

Open your mind
to your future...



Tertiary to Work

Canberra's Graduate Job Fair

11am–3pm, Friday 9 March 2012

National Convention Centre, Constitution Ave, Canberra
www.canberra.edu.au/tertiary-to-work

Brought to you by your university Career Service

The Australian Catholic University
The Australian National University
University of Canberra



Australian
National
University



ALISTRIAN CATHOLIC UNIVERSITY



UNIVERSITY OF
CANBERRA
AUSTRALIA'S CAPITAL UNIVERSITY

Tertiary to Work

INVITATION

Tertiary to Work 2012, Canberra's annual graduate job fair, will be held from 11.00am – 3.00pm on Friday 9 March at the National Convention Centre Canberra, 31 Constitution Avenue, Canberra ACT 2601.

We are pleased to invite you to attend this event to promote your company's graduate programs and vacancies including vacation work, cadetships and scholarship opportunities to Canberra's students and recent graduates.

Unique to Careers Fairs in Australia, Tertiary to Work is a joint-initiative of the Careers Services of the Australian National University, University of Canberra and the Australian Catholic University. This partnership has been successfully bringing employers and students together through the Tertiary to Work graduate job fair for 12 years. The unique nature of the event provides employers with access to students and graduates from each of Canberra's tertiary institutions on the one day and one venue. The event is widely publicised at each of the universities to ensure maximum attendance by an informed and targeted audience. Our Careers Services staff work hard to understand your recruitment needs and to deliver a student audience to match those needs.

In 2011, over 1600 students attended Tertiary to Work to find out about graduate and vacation openings in a range of occupations and industries. Students value this opportunity to meet with employers to discuss employment options and to learn about new developments in your industry. This event is a wonderful opportunity for you to raise your organisation's profile as a leading employer of students and graduates.

Further information about the course offerings at each university can be accessed from the Tertiary to Work website: www.canberra.edu.au/tertiary-to-work

This brochure contains information you will require to register including all the entitlements of an exhibit booth or space registration.

Two of the major sponsorships for the 2012 event are taken however, other in-kind sponsorships will be considered. Options are noted elsewhere in this brochure but are not limited to what is outlined. Organisations with ideas are encouraged to discuss these with the Event Organiser on (02) 6288 3998.

We look forward to meeting you and assisting you with your recruitment needs in 2012.

The 2012 Tertiary to Work Committee

Gabby Shield, Graduate Recruitment Coordinator
The Australian National University

Judith Zandona, Careers Adviser
Australian Catholic University (ACU National)

Yvonne Soper, Manager, Careers Service
University of Canberra



**SAVE \$\$\$ THE EARLY BIRD RATE APPLIES IF
YOUR REGISTRATION IS RECEIVED BEFORE
31 JANUARY 2012!**

Register now

by printing and faxing back the form
on the back page
OR

Register Online by *clicking here*

IDEAS TO ASSIST YOU WITH YOUR DISPLAY

The Tertiary to Work Committee offer suggestions below that could assist with enhancing the event as a whole and subsequently increase interest in your organisation's booth.

If you propose utilising one of the suggestions below, please let us know so that we might coordinate placement of your booth within the exhibit to ensure you are not competing with another booth offering the same benefit right next door.

- Coffee machine and Barista
- Ice Cream machine
- Fairy floss
- Bottled water
- Snacks

While we do appreciate that these suggestions may not suit all budgets, we do appreciate every effort made by organisations to ensure their booth is decorated tastefully and of interest to everyone attending.

EXHIBIT INCLUSIONS

An exhibit registration provides you with:

- A standard Shell scheme exhibition booth (approximately 3m x 2m) or equivalent display space
- Table and two chairs (extra furniture may be hired at your own cost)
- Lights - two x 150 watt spot lights per stand
- Signage - fascia sign with organisation name
- Power - one general use power point per stand
- Two complimentary registrations for representatives including light lunch and morning tea. **More than two representatives for catering will incur an additional cost of \$30.**
- Inclusion in the Trade Exhibit Passport. An incentive card will be given to all attendees to encourage them to visit booths.
- Acknowledgement in all printed materials and on the website
- Access to 1500-1800 students

New timings for 2012

This year the Expo will open to students at 11am and close at 3pm. Exhibitors will have access to the venue to pack in displays from 9am with the light lunch offered to registered representatives from 12pm. NOTE: Extra lunches will be charged at cost recovery which is \$30 per additional representative.

Exhibitor Passport

► An Exhibit Passport will be prepared for students attending the 2012 Tertiary to Work Graduate Job Fair. The passport will list every participating booth and space holder and students will be encouraged to attend at least 10 booths to have their passport signed or stamped. Completed passports will be placed into a barrel at the entry to the exhibit for a draw at 2.45pm. Exhibitors are offered an opportunity to provide a prize for this Passport. Exhibitors are also encouraged to bring along a stamp to apply to the passports as confirmation of the student visit to their stand.

► While only one major sponsorship opportunity remains for 2012, exhibitors are offered an opportunity to provide "in kind" sponsorships for the event. These might include (but are not exclusive of):

- bottles of water for students
- pens for the handout bags
- writing pads or notes
- novelty items such as stress balls, calculators etc.
- a prize for completed passports

Opportunities are limitless and organisations are encouraged to discuss other ideas for in-kind sponsorship with the Event Organiser, Doreen Culliver on (02) 6288 3998.

► Exhibitors are offered an opportunity to select their booth location by providing three preferred options. No guarantee can be made for selected booths as these may have already been sold but every endeavour will be made to accommodate your organisation's preferences.

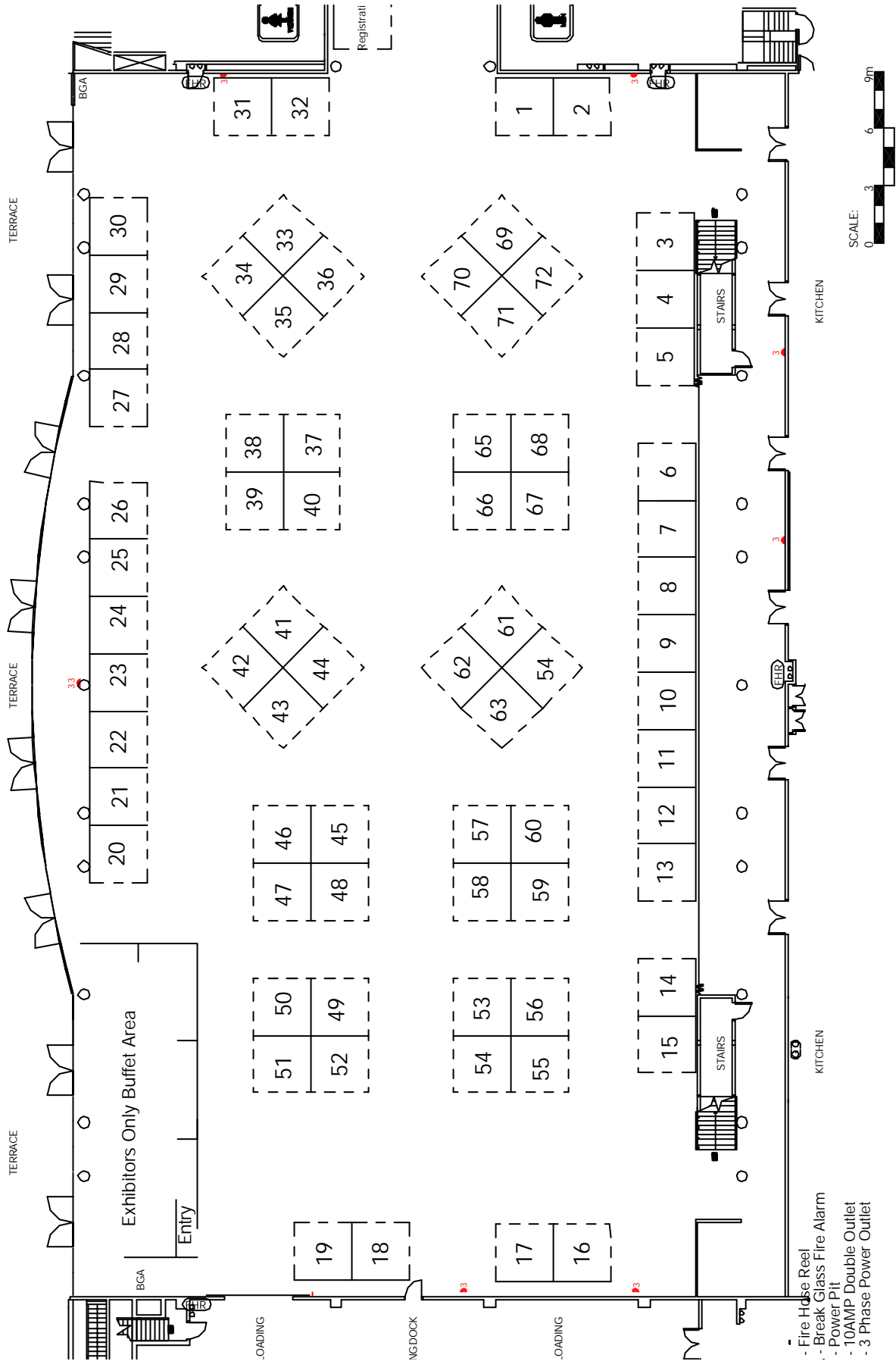
TERMS AND CONDITIONS

1. All sponsorships, exhibition booth and display space sales are accepted at the discretion of the Tertiary to Work Committee and will only be confirmed following receipt of Booking form (hardcopy OR online registration) along with initial deposit. Allocation of stands will be on a 'first-in, first-served' basis.
2. To secure your booking, please complete the registration form and return it together with your deposit as soon as possible OR register online. Every effort will be made to allocate your 1st, 2nd or 3rd choice of booth, but there is no guarantee if those booths have already been sold.
3. Tertiary to Work 2012 Committee reserves the right to vary the quoted prices in accordance with any change to the legislated rate of the GST which is currently 10% and is applicable to all goods and services offered. All prices in this document are inclusive of GST.
4. Security: Exhibitors must make provisions for the safeguarding of their goods, materials, equipment and displays at all times. No liability is accepted by the Tertiary to Work Committee, Conference Manager, the exhibition company, or NCCC for any loss or damage to equipment.
5. Furniture: The exhibition company constructing the trade exhibition booths will forward a furniture catalogue on receipt of deposit by the Conference Manager.
6. Also upon registration, booth and display space exhibitors will be provided with an Instruction pack outlining all the requirements for setup and packdown, delivery details, car parking information, storage details, insurance requirements and other relevant information. A prepared mailing label for deliveries will be included in the pack.
7. **Additional Representatives:** Two representatives are complimentary with the registration of an exhibition booth or space. Additional company representatives are welcome to attend at the cost of \$30 per person cost recovery for a light lunch and morning tea.
8. Tertiary to Work 2012 Committee reserves the right to alter these conditions if warranted due to changed circumstances and with prior notice to the exhibitor. The Committee will have final determination of any display content or arrangements in so far as it may affect the overall presentation and conduct of the exhibition.
9. Payment must accompany all registrations. All applications must be accompanied by a 50% deposit. An invoice for the balance will be issued and final payment must be received by 1 March 2012.
10. The Exhibit company, Tertiary to Work 2012 Committee and the Conference Manager (On Q Conference Support) and the venue (NCCC) shall be indemnified and held harmless in respect of all costs, claims, demands and expenses to which they may be subject as a result of loss, injury, damage arising to any person or equipment during the duration of the exhibition, including set up and dismantle times. Please therefore ensure that your insurance will cover your involvement in this exhibition.
11. Cancellations must be in writing. 50% fee is payable if cancellation is within six weeks of the exhibition. Full fee is payable if less than four week's notice is given.

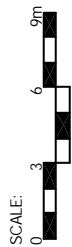


VENUE FLOORPLAN

Please select three options for your preferred location. While we cannot guarantee your preference as the booth may already be sold, we will make every endeavour to accommodate your requested options.



- Fire Hose Reel
- Break Glass Fire Alarm
- Power Pit
- 10AMP Double Outlet
- 3 Phase Power Outlet



BOOKING FORM: Tertiary to Work 2012

Canberra's Graduate Job Fair (All prices quoted include GST)
National Convention Centre Canberra

Friday, 9 March 2012

Organisation _____

Contact person _____

Position _____

Address _____
 _____ State _____ Postcode _____

Telephone _____ Facsimile _____

Email _____

If invoicing details are different from above, please provide this information (name and email):

Requirements:

Exhibition Booth or Display space only \$995 Early Bird (Before 31Jan 2012) \$1180 Full (After 31Jan 2012)

Preferred location: 1. _____ 2. _____ 3. _____ (SELECT FROM FLOOR PLAN ON BACK PAGE)

I would also like to donate a prize for the return of completed passports

Description of prize _____

I would like to take up an in-kind sponsorship opportunity - suggested items might be: Bottles of water, pads, pens, coffee machine

Please list what you would like to sponsor for the event _____

All fees include attendance for two staff members. Please complete the list below with attendance details :

Name of two representatives attending for your organisation	Any Dietary/Disability requirements

Additional Representatives may attend for a fee of \$30 per person (cost recovery charge for a light lunch and morning tea). Please complete the list below with names of additional representatives and costs will be included in your invoice :

Name of any additional representatives attending for your organisation	Any Dietary/Disability requirements

Payment

Enclosed is a cheque/money order for \$ _____ made out to On Q Conference Support, OR

Please debit my Credit Card listed below for \$ _____

VISA MASTERCARD DINERS AMEX

(Please note a 3% bank fee will be charged to Diners/Amex transactions)

Credit card number

Card holders name _____ Expiry date _____

Signature _____ Date _____

OR

By electronic transfer funds (EFT) _____

TO - Bank: CBA Commonwealth Bank of Australia
 Bank Account Number: 1015 3163
 BSB: 062 912
 Account Name: On Q Conference Support



TAX INVOICE

On Q Conference Support
 Principal: Doreen Culliver
 ABN 93 835 779 670

REGISTER ONLINE HERE

OR

Please print and complete this Booking Form and return it to Fax: 02 6161 4719

Agreement:

50% deposit of the total cost is included with my application. I understand this deposit must be received by On Q Conference Support before booking can be confirmed.

Signed: _____

Date: _____

Exhibition space will be confirmed and a tax invoice issued. Exhibitors will be sent a detailed instruction sheet with pack in and pack down details. Where possible, all communications will be by email. We appreciate your cooperation in securing your exhibition space.

Cancellation Policy: 50% fee is payable if cancellation is within six weeks of the exhibition. Full fee is payable if less than four weeks' notice is given.

Please MAIL, EMAIL or FAX completed form to address below:

Conference Manager
 On Q Conference Support
 PO Box 3711
 Weston Creek ACT 2611
 Ph: (02) 6288 3998
 Fax: (02) 6161 4719
 Email:
 info@onqconferences.com.au