Trinity College Careers Fairs 2019

Essential Information for Exhibitors

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<th>Careers Fair</th>
<th>Venue</th>
<th>Time and Date</th>
<th>Delivery of materials</th>
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<td>Business, Finance and Consulting Fair</td>
<td>Main Hall, Level 3, Trinity Sports Centre</td>
<td>19 September 11.30am – 2.30pm</td>
<td>By 2pm on Tuesday 17 September*</td>
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<tr>
<td>Law Fair</td>
<td>Main Hall, Level 3, Trinity Sports Centre</td>
<td>1 October 11am – 2pm</td>
<td>By 2pm on Friday 27 September*</td>
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<td>Computing and Technology</td>
<td>Main Hall, Level 3, Trinity Sports Centre</td>
<td>10 October 11am – 2pm</td>
<td>By 2pm on Tuesday 8 October*</td>
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<td>Science and Engineering Fair</td>
<td>Main Hall, Level 3, Trinity Sports Centre</td>
<td>15 October 11am – 2pm</td>
<td>By 2pm on Friday 11 October*</td>
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*See ‘Deliveries’ for further details

Accessibility
Information about physical access in Trinity is available at: https://www.tcd.ie/disability/physical-access/

Deliveries

In advance
Fair items/promotional materials can be sent to Ríonnagh Sheridan, Trinity Careers Service, 7-9 South Leinster St, Trinity College, Dublin 2.
E: employer.careers@tcd.ie
P: 01 896 2554

Please mark all boxes with your company name and the title of the fair. Your materials will be available to you on the morning of the Fair in the Sports Hall.

On the day
Deliveries will be permitted 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 delivery. Prolonged parking, over and above the intended purpose, may result in your vehicle being clamped.

Please do not send any materials directly to the venue.

Directions to the Venue:
Map: Main Hall, 3rd Floor, Trinity Sports Centre

Floorplan
A floorplan will be provided to all Exhibitors on the day of the Recruitment Fair.
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/)

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

Power:
All power points have now been allocated, and we cannot facilitate any further requests for power for fairs this year.

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

Stands:
- Depending on your booking, you will be provided with a 6' x 2' or 8' x 2' table and two chairs.
- Exhibitors are to provide their own display stand. All stands should be no longer than 6ft wide and must comfortably fit behind your 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.

Wifi
Guest Wi-Fi will be set up for each employer, and passwords will be supplied on the day.

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