



TAKE A CLOSER LOOK AT THE

CAREERS
EXPO 2018

EXHIBITOR
COMPENDIUM

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General information

Welcome to the Careers Expo for 2018! We're glad to have you on board in what is shaping up to be another exciting year! This compendium contains everything you need to know about exhibiting at the Careers Expo.

Careers Expo times and venues

Christchurch: Horncastle Arena, Riccarton

Wednesday 9 May	Exhibitor build	1.00pm - 6.00pm
Note: Earlier access can be provided with prior arrangement		
Thursday 10 May	Exhibitor build	7.00am – 8.45am
	Careers Expo open	9.00am - 3.00pm
	Careers Expo open	5.00pm – 7.00pm
Friday 11 May	Careers Expo open	9.00am - 3.00pm
Saturday 12 May	Careers Expo open	10.00am - 3.00pm
	Exhibitor Breakdown	3.00pm - 6.00pm

Auckland: ASB Showgrounds, Greenlane,

Wednesday 23 May	Exhibitor build	1.00pm - 6.00pm
Note: Earlier access can be provided with prior arrangement		
Thursday 24 May	Exhibitor build	7.00am – 9.45am
	Careers Expo open	10.00am - 3.00pm
	Careers Expo open	5.00pm – 7.00pm
Friday 25 May	Careers Expo open	10.00am - 3.00pm
Saturday 26 May	Careers Expo open	10.00am - 3.00pm
	Exhibitor Breakdown	3.00pm - 6.00pm

Hamilton: Claudelands Event Centre, 1 Brooklyn Road, Claudelands

Saturday 9 June	Exhibitor build	1.00pm - 6.00pm
Note: Earlier access can be provided with prior arrangement		
Sunday 10 June	Exhibitor build	7.00am – 9.45am
	Careers Expo open	10.00am - 3.00pm
Monday 11 June	Careers Expo open	9.00am - 3.00pm
	Exhibitor Breakdown	3.00pm - 5.00pm

Wellington: TSB Arena, Queens Wharf

Thursday 21 June	Exhibitor build	1.00pm - 6.00pm
Note: Earlier access can be provided with prior arrangement		
Friday 22 June	Exhibitor build	7.00am- 9.45am
	Careers Expo open	10.00am - 3.00pm
Saturday 23 June	Careers Expo open	10.00am - 3.00pm
	Exhibitor Breakdown	3.00pm - 5.00pm

Before the event

Check your profile on the Careers Expo website. Our website features the information provided when your stand space was booked. This provides an additional marketing tool for visitors to reach the key contacts of each exhibitor at any time.

To update the information we have for your organisation, please login to our website using the user name and password you received when your booking was made.

Stand size



Single stand dimensions

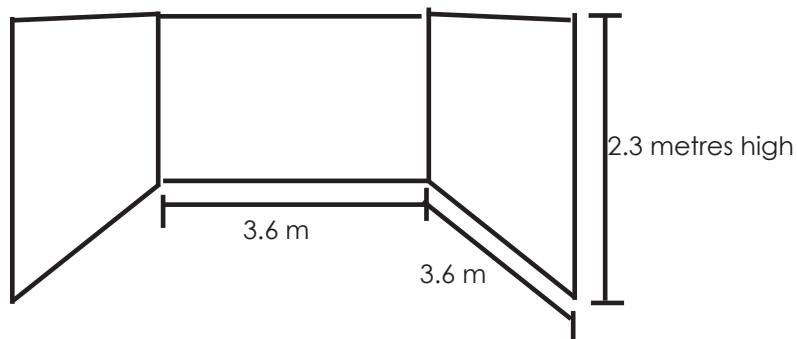
The single stand size is 3.6m x 3.6m square.

Walls are black velcro receptive panels. The panels are 2.3metres high.

Power and lighting is provided

Note: The panels are 30mm thick, so allow for 30mm each side of the back panel if you have full width graphics on the back panel.

Panels are covered in Velcro receptive material. Articles may be attached with Staples, Pins or Velcro Hooks.



Designing your stand space

We encourage exhibitors to consider ways to make their stands engaging and interactive. Such exhibitions attract the most visitors on the day and help to enhance the overall visitor experience. So, it is important to plan your space ahead of time to get the return on investment.

Carpet will be laid out throughout the venues in Auckland, Wellington and Hamilton. Note: Christchurch does not have carpet tiles on the floor.

If you wish to carpet your stand in Christchurch, please contact Peek Display (contacts at the end of this document) or the venues themselves.

Many exhibitors will engage with creative agencies to design their space. For those with smaller budgets, there are some simple and inexpensive ways to ensure your stand is engaging:

- Professional banners or signage to display your organisation's name and key messages
- Vibrant and energetic staff that will reflect your brand well and engage with the, mostly teenager, audience
- Furniture designed to enhance your visitor interactions; i.e. tables so you can share information together or perhaps sofas and bean bags to encourage visitors to stay longer
- Computers or tablets to play presentations, videos or photos on a loop
- Flyers or other promotional material so visitors can take information home to read

While we encourage exciting and interactive displays, we do ask that you keep safety and the consideration of other exhibitors in mind when planning your stand activation.

The Careers Expo Management must be notified prior to the events, should you wish to bring:

- Large or potentially risky machinery
- Live animals
- Giveaway food or drink items
- Any items/ activity that needs prior approval of venue management

The Careers Expo management reserves the right to refuse requests deemed to be unsafe or distracting to other exhibitors so please discuss your requirements with us prior to the event.

Feel free to contact Careers Expo management to discuss creative ways of utilising your stand space. Our display partner, Peek Display can also arrange for additional lighting, banner hangings and furniture. Please discuss your requirements directly with them.

Floor plans

Floor plans for each Careers Expo are available on www.careersexpo.org.nz under each region's heading at the top of the home page

These are updated regularly as new exhibitors come on board. From time to time we do make changes so please check the plans regularly to ensure you are aware of your location.

Delivery & collection of materials

The Careers Expo only has access to each venue for the time periods mentioned previously. Should you require materials to be delivered prior to the event or collected afterwards, please do so within these times.

Delivery labels are available on the website, under 'exhibitors' resources'.

Delivery of material should only arrive on the first build day of the show and only when there is someone onsite to sign for the courier.

Expo staff will be on site to accept deliveries in the afternoon of each set up day. Where that day falls on a weekend, deliveries can be received on the preceding Friday afternoon.

Where the Expo concludes on a week-end, items must be **left clearly labelled for collection** by freight/courier companies on the next working day. Please ensure you arrange collection, as venues are often needing the space for the next event.

Wellington venue -TSB Arena will accept deliveries 2 days before the event, and all collections are to be made 1 day after the event. Please use the delivery label -This is found on the 'exhibitor resources' page (See below)

Exhibitor / Venue forms

Various forms are required to be used by each venue for:

- Delivery labels
- Internet connection order forms
- Banner hanging request forms
- Venue Furniture and equipment hire (Note: Not available from all venues. Furniture and equipment hire is available from Peek Display for all venues)

These forms can be accessed on the expo website under 'exhibitor resources'

The direct link to this page is:

<http://www.careersexpo.org.nz/worldofwork/exhibitor-resources/>

Additional venue information and resources will be added to this page from time to time.

Advertising

The Careers Expo will run extensive promotional activity across radio, local newspapers and schools, to promote the event. We encourage you to take this opportunity to advertise your participation at the Careers Expo so your target audience will know to find you there.

NZME /JET Magazine are offering exhibitors great value advertising packages in the JET Magazine and Jet's digital space.

To discuss these opportunities, contact:

Fiona Reid
Commercial manager
D: 04 915 9795 M: 0275 33 22 50
E: fiona.reid@nzme-ed.co.nz

Checklist

1. Check your profile on the Careers Expo website
2. Design stand space
3. Check floor plans
4. Arrange for the delivery of materials
5. Promote your participation

At the event

Setting up your stand

Set up times for each event are listed at the start of this document. Please ensure any deliveries are made within these times.

Please ensure you review the health and safety requirements for each venue. A health and safety document will be emailed to you in advance of each expo.

Auckland, Hamilton & Wellington only are carpeted. If you require carpet in Christchurch, please discuss with your stand designer, Peek Display or the venue themselves.

Peek can also arrange for additional lighting, banner hangings and furniture. Please discuss your requirements directly with Peek Display.

Members of the Careers Expo team will be on site at all times so if you need anything on the day, please don't hesitate to find us at the reception areas or using our contact details at the end of this document.

Stand utilities

Each stand comes with electricity and lighting.

Wireless Internet is available at each venue.

In some regions it comes at an additional cost. Please contact the local providers to discuss your requirements:

Auckland

A paid service is available at the ASB Showgrounds - Contact Adsel, Chris Ireland, on 0220110211. email Chris.Ireland@adsel.co.nz
Note: Chris requires a minimum of one week lead time prior to your event.

Hamilton

WIFI Passwords can be collected from the venue on the day - Free of charge. Please contact John Hunter if you require a dedicated connection.
07 838 6781, 021 475 961 e / john.hunter@h3group.co.nz

Wellington

A free service is available at the TSB Arena. Passwords will be provided on site. Wired internet is available for purchase at a charge of \$100 per connection on the first day, and \$50 per connection for each subsequent day. Please contact Rachel Pask, Event Manager.
P: 4 803 8728 M: 021 247 8728, Email: Rachel.Pask@pww.co.nz

Christchurch

Free wi-fi available in the café area only. To arrange for internet connections inside the arena, you need to use the WIFI application form for VBASE - Go to the 'exhibitor resources' page on the Expo website -(See below)
For further assistance contact Sheryl Norton | Event Coordinator 03 339 5415 | M 027 2981383 | E sheryl.norton@vbase.co.nz

Please download the forms from

<http://www.careersexpo.org.nz/worldofwork/exhibitor-resources/>

Venue facilities

Each venue provides a cafeteria for food and drink purchases. An exhibitor lounge is also provided, with free tea and coffee and a quiet place to retreat to when needed.

Parking

Parking is available, free of charge in Hamilton and Christchurch.

Wellington - There is no parking available onsite. Parking facilities are available 24hrs, 7 days per week at Wilson Parking located beneath the venue. For current costs, please see the Wilson Parking website.

Auckland - The ASB Showgrounds will charge \$10 per day for parking on site. Payments can be made to their staff at the entrance gates. You will need cash for this payment. Parking is operated independently from the venue, by Red Badge Security, on behalf of the ASB Showgrounds.

Security

Security staff will be in attendance throughout each event and each venue is monitored 24 hours. However, it is your responsibility to monitor your own stand space during opening times. The Careers Expo takes no responsibility for stand resources or personal belongings.

Insurance

The Expo carries Public liability Insurance for the duration of the set up and running of the expo. Unfortunately, this does not extend to exhibitors. Exhibitors are responsible for their own insurance cover, as per the terms and conditions.

Emergency procedures

Once you arrive at the venue, please familiarise yourself with the emergency procedures.

All exhibitors are required to complete the health and safety forms. Please hand these to Careers Expo staff on set up day.

In the event of fire, please leave the venue immediately by the nearest exit, following the instructions of the venue staff. Do not attempt to take personal belongings with you. Please take note of any disabled persons in your area and assist if possible.

Do not obstruct any fire exits with display materials.

A sensitive fire sprinkler system operates in each venue. In presence of smoke, this will be activated automatically.

A register of all health and safety issues will be kept at the reception at each event -Please notify the organiser of any issues that need addressing at the time of the event.

Activate!

Once the doors open, you're on! So make sure you are caffeined up and full of energy.

We will provide you with any school visit timings we have so you can manage break times for your teams. Note that these aren't always accurate as many schools do not register and some change their timings without notice.

Checklist

1. Ensure you allow sufficient time to set up your stand space
2. Check you have everything you need, resources, lighting, Internet
3. Familiarise yourself with the emergency procedures for that venue

After the Expo

Packing down times are listed at the start of this document.

Please don't pack down until the Expo has ended as this can spoil the programme for those attending at the end of the day.

Couriers will only have access to each venue immediately after each event to collect items. If you require different accommodations, please contact the venue representative in this document to make arrangements.

Key Contacts

Careers Expo - Mark Gillard Mobile 027 4949 316

Email mark@careersexpo.org.nz

Careers Expo - Phillipa Budler Mobile 021 0366 949

Email phillipa@careersexpo.org.nz

Peek Display Corporation - For Auckland, Hamilton and Wellington arrangements: Fleur Pianina Phone 09.307.9589 / Mobile: 021.791.880
Email fleur.p@peek.co.nz

Peek Display Corporation - For Christchurch arrangements:
Gemma Hopkins - 03 339 9783 / Mob: 021 849 969 / gemma.h@peek.co.nz

Auckland venue - ASB Showgrounds
Nicola Harris - 09 638 9084 / Mob: 021 827 169 / Nicola@asbshowgrounds.co.nz

Hamilton venue - Claudelands Showgrounds
John Hunter - 07 8386781 / Mob 021 475 961 / john.hunter@h3group.co.nz

Wellington Venue - TSB Arena
Rachel Hoskins - 04 803 8728 / Rachel.Hoskins@wellingtonnz.com

Christchurch Venue - Horncastle Arena
Sheryl Norton - 03 339 5415 / Mob: 027 298 1383 / sheryl.norton@vbase.co.nz