



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

Thurs 9<sup>th</sup> & Fri 10<sup>th</sup> May 2019

9am – 1pm

Goonellabah Sports & Aquatic Centre



## The Region's Biggest Careers Event

**Visitors:** Admission is FREE  
We invite the public and every school in the region to attend

**Footprint:** Grafton to Gold Coast, Byron to Bonalbo

## Meet 1500–2000 Career-focussed visitors

### Visitors Include:

- School Leavers
- School Students, years 10-12
- Careers Advisers
- Jobseekers
- People wanting Career Advice
- University Applicants
- People seeking Further Education
- Potential Trainees & Apprentices
- Workers looking to Retrain
- People wanting to Volunteer

### Who Exhibits?

- Apprenticeship Groups
- Employers
- Employment Agencies
- Government Agencies
- Industry Associations
- Universities
- Tertiary Education
- Training Organisations
- Private Education Providers
- Support Groups
- Volunteer Organisations
- Organisations offering Traineeships



www.nrcareersexpo.com.au



## MARKETING:

Established in 2005, the Expo is part of the schools' calendar. All year 10-12 students and Career Advisers in the region are invited to attend.

Promotion includes: Telephone & Email Marketing, Direct Mail, Flyers, Newspaper, Radio, Sponsorships and Business Networks.

This campaign directly reaches every School and virtually every Home, Student, Parent and Jobseeker in the Northern Rivers. This gives you maximum attendance.

## RESULTS:

The expo is 100% built on Feedback.

Exhibitors complete a Feedback Form to help us improve the value of the event for them.

Here's what Exhibitors said about the 2018 expo:



**Of those surveyed, over 80% signed clients on the day!**

## To book your exhibition space:

- 1) Read the details about the Exhibitor and Sponsorship Packages and the Expo Guide
- 2) Fill and sign the Exhibitor Confirmation form
- 3) Email your form to [info@babel-fish.com.au](mailto:info@babel-fish.com.au) or Fax it to **02 6685 5430**

We will contact you about your Public Liability Insurance and the Expo Guide.

An Exhibitor Kit will be emailed to you. This will contain any outstanding information.



**Book Your Site Today**



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



## Exhibitor Package

**\$1100**

### Site Selection:

'First Come Best Dressed'. Book Now.  
Sites are allocated in the order of booking.

### Exhibition Space:

Your 3m x 2m site includes:  
Power, WiFi, Tea & Coffee.

### Furniture:

Bring your pop-up banners and signage. Hire standard tables and chairs using the form below, or you can hire additional items from SSS Events on 1300 833 377.

### Online Promotion:

You will be added to the exhibitor list on our website with a link to your homepage.

### Informed Visitors:

A detailed Exhibitor List is sent to Careers Advisers in Term 1, so students can plan who to see. School newsletters also carry details about the expo in Terms 1 & 2.

### Expo Guide:

This is handed to every visitor. You will be included in the Exhibitor List.

## Expo Guide Advertising Opportunity

### Ongoing Enquiries:

The Expo guide is referred to long after the event; providing more leads for you.

### Increased Traffic:

The Expo Guide is handed to Visitors as they arrive, so they can see which stands to head for. Make it easy for them to find you.

### More Enquiries:

Educate your audience and give visitors reasons to visit your stand.

### Better Results:

More traffic, better-informed visitors AND ensuring visitors leave with your details is proven to generate better results for you.



**Book Your Advert Now**



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

## Sponsorship Packages

There are 3 Sponsorships Packages. As well as the features of the Exhibitor Package, ALL Sponsors also benefit from:

**Promotion:** Our Expo Staff will hand out your flyers to visitors as they arrive.

**Branding:** Your logo on the Front of the Expo Guide, every page of our website and all marketing produced for the event.

**Editorial:** You will be given a half page of editorial in the Expo Guide.

## Additional Sponsorship Benefits

**TRY A TRADE (max 2) \$3500**

**Main Attraction:** This interactive area of the expo is hugely popular. It is the star of the show and it is your chance to showcase skills and trades on offer or in demand.

**Interactive:** A hands-on experience lets visitors try a variety of careers. You can market apprenticeships or traineeships by showing what a job is really like.

**Oversized Site:** You supply the activities, we supply up to 6 standard sites and furniture (\$7000+ value). This is the biggest area of the event giving you huge exposure.

**EXPO PARTNER (max 2) \$4000**

**Premium Site:** Upgrade to a High-Traffic, Double Sized stand for better results.

**Collaboration:** Let's team up to make the Expo more exciting and successful for you.



**Signage:** Place a pop-up banner in the main entrance to be seen by every visitor.

**Schools:** We write to Careers Advisers, after the event. We detail your Sponsorship, and can include your Prospectus, with this.

**Continuity:** You will get first refusal to renew your Sponsorship the following year.

**BUS SPONSOR (max 2) \$3000**

**Prime Site:** Upgrade to a corner or end of aisle site to enhance your presence.

**Promotion:** Most schools find bus costs prohibitive; particularly far away or low socio-economic areas. We will highlight your kind sponsorship when we deliver funds to them.



**Book Your Sponsorship Now**

# Northern Rivers Careers Expo 2019 - Exhibitor Confirmation

Please complete this form and email it to [info@babel-fish.com.au](mailto:info@babel-fish.com.au) or fax it to **02 6685 5430**

## Exhibitor Details:

Contact Name	
Company Name	
Address	
Telephone	
Email	

## Exhibition Space:

Exhibitor Site \$1100  Quantity \_\_\_\_\_

Additional Sites \$950  Quantity \_\_\_\_\_

**Total Exhibition Space: \$ \_\_\_\_\_**

## Furniture:

1.8m Trestle Table \$30  Quantity \_\_\_\_\_

Chairs \$15  Quantity \_\_\_\_\_

White Table Cloth \$25  Quantity \_\_\_\_\_

**Total Furniture: \$ \_\_\_\_\_**

## Sponsorship Opportunities:

Expo Partner \$4000  Quantity \_\_\_\_\_

Try A Trade \$3500  Quantity \_\_\_\_\_

Bus Sponsor \$3000  Quantity \_\_\_\_\_

**Total Sponsorships: \$ \_\_\_\_\_**

## Expo Guide Advertising details:

Quarter Page \$400  Quantity \_\_\_\_\_

Half Page \$700  Quantity \_\_\_\_\_

Full Page \$1200  Quantity \_\_\_\_\_

Inside Back Cover \$1350  Quantity \_\_\_\_\_

Inside Front Cover \$1500  Quantity \_\_\_\_\_

Outside Back Cover \$1800  Quantity \_\_\_\_\_

**Total Advertising: \$ \_\_\_\_\_**

## Summary of Booking:

Total Exhibition Space: \$ \_\_\_\_\_

Total Furniture: \$ \_\_\_\_\_

Total Sponsorships: \$ \_\_\_\_\_

Total Advertising: \$ \_\_\_\_\_

**Total Expo Booking: \$ \_\_\_\_\_**

## Notes:

**Advertisement Copy:** Ad Specifications will be sent to you. Finished Copy is due no later than 26.04.19.

**Payment:** All prices include GST. Your tax invoice will be issued upon receipt of this order.

**Public Liability Insurance:** Please supply a copy of your 'Certificate of Currency' no later than 26.04.19.

**Authorisation:** I have read and agree to be bound by the Terms of Business of this agreement. I warrant that I have the authority of the participant to enter this agreement and agree to be bound by the Terms of Business.

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**EMAIL** your form now to [info@babel-fish.com.au](mailto:info@babel-fish.com.au) or **FAX** to **02 6685 5430**

*For more information & assistance please call **0429 854516**.*

# Northern Rivers Careers Expo 2019 - Terms of Business

---

**Management:** The Northern Rivers Careers Expo is organised, in good faith, by BABELFISH, who can be contacted on 0429 854516 or at info@babel-fish.com.au. BABELFISH is in no way responsible in any way whatsoever for any claim arising from any aspect of the Expo.

**Operating Hours:** The Expo will run on Thursday 9<sup>th</sup> May 2019 and Friday 10<sup>th</sup> May 2019 from 9am to 1pm. The Expo Organiser reserves the right to amend these times and or dates and or change the venue location at its own discretion – exhibitors will be informed if this occurs. Any such change does not constitute a valid reason for cancellation of any aspect of an exhibitor's booking.

**Site Information:** Stand sizes may vary and are allocated in the order of booking. All Expo sites will have access to power and the venue supplies Wi-Fi upon request. The organiser cannot guarantee the quality or availability of Wi-Fi access.

**Set up:** Access to the venue will be from 2pm to 5pm on Wednesday 8<sup>th</sup> May 2019. The site will also be open from 8am Thursday 9<sup>th</sup> May 2019. Site set-up must be completed by 8:30am Thursday 9<sup>th</sup> May 2019.

**Break Down:** Exhibitors must staff, and must not dismantle or pack up, their site until the close of the event at 1pm Friday 9<sup>th</sup> May.

**Requirements:** All exhibitors must operate in a rational and fair manner and accept the following conditions:

- The exhibitor must at all times ensure that pedestrian traffic is not blocked as a result of persons visiting their site.
- The exhibitor must ensure that Workplace Health and Safety practices are observed at all times at their expo site.
- Exhibitors must ensure that noise levels emanating from their site will be at a level that is considerate of others.
- Visitors must not be coerced into providing personal details for mailing lists, but may do so by free choice.
- Exhibitors must not promote any item or service considered by the Expo Organiser to be inappropriate.
- The Expo Organiser reserves the absolute right to Cancel or Veto any exhibit or activity.
- Directions from the Expo Organiser must be adhered to in all instances.

**Power:** 240 volt, single-phase power (10 amps) is available. You will need to provide your own cables with all cords displaying a current appliance test tag. Untagged items will be banned from use or may be tested, for a fee of \$20 per item, by the onsite electrician.

**Security & Risk:** The exhibitor acknowledges that any loss or damage to any stock, equipment, reputation or goodwill that may result for whatever reason either before, during or after this event is at the exhibitor's own risk. The Expo Organiser takes no responsibility for any of the above, or any claim against or resulting from the Northern Rivers Careers Expo.

**Damage:** Exhibitors must not adhere or affix to, write on, screw into, hammer or modify the walls, hall or building in any way. The exhibitor will meet the cost of any damage or repairs caused by the exhibitor, its staff, or as a result of the exhibitor's activity at the Expo. If any damage occurs, the exhibitor must inform the Expo Organiser immediately.

**Hazardous Material:** Exhibitors must notify the Expo Organiser if any item involved with their Exhibit is classifiable under the HazChem schedule. The Expo Manager has the right to refuse the storage and/or usage of any such material.

**Public Liability Insurance:** The Exhibitor shall take out public liability insurance with a limit of no less than \$10 million (and indemnifies) and will indemnify the organiser, its agents, servants, contractors and employees from all actions, claims, demands, losses, damages, costs and expenses arising from the participant's use of the site and in particular but without limiting the generality of the foregoing against any loss, damage or injury from any cause whatsoever to the property or person caused by or contributed to by the use of the site by the participant or any servant, agent or other person duly authorised by the participant whether such loss, damage or injury occurs on the site or not and whether caused by any act, omission, neglect, breach or default of the participant or any other person.

**Refund Policy:** Should activities be cancelled, or attendance be poor, due to weather, or for any other reason, there will be no refund of fees. The Expo Organiser incurs almost all expenses relating to the event in advance, hence, refunds are not possible.

**Cancellation:** Should you need to, notice of your cancellation must be received in writing NO LATER THAN Friday 28.03.19 and will incur a cancellation fee of 50% of the value of the booking. The Expo Organiser reserves the right to cancel any booking that has not paid in full and submitted a Public Liability Insurance Certificate by 26.04.19 and the cancellation fee will be charged.

**Payment:** A tax invoice will be issued upon receipt of your booking. Full and Final payment is required NO LATER THAN 26.04.19. Internet deposits can be made to BABELFISH BSB: 082 489. Account: 573521292. Please email remittance to info@babel-fish.com.au and quote your invoice number as your reference. Cheques payable to BABELFISH can be mailed to PO Box 1777, Byron Bay NSW 2481.