

Bespoke Pop-ups

If you would like to host a pop-up stand on campus, for the purpose of engaging with students about careers at your organisation, we can offer you the following:

Space and Location

- Stand fee: £100 + VAT
- If electricity required: £60 + VAT
- Extra cost will be incurred if you are bringing catering items – including hot drinks and/or snacks. Cost to be confirmed by UEA Catering department.

Please note, we will need specifications of your pop-up stand to be able to organise a location on campus with you. Pop-ups are subject to campus event permission forms being completed and permission being granted from UEA Catering department.

Pre-event, on campus marketing

- £200 + VAT

What's included:

- Pre pop-up advertising on CareerCentral Instagram and LinkedIn
- Pop-up event listing on MyCareerCentral
- Digital screen advertising your event in over 15 different locations on campus.

Please note we advertise events on campus two weeks before they happen (and again at one week). You can provide any graphics. If you would like the CareerCentral Marketing and Events team to make these, the information will be required five weeks before the event so that it can be signed off three weeks before the event. Visit our [marketing specifications document](#) for information on asset sizing and requirements.

If you would like to host a pop-up, the steps are:

- Get in touch with careers.events@uea.ac.uk no later than two months before your event to confirm that you would like to host a pop-up on campus and which career(s) you are promoting
- Complete your online [Event Permission Form](#) and, if you want to bring catering to campus, please complete the [Food Trader Enquiries Form](#). You will need permission from UEA Estates and, where applicable, UEA Catering to host a pop-up
- Send careers.events@uea.ac.uk confirmation that you have completed these forms and send us your public liability insurance and your risk assessment documents
- Receive notice from UEA that you have been approved and can come to campus
- Finalise location and further requirements with the CareerCentral events team
- Pay any fees (how to do this will be outlined in correspondence with us)
- If you require CareerCentral marketing, sign off any marketing assets produced no later than three weeks before your event

- Notify careers.events@uea.ac.uk with names of staff attending your pop-up event and if you need any parking permits
- Meet us on the morning of your event.

To host a pop-up you will need to adhere to our [terms and conditions](#).