



# Māmawatoskētān Employment Expo

A SITAG & TCU Place Collaboration

**Tuesday, March 31, 2026 10:00AM - 3:00PM** TCU Place, Saskatoon (Grand Salon)

## EXHIBITOR REGISTRATION FORM

COMPANY: _____	CONTACT: _____
ADDRESS: _____	BOOTH NAME: _____
CITY & PROVINCE: _____	PHONE: _____
POSTAL CODE: _____	EMAIL: _____

### BOOTH INFORMATION: Each booth includes one table with linen/skirting and 2 chairs.

**Please select your table size:**      8ft      6ft      4ft      30" Cocktail Table

- Booths draped with an 8' high black backdrop, no side drape
- Wireless Internet is included
- Power requirements must be requested in advance; charges apply
- Outside food & beverage is not allowed without approval from TCU Place
- Tables should be staffed & fully operational until 3:00pm
- Concession available on-site

Item		Price	Quantity	Total
Early Bird Registration (Closes February 18)	Each Booth (Max 2)			
Power (\$78 in advance, \$83 day of event)				
Regular Registration (February 19, 2026 & after)	Each Booth (Max 2)			
<b>Pre-purchase boxed lunch with soft drink</b> <b>TCU Place Show Stopper Sandwich</b> - Shaved roast beef, Monterey smoked cheese, pickled red onion, baby spinach, smoked mustard aioli <b>Canadian Club Sandwich</b> - Roast turkey slices, smoked bacon, field tomatoes, Swiss cheese, arugula, avocado aioli <b>Protein Bowl with Marinated Tofu</b> - Basmati rice, carrots, green onions, cucumber, red cabbage, edamame, sesame seeds, sweet chili & ginger sauce				
GST Exempt      PST Exempt	Subtotal (does not include taxes)			

- Please submit completed form to [ledighoffer@tcuplace.com](mailto:ledighoffer@tcuplace.com) and our Accounts Receivable team will contact you for payment.
- Applications will be reviewed by TCU Place and SITAG.
- Confirmation and receipts will be provided once registration is approved.
- **Set up will not be permitted if payment has not been received. No refunds will be given for cancellations.**

### PAYMENT:



**Cheque** Payable to TCU Place

**E-Transfer**

**Cash**

Credit Cards will incur a convenience fee of 3% which will be added to the invoice amount.

### Questions?

Contact Lindsay Edighoffer, 306.975.7529



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## Exhibitor Table Details

- All tables have a standard setup of an 8-foot table with linens/skirting, 2 chairs, and 8-foot high black draping in behind; other table sizes are available upon request
- Table placement will be determined by the organizers of the event
- Tables should be staffed and fully operational until 3:00pm
- Power can be added to any space for an additional \$77.27 when ordered in advance (\$82.77 on the event day)
- A breakroom will be available to Exhibitors on the event day with morning coffee provided
- Lunch can be pre-purchased using the registration form; a concession will also be open during the event
- Outside food is not permitted to be given out at exhibitor tables without the permission of TCU Place

## Exhibitor Registration Form & Payment

- Your space as a vendor is not secured until your registration form and payment have both been received
- Once your registration form has been received, you will receive a separate email with an invoice & payment options
- Early bird registrations must be paid by February 18 to qualify for the special pricing

## Concession

- All tables have the option to pre-purchase boxed lunch (see first page of registration form)
- A concession will also be open from 10:00am-3:00pm for those who wish to purchase food on the day of event
- Cash, debit and credit cards will all be accepted

## Parking

- TCU Place does not have its own parking lot, therefore it is up to exhibitors to coordinate their own parking
- Midtown Plaza has a surface lot directly across from the main doors of TCU Place (\$1.25/30 minutes or \$12.50 daily max)
- There are many other paid areas (meter parking, private parking lots, impark parking lots) within walking distance
- Please do not leave valuables in your vehicle

## Exhibitor Load-In

- Will take place on the event day from 7:30 – 9:30am
- Job Fair opens at 10:00am. Please be ready before this time
- The freight elevator will be available for those with multiple or large items; carts will be available to transport items from the freight elevator to the exhibitor tables
- The freight elevator is located at the Front of TCU Place with load-in doors located at the east end of the driveway; please drop off your items then move your vehicles to prevent lineups
- There is only one passenger elevator that goes from the lobby to the Grand Salon (upper level); this is intended for guests with minimal or no items to bring to their exhibitor tables

## Exhibitor Load-Out

- Will begin at 3:00pm when the job expo ends
- The freight elevator will be available to use from 3:00pm to 5:30pm



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