



# WESTERN VICTORIAN CAREERS EXPO 2020

Contacts:  
Careers Expo Project Officer  
Annie Mintern 0419 300 405  
info@wimmeracareerexpo.com

Event Venue Managers  
Wimmera Events Centre  
(03) 53 847 210



9.30am - 2.00pm **Tuesday June 23<sup>rd</sup>**

## General Exhibitor Site Registration Form

Organisation/Business Name: \_\_\_\_\_

Briefly describe your core business/activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Postal Address: \_\_\_\_\_ P/C: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Web Address\*: \_\_\_\_\_

\* If provided, we will link your website to your business listing on the 'Exhibitors List' posted on the Careers Expo website.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Careers Expo communications will be via email – please contact us if you wish to make other arrangements.

**NB: Only complete the General Exhibitor OR Try-A-Trade Registration Form as suited.**



**General Exhibitor Site Required** ..... (please tick)

**Site Requests, if any.** eg. Alongside another exhibiting organisation/industry (requests considered but not guaranteed):

**Site Size**  3m x 3m (approx. - all with power) **\$150.00 per site**  
or  Alternative size required (please specify - **site charge will vary**) \_\_\_\_\_

*NOTE: Exhibitor Sites will include carpet backed dividers/partitions, 1 x trestle table and 2 x chairs.  
Please provide own extension cords/power boards and all other relevant material as required.  
Wireless broadband (BYO) is accessible at the Careers Expo site.*

**Payment Options:** **SITE COST \$150.00 (no GST)** for standard 3x3m site

**YES**  I require a Tax Invoice to enable payment to be processed (Invoices will be emailed)

**CHEQUE:** Please make cheques payable to 'Wimmera & Southern Mallee Careers Association'.

**DIRECT DEPOSIT:** Bendigo Bank BSB No: 633 000 Acc. No. 1210 94205  
Please quote invoice number & business name in reference - Email remittance to info@wimmeracareerexpo.com

**PLEASE NOTE - YOUR SITE BOOKING WILL NOT BE CONFIRMED UNTIL PAYMENT IS RECEIVED.**



## Delivery of Seminar Presentation ..... (please tick)

Seminars will run on the half hour, from 10.30am and finish at 1.00pm - max. duration 25mins ea.

Title of Seminar/Presentation: \_\_\_\_\_

Brief Description: \_\_\_\_\_

- NB:
- ~ Data Projector, Laptop & Screen will be provided in each seminar room, however if you would prefer to bring your own laptop, please do so.
  - ~ Please ensure you bring your digital presentation for your seminar on USB stick.
  - ~ No audio due to open plan seminar rooms (divider walls only) and noise considerations.



## Program Advertising and Sponsorship

This year we are again planning to produce a Program for students and visitors to the expo. This will include exhibitor listings, industry listings, site maps, photo's and advertisements provided by exhibitors. The program will be an A5 glossy publication and will be distributed to schools and amongst the Western Victorian community.

Please tick the box if you would like more information about being a part of the Western Victorian Careers Expo Program: (please tick)



## Industry Listings

Please tick up to 3 industry sectors which apply to your exhibitor site. These lists will be available to students and the general public in the Western Victorian Careers Expo Program and at the information desk.

- |                                |                          |
|--------------------------------|--------------------------|
| Accounting & Legal Services    | Employment & Training    |
| Agriculture                    | Engineering              |
| Apprenticeships & Traineeships | Equine                   |
| Arts                           | Food Industry            |
| Automotive                     | Gardening & Landscaping  |
| Aviation                       | Healthcare               |
| Beauty/Hairdressing            | Hospitality Management   |
| Building & Construction        | Media & Communications   |
| Business                       | Sports & Recreation      |
| Child Services                 | Tertiary                 |
| Community Services             | Travel                   |
| Conservation & Land Management | University Accommodation |
| Design                         | Volunteer Services       |
| Disability Services            | Other (please specify)   |
| Emergency Services             | _____                    |

Please return this form to:

**Careers Expo  
PO Box 950  
Horsham Vic 3402**

**or Email: [info@wimmeracareerexpo.com](mailto:info@wimmeracareerexpo.com)**

Please keep a copy of this form for future reference.

- **Site Set up times:** Monday 22<sup>nd</sup> June : 9.30am-5.30pm & Tuesday 23<sup>rd</sup> June : 7.30am-9.00am  
(Strictly no vehicles to be moving on site after 9am on Tuesday 25<sup>th</sup>)
- **Site Pack-up time:** From 2.00pm on Tuesday 23<sup>rd</sup> June

[www.wimmeracareerexpo.com](http://www.wimmeracareerexpo.com)



WESTERN VICTORIAN  
**CAREERS  
 EXPO 2020**



## EXHIBITOR SITE SAFETY PLAN

***The Wimmera Events Centre has public liability insurance of \$50,000,000. Only fully registered exhibitors who have also completed the exhibitor site safety plan will have this cover. This safety plan forms part of your registration and site application for the Careers Expo. It must be submitted to confirm your site and the checklist adhered to for the event. Your site is an extension of your workplace and the inclusion and engagement of the visiting public to and within your site requires that your exhibit ensures the patrons safety and wellbeing***

1. The Exhibitor shall prepare and implement a site specific Safety Management Plan. This plan will demonstrate how the Exhibitor will comply with the OH & S Act and associated Acts and Regulations.
2. The Exhibitor shall at all times exercise all necessary precautions for the safety of the public, employees and others appropriate to the nature of the exhibit site/demonstration and the conditions under which the event is conducted, and shall comply with all statutory requirements and such directions as the Event Manager (or nominated person) from the Careers Expo may give.

3. Notwithstanding any directions or approvals given by the Event Manager (or nominated person) the Exhibitor shall at all times be held responsible for the safety of all persons engaged in the operation of an exhibit site/demonstration
4. The Exhibitor shall promptly report to the Event Manager (or nominated person), all accidents involving death, personal injury, and all incidents with accident potential such as equipment, structural or infrastructure failure and the like. If requested by the Event Manager (or nominated person), a written report shall be provided in the form directed.

**NAME OF EXHIBITING ORGANISATION:**

\* .....

**PLEASE COMPLETE THE SITE SAFETY PLAN AND RETURN A COPY TO THE CAREERS EXPO TEAM ALONG WITH YOUR EXHIBITOR SITE REGISTRATION FORM.**

**NOTE: OHS REQUIREMENT - SITES CAN ONLY BE CONFIRMED UPON SUBMISSION OF SITE SAFETY PLAN**

POTENTIAL HAZARD ON YOUR SITE	SUGGESTED RISK CONTROL	IS A RISK CONTROL MEASURE IN PLACE? YES / NO / NA (Not applicable) ....Please indicate
1. Slips, Trips and Falls	Exhibit designed to minimize trip & other hazards Site supervised at all times	
	Barriers in place to separate people from potential hazards	
	Heavy mats / tape placed over uneven surfaces or cables	
2. Stationary Machinery Hazards	Segregation of pedestrians where required by means of barriers, fences or similar	
	Experienced and competent handlers in attendance at all times	
	Machine guarding and appropriate signage in place if in operation	
3. Cuts & Lacerations	Segregation of pedestrians where required by means of barriers, fences or similar	
	Eliminate sharp objects & protrusions	
	Place barriers between sharp objects & patrons	
	Warning signs to identify sharp objects	

POTENTIAL HAZARD ON YOUR SITE	SUGGESTED RISK CONTROL	RISK CONTROL MEASURE IN PLACE YES / NO / NA (Not applicable) ....Please indicate
4. Electrical	All leads and power boards to be used must have current test tag attached	
	Cables not be placed under heavy or edged objects to eliminate crushing/cutting	
	Cables to be stuck down with heavy duty duct tape or covered with suitable heavy matting to avoid trip hazards	
5. Fire Hazards	Public and others separated from sources of fire by barriers	
	No smoking near source of flame / heat	
	Appropriate fire blanket/ extinguisher in close vicinity	
6. Gravitational Hazards	Heavy items not to be stored at heights	
	Public & others segregated from areas where items may fall	
	Signage or banners above 1.8m to be secured appropriately to avoid falling	
7. First Aid	Appropriate first aid kit on site	
	Level 2 First Aid Trained personnel (or by arrangement with Event Managers)	
8. Vehicles	Restrict vehicle movement to access roads and car parks only	
	No vehicles to be driven inside public pavilions unless approved by Event Managers	
9. Heavy Lifting	Use hand trolley or similar for transporting of heavy objects	
	Carry less with more frequent trips	
10. Working exhibits / exhibits in use	Ensure moving parts or equipment are separated from patrons	
	Patrons using parts or equipment are given appropriate instructions for safe use	

This statement indicates that the exhibiting organisation site at the 2020 Western Victorian Careers Expo  
Exhibiting company name:

.....

has implemented the above suggested risk control measures to the best of their knowledge for their site exhibit and any on site activities for the 2020 Western Victorian Careers Expo

Name of Person Responsible: .....

Title: .....

Signed: .....

Date: .....

**Note: Please retain a copy of the Exhibitor Site Safety Plan on your site throughout the duration of the event . Please return this Site Safety Plan along with your registration form BY FRIDAY 24TH APRIL 2020 to:**

**Careers Expo Project Officer**

**Email:**

**info@wimmeracareerexpo.com**

**Ph: 0419 300 405**

**www.wimmeracareerexpo.com**