

# cruisejobfair



EVENT SPONSOR



# Porto 2024

## Exhibitor Guide

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# Event Information

For the first time, the Cruise Job Fair is coming to Portugal, to the beautiful city of Porto.

We managed to secure a great venue for our event - the Pestana Douro Riverside Hotel on the bank of the Douro River. The Cruise Job Fair will be held in the Douro Room.

We expect to receive around 300-400 candidates mainly from Portugal and Spain, 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 for sponsoring the Porto job fair this year.**

**cruisejobfair**

**Porto, Portugal**

**Thursday, 19 September 2024**

**Pestana Douro Riverside, Av. Escritor Costa Barreto nº60, 4420-445 Porto, Portugal**

# 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/](http://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/](http://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.

|                       |                     |
|-----------------------|---------------------|
| 42" TV with stand ... | £175 / €205 / \$220 |
| 50" TV with stand ... | £210 / €250 / \$265 |
| 75" TV with stand ... | £290 / €340 / \$365 |

### Electricity

There is no charge for electricity at this venue, but please bring your own extension leads if you do require electricity at your stand.

## 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: **£100 / €120 / \$130** per company

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

# Venue Information



## **Pestana Douro Riverside**

Av. Escritor Costa Barreto nº60

4420-445 Porto

Portugal

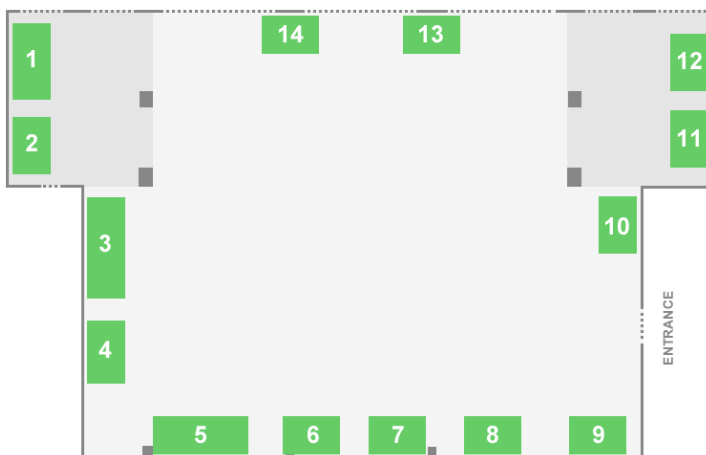
## **Location**

Pestana Douro Riverside is located on the right bank of the Douro River, 10 minutes away from Porto city centre.

Visit [www.cruisejobfair.com/porto/directions/](http://www.cruisejobfair.com/porto/directions/) for more detailed information about the venue's location.

Parking is available to the guests of the hotel.

## **Floor Plan**



The Job Fair will take place in the Douro Room 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/porto/](http://www.cruisejobfair.com/exhibitors/porto/)

# On-Site Facilities

## **Refreshments**

A coffee station will be available during the networking hour (from 9:00 to 11:00).

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

There is also a café and a restaurant 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 11:00 until 16:00.

## **Build-up & Break-down Times**

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

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

Break down of stands must be carried out between 16:00 – 17:00 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.



# Accommodation

Pestana Douro Riverside is located on the right bank of the Douro River, 10 minutes away from Porto city center. However, we regret to inform you that the hotel is fully booked, and accommodation is no longer available on the 18th and 19th of September.

Here is a selection of alternative nearby hotels. All are located closer to the Porto city centre.



## **Oca Oriental Porto Hotel \*\*\*\***

*3 min drive from the venue*

Double room with breakfast from €130 per room per night



## **Acta the Avenue \*\*\*\***

*7 min drive from the venue*

Double room with breakfast from €150 per room per night



## **Holiday Inn Express Porto City Center \*\*\***

*12 min drive from the venue*

Double room with breakfast from €165 per room per night



## **Porto Trindade Hotel \*\*\*\***

*9 min drive from the venue*

Double room with breakfast from €120 per room per night

# 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 working 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.

If you send your parcels from outside the European Union, please make sure to track the shipment and timely respond to all enquiries related to importing goods to Portugal. Please note the organisers and the hotel are unable to assist you with this and cannot be held responsible should the shipment be stopped at the customs.

### Contact person for deliveries:

Ms. Ana Duque  
[eventos.porto@pestana.com](mailto:eventos.porto@pestana.com)  
T.: +351 229 766 457  
M.: +351 961 741 753

## Collections

If you want packages to be returned to you, please arrange for a courier to collect them from the hotel on **Friday, 20 September**.

Please have return labels supplied by your delivery company ready and attach them to boxes when the job fair ends. 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:<br><br><b>Pestana Douro Riverside</b><br>Attn: Ana Duque<br>Av. Escritor Costa Barreto nº60<br>4420-445 Porto<br>Portugal |                                       |
| DELIVERY LABEL   |                                       |
| Event Name:  | Cruise Job Fair - 19 September 2024   |
| Function Room:   | Douro room                            |
| Company:   | ← Enter your company name             |
| Parcel:  | of<br>← Enter total number of parcels |

|  |                                       |
|--|---------------------------------------|
| Address:<br><br><b>Pestana Douro Riverside</b><br>Attn: Ana Duque<br>Av. Escritor Costa Barreto nº60<br>4420-445 Porto<br>Portugal |                                       |
| DELIVERY LABEL   |                                       |
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