



**The Big Meet**  
**The Gallery, ICC Sydney**  
**Friday 22<sup>nd</sup> March, 2024**  
**Event Logistics**

**Key Information**

Date of The Big Meet:	<b>Friday 22<sup>nd</sup> March, 2024</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>9.45am – 10.45am <b>Please note, the expo opens at 11am sharp, please ensure you are set up prior to this time.</b></b>
Exhibitor Catering	<b>10.00am – 10.45am – lunch boxes delivered to your stand. <b>Please note, a maximum of 4 lunchboxes will be delivered to each stand**</b></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 22<sup>nd</sup> March</b>

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



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**Event Logistics**

**Furniture and Equipment Provided**

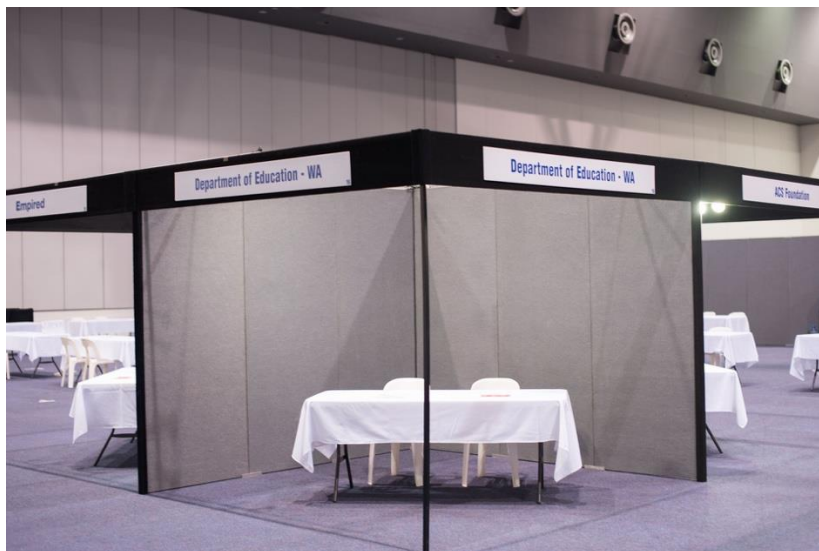
Exhibitors are classified into two types:

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 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 –**

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

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.

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

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.



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**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. Any hiring must be confirmed well before the event and they will be able to advise when their cut off date is. The link to Exhibit Systems products is listed below also. Please contact:

**Exhibit Systems**

Maya Ryan

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

Email: [showforms@exhibitsystems.com.au](mailto:showforms@exhibitsystems.com.au)

[www.exhibitsystems.com.au](http://www.exhibitsystems.com.au)

**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.

**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 at 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.*



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**Event Logistics**

### **Catering for Exhibitors**

Catering will be provided for exhibitors from 10.00am. This will be delivered to your stand FOUR staff members.

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.

### **Exhibitor Giveaways**

Exhibitors are welcome to hand out items such as small individually wrapped lollies however if you are wanting to offer anything more substantial than this you will need to fill in the below food waiver sampling form and send this back back to me at [admin@aage.com.au](mailto:admin@aage.com.au) as this will require approval from ICC prior to the event.

### **FOOD AND BEVERAGE SAMPLING WAIVER**

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

### **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 22<sup>nd</sup> March from 7.00am. Deliveries arriving earlier than this will not be accepted.

**All deliveries and pick ups MUST be booked into the Convention Loading Dock by completing the [Loading Dock Booking Form](#). Deliveries or pick ups that arrive at the dock without a booking may be turned away.**



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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 are couriating 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 ICC Sydney and attach to each item which is being sent to this event.**

[Sydney Delivery Label](#)

The delivery label can also be found via the link on our logistics home page [www.thebigmeet.com.au](http://www.thebigmeet.com.au)

Deliveries will need to be sent to the Convention Centre Loading Dock.

If you are able to hand carry your items to your stand, they do not need to be sent via the Convention Centre Loading Dock. You can park in the carpark and carry them to your stand yourself

### **Loading Dock**

Access to the Loading Dock is via the Convention Centre Loading Dock on Darling Drive.  
Further information on the Loading Dock can be found here:  
<https://www.iccsydney.com.au/plan/event-toolkit/deliveries>

### **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.



**The Big Meet  
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**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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**Event Logistics**

**Contact List**

**The Organisers**

Australian Association of Graduate Employers Ltd (AAGE)

**Olivia Millane**

Events Manager

Mobile: 0411 277 273

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

**Sam Duff**

Events Manager

Mobile: 0412 588 895

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

**Booth Builder and Additional Furniture**

**Exhibit Systems**

Maya Ryan

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**Exhibitor Services, International Convention Centre Sydney (ICC Sydney)**

Phone: +61 2 9215 7373

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