



**The Big Meet**  
**Perth Convention and Exhibition Centre**  
**Tuesday 10<sup>th</sup> March 2020**  
**Event Logistics**

**Key Information**

Date of The Big Meet:	<b>Tuesday 10 March 2020</b>
Location of The Big Meet:	<b>Pavilion 1 Perth Convention and Exhibition Centre 21 Mounts Bay Road Perth, WA 6000</b>
Fair Open to Students:	<b>11.00am to 2.00pm</b>

**Event Timetable**

Car Park Access	<b>Open 24 hrs 7 days a week. Car parking tickets will be sent to those who requested them. These tickets give access from 7.00am until 5.00pm on the day of the Big Meet only.</b>
Loading Dock Access for exhibitors	<b>9.30am – 10.45am for move in and 2:00pm-midnight for move out. Parking will not be permitted on the loading dock and once unloaded, 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 setup prior to this time.</b>
Exhibitor Catering	<b>10.00am to 10.45am in the Pavillion 1 Office, inside the exhibitor hall (catering signage will be displayed). Please note, catering is strictly only provided during these times. Please ensure that this is communicated to your team.</b>
Fair Open to Students	<b>11.00am to 2.00pm</b>
Pack-down by Exhibitors	<b>2.00pm – 4.00pm</b>
Booth dismantle	<b>2.30pm – 8.00pm. All goods to be removed by midnight Tuesday 10 March</b>

“PCEC” = Perth Convention and Exhibition Centre



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**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.

*Please note, a list of your space/booth allocation will be available online via the Big Meet Logistics Page on the AAGE website. This list will be updated weekly.*

**“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 and two spotlights on a track and 1 x 4 amp power outlet (1000watts). 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 x 750mm high)
- a table cloth
- two chairs
- access to electricity via a single power socket with a 4amp/1000watt capacity. This is enough for normal usage such as powering a laptop or recharging a mobile phone. But **not** enough to power something like a large flat screen TV or a coffee machine. If you require access to power with a larger capacity then please contact:

Advans Exhibition Services

Contact: **Don Ainsworth**

12 Moriarty Road, Welshpool, WA 6106

t +61 08 9451 8322 | f +61 08 9356 2049

Email: [don@advanswa.com.au](mailto:don@advanswa.com.au)

**“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. Please note, however, it is expected that “Space Only” exhibitors will remain within their marked-out area, to ensure aisles are kept clear for students to move through.



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### **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 2.00pm):

- No children under the age of eighteen (18) 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 PCEC representatives.

### **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 PCEC wear high visibility clothing, to minimise risks associated with plant and vehicle movements within PCEC 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 “PCEC” loading docks.
- At all times inside the “PCEC” during the move-in or move-out of an event.

High visibility vests are available for purchase onsite – there is a vending machine outside door 1 and vests are \$10 each



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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 or Audio Visual (laptops/monitors etc) requirements may be ordered at your own expense through Advans. Please contact:

Advans Exhibition Services  
Contact: **Don Ainsworth**  
12 Moriarty Road, Welshpool, WA 6106  
t +61 08 9451 8322 | f +61 08 9356 2049  
Email: [don@advanswa.com.au](mailto:don@advanswa.com.au)

**Internet Access**

There is free Wifi available throughout the centre, however please note this times out after 60 minutes and is not guaranteed.

Dedicated wireless internet can be arranged at your own expense through the PCEC.

<http://www.pcec.com.au/wp-content/uploads/2017/09/form-7-internet-services-wireless-internet.pdf>

Perth Convention and Exhibition Centre (PCEC)  
21 Mounts Bay Road, Perth, WA 6000  
PCEC Contact: **Exhibitor Services**  
Telephone: +61 8 9338 0318  
Email: [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)

**Catering for Exhibitors**

Catering will be provided for exhibitors from 10.00am to 10.45am within the Pavilion Office. This catering is free of charge for the representatives of all exhibitors.

**Car Parking**

Access to the PCEC Car Park is via Mill Street, Mounts Bay Road and also via the Mitchell Freeway, Riverside Drive-Off Ramp.

This is a Public Car Park Car and there is no guarantee that spaces will be available to the casual user. The Car Park is usually full before 8am so we have provided a special car parking ticket to the majority of exhibitors – these special tickets will provide access to the Car Park even if the “Car Park Full” sign is displayed. There will be a space somewhere in the car park for you even if the “Full” sign is displayed. There is no specially designated area for parking for The Big Meet so use any of the bays that are free in the public parking area.



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The car park at PCEC is owned and operated by the City of Perth. It is located below PCEC and can accommodate up to 1,200 vehicles undercover and 300 outdoors with direct access to the venue. Vehicle access is limited to cars only, with a ceiling height of 2.1 metres and NO trailers will be permitted entry into the car park.

There are two *public* lifts from the PCEC car park which will take you to the exhibition floor on **Level 1**. These public lifts are suitable for the carriage of small hand-carried items such as boxes and portable display stands but not large enough for bulky items such as pallets. If you have large items to unload then this must be done via the loading dock facilities into Pavilion 1.

PCEC accepts no responsibility for theft of, or damage to vehicles parked in the car park, and it is in the owner's interest to remove all valuables from vehicles. Conditions of entry are posted at the entry to the car park. There are also approximately 5,000 car parking spaces within 1.5 km of PCEC. See the "PCEC Hotel Parking Landmarks Map" attached to the covering e-mail for locations of nearby car parks.

***Please note, if you have selected to receive a parking ticket prior to your arrival and you do not receive this prior to the Big Meet, please contact Olivia Millane 0411 277 273, when you arrive at PCEC on the day of the Big Meet. Olivia will arrange a Big Meet Representative to meet you and deliver you your ticket. Please note, this must be a pre-booked ticket. You will need to complete the Exhibitor Preference form Q21 to indicate whether you will require a ticket.***

### **Delivery of Goods**

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

Company/Stand Name  
Exhibitor Contact Name  
Mobile Phone Number  
Name of Exhibition/Event : **"The Big Meet"**  
Start Date of Exhibition/Event: **"Tuesday 10 March 2020"**  
Name of Event Room/Pavilion: **"Pavilion 1"**  
PCEC via Pavilion 1 Loading Dock:  
21 Mounts Bay Rd  
PERTH WA 6000

**Deliveries cannot be made prior to the move in date of Tuesday 10 March 2020. PCEC 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, all deliveries should be addressed directly to your stand.

**An address label called "Perth Loading Dock Delivery Label" is attached to the covering e-mail. Please complete this label and attach to each item which is couriered or addressed to**



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### **Loading Dock**

Access to the loading dock is via Mounts Bay Road at the Spring Street intersection, up a one-way ramp and exit. A vehicle checkpoint will be located at the boom gate so as to ensure the orderly movement of traffic during move-ins and move-outs.

Please note:

- There is no parking available to contractors or exhibitors in the Loading Dock at all times. Contractors and Exhibitors must move their vehicles to the Car Park if they need to stay at the exhibition facility other than for the purpose of loading or unloading their vehicle.
- A 15 minute unloading limit applies to all cars in this area. Times for larger vehicles are at the Dock Traffic Controller's discretion.
- There is no storage available at the conclusion of the event. If any Exhibitors leave items after the conclusion of the event charges will be applied to the Exhibitor. Please see Storage.

### **Security**

All exhibitors and event attendees must wear their name tags at all times within the Exhibition. Exhibitors please ensure your staff have their nametags. 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**

The PCEC does not have secure storage facilities to store goods prior to, during 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 individually labelled. Consignment notes must be signed and attached to all items being collected by courier.



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**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](mailto:ben@aage.com.au)

**Olivia Millane**

Events Manager

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

**Sam Duff**

Events Manager

Mobile: 0412 588 895

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

**The Venue**

Perth Convention and Exhibition Centre (PCEC)

**Exhibitor Services**

Telephone: 08 9338 0318

Email: [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)

**Booth Builder, Additional Furniture and AV Requirements**

Advans Exhibition Services

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