



NEW ZEALAND
**CAREERS
EXPO**

EXHIBITOR COMPENDIUM

2021

Auckland

Hamilton

Wellington

Christchurch

Dunedin

Digital Expo

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EXHIBITOR COMPENDIUM 2021

General information

Welcome to the Careers Expo for 2021

This compendium provides helpful information about exhibiting at the NZ Careers Expo. We will issue updates, including important health and safety information as we draw nearer to the time of expo.

Careers Expo times and venues.

Note: Earlier access can be provided with prior arrangement

Christchurch: Christchurch Arena, Riccarton.

Wednesday 12 May	Exhibitor build	1.00pm - 6.00pm
Thursday 13 May	Exhibitor build	7.00am – 8.45am
	Careers Expo open	9.00am - 3.00pm
Friday 14 May	Careers Expo open	9.00am - 3.00pm
Saturday 15 May	Careers Expo open	10.00am - 3.00pm
	Exhibitor Breakdown	3.00pm - 5.00pm

Auckland: ASB Showgrounds, Greenlane.

Wednesday 19 May	Exhibitor build	1.00pm - 6.00pm
Thursday 20 May	Exhibitor build	7.30am – 9.45am
	Careers Expo open	10.00am - 3.00pm
Friday 21 May	Careers Expo open	10.00am - 3.00pm
Saturday 22 May	Careers Expo open	10.00am - 3.00pm
	Exhibitor Breakdown	3.00pm - 5.00pm

Dunedin: Town Hall.

Tuesday 8 June	Exhibitor build	1.00pm - 6.00pm
Wednesday 9 June	Exhibitor build	7.30am- 8.45am
	Careers Expo open	9.00am - 3.00pm
	Exhibitor Breakdown	3.00pm - 5.00pm

Hamilton: Claudelands Event Centre, 1 Brooklyn Road.

Saturday 12 June	Exhibitor build	1.00pm - 6.00pm
Sunday 13 June	Exhibitor build	7.30am – 9.45am
	Careers Expo open	10.00am - 3.00pm
Monday 14 June	Careers Expo open	10.00am - 3.00pm
	Exhibitor Breakdown	3.00pm - 5.00pm

Wellington: TSB Arena, Queens Wharf.

Thursday 24 June	Exhibitor build	1.00pm - 6.00pm
Friday 25 June	Exhibitor build	7.30am- 9.45am
	Careers Expo open	10.00am - 3.00pm
Saturday 26 June	Careers Expo open	10.00am - 3.00pm
	Exhibitor Breakdown	3.00pm - 5.00pm



Before the event

Check your profile on the Careers Expo website.

Our website features the information provided when your stand space was booked. This provides an additional marketing tool for visitors to reach the key contacts of each exhibitor at any time. This also populates your basic listing on the ONLINE DIGITAL EXPO, which remains active till the end of the year!

Stand size

Check your profile on the Careers Expo website.

Note: Stand sizes vary in Dunedin.

Dunedin single stand size is: 3 metres wide x 2.4 metres deep x 2.3 metres high

Single stand dimensions

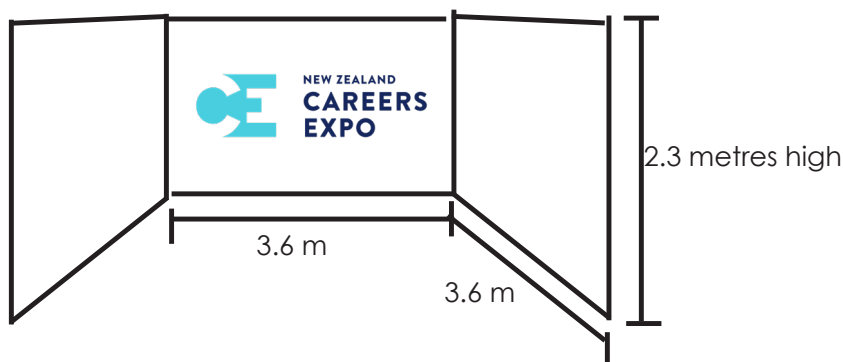
The single stand size is 3.6m x 3.6m square.

Walls are black velcro receptive panels. The panels are 2.3metres high.

Power and lighting is provided

Note: The panels are 30mm thick, so allow for 30mm each side of the back panel if you have full width graphics on the back panel.

Panels are covered in Velcro receptive material. Articles may be attached with Staples, Pins or Velcro Hooks.





Designing your stand space

We encourage exhibitors to consider ways to make their stands engaging and interactive. Such exhibitions attract the most visitors on the day and help to enhance the overall visitor experience. So, it is important to plan your space ahead of time to get the best return on your investment.

Carpet will be laid throughout the venues in Auckland, and Hamilton. Wellington has a new tiled floor. Christchurch is polished concrete and Dunedin has a polished wooden floor.

If you wish to carpet your stand, please contact Peek Display (contacts at the end of this document) or the venues themselves.

Many exhibitors will engage with creative agencies to design their space. For those with smaller budgets, there are some simple and inexpensive ways to ensure your stand is engaging:

- Professional banners or signage to display your organisation's name and key messages
- Vibrant and energetic staff that will reflect your brand well and engage with the, mostly youth audience
- Furniture designed to enhance your visitor interactions; i.e. tables so you can share information together or perhaps sofas and bean bags to encourage visitors to stay longer
- Computers or tablets to play presentations, videos or photos on a loop
- Flyers or other promotional material so visitors can take information home to read

While we encourage exciting and interactive displays, we do ask that you keep safety and the consideration of other exhibitors in mind when planning your stand activation.

The Careers Expo Management must be notified prior to the events, should you wish to bring:

- Large or potentially risky machinery
- Live animals
- Giveaway food or drink items
- Any items/ activity that needs prior approval of venue management
- Play loud music or activities that generate a lot of noise

The Careers Expo management reserves the right to refuse requests deemed to be unsafe or distracting to other exhibitors so please discuss your requirements with us prior to the event.

Feel free to contact Careers Expo management to discuss creative ways of utilising your stand space. Our display partner, Peek Display can also arrange for additional lighting, banner hangings and furniture. Please discuss your requirements directly with them.



Floor plans

Floor plans for each expo are available on www.careersexpo.org.nz under “upcoming expos”.

These are updated regularly as new exhibitors come on board. From time to time we do make changes so please check the plans regularly to ensure you are aware of your location.

Delivery & collection of materials

The Careers Expo only has access to each venue for the time periods mentioned previously. Should you require materials to be delivered prior to the event or collected afterwards, please do so within these times. 2021 Delivery labels will be available on the website, under ‘Exhibitors’ resources’ from late April.

Delivery of material should only arrive on the first build day of the show and only when there is someone onsite to sign for the courier.

Expo staff will be on site to accept deliveries in the afternoon of each set up day. Where that day falls on a weekend, deliveries can be received on the preceding Friday afternoon.

Where the Expo concludes on a week-end, items must be left clearly labelled for collection by freight/courier companies on the next working day. Please ensure you arrange collection, as venues are often needing the space for the next event.

Wellington venue -TSB Arena will accept deliveries 2 days before the event, and all collections are to be made 1 day after the event. Please use the delivery label -This is found on the ‘exhibitor resources’ page (See below)

Exhibitor / Venue forms

Various forms are required to be used by each venue for:

- Delivery labels
- Internet connection order forms
- Banner hanging request forms
- Venue Furniture and equipment hire (Note: Not available from all venues.
Furniture and equipment hire is available from Peek Display for all venues)

These forms can be accessed on the expo website under ‘exhibitor resources’.
Updated 2021 forms will be loaded on the website from late April.

Additional venue information and resources will be added to this page from time to time.



Advertising

The Careers Expo will run extensive promotional activity across various digital platforms, local Radio and schools, to promote the event.

Online Digital Expo

Build on the success of our live events with our new NZCE Online Digital Expo —a platform that allows you to reconnect with attendees and excite new curiosity in tens of thousands of new students year-round.

A **professional listing** will give you the opportunity to have your content featured across numerous online platforms.

The digital expo gives you the opportunity to create a profile on our online digital expo, and the professional package includes an invitation to regularly submit your marketing content onto our website and through our many digital channels that reach tens of thousands of students each week. This is an “always on” platform for 10 months of every year – providing a resource for schools and public to engage with exhibitors across an expanded time frame.

By default, any exhibitor with a stand at a physical expo will get a **basic listing** in our digital expo space free of charge. The basic listing will include your name, address, website link, email, and phone number.

Professional Plan. - Take your online presence to the next level
By upgrading to the professional plan, you gain access to:

- Your own account to update and edit your listing whenever you like
- Contributor access to our article sharing platform
- Featured Image
- Description / custom text field
- Video option
- Image Gallery – from 1 to 8 images/promotional graphics
- Interactive Map
- Contact Form – receive direct emails from prospective students
- Links to your social media

In addition, the professional listing will:

- Provide you with access to write content directly into the Career Expos news feed on the website (we will need to verify content).
- Content shared across our digital and social platforms.
- Promotion of content in Careerwise, our partner, with information shared to NZ career advisors across the country who curate weekly newsletters to their students.
- Stand out on the website amongst the basic listings

An example of a professional listing is QRC - <https://www.careersexpo.org.nz/exhibitors/>
This digital expo, together with the option of the added profile of a professional listing replaces the previous printed magazine that went to schools.



At the event

Setting up your stand

Set up times for each event are listed at the start of this document.
Please ensure any deliveries are made within these times.

All staff are required to wear **HI-VIZ** at all times during set up. Please bring **HI-VIZ** with you along with the completed H&S forms on set up day.

Please ensure you review the Health and Safety requirements for each venue.
A health and safety document will be emailed to you in advance of each expo.

Please note: All exhibitors must sign in each day at the registration desk on arrival for contact tracing requirements

Auckland & Hamilton only are carpeted. If you require carpet in Christchurch, Wellington or Dunedin, please discuss with your stand designer, Peek Display or the venue themselves.

Peek can also arrange for additional lighting, banner hangings and furniture.
Members of the Careers Expo team will be on site at all times so if you need anything on the day, please don't hesitate to find us at the reception areas or using our contact details at the end of this document.

Stand utilities

Each stand comes with electricity, lighting & black velcro receptive wall panels.
Wireless Internet is available at each venue. This is supplied free of charge to exhibitors. Should you require a more secure hard wired connection, please use the Internet connection forms for each venue to have this installed.

Auckland

If you require a more secure, hardwired connection on your stand, this can be purchased.
Contact: Skopik, Jan Hansen - Mobile: 027 223 7645. Email: jan.hansen@skopic.nz
Note: Requires a minimum of one week lead time prior to your event.

Hamilton

If you require a more secure, hardwired connection on your stand, this can be purchased.
Contact John Hunter 07 838 6781, 021 475 961 . email: john.hunter@h3group.co.nz

Wellington

If you require a more secure, hardwired connection on your stand, this can be purchased.
Contact Oliver Labone 021 227 8648 . email: oliver.labone@wellingtonnz.com

Christchurch

If you require a more secure, hardwired connection on your stand, this can be purchased:
Contact Michelle Hogan . Mobile: 027 549 0963 email: Michelle.Hogan@vbase.co.nz

Dunedin

If you require a more secure, hardwired connection on your stand, this can be purchased:
Contact : Ashlee Baird, Event Manager 021 952 407

*Please see the wifi order forms on the Expo website, under exhibitor resources.



Venue facilities

Each venue provides a cafeteria for food and drink purchases. (Aside from Dunedin. Local eateries are not far away)

An exhibitor lounge is also provided, with free tea and coffee and a quite place to retreat to when needed

Parking

Parking is available, free of charge in Hamilton and Christchurch.

Wellington - There is no parking available onsite. Parking facilities are available 24hrs, 7 days per week at Wilson Parking located beneath the venue.

For current costs, please see the Wilson Parking website

Auckland - The ASB Showgrounds will charge for parking.

\$6 for first hour then \$2 each hour there after, to a maximum of \$18 for the day.

Other options include: 1, Free parking on Puriri Drive and 2, \$10 day parking at Alexandra Park. Eft-pos or credit card is available.

Security

Security staff will be in attendance throughout each event and each venue is monitored 24 hours.

However, it is your responsibility to monitor you own stand space during opening times. The Careers Expo takes no responsibility for stand resources or personal belongings.

Insurance

The Expo carries Public liability Insurance for the duration of the set up and running of the expo.

Unfortunately, this does not extend to exhibitors.

Exhibitors are responsible for their own insurance cover, as per the terms and conditions.

Emergency procedures

Once you arrive at the venue, please familiarise yourself with the emergency procedures.

Health & Safety / COVID-19 REGULATIONS

All exhibitors are required to complete the Health and Safety forms.

We will be following all guidelines issued by the Ministry of Health around COVID-19. We will issue any updated covid requirements at this time.

In the event of fire, please leave the venue immediately by the nearest exit, following the instructions of the venue staff. Do not attempt to take personal belongings with you. Please take note of any disabled persons in your area and assist if possible.

Do not obstruct any fire exits with display materials.

A sensitive fire sprinkler system operates in each venue. In presence of smoke, this will be activated automatically.

A register of all health and safety issues will be kept at the reception at each event -Please notify the organiser of any issues that need addressing at the time of the event.



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Activate!

Once the doors open, you're on! So make sure you are caffeined up and full of energy.

We will provide you with any school visit timings we have so you can manage break times for your teams. Note that these aren't always accurate as many schools do not register and some change their timings without notice.

Checklist

1. Ensure you allow sufficient time to set up your stand space
2. Check you have everything you need, resources, lighting, Internet
3. Familiarise yourself with the emergency procedures for that venue

After the Expo

Packing down times are listed at the start of this document.

Please don't pack down until the Expo has ended as this can spoil the programme for those attending at the end of the day.

Couriers will only have access to each venue immediately after each event to collect items. If you require different accommodations, please contact the venue representative in this document to make arrangements.

Key Contacts

Careers Expo - Mark Gillard Mobile 027 4949 316. Email mark@careersexpo.org.nz

Careers Expo - Phillipa Budler Mobile 021 0366 949. Email phillipa@careersexpo.org.nz

Peek Display Corporation - For Auckland, Hamilton and Wellington arrangements: Hanna Spencer Mobile: 021 849 499. Email: hannah.s@peek.co.nz

Peek Display Corporation - For Christchurch & Dunedin arrangements:
Fiona Lovell-Smith - 03 339 9783 / Mob: 021 849 969 / fiona.l@peek.co.nz

Auckland venue - ASB Showgrounds
Ashlynn - 09 638 9969 / Mob: 021 039 4286 / Ashlynn@asbshowgrounds.co.nz

Hamilton venue - Claudelands Showgrounds
John Hunter - 07 8386781 / Mob 021 475 961 / john.hunter@h3group.co.nz

Wellington Venue - TSB Arena
Oliver Labone - 04 803 8648 / Mobile 021 227 8648 / oliver.labone@wellingtonnz.com

Christchurch Venue - Christchurch Arena
Contact Michelle Hogan Mobile: 027 549 0963 / email: Michelle.Hogan@vbase.co.nz

Dunedin Venue - Town hall
Ashlee Baird, Event Manager. 021 952 407. / email: Ashlee.Baird@dunedinvenues.co.nz