

VU
CAREERS
FAIR
EXHIBITOR
GUIDE
2012

VU CAREERS FAIR

The following information is a guide for exhibitors at the VU Careers Fair. This document contains specific details regarding dates, costs, catering, stand options and where and how to book.

Please read through this guide and contact us if you have any questions on (03) 9919 4064 or email your enquiry to jobready@vu.edu.au

EVENT DETAILS

DATE	Wednesday 14 March 2012
TIME	11:00am – 2:00pm
LOCATION	Victoria University Footscray Park Campus Ballarat Road, Footscray
VENUE	Building L, Level 1 Gymnasium

EVENT TIMES

EXHIBITORS ARRIVAL & SET UP	From 9:00am
EVENT OPENS	11:00am
EVENT CLOSES	2:00pm
EXHIBITORS DEPARTURE	From 2:00pm

STAND OPTIONS



CORINTHIAN EXHIBITION SYSTEM – OCTANORM FASCIA

The above diagram shows typical Display Booth option which is 2.5m wide, 2m deep and 2.4m high. The back and side walls are covered in a Velcro-compatible fabric, allowing you to display posters.

Your organisation’s name up to a maximum of 30 letters (Pty Ltd will be deleted) will be displayed along the top fascia frontage of the booth.

Please note that Furniture Packages are an OPTIONAL item available for hire.

PREMIUM DISPLAY BOOTH \$700 +GST	SPACE ONLY STAND \$500 +GST	FLOOR SPACE \$300 +GST
Self contained shell with Velcro-compatible fabric covered walls	Floor Space with Velcro-compatible fabric covered back wall only	Floor space only
Dimensions: 2.5m x 2m x 2.4m high	Dimensions: 2.5m x 2m	Dimensions: 2.5m x 2m
Included: Lunch for 2 people Signage displaying name of organisation Free targeted email to final year students for your selected target degrees/disciplines Free automatic listing of your graduate program on our online jobs board Free website Banner Advertising for the month of March 2012 Power and lights	Included: Lunch for 2 people Signage displaying name of organisation Free targeted email to final year students for your selected target degrees/disciplines Free automatic listing of your graduate program on our online jobs board	Included: Lunch for 2 people

VENUE LOCATION

Victoria University, Footscray Park Campus is just 10 minutes' drive from Melbourne CBD. Melway Map 2S Ref. F4 and Map 42 Ref. C2

VENUE FLOOR PLAN

PLEASE NOTE: This document will be updated with the final floor plan, when when registrations have closed and exhibitor bookings have been finalised.

POWER TO STANDS

Power is supplied to all Premium Display Booths as a standard item. Space Only Stands can have power added as an optional extra, however an additional \$60 charge will apply. Floor space cannot accommodate a power connection.

WIRELESS INTERNET ACCESS

Wireless internet access is available to all exhibitors at no cost. Please ensure that you request access to this service when making your online booking.

ADDITIONAL EQUIPMENT HIRE

You can hire additional equipment, including audio visual equipment, directly from Exponet. Please contact Exponet directly on (03) 9676 7777 or visit their website www.exponet.com.au. You will be invoiced separately by Exponet for this service.

USE OF AUDIO VISUAL / ELECTRICAL EQUIPMENT

We strongly encourage exhibitors to use AV equipment to enhance their displays, however all electrical equipment used must comply with the following requirements:

- Tagged as complying with Australian electrical safety standards
- Labelled with your organisation's/hirer's name and contact details
- Does not require power of more than 4 amps (240 volts)

CATERING

Catering is included for 2 staff members; Catering for additional representatives will be charged at \$25 per person. Exhibitors will be served lunch packs upon arrival, with tea and coffee available throughout the day. Also note that there are currently 3 independently owned and run cafes on campus at Footscray Park with a variety of food options available for purchase.

PARKING

There is limited ticket parking available on campus at a cost of \$2 all day. This is available off Ballarat Road opposite the University — entry via Gate 5 (see Melway Map X883).

Optional Reserved Parking spaces are also available to all our exhibitors at an additional cost of \$15 per space and must be booked online when making your booking. These parking spaces are strictly limited.

SENDING ITEMS IN ADVANCE VIA COURIER

If you plan to use a courier to send your equipment and materials in advance of the Careers Fair, please complete our courier form and attach this to each of your items or boxes. Deliveries will not be accepted any earlier than Monday 12 March 2011 and items must be delivered between 9:00am and 4:00pm.

COSTS

VU CAREERS FAIR	PRICE (EXCLUDING GST)
Premium Display Booth	\$700
Space Only Stand	\$500
Floor space only	\$300
Furniture Package (1.8m trestle table with white cloth and two padded base black conference chairs)	\$62
Power to Stand (optional extra for open stand only)	\$60
Additional Catering per person (catering is already included for two representatives)	\$25
Reserved Parking Space (charge applies per space)	\$15

PAYMENT

Once you have completed our online booking form you will be sent a Tax Invoice by mail. Full payment is required within 30 days and must be made prior to your attendance. Any unpaid bookings will be considered cancelled unless other arrangements have been made with Student Career Development.

CANCELLATION POLICY

To cancel your booking and obtain a refund you must provide Student Career Development with notification in writing prior to Friday 24 February 2012. All cancellations will incur a 30% administration fee.

PLEASE NOTE: Refunds will not be provided for any cancellations made after Friday 24 February 2012.

FURTHER INFORMATION

Student Career Development
Phone (03) 9919 4064
Email jobready@vu.edu.au