2016 Careers Fair
Exhibitor Handbook
10am to 2pm
University Club of Western Australia
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 times:
Exhibitor bump-in: 8:00am to 9:45am
Student access: 10am to 2pm
Exhibitor pack-down: 2pm

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:
Investment Bank Day, The University Club of Western Australia Theatre
UWA Education Fair, UWA Nedlands Campus

Contact information:
Event Manager    Ryan Whiddett  +61 8 6488 1667  Email
Sponsorship     Karen Abbott  +61 8 6488 2334  Email

On the day phone number:
Ryan Whiddett  0405 542 092

Event Location Map
The Careers Fair will be held at The University Club of Western Australia (The Club). Reserved bays where they have been previously requested are available immediately outside The Club. The Club is accessible from Hackett Drive, off of Stirling Highway - enter the University using Hackett Drive Entrance No. 1. The Club is a designated Taxi rank.
Arriving

Location
The 2016 Careers Fair will be located inside The University Club of Western Australia. All exhibition spaces are located inside.

Parking
If your organisation has requested parking you will need to see the attendant in Car Park 3 and they will direct you to your reserved parking bay. Parking is available from 8am.

Car Park 3 is accessible off of Hackett Drive by using Entrance No. 1.

NB: Parking is strictly one bay per organisation where requested, additional bays are not available and likely to be unavailable so alternative transport is recommended.

Taxi
If arriving by Taxi then the drop off point is The University Club of Western Australia located at Hackett Drive Entrance No. 1. This is a designated Taxi spot.

Unloading
If you are bringing items on the day Careers Centre Staff will be available to assist you unloading items from your vehicle or taxi and locating your stand. The Club is accessible via stairs or lift from the underground carpark, please follow signage.

Career Fair Entrance
The entry to the Careers Fair is via the walkway between The University Club and Arts. Alternative entrances are via the lift from the underground parking bays.

Directive signage will guide you to the main or lift entrances.

Registrations
On arrival you will be greeted by a Career Centre member of staff. They will direct you to your stand and provide you with an exhibitor’s tag. The exhibitor’s tag should be worn to identify you as an exhibitor to staff, security and students. The tag is also required to access the lunch room.

Arrival refreshments
Refreshments including tea and coffee will be available from 9am to 10am in the Exhibitor’s Room located on the First Floor in Seminar Room 3.

The exhibitor stand
Each exhibitor stand will have a table, two chairs, tablecloth. Double stands will have two tables, two chairs and two tablecloths.

Power
Power supply has been supplied if requested. Exhibitors with powered equipment are required 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. The access password is included in the pack received when you check-in on arrival at the Fair.

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 and will not be accepted.

All courier deliveries can be made to:
UWA Careers Fair
The University Club of Western Australia - M800
Hackett Drive Entrance No 1, Hackett Drive
Crawley WA 6009

Mailed items can be sent to:
Ryan Whiddett
UWA Careers Centre
M302
35 Stirling Highway
Crawley WA 6009

NB: Items delivered by courier should indicate weight due to OHS

Lunch
Each exhibitor will be provided two complimentary lunch packages. Lunch packages include coffee/tea making facilities, water and access to the lunch room. Double booth exhibitors have been provided four lunch packages. Where requested additional lunches have been provided to exhibitors at the advertised charge.

The lunch room will be located on the first floor of The University Club in Seminar Room 3 and will cater for dietary requirements (vegetarian/gluten free options).

Lunch will be available between 11:30am to 1:30pm.
Leaving

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

Taxi Departures

If departing by Taxi then the pick up point is The University Club of Western Australia located at Hackett Drive Entrance No. 1. This is a designated Taxi spot.

The University Club of WA Reception will coordinate taxi pick ups and handle bookings to ensure that all departures are made efficiently and orderly.

Student information and marketing

The Careers Centre expects 3500 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 has undergone a strict risk assessment and any risks have been 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.

Concurrent Events

UWA Education Fair

The inaugural 2016 UWA Education Fair will be located at the UWA Nedlands Campus. Exhibitors exhibiting at this Fair have been provided a separate Exhibitors On The Day Guide.

Investment Bank Day

The Investment Bank Day will be running from 10am to 2pm. Presentations will run in the Theatre or Case Study room to the schedule below:

10am - Lazard (Theatre)  
11am - Azure (Theatre) 
11am - Careers Centre Resume Workshop (Case Study Room)  
12pm - UBS (Theatre)  
1pm - Career Karma Workshop by James Fairbairn(Theatre)  
1pm - Contact Singapore (Case Study Room)  
2pm - Career Mentor Link Student Information Session
Location Map

University Club of WA

Parking/Taxi Drop Off

Matilda Bay