



**The Big Meet**  
**The Gallery, ICC Sydney**  
**Friday 3rd April 2020**  
**Event Logistics**

**Key Information**

Date of The Big Meet:	<b>Friday 3 April 2020</b>
Location of The Big Meet:	<b>The Gallery International Convention Centre Sydney Darling Drive, Darling Harbour, Sydney 2000</b>
Fair Open to Students:	<b>11.00am to 2.00pm</b>

**Event Timetable**

Delivery of exhibitor items	<b>From 7.00am</b>
Loading Dock Access	<b>7.00am – 10:45am for move in and 2:30pm - 6.00pm 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>10.00am – 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 – 10.45am – lunch boxes delivered to your stand. Please note, a maximum of 5 lunchboxes will be delivered to each stand Please ensure that if you have more staff than 5, you communicate this to your team.**</b>
Fair Open to Students	<b>11.00am to 2.00pm</b>
Pack-down by Exhibitors	<b>2.00pm – 2.30pm</b>
Booth dismantle	<b>2.30pm - 5.00pm all goods to be removed by 5.00pm Friday 3 April</b>

**\*\*Note:** The number of lunch boxes which will be placed at your stand, will depend on the number of staff you have advised us that will be present on your stand (to a maximum of 5).

**HIGH VIS VESTS – RECOMMENDED TO BYO!**

**IMPORTANT NOTE:** ICC Sydney have very strict policies regarding entering the room while the build is still occurring.



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It is highly recommended that you bring a few High Visibility vests, for your team, in the event that the build runs overtime and you need to access your stand to setup.

**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.

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. 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 760mm wide x 740mm high)
- 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 760mm wide x 740mm high)
- 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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### **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 sixteen (16) 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 ICC Sydney representatives.

### **High Visibility Clothing –**

**We highly recommend that you bring your own High Visibility Vest!!**

It is a requirement that all venue staff, organiser staff, contractors and exhibitors working on the move-in and move-out of exhibitions within ICC Sydney wear high visibility clothing, to minimise risks associated with plant and vehicle movements within ICC Sydney 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 ICC Sydney loading docks.
- At all times inside ICC Sydney during the move-in or move-out of an event.

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 and any special audio visual equipment such as laptops, monitors etc may be ordered at your own expense, through Moreton Hire. Please contact:

#### **Moreton Hire**

Tiarni Peardon – Account Manager

Phone: 07 3307 4451

Mobile: 0407 029 008

Email: [tiarni.peardon@moreton.net.au](mailto:tiarni.peardon@moreton.net.au)



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### **Internet Access**

Wireless connectivity is readily available throughout the venue. Visitors have access to free public Wi-Fi, for basic browsing, email and social media.

Premium service and event specific network services for clients and exhibitors can be requested by completing the [Internet Services Order Form](#). Custom solutions can be tailored to suit the event needs by working with our event ICT services team.

The venue does not allow the use of wireless access points other than the venue fixed wireless infrastructure and reserves the right to disable wireless transmitting devices found to be causing interference.

### **Catering for Exhibitors**

Catering will be provided for exhibitors from 10.00am. This will be delivered to your stand. Please note, the number of people you have advised us on the Exhibitor Preferences form, is the number of people we will cater for (to a maximum of 5pax). 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.

### **Car Parking**

ICC Sydney operates 24 hour car parking stations. The recommended car park is:

**ICC Sydney Exhibition Centre Car Park (Car Park 1)**  
**14 Darling Drive, Sydney, NSW 2000**

### **Delivery of Goods**

**Deliveries can only be made on the day of The Big Meet - i.e. deliveries will only be accepted on Friday 3<sup>rd</sup> April from 7.00am.** Deliveries arriving earlier than this will not be accepted.

ICC **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, if you



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are couriering or mailing items, you should arrange for these deliveries to be made **without the need for a signature**.

Please ensure you complete the “Incoming – Sydney Loading Dock Delivery Label” for goods you are sending to Crown and attach to each item which is being sent to this event. The “outgoing” labels are for goods you need to send post event. Please note, you will still need to arrange your own courier and courier labels for these items. These are available via the link on our logistics home page <https://aage.com.au/TheBigMeetLogistics/>

**All deliveries will need to be sent to the Convention Centre Loading Dock.**

### **Loading Dock**

Access to the Loading Dock is via the Convention Centre Loading Dock on Darling Drive.

### **Security**

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 except by permission of the ICC. Damages resulting from installation will be a direct charge to the Exhibitor.

### **Storage**

ICC does not have secure storage facilities to store goods prior to 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 moved to the designated area (as advised by ICC staff) prior to departure and individually labelled.**



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**Contact List**

**The Organisers**

Australian Association of Graduate Employers Ltd (AAGE)

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Events Manager

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**Booth Builder and Additional Furniture**

**Moreton Hire**

Tiarni Peardon – Account Manager

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