



ASE CAREER FAIR

ITINERARY, PARKING AND MORE

Exhibitor Itinerary:

Please note that registration includes set up and a meal for 2 representatives. Meals for more than 2 representatives per exhibit are available upon prior request at an additional fee. To reduce our environmental footprint, please bring a reusable coffee thermos and water bottle to use throughout the day.

Date:	Tuesday, October 4, 2022
Set-up Time:	1:00 p.m - 2:20 p.m.
Fair Hours:	2:30 p.m. - 6:30 p.m.
Dinner:	5:00 p.m. - 7:00 p.m.
Take-down:	6:30 p.m.

The light supper will be available for exhibitors in room 204 UMSU University Centre (Marshall McLuhan Hall). There will be signage and volunteers to guide you. If you requested a special meal, it will be set aside and there will be someone in the dining room to assist you.

Please be respectful of visitors to the fair, do not dismantle exhibit prior to 6:30 p.m.

Courier/Delivery Information:

Please send all displays marked “ASE Career Fair” to:

Conference and Catering
230 University Centre
University of Manitoba
Winnipeg, Manitoba, R3T 2N2
Attention: Emily Simpson

Please do not send material prior to Friday, September 30, 2022 due to lack of storage.

After the event, all display materials left overnight **must be picked up by 12:00 p.m. (noon) on Wednesday, October 5**. Exhibitors are responsible for the completion of any or all waybills/forms and for contacting their courier as required.

Set-Up Information:

Upon arrival, there will be signage and volunteers to direct you to your booth. If you require assistance unloading your materials from your vehicle or need to use the loading dock, please advise us in advance of the event by contacting **Wayne Mark** or **Zachary LeClerc** at ase.careerfair@umanitoba.ca or **204-474-8284**.

Set-up Time: 1:00 p.m. - 2:20 p.m.

Parking Information for all exhibitors:

- Parking is only included for Platinum, Gold and Silver Supporters.
- **When entering the Parkade in the afternoon, take a ticket from the dispenser and keep it safe and on your person at all times.**
- Parking is available in the University Parkade on a first-come, first-served basis (see map, included on page 3).
- Parkade: \$12/day (6 a.m. - 6 p.m.) and evening (6 p.m. - 6 a.m.) \$2/hr or \$6 max. Lost ticket: \$25.
- If the Parkade is full you will need to find another location to park on campus. We recommend U or K Lot (Pay and Park area) as an alternate parking arrangement. Surface parking in most lots is free after 4:30 PM unless otherwise posted.
- You may want to consider alternate means of transportation such as taxis, ride services, bus or car pooling.
- Please go to umanitoba.ca/maps to view maps for other parking locations or refer to the map on the next page.
- We will have volunteers available to assist you in the parkade and with any setup needs. Please call if you do not park in the parkade and require assistance moving items from your vehicle at **204-474-8284**. We will send volunteers to help.

Parking Information for Platinum, Gold and Silver Supporters:

Only Platinum, Gold and Silver Supporter organizations will receive parking pass(es) as per their registration package support level.

- Career Services will hand out the PRE-PAID parking pass, and instructions, to Platinum, Gold and Silver level supporter booths towards the end of the ASE Career Fair.

Safewalk:

Security Services | 204-474-9312 | Student patrols will accompany you to your vehicle.

Taxi Services:

Duffy's Taxi | 204-925-3131 | Your location: 65 Chancellor Circle, University of Manitoba
Unicity Taxi | 204-925-0101 | Your location: 65 Chancellor Circle, University of Manitoba

Winnipeg also has ride services like Uber, Lyft and more.

Wi-Fi:

There is free wi-fi available in UMSU University Centre by selecting “uofm-guest” when choosing a wireless network on your device. While no password is required, once connected you will need to open an internet browser on your device and agree to the terms and conditions on the Guest Use page that should automatically load.

Career Services will also have a unique user-name and password for each exhibitor booth at the ASE Career Fair, provided by IST. This will improve internet accessibility and reliability for those who need it. Additional details, instructions, and the user-name and password will be found in your exhibitor package at your booth.

Note: In the past we have found that some exhibitors with office laptops have had challenges connecting with our Wi-Fi due to their organizations security settings/firewalls. We will endeavour to help in these situations, however you will likely need to connect with your organizations I.T.



Questions:

If you have any questions or concerns, please feel free to contact:
Wayne Mark or Zachary LeClerc
204-474-8284 or ase.careerfair@umanitoba.ca

Save the Date:

UM Career Fair

Tuesday and Wednesday, January 17 and 18, 2023.