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You are invited to be a part of the School Expo & Career Fair:

“Making Connections – Face to Face”

Thursday, September 27th, 2018

Dear Sir or Madam:

Pembina Hills Public Schools will be hosting the annual School Expo & Career Fair “**Making Connections – Face to Face**” on Thursday, September 27th, 2018 at the Barrhead Composite High School, 5307-53 Ave., Barrhead, AB. The event gives students a chance to explore opportunities available to them during their high school years and beyond. Local employers, professional associations and organizations, as well as post-secondary institutions will be on hand for students to connect with. Highlighting work opportunities within our region (through this event), while simultaneously clarifying the education and skills required to take advantage of these employment opportunities in the region, will give our youth more reason to remain or return to the region to work, live, and play. As an exhibitor, you will be able to showcase your organization as well as make valuable, lasting connections with our youth.

About 1000 students from grades nine to twelve will attend the Expo. Students will be coming from Barrhead, Westlock and surrounding communities. While attending the Expo, students will be looking for answers to questions such as: “*What am I really interested in doing after High School? How can I reach that goal? What are my next steps?*”

We invite you to register for your **FREE** table by returning the attached registration. If you register by Wednesday, August 15th, 2018, your organization’s name and website will be listed in the electronic program, which students will use to prepare for the Expo. For further information, please feel free to contact me at knfischer@gmail.com or call 780-674-3182. Thank you for your consideration and interest in this event. I look forward to hearing from you.

Sincerely,

K. Fischer

Karen Fischer
School Expo Coordinator
knfischer@gmail.com
780-674-3182 (H)
780-305-8505 (C)

Regional Office

5310 - 49 Street, Barrhead, AB T7N 1P3 • www.phrd.ab.ca
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TOGETHER WE LEARN



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“Making Connections – Face to Face”

School Expo & Career Fair
Thursday, September 27th, 2018
Barrhead Composite High School
5307-53 Ave. Barrhead, AB

Exhibitor Registration

Business Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____ Website: _____

Contact Person: _____

Display Booths Will Be Open From 9:00 a.m. - 2:45 p.m.

(Coffee, juice, water, and pastries will be provided @ 8:15 a.m. - 8:45 a.m.)

Please check box if you would like a table with a power outlet reserved for you.

Please check box to sign up for Lunch (No Charge):

Lunch Number of people: _____

**Please return this registration form by Wednesday, August 15th, 2018
for inclusion in the promotional material.*

Email: kncfischer@gmail.com

Fax: 780-674-3262 (Attention Karen Fischer)



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“Making Connections – Face to Face”

School Expo & Career Fair
Thursday, September 27, 2018
Barrhead Composite High School, East Gym
5307 – 53 Avenue, Barrhead, AB

Exhibitor Information

General Information:

- Exhibitors will have 2 chairs & a table (about 2’x8’) covered with a black tablecloth – no charge.
- Exhibitors on the outside perimeters may tape posters, etc. on the walls behind them.
- Exhibitors may reserve a table with power by checking off the box on the registration form.
- Extension cords may be used as long as they don’t cross the traffic flow.
- The expo (displays/booths) will be open from 9:00 a.m. – 2:45 p.m.

Refreshments:

- Lunch will be available for those who sign up, as indicated on the registration form.
- Bottles of water and coffee will be provided/delivered to you at your exhibit/table.

Set up and Take Down:

- **Set-Up Time:** from 8:00 a.m. to 8:45 a.m. Please do not arrive after 8:30 a.m. as the parking & school access will be congested. All exhibitor booths must be set up by 8:45 a.m.
- **Unloading area:** Front Doors (See Map).
- **Parking** is available in the front and rear of the school. The rear parking lot can be accessed through the alley at the west end of the school. There will be some reserved parking that will be marked as well as (parking lot) marshals to direct you. (See Map)
- **Student volunteers** will also be available to assist you with your equipment and supplies.
- **Take-Down:** Plan to pack up your booth after 2:45 p.m.

Be comfortable all day:

- Dress in layers so that you can be comfortable even if the gym is too cold or too warm.
- Wear comfortable shoes.

Students:

- Up to 1000 students from Grades 9-12, will be attending from our host and visiting schools.