CAREER OPTIONS (CORK) ORGANISING COMMITTEE

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**General Information for Exhibitors 2019**

**General Information:**

Career Options (Cork) will be in session for students on Tuesday and Wednesday, and as usual the venue will be open to exhibitors on Monday from 10am for the set up of display units. If you wish to participate I would ask you to complete the form online at [www.corkigc.com](http://www.corkigc.com). As normal, space is allocated at the discretion of the organising committee. No exhibitor can be guaranteed any particular space at the event, though if you have any particular requests please feel free to pass them along to us.

**Sending materials in advance:**

Should you need to send materials in advance please download and use the mailing label to send them to the hotel conference centre; to facilitate our stewards please write the name of your institution or organisation after “Sender” at the bottom of the label. Mark all shipments clearly with “**CAREER OPTIONS”.** Shipments must *not* arrive at the conference centre before Wed 9th October. In the past, some of our exhibitors unfortunately experienced difficulties delivering their shipments in advance due to the conference centre being in use. This is outside our control, and while there are normally no issues, I would suggest that if your materials are being sent on a pallet you might contact the hotel in advance to ensure they can be received (as these deliveries can only be accepted at the conference centre entrance). Pallets (particularly those requiring a hydraulic truck) must not be left by the delivery driver without first seeking instruction from the hotel. Smaller deliveries in boxes can still be accepted at the main entrance and pose no major issues. Most exhibitors used the shipping label last year and it greatly aided our organisation on the Monday; I would ask that you please continue to use the standard label (or your own version containing the same information).

**Close of exhibition:**

It is vital that all display units and other materials should be removed from the Conference Centre **before 4.00 p.m.** on Wednesday. The committee cannot take responsibility for items not collected by this time. Any items (stands/boxes of materials, etc) left behind incur a fine from the hotel which will be passed along to the exhibitor. You need to have your own label on materials when you are packing them for collection at the end of the exhibition. Every year we have “mystery” boxes left behind with stands and other materials which are not easily identifiable when couriers come to collect. There is also the issue of couriers collecting items not intended for them because they are unmarked and left beside other items for collection, leading to major problems for exhibitors when trying to locate missing stands etc. We have a standard form for exhibitors to complete if they are leaving items for collection by couriers – even if you have solid arrangements in place with your courier for exactly where to collect items, I strongly recommend you also take one of our forms and complete this in addition to whatever arrangements you have. This way we also have a record of what is being collected and items are far less likely to go astray.

**Lunch / Refreshments:**

Lunch is available to exhibitors on Tuesday and Wednesday at a charge of €10 per lunch. To assist us in our preparations we ask that you indicate clearly on the information form the number of lunches required each day. Lunch tickets can be purchased at the information desk on Monday, and throughout the mornings on Tuesday and Wednesday. If you prefer not to have a carvery lunch, the hotel bar also serves a range of lunch items. As always we recommend exhibitors carry their own bottles of water / soft drink, as glass bottles purchased in the bar cannot be brought to the exhibition halls for safety purposes. Water coolers are placed outside the halls on each floor; and complimentary teas and coffees are served during the morning break. Food or drink purchased in the hotel must not be charged to the exhibition.

**Parking:**

Parking is available at the Conference Centre/Hotel on a first come first served basis. Those arriving early on Tuesday morning to set up are advised to park at the front of the hotel as the carpark at the rear near the conference centre is sectioned off for buses arriving from schools.

**Information for New Exhibitors / Reps:**

**Every year we get a number of similar inquiries from those who are new to our exhibition; hopefully the following will help you out –**

COST: There is no cost to exhibitors for our exhibition. It is getting harder to maintain this, but we are trying to do so without it impacting greatly on the quality of the experience for everyone.

LOCATION: The Rochestown Park Hotel is conveniently located near to a small town called Douglas in the suburbs of Cork city. Douglas has two shopping centres with other small shops on the main street, as well as a number of nice bars and restaurants. So for those who would like to get out of the hotel for the evening, it is only a five minute walk to the nearest pub or shop.

AIRPORT: Cork airport is very close by, the easiest way to get to the hotel is to take a taxi from outside the terminal building. Rates vary but €20 is about average. It is only 9km away and the usual travel time is about fifteen minutes, but those who are arriving at peak travel times should vary this to include traffic. When considering booking a flight back to the UK, I would factor a travel time of at least half an hour in advance of the check in time of one hour.

HOTEL: Most exhibitors from outside Cork stay at the Rochestown Park Hotel. I normally advise to check the usual booking sites like Hotels.com and Trivago.ie to get competitive rates. The Maryborough Hotel is also in Douglas, about a fifteen minute walk away. Those travelling from the UK have stayed in the Travel Lodge, which is about equidistant between the hotel and the airport, but if you are considering it you should be aware that there are no amenities around here. If you are driving, Cork city is only ten minutes away, but if you are booking your hotel there, you should first check to see if they have a carpark (and if so, how much will they charge you for using it).

BREAKS: As you can see from the Programme, the days are divided out into different sessions with breaks in between. This means that even though it gets incredibly busy during the sessions, there is always a breather to come in between the mayhem! Tea/coffee breaks are built into the programme, and these are served in allocated areas outside the exhibition spaces and are complimentary to exhibitors. As mentioned already, water coolers are available (as glass bottles cannot be brought from the bar to the exhibition halls for safety reasons). However, I would still advise exhibitors to bring their own plastic water bottles with them, as the halls get quite warm with all the hustle and bustle of the day.

EXHIBITION PRACTICALITIES: The exhibition halls are set up over two floors, with stewards allocated to each area to help exhibitors and to control the flow of students. If you need help with anything, just ask one of them. The main information desk, along with a First Aid area, is located on the ground floor. Maps of the halls will be available on the day and are displayed at each entrance. If you are sending your materials in advance, they will be placed next to your table ready for you to set up (as long as you have labelled them appropriately). Each exhibitor has a standard table with cover and chairs – those needing other arrangements should request them on the booking form or by email in advance.

We ask all exhibitors not to distribute marketing materials to students that could impact on the safety of the exhibition. These include such items as balloons, wrapped sweets and lollipops or anything with a disposable wrapper. We also ask that the volume of any media used is kept low to avoid disturbing other exhibitors. Thank you for your cooperation in these matters.

DELIVERIES & COLLECTIONS: Very little goes wrong at the exhibition, but if there is going to be a problem, it’s generally with the sending or collection of materials. Information has already been detailed above on how to manage this, but for those who are new to the exhibition, I cannot stress enough how important it is to follow these guidelines. If you properly label your boxes to send in advance, they will be at your stand when you arrive. An excess of materials will be stored nearby until you run out and then the stewards will bring out the rest of your items during breaks. The other major issue is the items that exhibitors leave behind are often missing return destination information. Each item (whether box of prospectuses or part of a stand) needs to be labelled, not just put in a pile together. This will mean that you get everything back that belongs to you. If there is an issue with courier collection times, this can be dealt with in advance, but please don’t just leave without letting us know there is a problem.