2016 Careers Fair Important Information

**Date and Time:**
Wednesday March 2, 2016  10am to 2pm

**Location:**
The University Club of Western Australia, UWA Crawley Campus

**Key dates:**
Registrations open: Monday September 7, 2015
Registrations close: Wednesday February 10, 2016
Advanced deliveries: Tuesday March 1, 2016

**Exhibition packages:**
- Early Bird Registration: $935 inc. GST (Registrations prior to Friday December 4, 2015)
- General Registration: $1100 inc. GST
- Double Booth Registration: $1650 inc. GST
- Government and Not for Profit Registration: $550 inc. GST
- Education Fair Registration: $770 inc. GST
- Management Consultancy Day Registration: $550 inc. GST (Registrations close Friday December 4, 2015)
- Additional lunch purchases: $44 inc. GST


**Cancellation policy:**
The Careers Centre offers the following conditions for cancellation of any registration for the 2016 Careers Fair.
- Cancellations before January 8 - 75% of registration will be refunded
- Cancellations before February 3 - 50% of registration will be refunded
- Cancellations after February 3 - no refund will be offered
- Any cancellations must be made in writing.

**Parallel Events:**
Management Consultancy Day, The University Club of Western Australia
UWA Education Fair, UWA Nedlands Campus

**Contact information:**
- Event Manager: Ryan Whiddett +61 8 6488 1667 Email
- Management Consultancy Day and Sponsorship: Karen Abbott +61 8 6488 2334 Email

**Registration Information**
- Event Website: www.careers.uwa.edu.au/
- Event Registration Form: uwa.careerhub.com.au/
Registering

The UWA Careers Centre welcomes all organisations to the 2016 Careers Fair. Registrations for the fair will take place through CareerHub. Each organisation will need to be an active user of CareerHub in order to login and submit the registration form. Full payment is required on registration for the Fair either via credit card or tax invoice.

Package types

There are multiple exhibition packages available for the Fair and are outlined below:

**General Registration**  $1100 (inc. GST)

General registration packages include:
- 2m x 2m indoor exhibition space
- 1.6m table with tablecloth
- 2 x chairs
- 2 complimentary lunch packages; lunch room access, coffee/tea and water
- A5 profile in the online Careers Fair Guidebook

*Special early bird discounts are available when registrations are paid and made before Friday December 4, 2015.*

**Double Booth Registration**  $1650 (inc. GST)

Double booth registration packages include:
- 3m x 2m indoor exhibition space
- 2.2m table with tablecloth
- 2 x chairs
- 4 complimentary lunch packages; lunch room access, coffee/tea and water
- A5 profile plus advert in the online Careers Fair Guidebook

**Government & Not for Profit Registration**  $550 (inc. GST)

Special government and Not for Profit registration packages include:
- 2m x 2m indoor exhibition space
- 1.6m table with tablecloth
- 2 x chairs
- 2 complimentary lunch packages; lunch room access, coffee/tea and water
- A5 profile in the online Careers Fair Guidebook

**Education Fair Registration**  $770 (inc. GST)

Education Fair registration packages include:
- 2m x 2m exhibition space on the Nedlands campus in the Teaching Faculty building
- 1.6m table with tablecloth
- 2 x chairs
- 2 lunch boxes, coffee/tea voucher and water
- Editorial in the Teaching Fair direct mail-out

**Additional lunch packages**  $44 (inc. GST)

Exhibitors can purchase extra lunch packages if the number of representatives exceed the number of lunch packages provided. Packages include lunch room access, coffee/tea and water.

**Cancellation Policy**

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- Cancellations before February 10 - 50% of registration will be refunded
- Cancellations after February 10 - no refund will be offered

Any cancellations must be made in writing.

**Exhibition Space Extras**

**Parking**

On-campus parking is available directly outside the venue. Parking attendants will be available to direct exhibitors to reserved bays. The Careers Centre requires that exhibitors intending on parking note this at time of registration. Only bays requested will be available on the day.

**Power**

Power supply is available upon request and must be made at time of registration. Exhibitors with powered equipment are requested to have all items tested and tagged prior to the Fair.

**Wifi**

Wifi access will be granted for each exhibitor. Access will allow up to three devices access on the campus wide Unifi system.

**Courier Deliveries**

Couriered deliveries can be made prior to the Fair on Tuesday March 1, 2016. Items delivered prior to the Fair will be available at your exhibition space at the advertised bump-in time. Delivery of items prior to Tuesday March 1, 2016 cannot be held.

NB: Items delivered by courier should indicate weight due to OSH.
Fair Operations

Location

The 2016 Careers Fair will be located inside The University Club of Western Australia close to the Octagon Theatre, Reid Library and the Student Guild Precinct.

Following feedback on the 2015 Careers Fair, the 2016 venue is fully air conditioned and includes parking for exhibitors if requested.

Getting to UWA and Parking

Parking is available to exhibitors if requested during registration. The University of Western Australia has limited parking outside bays already reserved for exhibitors. Where parking has not been requested, it is recommended exhibitors arrive by taxi. The drop off point is the Cab Spot located at The University Club of WA, Hackett Drive Entrance No. 1.

Setting up your exhibition space

Event volunteers will be available to assist exhibitors set up their exhibition space. Volunteers will be able to assist with unloading items from your vehicle and transporting items to your stand located within The University Club. Exhibitors are able to access the venue from 8am on Wednesday March 2, 2016. It is requested that exhibition spaces are set by 9:30am.

Event Timings

The 2016 Careers Fair will run to the following schedule:

- **Tuesday March 1** 9am to 5pm
  - Courier deliveries can be made between 9am and 5pm to The University Club.

- **Wednesday March 2** 8am to 9:30am
  - Exhibitor bump-in.

- **Wednesday March 2** 9:30am
  - Exhibitions spaces are to be set and ready to welcome students.

- **Wednesday March 2** 10am to 2pm
  - Careers Fair open to all students. Expected attendance is expected to be 4000 students.

- **Wednesday March 2** 2pm to 4pm
  - Exhibitor bump-out. All courier arrangements should be made to arrange collections prior to 4pm.

Refreshments for Exhibitors

Each exhibitor will be provided two complimentary lunch packages. Lunch packages include coffee/tea making facilities, water and access to the lunch room where lunch will be available from 10am to 2pm.

The lunch room will be located on the second floor of The University Club and will cater for dietary requirements.

Leaving your exhibition space

Please ensure representatives are available at your booth until 2pm. At 2pm, event volunteers will be on hand to help pack-down exhibition spaces. Cardboard boxes and rubbish can be stacked neatly for easy removal by event staff.

Student information and marketing

The Careers Centre expects 4000 students will visit the Careers Fair on Wednesday March 2. Students will be studying in every discipline and come from first year to final year of study. Graduates and international students are also invited to attend the Careers Fair and we request exhibitors are able to direct these attendees to relevant information where possible.

The event will be marketed directly to students via email and direct communication. Direct communication will be targeted where possible to showcase your organisation and opportunities within each discipline. Generic advertisements on digital screens, social media and other university channels will also be utilised.

Risk assessment and emergency information

The Careers Fair will undergo strict risk assessment and any risks will be dealt accordingly to minimise harm. In the event of an emergency, the Careers Fair emergency plan will be enacted in line with standard UWA Emergency procedures available on the UWA website.

During the event if an emergency does occur UWA Security is available on +61 8 6488 2222 or 2222 (internal phone).

Evaluation

Following the event, the Careers Centre will send exhibitors a link to an online survey. Your feedback via this survey is very important to help us to continue improving the Careers Fair annually.
Event Sponsorship

Careers Fair sponsorship gives you an excellent opportunity to extend your connection with UWA Students and recent graduates. Sponsors are located in strategic locations at the fair with access to targeted emails to promote your organisation as well as acknowledgement in all marketing materials prior to the event.

The various sponsorship packages available at the 2016 UWA Careers Fair are listed below. For further information or to become a sponsor please contact Karen Abbott by phone on +61 8 6488 2334 or email.

Sponsorship Packages

Premium Sponsor  ($4000 inc. GST)
Premium sponsorship includes the following offers:
• Superior location with double or triple exhibition space
• Up to 3 additional lunch packages
• Advertisement space within the online guide on the inside cover
• Targeted emails to 1000 students
• Free use of interview space at UWA

Major Sponsor   ($2500 inc. GST)
Major sponsorship includes the following offers:
• Strategic location with double exhibition space
• Up to 2 additional lunch packages
• Advertisement space within the online guide including logo on the back cover
• Targeted emails to 500 students
• Free use of interview space at UWA

Supporting Sponsor  ($1500 inc. GST)
Supporting sponsorship includes the following offers:
• Strategic location with standard exhibition space
• One additional lunch package
• Advertisement space within the online guide including logo on the back cover
• Targeted emails to 300 students
• Free use of interview space at UWA

Advertising Space
• A5 Advertisement in the Online Careers Guidebook ($250 inc. GST)
• Logo placed on the back cover ($125 inc. GST)
• Direct email service ($1.50 per email plus $110 search fee inc. GST)

All sponsors will be recognised in event publicity materials and on the Careers Fair web page.

Concurrent Events

UWA Education Fair

The inaugural 2016 UWA Education Fair will be held on Wednesday March 2, 2016 from 11:30am to 1:30pm. The Fair will be held within the Education Faculty on the UWA Nedlands Campus. This fair is designed to connect organisations with education and teaching students.

Packages for organisations looking to exhibit at the UWA Education Fair include: 2m x 2m exhibition space, 1.6m table with tablecloth, 2 x chairs 2 lunch boxes, coffee/tea voucher and water and acknowledgement in the Teaching Fair direct mail-out. The total cost of the package is $770 (inc. GST).

Registration for the UWA Education Fair is available via CareerHub. Organisations are required to login or create an employer profile prior to submitting the form. Full payment via credit card or invoice is required at the time of registration.

Further information about the fair is available by contacting Ryan Whiddett on +61 8 6488 1667 or via email.

Management Consultancy Day

The Management Consultancy Day will be held within the 2016 Careers Fair in the Auditorium of The University Club of Western Australia from 9am to 2pm. The day is an opportunity for management consultancies to present on their firm followed by networking on the landing outside the Auditorium on the first level of The University Club.

There are five packages available for organisations looking to be apart of the Management Consultancy Day include: 45 minute presentation time and networking space following the session. Refreshments are available for service during the networking time of your presentation by request and for an additional charge.

Registration for the Management Consultancy Day is available via CareerHub. Organisations are required to login or create an employer profile prior to submitting the form. Full payment via credit card or invoice is required at the time of registration.

Further information about the day is available by contacting Karen Abbott on +61 8 6488 2334 or via email.