

**GROW YOUR BUSINESS
AND FIND GREAT STAFF
WITH US!**



**BOOKING
FORM**

BOOKING FORM

Contact Person: _____

Phone: _____

Email: _____

The JobLab dedicated expo space for you to showcase your business to potential job seekers.

JobLab will run over the following weeks. Please select the most relevant:

- 3rd Feb – 7th Feb (Admin, Hospitality, Retail, Aged Care)
 10th Feb – 14th Feb (NZ Services)
 17th Feb – 21st Feb (Construction, Trades)
 24th Feb – 28th Feb (Horticulture)

If your industry is not listed above - what is your industry: _____

(In this case we will contact you to discuss which week would be most appropriate)

Please indicate what you will require for your stand (2m x 1m space):

- Table
 Chair
 Power

Will you have the following available?

- Brochures
 Pull-up banner
 Promotional product or giveaways

Any other marketing collateral _____

Will your stand be attended at anytime during the week by a staff member?: _____

(You are welcome to leave your space unattended. If attending please let us know who will attend.)

Your space will be allocated on arrival on the week you are attending.

SEMINARS & RECRUITMENT

You have the opportunity to present a seminar about your business to a group of job seekers. These can be on any topic related to your business and/or industry and help to showcase not only what you offer but the pathways through your business and industry.

Seminars will be scheduled throughout the week within given time frames.

Which date/s and time/s are best for you? (Please circle)

Monday		2:30pm		3:30pm
Tuesday	9:30am	10:30am	2:30pm	3:30pm
Wednesday	9:30am	10:30am	2:30pm	3:30pm
Thursday	9:30am	10:30am	2:30pm	3:30pm
Friday		9:30am		10:30am

If you are flexible please tick here:

The seminar duration is at your discretion, so whether it is for 10 or 30 minutes, we are happy to accommodate you. In some cases, we will combine your seminar slot with others who have indicated their interest in the same time-frame. Please be aware that in some instances we may need to move times to ensure you get value out of your session.

We encourage you to bring along your PowerPoint presentation/video/Slide Deck on a USB device. We will provide a projector, laptop, AV system or microphone.

Do you have a current recruitment need?

You can conduct interviews at Job Lab at our designated interview area.

Do you have current recruitment needs? _____

Who is the best contact to discuss these? _____

Best contact number: _____

We would love to work with you to match job seekers to your requirements.

Thank you for participating and we look forward to a successful series of events.

Please return your completed form to kiriwai.jones004@msd.govt.nz

TERMS AND CONDITIONS

JobLab is a FREE event, all aspects of the expo, seminar and recruitment options are available at no charge, please see terms and conditions below.

- You will need to comply with all health and safety and induction material which will be supplied prior to and during the event
- Set up and removal times provided. They must be strictly adhered to due to health and safety
- Although we will do our best to protect your property, we are not liable for the loss of any valuables
- No food or drink to be given away onsite without prior approval
- We have the right to cancel or make changes to the event structure at any time
- Any electrical equipment used onsite must be tagged and tested
- No sound displays within the expo space without prior approval
- If the terms and conditions and/or health and safety policy is not adhered we reserve the right to cancel your participation in the event