



The Big Meet
Brisbane Convention & Exhibition Centre
Monday 25th March 2019
Event Logistics

Key Information

Date of The Big Meet:	Monday 25 March 2019
Location of The Big Meet:	Plaza Ballroom Brisbane Convention & Exhibition Centre Cnr Merivale & Glenelg Streets South Bank, QLD
Fair Open to Students:	11.00am – 2.00pm

Event Timetable

Booth construction and delivery of exhibitor items	7.00am – 9.30am
Loading Dock Access	7.00am – 11.00am for move in and 2.00pm – 5.30pm 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 – 10.45am
Exhibitor Catering	10.00am – 10.45am in the designated exhibitor catering area(s)
Fair Open to Students	11.00am – 2.00pm
Pack-down by Exhibitors	2.00pm – 2.30pm
Booth dismantle	2.30pm – 5.30pm all goods to be removed by 5.00pm Monday 25 March



The Big Meet
Brisbane Convention & Exhibition Centre
Monday 25th March 2019
Event Logistics

Furniture and Equipment Provided

Exhibitors are classified into two types:

1. **“Booth Supplied”** – your organisation has specifically ordered a walled display booth.
2. **“Space Only”** - your organisation has not ordered 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. The booth will have a fascia sign displaying your organisation’s name. 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 800mm 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
Brisbane Convention & Exhibition Centre
Monday 25th March 2019
Event Logistics**

Additional Furniture and Audio Visual Requirements

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

Moreton Hire

Account Manager – Andrea McNish
Phone: 03 9300 5717
Email: andrea.mcnish@moreton.net.au

BCEC Exhibitor Services

BCEC's online exhibitor ordering portal allows exhibitors to order multiple services at the same time and obtain tailored quotes using a secure payment gateway.

[Click here](#) to order directly through BCEC.

You will be required to quote your stand number, however, if this has not been issued yet, please just include your organisation name you booked your Big Meet registration in. Please ensure all orders are placed and paid for well in advance to ensure your requirements can be accommodated. Online ordering will close 48 hours prior to start of event. Tel: +61-7-3308-3134 Email:

exhibitorservices@bcec.com.au

Internet Access

Casual wireless internet is available at no cost to all visitors of the centre and is designed for web browsing and checking web based email. It is not designed for accessing VPN's or downloading large files. The speed is limited to 1MB. The Network name is BCECLINK and requires no password. Designated internet connections can be arranged with Exhibitor Services via the online exhibitor portal.

Wireless or dedicated cable internet access can be arranged at your own expense through the BCEC. Conditions and charges apply and are payable directly to the BCEC. Contact details to arrange this are:

BCEC – Exhibitor Services
Exhibitor Services Coordinator - Emma
Phone : 07 3308 3536
Email: exhibitorservices@bcec.com.au



The Big Meet
Brisbane Convention & Exhibition Centre
Monday 25th March 2019
Event Logistics

Catering for Exhibitors

Catering will be provided for exhibitors from 10.00am – 10.45am in the designated exhibitor catering area(s). This is free of charge for the representatives of all exhibitors (max 5pax).

Car Parking

The Centre provides undercover parking for 1500 vehicles, with direct lift access to the Centre's convention and exhibition facilities. Car Parks 1-3 are accessible via Merivale Street and Car Park 3 can also be accessed via Grey Street.

Delivery of Goods

To assist in the smooth delivery of goods to your stand, **all deliveries** must be clearly addressed as follows:

****Please ask the exhibitors to use the delivery template – to assist with the allocation of the items****

Event Name: **The Big Meet**
Room name: **The Plaza Ballroom**
Date of Event: **Friday 25 March 2019**
Exhibitor Name:
Exhibitor Contact Name:
Exhibitor Contact Number:
Number of item/s being delivered:
Description of item/s being delivered:

All deliveries should be made to:
Kitchen Loading Dock
Brisbane Convention & Exhibition Centre
Glenelg Street
South Brisbane, QLD, 4101
Tel: 07 3308 3385 / 0419 612 895

Deliveries can be made no earlier than Thursday 24th March. Deliveries arriving earlier than this will not be accepted. All goods to be delivered between 7.00AM and 4.30PM weekdays.

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 that will arrive on the day of the event you should arrange for these deliveries to be made **without the need for a signature at the BCEC.**

An address label called “Brisbane Delivery Label – Incoming” is attached to the covering e-mail. Please complete this label and attach to each item which is being sent to this event.

Should you require items returned to you by courier, you must arrange and box up your own materials and contact your courier to arrange pick up.



The Big Meet
Brisbane Convention & Exhibition Centre
Monday 25th March 2019
Event Logistics

All items must be collected from the BCEC no more than 48 hours after the event.

Loading Dock

Access to the Kitchen Loading Dock is via Glenelg Street

Security

All Organisers, contractors and exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events. Vehicle drivers and offsidors or passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

Safety vests can also be purchased from the Information Desk in the Main Foyer or the vending machines located on the Exhibition Hall concourse and Loading Dock entrance at a cost of \$10.

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. Damages resulting from installation will be a direct charge to the Exhibitor.

Storage

As limited on site storage facilities for packing materials and boxes are available, it is recommended that exhibitors keep packing materials to a minimum. Exhibitors may not leave boxes and packing material in the Exhibition Display Area during the event.

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



**The Big Meet
Brisbane Convention & Exhibition Centre
Monday 25th March 2019
Event Logistics**

Contact List

The Organisers

Australian Association of Graduate Employers Ltd (AAGE)

Ben Reeves

Chief Executive

Tel: +61 2 9957 3735

Mobile: 0431 485 352

Email: ben@aage.com.au

Olivia Millane

Events Manager

Mobile: 0411 277 273

Email: olivia@aage.com.au

The Venue

BCEC – Exhibitor Services

Exhibitor Services Coordinator – Constanze Wobschal

Phone: 61 7 3308 3025

Email: exhibitorservices@bcec.com.au

Booth Builder and Additional Furniture

Moreton Hire

Account Manager – Andrea McNish

Phone: 03 9300 5717

Email: andrea.mcnish@moreton.net.au