



## Trinity College Careers Fairs 2020

### Essential Information for Exhibitors

| Careers Fair                          | Venue                                     | Time and Date                    | Deliveries<br>Trinity Careers Service, 7-9 South Leinster St, Trinity College, Dublin 2. |
|---------------------------------------|-------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------|
| Business, Finance and Consulting Fair | Main Hall, Level 3, Trinity Sports Centre | 24 September<br>11.30am – 2.30pm | By 2pm on Monday 21 September*                                                           |
| Computing and Technology              | Main Hall, Level 3, Trinity Sports Centre | 1 October<br>11.30am – 2.30pm    | By 2pm on Monday 28 September*                                                           |
| Law+ Fair                             | Main Hall, Level 3, Trinity Sports Centre | 6 October<br>11.30am – 2.30pm    | By 2pm on Friday 2 October*                                                              |
| Science and Engineering Fair          | Main Hall, Level 3, Trinity Sports Centre | 15 October<br>11.30am – 2.30pm   | By 2pm on Monday 12 October*                                                             |

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

### 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](mailto: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. Vehicle access is via Lincoln Place Gate. 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.trinitycityhotel.com/>
- <http://www.alexanderhotel.ie/>
- <http://www.davenporthotel.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 (Park Rite, just off Westmoreland Street)
- Setanta Place (Q-Park Setanta)
- Schoolhouse Lane (Q-Park Dawson)

## Refreshments

Tea/Coffee/Water and packed lunch will be provided to Exhibitors.

## Stands:

- Depending on your booking, you will be provided with a 6ftx2ft (standard) or 8ftx2ft (premium) 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 pass words will be supplied on the day.

## Taxi companies

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