



2010 Eastern Manitoba Career Symposium

October 26, 2010

Brokenhead River Recreational Complex
320 Veterans Lane, Beausejour

Exhibitor's Kit

Community Futures Winnipeg River is proud to be the organizer for the 2010 Eastern Manitoba Career Symposium. We would be pleased to assist you with any special requirements or to address any questions. Feel free to contact us at (204) 345-2514 or info@cfwr.mb.ca

Exhibit Set Up and Take Down Information

Set-Up

Mon. October 25 1:00 p.m. to 7:00 p.m.

Tues. October 26 7:30 a.m. to 9:00 a.m.

Loading doors are located at the south side of the building.

Take Down

We require that all exhibits remain in place until 7:00 p.m. on Tuesday, October 26th. Take down must be completed by 9:00 p.m.

Show Times – Tuesday, October 26

9:30 a.m. - 2:30 p.m. Regular Schools/Parents/Public

2:30 p.m. - 3:30 p.m. Colony Schools

3:30 p.m. - 5:30 p.m. Dinner Break

5:30 p.m. - 7:00 p.m. Parents/Public

Extensive marketing will be done to ensure good attendance in the evening.

Security

On-site security will be provided by a professional security company overnight on October 25th.

Exhibit Space

Each booth measures 10' x 10' with a draped 8' high back wall and 3' high side-arms. Each booth space will include one 8' decorated table and two chairs. Additional tables will be subject to an extra charge. Additional chairs are available at no charge.

Display Service Company

Central Display Ltd. will be setting up and draping the booths, will maintain a service desk during set-up, and will provide carts and dollies for exhibitors to use during set-up and take-down.

Electricity

A limited number of booths can be supplied with electricity. Please contact us if you require electricity.

Wireless Internet

Wireless internet service will be available at no additional charge throughout the venue for the duration of the event. Granite Internet Services will provide technical support during set-up of the exhibits and as required during the event.

Exhibitor Amenities

Exhibitor's Lounge – The Exhibitor's Lounge will be set up in the meeting room of the Recreational Complex. Complimentary refreshments will be available. Volunteers will be on hand to help staff your exhibit while you take a break for coffee or lunch.

Lunch – Box lunches will be available at a cost of \$10/lunch. Please contact us no later than October 15, 2010 to reserve your lunch.

Dinner – A complimentary dinner will be supplied during the break on Wednesday in the Upper Curling Lounge of the SunGro Centre (next door to the Recreational Complex).

Where to Stay

The Superior Inn and Conference Centre in Beausejour is located at 1055 Park Avenue at the intersection of Hwy. 44.

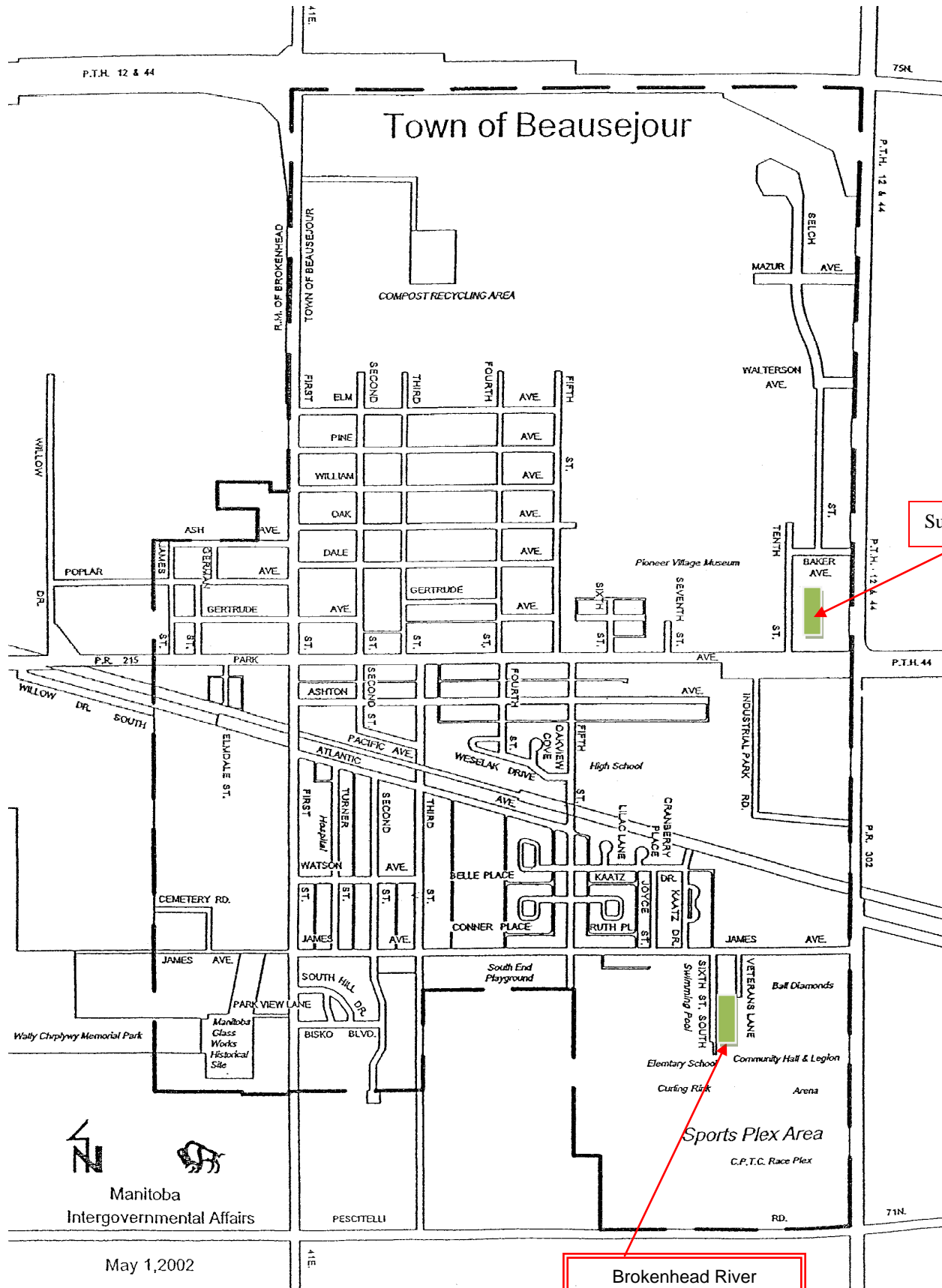
For reservations contact the hotel directly at (204) 268-9050

Getting to Beausejour

From Winnipeg Airport head north on Route 90 to the Perimeter Hwy. 101 East; take Hwy. 59 North to Hwy. 44 East to Beausejour. See map below.

In Beausejour, the Recreational Complex and SunGro Centre (community arena) are well signed at major intersections. The complex is in the southeast corner of Town off James Street. Look for blue directional arrows in town. See attached map.





Superior Inn

Brokenhead River
Recreational Complex

Manitoba
Intergovernmental Affairs

May 1, 2002