1. Conference Venue
The CEAV 2015 Conference is being held at:

Deakin University, Burwood Campus, 221 Burwood Highway, Burwood
Date of Expo: Tuesday December 8
Approx Drive Time: From CBD approx 30mins.
Please refer to the location map page 6

Car Parking
C6 Multilevel car park is available during the conference for a full day the cost is $6.50. Machines are placed within the car park so please make sure you display your ticket or a fine will apply. If you have purchased a full trade pack you will be provided parking tickets in your confirmation pack supplied with this booklet.

2. Trade Stall Location
The Trade Stall Expo will be held in the Sports Hall. Before unloading your vehicle please GO DIRECTLY TO THE REGISTRATION DESK IN THE FOYER of the Sport Hall. Once registered, you will be directed to the trade stall area so your setup can commence.

3. Trade Stall Move IN and Move OUT Times
Trade stalls operators can: Move IN on Tuesday December 8 from 7.30 am and Move OUT by 3:00pm. All marketing materials, empty boxes and rubbish must be removed at the conclusion of the Trade Stalls. Please flatten any cardboard boxes for easy removal.

4. CEAV Registration Desk
The Registration Desk is located in the foyer of the Sports Hall. Please note below:
• Registration Desk Opens at 7:00am on Tuesday December 8 for Trade Stall operators
The following items are available from the Registration Desk for Trade Stall Operators:
• Trade Stall or Sponsor Name Tags, Delegates Handbook, Global Directory
Please REGISTER your arrival BEFORE setting up your booth.

5. Exhibition Times
The Trade Stall Exhibition will be available to delegates at the following times:
Tuesday December 8 8:30 am to 2:30 pm
You are responsible however for your own booth.

DO NOT LEAVE VALUABLES UNATTENDED
6. Stand Information
You will be provided with:
- 1 or 2 trestle tables depending on what you have booked. Trestle tables are NOT dressed please bring your own cloths. Size of the table is 183 x 76 x 75cm.
- 2 chairs for your representatives
- Power point outlets are available at point of registration for $45 but you will need to provide your own extension leads.
- Feel free to use your own stands to frame your booth but remember not to crowd other trade stalls

7. Catering
This covers all morning tea and lunch in the Sports Hall for 2 trade stall people. Tea and coffee will also be available in the Sports Hall throughout the conference.

8. Satchel Inserts
If you have taken a full trade pack this includes a satchel insert please see in the deliveries section instruction for sending your insert. An insert can be as way of an example a flyer, USB, giveaway, DL etc.
We are expecting around 350 delegates so please send around 400 inserts to cover all the satchels. Inserts that are not used will be left at your trade stall.

9. Deliveries to Deakin Burwood Campus
If you are dropping off at Deakin or sending by Courier please note the following details. You must send prior to November 21 and please mark boxes as per the addresses below for trade stall or satchel insert. If boxes are not marked correctly they may be lost.

Enter either Gate 1 Holland Ave at the lights of Burwood Highway or Gate 2 Burwood Highway next to Deakin Frontage building.

In both cases follow the road all the way around until you see a multi-storey car park – Building O Warehouse and Distribution is located opposite this.

Please contact Nicole on 92446192 or Steve on 92446801 if you need assistance finding the location of the Warehouse.

Trade Stall Collateral
If you would like to send boxes in advance to the University for use on your Trade Stall please clearly mark that they are for your Trade Stall and add your stall number which is located on your letter of confirmation, please also ensure they are addressed as per below and arrive prior to November 21.

<table>
<thead>
<tr>
<th>CEAV CONFERENCE 2015</th>
<th>TRADE STALL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATT: LUKE O’BRIEN – EVENTS COORDINATOR</td>
<td></td>
</tr>
<tr>
<td>BUILDING 0 – LOGISTICS WAREHOUSE</td>
<td></td>
</tr>
<tr>
<td>DEAKIN UNIVERSITY – MELBOURNE BURWOOD CAMPUS</td>
<td></td>
</tr>
<tr>
<td>221 BURWOOD HWY, BURWOOD, VIC 3125</td>
<td></td>
</tr>
</tbody>
</table>

Satchel Inserts
If you have a full trade pack, this includes 1-2 satchel inserts so please mark your box clearly with Satchel Insert and ensure they are addressed as per below and arrive prior to November 21.

Please note that if your boxes are not marked clearly you will miss your opportunity for the satchel insert.

<table>
<thead>
<tr>
<th>CEAV CONFERENCE 2015</th>
<th>SATCHEL INSERT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATT: LUKE O’BRIEN – EVENTS COORDINATOR</td>
<td></td>
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<tr>
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</tr>
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<td>221 BURWOOD HWY, BURWOOD, VIC 3125</td>
<td></td>
</tr>
</tbody>
</table>
10. Conference Contacts

The following contacts are provided should you need assistance during the conference:

<table>
<thead>
<tr>
<th>CEAV General Conference Information</th>
<th>Deakin University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee Ponsioen Conference &amp; Business Manager</td>
<td>Alex Sims</td>
</tr>
<tr>
<td>Tel: +613 9810 6400</td>
<td>Head, Student Recruitment &amp; Marketing Section</td>
</tr>
<tr>
<td>Email: <a href="mailto:admin@ceav.vic.edu.au">admin@ceav.vic.edu.au</a></td>
<td>Email: <a href="mailto:alex.sims@deakin.edu.au">alex.sims@deakin.edu.au</a></td>
</tr>
<tr>
<td>Mobile: 0407 565 868</td>
<td>Phone: 9246 8062</td>
</tr>
<tr>
<td>Mobile: 0407 565 868</td>
<td>Mobile: 0488 981 373</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CEAV Program Information</th>
<th>Deakin University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bernadette Gigliotti</td>
<td>Luke O’Brien</td>
</tr>
<tr>
<td>CEO</td>
<td>Events Coordinator</td>
</tr>
<tr>
<td>Tel: +613 9810 6400</td>
<td>Email: <a href="mailto:luke.obrien@deakin.edu.au">luke.obrien@deakin.edu.au</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:ceo@ceav.vic.edu.au">ceo@ceav.vic.edu.au</a></td>
<td>Phone: 5227 8526</td>
</tr>
<tr>
<td>Mobile: 0403 339 635</td>
<td>Mobile: 0499 099 198</td>
</tr>
</tbody>
</table>

There will be a number of Deakin University Ambassadors available throughout the conference should you need assistance with your booth or movement around the campus.

11. General

- **Safety and Security:** Whist there is general security on campus at all times, all Trade Stall Exhibitors should note that they are totally responsible for their Trade Stalls throughout the conference. CEAV and the Deakin University will not take any responsibility for lost or stolen items. There will be a number of students and visitors on campus during the conference your stall is your responsibility. **Remove any electronic display items such as cameras, laptops or TV Screen if unattended. PLEASE DONOT LEAVE ANY VALUABLES ON YOUR STALLS UNATTENDED.**

- **Numbers of Delegates at the Conference:** We anticipate the final number of delegates to be between 300 & 400. If you are planning to distribute brochures or handbooks please ensure you have sufficient copies.

- **Conference Attire:** Generally speaking the CEAV conference has a casual dress code during the day.

If you have any further enquiries regarding your participation in the conference please contact the CEAV Office during business hours on Phone: **+613 9810 6400.**

On behalf of the CEAV Conference Planning Committee, thank you for participating in our 2015 program. Your assistance and support of this conference has ensured its success. We look forward to meeting you at the conference and hope you find the program rewarding and engaging.

Thank you for your support!

Lee Ponsioen
Business Manager - ACCE
Unit 3, 192B Burwood Rd, Hawthorn 3122
Email: admin@ceav.vic.edu.au

Website: http://conference.ceav.vic.edu.au
Website: www.ceav.vic.edu.au
MELBOURNE BURWOOD CAMPUS

221 Burwood Highway
Burwood Victoria 3125