

## EPIC Exhibitor Information

Thank you for volunteering to share your expertise and experience with high school students! We are very fortunate to have caring, community-minded employers in our area that see the benefit of working with youth to showcase career opportunities in Environment and Agriculture, Health, STEM, and Trades.

If you have further questions, please don't hesitate to call (403-328-3996) or email [office@careersteps.ca](mailto:office@careersteps.ca).

### Details:

- When: February 12, 2020 from 9:00am to 2:30pm
- Where: Lethbridge Exhibition
- Target: Southwestern Alberta students in grades 10 – 12

### Who is Career Transitions and What is EPIC?



**CAREER**  
TRANSITIONS

Career Transitions is a not-for-profit organization which is based upon a unique partnership between school divisions, post-secondary institutions and local business and industry. Our programs and services are designed to support youth to make informed career decisions. These services are available to almost 10,000 students from 70 schools across the Southwestern Alberta. **EPIC** is a large-scale event that features a variety of career pathways from 4 distinct sectors – **Environment & Agriculture, Health, STEM (Science-Technology-Engineering-Math), and Trades**. With your participation, we can introduce up to 600 high school students to a wide range of career pathways in a meaningful and impactful manner. The interactive nature of EPIC allows students to connect directly with you as a professional and get a glimpse of what it might be like to work in your field. As an exhibitor, you have the opportunity to showcase your business and meet future prospects.

### Exhibitor Role:

By volunteering as an exhibitor you can highlight the work you do and why students would want to choose that career path. There are two parts to your role as exhibitor:

- **Interactive display** – Students will visit your booth and participate in a **hands-on activity** to help them understand what your work involves. In small groups, **students will spend 20 minutes at your exhibit, so you will want to include activities that will be engaging for that period of time.**
- **Conversation Opportunities** – While students are at your booth for the interactive time, please also talk to them about:
  - Highlights/challenges of the job and field of work
  - What you wish you would have known in high school regarding the occupation/industry
  - Education requirements
  - Things that students can do now to help get ready for working in your occupation/industry

### Registration:

If you are interested in becoming an exhibitor, please complete the [Registration Form](#). This form is also accessible from our website ([www.careersteps.ca/epic](http://www.careersteps.ca/epic)).

### Safety

- Safety must be taken into consideration at all times; please plan activities that are appropriate for inexperienced persons and be prepared to supervise students at all times.
- Appropriate safety equipment (for example eye protection, ear plugs, gloves, etc.) must be provided.

# Event Details

## Set-Up Times

There are two options for set-up:

- **Day before the event**, February 11 between 12:00 pm and 4:30 pm
- **The morning of the event**, February 12 between 7:30 am and 8:45 am
- There are **large roll-up doors** that we can open to enable equipment to move in/out if necessary
- When considering your booth layout, please be aware that **NOTHING** can be affixed to the walls or floor

## Event Schedule:

<b>February 11</b> 12:00 pm to 4:30 pm	➤ Pre-event set-up available to exhibitors
<b>February 12</b> 7:30 am to 8:45 am	➤ Set-up
8:45 am	➤ Exhibitor's meeting with Career Transitions staff
9:00 am	➤ Doors open for student check-in
9:30 am	➤ Welcome and Opening Remarks
9:40 am	➤ Students move to appropriate venue (students have pre-registered for 1 of the 4 available sectors; 150 students maximum per sector)
9:45 am – 12:10 pm	➤ Interactive Displays – students visit exhibitor booths ➤ Students participate in hands-on activities/demonstrations ➤ No more than 6 students per booth ➤ Students stay at booth for 20 minutes and then choose another booth to visit ➤ 5 minutes to reset activities between rotations of students visiting booths ➤ Students choose and participate in 6 interactive experiences
12:10 pm - 12:40 pm	➤ Lunch Provided
12:45 pm – 2:30 pm	➤ "Career Open House" ➤ This is unstructured time for all students to move freely between all sectors.
2:30 pm	➤ Wrap up – students leave
2:00 pm – 2:30 pm	➤ Booth clean up

## 2020 Changes

- To gain maximum value from your participation in EPIC, we are inviting teachers to bring additional high school students to explore in the afternoon Career Fair.
- Exhibitors will remain at their booths, engaging students in open conversations about their occupation. Due to the additional students attending in the afternoon, the Career Fair will be extended to 2:30pm.

## Amount of Space

- 2 options for displays:
  - 10x10 space, or;
  - 20x10 space
  - **Please advise us if you need a larger space for your exhibit.**
- You can customize the space in whatever way fits for your activity.
- If you have a location preference please let us know and we will do our best to accommodate.

## Power/Water Access

- Power outlets are dropped from the ceiling and we need to order the required number by **January 30**
  - **PLEASE make sure you let us know how many outlets you will need**
  - 110V and 220V are available
  - Exhibitors will need to **bring extension cords**, if required
- Basic access to running water is available

## Clean-Up

- Clean-up and loading will happen immediately after students leave (after 2:30 pm).

## For more information:

Career Transitions  
[office@careersteps.ca](mailto:office@careersteps.ca)  
403-328-3996