



UNIVERSITY OF CALGARY
Centre for Career and
Personal Development

Career Fair Registration and Sponsorship Details

2024 – 25

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. We look forward to your participation in one of our upcoming career fairs.

Essential 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 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 Centre for Career &
Personal Development
MSC188, 2500 University Drive NW
Calgary, Alberta, Canada T2N 1N4

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

Cancellation Policy

Refunds can be issued for up to 10 business days from the date of registration less a \$100 administrative fee. Registrations within 30 days of the event date are non-transferable and non-refundable. **NOTE:** If you are considering cancelling, please email recruit@ucalgary.ca.

Industry Career Fair

Tuesday, Sept. 24, 2024, | 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. Traditionally attended by engineering and technical students, this event 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. This broad spectrum ensures opportunities for students to explore and engage with prospective employers across a range of industries.

Regular registration fees

Early-Bird Regular	Regular Registration	Last Minute Regular	Registered Charity/Non-Profit	Internal UCalgary Exhibitors
Deadline: June 14 Limit: 15 available	Deadline: Aug. 23 <i>Upon Availability</i>	Deadline: Sept. 9 <i>Upon Availability</i>	Deadline: Aug. 23 <i>Upon Availability</i>	Deadline: Aug. 23 <i>Upon Availability</i>
\$1,100*	\$1,300*	\$1,500*	\$500*	\$350*

- Regular booth - approx. 9' length x 6' depth x 8' height
- Up to two representatives included, along with refreshments and lunch.
- Booth includes a table and two chairs.
- Additional charges apply for extra table and electrical which must be requested at time of registration:
 - Electrical - \$85 + GST
 - Second table (6') - \$60 + GST
- Volunteer assistance throughout the day

***GST will be added**

Boost your value by becoming an Industry Career Fair Sponsor

Looking for maximum exposure? Elevate your brand by becoming a Sponsor at the fair. Benefit from optimum booth location and amplify your exposure through advertising, along with logo recognition on CCPD website.

Platinum Innovation Sponsor One available
Deadline: Jul. 5
\$6250*
<ul style="list-style-type: none"> • Prime Booth Location: Position your brand prominently in a high-traffic area for maximum student engagement. • Booth Specifications: Generous booth dimensions of approx. 20' length x 6' depth x 8' height. • Representatives & Amenities: Up to twelve representatives, provided with refreshments and lunch throughout the event. Your booth setup includes two tables, up to twelve chairs and three cocktail tables dedicated for networking with students. • Included Features (Must be requested with registration): <ul style="list-style-type: none"> – TV – Min 32" – Electrical <p>Additional Benefits:</p> <ul style="list-style-type: none"> • Sponsorship acknowledgment: Gain visibility through acknowledgement at the fair, on the CCPD website, digital screens, and social media channels. • Volunteer Support: Receive assistance from dedicated volunteers throughout the day. <p>Exclusive Sponsorship Features:</p> <ul style="list-style-type: none"> • Networking Spotlight: Host students for your networking event in the Life Design Hub (MSC 171) from 2 – 4:00 pm on the day of the fair. • Floor Plan Sponsor: Your logo will be featured on all our physical and digital floor plan posters. • Student Survey Sponsor: Your branding will be featured on our survey. <i>(Please email recruit@ucalgary.ca ONE question of your choice to be added in the student survey, subject to our approval).</i> • Featured Job Posting: TWO job postings within six months of the fair date <i>(email postings to recruit@ucalgary.ca and have them posted on your behalf).</i> • Interview Room: Email recruit@ucalgary.ca to book ONE room within 6 months of the fair date. <p>• Info Session (Date must be requested within ONE month of registering): ONE in-person session (excludes catering) and ONE virtual session which must be held within 6 months from the date of the fair.</p> <p>• Digital Advertising Package (Must be received by August to be displayed for September)**: Four months (Sept. – Dec.) - includes digital PPT on the Centre for Career & Personal Development (CCPD) & Life Design Hub (LDH) TV screens supporting continuous promotion</p>

of your brand (logo, tagline, and website).

- **Backlit Panel (Poster must be received by August to be displayed for September)**: One** – 3'x6' panel for the months from **September - December** to be displayed in a highly visible area - visible to approx. 1000 students /day (printing fee not included.)

- **Industry Career Fair Event Poster****: Sponsorship & logo recognition on posters displayed across campus.

- Corporate logo on CCPD website.

****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 in our office before the end of August**

Gold Sponsor Four available	Silver Sponsor Six available	Bronze Sponsor Eight available
Deadline: Aug. 9		
\$3750*	\$2500*	\$1875*
<ul style="list-style-type: none"> • Prime booth location. • Booth size – approx. 12' length x 6' depth x 8' height. • Up to six representatives included, along with refreshments and lunch. • Booth includes a table and six chairs. 	<ul style="list-style-type: none"> • Prime booth location. • Booth size - approx. 10' length x 6' depth x 8' height. • Up to five representatives included, along with refreshments and lunch. • Booth includes a table and five chairs. 	<ul style="list-style-type: none"> • Prime booth location. • Booth size - approx. 10' length x 6' depth x 8' height. • Up to four representatives included, along with refreshments and lunch. • Booth includes a table and four chairs.
<ul style="list-style-type: none"> • TV – Min 32" • Electrical • Second table (6') <p>Please note these items must be requested at the time of registration.</p>	<ul style="list-style-type: none"> • Electrical • Second table (6') <p>Please note these items must be requested at the time of registration.</p>	<ul style="list-style-type: none"> • Electrical • Second table (6') <p>Please note these items must be requested at the time of registration.</p>
<p>Other inclusions:</p> <ul style="list-style-type: none"> • Sponsorship acknowledgment at the fair, on CCPD website, digital screens, and social media channels. • Volunteer assistance throughout the day. • Corporate logo on CCPD website. 		
Added benefits to increase your engagement throughout the year		
<p>Info Session: One in-person session (excludes catering) which must be held within six months from the date of the fair.</p> <p>Date must be requested within one month of registering</p>	<p>Info Session: One virtual session which must be held within six months from the date of the fair.</p> <p>Date must be requested within one month of registering</p>	<p>Info Session: Not included</p>

<p>Digital Advertising Package**: three months (Sept. – Nov.) - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (<i>logo, tagline, and website</i>).</p>	<p>Digital Advertising Package**: two months (Sept. – Oct.) - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (<i>logo, tagline, and website</i>).</p>	<p>Digital Advertising Package**: one month (Sept.) - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (<i>logo, tagline, and website</i>).</p>
<p>Backlit Panel**: One – 3'x6' panel for the month of September 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 August to be displayed for September</i></p>	<p>Backlit Panel: Not included</p>	<p>Backlit Panel: Not included</p>
<p>Industry Career Fair Event Poster**: Sponsorship & logo recognition on posters displayed across campus</p>	<p>Industry Career Fair Event Poster: Not included</p>	<p>Industry Career Fair Event Poster: Not included</p>

***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 in our office before August.**

Graduate & Professional School Fair

Graduate & Professional School Fair – Wednesday, Oct. 2, 2024, | 11 a.m. – 3 p.m. MT

The Graduate & Professional School Fair provides an excellent platform to highlight 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!

Registration Fees

Early-Bird Regular Only 10 available	Regular Registration	Last Minute Regular	Internal UCalgary Exhibitors
Deadline: Jul. 26	Deadline: Sep. 13	Deadline: Sep. 20	Deadline: Sep. 13
\$750*	\$900*	\$1,050*	\$350*

- Single booth – approx. 9' length x 6' depth x 8' height.
- Up to **two** representatives Included, along with refreshments and lunch.
- Booth includes a table and two chairs.
- Additional charges apply for extra table and electrical which must be requested at time of registration:
 - Electrical - \$85 + GST
- Volunteer assistance throughout the day.

***GST will be added**

Education Career Fair

Thursday, Jan. 23, 2025, | 11 a.m. – 3:00 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 highlight what opportunities you have to offer towards their career journey.

Registration fees

Sponsor Only ten available	Early-Bird Regular	Regular Registration	Last Minute Regular
Deadline: Dec. 16	Deadline: Oct. 19	Deadline: Dec. 18	Deadline: Dec. 18
\$1,300*	\$700*	\$900*	\$1,000*
<ul style="list-style-type: none"> • Prime booth location. • Booth size: 12' length x 6' depth x 8' height. • Sponsorship acknowledgment at the fair, on CCPD website, digital screens, and social media channels. • Up to four Representatives included, along with refreshments and lunch. • Booth includes a table and four chairs. • Includes (Items must be requested with registration): <ul style="list-style-type: none"> – Electrical – Second table (4') 	<ul style="list-style-type: none"> • Regular booth: 9' length x 6' depth x 8' height. • Up to two representatives included, along with refreshments and lunch. • Booth includes a table and two chairs. • Additional charges apply for extra table and electrical which must be requested at time of registration: <ul style="list-style-type: none"> – Electrical - \$85 + GST – 2nd table (6') - \$60 + GST 		
<ul style="list-style-type: none"> • Digital Advertising Package**: one month (Jan.) - includes digital PPT on Centre for Career & Personal Development (CCPD) & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website). 		Digital Advertising Package: Not included	
<ul style="list-style-type: none"> • Education Career Fair Event Poster**: Sponsorship & logo recognition on posters displayed across campus. 		Education Career Fair Event Poster: Not included	
Other inclusions: <ul style="list-style-type: none"> • Corporate logo on CCPD website. • Volunteer assistance throughout the day. 			

***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 in our office before December**

Winter Career Fair

Tuesday, Jan. 28, 2025, | 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 25 Limit: 15 available	Deadline: Jan. 10 <i>Upon Availability</i>	Deadline: Jan. 23 <i>Upon Availability</i>	Deadline: Jan. 10 <i>Upon Availability</i>	Deadline: Jan. 10 <i>Upon Availability</i>
\$1,100*	\$1,300*	\$1,500*	\$500*	\$350*
<ul style="list-style-type: none">• Regular booth: 9' length x 6' depth x 8' height• Up to TWO representatives included, along with refreshments and lunch.• Booth includes a table and two chairs.• Additional charges apply for extra table and electrical which must be requested at time of registration:<ul style="list-style-type: none">– Electrical — \$85 + GST– Second table (6') — \$60 + GST• Volunteer assistance throughout the day				

***GST will be added**

Boost your value by becoming a Winter Career Fair Sponsor

Looking for maximum exposure? Elevate your brand by becoming a Sponsor at the fair. Benefit from optimum booth location and amplify your exposure through advertising, along with logo recognition on CCPD website.

Platinum Innovation Sponsor One available
Deadline: Nov. 1
\$6,250*
<ul style="list-style-type: none"> • Prime Booth Location: Position your brand prominently in a high-traffic area for maximum student engagement. • Booth Specifications: Generous booth dimensions of approx. 20' length x 6' depth x 8' height. • Representatives & Amenities: Up to twelve representatives, provided with refreshments and lunch throughout the event. Your booth setup includes two tables, up to twelve chairs and three cocktail tables dedicated for networking with students. • Included Features (Must be requested with registration): <ul style="list-style-type: none"> – TV – Min 32" – Electrical <p>Additional Benefits:</p> <ul style="list-style-type: none"> • Sponsorship acknowledgment: Gain visibility through acknowledgement at the fair, on the CCPD website, digital screens, and social media channels. • Volunteer Support: Receive assistance from dedicated volunteers throughout the day.
<p>Exclusive Sponsorship Features:</p> <ul style="list-style-type: none"> • Networking Spotlight: Host students for your networking event in the Life Design Hub (MSC 171) from 2 – 4:00 pm on the day of the fair. • Floor Plan Sponsor: Your logo will be featured on all our physical and digital floor plan posters. • Student Survey Sponsor: Your branding will be featured on our survey. (Please email recruit@ucalgary.ca ONE question of your choice to be added in the student survey, subject to our approval). • Featured Job Posting: TWO job postings within six months of the fair date (email postings to recruit@ucalgary.ca and have them posted on your behalf). <p>Interview Room: Email recruit@ucalgary.ca to book ONE room within 6 months of the fair date.</p>
<ul style="list-style-type: none"> • Info Session (Date must be requested within ONE month of registering): ONE in-person session (excludes catering) and ONE virtual session which must be held within 6 months from the date of the fair.
<ul style="list-style-type: none"> • Digital Advertising Package (Must be received by December to be displayed for January)**: Four months (Jan. – Apr.) - includes digital PPT on the Centre for Career & Personal Development (CCPD) & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (logo, tagline, and website).
<p>Backlit Panel (Poster must be received by end of December to be displayed for January)**: One – 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.)</p>
<ul style="list-style-type: none"> • Winter Career Fair Event Poster**: Sponsorship & logo recognition on posters displayed across campus.

- Corporate logo on CCPD website.

Gold Sponsor Four available	Silver Sponsor Six available	Bronze Sponsor Eight available
Deadline: Oct. 25		
\$3,750*	2,500*	\$1,875*
<ul style="list-style-type: none"> • Prime booth location. • Booth size – approx. 12' length x 6' depth x 8' height. • Up to six representatives included, along with refreshments and lunch. • Booth includes a table and six chairs. 	<ul style="list-style-type: none"> • Prime booth location. • Booth size - approx. 10' length x 6' depth x 8' height. • Up to five representatives included, along with refreshments and lunch. • Booth includes a table and five chairs. 	<ul style="list-style-type: none"> • Prime booth location. • Booth size - approx. 10' length x 6' depth x 8' height. • Up to four representatives included, along with refreshments and lunch. • Booth includes a table and four chairs.
<ul style="list-style-type: none"> • TV – Min 32" • Electrical • Second table (6') <p>Please note these items must be requested at the time of registration.</p>	<ul style="list-style-type: none"> • Electrical • Second table (6') <p>Please note these items must be requested at the time of registration.</p>	<ul style="list-style-type: none"> • Electrical • Second table (6') <p>Please note these items must be requested at the time of registration.</p>
<p>Other inclusions:</p> <ul style="list-style-type: none"> • Sponsorship acknowledgment at the fair, on CCPD website, digital screens, and social media channels. • Volunteer assistance throughout the day. • Corporate logo on CCPD website. 		
Added benefits to increase your engagement throughout the year		
<p>Info Session: One in-person session (<i>excludes catering</i>) which must be held within six months from the date of the fair.</p> <p>Date must be requested within one month of registering</p>	<p>Info Session: One virtual session which must be held within six months from the date of the fair.</p> <p>Date must be requested within one month of registering</p>	<p>Info Session: Not included</p>
<p>Digital Advertising Package**: three months (Jan. – Mar.) - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (<i>logo, tagline, and website</i>).</p>	<p>Digital Advertising Package**: two months (Jan. – Feb.) - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (<i>logo, tagline, and website</i>).</p>	<p>Digital Advertising Package**: one month (Jan.) - includes digital PPT on the Career Services & Life Design Hub (LDH) TV screens supporting continuous promotion of your brand (<i>logo, tagline, and website</i>).</p>

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