

Brisbane careers & EMPLOYMENT expo

May 24 & 25, 2024 – Brisbane Convention & Exhibition Centre

EXPO PLANNING KIT

This Expo Planning Kit contains important information for the planning of your display. Please read this information thoroughly, and ensure your Expo Team are aware of the details.

EXPO ENQUIRIES

Any enquiries leading into the Expo should be directed to: Nicole Zoanetti at Kym Jones Exhibitions (KJEX)
E: nicole@kjex.com.au P: 08 8297 1688

ONSITE CONTACT

From Thursday May 23 to Saturday May 25 Nicole can be contacted at the Expo on - 0432 221 023

VENUE INFORMATION

Halls 3 & 4, Brisbane Convention & Exhibition Centre, South Bank, Brisbane – [see venue plan on Page 7.](#)

DELIVERY INFORMATION

Loading Dock 4, Brisbane Convention & Exhibition Centre – Glenelg Street, South Brisbane, Queensland 4101

All product deliveries must be via Loading Dock 4 (Glenelg Street). Please use [Delivery Docket on Page 9.](#)

Please note: If you are having large items delivered, please advise your transport company that forklift charges do apply for any unloading. We suggest you order a tailgate truck with pallet jack to save forklift charges.

MOVE IN DAY & TIME – access is via Glenelg Street – details listed above - [see venue plan on Page 7.](#)

Thursday	May 23	12pm to 6pm	Booth & Walling Exhibitors*
Thursday	May 23	10am to 6pm	Stand Construction and Space Only Areas

*If you have ordered a Booth or Walling you cannot access your site until 12pm on Thursday May 23

MOVE OUT DAY & TIME – access is via Glenelg Street – details listed above

Saturday	May 25	4pm to 6pm
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VISITOR DAY OPENING TIMES - Visitor entry is FREE everyday

Friday	May 24	9am to 3pm	(Exhibitor access from 8am)
Saturday	May 25	9am to 4pm	(Exhibitor access from 8am)

EXHIBITOR ACCESS PASSES

To order Exhibitor Access Passes please go to [Order Form 1 – Page 5.](#) Exhibitor access badges will be available for collection from the Move In desk on Thursday May 23 or from the Expo Info Office during the visitor days (Fri & Sat).

HIRE ITEMS

For further information on ordering Audio Visual / TV Hire, Banner Rigging, Electrical (Power or Lighting), Furniture Hire please go to [page 6.](#)

STORAGE

There is limited onsite storage available to exhibitors. If you require storage, please contact Nicole Zoanetti from Kym Jones Exhibitions (KJEX) at nicole@kjex.com.au or P: 08 8297 1688.

PUBLIC LIABILITY INSURANCE

Exhibitors must have a public liability policy for the entire period of the Exhibition, more information - [Order Form 1 - Page 5.](#)



Click on the below page number to go direct to the order form

Exhibitor Access Badges - Order Form 1	Page 5
Public Liability Insurance - Order Form 1	

Click on the below page numbers to go direct to the relevant information

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VENUE INFORMATION

The Careers & Employment Expo will be staged at the Brisbane Convention & Exhibition Centre (BCEC) in Halls 3 & 4: Access to the BCEC for Exhibitors and Contractors during Move In and Move Out is via Glenelg Street. The Service Road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic. The Entrance to the BCEC Car Park from the loading dock is located at the end of the service road - [see venue map on Page 7](#).

DELIVERIES & ACCESS

All product deliveries must be via Loading Dock 4 (Glenelg Street).
Brisbane Convention & Exhibition Centre – Glenelg Street, South Brisbane, Queensland 4101
Please ensure all deliveries coming via courier are marked with the [Delivery Docket located on Page 9](#).

Please note: All deliveries must be made on Thursday May 23 between 10am & 5pm. If you are having large items delivered, please advise your transport company there is **NO forklift onsite**. We suggest you order a tailgate truck with pallet jack.

MOVE IN DAY & TIMES

Access is via Glenelg Street, South Bank – details listed above

Please Advise All Staff & Contractors: Safety Vests Must Be Worn to Access Pavilion

Thursday May 23 12pm to 6pm Booth & Walling Exhibitors*

*If you have ordered a Booth or Walling you cannot access your site until 12pm Thursday May 23.

Thursday May 23 10am to 6pm Stand Construction and Space Only Areas

All stands must be completed by 6pm Thurs Night. If you cannot Move in on Thurs, and plan to come in Friday morning, please Nicole Zoanetti at Kym Jones Exhibitions (KJEX) E: nicole@kjex.com.au P: 08 8297 1688. Access is from 8am Friday morning.

MOVE OUT DAY & TIMES

Access is via Glenelg Street, South Bank – details listed above

Please Advise All Staff & Contractors: Safety Vests Must Be Worn to Access Pavilion

Saturday May 25 4pm to 6pm Exhibitor Product Removal

Saturday May 25 5pm to 9pm Build Contractors Only

All Exhibitors are not permitted to pack up prior to 4pm Saturday

Please Note: Pavilion must be cleared of all visitors before Move Out can commence. Our contractors will begin dismantling from 6pm Saturday, all Hire Walling must be cleared of product and display material prior to this time. Exhibitors are urged not to leave their stand unattended at any time until all valuable products have been removed, made secure or the building closed. This is a high-risk period for security and Kym Jones Exhibitions (KJEX) cannot accept any responsibility for missing goods.

CAR PARKING

The venue is offering a \$18 discounted daily parking rate for exhibitors, discount needs to be redeemed at the pay stations with an event specific QR code. Please refer to [Page 8](#) for the QR Code.

If you have any questions, please contact BCEC at E: exhibitorservices@bcec.com.au P: 07 3308 3079.

VISITOR DAY OPENING TIMES - Visitor entry is FREE everyday

Friday **May 24** 9am to 3pm **(Exhibitor access from 8am)**

Saturday **May 25** 9am to 4pm **(Exhibitor access from 8am)**

VEHICLES ON DISPLAY

Any exhibitor planning to display a vehicle on their stand must gain approval from Kym Jones Exhibitions (KJEX), if you haven't notified us, please contact Nicole nicole@kjex.com.au P: 08 8297 1688 by **Friday April 26, 2024**.

CANVASSING REGULATIONS - NO CANVASSING OUTSIDE OF YOUR DISPLAY AREA

Exhibitors, promotional staff or mascots are not permitted to canvass visitors by standing in the walkways in front of your display or by roving through the event areas - inside or outside of the venue.

PUBLIC LIABILITY INSURANCE

Exhibitors must have a public liability policy with a minimum coverage of \$10,000,000 for any one occurrence for the entire period of the Exhibition. **A copy of the policy must be supplied to Kym Jones Exhibitions (KJEX) prior to the Expo move in.** If you do not have any cover, a temporary policy can be arranged by returning [Order Form 1 - Page 5](#). Exhibitors are also advised to take out a temporary insurance policy to cover all goods on display. The policy should cover all items from the time they leave the exhibitor's premises until such time as they are returned. The policy should cover damage, fire, water and theft.

RULES & REGULATIONS

Please read carefully the Conditions, Rules & Regulations which were sent with your Booking Agreement.
<http://www.kjex.com.au/PDF/KJEX%20Exhibitors%20Terms%20&%20Conditions.pdf>

IMPORTANT OCCUPATIONAL HEALTH & SAFETY INFORMATION

It is the responsibility of all exhibitors to ensure that their employees, suppliers and sub-contractors comply with all relevant health and safety regulations and have a current Occupational Health & Safety Policy and Safe Work Procedures for all work to be undertaken at the Brisbane Convention & Exhibition Centre.

For safety reasons;

During Move In & Move Out

- **High visibility safety clothing/vests must be worn** during Move In and Move Out.
- **Enclosed footwear must be worn** at all times during Move In and Move Out.
- **No Children U14 are permitted** inside the Pavilion during Move In and Move Out unless pre-arranged with Kym Jones Exhibitions (KJEX). Please contact Nicole for further information.
- **No Smoking** – exhibitors and contractors are not to smoke within the Pavilion or within 10 metres of any entrances/exits.
- Animals and pets, excluding hearing and seeing guide dogs and animals that are approved as part of the Event, are not permitted within Event areas.
- Designated aisles and emergency exit doors must be kept clear at all times.
- No displays are to be placed in walkways or obstruct view of fire extinguishers or fire hoses.
- Exhibitors are required to check their displays to ensure they are safe, that nothing can fall over and visitors cannot trip over small items on display.
- Displays with raised floors must have ramps at edges to avoid visitors from tripping.
- Consumption of alcohol is not allowed within the Event area during Move In or Move Out. Intoxicated persons will not be allowed access to any Event areas.
- Action must be taken to avoid excess waste throughout Move In and Move Out which may create unnecessary hazards. Please place rubbish in allocated bins.
- **Move Out cannot commence until the expo has closed at 4pm (Sat), all visitors have left the Event area and all exhibitors are wearing safety vests.**
Please remind your team to have a safety vest with them for move out.

EMERGENCY PROCEDURE

In the case of an emergency in the Centre, please stay calm. Please follow the instructions given by BCEC staff who are fully trained for an emergency situation. Security and Building Services staff are qualified First Aiders.

The Centre has a 2-alarm system, which is as follows:

1st alarm sound.....**BEEP BEEP**

This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound...**WHOO WHOO**

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire. If we do need to evacuate, all exits are clearly marked with exit written in green. Centre staff will direct you to a Safe Assembly area. Assembly area is the footpath of TAFE Queensland South Bank campus, which is directly across the road from the bus waiting area in Glenelg Street. If you have an emergency while in the Centre, dial "8" on one of the BCEC in-house telephones. Let Security know the details/location of the emergency and they will respond.

COMPETITIONS / LOTTERIES

Any competition, trade promotion or art union lotteries conducted at or in conjunction with an exhibitors stand must comply with the Charitable and Non-Profit Gaming Act 1999, Regulations and Rules (Qld). For more information on conducting a competition, trade promotion or art union, exhibitors should contact the Queensland Office of Liquor and Gaming Regulation on 13 74 68 to obtain an information sheet or visit their website: [Competitions and Trade Promotions: QLD Office of Liquor and Gaming Regulation](#)

CARE OF THE BUILDING

The venue has advised that any exhibitor and/or any display contractors causing damage to the building will be charged for the repair of such damage. Items are not to be attached or glued to the floors, walls, or pillars of the Pavilion. If painting is being carried out for your display, please cover the floor.

SECURITY

Security will be in attendance during the event. Due to the large expanse of the Halls, it is not possible for security to keep a constant watch over individual displays. Therefore, exhibitors should pay strict attention to having at least one staff member in attendance 60 minutes prior to the official opening time each day and up to 30 minutes after the closing time each evening.

RUBBISH REMOVAL

It is the responsibility of the display contractors and/or your own staff to remove rubbish including boxes and packing materials etc during the Move In period. The rubbish must be placed in the bins located outside the loading door.

EXHIBITOR SERVICES

BCEC's online exhibitor ordering portal allows exhibitors to order multiple services at the same time and obtain tailored quotes using a secure payment gateway. [Please click here to place an order for the Brisbane Careers Expo](#)

Please ensure all orders are placed and paid for well in advance to ensure your requirements can be accommodated. Online ordering will close 48 hours prior to start of the event. P: 07 3308 3536 E: exhibitorservices@bcec.com.au

STAND CONSTRUCTION & EXHIBITS

1. **VEHICLE DISPLAYS** - All vehicles must be supplied with a drip-tray. The vehicle keys are to be left with Security Control, unless alternate arrangements have been made with the Event Planning Manager. All vehicles displayed on a gradient (e.g. one set of wheels on a ramp) are to be locked and no access to be granted unless removing the vehicle from the display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle. **A Vehicle Display permit is required to display vehicles at BCEC.**
To organise a permit, please contact BCEC at E: exhibitorservices@bcec.com.au P: 07 3308 3079
2. **CABLES** - Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cables should be raised above the walkway. If this is not possible, cables need to be covered with a carpet tile, matting or taped with gaffer tape or cable covers. In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape.
3. **DEMONSTRATION OF EQUIPMENT** - Where an event or exhibition has demonstrations using portable electrical equipment, the venue Safety Manager must give special approval. Also, extra safety precautions must be taken to protect members of the public. These extra precautions must be complied with at all times or the demonstration will be stopped and a current permit to demonstrate must be held.
4. **ELECTRICAL EQUIPMENT – Test & Tagging** - The BCEC Management reserves the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary. All portable electrical equipment, appliances and leads used on the BCEC site must be tested and tagged in accordance with Australian Standard 3760 and WH&S Act 2011. [Kym Jones Exhibitions is supplying a Free Test & Tag Service for all exhibitors, details on Page 6.](#) For safety reasons, double adaptors are not to be used in the Centre. Where an Exhibition has demonstrations using portable electrical equipment a work permit needs to be submitted to the Safety Department. Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Centre's Security Department by dialling (8) on a wall phone.
5. **FLOOR LOAD WEIGHT LIMITS** - All floor areas within the BCEC have specified loading limits per square metre. Any equipment or item to be displayed, or used during an event weighing more than 500 kilograms must be assessed prior to the item or equipment being positioned. A current permit must be held for items over 500 kilograms, and BCEC requires the following information in advance of the commencement of the build:
The dimensions of the base of the item; The gross weight of the item; A picture or diagram of the item; and Indication on the floor plan where the item is to be located
6. **LPG GAS – Use on Stands** - The use of LPG on stands is allowed in the Exhibition Halls if a current permit is held, however the following policies apply:
 - All installations carried out in accordance with the relevant statutory acts and regulations
 - All appliances must be approved for use in accordance with the relevant acts and regulations
 - The quantity of LPG held within a stand is to be limited to that amount reasonably consumed in one day.
 - One cylinder per appliance - Maximum Cylinder Size = 45kg.
 - Centralised cylinders with appliances connected to a reticulation system are not permitted.
 - Cylinders must be fitted securely to appliances to prevent the cylinder from falling.
 - Cylinders and connections must be protected from damage.
 - Control of cylinders must be accessible by the stand but not by the public.
 - Each evening at the close of show the LPG must be turned off at the bottle and all cylinders must be removed from the building overnight to designated areas.
 - Security and provision of storage facilities at designated areas is the responsibility of the Event Organiser.
 - The LPG supply must be connected and disconnected by a certified tradesman.
7. **TEMPORARY STRUCTURES** - All temporary structures will be professionally designed, structurally sound and will contain reasonable provision for:
 - Safety of persons to be accommodated in the event of fire, including means of egress.
 - Prevention and Suppression of fire.
 - Health of persons accommodated.
 - All structures over 2.4 metres in height, where persons either staff or guests gather, must be certified by an engineer.
 - Patrons must give consideration for wheelchair access to the Stand (Building Code of Australia –Section D3.3). The reduction of the existing level of fire protection is not permissible. Designers and builders have an obligation to design and construct to these principles and any relevant standards or legislation while meeting the special needs of their client.
 - Stands over 18sqm where roofing is fitted must have a "Smoke Detection Device" and have a fire extinguisher installed. The recommended material for the roofing is "shark tooth" type material that allows water penetration from sprinklers and fire canon.

ORDER FORM 1

EXHIBITOR ACCESS BADGES

COMPANY: _____ **SITE:** _____

In the interest of security and easy exhibitor identification, it is essential that all staff working at the Expo wear an Exhibitor's Badge at all times. Badges are FREE and are only required for staff working Fri & Sat. Badges will allow staff access into the Pavilion one hour prior to visitor entry times & into the exhibitor lounge.

Please supply the Company Name you wish to have printed on the badges, and the quantity of badges that you will need for your staff working on your stand at any one time. Staff names will not be printed on the badges, so these can be transferred between staff.

COMPANY NAME: _____

QUANTITY OF BADGES: _____ (these are a 2 day pass)

Please place your order by April 26 so we have time to produce your badges.

COLLECTION OF EXHIBITOR ACCESS BADGES

Exhibitor access badges will be available for collection from the Move In desk on Thursday May 23 or from the Expo Info Office during the visitor days (Fri & Sat). Free lanyards for the badges will be available.

PUBLIC LIABILITY INSURANCE

Exhibitors are required to ensure they are adequately covered for Public Liability Insurance. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand.

If you prefer, we have retained the services of an insurance broker to provide Public Liability coverage, arranged with QBE Insurance (Australia) Limited, for a cost of \$70.00 inc GST based on a limit of indemnity of \$10,000,000 for any one occurrence. The insurance has effect from the first day of Move In to the final day of Move Out, being Thursday May 23 to Saturday May 25, 2024.

I wish to take out Public Liability Insurance for the total period of the exhibition including Move In, exhibition open days and Move Out, from Thursday May 23 to Saturday May 25, 2024, at a cost of \$70.00 inc GST and have included payment.

PLEASE NOTE: It is advised that Kym Jones Exhibitions (KJEX) receives a fee for arranging and placing the cover. This policy provides Public Liability Insurance only and will not respond to any claims arising from the sale or supply of products at the event.

Orders cannot be processed unless paid in FULL

Payment details Credit Card - Visa & MasterCard (1.1% surcharge applies)

Card Number _____ / _____ / _____ / _____ **Expiry Date** _____ / _____ **CVV** _____

Name on card _____ **Signature** _____

Amount \$ _____ (including GST)

Or EFT Payment details KJEX Pty Ltd ANZ BSB 015 343 Account No 416360536

(Please state Business Name on EFT Payments and email to nicole@kjex.com.au)

Tax Invoice will be forwarded to you once payment has been received.

PLEASE COMPLETE AND RETURN BY FRIDAY APRIL 26, 2024

Return to Nicole Zoanetti

Kym Jones Exhibitions (KJEX)
E: nicole@kjex.com.au P: 08 8297 1688

SITE CONFIGURATIONS



Walling & Carpet Only
Side Wall & Back Wall
(no fascia signs)



Booth
1 Fascia Sign & 3 Walls



Booth
2 Fascia Signs & 2 Walls



Booth
3 Fascia Signs & 1 Wall

The walling is 2.4m high and made of front runner fabric (carpet like texture), so you can use hook Velcro to attach posters. There is a weight load capacity, so if you plan to attach anything heavier than posters to the walls, please contact Nicole on nicole@kjex.com.au or 08 8297 1688 to ensure that it isn't too heavy for the walling.

Please refer to the email you received with this Kit for your site number, site size & site inclusions. If you are unsure about your current site inclusions, please contact Nicole at Kym Jones Exhibitions (KJEX) on E: nicole@kjex.com.au or P: 08 8297 1688

ADDITIONAL SERVICES - If any of the below items are required, please contact the person listed below.

AUDIO VISUAL / TV HIRE

If you wish to hire a TV for the Event, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)**
E: nicole@kjex.com.au P: 08 8297 1688 for further information.

BANNER & SIGNAGE RIGGING

For safety reasons, all rigging of overhead banners and signage will be completed by our contractor.

Please contact Kiri Ngarotata at Clifton Productions to discuss your options further and to arrange a quote;
P: 0403 730 260 E: kiri@cprig.com or expo@cprig.com

CATERING ACCOUNT CARDS

Catering cards are in-house debit cards for venue services. They can be used to make purchases at food and beverage outlets within the Centre and for sundry items at the Information Desk. A minimum deposit of \$200 is required for issue of the card, and catering cards must be returned at the conclusion of the event. An \$11 charge per card will be applied on cards not returned within 2 working days. [Please click here to place an order for the Brisbane Careers Expo](#)

CLEANING

Public areas, foyers and exhibition aisles are cleaned and rubbish bins emptied daily by the Centre's cleaning staff. Individual nightly stand cleaning must be pre-booked. [Please click here to place an order for the Brisbane Careers Expo](#)

ELECTRICAL HIRE

Harry the Hirer will be able to arrange any additional electrical requirements for your site. Please refer to the email you received with this exhibitor kit, which lists your current Power & Lighting inclusions for your site. You will only need to contact Harry the Hirer if you require additional electrical items. If 'none ordered' was listed within this email, your site does not include any power or lighting. **Please contact Ben Vandenberg at Harry the Hirer to discuss any additional items and to arrange a quote;** P: 03 9429 6666 E: benv@harrythehirer.com.au

FOOD SAMPLING

If you are planning on having any food samples on your stand, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)** E: nicole@kjex.com.au P: 08 8297 1688

FURNITURE HIRE

Harry the Hirer will be able to assist you with furniture hire for your site. They will also be able to organise additional electrical orders, booth upgrades and plant hire. **Please contact Ben Vandenberg at Harry the Hirer to discuss any additional items and to arrange a quote;** P: 03 9429 6666 E: benv@harrythehirer.com.au

INTERNET ACCESS

Casual wireless internet is available at no cost for all visitors to the centre and is designed for web browsing and checking web based emails. The speed is limited to 1MB. **The Network name is BCECLINK** and requires no password. Designated internet connections can be arranged via the link. [Please click here to place an order for the Brisbane Careers Expo](#)

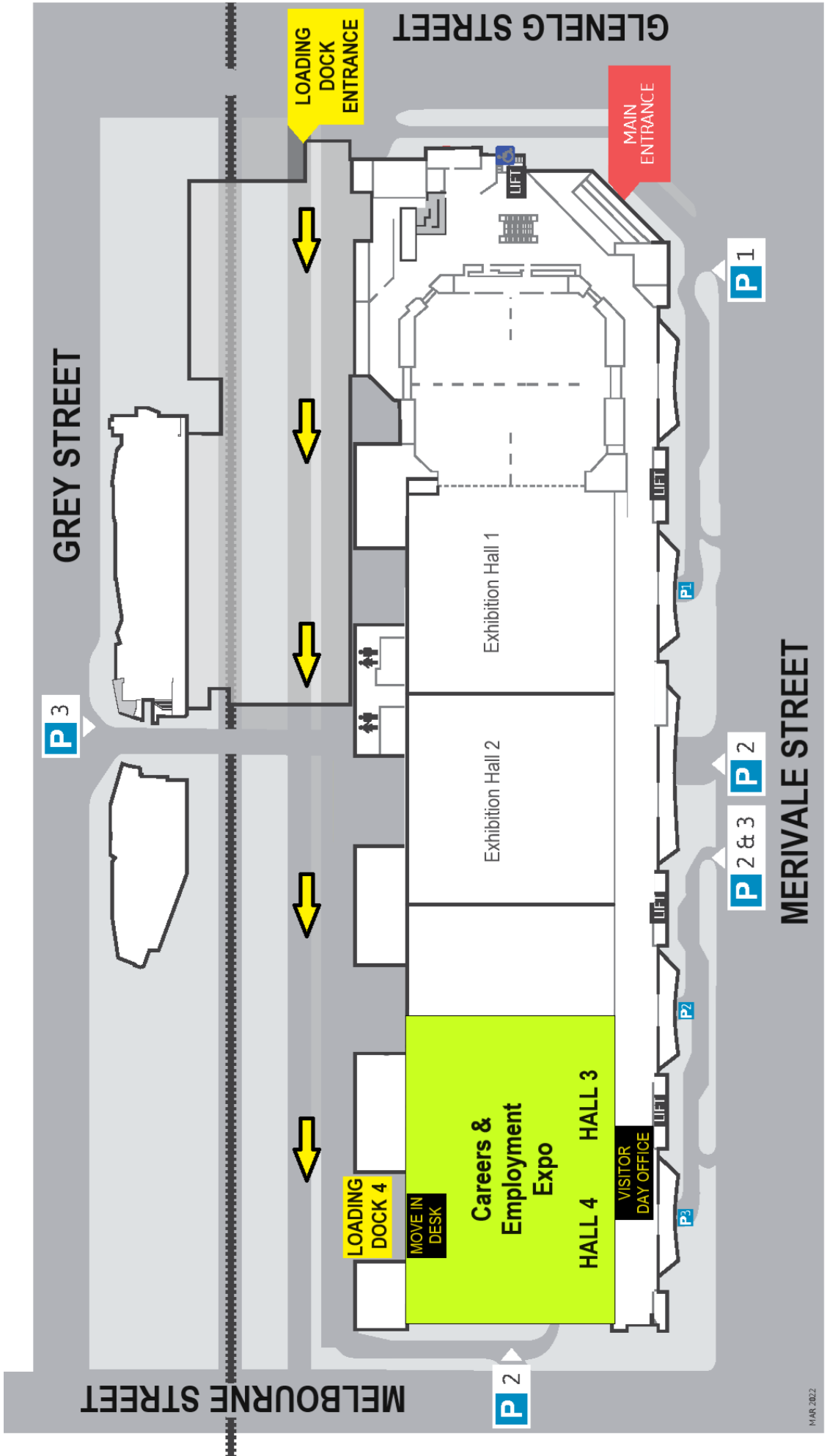
STORAGE

There is limited onsite storage available to exhibitors. If you require storage, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)** E: nicole@kjex.com.au P: 08 8297 1688

TESTING & TAGGING – Free Service

Kym Jones Exhibitions (KJEX) is supplying a Free test & tag service during Move In on Thursday May 23, from 3pm to 6pm. Please see us at the Move In desk if you would like any items on your stand tested & tagged.

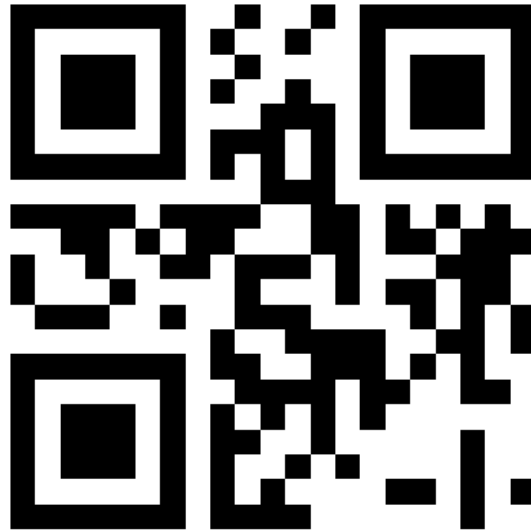
VENUE MAP



MAR 2022

DISCOUNT CAR PARKING QR CODE – Only \$18.00

The Brisbane Convention & Exhibition Centre is pleased to offer a \$18.00 daily parking rate for exhibitors at the **Brisbane Careers & Employment Expo 2024**. The car parking system enables you to scan the QR code below at a pay station before exit to receive this discount. Code can be a hard copy or on your smart phone.



Follow the instructions below to receive your exhibitor parking discount:

1. Take a car park ticket upon entry each day (don't swipe your credit card!)
2. When departing, please take your ticket to a designated pay station.
3. Insert your car parking ticket in the machine, then scan the QR code.
4. Your discount will be applied and a \$18.00 rate will be charged (cash and credit card are accepted).

Proceed to your vehicle and insert your validated ticket at the exit gate.

For more information, please call Exhibitor Services on 07 3308 3536 or email exhibitorservices@bcec.com.au

Terms of Use:

- QR code is only valid for Move In (May 23) & Visitor Days (May 24 & 25).
- \$18 price applies per exit per day - multiple exit passes are not available.
- Price is subject to change.
- The Exhibitor rate applies to all exhibitors working on your stand.
- Stand builders, show visitors and external contractors are not entitled to the discount.

Please ensure you have your exhibitor badge with you at all times.

DELIVERY DOCKET

This label must be attached to every item delivered via courier/ a third party.

Loading Dock 4, Brisbane Convention & Exhibition Centre – Glenelg Street, South Brisbane, Queensland 4101

All product deliveries must be via Loading Dock 2 (Glenelg Street).

Brisbane Convention & Exhibition Centre will not accept responsibility for items left at the loading dock outside of the Move In times.

Deliver to:	Brisbane Careers & Employment Expo
Delivery Address:	Loading Dock 4 (Enter via Glenelg Street, South Brisbane).
Delivery Date:	Thursday May 23, 2024.
Company Name:	
Contact Name:	
Contact Number:	
Stand Name:	
Stand Number:	
Number of Boxes/Items:	

