



*Chamber of Commerce*  
**BRANTFORD • BRANT**

*Linking Economic Prosperity with Quality of Life*

## 2008 YOUTH CAREER AND VOLUNTEER FAIR

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Thank you for your interest in participating in our Youth Career & Volunteer Fair to be held in Brantford, on **Wednesday, November 26th, at the Brantford Civic Centre, from 9:30 to 3:30 p.m.**

Your participation in this event allows youth/students to discuss their career interests one-on-one, gather information on the latest job trends, and explore volunteer options. Together we can help our youth discover the diversity of career paths available.

We ask that you please complete and return the attached forms as soon as possible to secure your registration. Our students will be receiving the list of confirmed exhibitors by November 1st. The deadline to register is **Friday, Oct 24, 2008** using the attached registration form, but keep in mind that space is limited so please register early.

When attending the fair, teachers will direct youth to ask exhibitors relevant questions. All registered attendees (students) receive an **\*Experience Kit** upon arrival, when greeted by a member of our **Volunteer Orientation Team** prior to entering the building. In the kit, attendees will receive a Fair Passport which is explained by teachers enroute to the fair. Attendees from the general public will receive a full orientation upon their arrival. When the student/youth completes the card and hands it in to our desk staff, it then becomes a ballot to be drawn for door prizes.

Also, please consider participating in our **Applications Centre**, introduced in 2007. This component provides recruiting exhibitors and youth a convenient way of accessing each other. Many of the 1000+ youth visiting the fair will be providing resumes to those businesses and organizations participating in the Applications Centre component of the fair. *See page six for additional details on this feature.*

There is no fee to exhibit and we do not charge admission to the public. Our great team of community volunteers looks forward to seeing you there! If you have any questions, please do not hesitate in contacting me.

Kindest regards,  
Nancy Billard, Event Coordinator  
Chamber of Commerce Brantford-Brant  
77 Charlotte Street  
Brantford, ON N3T 2W8  
P: (519) 753-2617, ext 25 F: (519) 753-0921  
[program@brcc.ca](mailto:program@brcc.ca)  
[www.brantfordbrantchamber.com](http://www.brantfordbrantchamber.com)



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# 2008 YOUTH CAREER AND VOLUNTEER FAIR

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- ✓ Each exhibitor will be provided with 1 table, chairs, table linen and skirt
  - *You are required to bring your own power cord if you requested hydro*
- ✓ Complimentary coffee and snack supplied in the morning
- ✓ Lunch will be provided between 11:30 – 12:30 in the Civic Centre auditorium.
- ✓

## DATE AND HOURS OF OPERATION

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Wednesday, November 26, 2008

9:30 AM to 3:30 PM

## LOCATION

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### Brantford Civic Centre

Market Street, Brantford, Ontario (Next to the Casino). **A quick reminder that the floor is a covered ice surface; for your comfort, please plan accordingly for appropriate footwear.** For additional information about the venue, you may visit:

<http://www.brantford.ca/content/publishing.nsf/Content/Brantford+Civic+Centre>

## SET UP

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Set up begins at 7:30 a.m. and must be completed by 9:15. Exhibitors with complex or heavy displays should make arrangements to set up on the evening prior to the event. (Call Nancy at 519.753.2617, ext 25)

**IMPORTANT: If you require electrical power at your booth, please bring along an extension cord.**

## TEAR DOWN

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Tear down will be immediately following the fair. Please note that the show runs until 3:30 p.m. to accommodate the public.

## EVALUATION FORMS

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Your feedback is important to us, and all exhibitors are asked to complete a feedback form. In the morning, volunteers will be visiting each exhibitor between bus arrivals, to answer questions and provide any assistance you may require. During this visit, you will also be handed an Exhibitor Feedback Form. In the afternoon, prior to teardown, volunteers will be collecting completed forms, and participants will be entered into a draw for a participation prize.

## **DISPLAY FORMAT**

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Please make your display clear, precise and geared to youth ages 15 to 30.

Displays should be open and large enough to accommodate several individuals at a time.

Youth will want to know some of the following:

1. Career appeal/demand
2. Basic Job description (s)
3. Job requirements / skills needed / education / training / schooling
4. Working conditions
5. Opportunities for advancement
6. Salaries / earnings (entry-level wage)

## **DISPLAY TIPS**

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- Visuals – video, power point
- Business cards - Signage with company name, logo etc.
- Interactive or hand-on activities ie. computer/video learning displays are very popular with this demographic
- Demonstrate products or equipment.
- Uniforms and or costumes where relevant
- Raffle

## **DISCUSSION TOPIC SUGGESTIONS**

- Name and location of your business
- History and background of the company
- Description of your products and services
- What educational background do you recommend for your industry
- Give an example of an entry level position, what they do on a day-to-day basis
- Outline salary ranges for various positions
- What other jobs could you do with the skills that you have now
- Outline working conditions – hours, environment etc.

## 2008 YOUTH CAREER & VOLUNTEER FAIR

### Exhibitor Registration Form

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code \_\_\_\_\_

E-mail address \_\_\_\_\_ Website: \_\_\_\_\_

Telephone (include ext#) \_\_\_\_\_ Fax \_\_\_\_\_

The Fair is divided into four colour-coded sections. Please indicate which section best suits your exhibit:

- Community / Volunteer Services
- Business
- Skilled Trades
- Career Resource

Please check all that apply:

- Require Power  
*Please note: (For exhibits requiring power, please note that extension cords are the responsibility of the exhibitor)*
- Require additional table or chairs
- Exhibitor will have pamphlets
- Other \_\_\_\_\_

Name(s) of Staff Attending / title:

\_\_\_\_\_  
\_\_\_\_\_

How many staff will be present over the lunch hour? \_\_\_\_\_

Additional Information

\_\_\_\_\_  
\_\_\_\_\_

At the end of the conference we will have a draw from the names of the youth who participated. We would kindly appreciate donations for door prizes. Please check below if you will be bringing a prize for the draw.

- Yes
- No

Employer / Exhibitor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please fax completed forms to the Chamber of Commerce Brantford-Brant at 519-753-0921, or mail/deliver to 77 Charlotte Street, Brantford, Ontario, N3T 2W8.**

2008  
YOUTH CAREER  
AND VOLUNTEER FAIR  
*Exhibitor Information Form*

EXHIBITOR / COMPANY NAME: \_\_\_\_\_

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Number of employees

❖ full time \_\_\_\_\_

❖ part-time \_\_\_\_\_

❖ seasonal \_\_\_\_\_

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Briefly describe your service or product

\_\_\_\_\_

\_\_\_\_\_

Do you offer apprenticeship programs?

Yes

No

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Are you an employer of a Skilled Trades person or persons?

Yes

No

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Does your company use an outside agency to hire employees or is the hiring function performed by staff?

\_\_\_\_\_

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## 2008 Youth Career & Volunteer Fair

### APPLICATIONS CENTRE

The Applications Centre was introduced to the fair for the first time in 2007, to help fill a growing need for part-time employees, a sector that is largely made up of youth, aged 15-30, the exact demographic that this event is geared to.

The Applications Centre puts over 1000 young people directly in touch with businesses and organizations who are looking for part-time paid help and/or volunteer assistance, all from one location!!

Last year this new component was very successful, with about 30% of fair exhibitors participating in the Applications Centre. If you would like to take part, please provide the following information, and include this page when registering for the event.

Organization Name \_\_\_\_\_

Contact Person \_\_\_\_\_ email address: \_\_\_\_\_

Type of work available:

- Part-time paid positions
- Full-time paid positions
- Volunteer help only
- Both paid and volunteer work

What format do you require:

- Individual resumes only (Not a standard corporate-issued application)
- Our standard corporate-issued application only
- We will accept either of the above
- Our company's application is available online through the following link:

\_\_\_\_\_

If your company application is not available online, please fax or email a copy to the Chamber office, so that we can supply it to registered attendees in advance of the fair. In addition, please have a supply on hand at the fair for individuals who wish to complete the application at the fair.

Fax: (519) 753-0921

Email: program@brcc.ca