



2018 CANBERRA CAREERSXPO

EXHIBITOR'S INFORMATION PACKAGE

15-16 AUGUST 2018
Exhibition Park in Canberra



WEDNESDAY 15 AUGUST 2018

9.15am to 2.30pm and 5pm to 7pm

THURSDAY 16 AUGUST 2018

9.15am to 2.30pm

EXHIBITION PARK IN CANBERRA

Cnr Flemington Rd and Northbourne Ave, Lyneham



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ABOUT THE XPO

The 2018 Canberra CareersXpo is hosted by the Rotary Club of Canberra City with support from the ACT Education Directorate and incorporates 4 programs in one with a Wednesday evening program for parents and students.

CareersXpo / Try'aSkill / Indigenous Exhibition / School to Work

HISTORY

The Canberra CareersXpo has been operating for nearly 40 years and has grown in popularity. In 2017, the two-day event attracted some 8700 visitors and 100 local, national and international exhibitors.

This will be our seventh year at Exhibition Park. The larger venue enables everyone to be under one roof in a warm and comfortable environment.

AIM

The CareersXpo provides exhibitors with a target audience of upwards of 9000 students and adults looking for advice and information on career possibilities nationally, including employment options, change of employment, and future career possibilities. The 2018 program includes a forum dedicated to informing parents and students facing new and dynamic changes to future employment, about courses designed to meet professional and employer's needs.

Exhibitors come from a broad cross section of providers including Federal and State Government institutions, tertiary institutions (local, interstate and overseas), employer organisations, private colleges, apprenticeship centres and numerous individual businesses.

We encourage recognition of the rapidly changing nature of the jobs market, into the future - be it professional, business or commercial, trade or a range of emerging entrepreneurial opportunities. Thus the need for multi skilling, innovation, digital engagement, financial and people management and to expose students, teachers and parents to courses that will meet the needs of future employment options.

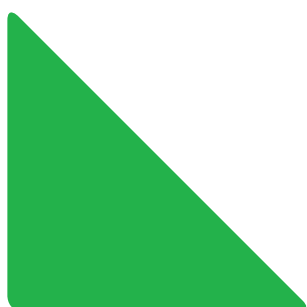


WHAT'S NEW IN 2018?

- ➔ Based on exhibitor feedback, we will trial new finishing hours for Wednesday. The CareersXpo will be open on Wednesday from 9.15am through to 2.30pm. There will be a break for exhibitors from 2.30pm to 5.00pm on Wednesday, then will recommence from 5.00pm to 7.00pm.
- ➔ There will be more aisles and more space between booths for better pedestrian flow.
- ➔ A bigger, better 'School to Work Exhibition' in the Parks Room in the Conference Centre.
- ➔ Students will be encouraged to visit the School to Work Exhibition and link way by completing a survey and go into the draw for a prize.
- ➔ Introduction of parent focused information seminars to follow the Wednesday program to address career options, careers of the future and youth employment – potential titles for the seminar include 'Choose wisely: Matching course choice with career realities' or 'Where to with course choice for an exciting, innovative jobs market?' with a possible by-line such as: 'Preparing for Multi skilling flexibility - Degree, Vocational training, Apprenticeships?'
- ➔ WorldSkills Australia, whose purpose is to promote and build a skills culture by inspiring young people, celebrating skills excellence and providing them with an opportunity to showcase their trade and skill talent, plan to hold two VET in Schools WorldSkills competitions in the categories of plumbing and electrotechnology in the Wednesday program.

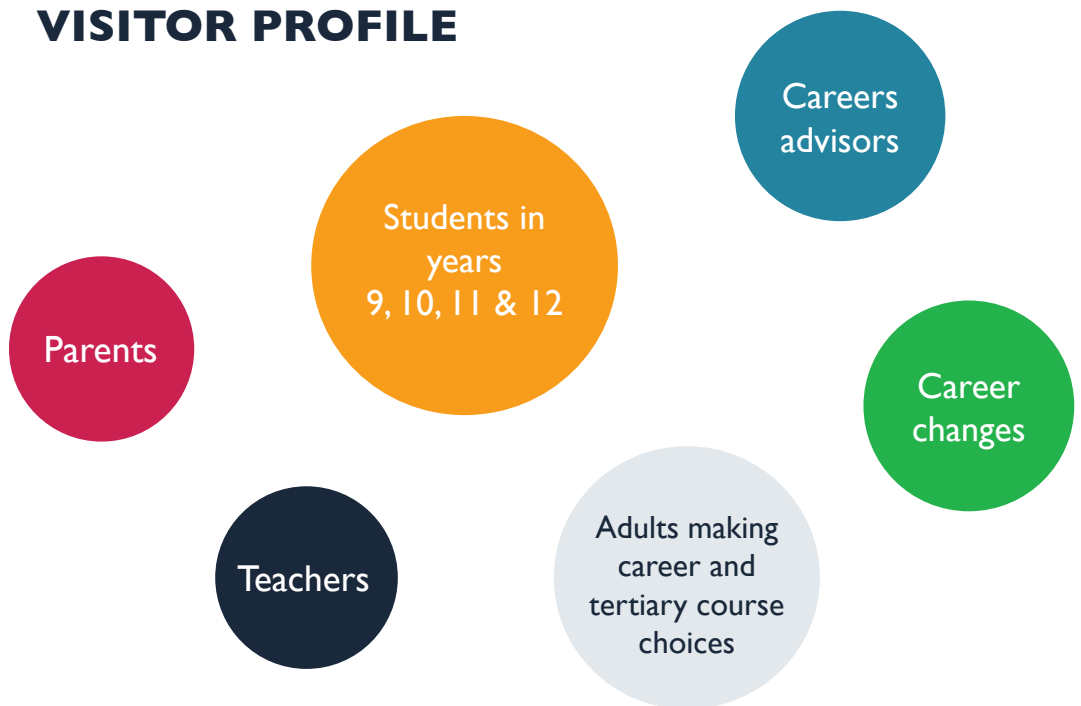
WHAT'S HAPPENING IN 2018?

- ➔ 'Job' and 'Job Opportunity' Board to advertise up and coming potential positions or apprenticeship opportunities.
- ➔ The Indigenous Employment Exhibition will aim to raise awareness of career and education opportunities including support services to Aboriginal and Torres Strait Islander people living in the ACT.
- ➔ The WorldSkills Australia's Try'aSkill exhibition will again provide a hands on and interactive display where students can try their hand at various skill and trade areas such as laying a brick, planting a seedling or making a mocktail.
- ➔ A bigger and more comprehensive 'Visitor Guide' supplement published in the Canberra Times, on the Thursday prior to the CareersXpo.
- ➔ We will be inviting the Minister for Education and Early Childhood Development, Yvette Berry, to stop by and chat with exhibitors and students.
- ➔ CCX APP will be available to download to Apple, Android and Window devices that will enable exhibitors to reserve a booth and confirm their booking details and booth allocation.
- ➔ Exhibitors will also have at their fingertips, floor plan maps; fire evacuation plans; access to the CareersXpo web site and a list of all those important phone numbers for assistance.
- ➔ Exhibitors will be able to place an order and arrange delivery for hot and cold beverages by ringing the beverage hotline.
- ➔ There will be seminars on tertiary courses, career options and study advice. Session times for presentations are from 10.15am to 1.45pm and from 5.00pm to 6.00pm on Wednesday 15 August in the Freycinet room and Ningaloo room and from 10.00am to 2.00pm on Thursday 16 August in the Freycinet room of the Conference Centre. If you would like to organise a session, please refer to the 'Presentations' section below on how to book.





VISITOR PROFILE



A list of schools attending, time of arrival and year level will be available on request closer to the CareersXpo

EXHIBITOR BENEFITS

- ➔ Promote your courses, services and resources
- ➔ Sell your products
- ➔ Promote your organisation's involvement in education
- ➔ Enjoy the benefits of an extensive advertising and promotional campaign
- ➔ Present seminars to large audiences at no charge
- ➔ A complimentary exhibitor listing and website link on the Canberra CareersXpo website
- ➔ A complimentary exhibitor listing in the Canberra Times Supplement
- ➔ The opportunity to network with other organisations





REGISTRATION AND BOOKING

Registration and booking is completed online at www.canberracareersmarket.com.au

The first step in the booking process provides you with a quotation. If you would like to proceed to book your booth(s) the booking system will guide you through the process.

Booth allocation is done in order of receipt of registration. You also have the opportunity when booking to request a particular booth. Refer to the 'Booth Arrangement' page for booth availability.

If you plan on booking five or more booths, please contact us for a special discounted rate on bookings@canberracareersmarket.com.au.

The 'School to Work' program is being held in the Parkes Room in the Conference Centre and we are offering booths at discounted rates to eligible exhibitors.

The 'Booth Allocation' page on the CareersXpo website includes a link to exhibitors' websites as well as a link to their Facebook and twitter sites. You will be asked to provide these when completing your exhibitor details. Students will be encouraged to use the links provided by exhibitors.

COST OF A BOOTH IN THE BUDAWANG BUILDING

The basic booth consists of a partitioned area measuring 3 metres x 2 metres and costs \$835 (incl GST)

Add-ons include power, table and chairs, table cover and lunch packs. If booking more than one booth and you require power, consider the option of including power in one booth only and using a power board for multiple connections.

MAXIMA BOOTH

This year we are also offering a 'Maxima Exhibition stand' for a discounted price of \$195 (normally \$325). This price is on top of the basic booth price and will only be in the designated areas shown on the floor plan.

PVC white laminate walls and aluminium frame and fascia signage at 2.4m high. Company Name using black vinyl UPPERCASE lettering on a white background with Company name on all open sides. Only 3M Velcro strips or tabs can be used to attach display material to the walls.

In addition, two 150-watt LED lights are provided to each booth, along with one double outlet, 4-amp capacity power point. Tables, chairs and table covers are add-ons.



Pictures are for illustration purposes only, furniture not included



COST OF A BOOTH IN THE 'SCHOOL TO WORK' EXHIBITION

The 'School to Work' program is being held in the Parkes Room and we are offering booths at discounted rates of \$670 (inclusive of GST) (standard booth rate less 20%) for exhibitors who fit either the criterion 'are you an exhibitor offering training that leads to a job' or 'are you an exhibitor looking to fill a job(s)'.

Add-ons include power, table and chairs, table cover and lunch packs. Booths will be 3m x 2m in size. If you qualify for this deal and would like to book a booth, please contact bookings@canberracareersmarket.com.au

PRESENTATIONS

Each presentation is limited to 20 minutes with 10 minutes between presentations. Students arrive in waves an hour apart with the first arriving at 9.15am and the last arriving at 12.40pm. The room will be equipped with a lectern, laptop, PA, projector and screen.

We have two rooms available on Wednesday and one room available on Thursday. If you would like to book a presentation, or would like more information, contact us at:

www.canberracareersmarket.com.au/contact-us.php

FEEDBACK

Following the 2017 CareersXpo, the ACT Education Directorate received many positive comments from schools and teachers:

2017 feedback from the main exhibition area was also very positive and the following comments were taken from our survey:

"The students found the event very worthwhile and we really appreciate the time and effort that goes into organising this event."

"It was great. The students particularly enjoyed the hands-on activities (trades, games, bricklaying etc)."

"Thank you so much for providing this amazing opportunity for our academy, we just loved it! The organisation of it is amazing, every detail of it flows well."

"It was a great experience at the Canberra CareersXpo, we really enjoyed the intensity and the support of yourself and the other exhibitors."

"We appreciated your attention to our needs to ensure that we had maximum exposure to, and the attention of, our target student groups. Thanks for the high standard of organisation and control of the large number students and teachers attending."

"We really enjoyed the day and got a lot out of it. We certainly hope to be invited back next year."

"I thought the CareersXpo was great. It met all of the students' needs and the feedback from the students on the bus was all positive."

"Thanks to you and Beth for all the work in getting the expo together, it gets better every year and our kids had a great time."

"Thanks for all your work on the expo. I think it was great!"

"I really enjoyed the event, the kids we spoke to valued our advice and talks."





EXHIBITORS LOUNGE

For the comfort of exhibitors, there will be a large, designated area in the Conference Centre. This room has chairs, tea, coffee, juice, fruit, muffins, snack bars, filtered water and biscuits provided at no extra charge.

We have installed a pod coffee machine in the Exhibitor Lounge, as an alternative to instant coffee, for your exclusive use.

FACILITIES

There is a café on site which provides 'real coffee' as well as food. There will be an 'Exhibitor's Only' queue to ensure you are served promptly. If unable to wait, a volunteer student will deliver your order when it is ready.

LUNCH ORDERS

Lunch packs will be \$12.00 inclusive of GST. This will include a wrap and snack bar. Free cold drinks, muffins and fruit will be available from the exhibitors lounge in the Conference centre.

ACCOMMODATION

If you are looking for a place to stay, there are a number of websites worth considering to book accommodation in the nearby suburbs of Dickson, Watson and Lyneham. They are www.booking.com and www.expedia.com.au

SET-UP TIMES

Tuesday: 3.00 pm to 5.30 pm, and Wednesday: 8.00 am to 9.00 am.

PULL-DOWN TIMES

Thursday: 2.30pm to 5.30pm.

Please note: The Budawang Pavilion must be cleared of all Exhibitors equipment and gear by 5.30pm Thursday. The security and safety of any items remaining on the premises after that time cannot be guaranteed.

FIRST AID

There will be a first aid officer on duty on Wednesday and Thursday.

CLEANING

Exhibitors are responsible for cleaning their own sites. Please dispose of all rubbish in the bins provided.

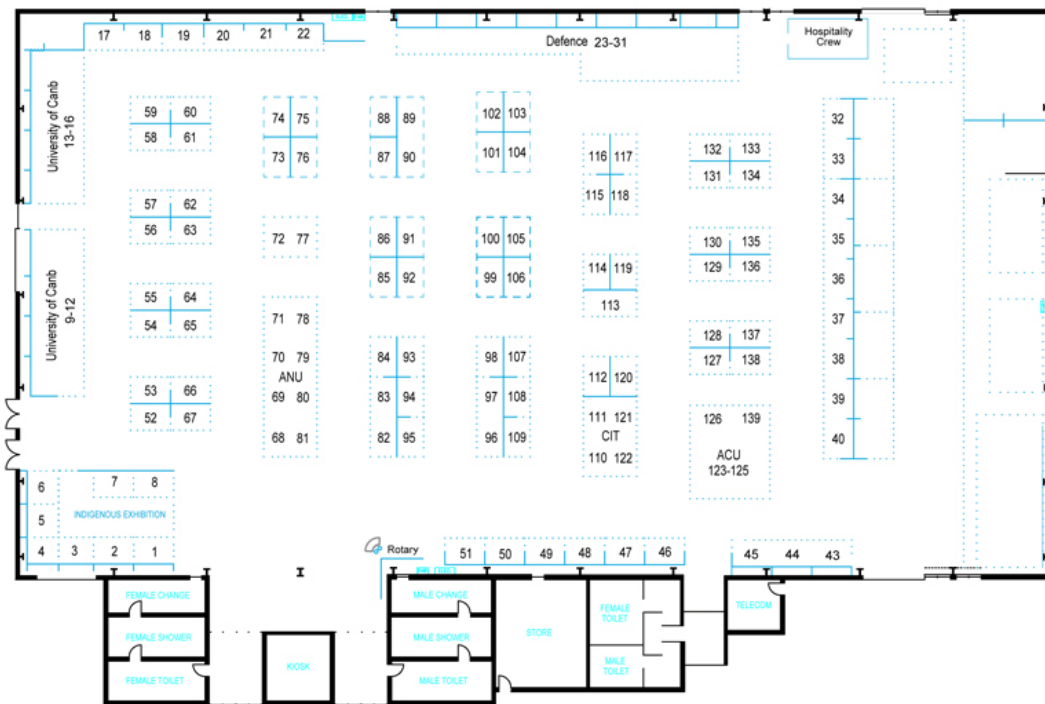
INSURANCE

Exhibitors are required to provide proof of their public liability cover. Minimum amount required is \$10 million. Proof of cover needs to be submitted as an attachment to bookings@canberracareersmarket.com.au

POWER CORDS

All power cords need to be tagged.





Canberra Careers Expo 2018
Budawang Pavillion, Exhibition Park In Canberra (EPIC)

careersXpo

epic
Exhibition Park in Canberra



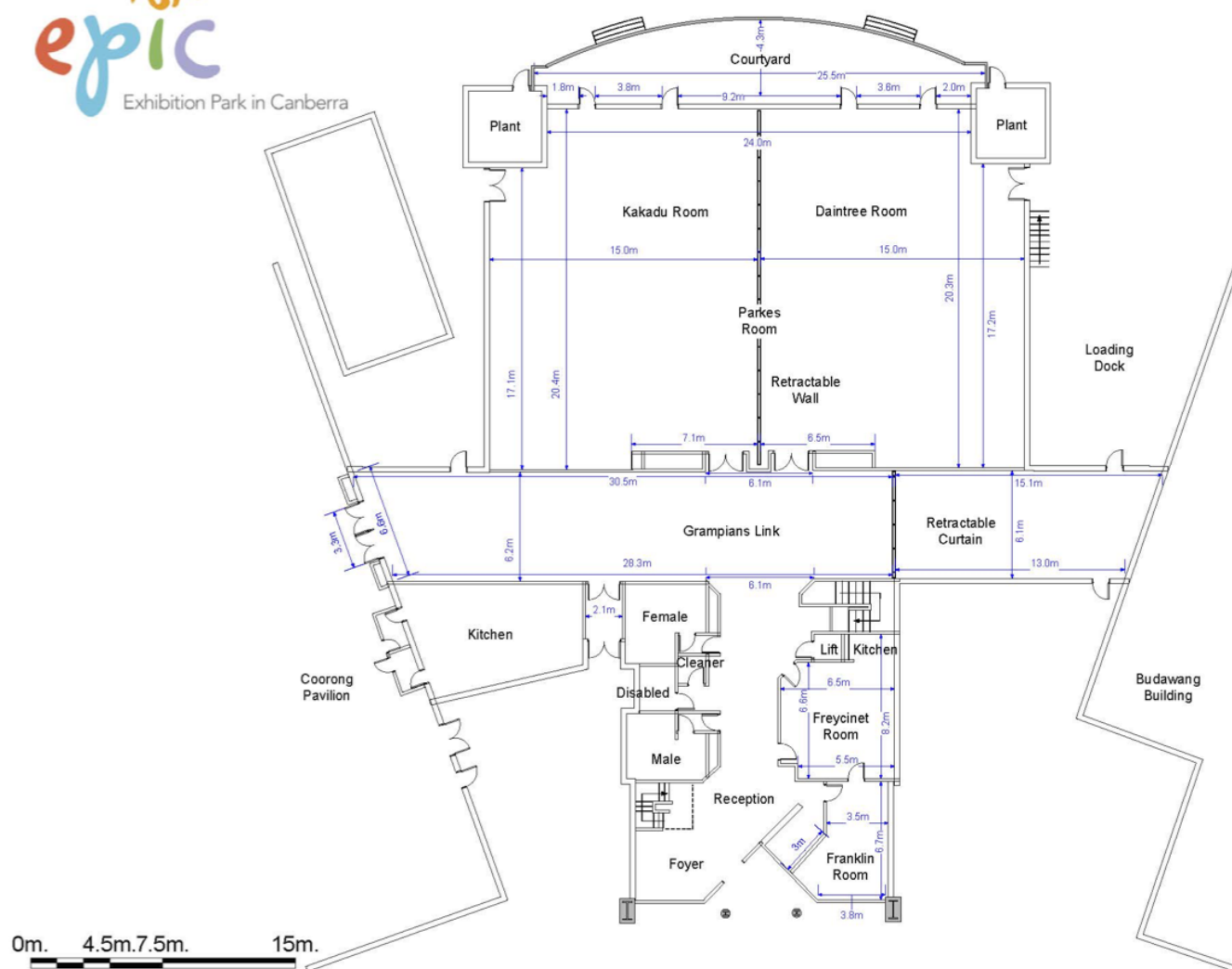
Canberra Careers Expo 2018
Parkes Room, Exhibition Park In Canberra (EPIC)

careersXpo

epic
Exhibition Park in Canberra



CONFERENCE CENTRE



INTERNET

Internet is free for 2018. If you require internet access please contact us through bookings@canberracareersmarket.com.au to obtain the access code.

REST ROOMS

Toilets are located near the entrance to the Budawang Building and the Conference Centre. Please refer to the map.



ACCESS/LOADING DOCK

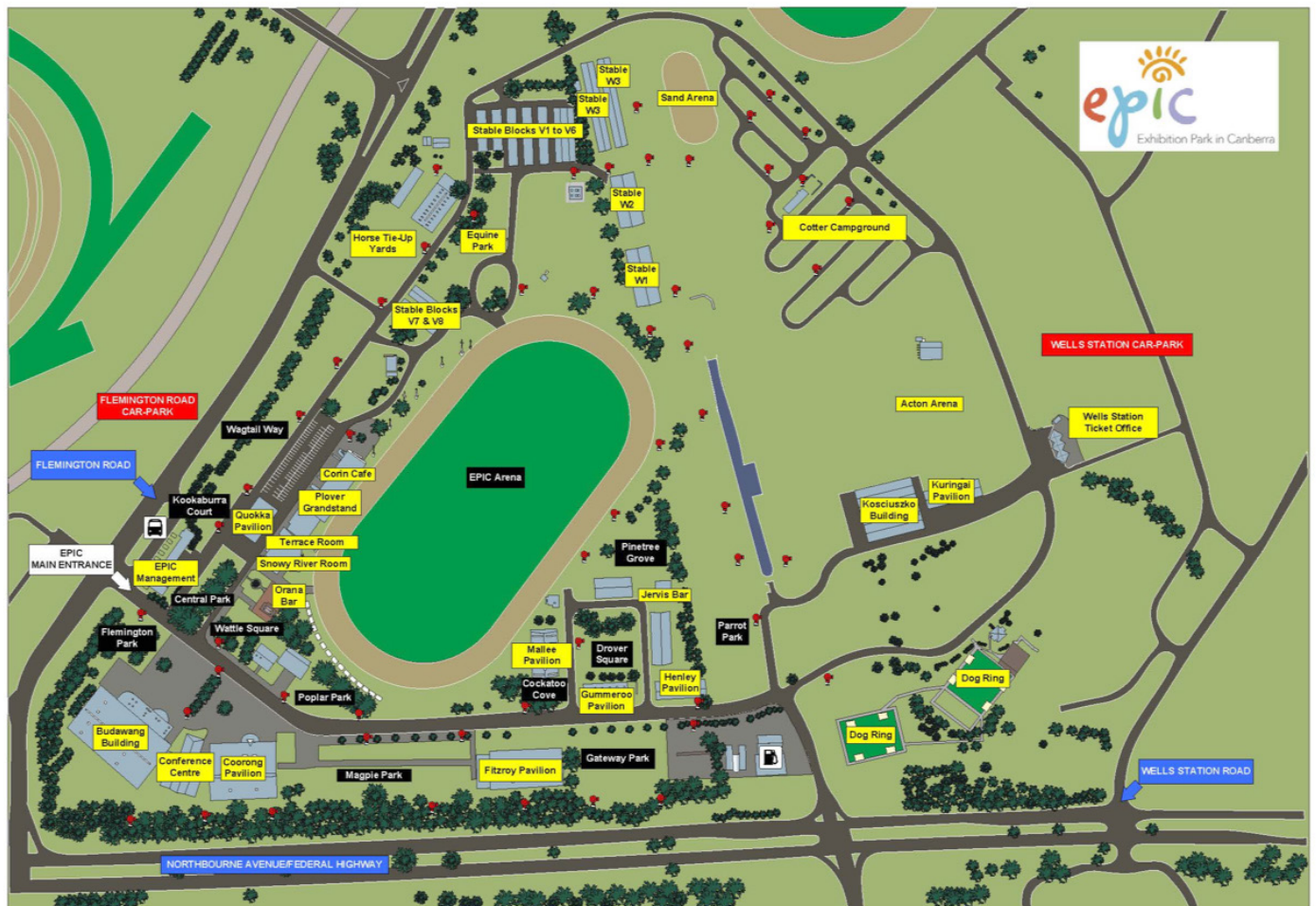
Exhibitors may park in the car park in front of the Budawang Building during bump-in and bump-out. Please refer to the attached map.

DELIVERIES

If you have any boxes to be delivered before the event, please put your name and booth number on the boxes. Deliveries can only be made on Tuesday, 14 August. However if your consignment has to be delivered on Monday, please contact Zoe Sanderson from EPIC on 6205 5230 for approval.

PARKING

Complimentary all-day parking for Exhibitors during the CareersXpo is adjacent to the Coorong Pavillion. Please do not park in front of the Budawang Building. Parking at the back of the Budawang Building is permitted. Refer to the map below.





CONTACT

For more information, please contact Winston Bucknall via the 'Contact us' page at:
www.canberracareersmarket.com.au/contact-us.php

Alternatively, visit the Canberra CareersXpo website at
www.canberracareersmarket.com.au

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