

Rotorua

# Careers Expo

# Business and Organisation Information Pack

Wednesday 15 May, 2024  
9am - 3pm  
Energy Events Centre  
Queen's Drive, Rotorua



# Nau Mai, Haere Mai!



Welcome to the Careers Expo Exhibitor Information Pack!

Thank you for your interest in being a part of our upcoming Careers Expo. **This pack contains everything you need to know to get involved and make a difference in the lives of young individuals and those seeking career changes.**

**Our aim is simple:** to showcase opportunities, educational paths, and career options, empowering attendees to make informed decisions about their futures. Feedback shows that both attendees and exhibitors benefit from this event, and **we couldn't do it without you!**

Thousands of eager individuals will be looking to connect with you and explore the opportunities you offer. Your participation is crucial in shaping the future of career planning for our community.

Feel free to reach out if you have any pātai. If you're ready to get started, secure your spot today by clicking the link provided here: <https://rotoruaexpo.co.nz/business-local-organisation/> or continue to read for more info.

**Thank you for your support and commitment to the Careers Expo! We look forward to seeing you in May 2024!**

## Meet the Trust

We are thrilled to **introduce** you to the dedicated members of the **Rotorua Careers Expo Trust**. As a small team comprised mainly of new trustees, we are passionate about continuing the legacy of positive impact that the Rotorua Careers Expo has had on our community.

At our core, we pride ourselves on being a community-based initiative that is responsive to the needs of our rohe. We believe in the power of collaboration and are excited to work alongside you this year to create an even more successful event.

We look forward to meeting you and working together to empower individuals in their career journeys.

### **Rotorua Careers Expo Trust**

Renee Paul  
Cecile Whelan  
Felicity Jansonius- Bidois  
Geno Stok



# Why you should come along!

Are you looking to make an impact in the lives of our community and promoting your mahi or organisation?

**The Rotorua Careers Expo is the perfect platform for you!**

**Here's why you should join us:**

- 1. Highlight Your Business and Employment Opportunities:** Showcase the diverse range of job options available within your organisation and inspire the next generation to consider your opportunities. From entry-level positions to specialised roles, demonstrate the potential for career growth and development in your industry.
- 2. Assist Career Exploration and Pathways:** Offer guidance and support to individuals exploring new career paths or considering a transition in their professional journey. Your insights and advice may help them navigate their options effectively. Your presence makes a difference for our community!
- 3. Showcase Your Community Organisation:** Do you have volunteer opportunities that you would like to promote? An amazing service that you would like to highlight to the community? Come along and connect about who you are and what you offer. Volunteer opportunities are an amazing way to build skills and experiences that employers value so promote them!

**How we will support you:**

- 1. Effective Promotion:** Feature on our website and socials. Increase your visibility and attract more attendees to your stand.
- 2. Enjoy the Convenient Venue and Free Parking:** Benefit from our convenient venue with plenty of free parking. Accessing the event is easy!
- 3. All-Inclusive Registration:** Simplify your Expo experience with all-inclusive registration. Your small fee hireage covers everything you need, from velcro wall panels to free WiFi and power supply.
- 4. Flexible Stand Options:** Choose from various stand sizes to suit your needs, with the option to purchase additional stands if required. Customise your presence at the Expo according to your preferences.

Don't miss out on this opportunity to connect with eager participants, showcase your offerings, and shape the career trajectories of individuals in our community.

**Join us at the Careers Expo and make a real difference!**



## Exhibitor Feedback

*We are a not-for-profit always looking for more volunteers and we promote this to rangatahi as a way to build their CV or uni application. It's a win-win for us to attend!*

*Our business needs more keen apprentices so the Expo is a great place for us to recruit and think about succession planning. Making face to face connections helps us to connect better with the community and promote our opportunities*

# Your Display

## Interactive

**Exhibitors, get ready to captivate our audience at the Careers Expo!** We encourage interactive displays that excite and inspire participants about their future pathways. Remember, most attendees are taiohi who may not initiate conversations, so **stand out with fun, engaging activities**. Whether it's a game, demo, or hands-on experience, let creativity flow! If your display is large or noisy, inform us beforehand for proper accommodations.

**Let's make this Expo unforgettable!**



## Logistics

### Set-up times:

- Set up is available between **3:30pm and 6:30pm on Tues 14 May**.
- Additional set-up time is from **7am to 8am on Wed 15 May**.
- Please ensure you are ready to go by 8:30am
- Karakia will take place at 8.45am before doors open at 9am.

### Event hours:

- The event runs from **9am until 3pm**.
- We kindly ask all exhibitors to **stay until the end of the event** to maximize engagement and networking opportunities.

### Assistance:

- Our team will be on hand to assist you and direct you to your designated area.

## Registration & Cost

Ready to register then please head to our website:  
<https://rotoruaexpo.co.nz/business-local-organisation/>

### Business/ Employers/ Not-for-Profit/ Community Organisations

#### Choose From the Options Below:

**Option 1** \$75.00 (3.6 width x 2.4 depth x 2.3 height)

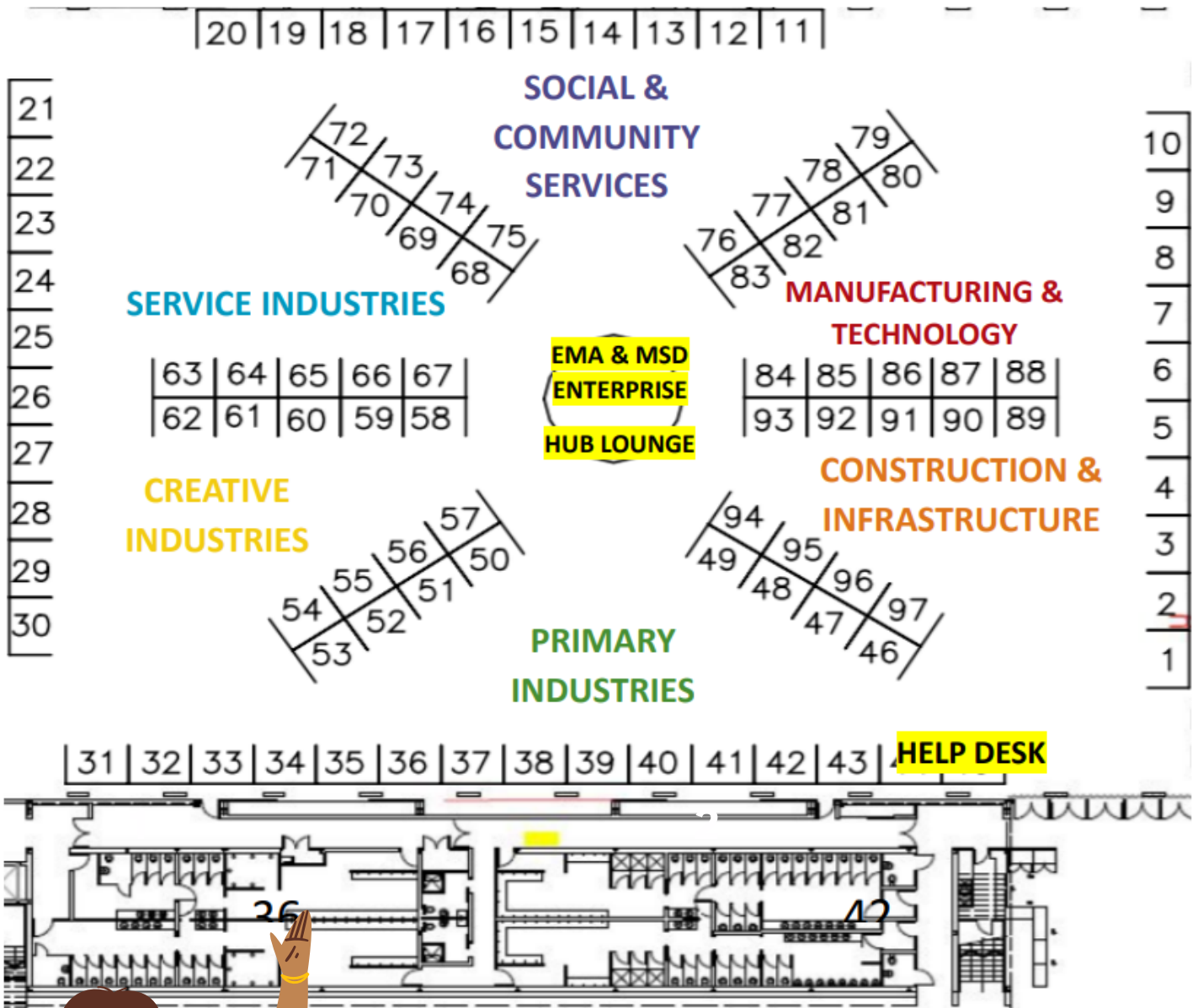
**Option 2** \$150.00 (4.8 width x 2.4 depth x 2.3 height)

**Option 3** \$295.00 (7.2 width x 2.4 depth x 2.3 height)

Let us know if you require something else and we will be happy to accommodate your request!



# Expo Layout Example



## Vocational Pathway Alignment

Our proposed Expo layout reflects the Vocational Pathway Programme that is embedded in the national curriculum. Vocational Pathways show what learning the real-world values by aligning standards that can be achieved through NCEA with six broad industry groupings.

These should be identifiable to taiohi and allows them to explore specific pathways that reflect their interests and ambitions.



## Business and Community Focus

Businesses and community organisations will be placed throughout the Expo where you best align in terms of Vocational Pathways.



# Terms & Conditions

**Space:** Upon allocation of space by the organiser, the Exhibitor will be responsible for the erection, dismantling and removal of the display at his/her own cost, and to a standard acceptable to the organiser. The exhibitor shall provide a site identification sign.

**Use:** The exhibitor will use the space for the purpose stated in the application contract and will not sublet or assign the space without the permission of the organiser. Any site fee paid by the exhibitor will not be refunded.

**Set up information and hours of access:** Set up for exhibitors times and dates are: 3.30-6.30pm on Tuesday 14 May, 2024 and/or 7.00-8.00am on Wednesday 15 May, 2024. No display can be dismantled prior to the closing of the exhibition without the organisers' agreement. Breakdown of the site ONLY after 3pm. Exhibitor space must be cleared between 3pm and 5pm.

**Rental:** The site fee shall be paid in full in advance in any event no later than Friday 26 April, 2024.

**Refreshments:** The committee supplies tea & coffee (free to exhibitors only). There is a kiosk available for refreshments for extra staff at your cost. It is a condition of the venue hire that only food purchased on-site may be eaten on the premises.

**Any other matters:** If there is anything else on which you need clarification, please get in touch with us as soon as possible so we can do our best to meet your needs.

**Nuisance:** The organiser may prohibit any advertising, noise, or sale or distribution of any product or matter if the organiser considers it to be an obstruction, nuisance or annoyance.

**Lighting & Electrical:** The exhibitor shall pay for additional power and the cost of special electrical work. No Electrical work shall be installed without the permission of the organiser and/or venue and without any authorities required by statute or by-law. Exhibitors need to provide their own extension leads. Free Wi-Fi is available throughout the venue.

**Dangerous Goods:** No explosives or flammables shall be brought into the building without prior written consent of the organiser.

**Damages:** The building and partitions must, at the completion of the exhibition, be in the same condition as they were at the beginning. Exhibitors shall not damage the buildings, fences, grassed or other surfaced areas and in particular:

- must not mark or nail any floor, walls
- must not bring into the building or place on the floor anything which exceeds the floor loading allowed by the owner
- if the Exhibitor causes damage to the building or partitions he shall reinstate them to their original condition. The organiser may elect, at the exhibitors cost, to reinstate any damage.

**Machinery:** All moving parts of machinery forming part of the stand or exhibit shall be securely fenced and comply with the appropriate legal requirements.

**Stands Risk:** All stands and exhibits are at the risk of the Exhibitor. The Exhibitor indemnifies the organiser and owners of the building against all losses, damages, claims and liability of any kind, including loss, damage or destruction of property, breach of contract, injury, negligence, abuse or wilful misconduct on the part of any party, made against or suffered by them or each of them in any way directly or indirectly relating to the stand of an Exhibitor or any action of the exhibitor its servants or agents.

**Cancellation/Postponement:** The organiser shall not be liable for the cancellation/postponement or early termination of the exhibition or loss or damages suffered by the exhibitor. If stand cancellation is received more than 30 days prior to the event, the registration fee already paid will be refunded, less a 25% administration fee. If stand cancellation is received within 30 days of the event, no refund will be given.

**Non payment of fees:** If for any reason the Exhibitor does not make full payment by the due date the organiser may re-let the site without being liable to repay any moneys already paid.

**Rules:**

- The organiser reserves the right to waive, add to, or amend these conditions in any particular case in order to ensure the best possible arrangements for all concerned.
- Exhibitors must seek prior approval from the Rotorua Career Expo Trust before organising any on site media involvement outside the pre-organised media sponsors.
- The organiser shall not be responsible for any loss or damage sustained by the Exhibitor resulting from such action.
- The organiser shall not be responsible for any loss or damage sustained by the exhibitor as a result of delay in opening of the exhibition, or by interruption to the exhibition.

Thank you for choosing the 2024 Rotorua Careers Expo

**Please contact us if you have any questions: [kiaora@rotoruaexpo.co.nz](mailto:kiaora@rotoruaexpo.co.nz)**