

# Career Fair Registration and Sponsorship Details

## 2023-24

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Welcome to the new season of our annual career fairs! We are excited to present to you our career fair packages with the details for each fair. Our fairs offer a unique platform for you to connect with a diverse pool of talented students who are eager to explore a variety of opportunities. For more details on the fairs please visit our website. If you have any questions please email Ryan Klopp, Employer Relations Specialist at [recruit@ucalgary.ca](mailto:recruit@ucalgary.ca). We look forward to your participation in one of our upcoming career fairs.

### Important information for registrants

If you are **not** the representative attending the fair, please forward this to the appropriate contact(s) or email [recruit@ucalgary.ca](mailto:recruit@ucalgary.ca) a list of the name(s) and email(s) of those who will be attending so they will receive any relevant updates leading up to the fair.

**NOTE:** Lunch will include dairy-free, vegan, vegetarian, gluten-free & halal options

### Certificate of Insurance Policy

The University of Calgary requires all exhibitors to provide a [Certificate of Insurance \(COI\)](#) to attend career fairs. The certificate must show proof of current liability insurance in the amount of \$1 million and have the University of Calgary added as an "Additional Insured" and be addressed to:

The University of Calgary  
c/o Career Services  
MSC188, 2500 University Drive NW  
Calgary, Alberta, Canada T2N 1N4

**Email to:** [recruit@ucalgary.ca](mailto:recruit@ucalgary.ca). See sample Certificate of Insurance [here](#).

### Cancellation Policy

Refunds can be issued for up to 10 business days from date of registration less a \$100 administrative fee. Registrations within 30 days of the event date are non-transferable and non-refundable.

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# Industry Career Fair

**Tuesday, Sept. 19, 2023 | 11 a.m. – 3:30 p.m. MT**

The Industry Career Fair is one of the four major fairs that we host annually in September. It's highly attended by engineering and technical students and has become increasingly popular among students of all faculties.

This fair attracts organizations from a variety of sectors including energy, environment, agriculture, technology, and health.

## Regular registration fees

| Early-Bird Regular  | Regular Registration     | Last Minute Regular      | Registered Charity/Non-Profit | Internal UCalgary Exhibitors |
|---|--------------------------|--------------------------|-------------------------------|------------------------------|
| <b>Deadline:</b> June 13  | <b>Deadline:</b> Aug. 25 | <b>Deadline:</b> Sept. 8 | <b>Deadline:</b> Aug. 25      | <b>Deadline:</b> Aug. 25     |
| \$900*  | \$1,050*                 | \$1,150*                 | \$450*                        | \$300*                       |
| <ul style="list-style-type: none"><li>• Regular booth - approx. 9' length x 6' depth x 8' height</li><li>• Up to two representatives included, along with refreshments and lunch</li><li>• Booth includes a table and two chairs</li><li>• Additional charges apply for extra table and electrical which must be requested at time of registration:<ul style="list-style-type: none"><li>– Electrical - \$75 + GST</li><li>– Second table (4') - \$50 + GST</li></ul></li><li>• Volunteer assistance throughout the day</li></ul> |                          |                          |                               |                              |

*\*GST will be added*

## Boost your value by becoming an Industry Career Fair sponsor

**Looking for maximum exposure?** Consider being a Sponsor at the fair which includes a featured booth location, and additional exposure through advertising and logo recognition.

| Platinum Innovation Sponsor<br>One available   |
|--|
| <b>Deadline:</b> Jul. 3  |
| \$5,000*   |
| <ul style="list-style-type: none"> <li>Featured booth location including a networking lounge area to engage with students</li> <li>Booth size - approx. 20' length x 6' depth x 8' height</li> <li>Up to <b>twelve</b> representatives included, along with refreshments and lunch</li> <li>Booth includes two tables and up to twelve chairs plus three cocktail tables for networking with students</li> <li>Includes: <ul style="list-style-type: none"> <li>TV – Min 32"</li> <li>Electrical</li> </ul> </li> </ul> <p><i>Please note these items must be requested at the time of registration.</i></p> <ul style="list-style-type: none"> <li>Sponsorship acknowledgment in the student newsletter, on the website and on digital screens</li> <li>Volunteer assistance throughout the day</li> </ul>  |
| <b>Sponsorship Features:</b> <ul style="list-style-type: none"> <li><b>Networking Spotlight: Day of fair from 2 p.m. – 4:00 p.m.</b> host your invited students from the fair to attend your networking event in the Life Design Hub (MSC 171)</li> <li><b>Floor Plan Sponsor:</b> Your branding will be featured on all our physical &amp; digital floor plan posters</li> <li><b>Student Survey Sponsor:</b> Your branding will be featured on our survey<br/>(Please email <a href="mailto:recruit@ucalgary.ca">recruit@ucalgary.ca</a> one question of your choice to be added on the student survey, subject to our approval)</li> <li><b>Featured Job Posting: Two</b> job postings within six months of the fair date<br/>(Email postings to <a href="mailto:recruit@ucalgary.ca">recruit@ucalgary.ca</a> to have them posted on your behalf)</li> <li><b>Interview Room:</b> Book <b>one</b> room within six months of the fair date<br/>(Email <a href="mailto:recruit@ucalgary.ca">recruit@ucalgary.ca</a> to book your room)</li> </ul> |
| <ul style="list-style-type: none"> <li><b>Info Session: One</b> in-person session (excludes catering) and <b>one</b> virtual session which must be held within six months from the date of the fair<br/>(Date must be requested within one month of registering)</li> </ul>  |

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| <ul style="list-style-type: none"> <li>• <b>Digital Advertising Package**</b>: Four months (<b>Sept. – Dec.</b>) - includes digital PPT on the Career Services &amp; Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website)</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>Backlit Panel**</b>: <b>One</b> – 3'x6' panel for the months from September - December to be displayed in a highly visible area - visible to approx. 1000 students /day (<i>printing fee not included</i>)<br/>(Poster must be received by August to be displayed for September)</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Industry Career Fair Event Poster**</b>: Sponsorship &amp; logo recognition on posters displayed across campus</li> <li>• Logo placement on event landing page</li> </ul>   |

**\*\*To guarantee that the Digital Advertising and Backlit panel can be displayed before the September fair, we must receive the Digital PPT and Backlit panel at our office before August**

| Gold Sponsor<br>Four available   | Silver Sponsor<br>Six available  | Bronze Sponsor<br>Eight available  |
|--|--|--|
| <b>Deadline: Aug. 11</b>   |  |  |
| \$3000*  | \$2000*  | \$1500*  |
| <ul style="list-style-type: none"> <li>• Booth location in the Sponsors Circle</li> <li>• Booth size – approx. 12' length x 6' depth x 8' height</li> <li>• Up to <b>six</b> representatives included, along with refreshments and lunch</li> <li>• Booth includes a table and six chairs</li> </ul> | <ul style="list-style-type: none"> <li>• Booth location in the Sponsors Circle</li> <li>• Booth size - approx. 10' length x 6' depth x 8' height</li> <li>• Up to <b>five</b> representatives included, along with refreshments and lunch</li> <li>• Booth includes a table and five chairs</li> </ul> | <ul style="list-style-type: none"> <li>• Booth location in the Sponsors Circle</li> <li>• Booth size - approx. 10' length x 6' depth x 8' height</li> <li>• Up to <b>four</b> representatives included, along with refreshments and lunch</li> <li>• Booth includes a table and four chairs</li> </ul> |
| <ul style="list-style-type: none"> <li>• TV – Min 32"</li> <li>• Electrical</li> <li>• Second table (4')</li> </ul> <p><i>Please note these items must be requested at the time of registration.</i></p>   | <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Second table (4')</li> </ul> <p><i>Please note these items must be requested at the time of registration.</i></p>   | <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Second table (4')</li> </ul> <p><i>Please note these items must be requested at the time of registration.</i></p>   |
| <b>Other inclusions:</b> <ul style="list-style-type: none"> <li>• Sponsorship acknowledgment in the student newsletter, on the website and on digital screens</li> <li>• Volunteer assistance throughout the day</li> <li>• Logo placement on event landing page</li> </ul>                          |  |  |
| <b>Added perks to increase your engagement throughout the year</b>   |  |  |
| <b>Info Session: One</b> in-person session ( <i>excludes catering</i> ) which must be held within six months from the date of the fair<br><br><i>Date must be requested within one month of registering</i>  | <b>Info Session: One</b> virtual session which must be held within six months from the date of the fair<br><br><i>Date must be requested within one month of registering</i>   | <b>Info Session: Not included</b>  |

|   |   |   |
|---|---|---|
| <b>Digital Advertising Package**:</b><br><b>three months (Sept. – Nov.)</b> - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website)                                       | <b>Digital Advertising Package**:</b><br><b>two months (Sept. – Oct.)</b> - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website) | <b>Digital Advertising Package**:</b><br><b>one month (Sept.)</b> - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website) |
| <b>Backlit Panel**:</b> <b>One</b> – 3'x6' panel for the month of <b>September</b> to be displayed in a highly visible area - visible to approx. 1000 students /day (printing fee not included)<br><br><i>Poster must be received by August to be displayed for September</i> | <b>Backlit Panel: Not included</b>  | <b>Backlit Panel: Not included</b>  |
| <b>Industry Career Fair Event Poster**:</b> Sponsorship & logo recognition on posters displayed across campus   | <b>Industry Career Fair Event Poster: Not included</b>  | <b>Industry Career Fair Event Poster: Not included</b>  |

\*GST will be added

\*\*To guarantee that the Digital Advertising and Backlit panel can be displayed before the September fair, we must receive the Digital PPT and Backlit panel at our office before August.

# Graduate & Professional School Fair

**Day One – Monday, Oct. 2, 2023 | 11 a.m. – 3 p.m. MT**

**Day Two – Tuesday, Oct. 3, 2023 | 11 a.m. – 3 p.m. MT**

The Graduate & Professional School Fair provides an excellent platform to showcase your academic programs and opportunities to establish connections with prospective students who are interested in pursuing further education. The primary objective is to promote advanced education and assist students in making well-informed decisions about their academic pursuits. Don't miss this opportunity to connect with prospective students and promote your institution! **This fair has been divided into two days, and registration is available for a single day only. If you are unsure about the best day for you, please contact us at [recruit@ucalgary.ca](mailto:recruit@ucalgary.ca). Please note that space is limited.**

**Day one:** Focus is on professional programs such as Law, VetMed, Medicine, Dentistry, Pharmacy, and other related professional programs. This will be an excellent opportunity for you to connect with prospective students and promote your institution to those interested in pursuing a career in these fields.

**Day Two:** Focus is on all other Faculty of Graduate Studies such as MBA, MSc, MA, MEng, Nursing, Fine Arts or PhD programs.

## Registration Fees

| Early-Bird Regular   | Regular Registration | Last Minute Regular | Internal UCalgary Exhibitors |
|--|----------------------|---------------------|------------------------------|
| Deadline: July. 25   | Deadline: Sep. 14    | Deadline: Sep. 22   | Deadline: Sep. 14            |
| \$575*   | \$625*               | \$800*              | \$300*                       |
| <ul style="list-style-type: none"><li>Regular booth: 9' length x 6' depth x 8' height</li><li>Up to <b>two</b> representatives Included, along with refreshments and lunch</li><li>Booth includes a table and two chairs</li><li>Volunteer assistance throughout the day</li></ul> |                      |                     |                              |

*\*GST will be added*

# Education Career Fair

**Thursday, Jan. 25, 2024 | 11 a.m. – 3:30 p.m. MT**

The Education Career Fair targets Werklund School of Education students, those contemplating an after-degree in education, and individuals curious about the diverse prospects within the education sector. Whether you are looking to fill full-time or part-time roles, this fair offers an ideal platform for you to connect with potential candidates and showcase what opportunities you have to offer towards their career journey.

## Registration fees

| Sponsor<br>Only ten available   | Early-Bird<br>Regular  | Regular<br>Registration | Last Minute<br>Regular |
|---|--|-------------------------|------------------------|
| Deadline: Dec. 19   | Deadline: Oct. 17  | Deadline: Dec. 19       | Deadline: Jan. 18      |
| \$1,000*  | \$525*   | \$600*                  | \$700*                 |
| <ul style="list-style-type: none"><li>Booth location in the Sponsors Circle</li><li>Booth size: 12' length x 6' depth x 8' height</li><li>Sponsorship acknowledgment in the student newsletter, on the website and on digital screens</li><li>Up to <b>four</b> Representatives included, along with refreshments and lunch</li><li>Booth includes a table and four chairs</li><li>Includes:<ul style="list-style-type: none"><li>Electrical</li><li>Second table (4')</li></ul></li></ul> <p><i>Please note these items must be requested at the time of registration.</i></p> | <ul style="list-style-type: none"><li>Regular booth: 9' length x 6' depth x 8' height</li><li>Up to <b>two</b> representatives included, along with refreshments and lunch</li><li>Booth includes a table and two chairs</li><li>Additional charges apply for extra table and electrical which must be requested at time of registration:<ul style="list-style-type: none"><li>Electrical - \$75 + GST</li><li>2nd table (4') - \$50 + GST</li></ul></li></ul> |                         |                        |
| <ul style="list-style-type: none"><li><b>Digital Advertising Package**</b>: one month (Jan.) - includes digital PPT on Career Services &amp; Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website)</li></ul>  | <b>Digital Advertising Package: Not included</b>   |                         |                        |
| <ul style="list-style-type: none"><li><b>Education Career Fair Event Poster**</b>: Sponsorship &amp; logo recognition on posters displayed across campus</li></ul>  | <b>Education Career Fair Event Poster: Not included</b>  |                         |                        |
| <b>Other inclusions:</b> <ul style="list-style-type: none"><li>Logo placement on event landing page</li><li>Volunteer assistance throughout the day</li></ul>   |  |                         |                        |

\*GST will be added

\*\*To guarantee that the Digital Advertising and Backlit panel can be displayed before the January fair, we must receive the Digital PPT and Backlit panel at our office before December

# Winter Career Fair

Tuesday, Jan. 30, 2024 | 11 a.m. – 3:30 p.m. MT

The Winter Career Fair stands out as one of the more diverse fairs comprising of all industries, attracting students from all faculties. It is the perfect fair to recruit for full, part-time, summer, and permanent opportunities.

This fair is an excellent platform to serve as the bridge between employers and students, helping them to establish connections and pave the way for future career opportunities.

## Regular registration fees

| Early-Bird Regular  | Regular Registration | Last Minute Regular | Registered Charity/Non-Profit | Internal UCalgary Exhibitors |
|---|----------------------|---------------------|-------------------------------|------------------------------|
| Deadline: Oct 24  | Deadline: Jan. 10    | Deadline: Jan. 23   | Deadline: Jan. 10             | Deadline: Jan. 10            |
| \$900*  | \$1,050*             | \$1,150*            | \$450*                        | \$300*                       |
| <ul style="list-style-type: none"><li>Regular booth: 9' length x 6' depth x 8' height</li><li>Up to <b>two</b> representatives Included, along with refreshments and lunch</li><li>Booth includes a table and two chairs</li><li>Additional charges apply for extra table and electrical which must be requested at time of registration:<ul style="list-style-type: none"><li>Electrical — \$75 + GST</li><li>Second table (4') — \$50 + GST</li></ul></li><li>Volunteer assistance throughout the day</li></ul> |                      |                     |                               |                              |

*\*GST will be added*



## Boost your value by becoming a Winter Career Fair sponsor

Looking for maximum exposure? Consider sponsoring a fair. This guarantees a featured booth location, and additional exposure through advertising and logo recognition.

| Platinum Innovation Sponsor<br>One available   |
|--|
| <b>Deadline:</b> Oct. 30   |
| \$5,000*   |
| <ul style="list-style-type: none"> <li>• Featured booth location including a networking lounge area to engage with students</li> <li>• Booth size - approx. 20' length x 6' depth x 8' height</li> <li>• Up to <b>twelve</b> representatives included, along with refreshments and lunch</li> <li>• Booth includes two tables and up to twelve chairs plus three cocktail tables for networking with students</li> <li>• Includes: <ul style="list-style-type: none"> <li>– TV – Min 32"</li> <li>– Electrical</li> </ul> </li> </ul> <p><i>Please note these items must be requested at the time of registration.</i></p> <ul style="list-style-type: none"> <li>• Sponsorship acknowledgment in the student newsletter, on the website and on digital screens</li> <li>• Volunteer assistance throughout the day</li> </ul>  |
| <b>Sponsorship Features:</b> <ul style="list-style-type: none"> <li>• <b>Networking Spotlight: Day of fair from 2 p.m. – 4:00 p.m.</b> host your invited students from the fair to attend your networking event in the Life Design Hub (MSC 171)</li> <li>• <b>Floor Plan Sponsor:</b> Your branding will be featured on all our physical &amp; digital floor plan posters</li> <li>• <b>Student Survey Sponsor:</b> Your branding will be featured on our survey<br/>(Please email <a href="mailto:recruit@ucalgary.ca">recruit@ucalgary.ca</a> one question of your choice to be added on the student survey, subject to our approval)</li> <li>• <b>Featured Job Posting: Two</b> job postings within six months of the fair date<br/>(Email postings to <a href="mailto:recruit@ucalgary.ca">recruit@ucalgary.ca</a> to have them posted on your behalf)</li> <li>• <b>Interview Room:</b> Book <b>one</b> room within six months of the fair date<br/>(Email <a href="mailto:recruit@ucalgary.ca">recruit@ucalgary.ca</a> to book your room)</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Info Session: One</b> in-person session (excludes catering) and <b>one</b> virtual session which must be held within six months from the date of the fair<br/>(Date must be requested within one month of registering)</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Digital Advertising Package**:</b> <b>Four</b> months (<b>Jan. – Apr.</b>) - includes digital PPT on the Career Services &amp; Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website)</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Backlit Panel**:</b> <b>One</b> – 3'x6' panel for the months from January - April to be displayed in a highly visible area - visible to approx. 1000 students /day (printing fee not included)<br/>(Poster must be received by December to be displayed for January)</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Winter Career Fair Event Poster**:</b> Sponsorship &amp; logo recognition on posters displayed across campus and on event landing page</li> </ul>  |

| <b>Gold Sponsor</b><br>Four available  | <b>Silver Sponsor</b><br>Six available   | <b>Bronze Sponsor</b><br>Eight available   |
|--|--|--|
| <b>Deadline: Aug. 30</b>   |  |  |
| <b>\$3000*</b>   | <b>\$2000*</b>   | <b>\$1,500*</b>  |
| <ul style="list-style-type: none"> <li>Booth location in the Sponsors Circle</li> <li>Booth size – approx. 12' length x 6' depth x 8' height</li> <li>Up to <b>six</b> representatives included, along with refreshments and lunch</li> <li>Booth includes a table and six chairs</li> </ul> | <ul style="list-style-type: none"> <li>Booth location in the Sponsors Circle</li> <li>Booth size - approx. 10' length x 6' depth x 8' height</li> <li>Up to <b>five</b> representatives included, along with refreshments and lunch</li> <li>Booth includes a table and five chairs</li> </ul> | <ul style="list-style-type: none"> <li>Booth location in the Sponsors Circle</li> <li>Booth size - approx. 10' length x 6' depth x 8' height</li> <li>Up to <b>four</b> representatives included, along with refreshments and lunch</li> <li>Booth includes a table and four chairs</li> </ul> |
| <ul style="list-style-type: none"> <li>TV – Min 32"</li> <li>Electrical</li> <li>Second table (4')</li> </ul> <p><i>Please note these items must be requested at the time of registration.</i></p>   | <ul style="list-style-type: none"> <li>Electrical</li> <li>Second table (4')</li> </ul> <p><i>Please note these items must be requested at the time of registration.</i></p>   | <ul style="list-style-type: none"> <li>Electrical</li> <li>Second table (4')</li> </ul> <p><i>Please note these items must be requested at the time of registration.</i></p>   |
| <b>Other inclusions:</b> <ul style="list-style-type: none"> <li>Sponsorship acknowledgment in the student newsletter, on the website and on digital screens</li> <li>Volunteer assistance throughout the day</li> <li>Logo placement on event landing page</li> </ul>                        |  |  |
| <b>Added perks to increase your engagement throughout the year</b>   |  |  |
| <b>Info Session: One</b> in-person session ( <i>excludes catering</i> ) which must be held within six months from the date of the fair<br><br><i>Date must be requested within one month of registering</i>  | <b>Info Session: One</b> virtual session which must be held within six months from the date of the fair<br><br><i>Date must be requested within one month of registering</i>   | <b>Info Session: Not included</b>  |
| <b>Digital Advertising Package**:</b> <b>three</b> months ( <b>Jan. – Mar.</b> ) - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website)   | <b>Digital Advertising Package**:</b> <b>two</b> months ( <b>Jan. – Feb.</b> ) - includes digital PPT Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website)  | <b>Digital Advertising Package**:</b> <b>one</b> month ( <b>Jan.</b> ) - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website)   |

|  |   |   |
|--|---|---|
| <p><b>Backlit Panel**:</b> One – 3'x6' panel for the month of <b>January</b> to be displayed in a highly visible area - visible to approx. 1000 students /day (<i>printing fee not included</i>)</p> <p><i>Poster must be received by December to be displayed for January</i></p> | <p><b>Backlit Panel: Not included</b></p>                   | <p><b>Backlit Panel: Not included</b></p>                   |
| <p><b>Winter Career Fair Event Poster**:</b> Sponsorship &amp; logo recognition on posters displayed across campus</p>   | <p><b>Winter Career Fair Event Poster: Not included</b></p> | <p><b>Winter Career Fair Event Poster: Not included</b></p> |

*\*GST will be added*

*\*\*To guarantee that the Digital Advertising and Backlit panel can be displayed before the January fair, we must receive the Digital PPT and Backlit panel at our office before December*