

level up!

Exhibitor Package

2026



Contents & Important Dates

Please note this form is a **fillable PDF**. Hand-written responses will not be accepted.

Exhibitor package

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Event Overview

We are pleased to share that **Level Up!** Skilled Trades Career Fairs are back for a fifth year. These events are designed to raise awareness of and interest in careers in the skilled trades for students in grades 7-12. As with every year, these events are hosted by the Ministry of Labour, Immigration, Training and Skills Development. This year, the events will be taking place in 12 locations over 29 days across the province. The fairs will bring representation across all skilled trades and provide students, teachers and parents an opportunity to have hands on experience, in-person interactions and meaningful exposure to career paths in the skilled trades.

Itinerary

COBOURG

Cobourg Community Centre

September 22

Set-Up (2 – 7 p.m.)

September 23

Day 1 (9 a.m. – 2 p.m.)
Evening Open House (3 – 7:30 p.m.)

September 24

Day 2 (9 a.m. – 2 p.m.)
Tear Down (3 – 8 p.m.)

KINGSTON

Slush Puppie Place

September 28

Set-Up (2 – 7 p.m.)

September 29

Day 1 (9 a.m. – 2 p.m.)
Evening Open House (3 – 7:30 p.m.)

September 30

Day 2 (9 a.m. – 2 p.m.)
Tear Down (3 – 8 p.m.)

BARRIE

Sadlon Arena

October 5

Set-Up (2 – 7 p.m.)

October 6

Day 1 (9 a.m. – 2 p.m.)
Evening Open House (3 – 7:30 p.m.)

October 7

Day 2 (9 a.m. – 2 p.m.)
Tear Down (3 – 8 p.m.)

TIMMINS

McIntyre Community Centre

October 13

Set-Up (4 – 8 p.m.)

October 14

Day 1 (9 a.m. – 2 p.m.)
Evening Open House (3 – 7:30 p.m.)

October 15

Day 2 (9 a.m. – 2 p.m.)
Tear Down (3 – 8 p.m.)

THUNDER BAY

Canadian Lakehead Exhibition

October 20

Set-Up (2 – 7 p.m.)

October 21

Day 1 (9 a.m. – 2 p.m.)
Evening Open House (3 – 7:30 p.m.)

October 22

Day 2 (9 a.m. – 2 p.m.)
Tear Down (3 – 8 p.m.)

SUDBURY

Sudbury Community Arena

October 27	Set-Up (2 – 7 p.m.)
October 28	Day 1 (9 a.m. – 2 p.m.) Evening Open House (3 – 7:30 p.m.)
October 29	Day 2 (9 a.m. – 2 p.m.) Tear Down (3 – 8 p.m.)

HAMILTON

Ancaster Fairgrounds

November 2	Set-Up (2 – 7 p.m.)
November 3	Day 1 (9 a.m. – 2 p.m.) Evening Open House (3 – 7:30 p.m.)
November 4	Day 2 (9 a.m. – 2 p.m.)
November 5	Day 3 (9 a.m. – 2 p.m.) Tear Down (3 – 8 p.m.)

WINDSOR

Event Centre at LaSalle Landing

November 10	Set-Up (2 – 7 p.m.)
November 11	Day 1 (9 a.m. – 2 p.m.) Evening Open House (3 – 7:30 p.m.)
November 12	Day 2 (9 a.m. – 2 p.m.) Tear Down (3 – 8 p.m.)

LONDON

Western Fair District J-AAR Expo Centre

November 16	Set-Up (2 – 7 p.m.)
November 17	Day 1 (9 a.m. – 2 p.m.) Evening Open House (3 – 7:30 p.m.)
November 18	Day 2 (9 a.m. – 2 p.m.)
November 19	Day 3 (9 a.m. – 2 p.m.) Tear Down (3 – 8 p.m.)

OTTAWA

Cohere Centre (formerly EY Centre)

November 23	Set-Up (2 – 7 p.m.)
November 24	Day 1 (9 a.m. – 2 p.m.) Evening Open House (3 – 7:30 p.m.)
November 25	Day 2 (9 a.m. – 2 p.m.)
November 26	Day 3 (9 a.m. – 2 p.m.) Tear Down (3 – 8 p.m.)

OSHAWA

Tribute Communities Centre

November 30	Set-Up (2 – 7 p.m.)
December 1	Day 1 (9 a.m. – 2 p.m.) Evening Open House (3 – 7:30 p.m.)
December 2	Day 2 (9 a.m. – 2 p.m.)
December 3	Day 3 (9 a.m. – 2 p.m.) Tear Down (3 – 8 p.m.)

MISSISSAUGA

International Centre Hall 2

December 7	Set-Up (2 – 7 p.m.)
December 8	Day 1 (9 a.m. – 2 p.m.) Evening Open House (3 – 7:30 p.m.)
December 9	Day 2 (9 a.m. – 2 p.m.)
December 10	Day 3 (9 a.m. – 2 p.m.) Tear Down (3 – 8 p.m.)

Exhibitor Information

Exhibitor forms

The mandate of the *Level Up!* Skilled Trades Career Fairs is to raise awareness of and interest in careers in the skilled trades among students in grades 7-12. Keeping this in mind, exhibits should be trades-led, with the individual employer or Training Delivery Agent (TDA) secondary to the experience. Exhibitors should be creative and present engaging, hands-on, trade-centred experiences and activities for students, including demonstrations, tools and equipment to meet this expectation. **Handing out brochures or promotional items are not considered interactive.**

If you would like to contribute an exhibit to the fairs, please complete the Exhibit Information Form included in this package. All proposed exhibits are subject to approval by the Ministry of Labour, Immigration, Training and Skills Development and changes may be requested. The Ministry reserves the right to reject potential exhibitors.

A 10x10 booth will be provided to approved exhibitors. Additional booth sizes and space may be available on a limited basis and should be requested in the Exhibit Information Form.

Included in your registration

- 6-foot table, 2 chairs, pipe & drape
- Electricity (please provide specific electrical requirements below if needed beyond standard 120V, 15A)
- Wi-Fi Access
- Lunch for exhibit participants on event days and dinner on Open House days
- Garbage bin
- Security
- First aid

Important Note!

You **MUST** submit each of the following forms to secure your place at the *Level Up!* Career Fairs. Failure to submit all of the required forms may exclude you from participating.

- Exhibit Information Form
- Fire Safety Form
- Insurance Certificate

Accommodations

Accommodations are the responsibility of the individual exhibitors.

Venue plans

Venue plans identifying load-in and load-out areas and parking will be circulated five (5) days before the date of the fairs. If you have a specific request for the location of your booth, please indicate so on the Exhibitor Information Form and we will do our best to accommodate each request.

Media consent notice

By participating in and attending this event, exhibitors acknowledge and grant permission to be photographed and recorded for promotional, archival and informational use. Participation and attendance imply consent for organizers to use such media across various platforms including, but not limited to, print, digital and social media. Enterprise Canada Inc. and/or partners, in their capacity as organizers of *Level Up!* Skilled Trades Career Fairs, will be custodians of any recordings taken at the events, responsible for securely storing this digital material and sharing it solely for relevant promotional purposes. These materials will not be used for partisan or political purposes.

Required Forms

Exhibit registration form

This form is to gather the information about your intended exhibit and must be completed **IN FULL**. Once submitted, please await confirmation from Enterprise Canada that your exhibit has been approved as some changes may be required.

Fire safety form

Included in this package below, this form is intended to identify potential fire hazards of each individual exhibit, and mitigation measures to ensure safety.

Insurance certificate

Each exhibitor is required to have proof of insurability prior to the career fairs opening. The value of the certificate must be for no less than \$2,000,000. Please obtain a copy of this certificate and include it with your required form.

Exhibit Information Form

Below, please include contacts' cell phone numbers that can be reached outside of regular business hours.

Name of organization

Main point of contact

Name:

Phone Number:

Email Address:

Secondary point of contact (optional)

Name:

Phone Number:

Email Address:

Please indicate which fair or fairs you are attending by typing "Yes" beside those fairs in the "Attending" column.

LOCATION	DATE	VENUE	ATTENDING?
Cobourg	Sept. 23-24	Cobourg Community Centre	
Kingston	Sept. 29-30	Slush Puppie Place	
Barrie	Oct. 6-7	Sadlon Arena	
Timmins	Oct. 14-15	McIntyre Community Centre	
Thunder Bay	Oct. 21-22	Canadian Lakehead Exhibition	
Sudbury	Oct. 28-29	Sudbury Community Arena	
Hamilton	Nov. 3-5	Ancaster Fairgrounds	
Windsor	Nov. 11-12	Event Centre at LaSalle Landing	
London	Nov. 17-19	Western Fair District J-AAR Expo Centre	
Ottawa	Nov. 24-26	Cohere Centre (formerly EY Centre)	
Oshawa	Dec. 1-3	Tribute Communities Centre	
Mississauga	Dec. 8-10	International Centre Hall 2	

Description of exhibit

Please provide a detailed description of your exhibit and the specific, hands-on activities and demonstrations to engage students and attendees in your trade. Please include the tools and equipment that will be used to meet this expectation, and if you have specific electricity requirements. Brochures or other promotional items are not considered interactive.

Specific trade(s) that your exhibit is highlighting. The full list of skilled trades can be found [here](#).

Booth space requested

If requiring greater than 10' x 10', please list the space needed, increasing in increments of 10 feet.

Promotional materials

Please list any materials that you will be distributing as part of your exhibit, including but not limited to informational and promotional materials. Please indicate whether these materials generate waste or recycling.

Will you require that your exhibit be transported to different locations?

Yes, I need you to transport my exhibit

No, I will handle transportation myself

Please note that all materials for each exhibit must be delivered to the first career fair you are attending. Arrangements have been made to transport these materials to subsequent career fairs if required. Exhibitors are responsible for taking their materials after the final fair they are attending.

If you have indicated that you need your exhibit transported, please indicate all materials and their size and to which fairs you will need your exhibit transported:

Please indicate the languages you are able to present your exhibit in

Signage will be provided indicating Francophone/bilingual capabilities where applicable.

We have both English and French capabilities

We are only able to present in English

We are only able to present in French

Estimate of how long students are expected to stay at your exhibit

Please note, students should not be expected to spend more than 10 minutes at your exhibit to ensure they have a chance to visit multiple exhibits.

Estimate of how many students can participate at your exhibit at one time

Please indicate the equipment you will need access to as part of your exhibit or for set-up/tear-down

Electrical power

Internet

Garbage bins & disposal

Forklift (for set-up)

Loading dock access (for set-up)

Access to a sink

Other

Please list if you have checked the “other” box:

Are there any special requirements for loading your exhibit in and out (specialized machinery, loading dock, etc.)?

Are there any special requirements for your exhibit (For example: is your exhibit required to be outside, etc.)?

Names of your team members that will be attending the career fairs, and the locations they will be attending

Please indicate any dietary restrictions your attending staff may have

Lunch will be provided for exhibitor staff on each event day. Dinner will be provided on open-house days.

List any potential safety concerns associated with participating in this exhibit

Indicate if there are any special considerations we should be aware of when considering your exhibit (i.e. irregular height and weight, material removal, open flame, etc.)

Fire Safety Form

If answering yes to any of the below, please provide details

Organization Name:

DESCRIPTION	Y	N
Exhibit configuration is 1,000 square feet or more		
Exhibit has roof/mezzanine/second storage		
Exhibit has a raised platform		
Exhibit exceeds 12 feet in height		
Exhibit exceeds 10,000 lbs gross weight		
Exhibit has prohibited materials		
Materials/processes/equipment requires special permit		
Exhibit has suspended hangers/banners/lights		
Exhibit has hard wall (in-line booth N/A)		
Exhibit has motorized vehicle/combustion engine		
Exhibit contains liquid fuel/natural gas/propane		

If you have answered 'yes' to any of the above, please provide details:

Additional Comments: