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. Additionally, the Fair provides you with opportunities to network with Faculty and Staff from several universities, particularly those who individuals who work in Career Services, Cooperative Education, and Employer Engagement.

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. We are excited to welcome a more diverse set of exhibitors to our career fair this year, including small businesses and further educational institutions.

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, 2019 Halifax Universities Career Fair

Karen McCrank
Committee Member

Christine Frigault
Committee Member

Carmen Burke
Committee Member

DALHOUΣIE
UNIVERSITY

MOUNT
SAINT VINCENT
UNIVERSITY

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 13 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 24th

Exhibitor Set-up: 9:00 am – 12:00 pm

Booth Hours: 12:00 pm – 6:00 pm

Exhibitor Move-out: 6:00 pm – 7:00 pm

Alexia McGill
Tel: 902-422-1886
Email: HalifaxUniversitiesCareerFair@agendamanagers.com
halifaxcareerfair.ca
**Advance Shipment/Storage**

The Cunard Centre does not accept exhibit supplies/materials. Packages shipped to the Cunard Centre, or campus, will be subject to reshipping charges.

Legault Decorating Ltd. 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; booth carpeting and 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.

60 Raddall Avenue, Unit 1  
Dartmouth, NS B3B 1T2  
Tel 902.835.8912  
Fax 902.835.8913  
halifax@legaultcompanies.com

**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 (blue door) on Terminal Road (located on the left hand side of the Cunard Centre). If you are carrying your own materials use the Front Entrance or the Shipping and Receiving Bay. Event staff will be available to assist you.

**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, meals will be served in a designated area on the exhibit floor. Lunch will be available between 12:30 pm and 2:30 pm. Your booth purchase provides you with a meal ticket 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 (#HUCF2019) 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, @msvu_halifax, @smucareers.

**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
LOCATION

The Halifax Universities Career Fair will be held at the Cunard Centre and Pier 21 in downtown Halifax.

The Cunard Centre is conveniently located at 961 Terminal Rd in the south end, along the Halifax Waterfront. Pier 21 is located right next door, both locations 30 minutes from the Halifax International Airport.

Hotel Accommodations

Halifax has various hotels in the downtown core. For accommodations near the Cunard Centre we recommend:

<table>
<thead>
<tr>
<th>The Westin Nova Scotian Hotel</th>
<th>The Four Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1181 Hollis St.</td>
<td>1496 Hollis Street</td>
</tr>
<tr>
<td>Halifax, NS</td>
<td>Halifax, NS</td>
</tr>
<tr>
<td>902-421-1000</td>
<td>902-423-4444</td>
</tr>
<tr>
<td><a href="http://www.westin.ns.ca">www.westin.ns.ca</a></td>
<td><a href="http://www.fourpoints.com/halifax">www.fourpoints.com/halifax</a></td>
</tr>
</tbody>
</table>

For more hotel options visit www.halifaxhotelsltd.com. Exhibitors are responsible for their own accommodations.

Parking

User pay parking is available on site. The flat rate is $10 per day. Please note that parking is available on a first-come, first-served basis and on-site parking is not guaranteed.