

Cambridge University Careers Events – Information for Contractors and Couriers

The Careers Service encourages organisations at our recruitment events to use the services of a contractor. Below is a quick guide to pitch sizes and set up / dismantling times for contractors and couriers. For dates of events <http://www.careers.cam.ac.uk/recruiting/recmenu.asp>

Event	Pitch (m)	Deliveries / Set up from	Set up by	Dismantle / Collect from	Out by	Extra Info
Michaelmas Term						
Consultancy	3 x 2	08.00	12.55	18.05	19.00	
Banking & Finance	3 x 2	08.00	12.55	18.05	19.00	
Grad Schemes & Interns	3 x 2	08.00	12.55	17.35	18.30	
Solicitors	3 x 2	08.00	12.55	16.35	18.00	
Careers in Economics	Library bay	Deliveries: 10.00 Set up: 12.00	12.55			1 banner, no parking
Careers for Mathematicians Quantitative Finance	Table only	Literature only: 8.00 Set up: 16.00	16.25			No stands, no parking
Eng, Science & Technology	3 x 2	08.00	12.55	18.05	19.00	1 day only
Barristers	2x2	11.00	11.55	15.05	17.00	No parking
Easter Term						
Summer	3 x 2	10.00	13.55	17.05	18.30	
Lent Term						
Work to Change the World	2 x 2	TBC				
Careers in Creative Industries	2 x 2	TBC				
Cam Connect & Data Science	3 x 2	13.30	14.55	18.05	19.00	

All stands must be placed at the **back of the pitch**, behind the table / chairs provided i.e. not obstructing the view of adjacent pitches. Other 'stand furniture' such as a podium or literature dispenser must stay within the confines of the pitch. Any non-standard items must be agreed with us in advance (including fixed structures, heavy and large items). **Floor-plans** provided on arrival – not supplied in advance.

- All events with a **3m (w) x 2m (d)** area of floor space are for one **4 panel pop up stand +curved ends or max three banner stands** (not both, nor oversized pop-ups).
- Events with a **2m x 2m pitch** are for single banner stands and literature only – no stand furniture, or A/V.
- Pop-up events. No deliveries of any kind are permitted.

One electrical outlet is provided – equipment must be PAT tested and anything drawing over 3amps must be agreed with us in advance.

Parking: There are limited car parking spaces; contractors must therefore request these in advance. Some spaces are narrow, short and access is round pillars with height restrictions.

All goods / materials must be delivered to the appropriate pitch, set up, dismantled and removed within times specified above. Pop-up stands may not be dismantled until 5 minutes after the event closes. Stand cases, monitors, heavy / large boxes, sack barrows / trolleys may not be moved around while the event is open.

Goods may not be delivered in advance nor collected the following day (the Careers Service rents the space for the day). No responsibility can be taken for lost goods.

Promotional items and literature must be stored under the table; filled bags must not form a trip risk by being stacked in front of the table / in the aisle; food items (eg cup-cakes / pop-corn) must be in sealed packaging, to be consumed off the premises; hot or cold drinks (especially alcohol) are not permitted and all battery or electrical items must comply with current EU safety regulations.

Contractor refreshments: Vouchers are provided for use in the café (no access to Riverside Restaurant). We ask that you respect the venue and the other café users; if staff need to rest please use your own vehicles.