

Organiser



Co-Organiser and Media Partner



Liaison Partner



PolyU SPEED GRADUATE TRAINEE FORUM AND FAIR 2018

2018.9.28 FRI
11:00 AM – 5:30 PM

Hotel ICON & Multi-purpose Hall,
PolyU West Kowloon Campus



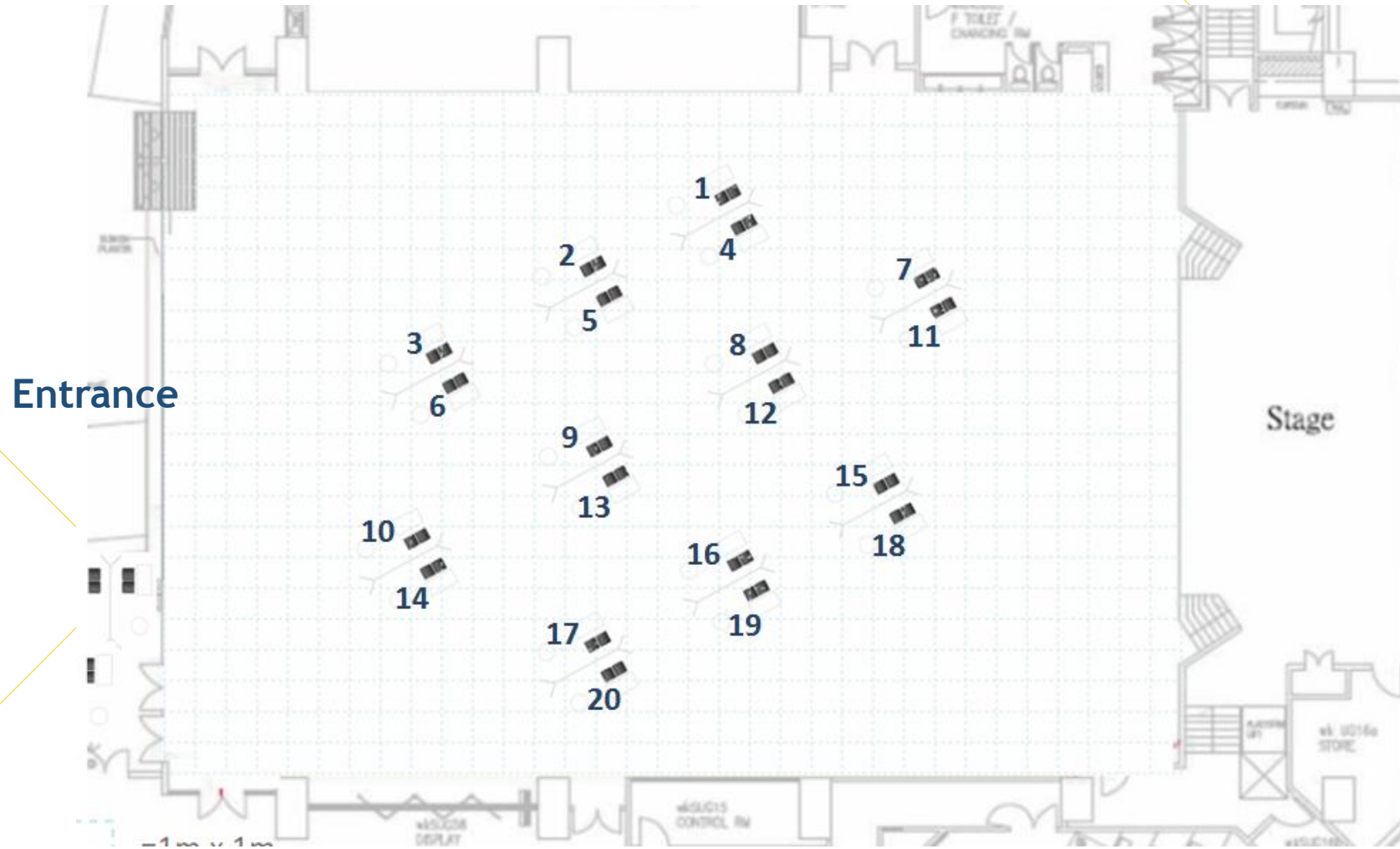
Exhibitor Manual

1. Event General Information

- **Date:** September 28, 2018 (Friday)
- **Time:** 11:00 AM – 5:30 PM
- **Agenda:**

Time:	Activity:	Venue:
10:30 AM - 11:00 AM	Reception	Silverbox Ballroom, 1/F, Hotel ICON
11:00 AM - 11:15 AM	Welcome and Opening Remarks	
11:15 AM - 12:00 NN	Guest Speaker Sharing Session by Dr. Stella Kwan (Managing Director of Ngong Ping 360)	
12:00 NN - 1:10 PM	Luncheon	
1:10 PM - 2:00 PM	Break & Transportation (Shuttle Bus will be arranged for traveling from Hotel ICON to PolyU WK Campus)	
2:00 PM - 5:30 PM	Graduate Trainee Job Fair	Multi-purpose Hall, PolyU West Kowloon Campus

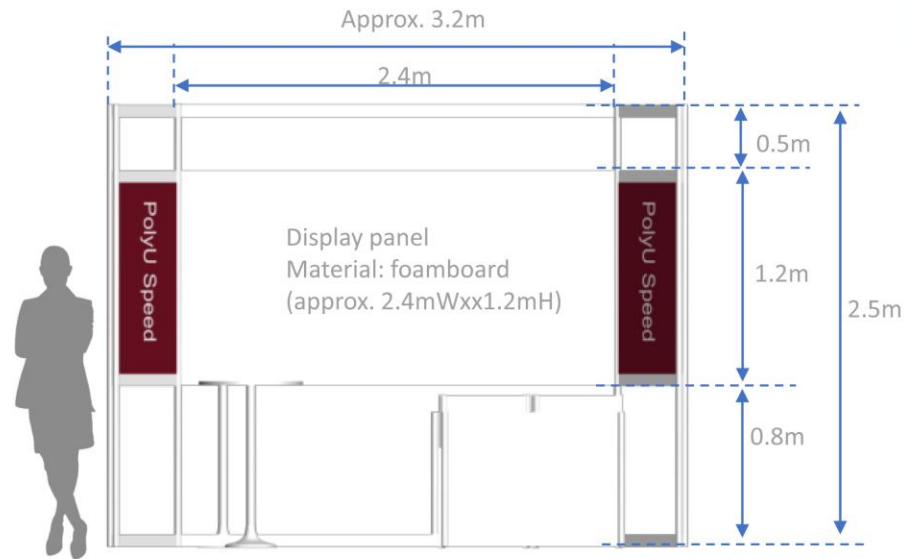
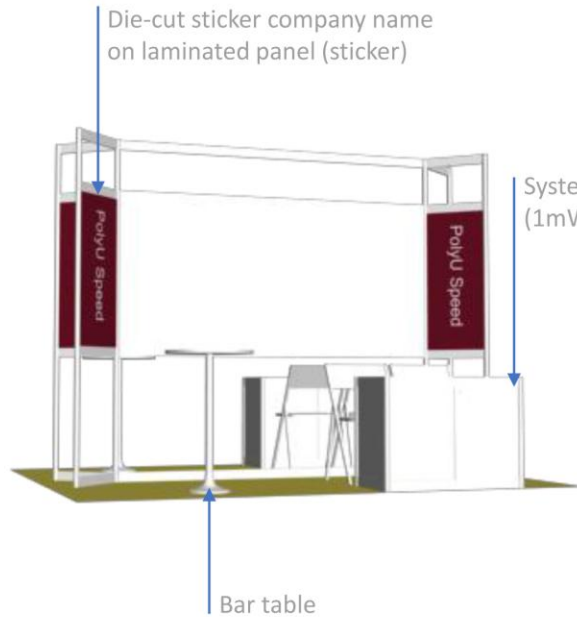
2. Floor Plan of Graduate Trainee Job Fair



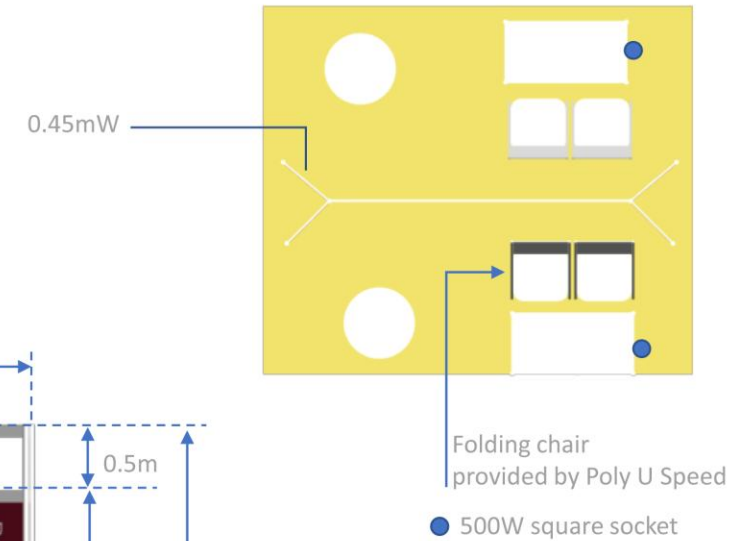
Please refer to the e-mail for your booth number.

3. Booth Set-up

Design and Size of the Booth



Top View



Side View



3. Booth Set-up (Cont'd)

Furniture and Equipment provided by PolyU SPEED

1. 2 x chairs
2. 1 x display panel (embedded into the rack)
3. 1 x electricity socket (500 watt)
4. 1 x high table
5. 1 x lockable cabinet (1mL x 0.5mW x 0.75mH)
6. Wifi network (Log-in details to be provided on-site)

Recommended Preparation by Exhibitors

1. Decoration for the booth (e.g. banners, posters)
2. Promotional materials (e.g. employer branding giveaways, leaflets)

Remark:

- i. **Use:** Double-sided Tape (魔術貼) / Blu-tack
- ii. **Do NOT use:** AA Instant Glue (萬能膠) / Foam Tape (海綿膠貼)
- iii. **No nailing, screwing, drilling or painting** can be applied to the system panels, aluminum profiles of stand, and the floor.

Charge would be incurred if the panel(s) is/are damaged.

3. Booth Set-up (Cont'd)

Preparation and Set-up Time

Exhibitor can select one of the following means to get the booth prepared –

1. Visit PolyU West Kowloon Campus on September 27, 2018 (Thursday, the day before the event) between 2:00 PM and 5:00 PM for unloading your materials and setting up your booth

OR

2. Courier your materials to PolyU West Kowloon Campus by September 26, 2018 (Wednesday) and set up the booth on September 28, 2018 (Friday) after returning to the School
(Courier Address: Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon; Attention: Cyrus Chong)

OR

3. Bring your materials with you on September 28, 2018 (Friday) and set up the booth after returning to the School

If you are selecting Option 1 or 2, please inform **Cyrus Chong** (E-mail: kschong@speed-polyu.edu.hk; Tele: **3746 0769**) in advance for logistics arrangement. Also, please make sure there are no valuable materials kept in the booth or the parcel.



3. Booth Set-up (Cont'd)

Loading and Uploading Area

- Outside the car park of PolyU West Kowloon Campus
- No parking space will be provided



3. Booth Set-up (Cont'd)

Cargo Elevator

- Elevator No. 6 (North Tower) or No. 12 (South Tower)
- Elevator door size: 110cm(W) x 213cm(H)
- Operating loading of lifts: 1,600 kg
- Internal car size: about 165cm(W) x 175cm(D) x 245cm(H)



4. Location of Venues

Silverbox Ballroom, 1/F, Hotel ICON (17 Science Museum Road, Tsim Sha Tsui East, Kowloon)



4. Location of Venues (Cont'd)

Multi-purpose Hall, UG/F, PolyU West Kowloon Campus (9 Hoi Ting Road, Yau Ma Tei, Kowloon)



Thank you again for participating in this event!

Should you have any enquiries, please feel free to contact –

Mr Cyrus Chong (E-mail: kschong@speed-polyu.edu.hk / Tel: 3746 0769)

or

CTgoodjobs Marketing Team (E-mail: mkt@ctgoodjobs.hk / Tel: 3650 6806)

See you on September 28, 2018 (Friday)!



ECD-WIE Office
School Employability