

cruise job fair



EVENT SPONSOR



London 2022

Exhibitor Guide

Contents

Exhibitor Information	3
Preventing the spread of infections diseases	4
Exhibitor Stands, Packages and Prices.....	5
Packages.....	5
Bookings	5
Stand Extras	5
Networking Pass	6
Venue Information	7
Location	7
Floor plan	8
Travelling to the Venue	9
On-Site Facilities	10
Refreshments	10
Internet Access	10
Event Schedule	11
Build-up & Break-down Times	11
Accommodation	12
Deliveries and Collections	13
Deliveries	13
Customs Clearance	14
Collections	14
Delivery Labels	15
Shell Scheme Booths	16
Specifications	16
Shell Scheme Examples	17

Event Information

We are pleased to confirm that our in-person Cruise Job Fairs will resume this year following a break imposed by the Covid-19 pandemic.

The cruise industry has been hit hard, but there are signs of a strong recovery. As many employees unfortunately left the hospitality sector during the downtime, there is more than ever a great need to attract new qualified and experienced candidates to vacancies onboard seagoing cruise ships and inland waterways cruise vessels. We hope you will find our recruitment event helpful in fulfilling this goal.

The London event will be held in the ILEC Conference Centre in Earls Court, just a short stroll from West Kensington High Street. The conference centre is attached to the ibis London Earls Court Hotel. We expect to receive up to 500 quality candidates from all over the UK and parts of Europe, 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 London job fair this year.

Cruise Job Fair

London, UK

Monday, 27 June 2022

ILEC Conference Centre, 47 Lillie Road, Earls Court, London, UK

Preventing the spread of infections diseases

There are no restrictions on organising live indoor events in the United Kingdom 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 a range of packages and prices 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
- **Premium** 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.

43" TV with stand & HDMI cable: £185 / €220 / \$240

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 / €100 / \$110

Each additional scanner: £15 / €18 / \$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: **£100** per person

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

Venue Information

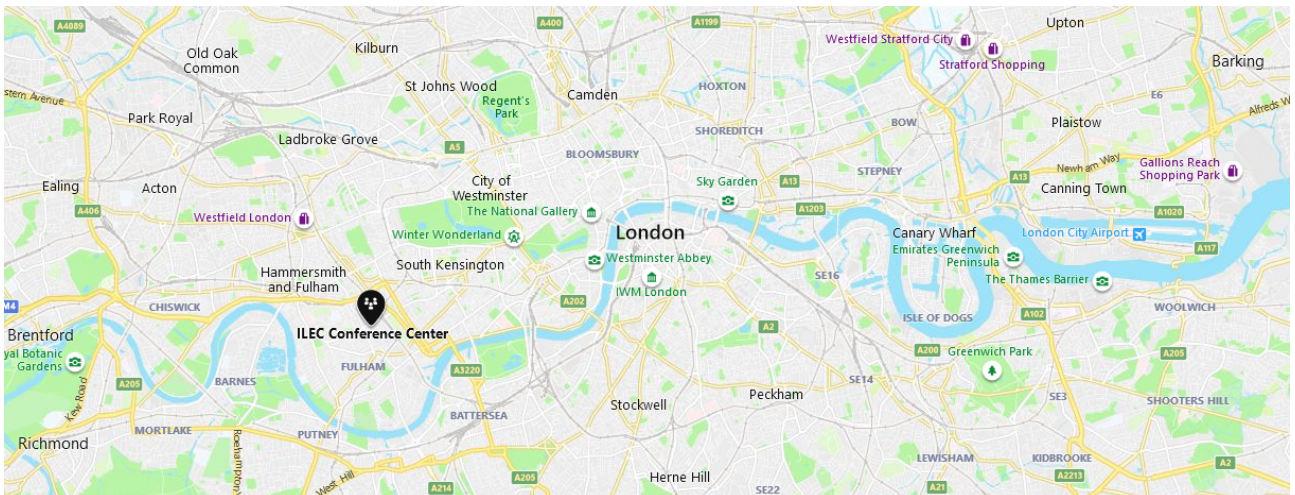


ILEC Conference Centre
47 Lillie Road
Earls Court
London
SW6 1UD

Location

The ILEC Conference Centre is located in Earls Court and is easily accessible by a variety of methods which are detailed below.

Visit www.cruisejobfair.com/london/directions/ for more detailed information about the venue's location.

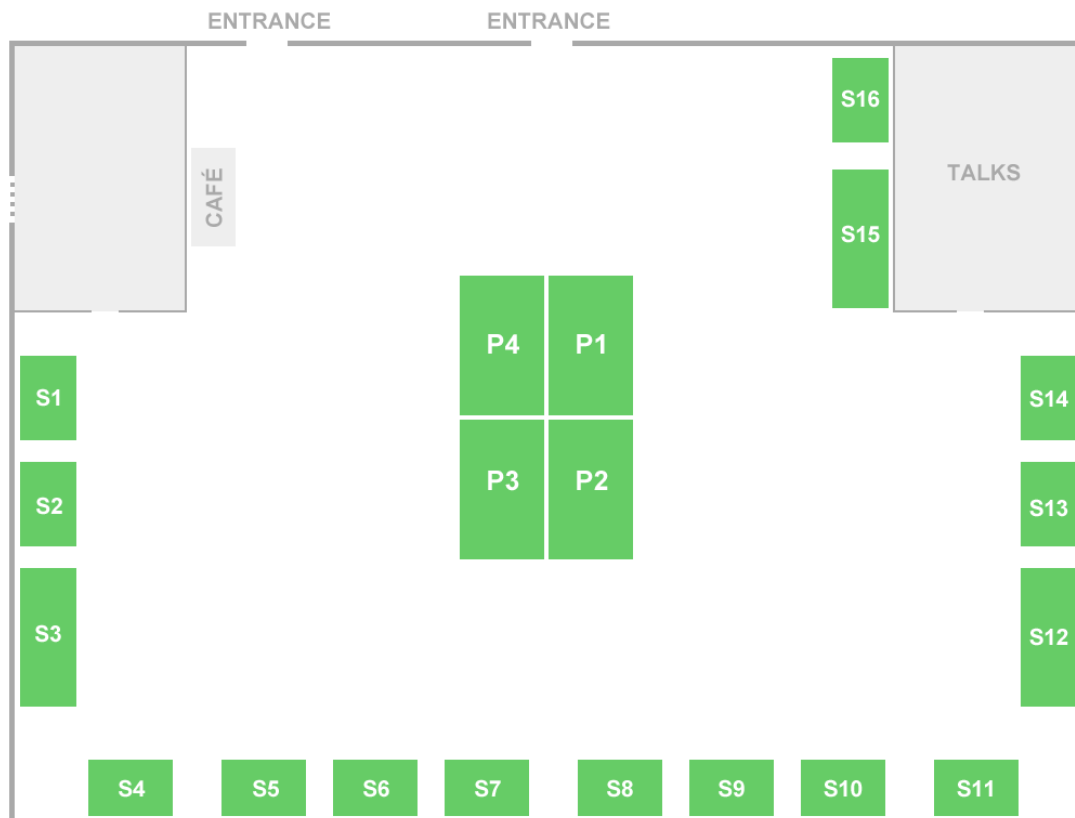


Floor Plan

The new venue offers great versatility of space and more room for the talks programme. The job fair will be held in a large pillar-free hall at the conference centre.

The final layout will be confirmed prior to the event date. An updated version of the venue floor plan with a list of exhibitors, their booked stands and available stands can be viewed online:

www.cruisejobfair.com/exhibitors/london/



Stands P1-P6 are shell scheme booths. Stands S5 and S19 may be booked only as Standard Plus. Any other Standard stands may be upgraded to the Standard Plus package.

Stand numbering may change. Final stand numbers will be confirmed 3 weeks before the event.

Travelling to the Venue

The ILEC Conference Centre is a spacious exhibition centre in an excellent location at Earls Court, London, and is close to public transport links.

By Underground

West Brompton (District Line) - 4 minutes' walk.

Earls Court (District Line, Piccadilly Line) - 8 minutes' walk.

West Kensington (District line) - 12 minutes' walk.

By Overground Train

West Brompton - 4 minutes' walk.

By Bus

The following bus routes all stop just outside the ILEC Conference Centre: 14, 22, 28, 190, 211, 295, 414, 430 and N97

By Car

GPS Coordinates:

51°29'09.7"N 0°11'58.1"W

51.486038, -0.199467

Car Parking:

The venue has an on-site underground car park. Please note the vehicle height is restricted to 2.1 metres.

On-Site Facilities

Refreshments

A pop-up café will be provided in the lobby area which will serve coffee, tea, refreshments and snacks throughout the day.

Light lunch boxes may be ordered up to a month in advance. They consist of:

- 1 x Baguette/Salad
- 1 x Fresh fruit
- 1 x Packet of crisps
- 1 x Chocolate bar
- 1 x Bottle of water

Sandwiches Options:

- Chicken salad baguette
- Multi seeds baguette Filled with chargrilled vegetable ,Moroccan humus & rocket salad (vegan) (peppers, courgettes)

Salad Option:

- Roasted vegetable giant couscous (vegan)
- Chicken Caesar salad

Cost: £14.00 (inc VAT) per lunch pack.

We will contact you with more details about pre-ordering light lunches closer to the date.

Internet Access

Public Wi-Fi internet connection is available.

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

Ibis London Earls Court ***

There is a range of rooms and suites available at the venue itself which is attached to the Ibis Hotel. You may book your accommodation directly on hotel's website:

<https://all.accor.com/ssr/app/accor/rates/5623/index.en.shtml>



hub by Premier Inn London West Brompton **

A small, stylish hotel 5 minutes walk from the venue.

You may book a room online on Premier Inn's website:

<https://www.premierinn.com/gb/en/hotels/england/greater-london/london/hub-london-west-brompton.html>



June is a busy period and we were advised by the venue to book accommodation as soon as possible to avoid disappointment.

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 on **Friday 24th June 2022** between 07:00 and 16:00.

All goods must be clearly labelled on each package with the following:

**ILEC Conference Centre
FAO: Sam Samiee (Operations Manager)
Ibis London Earl's Court
47 Lillie Road
SW6 1UD
London
United Kingdom**

**Event Date: 27 June 2022
Banquet Room: London Suite**

Before dispatch, please contact **Adriana Kyriakaki** by email h5623-sl2@accor.com with the following details:

- Total Quantity/number of parcels to be delivered
- Make up of cases
- Estimated Delivery time and date
- Date of Collection
- Total Quantity/Number of items to be collected

Please send a copy of the email to events@webix.co.uk as well.

Contact person for deliveries:

Lalita Menezes
Tel: (+44) 7507 562 560
H5623-SB2@accor.com

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.

Customs Clearance

Since the United Kingdom left the European Union, moving goods to and from Great Britain has become more difficult and expensive. Fortunately, items used for exhibitions and trade shows (such as banners, stands, leaflets, give-aways, etc.) fall within the temporary import category which is free of VAT and import duty.

Please read the following guidance:

<https://shippingchannel.fedex.com/en-gb/customs-clearance/temporary-import.html>

<https://www.gov.uk/guidance/apply-to-import-goods-temporarily-to-the-uk-or-eu>

We strongly recommend you use a courier service provider which has experience in temporary imports to Great Britain. Consider using a customs broker if you are unsure about the procedures. Unfortunately, we are unable to assist in custom clearance of your items.

Collections

If you want packages to be returned to you, please arrange for a courier to collect them from the venue on **Tuesday 28th June**.

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 on the Tuesday.

IMPORTANT:

In addition to the courier labels, please print out and complete a copy of the following label and leave it with your items:

<https://www.cruisejobfair.com/download/Parcel-Collection-ILEC.doc>

Delivery Labels

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

Address: ILEC Conference Centre FAO: Sam Samiee (Operations Manager) Ibis London Earl's Court 47 Lillie Road SW6 1UD London	
DELIVERY LABEL	
Event Name:	Cruise Job Fair London - 27/06/2022
Function Room:	London suite
Company:	
Parcel:	of

← Enter your company name

← Enter total number of parcels

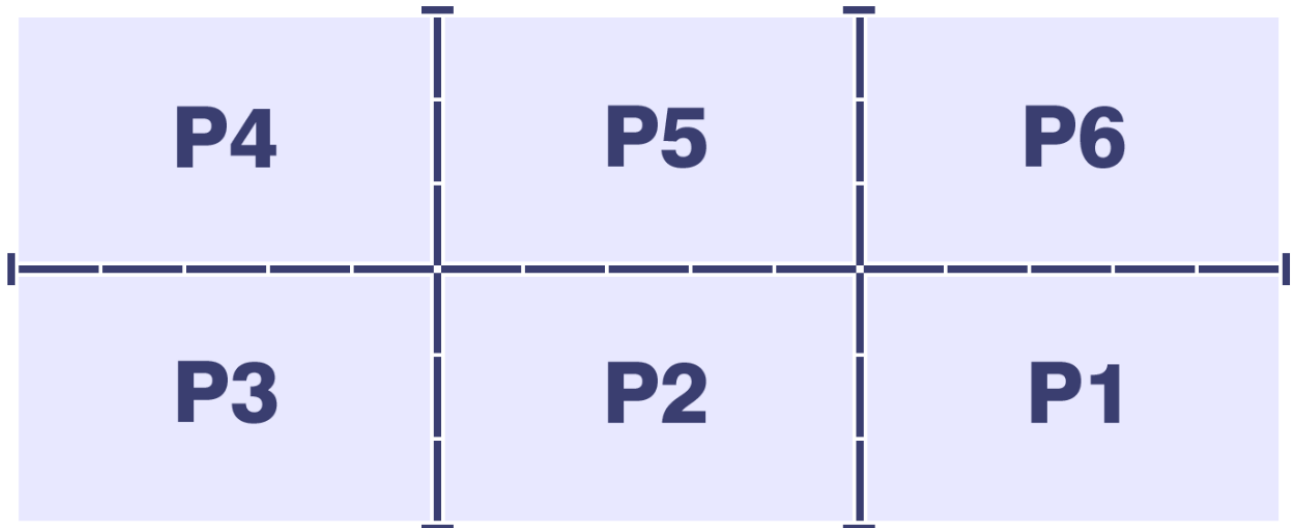
Address: ILEC Conference Centre FAO: Sam Samiee (Operations Manager) Ibis London Earl's Court 47 Lillie Road SW6 1UD London	
DELIVERY LABEL	
Event Name:	Cruise Job Fair London - 27/06/2022
Function Room:	London suite
Company:	
Parcel:	of

← Enter your company name

← Enter total number of parcels

Shell Scheme Booths

Premium stands (S1-S6) use shell scheme. Please note that this is different from the shell scheme we used in previous years at Business Design Centre.



Specifications

Shell scheme stand size is 5x3 metres.

Exhibitors may order graphics for their stand from their own printer or from the shell scheme supplier:

Premier Exhibition Systems

Tel: (+44) 0800 542 7739

sales@premex.co.uk

www.premex.co.uk

The cost for producing graphics is not included in the cost of Premium stands.

5m walls consist of 5 panels and require a graphic 5010mm wide x 2130mm high. This can be made in one or several sections (usually 4 or 5).

3m walls consist of 3 panels and require a graphic 3000mm wide x 2130mm high. This can be produced in 1, 2 or 3 sections.

The graphics are attached to the panels using hook Velcro. We suggest graphics are produced on 3mm Foamex.

Stands P1, P3, P4 and P6 have 2 walls. Stands P2 and P5 have 3 walls.

All shell scheme stands will have 13amp electricity supply suitable for powering TVs, laptops, mobile phone chargers, etc.

The colour of the shell scheme panels is light grey or navy (to be confirmed shortly before the event).

Shell Scheme Examples

The following photos (taken at different events) show the shell scheme which will be used at Cruise Job Fair in London. Please note we will use 5x3 panels.

