

EXHIBITOR INFORMATION

EPIC

Exploring Possible Industries & Careers

2022



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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. Please note that we have made some changes designed to make your exhibitor experience even more positive.

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 in order to help prepare a future workforce for 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, community organization, built on a unique partnership between school divisions, post-secondary institutions and local business & industry. Our programs and services are designed to support youth to make informed career decisions and introduce them to the wide range of opportunities that exist here in Southwestern Alberta. Our services are available to over 10,000 students from 69 schools across the region.

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 up to 1100 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 13, 2022

Time: 9:00am – 2:30pm

Where: Exhibition Park – Lethbridge

Target: Southern AB students, primarily those in Grades 9-10 who are in full exploration mode



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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

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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2022 CHANGES

- Due to the success and learnings from 2021 EPIC (COVID Version), a MAJOR structural change is happening with EPIC this year. Occupations will NOT be grouped by sectors as in the past. Your exhibit, along with 4 others, will form an **Exploration Zone** featuring a diversified group of 5 occupations.
- Students will attend in school-based groups of 6. You will connect with 2 flights of students – 5 groups in the morning and 5 groups in the afternoon.
- Due to this configuration, each exhibitor can expect to impact 6 students at EACH of the sessions for a total of 60 students over the course of the day.
- While all interested high school students are welcome to register, EPIC will be highly promoted to students in Grades 9 and 10, who are more likely to be in exploratory mode regarding careers and their future.
- Career Transitions is in the process of providing schools with curriculum supports which will enable students to gain maximum value from your investment - prior, during and following the event.
- Lunch will still be provided to exhibitors.
- As COVID continues to linger in our lives, we support any considerations around sanitization, PPE, etc. you feel are necessary, however, any materials you require to support these considerations are the responsibility of the exhibitor (i.e.: Career Transitions will not be providing hand sanitizer, gloves, wipes, etc. This will be the exhibitor's responsibility should you determine these supplies are necessary).



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EVENT DETAILS – SET UP TIMES

There are two options for set-up:

- **Day before the event**, April 12 between 12:00 pm and 4:00 pm
- **The morning of the event**, April 13 between 7:30 am and 8:45 am

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

These and other logistical details will be confirmed via a phone conversation prior to the event.

SPACE AND ACCESS TO UTILITIES

- When indicating the space required, please consider what space you will need for your display and interactive components
 - Booth sizes generally are 10'X10' or 20'X10'
 - **Please advise us if you need a larger space for your exhibit.**
- You can customize the space in whatever way fits for your activity.
- There are large roll-up doors that we can open to enable equipment to move in/out if necessary.
- 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.
- **BOOTHS WILL NOT BE GROUPED IN TRADITIONAL SECTORS.**



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EVENT SCHEDULE

April 12 12:00 pm to 4:30 pm	➤ Pre-event set-up available to exhibitors
April 13 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 groups of 6 students per booth ➤ Students stay at booth for 20 minutes and then rotate to the next booth in their Exploration Zone ➤ Up to 5 minutes to reset activities between rotations of students visiting booths
11:15 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 groups of 6 students per booth ➤ Students stay at booth for 20 minutes and then rotate to the next booth in their Exploration Zone ➤ Up to 5 minutes to reset activities between rotations of students visiting booths
2:15 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 your future workforce?

Register now: [Registration Form](#)

Thank you for your interest and support!



CONTACT INFORMATION



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