INSTITUTE OF GUIDANCE COUNSELLORS

**(CORK BRANCH)**

**CAREER OPTIONS (CORK) 2019**

# GUIDELINES FOR EXHIBITORS

* It is important that your stand is staffed by either yourself or a colleague for the full duration of Career Options (Cork) 2019 starting at 9.20 a.m. sharp both mornings so that no student loses out. If you need to leave your stand for any reason during the course of the exhibition, please alert one of the exhibition team.
* Conserve literature so that you will have sufficient for those attending towards the end of the exhibition. Preparing summary sheets or encouraging groups of students from the same school to share your literature may be helpful in this regard. You could also take the name of the school and guidance counsellor so they can be contacted and prospectuses sent to them if required.
* Please ensure that freight companies deliver literature/stands by Monday, 14th at the latest. For safety reasons, **delivery cannot be accepted during exhibition opening times**. The conference centre will now open at the earlier time of 10am on Monday to accommodate the erection of larger stands which need to be in place before the rest of the stands are set up. We would ask that exhibitors with smaller display units which can be easily and quickly set up stick with the usual set up start time of 2pm. Stewards will be on hand to help all exhibitors with this if required.
* Please avoid dismantling your stand during the last session on Wednesday so that none of the students attending this session will feel deprived. They have paid the same amount as all other students attending the exhibition, and we want them to have the same positive experience.
* The hall will be open after lunch on Wednesday October to allow exhibitors to dismantle stands/display units and remove material, and will remain open until 4pm. Please refer to the Exhibitors Information letter for further information on this matter.
* Please ensure that your travel arrangements or other commitments will allow you to remain to the end of the last session. If, for any reason, you have to leave before the end of the conference, you must alert the exhibition team prior to your departure. Exhibitors who leave early due to any circumstances without notification (including running out of prospectuses and other material) should not assume this is normal and acceptable practice. Exhibitors who are unsure they can attend for the two full days of the exhibition should let the coordinating team know either at the time of booking or as early in advance as possible so that this can be considered and arrangements put in place.
* Lunches will be organised on Tuesday and Wednesday at the conference centre. Lunch tickets will be available for sale at the information desk between 3pm and 7pm on Monday and on both mornings of the exhibition up to the beginning of lunchtime. Receipts are provided on request.

IF YOU ARE INVOLVED IN A ROTA FOR STAFFING YOUR STAND, PLEASE MAKE ANY COLLEAGUE(S) ON THE ROTA AWARE OF THE ABOVE INFORMATION.

IF YOU ARE SENDING A COLLEAGUE TO THE EVENT IN YOUR STEAD, PLEASE ENSURE THEY HAVE COPIES OF ALL INFORMATION SENT TO YOU TO ASSIST IN THE SMOOTH RUNNING OF THE EVENT.