Exhibitor Manual: Computing and Technology Fair

**Fair:** Computing and Technology Fair 2018
**Date:** Thursday, 1\(^{st}\) November 2018
**Time:** 11.30am – 2.30pm
**Access Time:** 10.30am
**Venue:** Main Hall (3rd Floor), Trinity Sports Centre
**Organisers:** Trinity Careers Service
**Contact:** Careers@tcd.ie
**Contact Details:**
**Target Audience:** All penultimate, final year and postgrad students
**Book your Place:** Register with MyCareer.

Employer bookings close Friday, 12th October 2018

How to book your stand at the Fair:

Register with MyCareer. Once the Fair has been publicised you can book your place. This is a two step process:

- Initial booking
  - receive email acknowledging initial booking
  - receive email with approval by Trinity Careers Service – at this stage you need to fill out the booking form at the end of the Fair advert.

- Complete booking, including all details for the Fair Booklet
  - receive final approval by Trinity Careers Service

All bookings to be made through MyCareer

**Costs:**

- Stand + listing in Fair Booklet - €700.00
- Stand + listing + 1 page (A5) colour advert - €880.00
- Large Table + listing + 1 page (A5) colour advert in Fair Booklet - €1030.00

* Costs exclude VAT. Please be aware that all invoices are issued in Euros only

The Fair Booklet is an A5 publication listing all stands at the Fair with their current opportunities, informative articles written by the sponsor of the fair and Careers Consultants, and full page colour adverts. This booklet will be available in soft and hard copy to all students.

**Invoicing:**

You will need to fill out the New Customer Credit Account Application Form (xls or pdf). This is needed by our Financial Services Division (FSD) to register your organisation with our Financial Information Section (FIS). Completed forms should be signed, dated, scanned and emailed back to Nora Moore (nmoore@tcd.ie).
To help us with the invoice process please be aware of the following information:

1. **Purchase Order Number** (PO No). Please check with your Accounts Payable Department to see if you need to supply us with a relevant PO number.
2. All invoices are issued in **Euro only**.
3. Invoices are issued by **email only** and can only be sent to 1 email address.

Directions to the Venue:

Map: Main Hall, 3rd Floor, Trinity Sports Centre

Parking:

There is no visitor car parking available. All visitors are directed to one of the public car parks in the vicinity.

There are three car parks that are in very close proximity to Trinity:

- Fleet Street (just off Westmoreland Street)
- Setanta (just off Nassau Street)
- Brown Thomas

Stands:

- Depending on the number of stands a 6’ x 2’ or 8’ x 2’ table and two chairs will be provided. Final decision on the size of the stands will be made when booking closes.
- Exhibitors are to provide their own display stand. All stands need to be no larger than 6ft wide (must comfortably fit behind the 6ft table).
- Exhibitors are responsible for ensuring that all construction and installation work complies with relevant Irish/EU Health and Safety Legislation.
- Promotional material must be confined to the Employer Stand area and not elsewhere.
- Back drops are not provided and it is not permissible to attach material to the walls/ceilings of the venue.
- **ALL materials must be removed** and taken away from the venue when the fair is over. This includes packing material or other items brought into the venue and all debris arising from the construction or dismantling of stands etc.

Power:

Only Large/Corner stands will have power points available. Please bring your own extension lead.

Wifi:

Guest Wi-Fi will be set up for each Employer. Passwords will be given on the day.

Floorplan

A floorplan will be provided to all Exhibitors on the day of the Recruitment Fair.
Deliveries before the day of the Fair:

Fair items/materials can be sent to Martha Finan, Careers Advisory Service, 7-9 South Leinster St, Trinity College, Dublin 2 before **1.00pm on Tuesday, 30th October 2018**. **Please mark all boxes with your company name and 'Trinity Computing & Technology Fair'.** Your materials will be available to you on the morning of the Fair in the Sports Hall.

**Please do not send any materials directly to the venue.**

Drop off for items/materials on the day of the Fair:

You must enter Trinity via Lincoln Place Gate where you will be issued with a ‘Pink Ticket’ by the security officer on duty. You will be allowed on to Campus only for the duration of the task. Prolonged parking, over and above the intended purpose, may result in your car being clamped.

Accessibility:

Information about physical access in Trinity is available at: [https://www.tcd.ie/disability/physical-access/](https://www.tcd.ie/disability/physical-access/)

Refreshments:

Tea/Coffee/Water and light refreshments will be provided for Exhibitors.

Taxi Companies:

- Lynx Taxis Phone: (01) 471 5333
- Ballsbridge Taxis: (01) 6080900

Hotels:

Hotel accommodation is not included in the cost of the careers fair. Below is a list of the Trinity preferred hotels:

- [http://www.alexanderhotel.ie/](http://www.alexanderhotel.ie/)
- [http://www.davenporthotel.ie/](http://www.davenporthotel.ie/)
- [http://www.montclarehotel.ie/](http://www.montclarehotel.ie/)