



MIDLANDS
CAREER EXPO
OPPORTUNITIES ON YOUR DOORSTEP

Exhibitor Welcome Pack

SATURDAY 23RD MARCH 2019



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Welcome to Midlands Career Expo 2019!

We are delighted to be hosting the inaugural Midlands Career Expo on Saturday 23rd March 2019.

It's only 1 week away until the Expo starts and below we have some important details for your attention.

Plan Your Stand Space

Each stand space comes with electricity (1 Plug Socket), a 1.82m x .76m table, 2 chairs and there will be free WiFi throughout the area for exhibitors. The back of your stand will not be visible as it will be either against a wall or back-to-back with another exhibition stand. Your stand should be free-standing as fixing to the walls is prohibited.

Stand dimensions - 1.8m x 2.7m

This is your unique exhibition space. You may choose to implement exciting and wonderful methods to engage attendees with your business and stand out from the crowd.

We want you to do brilliantly - YOUR success is OUR success

Your Stand's Backdrop is 'Event-Critical'

If you do not have your own backdrop to your 1.8m x 2.7m stand space, those visiting your company stand will be, most likely, viewing the electrical cabling, a metal stand frame / blank back of pull-ups or a blank white wall.

Please be certain to plan your 'background' today, as first impressions count.

Event Information

Venue

Irish Manufacturing Research AM Lab, National Science Park, Dublin Road, Mullingar, Co. Westmeath, N91 TX80

Exhibition Set-up

SET UP ON FRIDAY 22ND MARCH

You can enter the building between **15:30 - 17:00**. Although the venue will be locked, there is NO overnight security guard at the venue on the night of 22nd March so please remove anything valuable from your stand in the unlikely event there is a break-in or similar.



SET UP ON SATURDAY 23RD MARCH

Entry from 08:30. ALL Exhibitors MUST be checked in and have finished setting-up their stand by 09:45. Other team members may of course join you later, but it's essential your stand is ready and your main representative has checked-in by this time. There is no storage available at the venue. Exhibitors should ensure that all packaging materials are offloaded back to their vehicles before 09:30 on the morning of the event.

BREAKDOWN

You can start to tear down your stall after 5pm. Breaking down early leaves huge holes in our show, and harms all exhibitors and our event plus delegate experience.

Car Parking

There is car parking on site at the National Science Park. Car parking attendants will be present and will direct you on the day of the event.

Event Team Registration

Please register your 2 members of staff who will be working on your stand at the event as an 'exhibitor'. This will mean they get the appropriate 'exhibitor' lanyard and have uninterrupted access.

Book you and your colleagues today: <https://midlandscareerexpo.ie/team-registration/>

Exhibitor Badges

These will be available for collection at the registration area from 08:30 on Saturday 23rd March. All Exhibitors must register in reception before proceeding to their stand. Having exhibitor badges with your name makes for a more personal experience when meeting attendees. You also need your badge for access to restricted areas (for lunch, etc).

Register your exhibitors online here: <https://midlandscareerexpo.ie/team-registration/>

Refreshments

A light lunch will be provided to all exhibitors and tea and coffee is available throughout the day.

Remember to register any dietary requirements on our Event Team Online Registration form: <https://midlandscareerexpo.ie/team-registration/>

Stand Details

Each stand space comes with electricity (1 Plug Socket), a 1.8m x .76m table, and 2 chairs.

Stand dimensions - 1.8m x 2.7m

Wifi

There is wifi available and the code will be available on the day.



Payment of Invoices

Invoices must be paid in full by Friday 22nd March to ensure admission to the Expo.

Open to Attendees

The exhibition will be open to visitors from 10:00 – 17:00 on Saturday 23rd March.

Floor Plan

A floor plan will be available the week of the event.