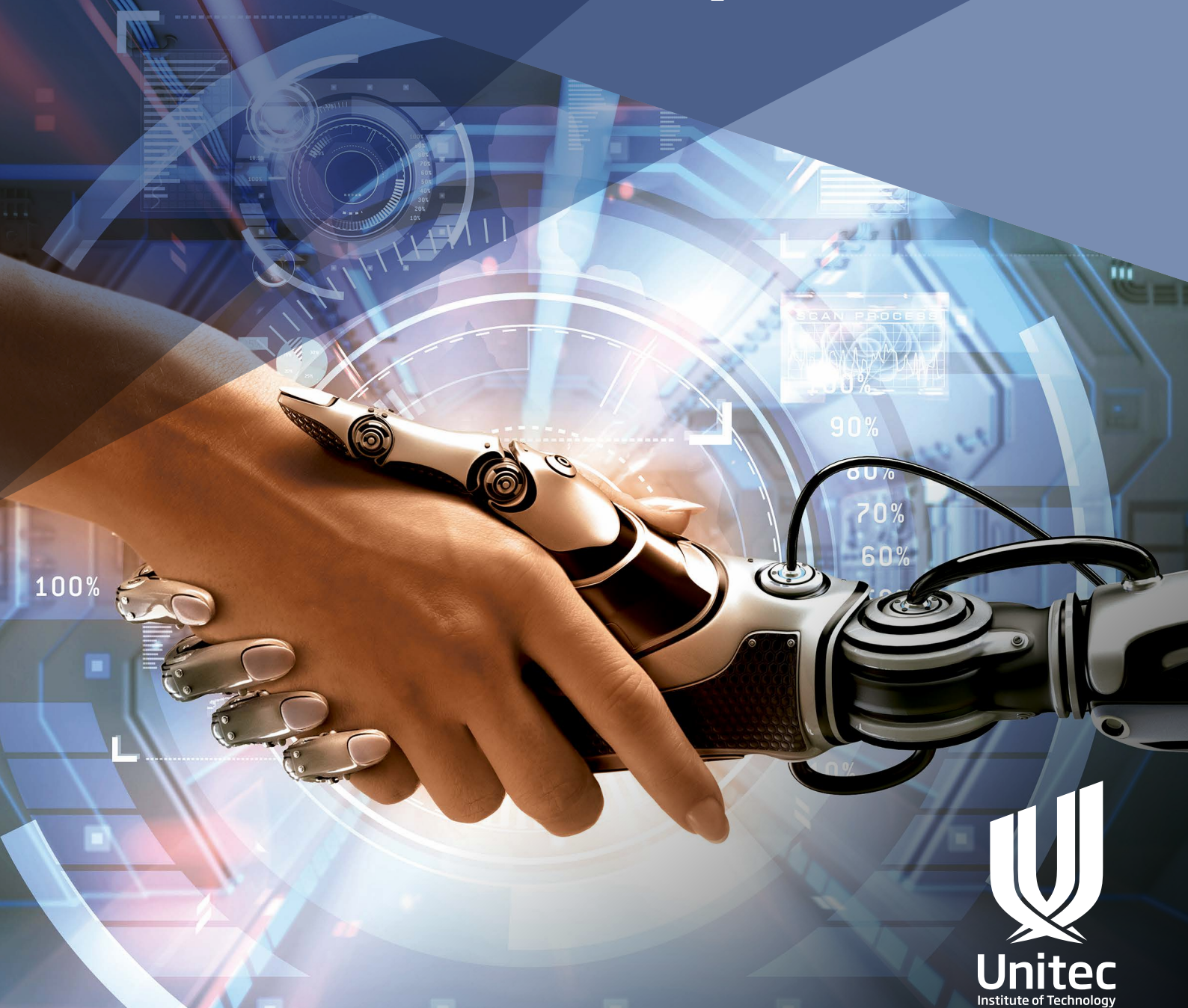


UNITEC CONNECT EVENTS

# Exhibitor Compendium



**Unitec**  
Institute of Technology  
TE WHARE WĀNANGA O WAIRAKA



# Welcome to the Unitec **CONNECT EVENTS** (Career Expo) 2019

This compendium provides helpful information about exhibiting at the Connect Events. We will issue updates, including important health and safety information as we draw nearer to the event.

## CONNECT EVENTS TIMES AND VENUES

Event	Date   Time   Venue
<p>COMPUTING CONNECT</p>	<p><b>Tuesday, 13 August, 10.30 am to 1.30 pm</b>  <b>Bldg 180 (Te Puna)</b>  <b>Unitec Mt Albert Campus</b>                      Exhibitor build - 9.00 am to 10.15am                      Careers Expo open 10.30am                      Pack Down at 1.30 pm</p>
<p>TRADES CONNECT</p>	<p><b>Wednesday, 14 August, 10.30 am to 1.30 pm</b>  <b>Bldg 307 (Mataaho)</b>  <b>Unitec Mt Albert Campus</b>                      Exhibitor build - 9.00 am to 10.15am                      Careers Expo open 10.30am                      Pack Down at 1.30 pm</p>
<p>CONSTRUCTION CONNECT</p>	<p><b>Wednesday, 14 August, 4 to 6 pm</b>  <b>Bldg 180 (Te Puna)</b>  <b>Unitec Mt Albert Campus</b>                      Exhibitor build - 2.30pm to 3.45pm                      Careers Expo open 4.00 pm                      Pack Down at 6 pm</p>
<p>ENGINEERING CONNECT</p>	<p><b>Thursday, 15 August, 4 to 6 pm</b>  <b>Bldg 180 (Te Punda)</b>  <b>Unitec Mt Albert Campus</b>                      Exhibitor build - 2.30pm to 3.45pm                      Careers Expo open 4.00 pm                      Pack Down at 6 pm</p>

## PRE-EVENT PREPARATION

Check your profile on the [Connect Events webpage](#). Our webpage features the logo provided when your stand space was booked.

### STAND SIZE

#### **Pop up Counter Dimensions:**

900 mm x 600 mm with melteca top,  
900 mm.

The space allocated to you measures  
3.6 x 3.6 m square.



### DESIGNING YOUR STAND SPACE

We encourage exhibitors to consider ways to make their stands engaging and interactive.

Such exhibitions attract the most visitors on the day and help to enhance the overall visitor experience.

So it is important to plan your space ahead of time to the return on investment.

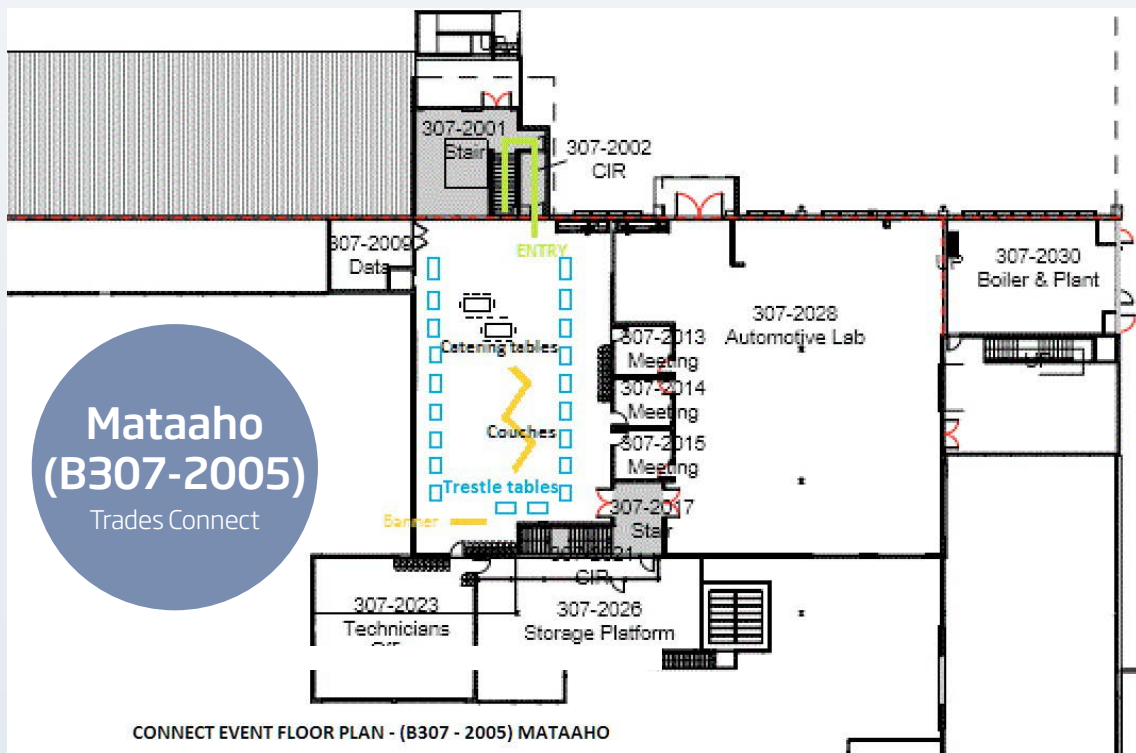
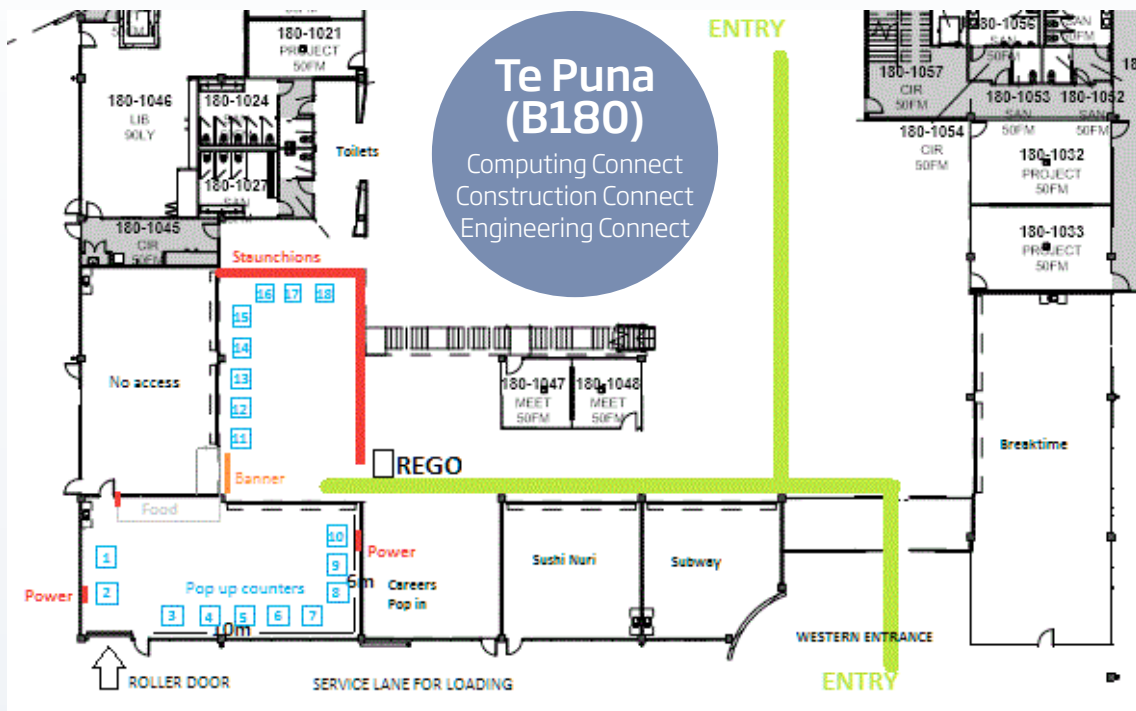
Below are some simple and inexpensive ways to ensure your stand is engaging:

- » Professional banners or signage to display your organisation's name and key messages
- » Vibrant and energetic staff that will reflect your brand well and engage with the audience
- » Computers or tablets to play presentations, videos or photos on a loop
- » Flyers or other promotional material so visitors can take information home to read

While we encourage exciting and interactive displays. We do ask that you keep safety and the consideration of other exhibitors in mind when planning your stand activation.



# FLOOR PLANS



# AT THE EVENT

## SETTING UP YOUR STAND

Set up times for each event are listed at the start of this document. A health and safety briefing will be held in the beginning of the programme.

## STAND UTILITIES

If you indicated in your registration that you require electricity, allocated power stations are indicated in the Floor Plan. You will also be provided with wireless connection and temporary log in to access the connection.

## VENUE FACILITIES

- » **Computing Connect, Engineering Connect and Construction Connect** will be held in **Te Puna** which is the central hub of Unitec staff and students. There are options for food and drink purchases.
- » **Trades Connect** is located in **Mataaho** which is New Zealand's largest open plan trades training facility.

## PARKING

Parking is available, **FREE** of charge.

There are 7 parking spaces in front of Bldg 111 but this is first come-first served. Parking spaces are booked for you at the pay and display area. Please display the notice found on the last page to exempt you from paying.



## SECURITY

Security staff are available throughout the events. However, it is your responsibility to monitor your own stand space during opening times. Unitec takes no responsibility for stand resources or personal belongings.

## INSURANCE

Unitec carries a public liability insurance for the duration of the set up and running of the expo. Unfortunately, this does not extend to exhibitors. Exhibitors are responsible for their own insurance cover, as per the terms and conditions.

## EMERGENCY PROCEDURES

- » Once you arrive at the venue, please familiarise yourself with the **Emergency Procedures**.
- » In the event of fire, please leave the venue immediately by the nearest exit, following instructions of the venue staff. Do not attempt to take personal belongings with you. Please take note of any disabled persons in your area and assist if possible.
- » Do not obstruct any fire exits with display material.
- » Please notify the organiser of any health and safety issues that need addressing at the time of the event.

## YOUR AUDIENCE

This event is targeted to audience within the same discipline. You will be notified on the programmes that the students are studying prior to the expo.

## CHECKLIST

- Ensure you allow sufficient time to set up your stand space
- Check you have everything you need, resources, lighting, internet
- Familiarise yourself with the emergency procedures for that venue

## AFTER THE EXPO

Packing down times are listed at the start of this document. Please **DON'T** pack down until the Expo has ended.

### Key Contacts

For event registration

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On the day

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