

## **EXHIBITOR GUIDE:**

### **2012 UOW AUTUMN CAREERS FAIR**

The information in this guide is for exhibitors at the UOW Autumn Careers Fair.

The guide outlines specific details about the event such as dates, costs, parking etc.

Please read through this guide and contact us if you have any questions on (02) 4221 4389 or e-mail your enquiry to [rowenat@uow.edu.au](mailto:rowenat@uow.edu.au) or [sofie@uow.edu.au](mailto:sofie@uow.edu.au).

**DATE:** Tuesday 27 March 2012

**EXHIBITORS ARRIVAL & SET UP:** From 8am – 9.30am

**EVENT OPENS:** 10am

**EVENT CLOSES:** 2pm

**LUNCHEON:** 2pm – 3pm

**EXHIBITORS DEPARTURE:** We suggest that you pack up by 4pm.

**LOCATION:** University of Wollongong, Northfields Avenue, Wollongong, NSW, 2522

**VENUE:** URAC Sports Hub – Building 9, University of Wollongong.

#### **PARKING:**

Parking will be available in the P6 car park; P6 is located directly under the venue (URAC Sports Hub – Building 9, University of Wollongong).

Each employer will have one free parking permit. If you are planning on bringing more than one vehicle you will need to pay for parking. Maximum cost for parking per vehicle per day is \$10.00.

#### **LUNCHEON:**

You are warmly invited to attend our luncheon from 2pm – 3pm (Mezzanine level – URAC Sports Hub).

At the conclusion of the Fair we will be providing a sit down buffet luncheon for our employer guests. Please ensure you have correctly indicated the number of representatives attending on the day for catering purposes.

Up to 3 representatives per stall will be catered for; if you expect more than 3 representatives will require catering an additional \$30.00 per person will apply.

Please e-mail the names of your representatives and any special dietary requirements to: [careers@uow.edu.au](mailto:careers@uow.edu.au) Cc [sofie@uow.edu.au](mailto:sofie@uow.edu.au) and [rowenat@uow.edu.au](mailto:rowenat@uow.edu.au)

#### **REFRESHMENTS:**

Tea, coffee and water stations will be set-up around the venue on the day.

#### **AMENITIES:**

Toilets are available at the venue, at the western end of the stadium.

#### **STALL INCLUSIONS:**

Exhibitors will be provided with 1 stall including 1 table (Measurements: 183 (L) x 76 (W) x 74 (H) cm) or equivalent and 2 chairs. Exhibitors often take up a small amount of space around this area to speak with students.

Some exhibitors bring their own materials, pop-up screens, posters etc and do not use the tables at all. It is up to each individual employer. If you do not wish to be provided with tables and chairs you must let us know.

If you require an extra stall to create a double stall the additional cost is \$450.00 including GST. You can book this in by contacting us on the number below.

Power and display boards are also available by request in advance (i.e. on your registration form), or ring us now to book this.

Internet will not be available on the day.

#### **COURIER INFORMATION:**

If you need to courier any materials prior to the Careers Fair please contact us on the number below to arrange this.

All materials need to be received no earlier than 5 working days prior to the Fair.

#### **COST:**

\$1,000.00 for a single stand, use of UOW facilities, catering parking and promotion.

#### **PAYMENT:**

Payment for the Fair will need to occur prior to the event. Each organisation will be sent an invoice and will need to settle the payment 10 working days prior to the Fair. If you cannot settle the invoice in this timeframe please phone us on the number below to make alternative arrangements.

#### **CANCELLATION:**

Cancellations must be made no later than 10 working days prior to the fair. In the event that you cancel after this time we will invoice you for 50% of your stall.

Cancellations made on the day of the event will not be refunded.

#### **PROMOTION TO STUDENTS:**

Your participation is promoted to students via our website. Please go to: <http://www.uow.edu.au/careers/help/fairs/index.html>

A campus wide publicity campaign will also ensure a large number of students will attend. This includes but is not limited to, digital signage advertising across campus, lecture promotions, promotion via faculties, student societies and services across campus, website promotions, banner advertising, e-mail out's and text messaging, social media etc.

#### **SECURITY:**

To ensure security of both participating organisations and students, all students accessing the Fair will be required to present their student card for scanning. This also allows us to provide you with accurate statistics on the number of students attending.

Security guards will also be assigned for the day.

*We look forward to receiving your registration form. Please do not hesitate to give us a call on (02) 4221 4389 or e-mail [rowenat@uow.edu.au](mailto:rowenat@uow.edu.au) or [sofie@uow.edu.au](mailto:sofie@uow.edu.au) if you have any questions.*

*Further details and a confirmation letter will be provided to you closer to the event.*