



A Natural Attraction

QUINTE REGION CAREER & TRAINING FAIR



Registration Form

**TUESDAY, APRIL 23, 2019 | 3:00 PM TO 7:30 PM**

**QUINTE SPORTS & WELLNESS CENTRE (GYM)**

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 \_\_\_\_\_

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**PLEASE FAX OR EMAIL THIS FORM TO:**

QUINTE WEST, CITY HALL 613-392-2841 ext. 4421; [normanm@quintewest.ca](mailto:normanm@quintewest.ca) or  
BELLEVILLE CITY HALL: 613-967-3238; [kobrienmumby@belleville.ca](mailto:kobrienmumby@belleville.ca)

**REGISTRATION DEADLINE: April 5, 2019**

**HOURS:** CAREER FAIR HOURS WILL BE BETWEEN 3:00PM AND 7:30PM. DISPLAYS CAN BE SET UP STARTING AT 2:00PM. **PLEASE BE FULLY SET UP BY 2:45PM.** ALL EXHIBITORS ATTENDING **MUST** COMMIT TO THE SCHEDULED TIME FRAME NOTED ABOVE.

**DISPLAY AREA:** EACH BOOTH WILL BE SUPPLIED WITH TWO CHAIRS, A 6' x 2.5' TABLE WITH TABLE CLOTH **\*\*Please bring your own extension cords\*\***

**REFRESHMENTS:** COMPLIMENTARY SNACKS AND REFRESHMENTS WILL BE AVAILABLE FOR A MAXIMUM OF TWO PEOPLE PER ORGANIZATION.

**\*\*Please let us know if you have an allergy or dietary restrictions\*\***

**PARKING:** IS AVAILABLE ON SITE.

**\*\*THIS CAREER FAIR IS FIRST COME FIRST SERVE AS SPACE IS LIMITED \*\***

## **INSURANCE REQUIREMENTS:**

The Licensee shall, for the term of the contract, take out and keep in effect with insurers licensed to carry on business in the Province of Ontario, at their own expense, the following Insurance:

### **LIABILITY INSURANCE:**

The Licensee and Vendors(s) shall maintain sufficient Public Liability insurance and shall provide to the City proof of such insurance in the form of a Certificate of Liability issued by an insurance company licensed to write property casualty insurance in the Province of Ontario and providing as a minimum requirement the following:

- a) \$5,000,000 primary limits (or primary plus excess liability coverage equaling \$5,000,000 or greater) for both General Liability and Non-Owned Automobile Liability, coverage to include Bodily Injury, Property Damage and Products/Completed Operations; Policies to be written on an occurrence basis.
- b) Certificates must provide; for thirty (30) days' notice to the City in the event of cancellation or in the event of non-renewal of an Insurance Policy or pertinent coverage.
- d) Such coverage must be maintained and in effect continuously while the event is in progress, and renewal certificates must be provided prior to the policy expiration.

### **All Vendors are required to provide us with a "Certificate of Insurance" that includes the following information:**

- List Corporation of the City of Belleville as the Certificate Holder with the address as indicated below:
  - Corporation of the City of Belleville  
169 Front Street  
Belleville, ON K8N 2Y8
- Include the following information as a description of Operations
  - List the event and location of the event
- List Corporation of the City of Belleville as additional insured with the address
  - Corporation of the City of Belleville  
169 Front Street  
Belleville, ON K8N 2Y8

Please contact your insurance company and have them email the certificate to [mboyd@city.belleville.on.ca](mailto:mboyd@city.belleville.on.ca) or fax it to 613-967-3207 attention: Mary Boyd. If necessary, your certificate can be sent to you and then you can forward it to the email address above. This is a standard form that insurance companies should be able to provide at no cost. Please ensure we have received the certificate one month prior to your event.