CAPRICORN MEGA CAREERS EXPO 2023

CQUniversity AUSTRALIA

ADVANCE ROCKHAMPTON

Rockhampton Regional Council

Workforce Australia
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ROCKHAMPTON MANUFACTURING HUB

CAPRICORN MEGA CAREERS EXPO 2023

Join us for this year's Capricorn MEGA Careers Expo

We are proud to continue to support our community this year by hosting the Capricorn MEGA Careers Expo. A free event that supports high school students and job seekers of all ages to discover exciting careers and study pathways that can shape their future. This event will bring a broad range of exhibitors including tertiary education institutes, apprenticeship and traineeship providers, resource and civil construction organisations and an array of local businesses.

We hope you can join us for this valuable community event!

Key event details

Expo date & time	Thursday 18 May | 9am to 2pm
Location	CQUniversity Sports Centre | CQUniversity Rockhampton North Campus, Bruce Highway
Audience	• High school students, jobseekers and general public invited to attend • 750 year 10 – 12 students from across 13 local high school attended in 2022
Cost	Free to exhibitors & event participants
Event contact	Skye Calvert 4930 9398 studentrecruitment@cqu.edu.au

Why be an exhibitor?

Complimentary buses for all local high schools will be arranged, providing guaranteed attendees. In addition, we have partnered with Workforce Australia to increase participation from the general public, that is actively seeking employment. This event is your opportunity to join 80+ exhibitors for a chance to showcase your organisation and engage with over 1000 job seekers from around the Rockhampton and Capricorn Coast.

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Exhibitor booth

With a simple and efficient event layout, we can provide this expo to you at no cost.

Your exhibitor booth will include:

- 1.8m trestle table
- 2 x chairs
- Tablecloth (Upon request)

Any additional equipment or requirements for your booth needs to be supplied by you. You will need to ensure you let the event coordinator know of any additional equipment when completing the exhibitor registration form. To make your booth more visually appealing, please bring pull-up banners, signage, etc.

If you require power to your booth, please indicate this in your registration. Powered booths are limited and not guaranteed; however, we will try our best to accommodate the needs of all exhibitors.

Exhibitors are required to provide their own hand sanitiser and disinfectant cleaning equipment for their sites and must ensure any high contact equipment is regularly sanitized.

Bump in	Wednesday 17 May | Access from 2pm to 4pm Thursday 18 May | Access from 7am to 8.30am An event brief will be sent out before the event, please refer to that brief to obtain your booth number. All booths must be set up at least 15 minutes before the event starts.
Bump out	Thursday 18 May | Access from 2pm to 4pm As per our Terms & Conditions stands cannot be packed up before 2pm.
Extra event information	Ideally, no school groups will be scheduled between 12pm to 1pm, allowing all exhibitors a chance to have a lunch break. However, in some cases, this may be unavoidable. Rockhampton Manufacturing Hub will be providing pizzas for exhibitor lunches. Additionally, there will be food vans in attendance. As per our Event Terms and Conditions, exhibitors are liable for any damage to the sports centre floor. There will be carpet squares available should you require them. **Please note, stilettos/high heels are not permitted.**

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Registration

Registrations are open and will close COB Wednesday 10, May 2023 or once exhibitor capacity has been reached, whichever comes first. To make sure your business doesn't miss out, we would encourage you to register as soon as possible.

To register your organisation and join us for the upcoming Capricorn MEGA Careers Expo, please complete the registration form.

Please note this event was very popular last year so make sure you get your registration in as quickly, so you don't miss out.

Public liability insurance

To confirm you as an exhibitor, you must hold Public Liability Insurance for an amount not less than twenty million dollars ($20,000,000).

Please ensure a copy of your PLI is submitted when completing the exhibitor registration form. Alternatively, you can email a copy to studentrecruitment@cqu.edu.au.

Food and beverage

Multiple food vans will be available for the duration of the event for food and beverage purchases.

Rockhampton Manufacturing Hub will be supplying a pizza lunch for exhibitors and there will be access to a complimentary water station on the day.

Promotion

Capricorn MEGA Careers Expo will be promoted in local media, local school newsletters, and on all sponsor's socials.

Future opportunities

At CQUniversity, we are continuously engaging with high schools in Rockhampton and Capricorn Coast. We understand the value work experience can provide students in deciding on a career pathway and know this can be a challenge for our schools to facilitate. If your organisation is interested in providing work experience opportunities, please email Skye Calvert at s.calvert@cqu.edu.au to be connected.

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Event Terms and Conditions

CQUniversity deals with your personal information in accordance with law including the Information Privacy Act 2009.

1. **REGISTRATIONS**
   Registrations to exhibit the expo will close on 10 May 2023 unless exhibitor capacity has been reached.

2. **EXHIBITORS**
   The Exhibitor agrees to staff and continually keep its stand open throughout the course of the Expo. No packing up of stands permitted prior to 2pm on Thursday 18 May 2023.

3. **REGULATIONS**
   Exhibitors shall comply with all State and Commonwealth regulations and legal requirements as well as any rules of the venue.

4. **INDEMNITY BY THE TRADER**
   The exhibitor indemnifies CQUniversity against claims by any person in respect of injury, death or loss of or damage to any property, resulting from or in any way connected to the exhibitor.

5. **PUBLIC LIABILITY INSURANCE**
   Before commencing the services the exhibitor must have public liability insurance for an amount not less than twenty million dollars ($20,000,000). The insurance policy must cover the exhibitor's liability to CQUniversity for loss of or damage to property and death or injury to any person. The exhibitor must maintain such insurance for the duration of the event and produce evidence of insurance to CQUniversity if requested.

6. **ELECTRICTY AND POWER REQUIREMENTS**
   The use of electricity and electrical equipment at the event must comply with the provisions of the Electrical Safety Act 2002 and Electrical Safety Regulations 2013. Sign-off from a qualified electrician that electrical equipment meets these requirements will need to be obtained. You must ensure that: all electrical equipment is tested and tagged and has no sign of damage or safety issues.

7. **DIRECTION BY CQUNIVERSITY**
   Site placement and layout of the event is at the sole discretion of CQUniversity. Exhibitors must comply with any reasonable direction by a CQUniversity Officer with regard to safety, the movement and parking of vehicles and conduct while interacting with public and other exhibitors. Exhibitors must comply with workplace health and safety standards at all times. CQUniversity does not guarantee event visitor numbers or the level of commercial activity at an event.

8. **SECURITY**
   Security will not be on site at the event and CQUniversity shall not be liable for loss or damage to product/stock and/or equipment.

9. **COMPETITIONS**
   No exhibitor may conduct or permit to be conducted any lottery, raffle, guessing competition, game of chance or sideshow, during the Capricorn Careers Expo without the prior approval of the organiser. Exhibitors must comply with the licensing requirements of the Queensland Office of Gaming Regulations.

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10. DAMAGE
The exhibitor shall be liable for any damage to walls and floors of the CQUniversity Sports Centre in which the expo is located and the exhibitor agrees not to make any alterations or additions in or to the space or any part thereof nor to cut, maim, injure or deface nor to suffer to be cut, maimed, injured or defaced, any of the walls, floors, ceilings or timbers thereof without the consent in writing of the organiser, first had and obtained.

COVID-19 TERMS & CONDITIONS

CQUniversity will follow any Government recommendations, legislation, and public health directives to minimise risk to staff, exhibitors and attendees at the time of the event if required.

1. Exhibitors agree to abide by all physical distancing and Queensland Health protocols.
2. Exhibitors agree to follow the instructions of event staff at all times.

GENERAL HEALTH, SAFETY AND WELLBEING

1. SMOKING
CQUniversity is a smoke-free campus. Smoking is prohibited on the campus grounds. If you wish to smoke, you must leave the CQUniversity campus.

2. HOUSE KEEPING
It is the exhibitor's responsibility to ensure the cleanliness of their own site. It is also the exhibitor's responsibility to ensure that all general rubbish and litter is cleared from their site.

3. ENCLOSED FOOTWEAR
All exhibitors onsite are required to wear enclosed footwear. Stilettos/high heel shoes are not permitted.

4. HARASSMENT
CQUniversity aims to provide an environment which protects staff, contractors, exhibitors and attendees from bullying, harassment, inappropriate behaviour and discrimination. There will be ZERO tolerance to this behaviour and offenders will be asked to leave. If you witness any of the above, please report to event staff.

5. PLANT AND EQUIPMENT
Exhibitors operating plant and equipment have a duty of care to ensure that all plant and equipment is supplied, maintained and operated in a manner that ensures the health and safety of all persons at the Expo. Operators of plant and equipment must hold all relevant and current licences. Operators must be mindful of damage to flooring, paths and grass. CQUniversity will not be liable for any damage occurred.

6. TROLLEYS
Trolleys are not permitted in the venue whilst the expo is open to the public. Goods must be hand carried to the Exhibitor's stand whilst the expo is open to the public. Restocking of goods using trolleys must be done before the expo opens each day or after closing.