



REGISTRATION FORM
QUINTE REGION CAREER AND TRAINING FAIR

Wednesday, October 4, 2017
10:00 AM TO 6:00 PM
Quinte Sports & Wellness Centre – Gymnasium

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

EMAIL: _____

NAMES OF COMPANY REPRESENTATIVES ATTENDING:

NAMES OF POSITIONS YOUR COMPANY IS HIRING:

ELECTRICITY REQUESTED? _____

INTERNET REQUIRED? _____

How many positions you are hiring for: ____ full-time ____ part-time ____ student

PLEASE FAX OR EMAIL THIS FORM TO:

QUINTE WEST, CITY HALL **613-392-2841 ext 4416**; benh@quintewest.ca or
BELLEVILLE CITY HALL: **613-968-7969**; dquimont@city.belleville.on.ca

REGISTRATION DEADLINE: September 27, 2017

HOURS: CAREER FAIR HOURS WILL BE BETWEEN 10:00AM AND 6:00PM. DISPLAYS CAN BE SET UP STARTING AT 8:30AM. **PLEASE BE FULLY SET UP BY 9:45AM.** ALL EXHIBITORS ATTENDING MUST BE ABLE TO COMMIT TO THE 10-6 HOURS.

DISPLAY AREA: EACH BOOTH WILL BE SUPPLIED WITH TWO CHAIRS, A 6' x 2.5' TABLE WITH TABLE CLOTH

REFRESHMENTS: COMPLIMENTARY SNACKS, REFRESHMENTS AND A LIGHT LUNCH WILL BE AVAILABLE IN OUR HOSPITALITY AREA FOR A MAXIMUM OF TWO PEOPLE PER ORGANIZATION.

PARKING: IS AVAILABLE ON SITE.

INSURANCE: The insurance company for the City of Belleville is now requiring that each vendor at the Career fair provide a Certificate of Insurance that holds the City of Belleville harmless for this event. The certificate should be in the name of The Corporation of the City of Belleville and the certificate should indicate the name of the event "Quinte Career Fair" and the date and location of the event. Please submit all insurance certificates prior to October 2nd to Mary Boyd mboyd@city.belleville.on.ca

Each vendor must send the certificate of insurance to Mary Boyd by email mboyd@city.belleville.on.ca or by fax 613-967-3207.

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