DAY OF THE YEAR

DATE:            Wednesday 14 March 2018
LOCATION:        Curtin Stadium, Building 111
                  Kent Street, North Entrance
                  Curtin University
                  Bentley, WA, 6012
FAIR OPEN TO STUDENTS:  11:00am to 2:00pm
EXHIBITOR ARRIVAL:     9:30am to 10:45am (there is no access before 9:30am).

Curtin Careers, Employment & Leadership staff and volunteers
will be available to direct you to your stand.

Careers, Employment & Leadership staff and volunteers will also
be at the Drop-Off Zone in the A3 Carpark before and after the Fair
to assist with loading and unloading your items.

GETTING TO THE FAIR:  We are providing a coach to transport exhibitors from the Perth CBD to the
Fair and back. This service is $5 per person and you can book your seat by selecting this option when completing your registration form
(Please note this is subject to the minimum booking requirement).

ITINERARY:

9:30am: Pick up, Adina Hotel – Perth Convention Centre
10:00am: Drop off, Curtin Stadium (Building 111, Drop-Off Zone in the A3 Carpark)
2:20pm: Pick up, Curtin Stadium (Building 111, Drop-Off Zone in the A3 Carpark)
2:40pm: Drop off, Adina Hotel – Perth Convention Centre

We have arranged a coach with a luggage compartment, so you will be able to bring along a couple of banners or small boxes if required.

Unfortunately due to reduced parking and restrictions we are unable to offer parking to general exhibitors. We strongly encourage exhibitors to courier their items to Curtin Stadium the day prior to the Fair, Tuesday 13 March,
before 4pm and arrange alternative transport on the day of the Fair.

Swan Taxis          Perth Maxi Taxis
Phone: 13 13 30     Phone: (08) 9221 2400

Uber is also available.

If driving to — and parking on — campus is your only option, please ensure you have read the information pertaining
to recent changes to parking: parking.curtin.edu.au/gettingaround/carparks.cfm.
CONCLUSION OF THE FAIR: Please ensure that there are representatives at your stand for the duration of the Fair. Pack down by exhibitors is from 2:00pm to 2:45pm. Ensure that you remove all displays and promotional materials at the end of the Fair, as the venue will be packed down from 2:15pm.

CONTACT: Employer Engagement Team
Curtin Careers, Employment & Leadership
(08) 9266 7802
employerengagement@curtin.edu.au
GENERAL INFORMATION

EXHIBITOR STAND: Please see page 6 of this document for a detailed Curtin campus map. Each general exhibitor stand will comprise of a 3m x 2.5m space and will include two tables, two chairs and one poster board.

SPONSORSHIP: A three-tiered range of sponsorship options are available for purchase. Please check the UniHub Event page for more information.

PAYMENT: Careers, Employment & Leadership will charge all exhibitors for payment via credit card or paypal only. A tax receipt will be issued. Should you have any questions about your payment, please contact the team at employerengagement@curtin.edu.au.

RECRUITMENT AGENCIES: A $200 surcharge will apply for recruitment agencies.

CANCELLATIONS: If you need to cancel your registration for any reason, please inform us immediately. Any exhibitor who cancels prior to Wednesday 21 February 2018 will receive a 90% refund, but any exhibitors that cancel after this date will forfeit any fee paid. All cancellations must be in writing.

If representatives from your organisation do not show on the day of the Fair, your entire registration fee will be forfeited.

DELIVERIES IN ADVANCE: Portable exhibition stands, bulk literature supplies and any promotional material can be delivered to Curtin Stadium a day in advance. Please note: it is the exhibitor’s responsibility to ensure deliveries arrive between 10:00am and 4:00pm on Tuesday 13 March. Careers, Employment & Leadership staff will be at Curtin Stadium during this time to receipt its arrival.

Please address deliveries as follows:
Attn: Curtin Stadium
Curtin Careers Fair 2018
Curtin University
Building 111, Bentley Campus, Kent Street
Bentley, WA, 6102

Should your material be arriving before Tuesday 13 March, please contact us ASAP for alternative arrangements. If your items cannot be delivered until the day of the Fair, it is your responsibility to inform us of this arrangement prior to the Fair. A member of our team can take delivery of the items on the day.

Please ensure arrangements are made to collect any portable exhibition stands, bulk literature supplies and promotional materials from Curtin Stadium before 2:45pm on the day of the Fair.

Whilst every care will be taken, items stored and moved will be done so at your own risk.
**EQUIPMENT:**
Exhibitors are encouraged to bring their own display boards or free standing displays. Please be aware of space restrictions and remember to allow room for your representatives and visitors at your stand. Whilst every care will be taken, we assume no responsibility for the safekeeping of your equipment.

**HEAVY EQUIPMENT:**
Due to Occupational Health & Safety (OHS) regulations, all items required to be carried by Curtin staff must weigh less than 20kg. Items heavier than 20kg must be approved by Careers, Employment & Leadership.

**POWER SUPPLY:**
There are a limited number of powered stands available for purchase. Please refer to the Price Guide for further information. If required, please select this option when completing your registration form. As the number of powered stands is limited, allocation is on a first-come, first-served basis. Please note: you will be allocated one power socket.

Exhibitors are advised that they need only order a powered stand if they wish to install TV screens or set up complex displays. There is a separate area on site for charging electronic devices such as iPads and laptops.

**CATERING:**
Two lunches will be available with your registration fee. Extra lunches are available – please refer to the Price Guide for further information. If required, please select this option when completing your registration form.

**RUBBISH REMOVAL:**
Please stack empty cardboard boxes and other rubbish neatly for easy removal at the end of the day. If you need rubbish cleared at any point during the Fair, please let a staff member or volunteer know.
ADDITIONAL INFORMATION

CONNECTING WITH STUDENTS: We are able to help you connect with students, graduates, alumni and faculty using a variety of services tailored to your needs. For more information please visit UniHub.

COMMITMENT TO INTERNATIONAL STUDENTS: Curtin University has more than 7500 international students and we are committed to providing opportunities for their career development. Many of these students will ask questions about working for your organisation, both in Australia and overseas.

It is important for the sake of equity and fairness that, as an employer, you are able to provide suitable information or contacts for students to take away with them.

EMERGENCY (ON CAMPUS): Curtin University, Bentley Campus Security
Phone: (08) 9266 4444

For full Emergency Management information go to: healthandsafety.curtin.edu.au/emergency_management/.

PLEASE NOTE: All information in this Exhibitor Guide is subject to change. Final details will be included in your Exhibitor Confirmation Pack, which will be sent emailed to you prior to the Fair. If you have any special requirements to enable you to attend this event, please advise us and we will contact you to provide assistance. Please also see curtin.edu.au/accessibility/.