



TARANAKI CAREERS & TRAINING EXPO

Information Handbook

TSB Stadium, New Plymouth
11 – 12 August 2024

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Welcome

The Taranaki Careers Expo Trust are thrilled to extend a warm welcome to the 2024 Taranaki Careers & Training Expo.

Thank you for choosing this event to market your products and services. We look forward to working with you to ensure it is a great success.

The Taranaki Careers & Training Expo will bring your products and services directly to your target audience – attracting thousands of school students, the youth and general visitors of Taranaki over 2 days.

To help you make the most of your attendance at the expo, this handbook offers advice and information about all aspects of your participation as an exhibitor. You will find included some exhibiting hot tips as well as important event and venue details with which we recommend you familiarise yourself with.

Please take the time to read this handbook and save it to your device of choice, so that all the information you need is at hand to ensure we all have an enjoyable and successful weekend. If you have any questions, please don't hesitate to contact us.

We look forward to working with you!

Organisers' Contact Details

The Taranaki Careers & Training Expo is managed by:

Taranaki Careers Expo Trust Board
C/- WITT
20 Bell Street
New Plymouth 4342

Enquiries in the lead-up to the event please contact:

Natalie Bull
Expo Coordinator
Mob: 022 499 7017
Email: taranakicareersexpo@gmail.com

Warwick Foy
Trust Chair
Mob: 027 339 3257
Email: taranakicareersexpo@gmail.com

Venue Enquiries

Briana Dolan
TSB Stadium
New Plymouth District Council
Ph: 06 759 6060
Mobile: 027 676 7259
Email: Briana.Dolan@npdc.govt.nz

Physical Address of Venue

TSB Stadium
1 Rogan Street
Welbourn
New Plymouth

Staff will be available on-site to assist you with any queries to ensure this is a successful experience for you and your organisation. Just look for their Taranaki Careers & Training Expo Lanyards. Committee members will also identify themselves as they make personal visits to each exhibitor over the 2 days.

Expo Hours & Access Times

Saturday 10 August 2024 - Exhibitors Pack-In

From 10.00am	Please report to Information Desk upon arrival for a Site Induction
5pm	Access ends - Stadium doors close

Sunday 11 August 2024

8am	Exhibitor access – Pack-in for late Exhibitors
10am	Doors open to public
3pm	Venue closed to public and power turned off
3.15pm	Exhibitor Social Networking Event on the Mezzanine Floor of the TSB Stadium

Monday 12 August 2024

8am	Exhibitor access
8.40am	Doors open – schools come through
3pm	Doors close – Exhibitors Pack Out
5pm	Venue locked and power turned off

If you require access to the building outside these times, please contact:

Briana Dolan

TSB Stadium
New Plymouth District Council
Ph: 06 759 6060
Mobile: 027 676 7259
Email: briana.dolan@npdc.govt.nz

Pack-In

On arrival, please check in at the Information Desk in the Stadium foyer to complete a compulsory Site Induction.

Exhibitor pack-in time is Saturday 10th August, 10.00am - 5.00pm. Please ensure all personnel are wearing covered shoes during pack-in for Health and Safety purposes.

Please note: There is no delivery of products accepted prior to mid-morning on Friday 9th August 2024.

All props that require entry via the large roller door at the rear corner of the stadium must be inside the stadium by 6pm on Friday 9th August 2024 as the roller door will be closed from this time to allow exhibitors in that area time to set up their stands.

No helium balloons are allowed on site as these can activate the TSB Stadium fire alarm.

To ensure you are ready for the public, please have your stand ready by **10am on Sunday 11th and 8.40am on Monday 12th**

Power

Please note that power will be supplied to all stands and will be turned off overnight. Ensure that all computers etc are turned off when you leave your stand for the day. Please see one of the expo organising staff if you have anything that needs to be refrigerated overnight. **All electrical equipment MUST be tagged and tested to comply with the Health and Safety at Work Act 2015, otherwise you will not be able to use it on your stand.**

Parking

Free car parking is available with easy access to the venue. Parking will be managed by Maori Wardens over the 2 days.

Parking within yellow lines or in 'No Parking' spaces is not permitted.

Pack-Out

Please pack-out within the following times:

Monday 12 August 2024 3:00pm – 5:00pm

Please be prepared to stay until 3.00pm Monday 12th August as this is the advertised closing time of the expo. We do appreciate that some exhibitors may need to pack up early due to flights etc; please consider leaving some brochures at your booth so the public will still be able to find out about your service and make contact.

Health and Safety policy prohibits the movement of vehicles in the venue until all visitors have left. All items and displays must be removed during the allocated pack-out times. The venue and organisers take no responsibility for any items left after these times or left unattended during pack-out.

Please leave your stand in a clean and tidy condition. You will be responsible for the appropriate disposal of all rubbish from your stand. The stadium will be cleaned in the evening; however, they will not enter your individual stand for any cleaning.

Exhibitor Stands

Stand flooring

The main exhibition hall will be covered with black plastic sheeting. However, care must still be taken as the surface underneath is a professional sports floor and can still be damaged by heavy / dragged objects. Please be especially careful with trolley wheels.

Dark grey carpet tiles are available on request if required at additional cost.

Stand walls

All inside stands will have three walls, except for those that are on corners or at end of rows, which will have two walls – leaving two sides open. Each booth is 3m x 2m in size and black in colour. The stand walls are velcro receptive (**you will require the hook side of velcro dots or strips to attach objects to the walls**).

Please note: Tape, nails or staples may not be used. Pins may be used on the top of the partitions only to allow hanging of promotional material. If in doubt, please check with us first.

General Stand Information

It is recommended that your stand is not left unattended throughout the expo. However, we do realise that this may not always be possible for some exhibitors. We recommend at least two staff per stand to allow for coffee and comfort breaks.

Please ensure your stand is kept in a clean and tidy condition at all times.

Your stand is to be set up within the allocated dimensions.

Each booth will include:

- 1 x 5amp power outlet multi box – If you require an extension cord please let us know prior to the event, so one can be set up as part of your booth.
- 2 x Chairs
- 1 x 1.8m Trestle Table

This allocation multiplies with several booths unless you have advised otherwise, although it is easy enough to take away a chair or table if it is surplus to requirement.

If you require additional accessories, please contact the Expo Organiser.

Internet

The TSB Stadium has WiFi available and this will be provided to you at no extra cost.

Demonstrations

We encourage exhibitors to engage with visitors and to have interactive booths or run demonstrations in the free centre space within your allocated area. Competitions are always a favourite with school students and provide great interaction, and encourage exhibitors to engage with the students. Space usage and noise levels will be closely monitored. Please be considerate to other stall holders when demonstrating your product.

Equipment Hire

TSH Audio and Video will attend to any video, TV, monitor needs you may have. Call Neil Penno on (06) 753 4792 or Mobile 021 474 210 and make your arrangements. Their email address is neil@tsh.co.nz. They are open on Saturday but you need to make contact before Saturday 10th. It is important that you make your requirements very clear and confirm your needs with them to avoid any misunderstandings.

Secondary Schools

Secondary schools will be rostered throughout Monday 12th August by the bus load. We expect in excess of 3000 Secondary school students throughout the day. A schedule of school's arrival times will be provided to you at the venue. Students will be encouraged to engage and interact with exhibitors; again competitions will certainly help with this.

We recommended to the schools that the Expo is most suited to Year 10 and above, however it is at each school's discretion.

Health and Safety

It is the exhibitor's responsibility to ensure compliance with all Occupational Health and Safety regulations. Our health and safety plan is available on request.

Covid-19

There are currently no Covid-19 restrictions in place, however we will respond accordingly to any NZ Government advice should the need arise.

Hand sanitiser will be available at the main entrance to the TSB Stadium.

If you are feeling unwell, please let us know and arrange alternative cover if possible.

Waste / Rubbish

The TSB Stadium is a Zero Waste Venue. Please see below for a list of their expectations and also attached for further information.

WHAT EXHIBITORS NEED TO DO

Please separate all waste and help us achieve the goal of being a Zero Waste Venue.

Please read the separate NPDC Vendor Guide for more detailed information, and a list of local suppliers who can provide appropriate serveware and packaging.

PLASTIC WRAP:

The TSB Stadium venue staff have plastic wrap bags available.

Please ensure that only clean, clear plastic wrap is put into these bags.

ALL CARDBOARD:

The venue has a cardboard bin at the rear of the venue.

Please crush all cardboard boxes and place into one of these bins.

Once the bin is full, you will find a space inside the venue where remaining boxes can be stacked once broken down.

OTHER RECYCLABLE PLASTICS: YELLOW LID

The venue has provided Yellow lid wheelie bins for other recyclables including plastic drink bottles.

Please check recycling triangle on bottom of item first – this needs to be either a 1, 2, or 5 – and all lids must be removed.

COMPOSTABLE ITEMS: GREEN LID

All food waste, wood, and HOME COMPOSTABLE items to go into wheelie bins with a Green Lid.

GENERAL WASTE: RED LID

Please think twice before just throwing in everything to the landfill bins.

Only put things into the general waste bin if it cannot be recycled or composted.

If you have any rubbish that does not fall within the above categories (e.g. glass, polystyrene), please alert venue staff during pack in. If you do not make arrangements with the venue to dispose of this appropriately, you will be required to remove it following the event, and will be charged for any rubbish left behind.

If you are unsure of what type of rubbish you have, or which bin to put it in – please ask the venue staff! We are all well versed in sorting waste and will do our best to keep as much rubbish out of landfill as possible.

During the event, we will also have waste stations manned by volunteers who can assist vendors if unsure about where to dispose of waste.

General Information

Event Details

The Taranaki Careers & Training Expo 2024 will be held at the TSB Stadium, 1 Rogan Street, New Plymouth on 11 and 12 August 2024. Expo opening hours to the public will be as follows:

Sunday 11 August	10:00am – 3:00pm
Monday 12 August	8:40am – 3:00pm

Free Admission for the general public

Exhibitor/Name Tags

Please wear your organisation name tags if you have them. This will ensure you will be identified by the TSB Stadium staff and Expo Committee members.

Venue

1. A cafeteria will be available to the public in the stadium foyer.
2. Exhibitors will have access to a separate Exhibitor Lounge area on the mezzanine level, where continuous tea, coffee and nibbles will be available. All exhibitors are requested to wear name tags clearly identifying them (and their organisation) to enable access to the Exhibitors lounge & café upstairs. Ensure you leave this area clean and tidy and use the rubbish bins supplied.
3. On arrival, you will be required to undertake a Site Induction. Please familiarise yourself with the TSB Stadium rules and regulations regarding the stadium floor and note the emergency exits and assembly point.
4. Event staff will be on hand for the duration of pack-in and pack-out as well as during the expo to help with any questions you may have. The Information Desk will be staffed at all times and should be your first port of call for any queries or emergencies.
5. At all times you will be expected to protect all floors, walls and doors during pack in, installation and removal of all displays, exhibits, equipment etc.
6. All deliveries to the expo must arrive no earlier than Friday 9th, mid-morning, which means you may need to schedule your pick up on Tuesday 6th August to arrive in time.

NB: If you courier any equipment or resources to the venue, please quote your **Organisation name and Attn: Careers Expo**, to arrive no earlier than Friday midday due to lack of storage and security.

7. Power will be supplied to all booths. Should exhibitors require extension cords please request these from the Expo Coordinator. Each booth will be supplied with 5amp, single phase power. Any additional power requirements **must be requested** before Friday 9 August 2024. A cost for additional power may apply.

Exhibitor Social Event

This is your reward for a hard days' work!!

Sunday 11 August: From 3.15pm

This will be held in the Mezzanine Floor of the TSB Stadium.

This is an opportunity to meet other exhibitors, principals, sponsors, career advisors, counsellors etc while you have a well-deserved drink and nibbles.

Liability

Your insurers should be advised to extend your cover, including public liability for the expo. Individual exhibitors will be liable for any damage or loss that they may cause to the venue, stand structure and / or goods or property of the TSB Stadium, or any other exhibitor, individual or company.



Taranaki Careers & Training Expo 2024

You are invited to our

SOCIAL EVENT

Time: 3:15pm
Date: Sunday 11th August
Venue: Mezzanine Floor of the TSB Stadium

Don't miss this opportunity for exhibitors, School principals, guidance staff, sponsors, committee members and local dignitaries to get together.

We look forward to seeing you all there

**** RSVP**

Please email Natalie Bull, Expo Coordinator, by Friday 9th August 2024, if you are able to attend, to help with catering purposes taranakicareersexpo@gmail.com
Vegetarian and gluten free will be catered for.



TARANAKI CAREERS & TRAINING EXPO TRUST

Would like to thank the following sponsors for their continued support.

