

Sydney Law Careers Fair
Parkside Ballroom, Level 2
International Convention Centre Sydney
11.00am to 2.00pm Friday 3rd April 2020
Event Logistics

Key Information

Date of the Sydney Law Careers Fair:	Friday 3 rd April, 2020
Location of the Sydney Law Careers Fair:	Parkside Ballroom, Level 2 International Convention Centre Sydney Darling Drive, Darling Harbour, Sydney 2000
Fair Open to Students:	11.00am to 2.00pm

Event Timetable

Booth construction	6.00am to 9.30am
Delivery of exhibitor items	From 7.00am
Loading Dock Access	7.00am – 10:45am for move in and 2:30pm - 6.00pm for move out. Parking will not be permitted on the loading dock and once unloaded vehicles must be removed and parked elsewhere.
Exhibitor access to set up displays	10am
Exhibitor Catering	10.00am – 10.45am
Fair Open to Students	11.00am – 2.00pm
Pack-down by Exhibitors	2.00pm – 2.30pm
Booth dismantle	2.30pm – 4.00pm all goods to be removed by 4.30pm Friday 3rd April

HIGH VIS VESTS – RECOMMENDED TO BYO!

IMPORTANT NOTE: ICC Sydney have very strict policies regarding entering the room while the build is still occurring.

It is highly recommended that you bring a few High Visibility vests, for your team, in the event that the build runs overtime and you need to access your stand to setup.

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Food

Please do not bring food to give away at your stall. Only exhibitors that have **already pre-paid for food** when booking their stall are able to serve food.

All exhibitors can bring a bowl of lollies or chocolates (please remember to bring a bowl)

Furniture and Equipment Provided

All exhibitors this year will have a WALLED BOOTH – there are no ‘space only’ exhibitors.

The booth dimensions are approximately 3 metres wide by 3 metres deep. Please see the picture below showing an example of a booth. The booth will have a fascia sign displaying your organisation’s name. The booth’s walls are coloured black or grey and are Velcro compatible. No nails, glue or sticky tape are to be used to fix items to the walls.

It is assumed that all exhibitors will bring with them their own “pop up” display stands.



You will also be supplied with:

- a trestle table (approx. 1800mm long x 750mm wide)
- a table cloth
- two chairs
- access to electricity via a single power socket (4amp/1000watt)

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You can bring your own power board as long as it is tagged and tested.

Careers Fair Arrangements

There are **two** careers fairs taking place at the **same time** within the same venue:

- Sydney Law Careers Fair in the Parkside Ballroom on Level 2
- The Big Meet Careers Fair in the Gallery on Level 2

Only Law students and Law graduates are permitted to enter the Sydney Law Careers Fair.

Students and graduates from **all** disciplines (including Law) are permitted within the Big Meet Careers Fair. The Big Meet careers fair accommodates employers from **non-legal** industries.

Student Name badges

All **law** students and graduates will wear coloured names badges as follows:

	First, second and third year law students
	Penultimate year students
	Final year law students and law graduates
	Graduates completing their Practical Legal Training (PLT)
	Careers Fair Staff and Exhibitors

Occupational Health and Safety

Below are the minimum personnel safety standards expected at all times on the loading dock and exhibition halls during move-in (prior to 10.45am) and move-out (after 3.00pm):

- No children under the age of sixteen (16) years are permitted entry.
- All persons must wear high visibility vests or clothing, as specified below
- All persons must wear covered footwear, i.e., no thongs, sandals or open-toed shoes.
- No one is to work while under the influence of drugs or alcohol.
- All persons are to comply with reasonable requests from ICC Sydney representatives.

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High Visibility Clothing

It is a requirement that all venue staff, organiser staff, contractors and exhibitors working on the move-in and move-out of exhibitions within ICC Sydney wear high visibility clothing, to minimise risks associated with plant and vehicle movements within ICC Sydney and its loading docks.

These can be in the form of high visibility vests or uniforms and must meet the requirements of AS/NZS 4602. Specifically, high visibility clothing must be worn:

- At all times on the ICC Sydney loading docks.
- At all times inside ICC Sydney during the move-in or move-out of an event.

Without exception, the above requirements must be observed by the exhibitors working on the event. High visibility clothing should be worn correctly and be appropriate to the tasks the individuals must perform.

Additional Furniture and Audio Visual Requirements

Additional furniture and any special audio visual equipment such as laptops, monitors etc may be ordered at your own expense, through Moreton Hire. Please contact:

Moreton Hire

Tiarni Peardon – Account Manager

Phone: 07 3307 4451

Mobile: 0407 029 008

Email: tiarni.peardon@moreton.net.au

Internet Access

Wireless connectivity is readily available throughout the venue. Visitors have access to free public Wi-Fi, for basic browsing, email and social media.

Premium service and event specific network services for clients and exhibitors can be requested by completing the [Internet Services Order Form](#) Custom solutions can be tailored to suit the event needs by working with our event ICT services team.

The venue does not allow the use of wireless access points other than the venue fixed wireless infrastructure and reserves the right to disable wireless transmitting devices found to be causing interference.

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Catering for Exhibitors

Catering will be provided for exhibitors from 10.00am. This will be delivered to your stand. Please note, the number of people you have advised us on the Exhibitor Preferences form, is the number of people we will cater for (to a maximum of 5pax). This is free of charge for the representatives of all exhibitors. We appreciate that between 11.00am and 3.00pm you will be busy at your stands, so we encourage you to take a moment to eat before the students arrive. There will be coffee and water available for the whole day.

Please note we will have water stations throughout the Exhibition Hall and you are also more than welcome to bring your own water bottle to refill during the day.

Car Parking

ICC Sydney operates 24 hour car parking stations. The recommended car park is:

ICC Sydney Exhibition Centre Car Park (Car Park 1)
14 Darling Drive, Sydney, NSW 2000

Operating hours:

Monday to Sunday 24 hours

Delivery of Goods

Deliveries can only be made on the day of the Sydney Law Careers Fair - i.e. deliveries will only be accepted on Friday 3rd April from 7.00am. Deliveries arriving earlier than this will not be accepted.

ICC **will not sign** for any goods on behalf of exhibitors, nor will there be any responsibility accepted for the safety of any such items delivered to the site in the absence of the exhibitor. Therefore, if you are couriering or mailing items, you should arrange for these deliveries to be made **without the need for a signature**.

Delivery label for the “[ICC Sydney Law Fair Delivery Label](#)” –

Please complete this label and attach to each item which is being sent to this event. All deliveries will need to be sent to the Convention Centre Loading Dock.

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Loading Dock

Access to the Loading Dock is via the Convention Centre Loading Dock on Darling Drive.

Security

All exhibitors and event attendees must wear their name tags at all times within the Exhibition. Exhibitors please ensure your staff have their name tags. You will be provided with Exhibitor nametags on the day.

Exhibitors and Event attendees are responsible for the security of their stand and personal items including, but not limited to, handbags, briefcases, wallets, mobile phones, laptop computers, etc.

The organisers take no responsibility for goods left on the premises before, during or after the event. All packaging or other items left unmarked or unattended will be treated as rubbish and disposed of accordingly.

Signage

Signs, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls, windows, sprinkler systems and other surfaces except by permission of the ICC. Damages resulting from installation will be a direct charge to the Exhibitor.

Storage

ICC does not have secure storage facilities to store goods prior to or after the event. If any Exhibitors leave items after the conclusion of the event charges will be applied to the Exhibitor.

All goods left for pick up by an exhibitor must be moved to the designated area (as advised by ICC staff) prior to departure and individually labelled.

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Contact List

The Organisers

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Events Manager

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Booth Builder and Additional Furniture

Moreton Hire

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Sydney Law Careers Fair Enquires

Law Society of NSW

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