

# 2012 CAREER EXPLORATION SHOWCASE

SHOW DATES: Monday April 30<sup>th</sup> & Tuesday May 1<sup>st</sup>, 2012  
**EXHIBITOR INFORMATION PACKAGE**



## What:

The Career Exploration Showcase, hosted annually by Skills Canada – Ontario in conjunction with the Ontario Technological Skills Competition, is one of the largest such events in Canada, with an estimated visitor count of 35,000. The Showcase provides an ideal opportunity for young people and their parents to research career opportunities in the skilled trades and technologies in a setting that is fun and *interactive*. In fact, awards are presented to the Exhibitor with the ‘Best Overall Booth,’ based on the interactive components of the display and the way information is presented.

## When:

Career Exploration Showcase runs during the Ontario Technological Skills Competition (OTSC), – Monday April 30, 2012 & Tuesday May 1, 2012, 9:00 a.m. – 3:30 p.m. daily. Exhibitors must be onsite and ready to greet the public each day prior to 9am – visitors and competitors begin arriving early.

## Cost:

Each 10’x10’ booth space is \$800. Each organization may register for a maximum of six 10’x10’ booths. 1 table, 2 chairs, and 2 lunches are provided by Skills Canada –Ontario each day for every 10’x10’ booth.

## Where:

RIM Park and Manulife Financial Sportsplex, 2001 University Avenue **East**, Waterloo, ON.



## How to Register:

Please fill out our new **ONLINE** Career Exploration Showcase Registration Form at <https://register.skillsontario.com/careerShowcase.php>. Deadline for booth registration is **Thursday, March 29, 2012**. Special requests for additional or specific electrical systems, Internet, webcam, water and/or exhaust must be submitted for review before Thursday, March 29, 2012. *All special requests are subject to review and are not guaranteed until confirmed by Skills Canada – Ontario.* For any questions or concerns, please contact Brianna Holm at [briannah@skillscanada.com](mailto:briannah@skillscanada.com) or 519-749-9899 ext 226.

## Safety Requirements:

The trade show industry has stringent safety standards, which Skills Canada-Ontario adheres to. The following precautions must be followed by all exhibitors:

**IF YOU ARE BUILDING/ERECTING ANYTHING OVER 10 FEET HIGH - YOU MUST CONTACT SKILLS CANADA - ONTARIO PRIOR TO MARCH 29<sup>th</sup> FOR APPROVAL. ANY STRUCTURES THAT ARE BROUGHT ONSITE WITHOUT PRIOR APPROVAL WILL NOT BE ALLOWED TO BE SET UP OR SHOWN.** We will be assigning certain times for large structures to be built, and these times will be communicated to all showcase participants closer to the setup dates. During these times our sites will be designated as Construction Areas and will require ALL

SHOWCASE EXHIBITORS WHO WILL BE ONSITE TO WEAR THE PERSONAL PROTECTIVE EQUIPMENT (PPE) DESCRIBED BELOW FOR CONSTRUCTION AREAS.

**PPE - PERSONAL PROTECTIVE EQUIPMENT:** Because all of our OTSC sites are now defined as Industrial Establishments, PPE must be worn at all times during setup and tear-down. DURING SETUP AND TEAR-DOWN ALL INDIVIDUALS MUST BE WEARING CSA APPROVED STEEL-TOED SHOES/BOOTS, regardless of the complexity of your booth setup. During the times that our rooms will be designated as Construction Areas, anyone entering the area must be wearing a CSA APPROVED HARD HAT AND CSA APPROVED STEEL-TOED SHOES/BOOTS. These times will be communicated to exhibitors prior to setup times.

*\*\*Please note Skills Canada - Ontario will not be providing PPE for any individuals. All individuals who plan to be onsite during setup or tear-down must provide their own PPE. \*\**

**HAZARDOUS MATERIALS:** Skills Canada-Ontario MUST be notified prior to setup dates if you are planning to bring any hazardous materials onsite during the setup, show times, or tear-down. Any material identified by WHMIS must be accompanied by the appropriate Material Safety Data Sheets (MSDS).

In the event of an evacuation, exhibitors are responsible to evacuate themselves and their staff from the building. Skills Canada –Ontario is not responsible for Showcase Exhibitors in the event of an emergency evacuation. Exhibitors should familiarize themselves with the posted emergency exits.

### **Setup Times:**

Upon your arrival at RIM Park please check in with **Information Table B** (centre doorway) to confirm your booth location within the facility. Booths MUST be set up by 12pm on Sunday, April 29, 2012, and all heavy deliveries MUST be on booth site prior to 10am on Saturday, April 28, 2012. **\*NO EXCEPTIONS\*** Exhibitors and exhibits are expected to be present for all 2 days of Career Exploration Showcase.

### **Exhibitors may set up during the following hours:**

Thursday, April 26<sup>th</sup> - 9am-4pm

Friday, April 27<sup>th</sup> - 9am-4pm

Saturday, April 28<sup>th</sup> - 9am-4pm

Sunday, April 29<sup>th</sup> - 9am-12pm

All material supplied by Skills Canada – Ontario will remain the property of Skills Canada – Ontario. The exhibitor shall be held responsible for the loss of such materials associated with his/her booth, and shall compensate Skills Canada – Ontario in the event of loss or damage.

### **Lunches:**

A cheese pizza lunch will be provided for exhibitors at noon hour on both days. Please specify the number of exhibitors requiring lunch on the registration form. You will be receiving a welcome package when you arrive on the morning of Monday April 30<sup>th</sup> with your lunch information and food vouchers. **Please do not lose the information as extras will not be provided.** As an alternative, food will be available for purchase at a BBQ on Tuesday, May 1<sup>st</sup> in front of RIM Park for all in attendance, or at a food kiosk within the building.

### **Electrical/Special Requirements:**

Booths will be supplied with 1 x 120V outlet (upon request); price is included in the registration fee. Any and all additional requests must be submitted with documentation regarding preferred wiring locations, voltage specifications or any other special requirements, and will be subject to additional charges. **\*\*All electrical equipment must be CSA approved\*\*** All special electrical/Internet/plumbing and spatial requirements must be submitted to Brianna Holm at Skills Canada – Ontario by Thursday, March 29, 2012 at [briannah@skillscanada.com](mailto:briannah@skillscanada.com) or by fax (519) 749-6322. *All special requests are subject to review and are not guaranteed until confirmed by Skills Canada – Ontario.*

The City of Waterloo and its agents reserve the right to inspect any and all equipment and materials which a vendor/exhibitor may wish to have connected to the facility's power sources and/or may wish to use while in the facility. Only those authorized by the City of Waterloo personnel are permitted to make a connection to any of the building's electrical or mechanical sources.

1. All outlets are supplied to the back of the booth unless otherwise specified. No electrical wires are permitted to run under the carpet or flooring.
2. Permanent building receptacles and columns are not part of booth spaces and may not be used by exhibitors.
3. The City of Waterloo & Skills Canada – Ontario are not responsible for damages or expenses incurred due to power surges, spikes or loss of power during, before or after the show.
4. The Electrical Safety Code requires that any electrical equipment which is being displayed, offered for sale, or used in the show **MUST BE APPROVED** and be marked with a CSA approval sticker (or approved alternate). Enforcement for this regulation is vested in the Electrical Safety Authority.
5. Any equipment which is not CSA approved **WILL NOT BE HOOKED UP**.
6. In the interest of public safety, exhibits may be inspected by the local Hydro Inspector to determine if any violations exist. For additional information please visit [www.esa-safe.com](http://www.esa-safe.com)

### **Mechanical:**

All installations and connections to be made to the building's sources of natural gas, water and all connections with drains, must be made by an authorized City of Waterloo employee, or an individual authorized by the City of Waterloo and Skills Canada – Ontario, and must be specified beforehand at the time of registration.

### **Additional Equipment Rentals:**

Each 10x10 booth space is supplied with one 8' skirted table and two chairs. If additional tables and chairs are required, this must be communicated on the registration form and will be provided at an additional cost of \$20/table and \$5/chair. **\*\*PLEASE NOTE\*\*** *Booths are not equipped with carpet, but a carpet rental is available. To arrange carpet rental and rental of other equipment, please contact Debbie at HAHN Rentals: 1-800-563-4246.*

### **Internet:**

If requiring Internet, exhibitors please make note of the following prior to arrival:

1. Become knowledgeable about the connectivity and configuration settings.
2. Understand their product and/or service supplier.
3. Identify what media of connection is required (Ethernet or Phone).
4. Ascertain all pertinent connection information (Port Numbers, security settings), and provide this information to the Career Exploration Showcase Coordinator in advance.

If a vendor is obtaining a web-based service for their display, it is imperative that they obtain the port numbers and security settings which are required to make it work in the City of Waterloo environment. A port number is the last four digits in this example: TCIP 172.x.x.x:8080. Please note that there may be more than one port number and if e-mail is to be transmitted across the Internet, SMTP and POP3 server settings are required.

It is strongly recommended that exhibitors arrive onsite a few days in advance to test out their equipment. City of Waterloo IT Staff will be on hand at certain times to provide support. Please indicate an anticipated arrival time on your registration form if you have any concerns regarding Internet connections. Please note the more information an exhibitor can provide about their configuration settings and network connections the better the City of Waterloo IT Dept can provide service. This information is crucial to have ahead of time. Information is to be sent to the Career Showcase Coordinator by Thursday, March 29, 2012. POS DISCLAIMER: Skills Canada – Ontario can hold no responsibility of content of Internet access.

### **Sending Materials in Advance of the Show:**

If you would like to make arrangements to forward printed materials/handouts for this event to RIM Park prior to the show, contact the Career Exploration Showcase Coordinator to confirm delivery dates and arrangements. Please be advised materials **may only be delivered** to RIM **after** 12pm on Wednesday, April 25, 2012. An e-mail will be sent out in April 2012 with specifications regarding shipping and booth numbers.

### **Tear-Down Times:**

In respect of the students competing, booths **may not begin tear-down until Tuesday, May 1<sup>st</sup> after 3:30pm.** Tear-down involving heavy equipment will not begin until Wednesday, May 2<sup>nd</sup> at 10am. PLEASE NOTE: Booths placed in certain areas must be torn down at specified times. Exhibitors will be made aware of this following the registration process.

### **Exhibitors may tear down during the following hours:**

Tuesday, May 1<sup>st</sup> after 3:30pm

Wednesday, May 2<sup>nd</sup> - 10am-4pm

Thursday, May 3<sup>rd</sup> - 9am-4pm

### **Cancellations:**

1. If services have already been provided at the time of cancellation, original charges will apply.
2. No refund will be given on services that require advance planning i.e. special electrical circuits
3. If we receive a cancellation notice in writing on or before the deadline date (Thursday, March 29, 2012) a full refund will be issued on listed items on the order form.
4. If we receive a cancellation notice in writing after the deadline (Thursday, March 29, 2012) and before two weeks prior to the event (Monday, April 16, 2012), a 50% refund will be issued on items on our order form. Any cancellations received after Monday, April 16, 2012 will not be refunded.

**Thank you for helping to make the 2012 Career Exploration Showcase a success!**

**Spaces are limited and are allocated on a first-come, first-served basis.**

**Questions or Concerns: Please contact Career Exploration Showcase Coordinator Brianna Holm at [briannah@skillscanada.com](mailto:briannah@skillscanada.com) or 519-749-9899 ext 226**