



THE UNIVERSITY
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Career Expo 2024

Exhibitor FAQs

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Answers to Frequently Asked Questions:

Q. Who can be expected to attend Career Expo 2024?

Career Expo is a 2-day event to allow Exhibitors to target specific study disciplines. Day 1 will see attendees from STEM-related disciplines such as Engineering, Computer Science and Technology, Mathematics & Science, Architecture and Construction as well as Agricultural, Food and Wine Science. Day 2 will see students and graduates from all other disciplines including Business, Economics, Public Policy, Law, Arts, Humanities, Social Sciences and Health Sciences.

The event is expected to draw approximately 2000+ attendees across both days. While the event is targeted at University of Adelaide students and graduates, it also attracts students and graduates from other institutions such as University of South Australia and Flinders University.

If you are unsure if the student cohort(s) your organisation is trying to target will be among the attendees at this event, please contact the Event Manager for a discussion.

Q. Does an organisation need to have a graduate or internship program to promote in order to exhibit at Career Expo 2024?

While the event aligns with graduate recruitment season, it is not a requirement for organisations to have a graduate or internship program that is open for applications at the time of the event in order to be an Exhibitor.

However, Exhibitors must have genuine early career opportunities, or professional development opportunities, or information and/or services relating to positive graduate employability outcomes to offer event attendees.

Q. How much does it cost to attend Career Expo 2024 as an exhibitor?

A single exhibition booth per day costs between \$1,000 and \$1,500, depending on your choice of booth and furniture package.

Early Bird pricing will apply to all payments made via the University of Adelaide Online Shop before 5.00pm on Friday, 1 December 2023.

For more information on package options and pricing, please see the Career Expo 2024 Pricing Document.

Q. When do exhibitor registrations open and close for Career Expo 2024?

Exhibitor registrations open on Monday 13 November 2023 and close on Friday 26 January 2024. Registration applications received after 26 January 2024 will automatically go on a waitlist.

Q. How does an organisation register to exhibit at Career Expo 2024?

An organisation will need to submit a Registration Application to Career Services to attend the event as an Exhibitor. To submit a Registration Application, you will need to ensure that your organisation has a CareerHub profile. For instructions on how to do this, see the [CareerHub Registration Guide](#).

In preparation for submitting a Registration Application, please read the Exhibitor Terms and Conditions. Within the Registration Application form, you will need to provide the following information:

- Primary Contact for the event (name and contact details)
- Exhibitor Package selections (attendance days and booth/furniture package)
- Exhibitor Name (this is the name of your organisation that will be used on the booth signage and in all marketing and promotional materials)
- Exhibitor Website URL
- Exhibitor Description (this information will appear in the Event app and website)
- Exhibitor Logo
- Target Disciplines and Skills
- Types of Opportunities (Graduate employment, Vacation Program, etc)
- Residency Requirement for potential candidates
- Public Liability Certificate of Currency

Please note that submission of a Registration Application does not guarantee your organisation an Exhibitor spot at the event. The form will be reviewed by Career Services, and the Event Manager will contact your nominated Primary Contact with the outcome of your registration and next steps within 5 business days of submission.

Q. What is included in the exhibitor registration fees for Career Expo 2024?

The standard inclusions in the Exhibitor registration fees are:

- A standard 3m x 1m x 2.5m white-walled booth
- A furniture package of your choice, if applicable
- Power (1 x 5-amp supply power unit)
- Lighting (1 x 120-watt spotlight)
- Professional signage (fascia) with Business name
- Access to the University of Adelaide wi-fi
- Catered morning tea, lunch, and coffee (or hot drink of choice) for 4 representatives
- Promotional listing on the Event app and website (Career Fair Plus)

Q. Can exhibitors choose the location of their booth in the event venue?

No. Career Services reserves the right to determine and designate the location of an Exhibitor's booth in the event venue. Where possible, however, we will do our best to accommodate any requests Exhibitors might have regarding the location of their exhibition booth.

Q. Can exhibitors organise for a custom booth and/or furniture package?

If our standard Exhibitor Package options do not suit your needs, our Event Manager is happy to discuss custom bookings. We cannot guarantee that we will be able to meet your requirements, but we will do our best to accommodate your requests.

If your request for a custom booking is approved, our Event Manager will refer you to our designated supplier, *Adelaide Expo Hire*, to discuss your booth and furniture needs directly with them. Please note that custom bookings for exhibitor space and/or a booth and furniture package will be priced accordingly.

Q. Can an exhibitor use an alternative supplier or contractor for their exhibition booth display or set-up?

Should you wish to use an alternative supplier or have large pieces of equipment, furniture or installations delivered and set-up by an external contractor, please contact our Event Manager for a discussion as soon as possible. Please note that you will need to submit a written request to and receive written approval from the Event Manager at least twenty 20 business days prior to the event.

Alternative suppliers will be required to complete the University of Adelaide [Online Contractor Induction](#) before coming on campus. The Event Manager will require confirmation that the online induction has been completed at least 10 business days prior to the Event.

Q. Can exhibitors deliver marketing collateral to the event venue in advance of the event?

We understand that some Exhibitors might be travelling from interstate to attend Career Expo. As such, we welcome advance delivery of marketing collaterals and/or other event merchandise. The items will be stored in the Career Services office and brought to the Exhibitor's booth on event day by a member of our team.

In early February, an official delivery label will be sent by the Event Manager to your nominated Primary Contact via email. Pre-event deliveries must be received between Monday 4 March and Friday 8 March 2024.

If the delivery window is missed, Exhibitors will have to organise for the items to be brought or delivered directly to the event venue on the day.

Q. How many representatives per exhibitor can attend the event?

Each organisation can have a maximum of four (4) representatives per standard exhibition booth. There must be one representative attending the exhibition booth at all times. Unmanned or static booths will not be accepted.

Q. How should exhibitors ensure their booth is well-attended?

To ensure that your booth is well-attended and you are meeting the right talent:

1. Ensure that the Registration Application includes all required information (Exhibitor name, website, description, logo) for the Event App and Website (Career Fair Plus) to which all attendees will be directed and given access to prior to the event.
2. In the Registration Application, select the right disciplines your organisation is targeting, the right opportunities you have on offer, and the residency requirements of potential candidates. This information will be listed on the Event App and will help to ensure that you are meeting the right students/graduates at the event.
3. Consider uploading a video or promotional reel to your profile in the Event App and Website (this option is available to you in the Registration Application).
4. Consider opting in the extra promotional opportunities – Feature Employer and Student Announcement – available on the Event App and Website (this option is available to you in the Registration Application).
5. Consider uploading a post about your attendance at Career Expo 2024 via your organisation's social media platforms in advance of the event with the hashtag #JoACareerExpo.

Q. What are the payment terms and options for Career Expo 2024?

Once an organisation's Registration Application has been accepted, the nominated Primary Contact will receive an Acceptance of Registration email from the Event Manager which will include a payment link to the University of Adelaide Online Shop.

Payment must be made by credit or debit card via the Online Shop within 14 calendar days of the payment link being issued/received, or the University reserves the right to cancel the organisation's registration and withdraw the offer of an Exhibitor spot.

Should you wish to organise an alternative payment arrangement, please contact the Event Manager for a discussion.

Q. What is the event's cancellation and refund policy for exhibitors?

Notice of cancellations must be submitted to the Event Manager in writing via email to industry@adelaide.edu.au:

- **Full refund:** Exhibitors who submit a notice of cancellation before 5:00 PM (ACDT) on Friday 26 January 2024 will receive a full refund of their registration fees.
- **Partial refund:** Exhibitors who submit a notice of cancellation after 5:00 PM on Friday 26 January 2024 but before 5:00 PM (ACDT) on Friday 9 February 2024 will receive a 50% refund of their registration fees.
- **No refund:** Exhibitors who submit a notice of cancellation after 5:00 PM (ACDT) on Friday 9 February 2024 will not receive a refund of their registration fees at all. This includes changing your registration attendance days from two days to a single day.