



**The Big Meet**  
**Adelaide Convention Centre**  
**Wednesday 27<sup>th</sup> March 2024 Event Logistics**

**Key Information**

Date of The Big Meet:	<b>Wednesday 27<sup>th</sup> March, 2024</b>
Location of The Big Meet:	<b>Adelaide Convention Centre North Terrace Adelaide</b>
Fair Open to Students:	<b>11.00am to 2.00pm</b>

**Event Timetable**

Loading Dock Access	<b>9.00am – 11:00am for move in and 2.00pm-4.00pm for move out. Parking will not be permitted on the loading dock and once unloaded the vehicles must be removed and parked elsewhere.</b>
Exhibitor access to set up displays	<b>9.30am to 10.45am Please note, the expo opens at 11am sharp, please ensure you are set up prior to this time.</b>
Exhibitor Catering	<b>10.00am – 10.45am – lunch boxes delivered to your stand. Please note, a maximum of 4 lunchboxes will be delivered to each stand</b>
Fair Open to Students	<b>11.00am to 2.00pm</b>
Pack-down by Exhibitors	<b>2.00pm – 3.00pm</b>
Booth dismantle	<b>2.00pm – 4.00pm all goods to be collected by 5.00pm Thursday 28<sup>th</sup> March 2024</b>

**\*\*Note: FOUR lunch boxes which will be placed at your stand between 10am and 10.45am\*\***



# The Big Meet

## Adelaide Convention Centre

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#### Furniture and Equipment Provided

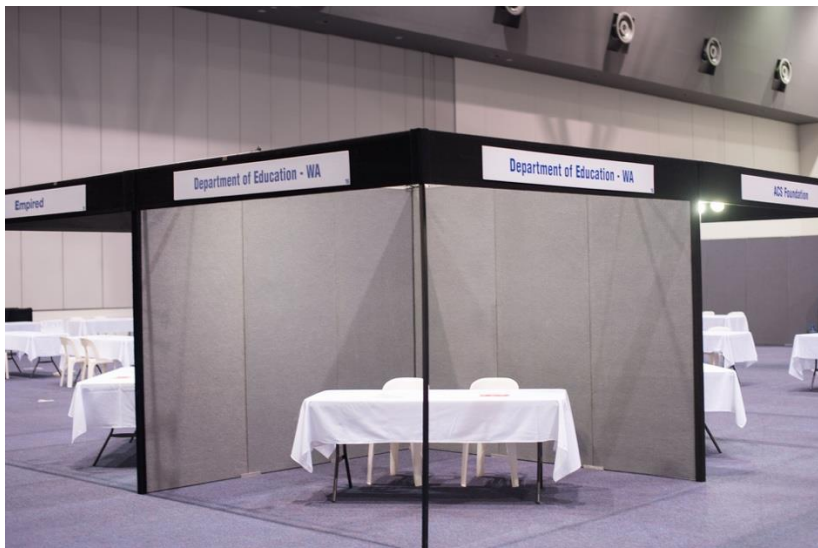
Exhibitors are classified into two types:

1. **"Booth Supplied"** – your organisation has specifically requested and paid for 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 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 stand



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.



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### Space Only Exhibitors

Each "Space Only" exhibitor will be allocated to a 'marked out' area measuring approximately 3 metres wide by 3 metres deep. Please see the picture below showing an example of a "Space Only".



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.



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**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](mailto:kims@aeH.com.au)

**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: **Jasmine Pohl**

Email: [Jasmine.Pohl@avmc.com.au](mailto:Jasmine.Pohl@avmc.com.au)

**Adelaide Expo Hire**

Contact: **Kim Sluggett**

31 Deeds Road North Plympton SA 5037

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**Internet Access**

The ACC is responsible for the provision of and maintenance of all communication services provided within the venue. Communication services are readily available throughout the ACC in a variety of services and speeds. These services can be provided in a wireless or cabled form depending on your requirements.

All communication services are available to order via the Exhibitor Services Centre. Please refer to the ACC website <https://www.adelaidecc.com.au/planning/exhibitions/> to place an order.

**Complimentary Wi-Fi**



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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 one time.

### **High Speed Wi-Fi**

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 students or use this specifically for the devices on your stand, the choice is yours. Wireless services are charged at a daily rate. Please contact [admin@aage.com.au](mailto:admin@aage.com.au) should you wish to look into high speed wi-fi and we can provide you with a quote from the venue.

### **Exhibitors arrival and check in**

When arriving, please make your way to the Exhibitor Check In where we will direct you to your space or booth.

As a general rule of thumb we would suggest a maximum of 3-4 people on a single space and 6-8 on a double space otherwise you may find the area is too crowded and does not allow for many students to come and talk with you.

Please note, will not be offering Exhibitor Badges this year, however you are welcome to bring your own / use a business card.

*It is crucial for you and your team to allow ample time to set up your space or booth BEFORE the Big Meet starts at 11am. Please note, the room can be hectic during the set up stage so we encourage you to allow extra time to chase parcels being delivered, sort any AV issues and brief your team if needs be.*

### **Catering for Exhibitors**

Catering will be provided for exhibitors from 10.00am. This will be delivered to your stand for FOUR staff members.

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 event.

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.



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#### Exhibitor Giveaways

Exhibitors wanting to offer food and/or beverage sampling from their stand, including handing out individually wrapped confectionary items, will need to receive approval from the ACC.

A copy of their Food & Beverage Sampling Request Form is available below and also on our AAGE Website via the Big Meet Logistics Document Link.

[2024 Adelaide Food and Beverage Sampling Request](#)

Please note exhibitors will need to complete this form and send it to [admin@aage.com.au](mailto:admin@aage.com.au) so we can then request approval from the venue.

#### 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 Hall H, we recommend parking in the North Terrace Car Park.

Car Parking rates can be viewed via the below link:

[ADELAIDE PARKING DETAILS](#)

#### 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. Agility staff will move delivered boxes from the Loading Dock directly to you space so please ensure all items are fully labelled. These items are moved free of charge and do not need to be booked in with Agility.

**Deliveries can only be made on the day of the event, i.e. no earlier than Wednesday 27<sup>th</sup> March.** Deliveries arriving earlier than this will not be accepted.

No responsibility is accepted for the safety of any 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 at the Adelaide Convention Centre.**



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An address label called "Adelaide Loading Dock Delivery Label" is attached to the covering e-mail and is also available via the link below. Please complete this label and attach to each item which is being sent to this event.

[Adelaide Delivery Label](#)

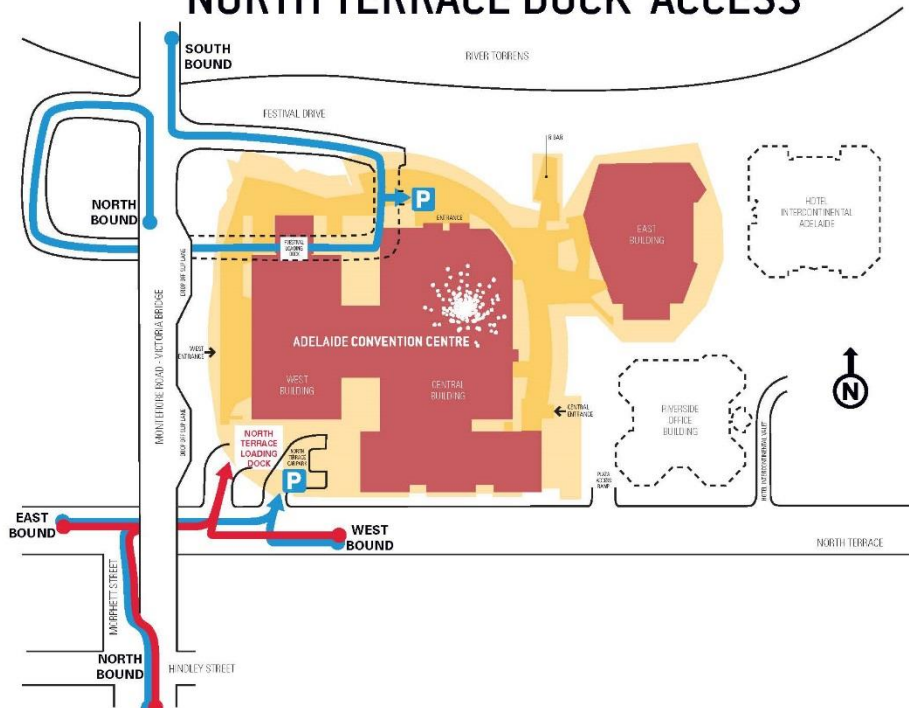
All items must be collected from the Adelaide Convention Centre by Thursday 28<sup>th</sup> March, 2024.

## Loading Dock

Access to the Loading Dock is via North Terrace. (Map below)

*Please note: a 20minute unloading limit applies to all cars in this area.*

## ADELAIDE CONVENTION NORTH TERRACE DOCK ACCESS



**Security**



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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.





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**Contact List**

**The Organisers**

Australian Association of Graduate Employers Ltd (AAGE)

**Olivia Millane**

Events Manager

Mobile: 0411 277 273

Email: [thebigmeet@aage.com.au](mailto:thebigmeet@aage.com.au)

**Sam Duff**

Events Manager

Mobile: 0412 588 895

Email: [sam@aage.com.au](mailto:sam@aage.com.au)

**The Venue**

Adelaide Convention Centre

Contact: **Jasmine Pohl**

North Terrace, Adelaide, SA, 5000

Tel +61 8 8212 4099

Email: [Jasmine.Pohl@avmc.com.au](mailto:Jasmine.Pohl@avmc.com.au)

**Booth Builder & Additional Furniture**

Adelaide Expo Hire

Contact: **Kim Sluggett**

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