



Canberra CareersXpo  
**BOOKING FORM**  
4-5 August 2021

## CONTACT DETAILS

*\*required*

**Organisation Name\*** \_\_\_\_\_

### Postal Address\*

Address Line 1\* \_\_\_\_\_

Address Line 2 \_\_\_\_\_

Suburb\* \_\_\_\_\_ State\* \_\_\_\_\_ Postcode\* \_\_\_\_\_

**Organisation (generic) email** \_\_\_\_\_

**Organisation ABN/ACN** \_\_\_\_\_

### Contact Name (Primary)\*

First Name\* \_\_\_\_\_ Surname\* \_\_\_\_\_

Contact Department/Position \_\_\_\_\_

Contact email\* \_\_\_\_\_

Contact mobile phone no\* \_\_\_\_\_

### Contact Name (Secondary)

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Contact Department/Position \_\_\_\_\_

Contact email \_\_\_\_\_

Contact mobile phone no \_\_\_\_\_

**Email address to send Invoice\*** \_\_\_\_\_

[View our Privacy Policy here](#)

# BOOKING DETAILS

[View our Floor Plans here](#)

Number of booths required\* \_\_\_\_\_

- Standard Booth Option - \$925 + GST
- Deluxe Booth Option - \$975 + GST
- Custom Booth Option - *(price on application – please order any optional accessories required for your custom booth build using section below)*

## Booth Preference

Budawang Building       Coorong Building      Booth No(s) \_\_\_\_\_  
*(top 3 preferences)*

## Optional Accessories

Name on Header Boards x \_\_\_\_\_ ..... \$50 + GST ea  
*Organisation name printed on header board for use on a Deluxe Booth. Two boards required for corner booth; one board required for in-line booth.*

Organisation Name (Max 30 characters incl spaces) \_\_\_\_\_

- Power Outlet – 4 amp ..... \$50 + GST (includes power board)
- Power Outlet – 10 amp ..... \$75 + GST (includes power board)
- Lighting (150W LED floodlight) x \_\_\_\_\_ ..... \$55 + GST ea
- Tables x \_\_\_\_\_ ..... \$20 + GST ea
- Chairs x \_\_\_\_\_ ..... \$8 + GST ea
- Black Tablecloth x \_\_\_\_\_ ..... \$20 + GST ea

## Payment Options

CREDIT CARD  
If choosing Credit Card, a tax invoice will be sent to the Organisation and Primary Contact email addresses within 7 days. Please complete the credit card payment details on the invoice and return to [bookings@careersxpo.com.au](mailto:bookings@careersxpo.com.au) The credit card option incurs a 1.5% surcharge. Payment is required within 14 days of the invoice date.

DIRECT DEPOSIT  
If choosing Direct Deposit, a tax invoice will be sent to the Organisation and Primary Contact email addresses within 7 days. Payment is required within 14 days of the invoice date.

## Categories\*

(for searches on our web site – tick all that are relevant to your organisation)

- |  |  |
|--|--|
| <input type="checkbox"/> Health Care & Social Assistance | <input type="checkbox"/> Society & Culture                   |
| <input type="checkbox"/> Hospitality & Tourism           | <input type="checkbox"/> Agriculture & Environment;          |
| <input type="checkbox"/> Music & Performing Arts         | <input type="checkbox"/> Food & Hospitality                  |
| <input type="checkbox"/> STEM                            | <input type="checkbox"/> Apprenticeships & Traineeships      |
| <input type="checkbox"/> University                      | <input type="checkbox"/> Administration & Services           |
| <input type="checkbox"/> TAFE                            | <input type="checkbox"/> Aged Care, Training & Child Care    |
| <input type="checkbox"/> Law & Humanities                | <input type="checkbox"/> Government & Defence                |
| <input type="checkbox"/> Business & Commerce             | <input type="checkbox"/> Other Categories (please add below) |
| <input type="checkbox"/> Education                       | _____  |

## Seminar Program

Exhibitors are offered a seminar presentation time free of charge, subject to availability. Maximum 20 minutes. Presentation days and times are allocated at the discretion of the Organiser.

Preferred Day \_\_\_\_\_ Presentation Title \_\_\_\_\_

Online/Website Information \_\_\_\_\_

## Sponsorship Packages

- I am interested in learning more about your Sponsorship packages

## Postgraduate Networking Event

- I am interested in learning more/participating in the Wednesday evening Postgraduate Networking event.

## Exhibitor Profile

Logo and social media links for your dedicated page on the CareersXpo website

Website URL\* \_\_\_\_\_

Social Media URLs

 facebook.com/ \_\_\_\_\_

 instagram.com/ \_\_\_\_\_

 twitter.com/ \_\_\_\_\_

 linkedin.com/ \_\_\_\_\_

- I will be providing our exhibitor profile (approximately 200-300 words)
- I will be providing a png or jpg file of our organisation's logo (file of at least 500pixels wide @ 72ppi)
- Optional* - I will be providing a png or jpg image relating to our organisation i.e. campus, students etc that can be used in conjunction with our profile (file of at least 1000x1000 pixels @72ppi)

## Public Liability Insurance Certificate of Currency (COC)

- I will be providing a copy of my organisation's Public Liability Insurance Certificate of Currency (COC)

[View our Terms and Conditions](#)

### Terms & Conditions\*

- I acknowledge that I have read and agree to the Terms and Conditions to exhibit at the 2021 Canberra CareersXpo

[SUBMIT VIA EMAIL](#)

Remember to attach your exhibitor profile, logo, optional image and Public Liability Insurance Certificate of Currency (COC).