cruise job fair

Berlin 2023

Exhibitor Guide

Contents

Event Information

The Cruise Job Fair is coming to Berlin for the fourth time. We hope to repeat the success of the previous events in 2023.

The event will be held again in Estrel Berlin, a large events and congress centre with a hotel

We expect to receive around 400 candidates from Germany, Poland and many more countries looking for work across all departments.

All cruise lines, recruiters, training centres, charities and other organisations within the cruise, superyacht and maritime industries, are welcome to participate at the event.

The Cruise Job Fair team would like to take this opportunity to thank Viking Cruises for sponsoring the Berlin job fair this year.

Cruise Job Fair

Berlin, Germany

Thursday, 12 January 2023

Estrel Berlin, Sonnenallee 225, 12057 Berlin, Germany

Preventing the spread of infections diseases

There are no restrictions on organising live indoor events in Serbia anymore, and we do not envisage this to change in the next few months. However, we will be implementing the following measures to limit the risks of spreading Covid-19 during our event:

- Social distancing:
    - the new venue is much larger than any venues we used in the past;
    - there will be fewer stands, larger gaps between stands and more space for queueing;
    - we estimate fewer recruiters and candidates will attend this year's job fair;
    - improved crowd management;
- Hand sanitisers will be available to all visitors;
- Face coverings will not be mandatory, but we will encourage visitors to use them in crowded spaces;
- Supply of fresh air via the venue's air conditioning system;
- Visitors who have covid symptoms will be asked not to attend;

We believe the above steps, along with all attendees' common sense, will ensure a safe environment at the job fair.

Exhibitor Stands, Packages and Prices

Packages

We offer two packages for you to choose from to best suit your needs and requirements, as well as a multi booking discount if you attend more than one event:

- **Standard** Package
- **Standard Plus** Package

All package pricing and details of what is included in each package can be found at

www.cruisejobfair.com/exhibitors/packages/

Stands consist of 1 or 2 tables with seating and reserved floor space. Each stand will be positioned with a wall or locked doors behind them; however, no banners or posters may be fixed to the wall. Please use free-standing banners or stand backgrounds.

Bookings

Once you have selected your package, please visit: www.cruisejobfair.com/exhibitors/booking/ and complete the online booking form. One of our team will then contact you to discuss and confirm your requirements for the day.

Stand Extras

TVs

Please let us know if you would like to book a TV with a stand for your stand. We have a limited number available to hire for the day. You will need to add the speaker set to your order if you want to play your videos with sound. We recommend playing videos from your laptop. Please bring a HBMI cable. You may play the video from a USB stick; however, a media player will have to be added to your order as the screens do not have USB slots.

40" TV with stand ... £210 / €240 / $250
55" TV with stand ... £310 / €360 / $370

Speaker set ... £22 / €25 / $26
Media player ... £26 / €30 / $31

Electricity

The venue charge €120 for each company requiring electricity at their stand. However, electricity is free if you order a TV.

Candidate information scanners

Each visitor to the job fair will have their ticket scanned as they arrive at the venue, and they will be given a sticker which you can then scan when you meet them at your stand.

We advise you to hire a hand-held scanner for the day – enough for the number of people on your stand, so that everyone can scan all of the candidates that you see during the course of the day. After the event, you will receive a download of all of the information about who has visited your stand that day - saving you valuable time both on the day and with any follow up required. This eliminates the need to collect and store paper CVs and is **entirely in line with the GDPR legislation**.

You will know exactly who your team has spoken to, where they are from, whether they have cruise experience, which departments they are interested in, and you can download copies of their CVs (for those that have uploaded their CV prior to the event).

The cost to hire one scanner and receive all of the data post event is **£85**. Every additional scanner for your stand would be **£15**. Please contact us as soon as possible if you are interested in adding this service to your stand.

Cost for 1 hand-held scanner and data: £85 / €95 / $100

Each additional scanner: £15 / €17 / $20

Networking Pass

The Networking Pass allows professionals working within the cruise industry to visit the job fair and meet colleagues and partners from other companies.

Please note: anyone who networks at the event without a valid pass will be asked to leave.

Cost: **£115 / €130 / $135** per person

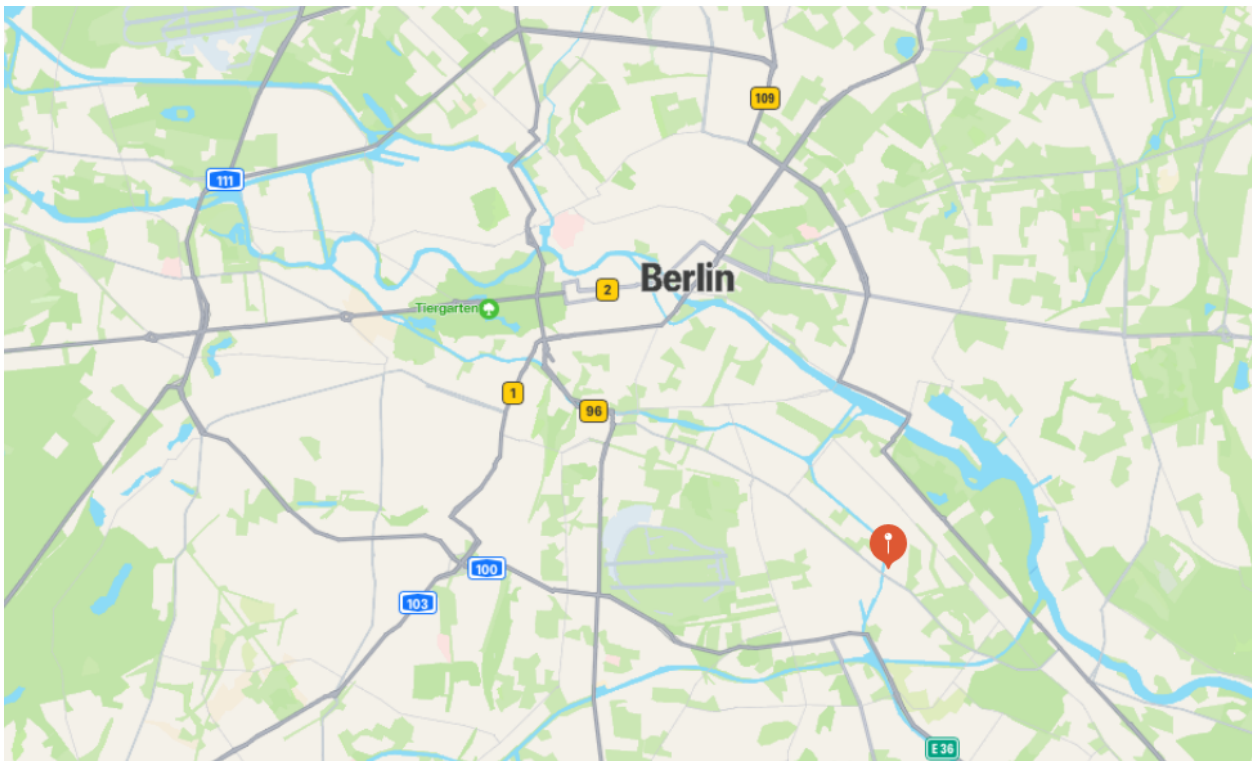All quoted prices are exclusive of VAT for UK-based businesses.

Venue Information

Estrel Berlin
Sonnenallee 225
12057 Berlin
Germany

Location

Estrel is a modern conference and entertainment venue located within easy reach of public transport links.
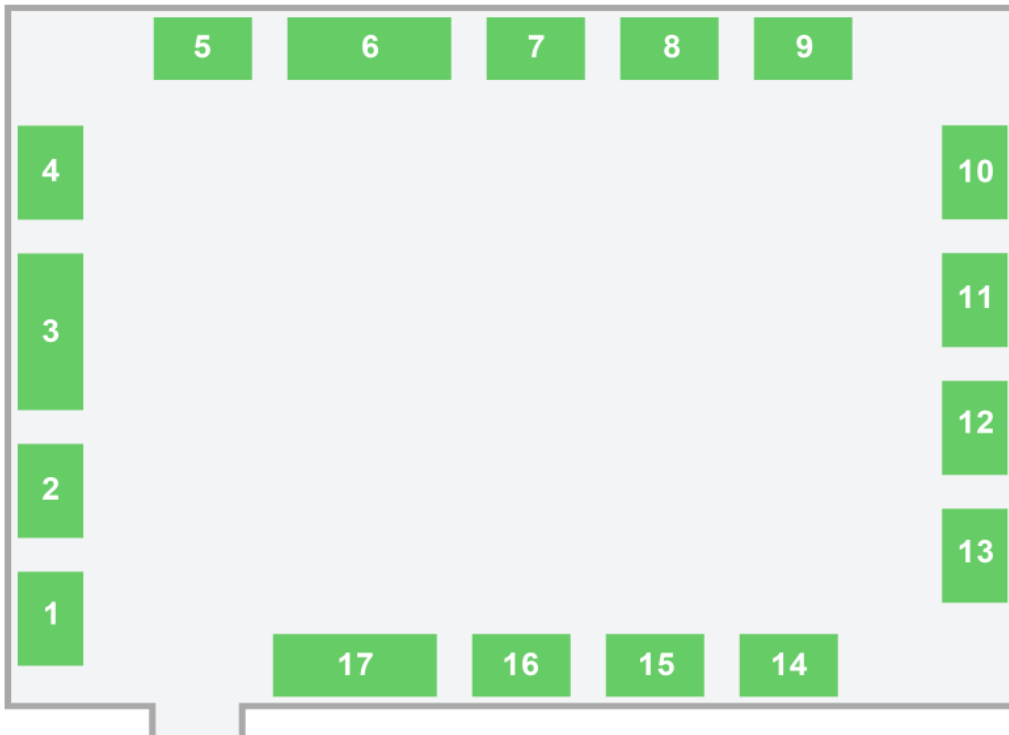
Visit www.cruisejobfair.com/berlin/directions/ for more detailed information about the venue's location.

Floor Plan

The Job Fair will take place in the spacious ballroom and foayer at the hotel. The up to date floor plan with a list of available and taken stands is available on the event website:

www.cruisejobfair.com/exhibitors/berlin/

Travelling to the Venue

Estrel Berlin may be easily reached by car or public transport.

Find the detailed instructions about travelling to the Estrel on venue's website:
https://www.estrel.com/files/downloads/estrel_lage_anfahrt_2022_ENG.pdf

By Car

GPS Coordinates:

52°28'25.5"N 13°27'30.6"E
52.473749, 13.458498

Parking:

The Estrel has its own underground parking garage offering 450 parking spaces, which is accessible through the Ziegrastraße.

By Public Transport within Berlin

The nearest public transport stops are:

Train: S Sonnenallee (S41, S42)
Bus: Sonnenallee (M41, N77)

By Plane

The Estrel is about 19 kms from Berlin Brandeburg airport. We recommend taking a taxi from the airport or using the **S45** line from *Terminal 1-2* to *Köllnische Heide*, then walk about 10 minutes to the hotel.

On-Site Facilities

Refreshments

A coffee station will be available during the networking hour (from 10.00 to 10.45am) and throughout the day.

You will be able to pre-order lunch boxes and we will advise you of the details nearer the time.

There are also several a la carte restaurants in the hotel.

Internet Access

Public Wi-Fi internet connection is available free of charge.

Event Schedule

The event will be opening its doors to visitors from 11:00am until 16:00pm.

Build-up & Break-down Times

Exhibitors will have access to the hall between 9:00 – 10:00 am on the day of the show to set-up their stands.

Visitors with networking passes will be admitted from 10:00 am.

Break down of stands must be carried out between 16:00 – 18:00 and must be completed by the end time as the hall will then be closed.

Any items left on stands at the end of the day will be deemed as rubbish and disposed of by the venue, and the exhibitor will be charged for this service if required.

All portable electrical appliances that are brought on-site should have been recently PAT tested and bear a current PAT test certificate.

Accommodation

We have been offered a discounted accommodation rate for our event (11-14 January). Please use one of the links below to book your stay at Hotel Estrel:

English:
https://reservations.travelclick.com/17417?groupID=3736985

German:
https://reservations.travelclick.com/17417?groupID=3736985&languageid=7

Single room ... €118 per room per night
Double room ... €130 per room per night

Breakfasts cost €25 per person.

Please note the hotel is very popular so we strongly recommend you book your rooms as soon as possible.

Deliveries and Collections

Deliveries

Exhibition materials can be sent to the venue prior to the event and these will be brought into the exhibition hall on the day. Please ensure that any deliveries arrive not sooner than **3 days** before the event.

All goods must be clearly labelled on each package. **Please use the delivery labels** that can be found at the end of the exhibitors' guide, and affix one to each of the packages prior to sending them. It is essential that you complete these labels, so that we can clearly identify if any packages are missing and contact you in advance of the show.

Collections

If you want packages to be returned to you, please arrange for a courier to collect them from the venue on **Friday, 13 January**.

Please have return labels supplied by your delivery company ready and attach them to boxes after the show. Leave the boxes at your stand, and they will be moved to a storage room to be collected after the event.

Delivery Labels

Please print off, complete and attach a label to each individual package before shipping:

Address: Estrel Berlin Warenannahme Cruises Job Fair 12.1.2023 Sonnenallee 225 12057 Berlin Germany	
DELIVERY LABEL	
Event Name:	Cruise Job Fair - 12/01/2023
Function Room:	Raum 1
Company:	
Parcel:	of

← Enter your company name

← Enter total number of parcels

Address: Estrel Berlin Warenannahme Cruises Job Fair 12.1.2023 Sonnenallee 225 12057 Berlin Germany	
DELIVERY LABEL	
Event Name:	Cruise Job Fair - 12/01/2023
Function Room:	Raum 1
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Parcel:	of

← Enter your company name

← Enter total number of parcels