



The Big Meet
Perth Convention and Exhibition Centre
Monday 25th March, 2024
Event Logistics

Key Information

Date of The Big Meet:	Monday 25th March, 2024
Location of The Big Meet:	Pavilion 1 Perth Convention and Exhibition Centre 21 Mounts Bay Road Perth, WA 6000
Fair Open to Students:	11.00am to 2.00pm

Event Timetable

Car Park Access	Open 24 hrs 7 days a week. Please note that the carpark fills up very quickly and early so we would advise you use public transport or an uber/taxi to get to the venue if possible.
Exhibitor access to set up displays	9.30am to 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 – lunch boxes delivered to your stand. Please note, a maximum of 4 lunchboxes will be delivered to each stand**
Fair Open to Students	11.00am to 2.00pm
Pack-down by Exhibitors	2.00pm – 4.00pm
Booth dismantle	2.30pm – 8.00pm. All goods to be removed by 8pm on Monday 25th March, 2024

“PCEC” = Perth Convention and Exhibition Centre

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



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Furniture and Equipment Provided

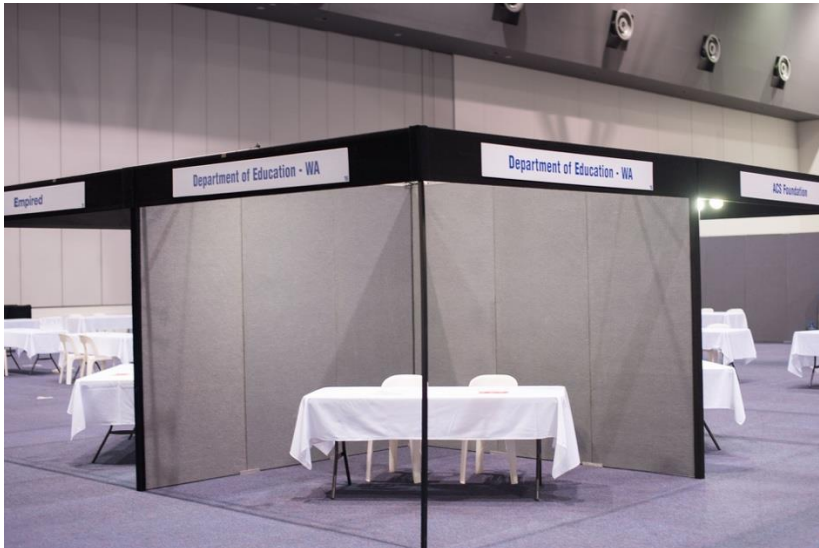
Exhibitors are classified into two types:

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.



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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)

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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 from the Information Desk on level 2.

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



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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 also be arranged at your own expense through the PCEC Exhibitor Services.

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

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 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.

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 PCEC prior to the event.

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. Please note, no food is to be brought onsite that needs to be stored by PCEC, it's up to the exhibitor to manage directly.

[FOOD AND BEVERAGE WAIVER FORM](#)



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Please note exhibitors will need to complete this form and send it to events@aage.com.au so we can then request approval from the venue.

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 – **please note that the Car Park is usually full before 8am.**

Unlike with previous Big Meet Events we will NOT be offering pre booked parking tickets for our 2024 event so it is up to the exhibitor to ensure they are at the venue early enough to secure parking should they wish to use the PCEC carpark.

Given how quickly the carpark fills up we would strongly recommend getting public transport or an Uber/ Taxi to the event.

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.

There are also a number of other carparks located near the PCEC should you wish to drive and the PCEC carpark is full and these can be found by searching on the map link below:

<https://www.cityofperthparking.com.au/convention-centre>



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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: **“Monday 25th March 2024”**
Name of Event Room/Pavilion: **“Pavilion 1”**
PCEC via Pavilion 1 Loading Dock:
21 Mounts Bay Rd
PERTH WA 6000

Deliveries can only be made on the day of the event IE Monday 25th March, 2024. 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.

The Perth Delivery Label can be accessed by clicking on the below hyperlink and it is also available via our Big Meet website – www.thebigmeet.com.au

Please complete this label and attach to each item which is couriered or addressed to this event.

[PERTH DELIVERY LABEL](#)

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.



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Please note, should any exhibitors need to access the loading dock area – including getting out of the car to simply drop off items – they will need to complete a PCEC online induction which can be obtained through the AAGE via admin@aage.com.au

Security

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)

Olivia Millane

Events Manager

Mobile: 0411 277 273

Email: olivia@aage.com.au

Samantha Duff

Events Manager

Mobile: 0412 588 895

Email: admin@aage.com.au

The Venue

Perth Convention and Exhibition Centre (PCEC)

Exhibitor Services

Telephone: 08 9338 0318

Email: exhibitor@pcec.com.au

Booth Builder, Additional Furniture and AV Requirements

Advans Exhibition Services

Contact: **Don Ainsworth**

12 Moriarty Road, Welshpool, WA 6106

Telephone: 08 9451 8322 | f +61 08 9356 2049

Email: don@advanswa.com.au