

CAREER CONFERENCE  
ADDITIONAL INFORMATION

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# EPIC DAY

Exploring Possible Industries & Careers

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2024



**CAREER**  
TRANSITIONS

# EPIC DAY CAREER CONFERENCE - EXHIBITOR ROLE

By participating as an exhibitor at the EPIC DAY Career Conference (held at the Agri-Food Hub & Trade Centre), you will highlight the work you do and explain why students would want to choose that as a career path. There are two parts to your role as exhibitor:

- 1. Interactive booth** – 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 up to 6, **students will spend 20 minutes at your exhibit, so you need to include activities that will be engaging for that period of time.**
  - Each exhibitor can expect to impact up to 6 students at EACH of the sessions for a total maximum of 60 students over the course of the day.
- 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 a donation of 2 door prizes for a draw for each session.

**\*\*\*EPIC DAY Career Conference is a full day commitment.**

## 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.
- Please be aware that **NOTHING** can be affixed to the walls or floor



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# EPIC DAY CAREER CONFERENCE - EVENT DETAILS

## SET UP TIMES

There are two options for set-up at Exhibition Park:

- **Day before the event**, April 16 between 12:00 pm and 4:00 pm
- **The morning of the event**, April 17 at 7:30 am

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

## SPACE AND ACCESS TO UTILITIES

- When indicating the space required, please consider what space you will need for your booth 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 overhead doors that we can open to enable equipment to move in/out
- 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.

## BOOTH PROVISIONS

The following provisions are included with your booth:

- Up to 2 tables; up to 9 chairs (6 for students, 1 for a supervisor, 2 for exhibitors)
- Up to 2 lunches
- 1 plug in

Additional provisions can be arranged for a fee.



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# EPIC DAY CAREER CONFERENCE - EVENT SCHEDULE

April 16 12:00 pm to 4:30 pm	➤ Pre-event set-up available to exhibitors
April 17 7:30 am to 8:45 am	➤ Set-up
8:45 am – 9:00 am	➤ Exhibitor’s meeting with zone volunteer
9:00 am – 9:10 am	➤ <b>Doors open for morning session student check-in</b>
9:10 am – 9:15 am	➤ Student orientation and instructions
9:15 am – 11:15 am	<ul style="list-style-type: none"> <li>➤ Morning Interactive Sessions – students visit exhibitor booths</li> <li>➤ Students participate in hands-on activities/demonstrations</li> <li>➤ School groups of 6 students per booth</li> <li>➤ Students stay at booth for 20 minutes and then rotate to the next booth in their Exploration Zone</li> <li>➤ Up to 5 minutes to reset activities between rotations of students visiting booths</li> </ul>
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	➤ <b>Doors open for afternoon session student check-in</b>
12:10 pm – 12:15 pm	➤ Student orientation and instructions
12:15 pm – 2:15 pm	<ul style="list-style-type: none"> <li>➤ Afternoon Interactive Sessions – students visit exhibitor booths</li> <li>➤ Students participate in hands-on activities/demonstrations</li> <li>➤ School groups of 6 students per booth</li> <li>➤ Students stay at booth for 20 minutes and then rotate to the next booth in their Exploration Zone</li> <li>➤ Up to 5 minutes to reset activities between rotations of students visiting booths</li> </ul>
2:15 pm – 2:30 pm	➤ Students leave Exhibition Park
2:30 pm	➤ Clean up - Time to pack up and go home!

\* Please note exhibitors can bring their own lunch, however, as per the Agri-Food Hub & Trade Centre’s food policy, orders CANNOT be delivered to the event (for example, pizza brought in for the staff, or DoorDash delivering lunch).



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# EPIC DAY CAREER CONFERENCE— IMPORTANT DATES, DEADLINES & DETAILS REQUIRED

January 10	Schools start submitting requests for EPIC DAY spots
January 31	<b>Firm commitment from businesses to participate in the Career Conference</b> including: <ul style="list-style-type: none"> <li>➤ Size of booth required</li> <li>➤ Occupation being highlighted</li> <li>➤ General idea of hands-on activity being provided</li> </ul>
February 28	<b>Deadline for school requests</b> ; Career Transitions begins finalizing school allocations
March 6	<b>All schools have their allocations confirmed</b>
March 13	<b>Final details of booth confirmed</b> with Career Transitions including: <ul style="list-style-type: none"> <li>➤ Number of tables/chairs</li> <li>➤ Power requirements</li> <li>➤ Lunch orders</li> <li>➤ Set up date/time</li> <li>➤ Contact information of all attending</li> </ul>
April 10	<b>Final email</b> to all Career Conference exhibitors which includes: <ul style="list-style-type: none"> <li>➤ Confirmation of booth details</li> <li>➤ Confirmation of set up time</li> <li>➤ Location of booth</li> <li>➤ Entrance/drop off location information</li> <li>➤ Parking instructions</li> </ul>
April 17	<b>EPIC DAY!</b>



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## READY TO SIGN UP?

Inspire your future workforce.

Contact us to discuss your EPIC DAY career conference options today.

Thank you for your interest and support!



## CONTACT INFORMATION



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