

careers

XPO

2024

Canberra CareersXpo

**EXHIBITORS'
INFORMATION
PACKAGE**

7 – 8 AUGUST 2024

Exhibition Park in Canberra



Presented in association with the
Rotary Club of Aurora Gungahlin



Supported by





WEDNESDAY 7 AUGUST 2024

9.00am to 3.00pm and 4.00pm to 7.00pm

THURSDAY 8 AUGUST 2024

9.00am to 3.00pm

EXHIBITION PARK IN CANBERRA

Cnr Flemington Rd and Northbourne Ave, Lyneham



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ABOUT THE XPO

The 2024 Canberra CareersXpo is presented in association with the Rotary Club of Aurora Gungahlin and incorporates multiple programs in one: CareersXpo, real skills for real careers, Indigenous Employment Exhibition, The STEM Cell, Sustainability & Environment and Innovation & Technology. The program also includes a Parent and Student Information Session for parents, high school & tertiary students, postgraduates and career changers (anyone who is currently a student or considering a career change) between 4.00pm and 7.00pm on Wednesday evening.

HISTORY

The Canberra CareersXpo is celebrating its 45th year of operation. The 2023 two-day event attracted in excess of 8000 visitors, and 140 local and national exhibitors. In 2023 we successfully expanded into the Coorong Building and the larger venue enabled everyone to be under the one roof in a warm and comfortable environment.

AIM

The 2024 Canberra CareersXpo will provide exhibitors with a target audience of upwards of 9,000 students and adults looking for advice and information on current and future employment and careers options through apprenticeships, study and employment.

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

We recognise the rapidly changing nature of the jobs market and incorporate future innovations in the industrial and professional worlds of employment. These emerging career opportunities will be a feature of the 2024 Canberra CareersXpo.

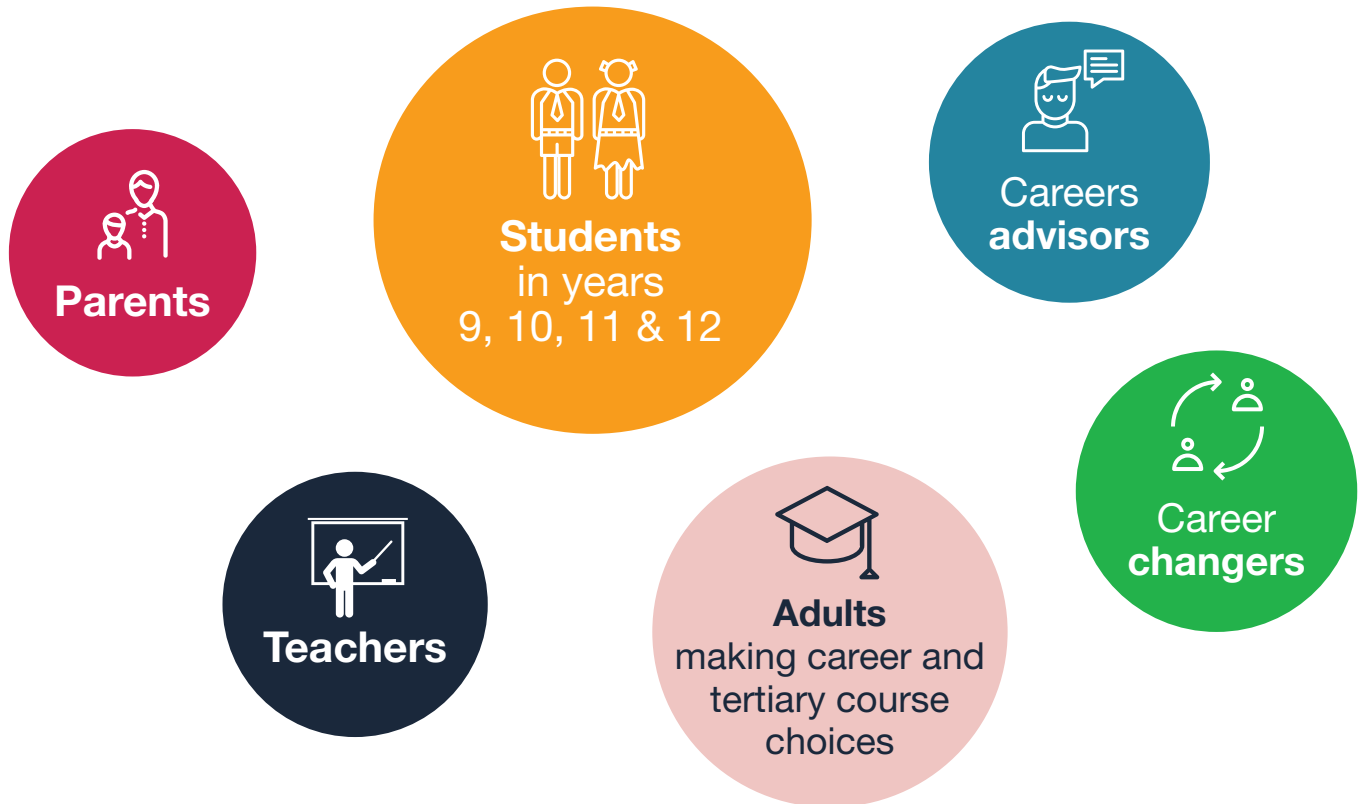
WHAT'S NEW IN 2024?

- The CareersXpo will be open on Wednesday from 9.00am to 3.00pm. Between 3.00 – 5.00pm we are planning to hold an exhibitor networking activity in the Exhibitor Lounge before the evening program between 4.00 - 7.00pm commences. The Wednesday evening program includes CareersXpo exhibitors in the Coorong and Budawang Pavilion's. The program also includes a Parent and Student Information Session for parents and graduates between 4.00pm and 7.00pm on Wednesday evening.
- A bigger, better 'Schools to Work Exhibition' incorporating exhibitors who are offering employment opportunities post school or immediately. These include ASbA's (Australian School Based Apprenticeships) and organisations offering full-time apprenticeships or traineeships as part-time or full-time positions.
- The *real skills for real careers* exhibition will be spread between the Budawang and Coorong Building. It will promote the STEM programs and present an innovative exhibition of some of the emerging trade skills, required in the modern workplace. Visiting students will be given the opportunity to experience VET-based trades and skills firsthand and to talk with experienced workers and staff.

WHAT'S HAPPENING IN 2024?

- Exhibitors can offer short Seminars onsite during the Wednesday evening program. Use of the seminar room and audio-visual equipment is **FREE**. Exhibitors specify this in the Booking form.
- Exhibitors can promote their organisations courses, employment, traineeship or apprenticeship opportunities on the **EMPLOYMENT OPPORTUNITIES** wall in the Conference Centre linkway.
- The 'Jobs Board' will advertise, using a QR code, upcoming job positions, training courses and apprenticeship opportunities.
- Experienced Practitioners will be on hand to provide **FREE** practical CV and Job Application advice.
- The Indigenous Employment Exhibition raises awareness of career and education opportunities including support services available for Aboriginal and Torres Strait Islander people.
- The *real skills for real careers* exhibitions' and STEM will again provide hands-on and interactive displays and an opportunity for students to try their hand at various skill and trade areas such as laying a few bricks, planting seedlings or making a mocktail.
- An informative and comprehensive Visitor Guide supplement is published in the City News on the Thursday prior to the CareersXpo.
- **FREE** internet access is available for all exhibitors using the Free CBR network.
- We are putting together a new lunch menu in conjunction with the EPIC caterers that will include hot and cold options. Exhibitors can order their lunch each morning at the café in the Coorong Building.
- A larger Exhibitors' Lounge will be in the Parkes Room, located between the Budawang and Coorong Pavilions and will include the usual great coffee, tea, juice, biscuit, snack and fruit selections. Exhibitors can again avail themselves of **FREE** espresso coffee at the Coffee Spot located in the Exhibitor Lounge.
- More information about the Canberra CareersXpo can be found on the [website](#).

VISITOR PROFILE



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



EXHIBITOR BENEFIT

- 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
- A complimentary exhibitor listing, website link and social media link on the CareersXpo website in the Virtual Expo Hall
- A complimentary exhibitor listing in the City News Supplement
- The opportunity to network with other organisations

REGISTRATION AND BOOKING

Prices to exhibit have changed very little over the past 3 years and there is little change in the 2024 CareersXpo pricing. To book a booth(s) for this year's CareersXpo use the on-line electronic registration form. The booking form can be accessed by clicking on the 'Book a Booth' or 'Booth Booking Form' buttons on the CareersXpo [website home page](#).

BOOTH PRICES

Standard Booth

The Standard booth is priced at **\$975 + GST** and consists of a 3m by 3m area with either a 2m or 3m separation wall . The Standard in-line/perimeter booth has a header board in an aluminium frame . All perimeter booths in the Budawang and Coorong buildings, including the corner booths at the Emergency EXIT points and centre inline booths, are Standard booths similar to the images below.

Deluxe Booth

The Deluxe booth is available for **\$1,100 + GST** . This includes the area of 3m by 3m with either a 2m or 3m separation wall . The Deluxe corner booth has a header board in an aluminium frame on all open sides of the booth. All centre corner booths in the Budawang and Coorong buildings are Deluxe booths similar to the corner booth image below.



Picture is for illustration purposes only, furniture not included

Corner booth example of Deluxe booth. Adjacent booth example of Standard booth.

Your organisation name or other wording (max 30 characters) chosen by your organisation printed on the header board(s) using black vinyl-cut UPPERCASE lettering is included at NO CHARGE in 2024.

Add-ons include power, an LED spotlight, tables, chairs and black tablecloths which can also be ordered using the electronic booking form.

Additional Hire Items for All Booths

Table - **\$20 + GST**, chair - **\$8 + GST**, black tablecloth - **\$20 + GST**

Perimeter: Power Outlet 4 amp - **\$60 + GST**, Power Outlet 10 amp - **\$90 + GST**

Centre: Power Outlet 4 amp - **\$90 + GST**, Power Outlet 10 amp - **\$120 + GST**

Light (150W LED Floodlight) - **\$65 + GST**

White Octanorm Melamine Booths

The Octanorm booths are used for the majority of the booths in the Budawang and Coorong buildings.

There are restrictions on the methods used for attaching material to these panels. You can use the standard Velcro dots and strips but **NO** pins or tacks are allowed on the Octanorm panels.

Black Cloth Panel Booths

The black cloth panel booths are located around the perimeter of the Coorong building.

There are no restrictions on the methods used for attaching material to these panels. You can use the standard Velcro dots and strips as well as pins and tacks.

Covid Safe Procedures

There may be restrictions on this event in accordance with the ACT Health guidelines and we will keep you updated through our newsletters and the website. We will have a COVID safe plan for the event.

It is recommended that exhibitors have a COVID safety plan written down covering their booth space. The plan should include how they will manage student and staff movements and cleaning procedures in their booth(s). A bottle of COVID compliant hand sanitiser (available from Registration Desk) must be always accessible to students and staff throughout the event. We recommend you visit the ACT Government website for further information.

FEEDBACK

Following the 2023 CareersXpo, the ACT Education Directorate received many positive comments from schools and teachers:

2023 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 our target student groups. Thanks for the high standard of organisation and control of the large number students and teachers attending."

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

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

"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."



Exhibitors Lounge

For the comfort of exhibitors, the more spacious Parkes Room, located in the Conference Centre between the Budawang and Coorong Pavilions has been designated as the exhibitors' lounge. **FREE** cold drinks, tea, instant or pod coffee, juice, fruit, snack bars and biscuits will be available.

Exhibitors can also avail themselves of **FREE** espresso coffee and hot chocolate at the Coffee Spot, also located in the exhibitor lounge.

Facilities

There is a café on site that offers a range of hot and cold food and beverage options. If required, there is also limited storage available for exhibition materials.

Lunch Orders

Lunch and beverage options can be ordered and paid for each morning at the café in the Coorong Building. Lunch delivery available for booths with limited staff.

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. i.e. www.booking.com and www.expedia.com.au

Set-Up Times

Tuesday: 5.00pm to 9.00pm, and Wednesday: 7.00am to 9.00am.

Pull-Down Times

Thursday: 3.00pm to 7.00pm. *Please note: The Budawang and Coorong Buildings must be cleared of all Exhibitors equipment and gear by 7.00pm 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 in the passageway between the Budawang and Coorong buildings.

Cleaning

Exhibitors are responsible for removing all their materials and props and for leaving the site in a clean state. 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 \$20 million. Proof of cover (can be uploaded with the booking form) needs to be submitted before the event via bookings@careersxpo.com.au

Power Cords

All power cords/boards to be heavy-duty and tagged prior to the event.

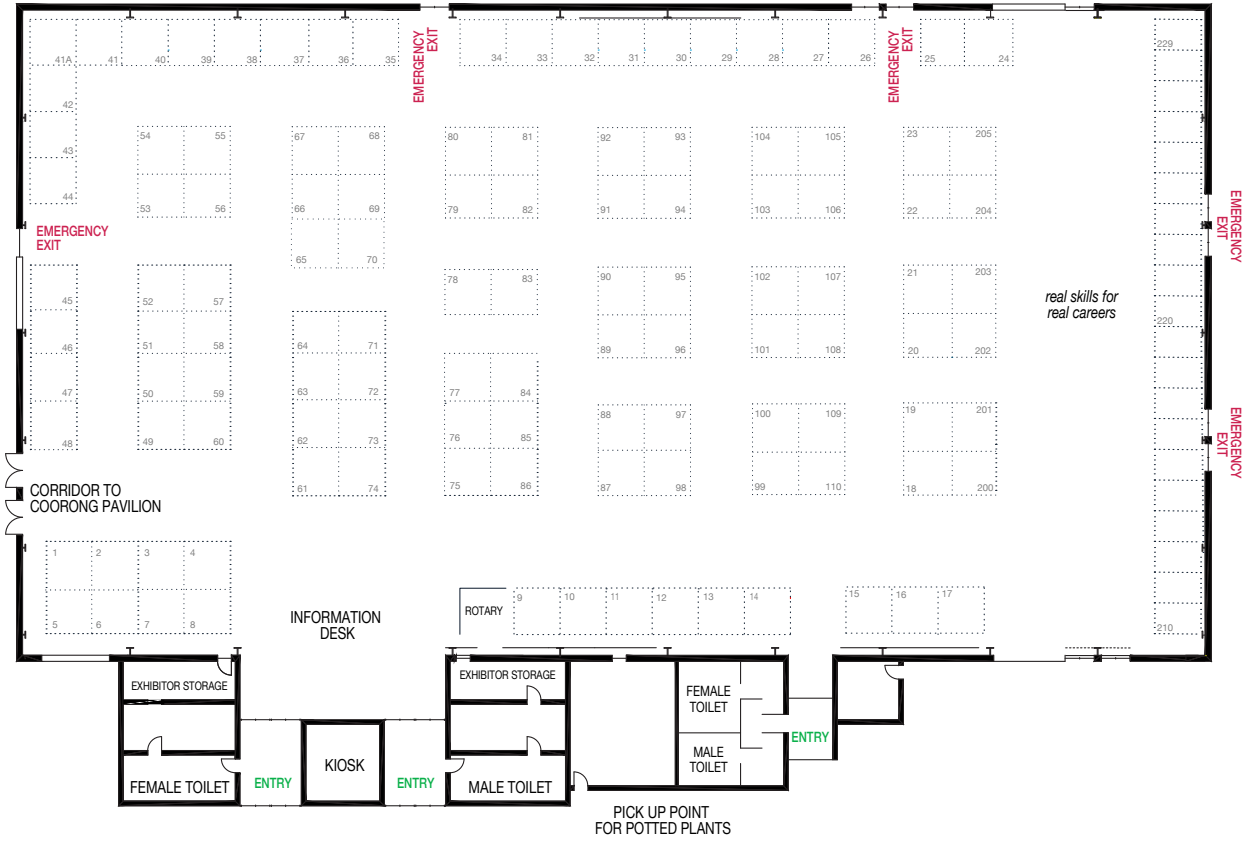
Internet

Internet coverage is **FREE** again this year. If you require internet cover, please connect to FreeCBR. No access code or password is required as it is a public network.

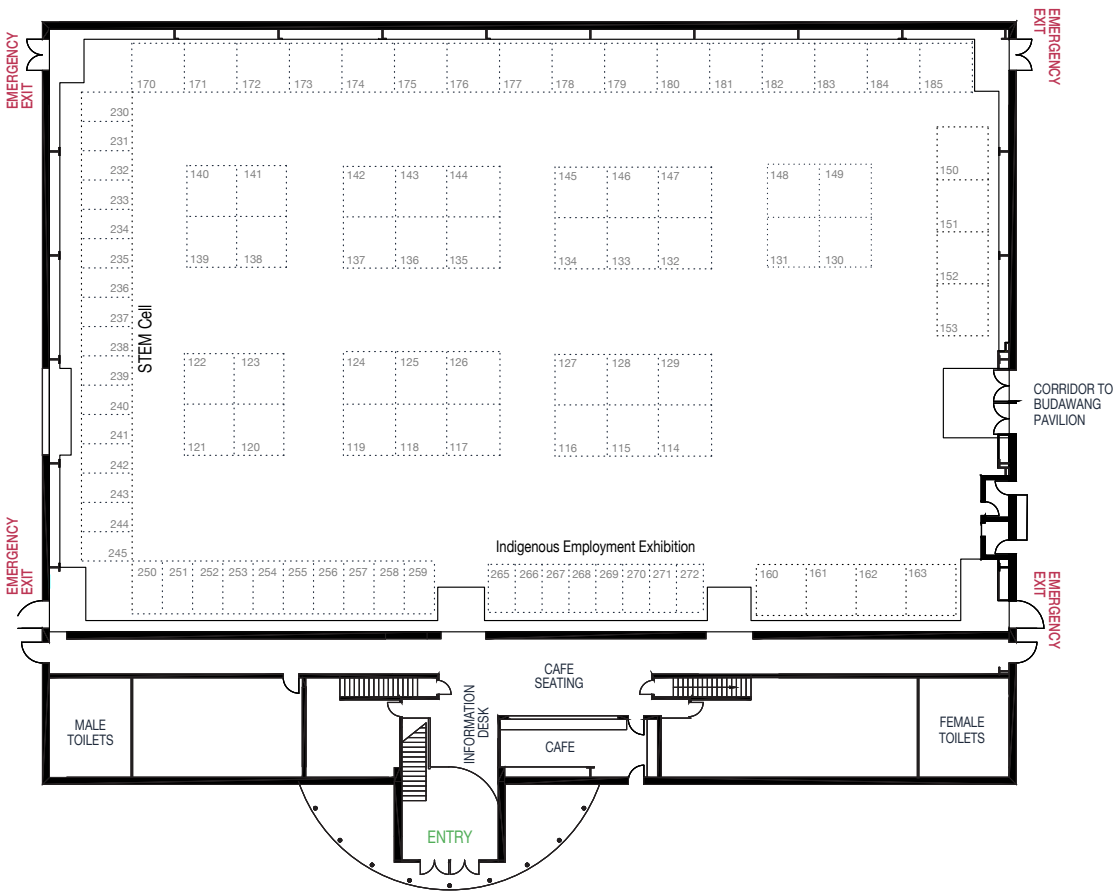
Toilets

Toilets are located near the entrance to the Budawang and Coorong buildings. The toilets at the front of the Conference Centre, located between the Budawang and Coorong buildings will be for the **exclusive** use of exhibitors. Please refer to the floor plan map in the CareersXpo Program.

BUDAWANG PAVILION



COORONG PAVILION



All centre corner booths are Deluxe booths and have exposure on two sides, ie. front and side.

Other inline/perimeter booths are Standard booths and have exposure from the front only, except perimeter corner Exit booths.

Access/Loading Dock

Exhibitors may park in front of either the Budawang or Coorong Buildings during bump-in on Tuesday or bump-out on Thursday.

Deliveries

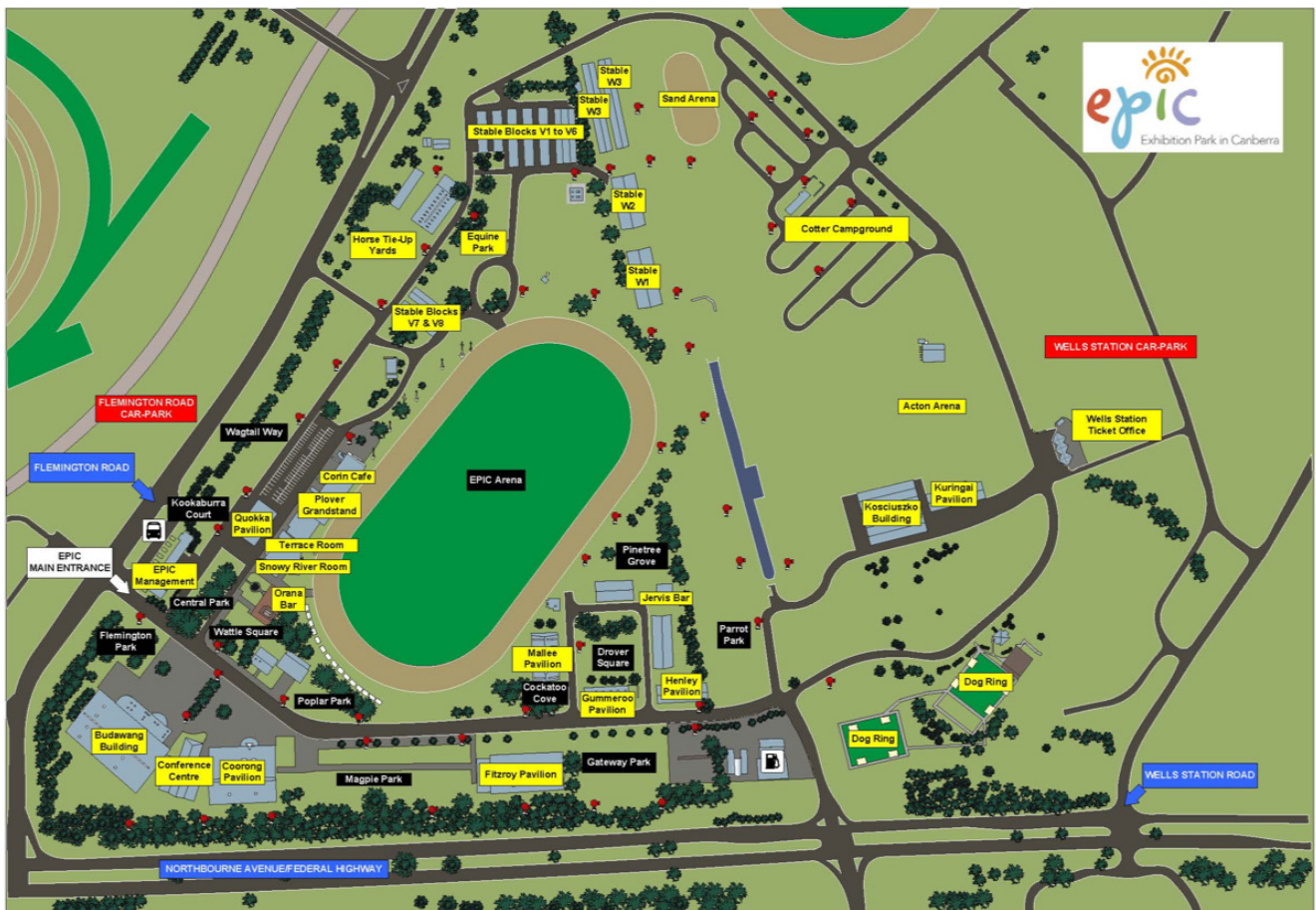
If you have any boxes to be delivered before the event, please put your name and booth number on the boxes. Deliveries are accepted on Tuesday, 6 August 2024. Please stress to your contractor that it must be delivered on **Tuesday 6 August**. If your consignment can only be delivered on Monday 5 August, please contact EPIC on 6205 4900.

The delivery address is:

Your Institution/Business Name
 Your Booth Number
 Exhibition Park in Canberra
 Corner Flemington Rd and Northbourne Ave
 Mitchell ACT 2911

Parking

Complimentary all-day parking for Exhibitors during the CareersXpo is adjacent to the Coorong building (between the Coorong and Fitzroy buildings) or behind the Budawang building. Please do not park in front of the Budawang or Coorong buildings or in the sign posted bus arrival and departure bays on Wednesday or Thursday. Refer to the map below.





CONTACT

www.careersxpo.com.au/contact or
directly via bookings@careersxpo.com.au


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

Follow us on social media

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