

Exhibitors Guidelines & Procedures

University of Toronto Scarborough

The guidelines and procedures contained within this document by the University of Toronto Scarborough's (UTSC) Academic Advising & Career Centre give notice regarding the governing rules and regulations that are associated with our fairs to those who wish to take part in these events. The fairs and events that our office plans throughout the year serve the interests of our students and therefore we must ensure that all exhibitors who participate understand the underlying principles for participation. Please note that in all cases, we reserve the right to balance the variety of exhibitors based on student needs and feedback. Factors taken into consideration include diversity of exhibitors and their geographical location for any given fair.

The following guidelines will apply to exhibitors who wish to register for a fair taking place at UTSC.

FAIRS WITH A FEE:

- ❖ The **Graduate and Professional Schools Fair** is an opportunity for universities and colleges to promote their graduate and professional degree and diploma programs to our students. Some of the factors taken into consideration include diversity by academic program, geographic location, accreditation by MTCU or equivalent, and OSAP-eligibility, among others.
- ❖ The **Summer & Full-Time Job Fair** is intended for organizations wishing to promote their own paid full-time, contract, summer and part-time opportunities to our students. In response to student expectations, third party recruiters are not able to participate in this fair and space for employers offering entrepreneurial opportunities is limited.

FAIRS WITHOUT A FEE:

- ❖ The **Get Experience Fair** allows students to learn about opportunities to gain valuable experience both on campus and in the community. This includes experiential learning opportunities with registered local non-profits, paid internships, on-campus jobs including work-study opportunities, volunteer opportunities, as well as international work; volunteer and short-term study abroad experiences and entrepreneurial opportunities.

REGISTRATION PROCESS:

- ❖ Participation at the fairs is reviewed using a two-step process rather than being managed on a first come, first served basis. The steps are as follows:
 - **Step one:** Request participation by completing the online request form sent by a member of the UTSC Academic Advising & Career Centre.
 - **Step two:** An invitation to register will be sent to all approved organizations with next steps required to confirm attendance.

Information is collected using the Career & Co-Curricular Learning Network (CLNx) at clnx.utoronto.ca. Please note: all information is reviewed following the intended guidelines.

Both steps must be completed in order to secure a spot. Given the popularity of our events, there are space limitations and we cannot offer an "open" registration system.

GENERAL RULES AND REGULATIONS:

- ❖ In order for us to keep our fees low, we ask that you limit the number of representatives to two unless specific permission is requested and granted in advance in writing.
- ❖ Exhibitors who represent affiliated companies that are already attending the fair (i.e. sister companies) will be restricted to a maximum of one booth per fair.
- ❖ The promotion or sale of products and/or services is not permitted.
- ❖ Franchises are strictly prohibited at our fairs; there will be no investments on part of the students associated with the services exhibitors are promoting.
- ❖ Display materials should be arranged at your booth in such a manner as to not obstruct sight lines of your neighboring tables.
- ❖ Due to safety regulations, pull-up posters and retractable banners exceeding 5 feet in length and 7 feet in height and must remain placed on the floor at all times and cannot be propped up on the exhibitor tables. Displays should also be no wider than 5 feet and 7 feet in height.
- ❖ Exhibitor tables are pre-assigned according to the floor plan and cannot be moved.
- ❖ Please note that the UTSC fair venue does not have accessible electrical outlets. We encourage exhibitors to come prepared with charged electrical devices.
- ❖ While we do provide guest access to wifi, we cannot guarantee connectivity or that you will be able to connect consistently throughout the event.

CANCELLATION POLICY:

- ❖ If for any reason you need to cancel your reservation for a fair with a fee, please provide at least five business days' notice, otherwise full payment will be required. If for any reason you need to cancel your reservation for one of our free fairs, please provide at least five business days' notice, otherwise a cancellation fee will apply. No shows will be charged the same cancellation fee.

LEGAL & POLICY CONTEXT:

The University of Toronto Career Centres operate within a legislative and policy framework that safeguards the interests of the institution, our students and our employer partners. Our practice is governed by adherence to:

- [Ontario Employment Standards Act](#)
- [Ontario Human Rights Commission](#)
- Canadian Association of Career Educators & Employers (CACEE) [Guidelines for Ethical Recruitment](#)
- Ontario's [Freedom of Information and Privacy Act \(FIPPA\)](#)
- University of Toronto's [standards for academic integrity](#)
- We require all internship postings comply with the [Ontario Ministry of Labour Guidelines](#).

The University of Toronto Career Centres are a founding member of the Canadian Association of Career Educators and Employers (CACEE) and follow the CACEE Standards of Practice. CACEE is a national, non-profit association dedicated to facilitating the process of introducing students to employment opportunities. As a partnership of employer recruiters and career educators, its mission is to provide authoritative information, advice, and services to employers, students, and career centre personnel in the areas of career planning and student recruitment. For more information, visit the [CACEE website](#).