



The Big Meet
Brisbane Convention & Exhibition Centre
Friday 15th March, 2024
Event Logistics

Key Information

Date of The Big Meet:	Friday 15th March, 2024
Location of The Big Meet:	Exhibition Hall 1 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 Please ensure you are fully set up before the expo opens at 11am sharp to maximise your time with students.
Exhibitor Catering	10.00am – 10.45am Please note, a maximum of 4 lunchboxes will be delivered to each stand
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 Friday 15th March

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



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Furniture and Equipment Provided

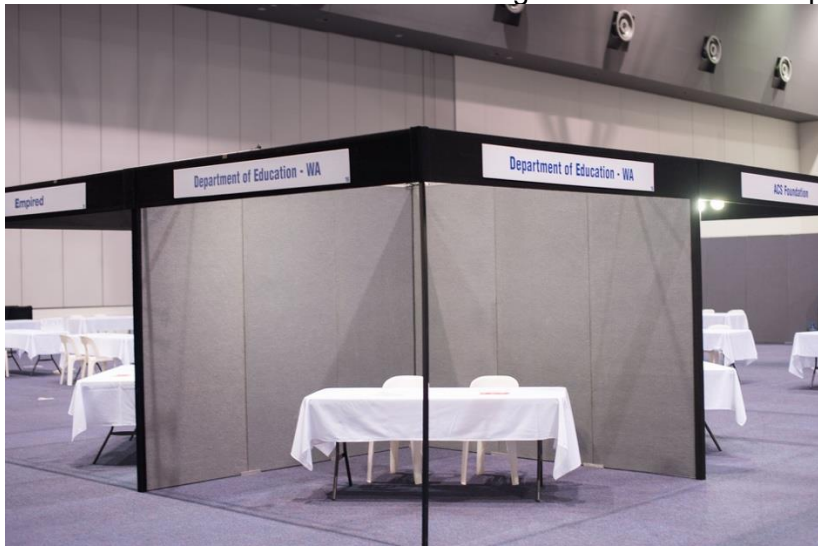
Exhibitors are classified into two types:

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.



The Big Meet
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Friday 15th March, 2024
Event Logistics

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)

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Friday 15th March, 2024
Event Logistics

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 Exhibit Systems or directly through the venue. Please note, all additional furniture or AV ordered with Exhibit Systems must be booked by early March.

Please contact:

Exhibit Systems

Maya Ryan

P: (02) 9982 5511 (ext. 121)

Email: showforms@exhibitsystems.com.au

www.exhibitsystems.com.au

BCEC Exhibitor Services

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

You can place orders and request service quotes by using the BCEC online ordering service link below and this has been set up specifically for our event. AV, additional wifi and other add ons are available through this portal.

[Please click here to place an order for the The Big Meet via BCEC Exhibitor Services](#)

You will be required to quote your stand number, however, if this has not been issued yet, please just type in TBA and organisation name. 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 (11/3/2024)

Email: exhibitorservices@bcec.com.au

Please note, should your space or booth have a more complicated or more intricate build you will need to fill in the below form and forward this to the AAGE and the Exhibitor Services at BCEC:

Please see the link below for all permit forms:

[Risk Acknowledgement & Safety Permits - Brisbane Convention & Exhibition Centre.html](#)



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Friday 15th March, 2024
Event Logistics

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.

To arrange additional internet access (at your own cost):

[Please click here to place an order for the The Big Meet via BCEC Exhibitor Services](#)

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.

We 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 a 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 per single space (up to 8 lunches for a double stand)

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.



The Big Meet
Brisbane Convention & Exhibition Centre
Friday 15th March, 2024
Event Logistics

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 BCEC. In some instances there may be an additional charge from the BCEC for you to supply these items.

Please note, there is a TWO step process to this request being submitted for approval.

STEP ONE – Please fill in the Food & Beverage Sampling Request Form via the below link and send this back to the AAGE team at admin@aage.com.au so we have a record of your request.

[CLICK HERE to access the Food & Beverage Sampling Request Form](#)

STEP TWO - You will also need to submit a food sampling request via the BCEC exhibitor portal for venue approval:

[BCEC Exhibitor Portal](#)

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.

We are pleased to again offer an \$18.00 discounted daily parking rate for exhibitors, redeemed at the pay stations with an event specific QR code.

This QR code will be emailed to the main contact for each exhibitor approximately ONE WEEK prior to the Brisbane Big Meet and they can distribute this to team members if needed.

Please note without this QR code, exhibitors are not eligible to receive this discounted \$18.00 rate.

Delivery of Goods

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

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



The Big Meet
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Event Logistics

Event Name: **The Big Meet**
Room name: **Exhibition Hall 1**
Event Number: **71443**
Date of Event: **Friday 15th March 2024**
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:
Exhibition Hall – 1
Loading Dock
Brisbane Convention & Exhibition Centre
Via Glenelg Street
South Brisbane, QLD, 4101
Tel: 07 3308 3385 / 0419 612 895

Deliveries can be made no earlier than Friday 15th March. Deliveries arriving earlier than this will not be accepted. All goods to be delivered between 7.00AM and 4.30PM weekdays.

Please note that a forklift is not available at the venue and all items to be delivered must NOT be palletised or crated or exceed 20kg in weight.

All trucks delivering these items must be self sufficient tailgate rear unloading trucks.

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.**

A label called "**Brisbane Exhibitor Delivery Label**" is below attached to the covering e-mail. Please complete this label and attach to each item which is being sent to this event.

[Brisbane Delivery Label](#)

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.

All items must be removed from the venue during bump out on the day of the event,



The Big Meet
Brisbane Convention & Exhibition Centre
Friday 15th March, 2024
Event Logistics

Loading Dock

Access to the Exhibition Hall 1 - 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.

Please note that ALL event workers involved in the bump in/out of the event will need to complete the mandatory BCEC Site Specific Safety Information which can be accessed via the below link. This is only applicable to those in the exhibition space DURING the set up and construction of the event (exhibitors bringing in banners etc to set up their space between 9.30am – 10.45am do NOT need to complete the safety information form)

[BCEC Site Specific Safety Information](#)

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.



The Big Meet
Brisbane Convention & Exhibition Centre
Friday 15th March, 2024
Event Logistics

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



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Friday 15th March, 2024
Event Logistics

Contact List

The Organisers

Australian Association of Graduate Employers Ltd (AAGE)

Olivia Johnson

Events Manager

Mobile: 0411 277 273

Email: olivia@aage.com.au

Samantha Duff

Events Manager

Mobile: 0412 588 895

Email: sam@aage.com.au

The Venue

BCEC – Exhibitor Services

Exhibitor Services Coordinator

Phone : 07 3308 3536

Email: exhibitorservices@bcec.com.au

Booth Builder and Additional Furniture

Exhibit Systems

Maya Ryan

P: (02) 9982 5511 (ext. 121)

Email: showforms@exhibitsystems.com.au

www.exhibitsystems.com.au