

EXHIBITOR INFORMATION

EPIC

2021



CAREER
TRANSITIONS

THANK YOU FOR YOUR INTEREST

Thank you for your interest in 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 Southwestern Alberta.

This package includes all the details you need to participate in EPIC this year. This includes changes from past years, as well as extensive information regarding COVID-19 protocols that will be in effect for the event this year.

In addition to this document, you should have received a sponsorship package. Please review this package to see how you can further support the delivery of EPIC and other events like it to students in Southwestern Alberta.

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

REGISTER NOW!

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).



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WHO IS CAREER TRANSITIONS & WHAT IS EPIC?

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 Southwestern Alberta.

EPIC is a large-scale career exploration event that features a variety of career pathways for students to explore. With your participation, we can introduce over 700 high school students to these 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 can showcase your business and connect with your future workforce.

EVENT DETAILS

Date: Wednesday, April 21, 2021

Time: 9:00am – 2:30pm

Where: Exhibition Park – Lethbridge

Target: Southern Alberta students in grade 10-12



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EXHIBITOR ROLE

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

1. **Interactive display** – Students will visit your booth and participate in a hands-on activity to help them understand what is involved in your work. In groups of 6, **students will spend 20 minutes at your exhibit, so you need to include activities that will be engaging for that period of time.**
2. **Conversation Opportunities** – While students are at your booth for the interactive time, please talk to them about:
 - Highlights/challenges of your job, occupation and related industry
 - What you wish you would have known in high school regarding the occupation/industry
 - Education requirements
 - Things that students can do now to prepare for employment in your occupation/industry

If possible, we would appreciate the donation of 2 door prizes for participants. There will be a draw for each session – morning and afternoon.

BOOTH AND ACTIVITY CONSIDERATIONS

- Safety must always be taken into consideration:
 - Plan activities that are appropriate for inexperienced persons and be prepared to supervise students.
 - Appropriate safety equipment (for example eye protection, ear plugs, gloves, etc.) must be provided by the exhibitor where necessary.
- When considering your booth layout, please be aware that **NOTHING** can be affixed to the walls or floor



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2021 CHANGES & COVID-19 PROTOCOLS

- Students will attend in school-based cohort groups of 6. There will be 2 flights of students attending – 5 cohort groups in the morning and 5 cohort groups in the afternoon.
- Occupations will NOT be grouped by sector as in the past. Your exhibit, along with 4 other exhibitors, will form a cluster featuring a diversified group of 5 occupations.
- Exhibitors will be directed to a specific entrance point – this is the **ONLY** entrance/exit available for your use. Entrances will be specific to each cluster.
- Exhibition Park will be a closed campus. Only registered exhibitors, registered students & teachers, plus assigned volunteers can be at Exhibition Park.
 - Non-registered staff or others will not be allowed entry – this includes during lunch. Lunch will be delivered to each booth by designated volunteers. If you do not prefer to eat the lunch provided, please bring your own. **YOU ARE NOT ALLOWED TO HAVE LUNCH DELIVERED.**
- Reduce the number of multiple touch points whenever possible – for instance, if you want students to use a specific tool, consider bringing 6 of them so each student can use their own. If this is not possible, students will be required to put on gloves before touching any equipment.
- In the interest of contact tracing efforts, **only 1 exhibitor will be allowed per booth.** Exhibitors must commit to attending for the entire morning, entire afternoon, or entire day. Exhibitors **CANNOT** switch out part way through the morning or afternoon.
- Should circumstances related to the pandemic lead to the cancellation of this event, exhibitors will receive a minimum of three weeks notice.



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EVENT DETAILS – SET UP TIMES & ENTRANCE POINTS

There are two options for set-up:

- **Day before the event**, April 20 between 12:00 pm and 4:30 pm
- **The morning of the event**, April 21 between 7:30 am and 8:45 am

***** All booths must be completely set up by no later than 8:45 am *****

Reminder: in consideration of pandemic protocols, there will be very specific directions for what doors to enter and exit for set up. You **MUST** enter/exit as directed. Volunteers will be available to direct exhibitors to the proper entrance.

SPACE AND ACCESS TO UTILITIES

- In each cluster, booths will be spread out as much as possible.
- When indicating the space required, please consider what space you will need for your display and interactive components – we will take care of the COVID spacing
 - Booth sizes generally are 10X10 or 20X10 - **Please advise us if you need a larger space for your exhibit.**
- You can customize the space in whatever way fits for your activity.
- We are unable to accommodate location preferences. **BOOTHS WILL NOT BE CLUSTERED IN TRADITIONAL SECTORS.**
- Power outlets (110V & 220V) are available and must be arranged prior to the event. **Exhibitors must bring their own extension cords if necessary.**
- Basic access to running water is available.



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EVENT SCHEDULE

April 20 12:00 pm to 4:30 pm	➤ Pre-event set-up available to exhibitors
April 21 7:30 am to 8:45 am	➤ Set-up
8:45 am – 9:00 am	➤ Exhibitor’s meeting with cluster volunteer
9:00 am – 9:10 am	➤ Doors open for morning session student check-in
9:10 am – 9:15 am	➤ Student orientation and instructions
9:15 am – 11:15 am	<ul style="list-style-type: none"> ➤ Morning Interactive Sessions – students visit exhibitor booths ➤ Students participate in hands-on activities/demonstrations ➤ School cohort of 6 students per booth ➤ Students stay at booth for 20 minutes and then rotate to the next booth in their cluster ➤ 5 minutes to sanitize and reset activities between rotations of students visiting booths
11:15 am – 11:20 am	➤ Door prize draw in each cluster
11:20 am – 11:30 am	➤ Students leave Exhibition Park
11:30 am - 12:00 pm	➤ Lunch provided and delivered to exhibitor booths
12:00 pm – 12:10 pm	➤ Doors open for afternoon session student check-in
12:10 pm – 12:15 pm	➤ Student orientation and instructions
12:15 pm – 2:15 pm	<ul style="list-style-type: none"> ➤ Afternoon Interactive Sessions – students visit exhibitor booths ➤ Students participate in hands-on activities/demonstrations ➤ School cohort of 6 students per booth ➤ Students stay at booth for 20 minutes and then rotate to the next booth in their cluster ➤ 5 minutes to sanitize and reset activities between rotations of students visiting booths
2:15 pm – 2:20 pm	➤ Door prize draw in each cluster
2:20 pm – 2:30 pm	➤ Students leave Exhibition Park
2:30 pm	➤ Clean up - Time to pack up and go home!



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READY TO REGISTER?

Are you ready to inspire today's youth?

Register now: [Registration Form](#)

Thank you for your interest and support!



CONTACT INFORMATION



Tara Yagos

Office & Event Director

Tara.yagos@careersteps.ca

B: 403-328-3996

C: 403-892-0616