

# TERTIARY TO WORK

Friday 26th March 2010

1 – 5 pm

Canberra's Graduate Job Fair  
National Convention Centre  
31 Constitution Avenue  
Canberra, ACT 2606

[www.canberra.edu.au/tertiary-to-work](http://www.canberra.edu.au/tertiary-to-work)

Hosted by:

Australian Catholic University  
The Australian National University  
The University of Canberra



Chartered  
Accountants

NUMBER ONE IN NUMBERS

**KPMG**

**EXPOSE YOURSELF**  
TO THE GRADUATE JOB MARKET

## You're invited .....

The annual Tertiary to Work Graduate Job Fair showcases local, national and international employment opportunities to students and graduates of the Canberra region's tertiary institutions.

**Tertiary to Work 2010** will be held from 1-5pm on Friday, 26 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 and scholarship opportunities, to the students and recent graduates of the **Australian Catholic University (ACU), The Australian National University (ANU) and University of Canberra (UC).**

In previous years the event has been attended by up to 2000 students, drawing from a potential pool of over 25,000 studying in a wide-variety of fields at these tertiary institutions. These students will be seeking employment in a range of occupations and industries based locally, nationally and internationally. 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 details about the event including links to the course offerings of individual institutions can be accessed from the Tertiary to Work website: [www.canberra.edu.au/tertiary-to-work](http://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 2010 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, Doreen Culliver on (02) 6288 3998.

We look forward to meeting you and assisting you with your recruitment needs in 2010.

### **The 2010 Tertiary to Work Committee**

Gabby Shield, Graduate Recruitment Coordinator  
The Australian National University

Maria Hegarty, Careers Adviser  
Australian Catholic University (ACU National)

Jennie Collins, Industry Liaison Officer  
University of Canberra

## Again in 2010!

► An Exhibit Passport will be prepared for students attending the 2010 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 4.45pm. 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 2010, 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.

## TERTIARY TO WORK

[www.canberra.edu.au/tertiary-to-work](http://www.canberra.edu.au/tertiary-to-work)

For more information please contact:

The Exhibition Organiser  
On Q Conference Support  
PO Box 3711, Weston ACT 2611  
Telephone: + 61 (2) 6288 3998  
Facsimile: + 61 (2) 6161 4719  
Email: [info@onqconferences.com.au](mailto:info@onqconferences.com.au)



## 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 afternoon tea
- 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 an expected 1500 students

### 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.

**SAVE \$\$\$ .... THE EARLY BIRD RATE APPLIES IF  
YOUR REGISTRATION IS RECEIVED BEFORE**

**31 JANUARY 2010!**

***Register now***

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

OR

**Register Online Here**

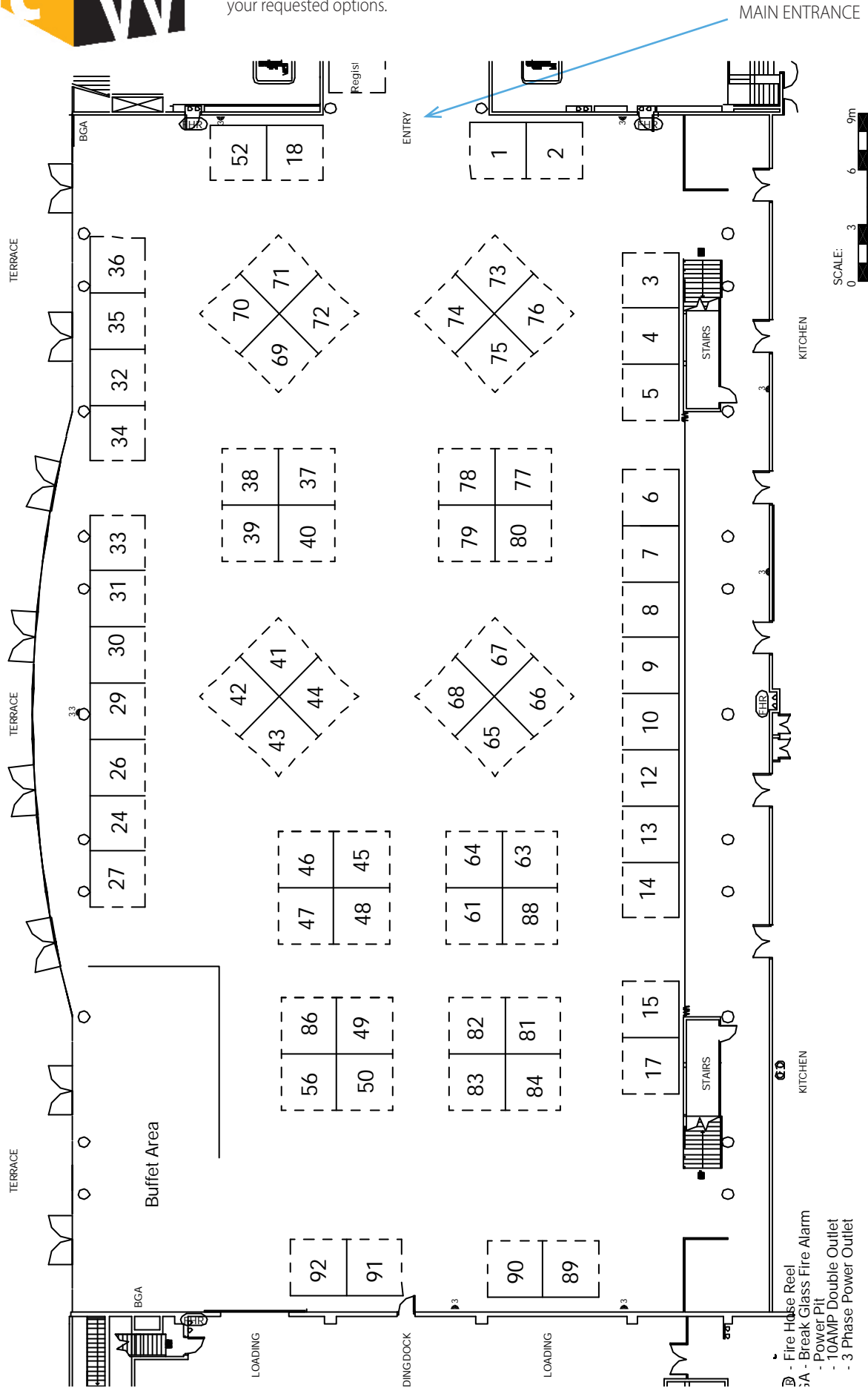
## Terms and Conditions

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 2010 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 \$50 per person to cover overheads, light lunch and afternoon tea.
8. Tertiary to Work 2010 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 2010.
10. The Exhibit company, Tertiary to Work 2010 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.



# BOOKING FORM: Tertiary to Work 2010

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

Friday, 26 March 2010

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 \$950 Early Bird (Before 31 Jan 2010) \$1100 Full (After 31 Jan 2010)  
 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

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 \$50 per person (includes light lunch and afternoon 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

[CLICK HERE TO REGISTER ONLINE](#)

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 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



## **TERTIARY TO WORK**

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