EXHIBITOR MANUAL

2012 CAREERS EXPO

Tuesday 6 March
1.30 pm to 4.30 pm
Royal Exhibition Building,
Carlton Gardens, Melbourne
Hello, and welcome to the RMIT 2012 Careers Expo Exhibitor Manual.

We’ve compiled information about the event and venue, so that you have a smooth and successful experience at the RMIT Careers Expo.

The heritage-listed Royal Exhibition Building requires us to abide by a few rules and regulations, which you’ll find listed in section two. Information listed in the red boxes is taken directly from the Royal Exhibition Building’s manual, available in full on the RMIT Careers Expo website at www.rmit.edu.au/careers/careersexpo.

Please complete the relevant form/s in section three, and return them by the deadlines listed on pages 6 and 8.

One last thing—please advertise your available graduate positions on eJobs before the event at www.ejobs.rmit.edu.au/employers. Instructions are on the RMIT Careers Expo website, for your convenience.

Please do not hesitate to contact us if you have any questions. We look forward to working with you.

Warm regards,

Janice Robinson
Student and Graduate Employment Coordinator,
Event Operations Manager
RMIT Career Development and Employment
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SECTION ONE
contact information and exhibitor timetable

ORGANISER CONTACT LIST

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Royal Exhibition Building
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Security
Steve McRae
Managing Director, ISG International
mobile: 0422 430 024

Electrical Tagging
Nigel Derricks, Victoria/Tasmania State Manager,
Oz Tag Testing Service
mobile: 0411 193 613

EXHIBITOR TIMETABLE

Exhibitor move in
11.30 am—12.30 pm

Exhibitor lunch
12.30—1.15 pm

Exhibition opens
1.30 pm

Exhibition closes
4:30 pm

Exhibition move out
4.30—5.30 pm
SECTION TWO
venue information

This section contains information from the Royal Exhibition Building's Licensee’s Manual (May 2011). Please browse through this document, so that you understand what’s required of you before and on the day of the Expo.

In short, this section summarises the venue's rules and regulations, which were developed to ensure the highest level of safety for everyone in the building, and to protect this world-heritage listed property.

If you have any questions about any items listed in this section of the manual, please contact Event Operations Manager Janice Robinson.

Getting to the Careers Expo

About the venue

The Royal Exhibition Building is ideal for large public or trade exhibitions and prestigious major events. Adjoining Melbourne’s CBD, this venue enjoys an unrivalled history of serving Australia’s international exhibition and event industry for over 125 years.

Location

The Royal Exhibition Building is located in the Carlton Gardens, between Rathdowne Street and Nicholson Street, and is adjacent to Melbourne Museum.

The street address is 9 Nicholson St, Carlton 3053. Please see page 10 for the venue location map.

Public transport

**Tram:** take the number 86 or 96, and get off at the corner of Nicholson and Gertrude streets. The City Circle tram stops at the corner of Victoria and Nicholson streets.

**Train:** the nearest station is Parliament, corner of Spring and Bourke streets, a 10-minute walk from the venue.

**Bus:** routes 250, 251, 253, and 402 all stop on Rathdowne Street.

**Taxi:** drop-off zones are located on Nicholson and Rathdowne streets.

Parking for exhibitors

Royal Exhibition Building venue management advises that no parking is available on the premises.

Parking spots are provided at the Melbourne Museum car park (enter via Nicholson Street).

Paking is strictly prohibited in any unauthorised area, including but not limited to:

- venue doors or steps
- loading docks
- precinct lawns and gardens
- precinct gates (swing, cantilever and boom)
- pedestrian walkways
- entrances to Carlton Gardens

Please ensure that valuables are not left unattended in your vehicle.

Disabled access for exhibitors and visitors

Disabled parking is available at the Melbourne Museum underground car park.

If you require special arrangements for disabled parking in the Southern Drive car park on Rathdowne Street, please speak with the Event Operations Manager prior to the event.

Move in and move out

Bringing and removing your items

Please deliver items to the venue between 9 am and 11 am on the day of the Expo.

Exhibitors not attending the University of Melbourne Expo on 7 March need to remove all items from their stand by 5.30 pm. Those attending both expos may leave their goods overnight on 6 March.

Where to park during move in/out

Parking is available at no charge for event-related personnel in the Southern Drive. You can access Southern Drive via the loading dock at Nicholson St (Gate 2).

After dropping your items at the loading dock you will be directed to parking area by a parking attendant. No parking is permitted in the loading dock.

Vehicles are not permitted in the building to load or unload display items.
Audio/visual
If you are playing presentations or videos, check the volume level so that it doesn’t affect exhibitors around you.

Balloons
Balloons are not permitted within the building—helium or regular.

Banners
If you wish to hang banners at the Expo, please speak with Event Operations Manager Janice Robinson.

Candles/naked flame
Candles and other types of naked flame are not permitted within the building.

Combustible materials
If you are using decorative and display fabrics (e.g. curtains, drapes and other cloth materials), please spray them with approved fire retardant. You can place an order for fire retardant using the Application for speciality products form (p. 9).

You can use Eastern Forecourt, located at the Nicholson St entrance during move in/out, free of charge. If you use Eastern Forecourt during event hours, you will incur a venue hire charge.

During move in/out, a loading dock controller will manage vehicle and pedestrian movement.

Occupational health and safety
During move in/out, please follow these regulations:
» No children under the age of 16 are allowed in the venue.
» Wear closed-toed footwear during move in and move out, and during the hire period.

For more information about occupational health and safety during the event, please refer to page 8.

Planning your display stand

Adhesives and tapes
If you wish to use adhesive tape, complete the Application for specialty products form (p. 9). You can purchase double-sided tape and gaffer tape.

Check out the Royal Exhibition Building’s rules and regulations about adhesives and tapes below.

Adhesives, glues, unapproved tapes, nails, screws, staples and other fixing materials are strictly prohibited and must not be used on any part of the venue (internal or external), the venue’s fixtures and fittings or the venue’s equipment.

Approved tape is permitted for use on the floor only. All approved tape must be removed from the surface area of the floor prior to the expiration of the hire period. Any tape, tape residue, paint or stains left on the floors will be removed and will incur charges.

Dangerous materials
If you would like to bring or display goods classified under the Dangerous Goods Act 1985 or the Hazardous Substances Regulations 1999, please write to us at least 90 days before the commencement of the hire period, specifying type and quantity.

You must also submit:
» a current MSDS (Material Safety Data Sheet) from the manufacturer/supplier for every substance classified under the Dangerous Goods Act or Hazardous Substances Regulations.

» a Risk Management Plan in accordance with the ‘Health and Hazard Information’, ‘Precautions for Use’ and ‘Safe Handling Procedures’ as provided in the current MSDS.

Combustible materials such as cardboard need to be stored in a manner that minimises fire risk.

The use of readily flammable material in displays, such as crepe paper, corrugated cardboard, straw or PVC sheet (except on floors as a protective membrane) is strictly prohibited without the prior approval of venue management.
Display stand size and positioning
Before finalising your stand, check that your display items and equipment:

» are completely within your stand and do not obstruct the aisle. All aisles must be at least three metres wide, and clear of furniture, accessories and displays.

» do not exceed the height of the stand walls. The Royal Exhibition Building advises that:

Display stands over the standard height of 2.4m must be approved by venue management no less than thirty (30) days prior to the hire period.

Floor protection
Royal Exhibition Building Venue Management advises that:

Exhibitors must ensure that the venue’s timber floor is protected from potential damage at all times. Ground Floor and Gallery weigh loadings must be strictly adhered to at all times.

Please be aware, the exhibitor will be liable for any costs associated with damage to flooring.

Before putting display items or equipment on the floor, please make sure that there are no rough or sharp surfaces or edges.

Alternatively, please use rubber covers on the legs of chairs and tables, or a protective covering such as carpet, to protect the wooden floor from scratches and other damage.

Please lay a plastic membrane on the floor before installing, using or adding the following items to your displays:

» water features, including but not limited to fountains, ponds, pools and spas

» plants that require watering

» paint, including but not limited to airbrushing, spray painting or brush/roller painting

» catering/event operations incorporating wet areas, including but not limited to dishwashing and ice containers

» timber, wood chips, mulch, bark, soil, sawdust and other materials that may carry contaminants or insects such as termites.

Food and beverage
If you would like to sell or give away food or drinks from your stands, including samples, please complete the Application to sell, sample or give away food or non-alcoholic beverage form on page 7.

The Royal Exhibition Building retains exclusive rights for the sale of food and beverage at all events. Food and alcohol is not permitted to be sold, given away or sampled without prior venue management approval.

Venue management will approve requests to give away confectionary if it is pre-wrapped by the original manufacturer.

If your requests to sell or give away food or drinks are approved, you must obtain a temporary food handling permit from the City of Melbourne Health Services Department.

Alcohol is strictly prohibited from being brought on site.

On the day
Identification
Please use your own name and company badges at the Expo.

Toilets
Two toilet blocks with male, female and disabled toilets are located in the south-east and south-west corners of the Great Hall.

Phones
There are no public phones located in the venue. The nearest public payphone is located in the Melbourne Museum foyer (opening hours 10 am–5 pm).

Safety
Occupational health and safety (OHS)
Please follow the following OHS and site safety regulations at the venue at all times:

» wear Appropriate Personal Protective Equipment (PPE) that meets Australian standards

» Our appointed OHS officer will monitor the use of PPE during the event.

» do not possess or consume alcohol or drugs of addiction. If you are found under the influence of alcohol or drugs of addiction, you will not be permitted to commence or continue work.

Please refer to page 6 for occupational health and safety regulations during move in/out.
For more information, take part in the site safety induction program. This includes a review of venue OHS policies and procedures, and heritage-related regulations. The induction will take place prior to the luncheon. For more information, speak with the Event Operations Manager.

Emergency evacuation

The Royal Exhibition Building is equipped with an emergency evacuation system, which consists of alarm tones and an automatic door release system.

In the unlikely event of an emergency, alarm tones (‘alert’ or ‘evacuation’) may be broadcast through the public address system, accompanied by announcements.

If a building evacuation occurs, you will be directed to an assembly point. (Refer to the Emergency plan, p. 13.)

Emergency exit doors will disengage under the following circumstances:

» an activated fire sprinkler head
» an activated Break Glass Alarm (BGA).

In these circumstances, the Metropolitan Fire Brigade will attend the building.

Note: the Royal Exhibition Building and Museum Victoria accepts no responsibility for any losses or damages, financial or otherwise, resulting from an emergency evacuation.

Fire cabinets

Fire cabinets are located throughout the building and contain one or more of the following items:

» fire hydrant
» fire hose and reel
» fire extinguisher
» fire blanket
» Red Break Glass Alarm (BGA)

Please use fire cabinet equipment for emergency purposes only. All fire cabinets must be kept clear and accessible at all times.

Locations of fire cabinets are detailed in the Emergency plan (p. 12).

Smoking

Venue management reserves the right to:

» refuse entry to any person smoking
» remove any person found smoking in the venue
» close down an event if breaches of smoking policy continue to occur.

First aid

If there is an accident or emergency, please contact a security guard or the Organiser’s Office immediately.

The First Aid room is located at the north-east corner of the venue. See Emergency plan, page 13.

Security

A roaming security guard will be present during move in and move out, and throughout the Expo.

Exhibitor property

Although Royal Exhibition Venue Management will take the utmost care with security arrangements, venue management and RMIT Careers and Employment accept no responsibility for loss or damage to your equipment or property whilst on site at the Expo. RMIT has employed ISG International to look after security at the event (see page 1 for contact details).

During move in/out, RMIT will not take any responsibility for items that are delivered to the venue in your absence.

Offensive or explicit material

If you see potentially offensive or explicit display material/activity, please report it to the Event Operations Manager as soon as possible.

Electrical compliance

Please secure electrical cabling by either taping or covering the cables with a cable tray. Only venue-approved tape may be used on the floor. For more information, refer to Adhesives and tapes (p. 6).

All electrical equipment, including appliances, leads and power boards, brought to the building must be tested and tagged with current labels. Any equipment found without current labels must be removed from the building immediately. No double adaptors are permitted.

Mobile plant equipment

The following mobile plant equipment are permitted for use at the venue:

» ladder/steps—use of all ladders above 2m within the venue require prior approval from venue management.
» pallet jack—only venue-approved pallet jacks are permitted for use inside the building.

Please wear safety vests during contractor build (move in) and dismantle (move out), and wherever mobile plant equipment is operating within the venue’s precinct.

Weight loading restrictions apply on the ground floor. For more information, speak with the Event Operations Manager.

Trolleys are permitted inside the building to transfer goods. Trolleys must be fitted with rubber wheels and protective rubber corners. Venue approved trolleys are authorised for use on both gallery and ground levels.
SECTION THREE
Forms—compulsory

If you would like to sell, sample or give away confectionary, food or non-alcoholic beverage, please complete this form and return it before the date below.

<table>
<thead>
<tr>
<th>Compulsory form</th>
<th>Deadline date for return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application to sell, sample or giveaway confectionary,</td>
<td>01/02/2012</td>
</tr>
<tr>
<td>food or non-alcoholic beverage</td>
<td></td>
</tr>
</tbody>
</table>
Application to Sell, Sample or Giveaway Food or Non – Alcoholic Beverage

Please email the completed form to rebapplications@museum.vic.gov.au or fax (03) 9270 5013 – thirty days prior to event.

Please call the Royal Exhibition Building on (03) 9270 5006 to confirm receipt of this application.

Event: ____________________________ Event Date/s: ____________________________ Stand Number: ______

Applicants Business Name: ____________________________________________________________

Applicants Business Address: __________________________________________________________ Postcode: ______

Contact: ___________________________________ Position: ________________________________

Phone: ___________________________ Mobile: ___________________________ Fax: ________________

Email: ____________________________________________________________

Main purpose of the business: __________________________________________________________

Is the application for food / beverage (non-alcoholic) to be: (please tick)

Sold

Any food or beverage (non-alcoholic) sold for consumption at the event is strictly prohibited. Venue approved sale of food or beverage (non-alcoholic) must be stand relevant (i.e. in accordance with the normal trading of the business of the Applicant). Food or beverage (non-alcoholic) purchased at the Royal Exhibition Building must not be opened or consumed within the venue.

Sampled

Portions must be of tasting size only. (In most instances; 30g food / 30ml beverage (non-alcoholic). Venue approved sampling of food or beverage (non-alcoholic) must be stand relevant (i.e. in accordance with the normal trading of the business of the Applicant). All samples must be given free of charge.

Giveaway

Giveaway food and beverage products must be of sample size only (see above); they must be pre-packaged and clearly labelled.

Service Specification

Type of food or beverage: (please tick)

[ ] Hot [ ] Cold [ ] Packaged [ ] Unpackaged

Please specify the full range of food or beverage proposed:

_____________________________________________________________________________________

I hereby declare that I will accept all responsibility under the Food Act as the proprietor of this stall

Signature (Authorised Agent) ____________________________ Date __________________________

If unpackaged food or beverage is to be given away, openly stored, displayed or handled, the following facilities may need to be provided –

- Hand basin with hot and cold water and soap
- Separate sink with hot and cold water for washing serving implements or utensils
- Washable impervious floor, i.e. vinyl or plastic sheeting
- Refrigerated display and / or storage cabinet for perishable items
- Sample must be offered in a manner as to avoid being handled by the public

Exhibitors must also contact the City of Melbourne Health Services Department to obtain the Temporary Food Handling Guidelines and receive “Confirmation of Application Lodgement”, during office hours on (03) 9658 8815/ 8831.

Written venue approval is also subject to receipt of the “Confirmation of Application Lodgement”.

<table>
<thead>
<tr>
<th>Venue Use Only</th>
<th>Approved</th>
<th>Permit No.</th>
<th>Not Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Contacted</td>
<td>Date</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>


## SECTION THREE
### Forms—optional

If you would like to apply for a specialty product, please complete this form and return it before the date listed below.

<table>
<thead>
<tr>
<th>Optional form</th>
<th>Deadline date for return</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for speciality products</td>
<td>01/02/2012</td>
</tr>
</tbody>
</table>
Application for Specialty Products

Please email the completed form to rebapplications@museum.vic.gov.au or fax (03) 9270 5013 – thirty days prior to event.

Please call the Royal Exhibition Building on (03) 9270 5006 to confirm receipt of this application.

Event: ___________________________ Event Date/s: ___________________ Stand Number: ______

Applicants Business Name: _______________________________________________________

Applicants Business Address: ____________________________________________________ Postcode: ______

Contact: __________________________________ Position: __________________________

Phone: ___________________________ Mobile: __________________________ Fax: ______________

Email: ___________________________ Date Required: _____________________________

Signature (Authorised Agent): __________________________________ Date: ____________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST (inc GST)</th>
<th>QTY</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Sided Tape</td>
<td>$30.00 / roll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenacious Gaffer Tape (Black, Tan or Blue)</td>
<td>$30.00 / roll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flameguard Fire Retardant 750ml</td>
<td>$38.50 / bottle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety vest</td>
<td>$18.70 each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas Bottle</td>
<td>$75.00 / bottle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL

All items must be fully paid by credit card prior to the supply of the product/s. A Tax Invoice will be forwarded upon request within 14 days of the purchase. The supply of items at the venue is limited. The forwarding of this form does not guarantee the provision of the requested item.

Please debit my: Bankcard MasterCard Visa (Please circle)

Expiry Date: ___________________________ NB: AMEX & DINERS not accepted
Cardholder Name: ______________________ Authorised Signature: ____________________ Date:

Venue Use Only Approved Permit No. Not Approved
Applicant Contacted Date Staff
SECTION FOUR
Venue map and procedures

For more information about the venue, please see Getting to the Careers Expo, p. 2.
Loading dock procedures

1. Contractor Security is to be in attendance at all times during move in and move out.
2. There must be clear access to all Royal Exhibition Building Doors for safety and evacuation procedures.
3. All contractors must wear safety vests, safety foot wear and company identification
4. All contractors and exhibitors must adhere to Security Instructions at all times.
5. All Royal Exhibition Building Lifts are not allowed inside the Royal Exhibition Building during move in or move out.
6. allergic to allergens, hay fever or asthma should be avoided.
7. All vehicles must not remain in the loading dock for longer than 15 minutes, unless given permission by security.

For more information about the loading dock, please see Move in and move out, pp. 2 – 3.
Emergency plan

For more information about the emergency procedures, please see Emergency evacuation, p. 5.