please ensure any unfinished surfaces are not exposed to neighbouring booths. It is extremely important that you keep your display within your allotted space.

Show Management has the right to restrict or remove any promotional material on display at an Exhibitor booth that is deemed improper or those displays that will hamper the visibility to other booths. At all times, Show Management reserves the right to make the final decision in this regard.

Every booth must be set up and "ready for business" by 9:45am on the morning of the Job Fair. Each booth is to be open and staffed during the event hours. No booth may be left unattended at any time. Exhibitor agrees that they will not dismantle, pack up or remove any part of their booth display until 7:00pm. Please cooperate to keep your booth intact until the Job Fair closes and attendees have departed.

Business at your Booth:

Exhibitor personnel/recruiters distributing promotional material, soliciting recruits, conducting interviews or demonstrations, must do so within the Exhibitors booth space only. Exhibitors are not allowed to distribute materials in the aisles or elsewhere in the public areas. Aisles may not be blocked and canvassing outside of an Exhibitors booth is strictly prohibited.

Signage:

All booths must have professionally lettered signage so all companies can be properly identified. Signs may be in the form of a tablecloth or runner, retractable banner, feather flags, board signs or canopies, etc. Signage may not extend into the aisles or neighbouring booths.

Care of Building:

No part of any exhibit or any signs shall be pasted, nailed, or otherwise attached to the walls, doors, or ceilings, etc. Painting, nailing, or drilling on any part of the building is strictly prohibited. Any damage arising by failure to observe these rules shall be paid by the Exhibitor.

Exhibitors wishing to lay floor covering must use an adhesive that will not damage the floor and is easily removed at the end of the show. If tape is not removed within an Exhibitor's display, the cost of removal will be charged to the Exhibitor.

Candles or any open flames are NOT permitted in your booth.

All crates, boxes, dollies, and carts must be out of your booth before 9:45am.

It is the responsibility of each Exhibitor to clean their own booth space. Please ensure that you clean up any debris in the aisle ways that may have originated from your booth.

Noise, Music and Licensing:

Any Exhibitor using reproductions of sound recordings must have a Connect Music License. Sound equipment, radios, television sets or the operation of any machinery equipment must be kept within the Exhibitor booth space and be of sufficient volume as to not disturb any Exhibitors in surrounding booths. It is the responsibility of the Exhibitor to ensure all noise remain at a minimal level.

Social Media:

Be sure to promote the job fair in all ways possible before and during the show! We will also share your social media posts on our Springfield Chamber social media whenever possible. Be sure to tag our social media accounts when possible as follows:

Facebook: @SpringfieldMBChamberofCommerce

Instagram: @SpringfieldChamberofCommerce

BOOTH TIPS AND SUGGESTIONS

Booth Table:

We highly recommend you bring a tablecloth to cover your table! Consider attractive colours or other designs that promote your business.

Maximum use of Space:

You have a booth space of 8'x10'. (8 feet wide and 10 feet deep) 10 feet is a lot of room that you can use in many ways. Here are some ideas of how to use the space:

- Set up a private interview area behind your table where you can chat one-on-one with potential employees
- Display what your business is about! Do a mock set-up of what employees might see when they work for you
- Set your table back more and use the space up front to stand and chat with attendees and hand out promotional material
- Forgo the 6' table and chairs altogether and set up a couple of comfy chairs, or cocktail tables and chairs – something to represent the business you run

Exhibitor Personnel/Recruiters:

Ensure that every person who is running your booth is well versed in your business. Potential employees will have questions and will want to know why **THEY** should work for **YOU**.

Promotional Materials:

Not everyone will apply for a job at your business on the fair day. Make sure to have something attendees can take home with them to review later. It is a good idea to include information about the job, your website and how they can contact you. Try to answer the question: *Why would someone want to work here?*

We anticipate several hundred attendees at the fair, and although not everyone will visit your booth, 200 handouts would be a good place to start.

Other Booth Items:

Have a list of the jobs that you have available and job descriptions to support these vacancies. Consider having applications at your booth for potential employees to fill out, along with plenty of pens and even clip boards if you think they may be needed. Small items to give away are also a way to attract people to your booth. Pens, lanyards, candy, chocolates, or other items at your booth can be a good way to get people to come talk to you. This is completely up to you!

Social Media:

Promote! Promote! Promote!

Springfield Chamber of Commerce Job Fair Registration Form
Company Contact Information

Business Name: _____

Address: _____

City: _____ Postal Code: _____

Main Contact: _____

Email: _____ Phone: _____

Website: _____

Facebook Page: _____

Instagram Page: _____

Exhibitor Booth Packages

Springfield Chamber Member
Early Bird Registration **\$100**

Non-Chamber Member
Early Bird Registration **\$150**

Springfield Chamber Member
Regular Registration **\$150**

Non-Chamber Member
Regular Registration **\$200**

Electricity Requested **\$25**

Company Signature Agreement

By registering for the Springfield Chamber of Commerce Job & Career Fair, the Exhibitor acknowledges their understanding of these rules indicated in this Registration form and are expected to follow these guidelines.

Upon signing this Registration Form, The Exhibitor authorizes The Springfield Chamber of Commerce to advertise the company, including their logo, job posting and other information, on their website to announce its participation in the Job Fair. Other media outlets (Facebook, Instagram, etc.) may also be used to advertise the company. Advertisement will be on a first-come, first-served basis.

I, the signed person, agree that I am an authorized representative permitted to carry out and sign this contract on behalf of my Company. I have read, agreed, and accepted to comply with all exhibit rules, guidelines and payment as outlined on this Registration Form.

Full Name: _____ Signature: _____

Date: _____