

# Perth SkillsWest careers & EMPLOYMENT expo

July 25 to 27, 2024 – Perth 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](mailto:nicole@kjex.com.au) P: 08 8297 1688

### ONSITE CONTACT

From Wednesday July 24 to Saturday July 27, Nicole can be contacted at the Expo on - 0432 221 023

### VENUE INFORMATION

Pavilions 3 to 6, Perth Convention & Exhibition Centre, 21 Mounts Bay Rd, Perth WA 6000 – [see venue plan on Page 7](#).  
Visitor entry is via Pavilion 4.

### DELIVERY INFORMATION

Loading Dock 4, Perth Convention & Exhibition Centre - 21 Mounts Bay Road, Perth WA 6000

All product deliveries must be via Loading Dock 4. Please use [Delivery Docket on Page 8](#).

**All exhibitor product deliveries must be made on Wed July 24 between 12pm & 5pm.**

If you are having large items delivered, please advise your transport company there is **NO forklift onsite**.

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

Wednesday	July 24	2pm to 6pm	Booth & Walling Exhibitors*
Wednesday	July 24	10am to 6pm	Stand Construction and Space Only Sites

\*If you have ordered a Booth or Walling you cannot access your site until 2pm on Wednesday July 24.

**MOVE OUT DAY & TIME** – access is via Mounts Bay Road (loading dock 4) – details listed above

Saturday	July 27	4pm to 6pm
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**VISITOR DAY OPENING TIMES** - Visitor entry is FREE everyday

Thursday	July 25	9am to 3pm	(Exhibitor access from 8am)
Friday	July 26	9am to 3pm	(Exhibitor access from 8am)
Saturday	July 27	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 passes will be available for collection from the Move In desk on Wednesday July 24 or from the Expo Info Office during the visitor days (Thurs, 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](mailto: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 Passes - Order Form 1	<a href="#">Page 5</a>
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 Perth Convention & Exhibition Centre (PCEC) in Pavilions 3 to 6: Access to the PCEC for Exhibitors and Contractors during Move In and Move Out is via Loading Dock 4, Mounts Bay Road at the Spring Street intersection. The Service Road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic - [see venue map on Page 7](#).

## DELIVERIES & ACCESS

All product deliveries must be via Loading Dock 4, Perth Convention & Exhibition Centre - 21 Mounts Bay Road, Perth WA 6000. Please use [Delivery Docket on Page 8](#).

**Please note: All deliveries must be made on Wednesday July 24 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 Mount Bays Road, Perth – details listed above

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

**Wednesday July 24 2pm to 6pm Booth & Walling Exhibitors\***

\*If you have ordered a Booth or Walling you cannot access your site until 2pm Wednesday July 24.

Wednesday July 24 10am to 6pm Stand Construction and Space Only Sites

All stands must be completed by 6pm Weds Night. If you cannot Move in on Weds, and plan to come in Thursday morning, please contact Nicole: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688. Access is from 8am Thursday morning.

## MOVE OUT DAY & TIMES

Access is via Mount Bays Road, Perth – details listed above

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

**Saturday July 27 4pm to 6pm Exhibitor Product Removal**

Saturday July 27 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

There is paid parking available at PCEC – for location and daily prices please click the link below:

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

Alternatively, there are other car parks close to the venue, search at: <https://www.cityofperthparking.com.au>

## VISITOR DAY OPENING TIMES - Visitor entry is FREE everyday

Thursday **July 25** 9am to 3pm **(Exhibitor access from 8am)**

Friday **July 26** 9am to 3pm **(Exhibitor access from 8am)**

Saturday **July 27** 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](mailto:nicole@kjex.com.au) P: 08 8297 1688 **ASAP**.

## 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 event of a decision to evacuate, the following announcement will be made via the EWIS:

*“Ladies and Gentlemen, a situation has arisen which necessitates our interrupting your event. There is no cause for alarm, but we request you quietly and calmly leave the building by the exit nearest to you. Our staff will direct you from there. Please do not collect any personal belongings from the cloakroom, you will be advised when it is safe to return to the building.”*

Following this announcement, the Evacuation Tone (loud whooping alarm) will sound. Staff, Clients, Exhibitors, Agents and Patrons will immediately make their way to the nearest emergency exit and report to Assembly Points No.3 and/or No.4 at the front of the building.

There are 4 assembly areas in case of an emergency. These are located at:

1. Level 1 in front of the Adina Hotel.
2. Level 1 in between PCEC and the Train Station (by the Spotless Office).
3. Level 2 on the grassed area in front of the PCEC Café (Summer Garden).
4. Level 2 on the grassed area to the East of the Busport entrance (Winter Garden).

## 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 Pavilions, 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.

## SMOKING POLICY

Smoking is not permitted anywhere within the venue or within 5 metres of any entry or exit. PCEC's pavilion dock bays and the balcony on Level 3 are considered 'substantially enclosed' and the Regulations also prohibit smoking in these areas. Designated Smoking Areas exist at either end of the loading dock.

## FIRE REGULATIONS

Any materials used in stand construction or for display purposes must conform to the following standards:

- Non-combustible and inherently non-flammable material
- Durable flameproof fabric
- Self-extinguishing plastic
- Any wood or fibreboard rendered flame-resistant by impregnation acceptable to the Authorities; Fire extinguishers and firefighting equipment must at all times be visible and accessible, and must not be removed from its correct location.

All stands using cooking appliances must have a fire extinguisher supported on a wall bracket 1.2m above the floor. The installation of any fuel burning appliances must conform to the Uniform Building Regulations and the Theatre & Public works Act 1902 (Appendix D 1987).

## LOADING DOCK ACCESS & RULES

Access to the loading dock is via a ramp located adjacent to the intersection of Mounts Bay Road and Spring Street. The dock exits onto Riverside Drive at the eastern end of the building. A vehicle checkpoint is located at the entry of the one-way access ramp. A truck holding area is located off Mounts Bay Road, below the Mitchell Freeway and may be used during major move-in / move-out subject to approval by the City of Perth. Vehicles traversing the dock must not exceed a speed of 10kmh and hazard lights must be active at all times whilst engines are running.

**Pavilions loading dock Bi-fold Door dimensions are:** Width: 10.0 metres    Height: 5.5 metres

All exhibitors and contractors must be aware of the following:

- All vehicles, equipment and personal belongings are subject to random search by the PCEC security on entering and exiting the venue.
- All drivers of vehicles who request access to the loading docks must produce to the PCEC security staff their drivers licence to verify their identity.
- There is no parking available to contractors or exhibitors on the loading dock during move-in and move-out.
- All vehicles entering the PCEC loading dock will be issued with a 15 minute unloading permit. Please advise loading dock staff if a longer time is required.
- Access into the PCEC for move-in and/or move-out will be via the downstairs car park (for hand carried items) and via the loading dock for equipment and large items. Under no circumstances should event equipment be moved in or out via front of house or public areas. This includes the plaza at the front entrance to the pavilions.
- Exhibitors are encouraged to use the downstairs car park during the move-in and move-out period for all hand carried items to avoid lengthy delays on the loading dock. There are service lifts from the car park.
- No access will be permitted via the loading dock doors during the operational hours of an event.
- By Law, all emergency exits leading to the loading dock are to remain clear at all times.
- All ramps, driveways and thoroughfares will be marked "tow away" zones.
- The PCEC accepts no responsibility for the safety of vehicles and their contents within PCEC premises

**ORDER FORM 1**

**EXHIBITOR ACCESS PASSES**

**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 Pass at all times. Passes are FREE and are only required for staff working Thurs, Fri & Sat. Passes 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 passes, and the quantity of passes that you will need for your staff working on your stand at any one time.** Staff names will not be printed on the passes, so these can be transferred between staff.

**COMPANY NAME:** \_\_\_\_\_

**QUANTITY OF PASSES:** \_\_\_\_\_ (these are a 3 day pass)

**Please place your order ASAP** so we have time to produce your passes.

**COLLECTION OF EXHIBITOR ACCESS PASSES**

Exhibitor access passes will be available for collection from the Move In desk on Wednesday July 24 or from the Expo Info Office during the visitor days (Thurs, Fri & Sat). Free lanyards for the passes 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 Wednesday July 24 to Saturday July 27, 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 Wednesday July 24 to Saturday July 27, 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 until 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](mailto:nicole@kjex.com.au) )

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

**PLEASE COMPLETE AND RETURN ASAP**

**Return to** Nicole Zoanetti

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

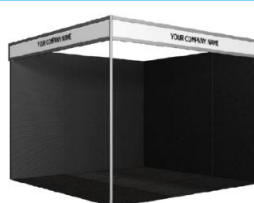
## SITE CONFIGURATIONS



**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](mailto: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](mailto: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

AV Partners can assist you with any Audio-Visual Hire. **Please Contact Michael Moller at AV Partners Perth to discuss your options further** P: 08 9338 0367 M: 0437 371 764 E: [mmoller@avpartners.com](mailto:mmoller@avpartners.com)

### BANNER & SIGNAGE RIGGING

The rigging of any overhead structure or signage must remain within the perimeter of the stand space. Banners must be single sided when rigged on the perimeter on the stand that adjoins another stand otherwise the banner must be stepped in 1m. No advertising material may overlook an adjoining stand. All rigging requirements to be ordered through AV Partners.

**Please Contact Michael Moller at AV Partners Perth to discuss your options further**

P: 08 9338 0367 M: 0437 371 764 E: [mmoller@avpartners.com](mailto:mmoller@avpartners.com)

### 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 through the venue. To order go to: <https://www.pcec.com.au/plan/venue-forms/>

### ELECTRICAL HIRE

Perth Expo Hire 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 Perth Expo Hire 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 Tricia Borlongan at Perth Expo Hire to discuss any additional items and to arrange a quote;** P: 08 9475 2043 E: [TriciaBorlongan@perthexpo.com.au](mailto:TriciaBorlongan@perthexpo.com.au)

### FOOD SAMPLING

PCEC have exclusive catering rights to the sale and distribution of all food and beverages. Exhibitors are not permitted to bring food and beverages into the venue from outside sources to distribute, sell or giveaway. However, exemptions may be granted via a written request for approval to **PCEC by contacting Exhibitor Services on** [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)

### 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 Tricia Borlongan at Perth Expo Hire to discuss any additional items and to arrange a quote;** P: 08 9475 2043 E: [TriciaBorlongan@perthexpo.com.au](mailto:TriciaBorlongan@perthexpo.com.au)

### INTERNET ACCESS

Access to the free wireless internet service is available throughout the venue via the main PCEC internet portal page. This service is limited to a 512Kb speed for 60 minutes of access time upon agreeing with the terms and conditions. Once this 60 minute session has expired you will be redirected back to the portal page, where you are welcome to access the free wireless internet service again. Please note that the actual speed of the connection will be influenced by the number and density of concurrent users within the centre; and is intended for general web browsing and checking web-based email only. Designated internet connections can be arranged with the venue. To order go to: <https://www.pcec.com.au/plan/venue-forms/>

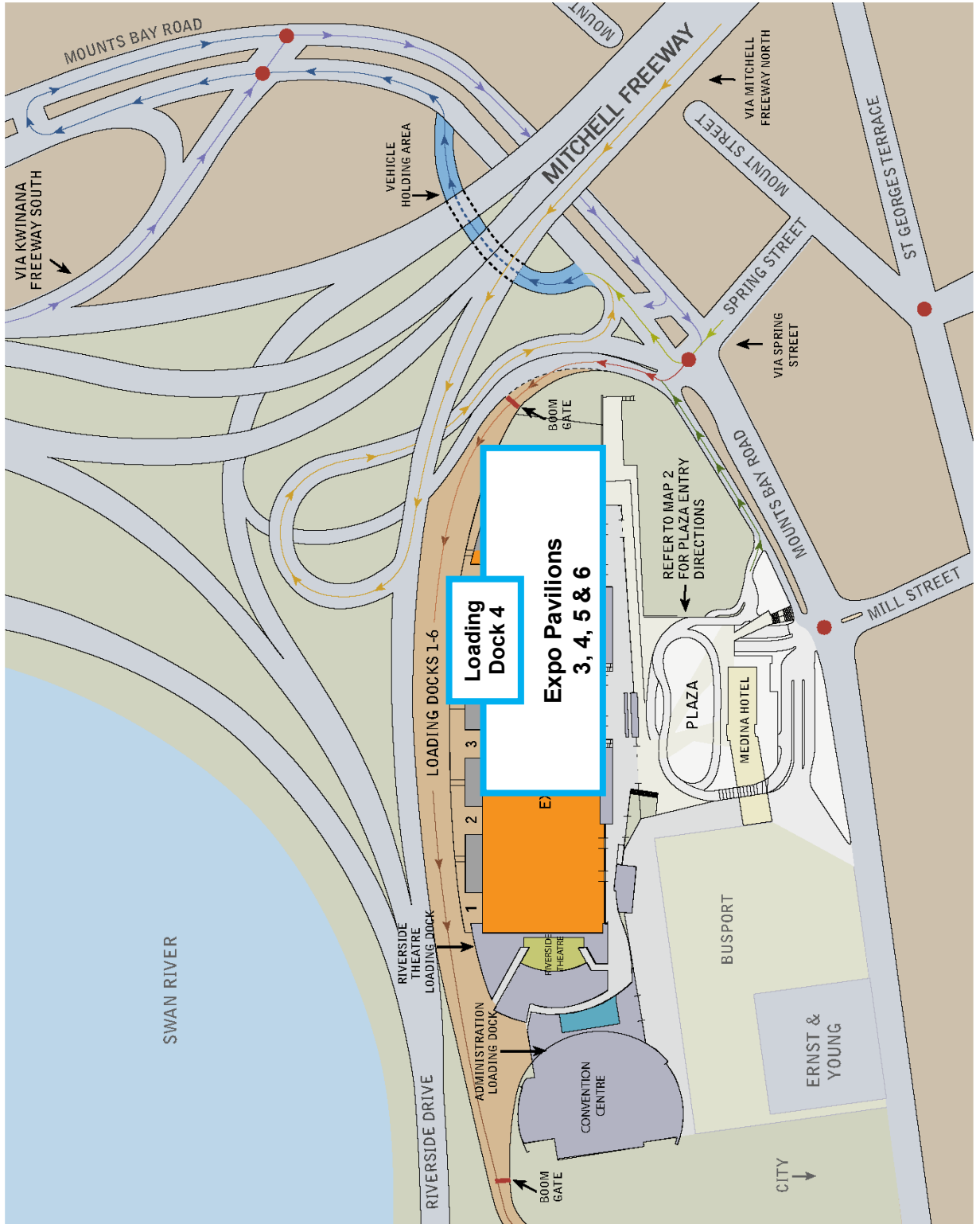
### STORAGE

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](mailto: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 Wednesday July 24, from 2pm to 6pm. Please see us at the Move In desk if you would like any items on your stand tested & tagged.

# PCEC - Vehicle Holding Area & Loading Docks



- KEY**
- VEHICLE HOLDING AREA TO LOADING DOCK
  - DIRECT ACCESS ROUTES TO LOADING DOCK (IF HOLDING AREA IS NOT REQUIRED)
  - TRAFFIC LIGHTS
- ACCESS ROUTES TO VEHICLE HOLDING AREA AND LOADING DOCK**
- VIA SPRING STREET** At the bottom of Spring St, turn right at the traffic lights onto Mounts Bay Rd. Once you are past the intersection turn left into the Vehicle Holding Area.
  - VIA PLAZA** Exiting the plaza turn left onto Mounts Bay Road, turn left at intersection to access Loading Dock.
  - VIA FREEWAY SOUTH** Take the Mounts Bay Rd exit, turn right into Mounts Bay Rd, stay in the right hand lane. Approx. 10 metres before the Spring St lights turn right into the vehicle holding area.
  - VIA FREEWAY NORTH** Take the Mounts Bay Rd exit, turn left at Mounts Bay Rd then an immediate left into the vehicle holding area.
- VEHICLE HOLDING AREA TO LOADING DOCK**
- One-way exit onto Mounts Bay Rd. Once on Mounts Bay Rd continue through the first set of traffic lights positioned in the right hand lane. Approx. 30 metres through the lights use the U turn area to change direction on Mounts Bay Rd. Continue to the Spring St lights turn right & veer left to the loading dock gatehouse.



**DELIVERY DOCKET**

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

Loading Dock 4, Perth Convention & Exhibition Centre – Mounts Bay Road, Perth, WA, 6000.

All product deliveries must be via Loading Dock 4 (Mounts Bay Road).

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

<b>Deliver to:</b>	<b>Perth SkillsWest Careers &amp; Employment Expo</b>
<b>Delivery Address:</b>	<b>Loading Dock 4 (Enter via Mount Bays Road).</b>
<b>Delivery Date:</b>	<b>Wednesday July 24, 2024 between 12pm and 5pm</b>
<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Contact Number:</b>	
<b>Stand Name:</b>	
<b>Stand Number:</b>	
<b>Number of Boxes/Items:</b>	

