

The Fort St. John Job Fair will be held in January with a new plan to help keep people safe but help you find the employees you need. The event will take place at the Pomeroy Hotel and Conference Centre in Fort St. John. Only 35 exhibitors will be allowed at the event and each booth will be spaced for proper social distancing.

Job seekers will need to book a time to attend the event, so we remain under the guidelines from the Provincial Health Officer. See our full health plan at [www.fsjobfair.ca](http://www.fsjobfair.ca)

Join us January 11, 2022 from 12 p.m. to 6 p.m. for the next Job Fair.

**JOB FAIR SCHEDULE:**

10 a.m. to 12 p.m.	Exhibitor Setup
11:30 a.m.	Exhibitor boxed lunch delivered
12 p.m. to 6 p.m.	Open to the General Public
6:15 p.m. to 7 p.m.	Tear Down of the Event

**DEADLINE TO REGISTER: JANUARY 5, 2022**

**FORT ST. JOHN EXHIBITORS WILL RECEIVE:**

- One 10' x 10' pipe and draped booth
- 8' high back drape and 3' high side drape
- One 8' table
- One electrical outlet
- Buffet lunch for two people
- Company promoted during radio on-location
- Online business listing at [www.fsjobfair.ca](http://www.fsjobfair.ca)

**YOUR INVESTMENT: \$599 plus GST**

**OR SPONSOR THE JOB FAIR FOR  
EVEN MORE EXPOSURE:**

Generate even more exposure for your business during the job fair by becoming one of only five sponsors. As a sponsor, you'll receive the following:

- One 10' x 10' booth with all the features listed above
- Logo on signage (print posters and digital)
- Opportunity to place collateral in vendor packages
- Social Media mentions specific to each sponsor x2
- Inclusion in all radio ads leading up to the event
- **PLUS you will get 30 x:30 second radio ads to use on Moose FM**

**YOUR INVESTMENT: \$995 plus GST**

**ADD A MARKETING CAMPAIGN IN FORT ST. JOHN:**

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 on Moose FM with 50 x30 second ads

**Your investment: \$700 plus GST**  
(this is separate from your booth registration.)

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

## REGISTRATION FORM

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

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

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

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

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

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

## SERVICE

- |  |                |   |                |
|--|----------------|---|----------------|
| <input type="checkbox"/> Fort St. John Booth | \$599 plus GST | <input type="checkbox"/> Marketing package in Fort St. John | \$799 plus GST |
| <input type="checkbox"/> Extra buffet meal   | \$40 plus GST  | <input type="checkbox"/> Sponsor the job fair               | \$995 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

**Please note only three people are allowed at the booth at a time. You may change out staff during the event, but each staff member must sign-in and out.**

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

## WHAT ARE YOU HIRING FOR?

Use the box below to tell us what positions you will be hiring for at the Job Fair. We will use this information to help promote your company and the Job Fair.

## PAYMENT

Master Card     Visa

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 \_\_\_\_\_

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

*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 January 11, 2022 will be charged an additional \$250.00 early tear down fee.*

### CANCELLATION POLICY

*Cancellation of space must be received in writing by December 21, 2021 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.