



The Big Meet
Adelaide Convention Centre
Friday 13th March 2020
Event Logistics

Key Information

Date of The Big Meet:	Friday 13th March 2020
Location of The Big Meet:	Adelaide Convention Centre North Terrace Adelaide
Fair Open to Students:	11.00am to 3.00pm

Event Timetable

Loading Dock Access	9.00am – 11:00am for move in and 3.00pm-5.00pm for move out. Parking will not be permitted on the loading dock and once unloaded the vehicles must be removed and parked elsewhere.
Exhibitor access to set up displays	9.30am to 10.45am Please note, the expo opens at 11am sharp, please ensure you are setup prior to this time.
Exhibitor Catering	10.00am – 10.45am – lunch boxes delivered to your stand. Please note, a maximum of 5 lunchboxes will be delivered to each stand Please ensure that if you have more staff than 5, you communicate this to your team.**
Fair Open to Students	11.00am to 3.00pm
Pack-down by Exhibitors	3.00pm – 4.00pm
Booth dismantle	3.00pm – 5.00pm all goods to be removed by 5.00pm Friday 13th March

****Note:** The number of lunch boxes which will be placed at your stand, will depend on the number of staff you have advised us that will be present on your stand (to a maximum of 5).



The Big Meet

Adelaide Convention Centre

Friday 13th March 2020

Event Logistics

Furniture and Equipment Provided

Exhibitors are classified into two types:

1. **“Booth Supplied”** – your organisation has specifically requested a walled display booth.
2. **“Space Only”** - your organisation has not requested a walled display booth and you will be allocated to a marked out area in the exhibition hall.

“Booth Supplied” Exhibitors

The booth dimensions are approximately 3 metres wide by 3 metres deep. Please see attached diagram showing the booth dimensions and appearance. The booth will have a fascia sign displaying your organisation's name and two spotlights on a track. The booth's walls are coloured black and are Velcro compatible. No nails, glue or sticky tape are to be used to fix items to the walls.

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)

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

Space Only Exhibitors

Each “Space Only” exhibitor will be allocated to a ‘marked out’ area measuring approximately 3 metres wide by 3 metres deep.

It is assumed that all “Space Only” exhibitors will bring with them their own “pop up” display stands. “Space Only” exhibitors will **not** be supplied with any walls or backing stand with which to hang posters, signs etc.

Each “Space only” Exhibitor will 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)

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



**The Big Meet
Adelaide Convention Centre
Friday 13th March 2020
Event Logistics**

Additional Furniture Requirements

Additional furniture may be ordered at your own expense. For additional furniture, please contact:

Adelaide Expo Hire

Contact: **Kim Sluggett**

31 Deeds Road North Plympton SA 5037

t +61 08 8350 2306 | m 0417 859 466 | f +61 08 8350 2301

Email: kims@aeh.com.au

Internet Access

Free wireless internet is provided by the ACC and can be accessed throughout the venue. The service is suitable for checking emails and basic web browsing, however connections are not guaranteed due to the varying number of users connected at the one time.

Wireless Internet can be provided with a faster bandwidth for the duration of an event on individual separate networks throughout the ACC. Whether you choose to provide the network name and password to delegates or use this specifically for the devices on your stand is up to you. For faster and more reliable services please refer to the various options detailed on the order form found attached to the covering email.

[Click here](#) to order your Wireless Internet Connection via the Adelaide Convention Centre Website

Audio Visual Equipment

Any special Audio Visual requirements such as laptops, monitors etc. can be arranged at your own expense through the Adelaide Convention Centre's Exhibition Services Department or via Adelaide Expo Hire:

Adelaide Convention Centre Exhibition Services

Contact: Exhibitions Department

Tel: +61 8 8212 4099

Email: exhibitions@avmc.com.au



The Big Meet

Adelaide Convention Centre

Friday 13th March 2020

Event Logistics

Adelaide Expo Hire

Contact: **Kim Sluggett**

31 Deeds Road North Plympton SA 5037

t +61 08 8350 2306 | m 0417 859 466 | f +61 08 8350 2301

Email: kims@aeh.com.au

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 2.00pm 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

The ACC operates the Riverbank and North Terrace car parks, which are open 24 hours per day, 7 days per week. The Riverbank car park is accessed via Festival Drive, whilst the North Terrace Car park is accessed off North Terrace and is situated immediately below Halls L, M & N.

As the Big Meet will be held in Halls L, M & N, we recommend parking in the North Terrace Car Park.

Delivery of Goods

To assist in the smooth delivery of goods to your stand, **all deliveries** must be addressed with the Adelaide Loading Dock Delivery Label attached to the covering email.

Deliveries can only be made on the day of the event, i.e. no earlier than Friday 13th March. Deliveries arriving earlier than this will not be accepted.

All deliveries must be scheduled with the Adelaide Convention Centre, North Terrace Loading Dock on 08 8210 6773 or northterracedock@avmc.com.au prior to their arrival.



**The Big Meet
Adelaide Convention Centre
Friday 13th March 2020
Event Logistics**

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 and venue 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. Damages resulting from installation will be a direct charge to the exhibitor.

Storage

The Adelaide Convention Centre does not have secure storage facilities to store goods prior to or after the event. If any Exhibitors leave items beyond the conclusion of the event, charges will be applied to the exhibitor.

All goods left for pick up by an exhibitor must be individually labelled.



**The Big Meet
Adelaide Convention Centre
Friday 13th March 2020
Event Logistics**

Contact List

The Organisers

Australian Association of Graduate Employers Ltd (AAGE)

Ben Reeves

Chief Executive

Tel: +61 2 9957 3735

Mobile: 0431 485352

Email: ben@aage.com.au

Olivia Millane

Events Manager

Mobile: 0411 277 273

Email: thebigmeet@aage.com.au

Sam Duff

Events Manager

Mobile: 0412 588 895

Email: sam@aage.com.au

The Venue

Adelaide Convention Centre

Contact: **Luke Edginton**

North Terrace, Adelaide, SA, 5000

Tel +61 8 8212 4099

Email: luke.edginton@avmc.com.au

Booth Builder & Additional Furniture

Adelaide Expo Hire

Contact: **Kim Sluggett**

31 Deeds Road North Plympton SA 5037

t +61 08 8350 2306 | m 0417 859 466 | f +61 08 8350 2301

Email: kims@ae.com.au