

Exhibitor Information

Designing Your Site Space

We encourage exhibitors to consider ways to make your sites engaging and interactive. The 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 investment.

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 visitors
- Furniture designed to enhance your visitor interactions; ie. tables so you can share information together or perhaps sofas and beanbags to encourage visitors to stay longer
- Computers or tablets to play presentations, videos or photos on a loop
- Promotional material such as flyers, so visitors can take information home to read
- Under the Terms and Conditions with the Arena no food or beverage can be sold by exhibitors at the expo.

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.

CEDA must be notified prior to the events, should you wish to bring:

- Large or potentially risky machinery
- Live animals
- Any item/activity that needs prior approval of venue management

CEDA staff 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.

The partitions surrounding the booths are velcro-receptive black walls, 2.3m high and have a carpet floor. You cannot *pin* or *staple* on the partitions, only **Velcro** and the like can be used so please remember to bring:

- Velcro dots etc – if you wish to hang displays from the partitions
- Multi-plugs and extension leads if you are using power

Displayworks (NZ) Limited can arrange for additional lighting, banner hangings or furniture. Please contact Nicole Espinosa directly.

Tel: 04 568 3992

Mobile: 021 412 618

www.displayworks.co.nz

Floor Plan

The floor plan structure will be colour-coded for ease of recognition and 'like with like' industry will be clustered together to align with the six vocational pathways, where possible. The study/training providers will be placed around the outside, unless otherwise requested.

Delivery and Collection of Materials

The Sort it Careers Expo only has access to the venue for the time periods as stated in the expo timings. Should you require materials to be delivered prior to the event, send these to Central Energy Trust Arena, 61 Pascal Street, Palmerston North 4410 on behalf of exhibitors. Should you require materials to be picked up after the expo, you will need to arrange this via the venue 06 351 6311.

Promotion of Expo

CEDA will be promoting the expo via social media and local newspapers. We encourage you to take this opportunity to promote your participation at the expo, so we can reach a wider audience.

Set up Times

Wednesday 15 May 2019 - 1pm to 7pm pack in for exhibitors

Please report and check in prior to entering the arena. You will be issued with exhibitor passes and additional information.

Checklist for Setting up

- Ensure yourself allow enough time to set up your site
- Check you have everything you need, resources, internet and lighting. All electrical leads and equipment must be tagged
- Upon arrival, sign in and have Induction Form completed
- Familiarise yourself with the emergency procedures and hazards for the venue
- Wear hi-vis vest and covered shoes during pack in and out

Expo Times

Thursday 16 May 2019 - venue opens at 7am for exhibitors

Expo opens to visitors at 9.30am to 3.30pm and then 6pm to 8pm - you are required to have a representative on your site for the duration of the expo. You have agreed to stay until 8pm as part of CEDA's Terms and Conditions. This is the advertised closing time.

Parking

Parking is available at the venue and is free for exhibitors. Please use either parking spaces located next to B&M Centre (G4) or Fly Palmy Arena (G5). Parking in front of Arena 3, Arena 4 and B&M Centre will be sectioned off to allow buses to drop off students.



Please note all pack in and out must be accessed via the rear loading door located at the back of B&M Centre - enter through G4 and exit via G5 on Pascal Street.

Exhibitors are not permitted to enter B&M Centre - Arena 4 via the main entrance through Arena 3 on Pascal Street.



Refreshments

Complimentary tea and coffee are available in the Corporate Lounge, upstairs. Please feel free to use this space for your downtime. There will be a café on site selling food and refreshments in the arena.

Visitors

We will provide you with a schedule of the secondary school visiting times, so you can manage break times for your team. Please note these may not be accurate due to travel time.

Wifi

The venue has free Wifi for your use. However, it's not suitable for people to be live streaming content or showing YouTube videos.

Pack Out Times and Dates

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

16 May 2019 8pm – 10pm

17 May 2019 7am – 10am

Insurance

Sort it Careers 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 if deemed necessary.

Key Contacts

CEDA staff will always be on site so if you need anything on the day, please don't hesitate to find us, we will be wearing identification. If you require access to the venue outside these times, please contact: Venue & Events Coordinator, on 06 351 6311.

Julia Giles

Events Coordinator

Mobile: 0274 394 931

Email: julia.giles@ceda.nz

Tessa Lyons

Event Senior

Mobile: 027 6230 716

Email: Tessa.lyons@ceda.nz

CEDA Office

Phone: 06 350 1830

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