

2017 Exhibitor Handbook

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Expo Dates

The Northern Territory Government *Skills, Employment and Careers Expos* will be held in Alice Springs, Tennant Creek, Katherine, Darwin and Nhulunbuy, with over 6000 visitors and 300 exhibitors expected to attend:

Location	Date	Time	Venue
Alice Springs	Monday 21 st August Tuesday 22 nd August	5.00pm to 7.30pm 8.30am to 12.30pm	Alice Springs Convention Centre
Tennant Creek	Thursday 24 th August	9.00am to 12.30pm	Civic Hall
Katherine	Tuesday 29 th August	10.00am to 2.00pm	YMCA Henry Scott Recreation Centre (Skating Rink)
Darwin	Wednesday 30 th August Thursday 31 st August	5.00pm to 8.00pm 8.30am to 2.30pm	Darwin Convention Centre
Nhulunbuy	Friday 1 st September	10.30am to 1.30pm	Nhulunbuy Town Hall

Contacts

If you would like further information about exhibiting, please contact event coordinator:

Sim O'Callaghan

YouthWorX NT

T: (08) 8981 8870

F: (08) 8981 5866

M: 0429 342 168

E: expo@youthworxnt.com.au

W: www.skillsemploymentexpo.nt.gov.au

**Don't forget to "like" the Skills Employment Careers Expo
Facebook page for regular updates!**

Terms and Conditions

The Skills, Employment and Careers Expos are high quality, professional events with a superior standard of presentation. In order to ensure that the experience for both participants and exhibitors is enjoyable, effective and worthwhile we ask that all exhibitors take note of the following points.

By registering for the 2017 Skills, Employment and Careers Expo(s), as an exhibitor you:

- Give approval for the Department of Trade, Business and Innovation and YouthWorX NT to use your organisation's name in advertising and to release contact details to third parties for promotional purposes.
- Understand that if your organisation does not provide at least 10 working days' written notice of your inability to exhibit you will be charged the full price of a booth
- Understand that the nominated 'contact person' for your organisation is responsible for the timely distribution of all relevant correspondence from event organisers to staff members who will be exhibiting at the expo(s).
- Those manning the booth on the day are responsible for making sure that the booth area meets Work, Health and Safety requirements.
- Agree to have your booths/areas attended at all times during the opening hours of the expos including both day and evening sessions at the Darwin and Alice Springs expos.

Talent Release Disclaimer

Participants at the Skills, Employment and Careers Expo may be captured in group visual and audio recordings, which may be reproduced for use in advertisements and other promotional material published for and on behalf of the Northern Territory Government to promote the expo. This may include social media sites. Visual and audio recordings may be supplied to contractors and service providers engaged by the Northern Territory Government to develop or produce advertising publications or promotional materials in association with the Expo, but will not be provided to any other persons or organisation for purposes other than the Expo advertising and promotions.

Participants who do not wish to be captured in group visual and audio recordings for the purposes described above, must advise the Northern Territory Government in writing prior to the commencement of the Skills, Employment and Careers Expo by 14th August 2017. All written correspondence must be addressed to Skills, Employment and Careers Expo, GPO Box 3200, Darwin NT 0801 or emailed to skillsemploymentexpo@nt.gov.au

Security

The Northern Territory Government cannot accept responsibility for any loss or damage to materials or equipment during the entire event. Please make sure that your personal valuables such as bags, phones, electrical devices, wallets and keys are kept out of sight and secure.

Health and Safety

All exhibitors are responsible for making sure that their booth area meets Work, Health and Safety requirements. This will ensure the safety of all visitors to the expo and your staff (for example, all electrical equipment and leads are to be tested and tagged prior to the event).

General information for Exhibitors

Your exhibit

A standard single booth includes the following:

- 1 x trestle table, table cloth and 2 chairs
- 2.4m high Octanorm or Expo Panel walls
- 1 x Fascia board and company signage
- 2 x 150w spotlights
- 1 x 4amp power board (4 outlets)

Our 2017 exhibition partners “**The Exhibitionist**” can provide a range of solutions to enhance booths over and above the standard options and are available to offer customised advice, marketing tips and equipment (additional costs may apply). For more information and a copy of their catalogue, please contact Andy and his team on: (08)8981 3166 or visit their website <http://www.exhibitionist.com.au/>

Having hands on activities and lots of great visuals are among the best ways to entice attendees to the expo to interact at your exhibit.

The following suggestions are provided to help make your exhibit as interesting and as interactive as possible:

- **Be visible!** Make your name or product name the most visible part of your stand. Make sure everything is big and easy to read, always being consistent in its use.
- **HANDS ON** – allow participants the opportunity to gain hands on experience and/or take part in job specific activities.
- Use **big bold graphics** for the most visual impact. Keep text to a bare minimum. People are reluctant to stand around to read a lot of information; they usually prefer to take it away with them.
- **Less is more!** Avoid cluttering your display with too many products and materials.
- Keep your area **open and inviting**. Don't fence them out!

- **Smile, make eye contact and stand front of display** and interact with people who come to your stand.
- Ensure you have plenty of **business cards** to hand out so that you can be contacted after the event. The Skills, Employment and Careers Expo is an opportunity for you to identify potential future employees and/or students, and further networking opportunities, so encourage interested people to leave their contact details with you.

Engagement activities

Groups attending the Skills, Employment and Careers Expos (including school and community organisation groups) are provided with expo preparation handbooks and other resources in the lead up to the events. These resources provide attendees with an opportunity to explore their career aspirations and how they might align with the exhibitors attending the expos.

As per previous years, groups and some other attendees will receive a 'Skills and Careers Passport' to assist in the interaction between exhibitors and attendees. People need to visit a minimum of 8 exhibitors and engage by asking relevant questions about the organisation; such as career pathways, available jobs, and subject selection to name a few examples in order to receive a sticker on their passport. Once they have 8 stickers on their passport they are eligible to enter the draw to win a major prize.

Jobs Portal

(Darwin and Alice Springs expos only)

This totally interactive and user friendly jobs platform will connect expo attendees to job prospects instantly right across the Territory using their smartphones, tablets and multi-media devices. The innovative Jobs Portal will provide Territory employers the opportunity to promote their current and future job vacancies for free and engage with job seekers in a modern career and skills based forum. Register your vacancies now to be a part of this state of the art addition to the Skills, Employment and Careers Expo.

Step 1: Download and complete the Job Vacancy Registration Form from www.skillsemploymentexpo.nt.gov.au

Step 2: Send the form to expo@youthworxnt.com.au

To ensure your vacancies can be displayed with accurate information, we encourage you to download the form in word version and complete electronically.

Regional expos – travel

As the events are being held in regional locations it is recommended if you are travelling by air to check with the respective airline in regards to baggage limits and excess costs.

It is also suggested exhibitors book accommodation as early as possible as August is peak season in the Northern Territory and hotel accommodation is in high demand.

For accommodation advice and any applicable special rates for exhibitors please contact event organisers otherwise please visit your preferred travel website.

Alice Springs Skills, Employment and Careers Expo

Monday 21st August – 5.00pm to 7.30pm
Tuesday 22nd August – 8.30am to 12.30pm

Venue

The Alice Springs Convention Centre - Barrett Drive, Alice Springs.
(Octanorm Booths)

Parking

Free parking is available at front of the complex.

Setup

Exhibitors will have access to the venue to bump in from 2.30pm on Monday 21st August; please note that all booth areas must be ready for visitors by 4.30pm on this day. Exhibitors who feel they require more time to bump in can arrange this by contacting the event coordinator. The venue will be open again to exhibitors from 7.15am on Tuesday 9th August to refresh displays.

Schedule overview

Monday 21st August:

2.30pm - 4.30pm	Exhibitor bump in
5.00pm – 7.30pm	Expo open to general public

Tuesday 22nd August:

7.15am – 8.00am	Exhibitor bump in
8.30am – 12.30pm	Expo open to general public & school groups
12.30pm – 2.00pm	Exhibitor bump out

Freight

Please contact the event organisers for the customised Alice Springs Convention Centre (ASPCC) Exhibitor Delivery Label to ensure that the Convention Centre accepts your packages and has them at your booth by bump in on Monday 21st August. Each item should have the customised label attached. The Convention Centre recommends that you allow at least ten working days to ensure your parcels arrive in time.

It is your responsibility to confirm with your freight company if your goods have been delivered to the ASPCC and that this occurs during the loading dock hours of operation. If this is unsuccessful then contact can be made with the ASPCC staff, however the consignment note number/s must be quoted to trace the delivery.

It is your responsibility to arrange for any packages to be freighted back to your organisation. When you have re-packed your freight and attached all consignment note/s, you are to contact the ASPCC staff to advise that your goods are ready to be transferred to ASPCC Loading Dock for collection.

You are then responsible for contacting your preferred freight company to advise that your items are ready for collection.

Where suitable arrangements have not been made, the ASPCC reserves the right to dispose of items forty eight (48) hours from the conclusion of the event.

Delivery Address

Alice Springs Convention Centre
Loading Dock
93 Barrett Drive
ALICE SPRINGS NT 0870

Loading Dock Operating Hours

Monday to Friday: 8.30am- 4.30pm

Catering

There will be hot drinks and cakes available from a local caterer on site at your own cost. Lunch and dinner meals are available from the convention centre (ordered during registration) however if you missed this opportunity and would like to order meals please contact event coordinators as soon as possible.

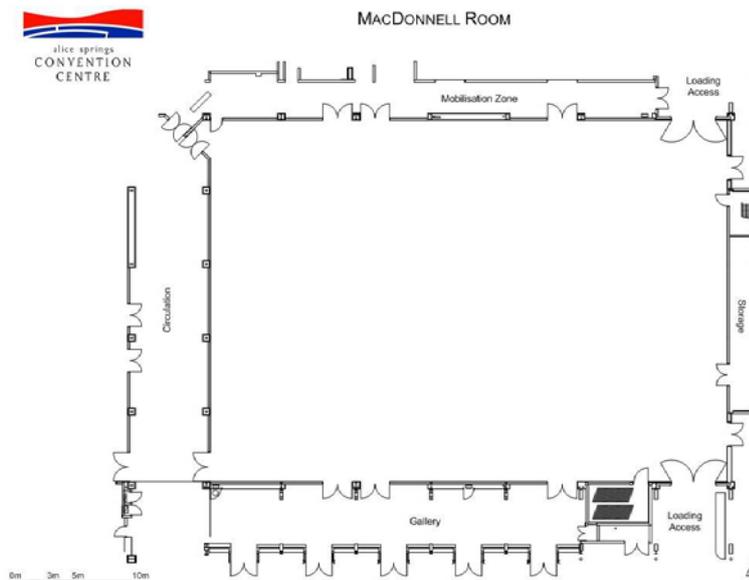
Emergency Procedures

Please refer to attached venue map to identify the exit areas in case there is a need to evacuate the building.

Access for people with a disability

Venue is accessible.

Venue Map



Tennant Creek Skills, Employment and Careers Expo

Thursday 24th August – 9.00am to 12.30pm

Venue

Civic Hall - Peko Road, Tennant Creek
(Octanorm Booths)

Parking

Free parking is available at the side of the complex.

Schedule Thursday 24th August

7.30am – 8.30am	Exhibitors bump in
9.00am - 12.30pm	Expo open to general public and school groups
1.00pm - 2.30pm	Exhibition bump out

Catering

There will be a tea/coffee, biscuits and water station available at no extra charge to exhibitors. Lunch will be available to purchase from a local caterer, further information and orders will be taken by event organisers closer to the event.

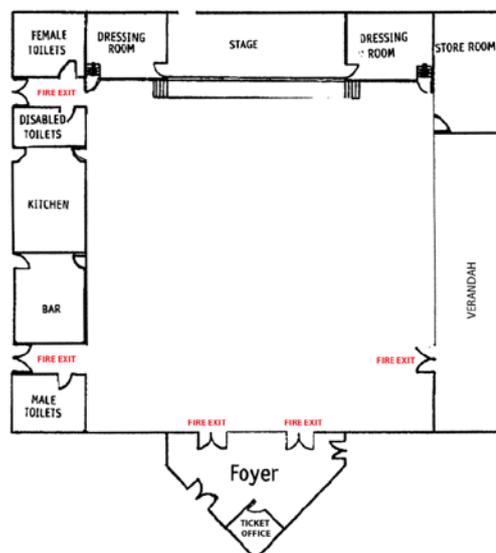
Emergency Procedures

Please refer to attached venue map to identify the exit areas in case there is a need to evacuate the building.

Access for people with a disability

Venue is accessible.

Venue Map



Katherine Skills, Employment and Careers Expo

Tuesday 29th August – 10.00am to 2.00pm

Venue

YMCA Henry Scott Recreation Centre (Skating Rink) - Stuart Highway, Katherine.
(Expo Panel Booths)

Parking

Free parking is available out the front of the complex.

Schedule – Monday 29th August

8.00am – 9.30am	Exhibitors bump in
10.00am – 2.00pm	Expo open to general public and school groups
2.00pm - 3.30 pm	Exhibition bump out

Catering

There will be a tea/coffee, biscuits and water station available at no extra charge to exhibitors. A local community group will provide a fundraising BBQ lunch.

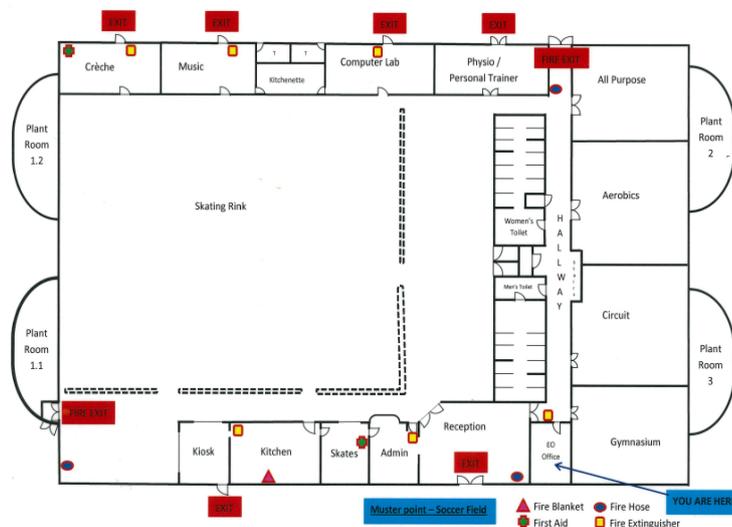
Emergency Procedures

Please refer to attached venue map to identify the exit areas in case there is a need to evacuate the building.

Access for people with a disability

Venue is accessible.

Venue Map



Darwin Skills, Employment and Careers Expo

Wednesday 30th August – 5.00pm to 8.00pm

Thursday 31st August – 8.30am to 2.30pm

Venue

Darwin Convention Centre - Stokes Hill Road, Darwin Waterfront.

(Octanorm Booths)

Parking

Underground parking is available at the convention centre for a fee of \$5 per day.

Vehicle Access

Vehicle accesses to the Convention Centre is permitted during the specified bump in and pack up times; please refer to the program and venue map for times and designated unloading areas.

Please note that these areas are strictly short term loading zones, not parking areas.

Freight

The Darwin Convention Centre will accept freight on behalf of exhibitors **Monday 21st August**. The Centre will not be held liable for any losses or damages to goods received or accept “Cash on Delivery” deliveries.

To assist in the smooth delivery of goods a **Delivery Label** will need to be completed in full and attached to each item. Deliveries will be secured by operational staff until commencement of the Skills, Employment and Careers Expo. Please contact YouthWorX NT for a copy of this label.

Exhibitors must ensure transportation has been arranged for their goods with the appropriate consignment notes completed and attached **within three (3) working days** after the event. The Centre reserves the right to dispose of any goods after **fourteen (14) days**.

All event freight (deliveries or collections) should be directed to the Darwin Convention Centre Loading Dock, Stokes Hill Road, Darwin NT 0800. Loading Dock operating hours are 8:30am – 5.30pm Monday to Friday. Arrangements must be made with centre management for any deliveries or collections outside these hours.

Setup

Exhibitors will have access to the venue to **bump in** from **2.30pm** on Wednesday 30th August; please note that all booth areas must be ready for visitors by **5.00pm** on this day at the latest. Exhibitors who feel they require more time to bump in can arrange this by contacting the event coordinators.

The venue will be open again to Exhibitors from **7.30am** on Thursday 31st August to refresh displays.

IMPORTANT: *As per Darwin Convention Centre requirements ALL exhibitors MUST during bump in and out periods wear closed toe shoes and high visibility vests. A high degree of foot and vehicle traffic is underway in the exhibition halls during this time so it is essential you observe this requirement. Entry will be denied to exhibitors not complying with this and it is the responsibility of the exhibitors to supply their own vests and enclosed shoes. Thank you in advance for your cooperation.*

Schedule overview

Tuesday 30th August:

2.30pm - 4.30pm	Exhibitor bump in
5.00pm – 8.00pm	Expo open to general public
8.00pm – 8.30pm	Expo closes and exhibitors depart

Wednesday 31st August:

7.30am - 8.15am	Exhibitor preparation
8.30am - 2.30pm	Expo open to general public and school groups
2.30pm - 4.30pm	Exhibitors bump out

NB: *Depending on the complexity and size of your display you may be provided with an alternate bump in schedule. Exhibitors who book custom displays and equipment will be contacted by YouthWorX NT in the lead up to the event to discuss your requirements and your schedule.*

Catering

There will be water stations positioned throughout the venue and lunch/dinner meals are available from the convention centre (ordered during registration) however if you missed this opportunity and would like to order meals please contact event coordinators as soon as possible, alternatively you can make a purchase at the time from the convention centre cafe. There is also a range of additional cafes and restaurants located at the Waterfront complex adjacent to the centre.

Emergency Procedures

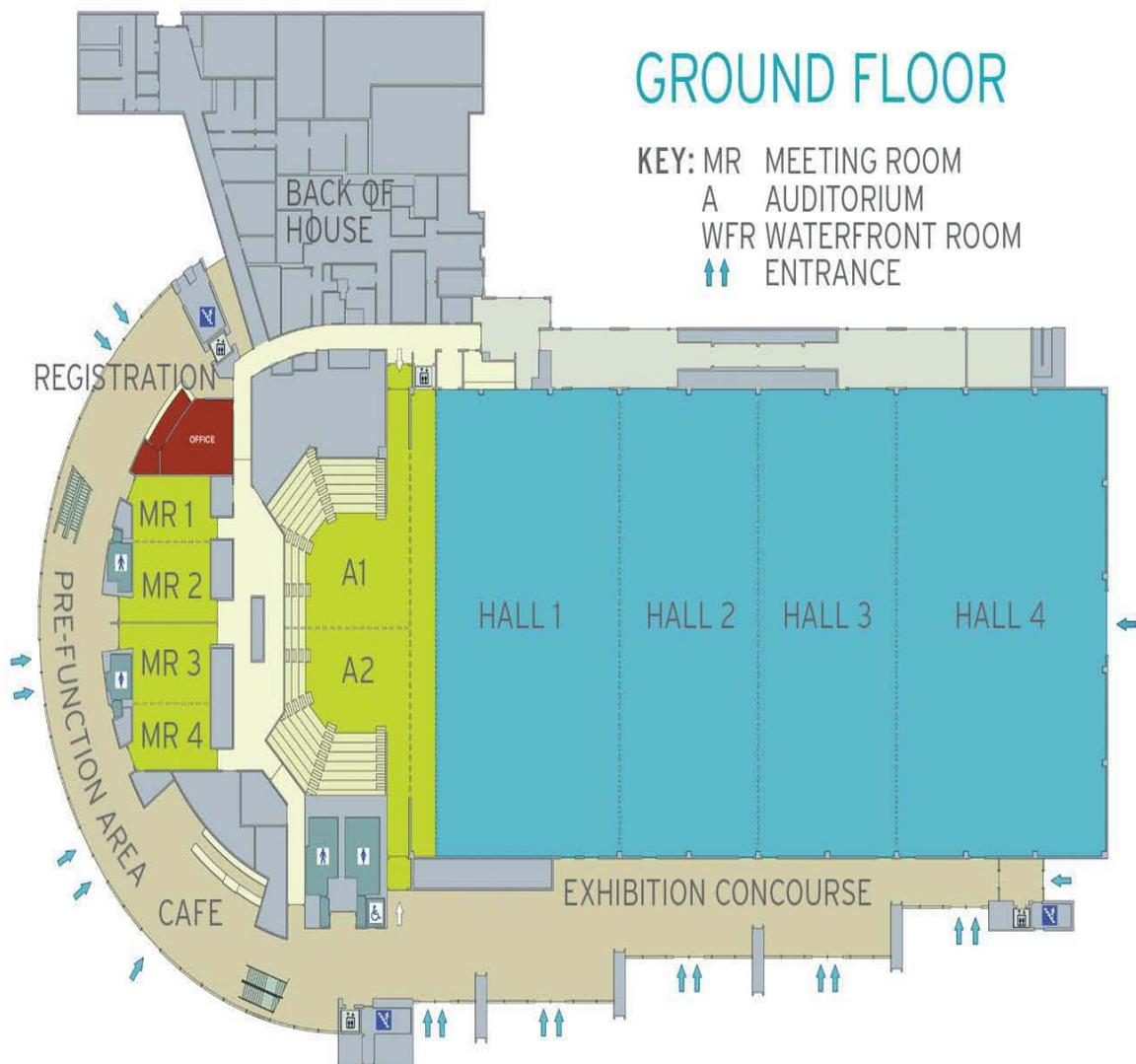
Please refer to attached venue map to identify the exit areas in case of the need to evacuate.

Access for people with a disability

Venue is accessible.

Venue Map

(NB: The 2017 Skills, Employment and Careers Expo will be held across **Exhibition Halls 1, 2, 3 and 4**)



Nhulunbuy Skills, Employment and Careers Expo

Friday 1st September – 10.30am to 1.30pm

Venue

Nhulunbuy Town Hall - Chesterfield Circuit, Nhulunbuy.
(Expo Panel Booths)

Parking

There is ample free parking available within close proximity to the complex.

Schedule overview

8.30am -10.00am	Exhibitors bump in
10.30am – 1.30pm	Expo open to general public and school groups
1.30pm - 2.30pm	Exhibitors bump out

Catering

There will be a tea/coffee, biscuits and water station available free to Exhibitors. Hospitality students from Nhulunbuy High School will attend the expo to provide morning tea and lunch for a small additional cost. Please bring cash with you if you would like to purchase food and drinks on the day.

Flights

Airnorth is the airline operator currently servicing Nhulunbuy from Darwin. Flight information is available online at the following website: www.airnorth.com.au

Nhulunbuy Transportation

Please note that flights arrive at Gove Airport. This is an approximate 15 minute drive from the expo complex in the town centre. Cars are available for hire or a shuttle bus is available from the airport.

Manny's Car Hire

Email: mannyscarrentals@bigpond.com

Phone: (08) 8987 2300

Kansas Shuttle Bus and Car Hire

Shuttle bus (from airport to town centre) costs \$15.00 per person, and bookings are not required if arriving on Airnorth. Please note that bookings are required for shuttle bus travel from the town centre to the airport.

Email: bookings@kansastransportation.com.au
 Website: www.kansastransportation.com.au
 Phone: (08) 8987 2872
 Fax: (08) 8987 2346

Equipment Transportation

Transportation of large display material from Darwin to Nhulunbuy is available via the Sea Swift barge. Please make contact with Sea Swift as soon as possible if you would like to transport equipment using this service: (08) 8935 2400

Note: If you wish to use this service, it is recommended that you contact Sea Swift at least one month prior to confirm your requirements.

Emergency Procedures

Please refer to attached venue map to identify the exit areas in case there is a need to evacuate the building.

Access for people with a disability

Venue is accessible.

Venue Map

