2181 Akron Peninsula Rd.
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Akron Canton Builds Skilled Trades Expo
Exhibitor Information & Guidelines

Event Overview

The Akron Canton Builds Skilled Trades Expo is a hands-on workforce development event connecting students with real opportunities in the Union skilled trades.
Unlike a traditional job fair, this event is focused on:

- **Exposure to career pathways**
- **Hands-on engagement**
- **Meaningful interaction with students**

Students will be actively exploring booths and engaging with exhibitors throughout their visit.

Event Schedule

Set-Up

Tuesday, September 15, 2026

- 10:00 AM – 4:00 PM: Exhibitor Set-Up
- 4:00 PM – 5:00 PM: Fire Marshal Inspection *(required if applicable)*

School Days

Wednesday, September 16, 2026

- 7:00 – 7:30 AM: Exhibitor Check-In / Final Set-Up
- 7:30 AM: Final Fire Marshal Inspection **(All exhibitors must be present)**
- 8:00 AM: Exhibitor Meeting
- 8:30 AM – 2:00 PM: Student Sessions

Thursday, September 17, 2026

- 7:30 – 8:00 AM: Exhibitor Check-In
- 8:00 AM: Exhibitor Meeting
- 8:30 AM – 2:00 PM: Student Sessions

Open House – Public Session

Thursday, September 17, 2026

- **2:00 PM – 6:00 PM: Open to Public**

Students, parents, educators, and community members are encouraged to attend.

- **6:00 PM – 8:00 PM: Fairgrounds will be open for breakdown**

Clean-Up & Breakdown

Friday, September 18, 2026

- 7:00 AM – 12:00 PM

⚠️ **Important Access Information**

- **The Fairgrounds and Arena DO NOT open before 7:00 AM on event days**
- Exhibitors will not be permitted access prior to this time

➡️ **Please refer to Full Event Schedule for complete details, timing, daily operations.**

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Your Role as an Exhibitor

This is not a passive booth set-up.

You are expected to:

- Actively engage students
- Provide a hands-on or interactive experience
- Explain real career pathways (training, pay, opportunities)
- Keep students moving, while maintaining engagement

Student Engagement Expectations

Students are free to visit booths of their choosing.

Your responsibility is to:

- Make your booth approachable and interactive
- Encourage participation (not just observation)
- Keep interactions efficient (ideal: 2–5 minutes per student)

Student Passport Program

Students will be participating in this Passport Program.

➡ **Please refer to the Student Passport Program - Exhibitor Guide for full details.**

Key Expectation:

- Only provide stickers when students are genuinely engaged

Do Not:

- Hand out stickers without interaction
- Allow students to "collect and move on"

This program only works if engagement is maintained.

⚠ **Booth Requirements**

- Booth must be **staffed at all times during Expo hours**
- Activities must remain **within your assigned space**
- Do not block aisles or neighboring booths
- Keep all materials organized and safe

⚠ **Safety Requirements**

- Safety is the top priority, at all times
- Safety glasses will be provided to students
- **Additional PPE is your responsibility if required for your activity**
- All cords must be secured and covered to prevent tripping hazards
- No unsafe demonstrations or uncontrolled activity

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⚠ Large Equipment & Demonstrations

- Safety barriers are required around equipment
- Equipment must not damage Arena floors or parking surfaces (ie. No metal tracks)
- Demonstrations must be controlled and supervised

⚠ Hot Work & Equipment Use

- **Any pop-up tents inside MUST be fire-rated and have a fire-rated tag!!**
- No open flame inside the arena
- **Hot Work Permit required for any spark/heat-producing activity**
- Exhibitors must provide their own fire extinguishers
- Gas-powered equipment (Indoor):
  - Only operated during Set-Up/Breakdown
  - Must meet fuel and battery requirements if displayed

Student Flow & Event Operations

- ~1,500 students per day
- Students rotate through in timed sessions
- Volunteers will assist with traffic flow

If congestion occurs:

- Keep interactions moving
- Volunteers may redirect students

Conduct & Expectations

- Maintain a professional and respectful environment
- Report any issues to event staff immediately
- Do not address discipline issues directly — involve a volunteer or school staff

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Assistance & Support

- Volunteers will be on-site throughout the event
- They are easily identifiable in ACB-branded shirts
- Available for:
  - Logistics
  - Safety
  - Student flow issues

Food, Breaks & Amenities

- Coffee will be available each morning
- Lunch will be provided
- Breaks are permitted, but **booths may not be left unattended**

We appreciate your participation, as well as your support in making this Expo a safe and enjoyable experience for all! See you soon.