

East Kootenay Career and Job Fair 2025

EXHIBITOR GUIDE



- WHERE:** College of the Rockies, Cranbrook Campus Gymnasium
2700 College Way, Cranbrook, BC, V1C 5L7
- DATE:** Wednesday, March 5th, 2025
- TIME:** 10:00 am – 3:00 pm
- COST:** \$175 for employers
\$50 for not-for-profit organizations

If unable to bring your items on the day of the event, you may ship them ahead of time to the Cranbrook Campus address listed above: “Attn: Career Fair”. Your items must be clearly marked with your exhibitor name and contact information.

WHO ATTENDS THE CAREER & JOB FAIR?

FREE ADMISSION for all students and community members.

The event is advertised throughout the East Kootenays to attract College of the Rockies’ students, community members, and high school students from across the region.

Inclusive Hiring Event

The 2025 Career and Job Fair acknowledges that every attendee should be empowered to participate without barriers. Diversity, equity, and inclusion in events means creating an experience that’s supportive of everyone in attendance, no matter a person's abilities, age, race, gender, ethnicity, or sexual orientation. We have acted by creating an environment that respects and values all perspectives.

With intention, we have set aside the time of 10:00 am - 11:00 am for persons with self-identified barriers to attend the fair prior to the scheduled(publicized) start time. It is our hope that by offering this form of access we can provide a more inclusive Career Fair experience for all attendees.

EVENT REGISTRATION

Registration

Registration will be accepted until February 28, 2025. To be included in all event promotions, please register as soon as possible.

Invoices and Payment Methods

You will receive your invoice via email within seven business days of registering.

All invoice payment questions should be sent to accountsreceivable@cotr.bc.ca

1. Credit Card payment over the phone – contact Accounts Receivable, College of the Rockies Finance Department 250-489-2751 Ext. 3425.
2. Direct Deposit with College of the Rockies through your bank – Set up as a bill payment, use sponsor number as the account number.

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Cancellation Policy

Emailed cancellations must be received by February 28, 2025 to receive a full refund. No refunds will be issued for cancellations made after that date.

* Refunds will be issued in the same format as payment. Bank deposits will be refunded as cheque.

PARKING, LOADING & UNLOADING

Classes are in session the day of the event, so parking may be limited. There will be volunteers available at the main and east entrance from 8:30 am – 9:30 am to assist with unloading.

BOOTH SET UP & EVENT DAY

ALL Exhibitors can set up on Tuesday, March 4th, from 5: 30 pm – 7:30 pm. If arriving on March 5th, set-up opens at 8:30 am. Please ensure that your set up is completed by 10:00 am.

NEW - TRADE Employees! - We have created a trades designated area in the front foyer.

ALL Exhibitors:

- Check-in at the gym upon arriving. You will receive name tags, an event map, and schedule.
- If you need assistance, let us know – volunteers are available.
- **Booths** include: one 6ft x 2.5ft table, 2 chairs, white tablecloth if needed.
- Free Wi-Fi
- A private room is available upon request for interviews and personal conversations.

Please let us know ahead of time if:

- * You require an electrical plug in. Note: extension cords are not supplied or available.
- * You require more than two chairs.
- * You require any accommodations to attend as a vendor.

LUNCH

- Coffee and tea will be available @ 9:00 am.
- Please bring your own refillable water bottle.
- Lunch is available from 11:00 am until the event is over, located in room 228A (across the hall from the gym office).
- If you require someone to watch your table so you can get lunch, refill your coffee, etc., please feel free to ask one of our volunteers for help.

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TEARING DOWN

Please **DO NOT PACK UP EARLY**. Students and members of the public have different schedules. We ask that you please respect the posted hours for the Career and Job Fair 2025 and stay until the end.

If you need assistance packing up, our volunteers are available to help.

EVENT PROMOTION

- Event posters are distributed throughout East Kootenay communities.
- Promotion through regional Chambers of Commerce calendars and newsletters.
- Radio promotions from College of the Rockies, Kootenay Employment Services, and WorkBC.
- Print media, Cranbrook Townsman, Kimberley Bulletin and Kootenay Advertiser.
- Social media marketing from College of the Rockies, Kootenay Employment Services, and WorkBC.
- Exhibitor list featured on College of the Rockies' and Kootenay Employment Services' websites.
- College of the Rockies' students receive emails encouraging attendance - with their resumes.
- *Resume Rescue* workshops are offered through Kootenay Employment Services and College of the Rockies, to help attendees prepare for the Career and Job Fair.
- Online Job Board postings with College of the Rockies, Kootenay Employment Services, and WorkBC.
- Event notification is sent out to College of the Rockies' Alumni Network.
- **Help us help you.** Please use your social media to promote your attendance at the East Kootenay Career and Job Fair 2025.

ONLINE JOB BOARDS TO POST YOUR POSITIONS

- College of the Rockies: <https://experience.cotr.bc.ca/home.htm>
- Kootenay Employment Services: <https://jobs.kes.bc.ca/?pg=postjob>
- Work BC: [Job Bank for Employers - Employer Module](#)

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Elk Valley Resources



Kootenay Employment Services / Work BC
Kootenay Tourism