2016 GRADUATE CAREERS EXPO
EXHIBITOR GUIDE
2016 GRADUATE CAREERS EXPO – 15 MARCH 2016

The information in this guide is for exhibitors at the UOW Graduate Careers Expo. This guide outlines specific details about the event such as dates, costs, parking etc.

Please read through the information below and contact the Employer Programs Team if you have any questions on (02) 4221 3325 or e-mail your enquiry to rowenat@uow.edu.au and/or sofie@uow.edu.au.

Event Details
Date:  Tuesday, 15 March 2016
Time:  Career Accelerate Breakfast: 9.30am – 10.30am
       Expo: 10.30am – 2:30pm
Venue:  Sports Hub – Building 9, University of Wollongong, Northfields Avenue, Wollongong (with the Career Accelerate breakfast to be held on the mezzanine level).

Key Contacts
Rowena Towers  |  P: 02 4221 4685  |  E: rowenat@uow.edu.au
Sofie Kokalevski  |  P: 02 4221 4389  |  E: sofie@uow.edu.au

Schedule
8:30am – 9:30am  Exhibitor arrival & set up
9:30am - 10:30am  Career Accelerate Breakfast
10:30am  Expo opens to all UOW students
12:00pm – 1:30pm  Lunch available on mezzanine level
2:30pm  Expo closes
2:30pm - 3:30pm  Exhibitors depart

Location
Sports Hub – Building 9, University of Wollongong, Northfields Avenue, Wollongong, NSW, 2522
See the UOW Campus Map here for further information.
Travelling to UOW from Sydney? Use this map to direct you straight to the campus.

Career Accelerate Breakfast
The Career Accelerate Breakfast is an exclusive event for students participating in the Career Accelerate program in Autumn 2016. The students selected to participate are high achieving, from mixed disciplines and will be applying for graduate jobs in 2017. The breakfast is an opportunity for these students to meet with exhibitors one-on-one. There is no cost for exhibitors to attend the breakfast.
Cost and Inclusions

Single Stall $1,200 incl. GST
*Early bird price of $1080.00 is available for registrations received before 31st December 2015.

Price includes:
- 1 Single Stall including; 1 table (Measurements: 183 (L) x 76 (W) x 74 (H) cm or equivalent and 2 chairs
- Use of UOW facilities
- Catering for 3 representatives
- 1 car space
- Promotion of your organisation’s attendance at the Expo (See ‘promotion to students’ for further information)

Double Stall: $1,750 incl. GST
*Early bird price of $1,575.00 is available for registrations received before 31st December 2015.

Price includes:
- 1 Double Stall including; 2 tables (Each table measures: 183 (L) x 76 (W) x 74 (H) cm) or equivalent and 4 chairs
- Use of UOW facilities
- Catering for 6 representatives
- 2 car spaces
- Promotion of your organisation’s attendance at the Expo (See ‘promotion to students’ for further information)

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. Exhibitors are encouraged to bring their own materials such as brochures, flyers, posters and giveaways as well as banners and pop-up screens.

If you do not wish to be provided with tables and chairs you must let us know prior to the Expo. Power and display boards are also available by request in advance (i.e. on your organisation’s registration form), or ring us now to book this.

If your organisation requires an extra stall to create a double stall the additional cost is $550.00 incl. GST. If your organisation has already registered for the Expo upgrading the stall type can be done by contacting us. Unfortunately, internet access is not available on the day. For other equipment requirements or special requests please phone us to discuss this in further detail.

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 single stall exhibitor will have one parking permit which is included in their Expo registration price. This will be given to you on the day of the expo.

Exhibitors planning on bringing more than one vehicle will need to pay for an additional car space, $15.00 incl. GST, extra per space. Extra car spaces need to be booked in advance, and will be invoiced after the Expo.
Lunch Packs
Lunch packs will be available for exhibitors from 12.00pm – 1.30pm on the Mezzanine level – (URAC Sports Hub). Please ensure the number of representatives attending on the day has been correctly stated for catering purposes.
Up to 3 representatives per stall will be catered for; an additional $20.00 incl. GST per person will apply thereafter. Additional catering needs to be booked in advance, and will be invoiced after the Expo.

Please e-mail the names of your organisation’s representatives and any special dietary requirements to careers@uow.edu.au Cc: rowenat@uow.edu.au at least two weeks prior to the Expo.

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

Amenities
Toilets are located at the western end of the venue.

Courier Information
Exhibitors who need to courier materials prior to the Expo need to contact us on 02 4221 3325 to arrange this. All materials need to be received no earlier than 5 working days prior to the Expo and no later than 1 day prior to the Expo.

Promotion to Students
Your organisation’s attendance at the expo will be supported by extensive promotion across the University. This advises students of your presence on campus and raises the profile of your organisation. Promotion for this expo includes but is not limited to:
- Dedicated space on the Careers Central website with your organisation’s details
- E-mail communications to students, listing participating organisations
- SMS communications to students
- Tactical postings on various UOW social media sites including but not limited to the Careers Central and UOW Student Life pages
- Promotion to students during lectures
- Promotion to students via our Weekly Newsletter
- Widespread distribution of posters and flyers across campus prior to the event
- Targeted promotion and support through relevant faculties/academics, student clubs and societies
- Promotion on the UOW mobile app – MyUOW

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

First Aid
If you require First Aid assistance on the day please inform staff at the Careers Central stall who will be able to assist. In case of emergency please contact UOW Security: 024221 4555.
Payment
Payment for the Expo will need to occur prior to the event, and has now been moved online. Payment can be made by Visa or Mastercard here: https://uw.onestopsecure.com/OneStopWeb/expcareers2016

If payment cannot be made online, organisations can request an invoice to be raised. Payment of this invoice will need to be settled 10 working days prior to the Expo.

Cancellation
Cancellations must be made no later than 10 working days prior to the expo. For cancellations received after this time a 50% cancellation fee of the total invoice will apply. Cancellations made on the day of the event will not be refunded.

We look forward to receiving your organisation’s registration. Please do not hesitate to give us a call on (02) 4221 3325 or e-mail rwenat@uow.edu.au if you have any questions. Further details and a final confirmation letter will be provided closer to the day of the expo.