

# Sydney careers & EMPLOYMENT expo

August 16 & 17, 2024 – Hordern Pavilion, Moore Park

## 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 Thursday August 15 to Saturday August 17, Nicole can be contacted at the Expo on - 0432 221 023

### VENUE INFORMATION

The Expo will be staged at the Hordern Pavilion – Moore Park. Access to the Hordern Pavilion for Exhibitors and Contractors during Move In and Move Out is via Gate B – 1 Driver Ave, Moore Park - [refer to Map - Page 7](#).

### DELIVERY INFORMATION

**Hordern Pavilion (Gate C) – Moore Park - 1 Driver Ave, Moore Park NSW 2021.** All large deliveries must be via the Loading Dock - [Delivery Docket located on Page 8](#) All deliveries must be made on Thursday August 15, between 12pm & 6pm. Please note: 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 & TIME – access is via Gate B, 1 Driver Avenue, Moore Park – details listed above

Thursday	August 15	12pm to 6pm	Booth & Walling Exhibitors*
Thursday	August 15	10am to 6pm	Stand Construction and Space Only Sites

\*If you have ordered a Booth or Walling you cannot access your site until 12pm on Thursday August 15.

### MOVE OUT DAY & TIME – access is via Gate B, 1 Driver Avenue, Moore Park – details listed above

Saturday	August 17	4pm to 6pm
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### VISITOR DAY OPENING TIMES - Visitor entry is FREE every day

Friday	August 16	9am to 3pm	(Exhibitor access from 8am)
Saturday	August 17	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 Thursday August 15 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](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 Horden Pavilion, Moore Park. Access to Horden Pavilion for Exhibitors and Contractors during Move In and Move Out is via (Gate C for large deliveries and Gate B for small deliveries) – Moore Park - 1 Driver Ave, Moore Park NSW 2021 - [see venue map on Page 7](#).

## DELIVERIES & ACCESS

Horden Pavilion (Gate C) – Moore Park - 1 Driver Ave, Moore Park NSW 2021

All large deliveries must be via **the Loading Dock (Gate C) - Delivery Docket** located on [Page 8](#)

**All deliveries must be made on Thursday August 15, between 12pm & 6pm.**

**Please note:** 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 Gate B, 1 Driver Avenue, Moore Park – details listed above

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

<b>Thursday</b>	<b>August 15</b>	<b>12pm to 6pm</b>	<b>Booth &amp; Walling Exhibitors*</b>
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\*If you have ordered a Booth or Walling you cannot access your site until 12pm Thursday August 15.

Thursday	August 15	10am to 6pm	Stand Construction and Space Only Sites
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All stands must be completed by 6pm Thurs Night. If you cannot Move in on Thursday, and plan to come in Friday morning, please contact Nicole: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688. Access is from 8am Friday morning.

## MOVE OUT DAY & TIMES

Access is via Gate B, 1 Driver Avenue, Moore Park – details listed above

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

<b>Saturday</b>	<b>August 17</b>	<b>4pm to 6pm</b>	<b>Exhibitor Product Removal</b>
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Saturday	August 17	5pm to 9pm	Build Contractors Only
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**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

Wilson Parking offer affordable & secure parking at Entertainment Quarter Car Park which is located at Lang Road, Moore Park - entry via Errol Flynn Blvd. Further details can be found at <https://www.wilsonparking.com.au/parking-locations/new-south-wales/eastern-suburbs/entertainment-quarter-car-park/>

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

Friday	<b>August 16</b>	9am to 3pm	<b>(Exhibitor access from 8am)</b>
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Saturday	<b>August 17</b>	9am to 4pm	<b>(Exhibitor access from 8am)</b>
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## 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 Nicole at 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 Hordern Pavilion – Moore Park.

### 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 an emergency, one of two alarms may sound.

Alert alarm: “Beep! Beep! Beep!” - If you hear the alert alarm, remain where you are and wait for further instructions.

Evacuation alarm: “Whoop! Whoop!” - If you hear the evacuation alarm, you must leave the building immediately. A warden will direct you to the safest evacuation point and let you know if/when it is safe to return.

Emergency evacuation assembly areas

In case of an emergency, a warden will direct you to the safest evacuation point.

Note: The evacuation assembly points are subject to change at the discretion of the chief fire warden, depending on the location of the emergency, type of emergency, crowd density and wind conditions.

## 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 10 metres of any entry, exit or food outlet. Hordern Pavilion's loading docks also prohibit smoking in these areas.

## 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 site will be managed via a security checkpoint at Gate C, please be aware of the below:

- All entrances and exits to the venues must be kept clear of parked vehicles during operational hours.
- Drivers must follow traffic and parking directions issued by Hordern Pavilion staff.
- A 15-minute unloading limit applies to all vehicles unless agreed otherwise or are placed on the hirer parking list.
- Hordern Pavilion accepts no responsibility for the safety of vehicles and their contents whilst they are parked on Hordern Pavilion property.
- A strict speed limit of 10 km per hour applies to all vehicles on 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 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 2 day pass)

**Please place your order by Friday July 26** 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 Thursday August 15 or from the Expo Info Office during the visitor days (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 Thursday August 15 to Saturday August 17, 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 August 15 to Saturday August 17, 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 BY FRIDAY JULY 26, 2024**

**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

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

### 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. If you wish to get a quote on Banner Rigging, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)** E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688 for further information.

### CLEANING

Public areas, and exhibition aisles are cleaned, and rubbish bins emptied daily.

Individual nightly stand cleaning can be ordered, please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)**  
E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688 for further information.

### 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](mailto:benv@harrythehirer.com.au)**

### FOOD SAMPLING

Hordern Pavilion 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 Hordern Pavilion. Please contact **Nicole Zoanetti at Kym Jones Exhibitions (KJEX)** E: [nicole@kjex.com.au](mailto:nicole@kjex.com.au) P: 08 8297 1688 for further information.

### 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](mailto:benv@harrythehirer.com.au)**

### INTERNET ACCESS

**Hordern Pavilion has FREE 20mbp wifi**, to login in please follow the below steps.

- 1) Find and select the **CEEWIFI** network using your Wi-Fi enabled device's network settings
- 2) The Wi-Fi password is **CEE12345** - Please note that the password is case sensitive
- 3) Open your Internet browser and accept the Terms & Conditions

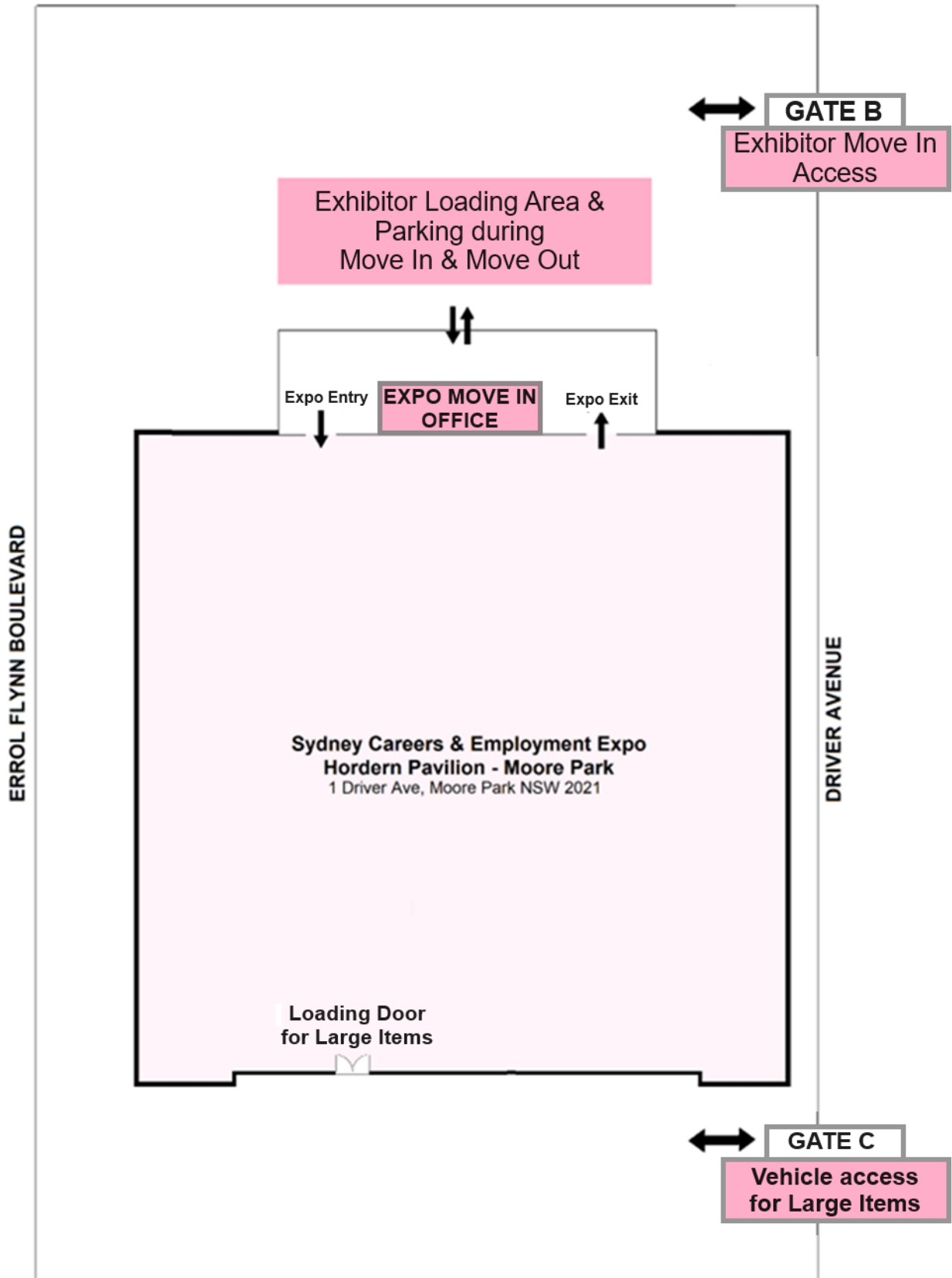
### STORAGE

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 August 15, 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





**DELIVERY DOCKET**

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

Hordern Pavilion (Gate C) – Moore Park - 1 Driver Ave, Moore Park NSW 2021

All product deliveries must be via Hordern Pavilion (Gate C) – Moore Park - 1 Driver Ave, Moore Park NSW 2021

**Please Note - The Venue will not accept responsibility for items left at the loading dock outside of the Move In times.**

<b>Deliver to:</b>	<b>Sydney Careers &amp; Employment Expo</b>
<b>Delivery Address:</b>	Hordern Pavilion (Gate C) – Moore Park - 1 Driver Ave, Moore Park NSW 2021
<b>Delivery Date:</b>	<b>Thursday August 15, 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>	

