

BOOKING A BOOTH IN 2022

Step 1: Download a copy of the Booking Form to your PC or laptop

- ➔ **Do not complete your booking when the form opens. Please save it to your PC or Laptop and then re-open it to complete your booking.** We are unable to extract the content unless you enter the form after re-opening it with a PDF Reader.

Step 2: Complete the Booking Form

- ➔ Mandatory fields are marked with an asterisk. Important to also read the Terms and Conditions. You can click on 'View Booths' button and that will show what booths have been booked and those booths still available – updated every 24 hours.
- ➔ Recommend you enter two or three booth options in the Booth Numbers field in Booth Preferences indicating where you would like to be located.

Step 3: Submit Booking Form

- ➔ When completed, click the 'Submit via Email' button. Select 'Save a Copy' and your completed form will over-write the form you previously saved to your laptop or PC. A copy of the completed form will automatically be attached to an email. Finally, click 'Send' to complete the booking process. You can add your COC to this email.

Step 4: Booth Allocation

- ➔ After your booking has been received, we will allocate your organisation to a booth(s), hopefully a booth(s) from your list of Booth Numbers, and we will then update the floor plan at our web site.

Step 5: Invoice

- ➔ We will then raise an Invoice for the booths and optional accessories and send a copy to the email you specified in the form as well a copy to the primary contact.

Step 6: Public Liability Certificate of Currency (COC)

- ➔ It is vital you send us a copy of this as soon as possible after booking as our Insurers are most insistent we receive and can show a copy of each exhibitors COC.

Step 7: Expo Hall

- ➔ We will send you a link to the Exhibitor Information form to complete, with as much or as little additional information relating to your organization. The content will be uploaded to the Expo Hall which is a **NEW** feature of this year's on-line CareersXpo.
- ➔ Several fields are mandatory, the rest are optional. When completing the additional information fields "what you see is what you get" and it will appear on your landing page which is accessed from the Exhibition [Expo Hall](#).
- ➔ The Exhibitor Information form is an HTML document, and the content can include images, information, links, or any content that relates to your organisation to encourage students to view, download and/or seek more information.
- ➔ If you do not complete the mandatory fields on the 'Exhibitor Information' page, you will **NOT** appear in the Expo Hall.

[CLICK HERE TO DOWNLOAD BOOKING FORM](#)