



# JOB FAIR FORT ST. JOHN

MARCH 8, 2017 NORTHERN GRAND HOTEL  
9830 100 Ave, Fort St John, B.C.

The Fort St. John Job Fair is the only community wide job fair in Fort St. John, B.C. The event is organized by local radio station Moose FM/Energeticcity.ca and will happen at the Northern Grand Hotel. Why organize your own job fair at a much higher cost, when we can do all the work.

## EVENT TIMES:

10 a.m. to 12 p.m.	Exhibitor Setup
11:30 a.m.	Exhibitor Buffet Lunch
12 p.m. to 6 p.m.	Open to the General Public
6:15 p.m. to 8 p.m.	Tear Down of the Event

## EACH EXHIBITOR WILL RECEIVE: (Limit 20)

- One 8' x 6' pipe and draped booth
- 8' high back drape and 3' high side drape
- One 6' foot table
- Four chairs
- One electrical outlet
- Two passes for the lunch buffet
- Company promoted during radio on-location
- Online Business profile at [www.fsjobfair.ca](http://www.fsjobfair.ca)

**YOUR INVESTMENT: \$549 plus GST**

## HOW WILL THE JOB FAIR BE PROMOTED:

- Extensive promotion on Moose FM
- Website ads on Energeticcity.ca
- Digital outdoor signage on the Alaska Highway
- Facebook advertising
- This will also be promoted by the Fort St. John and District Chamber of Commerce
- Moose FM will broadcast live during the event
- Press releases will also be issued to the local newspaper

## ADD A MARKETING CAMPAIGN:

On top of the booth at the show, you can also design a marketing campaign to further promote your business and the job opportunities you have. Here is an exclusive option to exhibitors of the Job Fair:

- Run a radio campaign with 50 x:30 second ads
- Run an online campaign on Energeticcity.ca that includes all sizes of website ads. This campaign would include 50,000 ad views.

Your investment: \$749 plus GST (this is separate from your booth registration.)

**For more details contact us at Moose FM: 250-787-7100 or [reception@moosefm.ca](mailto:reception@moosefm.ca)**



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## REGISTRATION FORM

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

## SERVICE

- |   |                |
|---|----------------|
| <input type="checkbox"/> Exhibitor Booth            | \$549 plus GST |
| <input type="checkbox"/> Extra buffet lunch tickets | \$30 plus GST  |
| <input type="checkbox"/> Marketing Campaign         | \$749 plus GST |

## ONLINE COMPANY PROFILE

100 word limit for your online profile. Profiles over the word limit will be automatically rejected. Spelling and grammatical accuracy are the responsibility of the registrant.

## NUMBER OF EXHIBITOR BADGES REQUIRED (max of 4)

- 1    2    3    4

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**ARE YOU (check all that apply):**

- Hiring Now / Hiring Soon / Accepting Resumes
- Providing Career & Industry Information
- Providing Employment Assistance / Readiness / Life Skills
- Providing Volunteer Opportunities
- Providing Information on Education & Training



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**WHO WILL YOU BE RECRUITING? (check all that apply)**

- Trades – Apprentice / Journeyman
- Office Support / Administrative
- Computer / IT Support
- Business / Accounting / Human Resources
- Retail / Customer Service
- Temporary / Summer / Coop Positions
- General Labourers
- Drivers / Heavy Equipment Operators
- Medical / Health Professionals
- Other, please list: \_\_\_\_\_

**PAYMENT**

- Master Card     Visa     AMEX

Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_

Signature: \_\_\_\_\_

Is your organization GST exempt?     Yes     No

If yes, please provide the GST exemption number \_\_\_\_\_

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*Your exhibitor booth must be manned by at least one employee at all times during the fair hours. Please do not leave your booth unattended as the fair is not responsible for loss of company or personal items.*

**EARLY TEAR DOWN POLICY**

*Please note that early tear down of booths will not be tolerated. Any booths that are disassembled prior to 6 PM on Wednesday, March 8, 2017 will be charged an additional \$250.00 early tear down fee.*

**CANCELLATION POLICY**

*Cancellation of space must be received in writing by February 17, 2017 to be refunded. Exhibitors will receive their full payment if cancellation is received by this date. Exhibitors who cancel after the deadline will forfeit the entire cost. Contact the Job Fair by emailing [reception@moosefm.ca](mailto:reception@moosefm.ca)*

**PAYMENT POLICY**

*All payments are due with your registration.*

*I acknowledge that I have read, understand, and agree to the Early Tear Down, Cancellation, & Payment policies as stated above. It is agreed that all employees representing our organization at the Fair will be notified of the above agreement before they attend the Fair.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature is required.*