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# VISUAL IMPACT

## Brisbane 2024

17-19 July, 2024

Brisbane Convention and  
Exhibition Centre

# EXHIBITOR MANUAL

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### TABLE OF CONTENTS

<b>SECTION 1 - WELCOME.....</b>	<b>4</b>
1.1 Welcome from the Chief Executive Officer .....	4
1.2 Exhibitor Checklist .....	5
<b>SECTION 2 - CONTACT DETAILS .....</b>	<b>6</b>
2.1 Event Organisers.....	6
2.2 Official Visual Impact Contractors .....	6
<b>SECTION 3 – BRISBANE AND SURROUNDS INFORMATION .....</b>	<b>8</b>
3.1 Dining Options .....	8
3.2 Shops and Services .....	8
3.3 Transportation .....	10
3.4 Visitors Activities .....	12
<b>SECTION 4 – VISUAL IMPACT INFORMATION .....</b>	<b>12</b>
4.1 Dates and Times .....	12
4.2 Identification.....	13
4.3 Media Personnel and Press Facilities .....	13
4.4 Public Address System .....	13
4.5 Payments .....	14
4.6 Retail Sales.....	14
4.7 Security .....	14
<b>SECTION 5 - STAND SPECIFICATIONS.....</b>	<b>14</b>
5.1 Electrical and Lighting.....	14
5.2 False Ceilings.....	15
5.3 Floor Loading .....	15
5.4 Flooring - Raised Floors, Stairs and Ramps within Exhibits .....	16
5.5 Stand Visibility .....	16
5.6 Stand Construction & Exhibits .....	16
5.7 Materials Restrictions.....	17
5.8 Partition Walls and Adjacent Sites.....	17
5.9 Shell Scheme.....	17
5.10 Floor Space/Space Only Stands .....	19
5.11 Stand Designs/Custom Stands.....	19
5.12 Stand Name Signage/Fascia.....	20
5.13 Stand Upgrade Packages .....	20
5.14 Floor Markings.....	20
5.15 Walk-On Furniture Packages .....	20
<b>SECTION 6 - OPERATIONAL INFORMATION .....</b>	<b>20</b>
6.1 Access .....	20
6.2 Care of Exhibition Venue .....	21
6.3 Clear Aisles.....	21
6.4 Deliveries to the Exhibition.....	21
6.5 Displaying Motor Vehicles .....	22
6.6 High Visibility Clothing and Enclosed Footwear .....	23
6.7 Loading Dock.....	23
6.8 Move-In.....	24
6.9 Move-Out.....	24
6.10 Stock Removal .....	25
6.11 Traffic Management .....	25
6.12 Working Demonstrations .....	25
6.13 Heavy Equipment .....	25



# VISUAL IMPACT Brisbane 2024

17-19 July, 2024  
Brisbane Convention and Exhibition Centre



<b>SECTION 7 - EXHIBITOR SERVICES .....</b>	<b>25</b>
7.1 Accommodation .....	25
7.2 Account Cards .....	25
7.3 Audio-Visual Equipment .....	26
7.4 Balloons .....	26
7.5 Banner Rigging .....	26
7.6 Catering.....	26
7.7 Cleaning .....	26
7.8 Communications.....	26
7.9 Compressed Air / Gas / Water.....	26
7.10 Contractors .....	27
7.11 Exhibitor Lounge.....	27
7.12 Exhibitor Services.....	27
7.13 Freight.....	27
7.14 Furniture .....	28
7.15 Registration Services .....	28
7.16 Storage.....	28
<b>SECTION 8 - EXHIBITOR PROMOTIONS.....</b>	<b>28</b>
8.1 Competitions - Lottery Permits .....	28
8.2 Logos.....	28
8.3 Magazine Advertising .....	29
8.4 PR Services.....	29
8.5 Trade Invitations.....	29
8.6 Visitor's Bags.....	29
8.7 Visitor Guide .....	29
<b>SECTION 9 - EXHIBITING POLICY .....</b>	<b>30</b>
9.1 Cancelling of Space .....	30
9.2 Canvassing .....	30
9.3 Reduction of Space .....	30
9.4 Stand Operation Guidelines.....	31
9.5 Stand Perimeter .....	31
9.6 Stand Space Alterations.....	31
9.7 Exhibitor Code of Conduct.....	31
9.8 Trade Unions.....	31
9.9 Sub-Letting Exhibition Space/Stand .....	32
<b>SECTION 10 - WORKPLACE HEALTH AND SAFETY .....</b>	<b>32</b>
10.1 Covid-19.....	32
10.2 Children.....	32
10.3 Covered Footwear .....	32
10.4 Dangerous and Hazardous Substances.....	32
10.5 Emergency, First Aid and Medical .....	32
10.6 Electrical Equipment.....	32
10.7 Encroachment.....	33
10.8 Fire Regulations .....	33
10.9 Flooring - Raised Floors, Stairs and Ramps within Exhibits .....	33
10.10 High Visibility Clothing.....	34
10.11 Workplace Health and Safety .....	34
10.12 Noise Levels .....	35
10.13 Non Smoking Policy .....	35
10.14 Public Liability, Insurance and Indemnity.....	35
10.15 Risk Management.....	36
<b>SECTION 11 - SERVICE ORDER FORMS.....</b>	<b>37</b>

## SECTION 1 - WELCOME

### 1.1 Welcome from the Chief Executive Officer

Dear Exhibitor,

Welcome to Visual Impact Brisbane 2024 at Brisbane Convention & Exhibition Centre.

Congratulations on becoming an exhibitor at this prestigious event. Now that you are participating in this event, our aim at Visual Connections is to give you the support you need to make this Exhibition a success. Your success will in part depend on how organised your activities are leading up to the exhibition. Experience has shown that early preparation is critical for a successful event.

This manual has been designed that it may be referenced quickly for information. It is a vital tool for all exhibitors and should be central to all exhibition planning. This manual is to be read in conjunction with the Exhibition Booking Form & Terms and Conditions and Exhibitor Newsletters. To the extent of any inconsistency with this manual and the Exhibition Booking Form & Terms and Conditions, the Exhibition Booking Form & Terms and Conditions shall prevail.

The guidelines in this manual have been prepared for your convenience. Please take time to read them and ensure that you complete the various service/order forms and return them to the appropriate company by the dates specified. Following these guidelines may help you avoid any unnecessary difficulties or expense.

Please be aware if you are a regular exhibitor, that each venue has their own specific requirements, so please read the manual thoroughly or ask us for assistance.

Don't forget the manual is designed to help you make the most of the opportunities available to you as an exhibitor. Many of the opportunities available are free of charge, you simply need to complete the relevant forms and return them before the deadline. The deadline dates are crucial. Please make time now to ensure that you meet all the deadlines - it will save you inconvenience and expense later.

Please note the shell scheme walling for this show. All shell scheme stands will have white octanorm walling. Please prepare your stand for this.

If at any stage you have any queries, please do not hesitate to contact any member of the Visual Connections team. For contact details please refer to Section 2 of this manual.

We value your participation and look forward to seeing you at Visual Impact Brisbane 2024.

Regards,



Peter Harper  
Chief Executive Officer



### 1.2 Exhibitor Checklist

Use this Exhibitor Checklist to help you keep up to date with all deadlines.

**Please note**

All forms our compulsory, you will need to submit each form, even to state not required.

Form	Deadline
Exhibitor Insurance Form	1 July
Visitor Guide Submission Form (refer bottom of this page)	31 May
Exhibitor Staff Registration Form	28 June
Stand Upgrade, Furniture and Flooring Order Form	31 May
Lead Collection Services Form	28 June
Venue Services including: <ul style="list-style-type: none"> <li>- Utility Services Order Form</li> <li>- Plumbing</li> <li>- Stand Catering &amp; Beverage Order Form</li> <li>- Business Support, Technology &amp; Communications Order Form</li> <li>- Stand Cleaning</li> </ul>	7 July
ExpoNet Forms including: <ul style="list-style-type: none"> <li>• Fascia &amp; Signage Confirmation (Shell Scheme Stands Only)</li> <li>• Stand Modifications</li> <li>• Power &amp; Lighting</li> <li>• Wall Mounted Shelving &amp; Slat Walls</li> <li>• Furniture &amp; Audio Visual</li> <li>• Stand Layout</li> </ul>	26 June
Rigging Request Form	19 June
Stand Build & Contractor Information Form	31 May
Demonstration Application Form	31 May
Hazardous Substances Permit (MSDS) Form	31 May
Motor Vehicle Display Form	31 May
Heavy Equipment Details Form	31 May
Move-in/Move-out Materials Handling & Transport Form	24 June
Delivery Label for Exhibitor Materials Delivery to Venue	

**VISITOR GUIDE SUBMISSION**  
To complete your Visitor Guide Submission, go to:

<http://www.visualimpact.org.au/vi-brisbane-2024-visitor-guide-submission>

**Order forms must be completed and submitted before the stated deadlines.**

Any forms received after the above deadlines will be entitled to a late booking fee, implemented at the contractor’s discretion. Should you have any queries, or are unable to submit forms on time, please contact the Organisers.

## SECTION 2 - CONTACT DETAILS

### 2.1 Event Organisers

**Visual Connections Australia Ltd**

Charly Blades

PO Box 3723

MARFIELD NSW 2122

T: +61 2 9868 1577

E: [exhibitions@visualconnections.org.au](mailto:exhibitions@visualconnections.org.au)

W: [www.visualimpact.org.au](http://www.visualimpact.org.au)

### 2.2 Official Visual Impact Contractors

<b>Accommodation</b>	Accommodation options can be viewed and booked online at <a href="https://events.ozaccom.com.au/vi-bne-2024/accommodation">https://events.ozaccom.com.au/vi-bne-2024/accommodation</a>
<b>Catering &amp; Cleaning Services</b>	<p><b>BCEC</b> Exhibitor Services T: +61 7 3308 3536 E: <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> W: <a href="http://www.bcec.com.au">www.bcec.com.au</a> Order Online: <a href="#">Venue Services Online Ordering System</a></p>
<b>Communications – Internet and Phone</b>	<p><b>BCEC</b> Exhibitor Services T: +61 7 3308 3536 E: <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> W: <a href="http://www.bcec.com.au">www.bcec.com.au</a> Order Online: <a href="#">Venue Services Online Ordering System</a></p>
<b>Compressed Air, Gas, Water Services &amp; Plumbing Connections</b>	<p><b>BCEC</b> Exhibitor Services T: +61 7 3308 3536 E: <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> W: <a href="http://www.bcec.com.au">www.bcec.com.au</a> Order Online: <a href="#">Venue Services Online Ordering System</a></p> <p>Please note plumbing connections are required for all compressed air, gas and water connections you will also need to book the plumbing connection through the Venue.</p>
<b>Electrical Stand Power and Lighting</b>	<p><b>ExpoNet</b> Exhibitor Services Department T: +61 2 9645 7070 E: <a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a> W: <a href="http://www.exponet.com.au">www.exponet.com.au</a></p>
<b>Electrical Tagging and Testing</b>	<p><b>ExpoNet</b> Exhibitor Services Department T: +61 2 9645 7070 E: <a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a> W: <a href="http://www.exponet.com.au">www.exponet.com.au</a></p>

<b>Furniture and Flooring</b>	<b>ExpoNet</b> Exhibitor Services Department T: +61 2 9645 7070 E: <a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a> W: <a href="http://www.exponet.com.au">www.exponet.com.au</a>
<b>Audio Visual</b>	<b>ExpoNet</b> Exhibitor Services Department T: +61 2 9645 7070 E: <a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a> W: <a href="http://www.exponet.com.au">www.exponet.com.au</a>
<b>Shell/Stand Builder</b>	<b>ExpoNet</b> Exhibitor Services Department T: +61 2 9645 7070 E: <a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a> W: <a href="http://www.exponet.com.au">www.exponet.com.au</a>
<b>Logistics</b>	<b>GEL Events</b> Matt Verdolini T: +61 2 8755 8899 M: +61 401 094 681 E: <a href="mailto:matt@gelevents.com.au">matt@gelevents.com.au</a> W: <a href="http://www.gelevents.com.au">www.gelevents.com.au</a>
<b>Public Relations</b>	<b>Visual Connections</b> Robyn Frampton T: +61 2 9868 1577 E: <a href="mailto:robynf@visualconnections.org.au">robynf@visualconnections.org.au</a>
<b>Rigging</b>	<b>Clifton Productions</b> Kiri Ngarotata T: 1300 254 386 M: +61 403 730 260 E: <a href="mailto:kiri@cprig.com">kiri@cprig.com</a> W: <a href="http://www.cliftonproductions.com.au">www.cliftonproductions.com.au</a>
<b>Security</b>	Available upon request
<b>Venue</b>	<b>BCEC</b> Exhibitor Services T: +61 7 3308 3536 E: <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> W: <a href="http://www.bcec.com.au">www.bcec.com.au</a> Order Online: <a href="#">Venue Services Online Ordering System</a>
<b>Lead Collection Services</b>	<b>Visual Connections</b> Exhibitor Services T: +61 2 9868 1577 E: <a href="mailto:exhibitorservices@visualconnections.org.au">exhibitorservices@visualconnections.org.au</a>

## SECTION 3 – BRISBANE AND SURROUNDS INFORMATION

### Please note

We do not warrant, nor guarantee, nor shall we be held accountable for any loss or damage suffered by the Exhibitor in respect of the services noted herein Section 3 of this Exhibitor Manual, and within the Exhibitor Manual in general. In that regard, this Exhibitor Manual is to be read strictly as a guide.

### 3.1 Dining Options

#### Bars/ Cafés/ Restaurants

There are several fantastic bars, cafes and restaurants along Southbank, just a short distance from BCEC. For more information visit: [www.visitbrisbane.com.au/south-bank](http://www.visitbrisbane.com.au/south-bank)

### 3.2 Shops and Services

#### Banks

The closest banks to the Venue are:

##### Commonwealth Bank

Address: 121/123 Melbourne Street, South Brisbane, QLD, 4101  
T: +61 7 3844 4505  
Open: Monday – Wednesday, Friday 9.30am – 4pm, Thursday 9.30am – 5pm, Saturday – Sunday Closed

##### Westpac Bank

Address: 260 Queen Street, Brisbane City, QLD, 4000  
T: +61 7 3842 2600  
Open: Monday – Thursday 9.30am – 4pm, Friday 9.30am – 5pm, Saturday – Sunday Closed

##### ANZ Bank

Address: Queen Street Mall, 146 Queen Street, Brisbane City, QLD, 4000  
T: 13 13 14  
Open: Monday – Friday 9.30am – 4pm, Saturday – Sunday Closed

#### ATMS

The closest ATM's to the Venue are:

- Commonwealth ATM 121/123 Melbourne Street, South Brisbane, QLD, 4101
- Cashcard ATM Inside IGA, 103 Melbourne Street, South Brisbane QLD 4101
- Westpac ATM Open 24 Hrs, 217 George Street, Brisbane City, QLD, 4000

#### Convenience Stores

##### EzyMart

Address: 161 Grey Street, South Brisbane, QLD, 4101  
T: +61 402 146 385  
Open: Monday – Thursday 7am – 1am, Friday – Saturday 7am – 2am, Sunday 7am – 12am

##### IGA

Address: 103 Melbourne Street, South Brisbane, QLD, 4101  
T: +61 7 3844 1577  
Open: Monday - Sunday 6am – 10pm

##### Coles

Address: 91 Queen Street, Brisbane City, QLD, 4000  
T: +61 7 3211 9393  
Open: Monday – Saturday 7am – 9pm, Sunday 9am – 6pm





### Hardware Stores

#### Mitre 10

Address: 165 Elizabeth Street, Brisbane City, QLD, 4000  
T: +61 7 3003 6000  
Open: Monday – Friday 7.30am – 4.30pm, Saturday 9am – 2pm – Sunday Closed

#### Bunnings

Address: 142 Breakfast Creek Road, Newstead, QLD, 4006  
T: +61 7 3738 4100  
Open: Monday – Friday 6.00am – 9.00pm, Saturday 7am – 7pm, Sunday 7am – 6pm

### Office Supplies

#### Officeworks

Address: 102 Adelaide Street, Brisbane City, QLD, 4000  
T: +61 7 3020 2500  
Open: Monday - Friday 7am – 7pm, Saturday 8am – 5pm, Sunday 9am – 5pm

### Dry Cleaners

#### Mayfair Dry Cleaners

Address: Ann Street, Shop 6, Central Station Concourse next to ATM's, Brisbane City, QLD, 4000  
T: +61 7 3229 4270  
Open: Monday – Friday 7am – 4pm, Saturday – Sunday Closed

### Florists

#### Wilde Flora

Address: 18 Merivale St, South Brisbane, QLD, 4101  
T: +61 414 669 727  
Open: Monday 9am – 2pm, Tuesday – Friday 9am – 3pm, Saturday – Sunday closed

### Flowers by Jane

Address: Shop 7, 200 Adelaide Street, Brisbane City, QLD, 4000  
T: +61 7 3229 3844  
Open: Monday – Friday 7.00am – 5.30pm, Saturday – Sunday Closed

### Hairdresser

#### Rouge Hair

Address: 100 Melbourne Street, South Brisbane, QLD, 4101  
T: +61 7 3846 2055  
Open: Wednesday – Thursday 9am – 8pm, Friday 9am – 5pm, Saturday 8am – 3pm, Sunday – Tuesday Closed

### Newsagents

#### South Brisbane News

Address: Train Station, 133 Grey Street, South Brisbane, QLD, 4101  
T: +61 7 3844 6801  
Open: Monday – Friday 6.30am – 5.30pm, Saturday 10am – 5pm, Sunday 10am – 1.30pm

### Post Offices

#### West End Post Office

Address: Shop 2, 73 Russell Street, West End, QLD, 4101  
T: 13 13 18  
Open: Monday – Friday 9am-5pm, Saturday 9am – 12.30pm

## Medical Centre

### Smart clinics West End Family Medical Centre

Address: 79 Boundary Street, West End, QLD, 4101  
T: +61 7 3844 4111  
Open: Monday – Friday 7.30am – 5pm, Saturday 8am – 3pm, Sunday 8.30am – 3.30pm

## Pharmacies

### West End Discount Drug Store

Address: Shop 10, The Markets West End, 69-79 Boundary Street, West End, South Brisbane, QLD, 4101  
T: +61 7 3844 0011  
Open: Monday – Friday 8am – 8pm, Saturday 8am – 6pm, Sunday 8am – 5pm

### Terry White Chemmart

Address: Shop 5, 271 Grey Street, South Brisbane, QLD, 4101  
T: +61 7 3846 6091  
Open: Monday – Friday 8am – 6.30pm, Saturday 9am – 5pm, Sunday 10am – 5pm

## Hospitals

### Mater Hospital

Address: Raymond Terrace, South Brisbane, QLD, 4101  
T: +61 7 3163 8111

For more information on local facilities, please contact the organisers.

## 3.3 Transportation

### Parking

BCEC provide undercover parking for up to 1500 vehicles. The car park has direct lift access to the Centre's multiple convention floors and exhibition facilities. Car Park 2 & 3 are best for Exhibition Halls.

Operated by BCEC

- 0 - 2 hours - \$15.00
- 2 - 3 hours - \$20.00
- 3 - 4 hours - \$25.00
- Daily maximum - \$35.00
- Early bird rate – Enter before 9am and exit between 3pm and 6pm (Monday – Friday only) - \$16.00

The carpark operates 24 hours, from time of entry to time of exit the following day, with on-site security.

The BCEC is pleased to offer a \$18 daily parking rate for exhibitors. An email will be sent to you containing an event specific QR code. To receive this discount, scan the QR code above from your smart phone at a pay station before exiting. If you have an issue or the price does not offer the discount, please press the intercom button for assistance. Refunds for over payment will not be given.

### Follow the instructions below to receive your exhibitor parking discount

- Take a car park ticket upon entry each day at the boom gate (do not swipe your credit card)
- When leaving the Centre, take your ticket to a designated pay station.
- Insert your car parking ticket in the machine, then scan the QR code.
- Your discount will be applied, and a \$18 rate will be charged (credit cards only). Remember to take your validated ticket from the station.
- Proceed to your vehicle and insert your validated ticket at the exit gate.

For more information, please call Venue Services on 07 3308 3536 or email [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

# VISUAL IMPACT Brisbane 2024

17-19 July, 2024

Brisbane Convention and Exhibition Centre

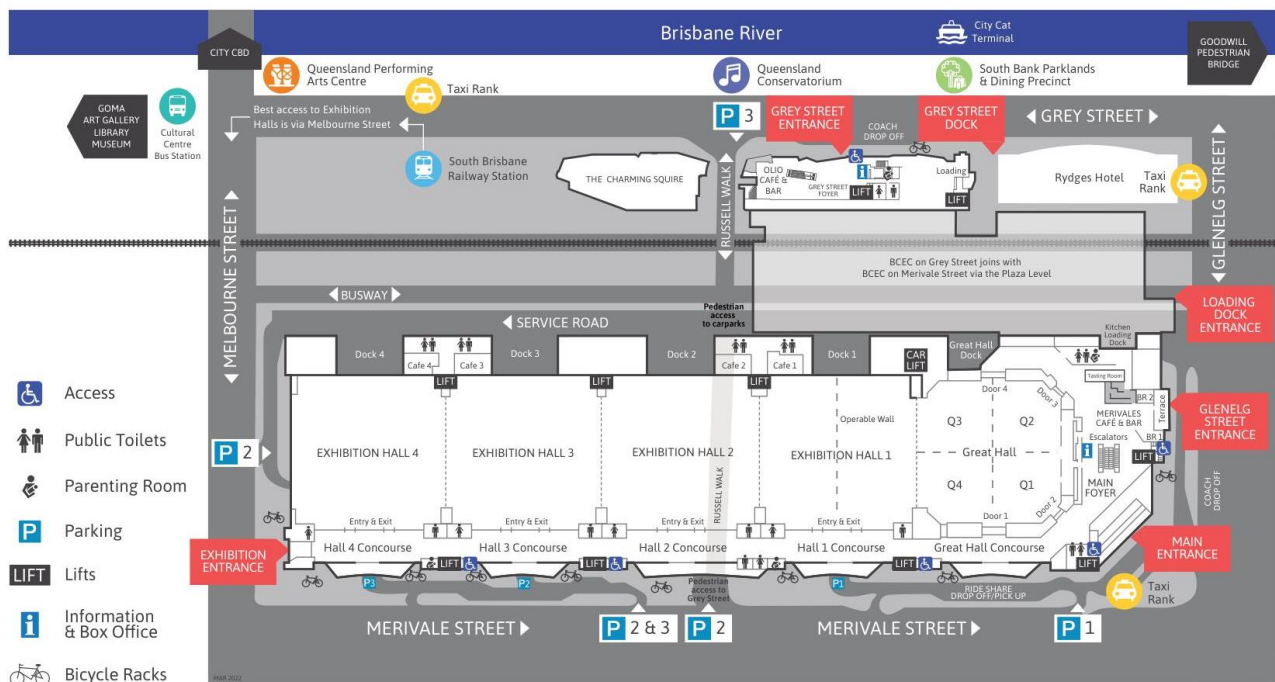


## Terms of Use

- QR code valid for use from 14 – 21 July 2024 only.
- \$18 price applies per exit per day - multiple exit passes are not available.
- Price is subject to change.
- The Exhibitor rate applies to all exhibitors working on your stand.
- Stand builders, show visitors and external contractors are not entitled to the discount.
- Please ensure you have your exhibitor badge with you at all times.

## LOCATION AND ACCESS MAP

BCEC ON MERIVALE STREET AND GREY STREET



## Please note

- The car parks are cashless. Payment can only be made by credit or debit card.
- Without this QR code, exhibitors will not be eligible to receive this discounted \$18.00 rate.
- Exhibitors can visit the Organiser office or head to the Venue Services desks located at the grand entrance to obtain a copy of the QR code.
- All parking rates are subject to change.

## Carpark Entry Heights

- Car Park One – 2.3m (Merival Street)
- Car Park 2 – 2.2m (Merival Street) or 2.1m (Russell Street ramp) or 2.2m (Melbourne Street)
- Car Park 3 – 2m (Merival Street) or 2.1m (Grey Street)

## Public Transport

Getting to BCEC via public transport is easy and efficient with bus, ferry and train options available. More information about planning your journey via public transport can be found on the [TransLink website](https://www.translink.com.au).

## Transport by Train

The closes train station is South Brisbane, which is a few minutes' walk to BCEC. A regular AirTrain service operates between Brisbane's international and domestic airports. Tickets and a timetable for this service can be found at the BCEC Information Desk or you can pre-book on the [AirTrain Website](https://www.airtrain.com.au).

### Transport by Bus

The Cultural Centre Station on Melbourne Street and the South Bank Busway Station corner of Colchester and Tribune Streets are closest to BCEC.

### Transport by Ferry & City Cat

The public transport ferries CityCats operate everyday and stop at the South Bank River Terminal on the Clem Jones Promenade outside the riverside restaurants. The inner-city ferry travels between the CBD, North Quay and Kangaroo Point, stopping at South Bank Terminal 1 and 2 on the Clem Jones Promenade.

### Transport by Plane

Both Brisbane domestic and international airports are 30min drive from the BCEC and is easily reached by all modes of transport including car, train, taxi, or bus.

### Taxi

A dedicated taxi rank is located at the main entrance of the Centre on the Cnr Merivale and Glenelg Streets and a taxi drop off point located at the Convention Centre Grey Street entrance.

### 3.4 Visitors Activities

There are plenty of gardens, walking tracks, beach and swimming activities, parks, Queensland Art Gallery and Museum and many more options around Southbank. For more information on what is on in the local area look online [www.visit.brisbane.qld.au](http://www.visit.brisbane.qld.au)

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## SECTION 4 – VISUAL IMPACT INFORMATION

### Please note

The dates and times provided for herein this Section 4 and within the Exhibition Manual generally are estimates only and are subject to change from time to time. It is the Exhibitor's responsibility to remain informed in respect of the dates and times referred to herein and the Exhibitor shall indemnify us for any loss or damage suffered by a change in time or date as per this Exhibitor Manual.

### 4.1 Dates and Times

#### Move-in

Space only move in Sunday 14 July      2.00pm - 8.00pm  
Shell scheme move in Tuesday 16 July      8.00am - 6.00pm

All stands must be completed with all rubbish removed by 6.00pm on Tuesday 16 July 2024 to allow for final cleaning of the hall. For any further clarifications, please contact the Organisers.

All exhibitors must complete the move-in form via the GEL Events portal to be allocated a time to access the loading dock. The Move-in, Materials & handling Form can be found on your online exhibitor manual.

### Exhibition Dates and Opening Hours

Wednesday 17 July 2024      9.00am - 5.00pm  
Thursday 18 July 2024      9.00am - 5.00pm  
Friday 19 July 2024      9.00am - 4.00pm

Exhibitor access on show days is from 7.00am.

### Dismantling and Move-Out

Friday 19 July 2024	4.30pm - 8.00pm
Saturday 20 July 2024	7.00am - 6.00pm
Sunday 21 July 2024	7.00am - 2.00pm (All goods must be removed by this time)

Removal of products and exhibits commence at 4.30pm, or once all guests have vacated the exhibition on Friday 19 July, 30 minutes after the close of the exhibition and **not before**.

**At this time, the area will be defined as an exhibition work site, and safety precautions must be taken. All exhibitors must wear high visibility vests and enclosed shoes.**

Exhibitors must not dismantle stands, remove merchandise, or remove boxes from the exhibition prior to the official closing of the exhibition at 4.00pm. From approximately 4.30pm, storage boxes and pallets will be delivered to stands by GEL Events, using pallet jacks and trolleys. Once all storage has been returned, limited access to forklifts will be available through GEL Events.

The loading dock will only open:

- Once all visitors have left the exhibition
- When all safety vests are on
- When it is deemed safe to do so

Your assistance with this process will be appreciated.

All boxes, pallets and machinery must be labelled with the following information: Company name, contact person, contact number, destination, freight company, no. of boxes (e.g. 1 of 4), consignment note number.

Should any Exhibitor, agent or contractor fail to remove any exhibit within the times stipulated, then the exhibitor shall indemnify the Organisers in respect of any claim thereby occasioned for the failure to give possession of any part of the exhibition venue on the due date, and the Organisers shall be entitled but not obligated to remove such materials as it considers the best at the cost of the exhibitor who shall be liable for all loss and thereby cost occasioned. The Organisers reserve the right to specify the time at which individual stands and exhibits shall be removed.

**Please be aware bump out is on a weekend, so please ensure your courier company will pick up your freight during your bump out time, as no goods will be held. GEL Events can assist you with this process.**

### 4.2 Identification

It is essential that all stand personnel wear exhibition name badges. Any staff members visiting the exhibition **MUST** be registered as an exhibitor. Badges must be visible to gain access to the exhibition during show days. Exhibitor badges will be available for pick up from the Organisers Office on Tuesday 16 July 2024 from Midday.

Complete and Submit the online Exhibitor Staff Registration Form.

### 4.3 Media Personnel and Press Facilities

To ensure that all media personnel are provided with complete details and are given priority access to the show, exhibitors are requested to advise the Organisers of any media coverage they have independently arranged for the event. There is also a media room that will be available at the show.

### 4.4 Public Address System

The public address system is for use by the Organiser for official or emergency announcements only. The PA system will not be used to announce competition winners, or to call people to stands.



## 4.5 Payments

All accounts for stand payments must be paid in accordance with the terms and conditions of the Exhibitor Booking Form. Accounts for extra services, excluding stand payments, should be paid directly to the service provider, unless arranged prior.

**Exhibitors are reminded that non-compliance of payment terms and conditions, as specified in the Exhibitor Booking Form, will result in the re-letting of space to another exhibitor.**

## 4.6 Retail Sales

Retail sales are permitted in the exhibition. However, official receipts must be attached to all goods sold, and must be clearly visible to security personnel when the goods leave the exhibition.

## 4.7 Security

Uniformed security guards will be on duty during the total period of the exhibition, including move-in and move-out periods. Exhibitors holding functions on their stand must notify the Organisers to gain approval and may be required to book security guards to ensure other exhibitors' stands are not interfered with.

Whilst every reasonable precaution is taken, the Organiser shall accept no responsibility for any loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

### Please note

Security cameras are positioned around the venue and monitor the area.

If you have planned a function on your stand, please contact the Organisers regarding security needs.

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## SECTION 5 - STAND SPECIFICATIONS

### 5.1 Electrical and Lighting

#### Electricity

The official licensed electrical contractor, ExpoNet, must carry out all electrical work on stands. There will be a qualified electrician onsite during bump in, operational show hours and bump out. If you need the assistance of the electrician, please contact the organisers.

The venue management reserves the right to demand removal from the site, any electrical equipment it deems to be non-compliant or suspect.

Power irregularities beyond the control of the venue have been known to occur. The venue and organisers shall not be held liable for any power irregularities at the venue.

It is mandatory that equipment sensitive to supply fluctuations be protected with appropriate surge protection equipment. The venue and organisers will not take responsibility for disruption to power which may be incurred by faulty equipment supplied by external electrical contractors, and the Exhibitors shall indemnify the venue for any loss or damage suffered as a result of any such disruption of power.

Exhibitors should ensure that they have adequate extension leads. These items are not available from the Organiser. There are several electrical/lighting alternatives available – refer to the ExpoNet website [www.exponet.com.au](http://www.exponet.com.au)

Any structures supplied by the official electrical contractor to hold lights or power connections are at the exhibitors' cost.

- X **Do not** plug into 'vacant' power points. Power supply is allocated based on exhibitor orders. Doing so may cause a surge or overload in the system that could then lead to a fire or damaging connected equipment.
- X **Do not** use double adaptors. Use power boards with built in safety switches.
- X **Do not** attach or wrap anything around the lighting track, or electrical leads, this includes materials used to dress the walls of your stand.

Power will NOT be switched off overnight.

All enquiries must be directed to the approved Electrical Contractor, ExpoNet. To order, complete the online forms via link from ExpoNet.

### Lighting

All lights must comply with venue regulations and will be inspected by our electrical contractor. Any equipment not approved must be replaced.

**Shell scheme stands:** 2 x LED track mounted spotlights per 9Sqm mounted onto the light track inside the fascia.

**Floor space stands:** No lighting included. All lighting requirements need to be booked with ExpoNet.

### Tagging and Testing

A Compulsory Safety Inspection is required when power is ordered for your stand through ExpoNet. The cost covers an onsite inspection of up to 10 items, all testing and tagging is required to meet Australian standard AS/NZ 3760:2003. This is not applicable to lighting orders.

Please note: if you have over 10 electrical items, please ensure you purchase multiple Compulsory Safety Inspections to cover the number of items you will be bringing to the exhibition. For more information, please contact ExpoNet, contact details in Section 2.

Checks will be carried out to ensure all equipment onsite within the venue meets with Australian Standards. Non-compliance will result in the Exhibitor being required to remove the equipment.

### 5.2 False Ceilings

Solid false ceilings are not permitted unless written permission is obtained from the Organisers and Venue. Where permission has been granted, smoke detectors, thermostatic fire alarms or other specified devices shall be installed where directed both beneath the roof space and below the ceiling, and a portable fire extinguisher is available and visible. A false ceiling of an open mesh type with a minimum aperture of 5cm x 5cm is permitted providing the mesh openings constitute at least 70% of the area of the materials used to allow water penetration from sprinklers and fire canon. False ceilings shall not be erected above any aisle or passageway.

### 5.3 Floor Loading

All floor areas within the BCEC have specified loading limits per square meter. Any equipment or item to be displayed or used during an event weighing more than 500 kilograms must be assessed prior to the item or equipment being positioned. A current permit must be held for items over 500 kilograms, and BCEC requires the following information in advance of the commencement of the build:

- The dimensions of the base of the item
- The gross weight of the item
- A picture or diagram of the item
- An indication on the floor plan where the item is to be located

These loads are to be taken into account for the installation of exhibits and/or structures and also for the handling of equipment and exhibits.

### 5.4 Flooring - Raised Floors, Stairs and Ramps within Exhibits

All raised floors, steps and ramps within exhibits must comply with the relevant sections of the Building Code of Australia. Any raised floor sections must be clearly distinguishable from areas of the surrounding floor space.

Flooring that is between 0mm to 32mm requires edging with a grading of 1:1.3, and flooring above 33mm to 115mm high requires a beveled edge, which does not exceed an angle of 30 degrees or a grading of 1:1.8. The beveled edge is to be incorporated into the stand space and not encroach into the aisle. All flooring that exceeds 115mm in height is deemed to be a step. If the stand is to be occupied by the general public or exhibition attendees, a ramp must be provided within the allocated stand space. Ramps cannot protrude into the nominated aisle way.

The raised floor sections or ramps must not contain sharp or dangerous edges and must not cause a trip hazard. Disabled access to the stand must be provided.

Rugs, cane mats, vinyl or lino flooring, trade plate sheets, 5mm clip flooring and carpet tiles over existing carpet all need to have edges taped down to the existing carpeted surface. A 50mm heavy-duty tape or gaffer type tape is advisable.

Access must be available for power supply to the distribution board located from the pit on some stands; this must be factored into the design of a stand with flooring of any type. For a pit plan please contact the Organiser.

### 5.5 Stand Visibility

The venue requires all stands to be open for visual inspection at all times. No stands are to be covered or blocked by fabric or material at any time as this can be a fire safety hazard.

### 5.6 Stand Construction & Exhibits

#### Cables

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cables should be raised above the walkway. If this is not possible, cables need to be covered with carpet tile, matting or taped with gaffer tape or cable covers. In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape.

#### Demonstration or Equipment

Where an event or exhibition has demonstrations using portable electrical equipment, the Safety Manager must give special approval. Also, extra safety precautions must be taken to protect members of the public. These extra precautions must be complied with at all times or the demonstration will be stopped. A current permit to demonstrate must be held.

#### Electrical Equipment

The BCEC Management reserves the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary. All portable electrical equipment, appliances and leads used on the BCEC site must be tested and tagged in accordance with Australian Standard 3760 and WH&S Act 2011.

Where an Exhibition has demonstrations using portable electrical equipment, a work permit needs to be submitted to the BCEC Safety Department.

Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Centre's Security Department by dialling (8) on a wall phone.

### 5.7 Materials Restrictions

Stand materials:

- Must not cause dampness, stain or be readily ignitable.
- Must not be capable of emitting toxic fumes should ignition occur.
- Crepe paper, corrugated cardboard, straw, hay, untreated hessian, untreated material fabrics or PVC sheet (except on floors as a protective membrane) requires prior approval from the Venue.
- Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, with the below considerations:
  - o A protective membrane is laid first and chips are kept slightly moist at all times.
  - o A fire extinguisher must be provided by the exhibitor and be placed in a prominent location on the stand.
- Any fabric used in the construction or decoration of a stand, including the stand ceiling, must be treated with a fire retardant. The Venue will require proof of treatment.
- Moving machinery or equipment likely to injure a member of the public or a swimming pool containing water, must be separated from the public by a physical barrier and supervised at all times.
- No core drilling or fixing into any floor is permitted.

### 5.8 Partition Walls and Adjacent Sites

Any stand that has a structure (including walling, banners, rigged signage, display frames) over five metres on the edge of the stand must have a 1 metre opening or clear visual panel, or be set back from the perimeter by 1 metre along the back and sides of the wall. This minimises the creation of a tunnel effect along aisle ways that will impact on traffic flow and blocking of neighbouring stands. All perimeter wall locations and graphics are to be approved by the Organisers.

### 5.9 Shell Scheme

The official shell scheme contractor is ExpoNet.

#### Please note

The shell scheme walling will be white Octanorm walls. Please take note, as it may change how you design your stand and the items you need to bring with you onsite.

#### Shell Scheme Specifications

The following features are incorporated into your stand package, based on a standard 3m x 3m shell scheme.

<b>Stand size</b>	Internal: 2500mm (h) x 2990mm (d) x 2950mm (w)
<b>Walling</b>	2.5mH White walls in an aluminium Octanorm frame
<b>Flooring</b>	Flooring is 1m x 1m carpet tiles in Black; aisle carpet is Charcoal
<b>Fascia signage</b>	Aluminium frame with digitally printed fascia board with show logo. Company names will be installed on each open aisle fascia. Each sign will be a maximum of 30 UPPERCASE characters including spaces
<b>Lighting</b>	2 x LED track mounted spotlights per 9 square metres mounted onto the light track inside the fascia
<b>Power</b>	1 x 4amp powerpoint per stand, regardless of size, located in rear corner of stand unless otherwise specified. Additional power must be ordered through ExpoNet
<p><b>Items allowed on walls:</b> When attaching anything to walls, exhibitors are asked to only use velcro tape, bluetac, double sided adhesive tape or wall-mounted shelving and slat walls with hooks.</p> <p><b>Items not allowed on walls:</b> Please do not use pins, staples, screws, nails bolts, glue or paint as these cause permanent damage to the panels. Charges will apply to ALL damage to wall panels.</p>	



**Important**

- All walling, upright poles, fascia frames and all fascia signage are hire items, any damage to these items will be charged back to the exhibitor.
- Please take note of internal dimensions, if you have carpet cut to size or display units to fit into the stand. If you have any enquiries please contact ExpoNet on 02 9645 7070.
- Shell scheme stands that have a 'special' build within the confines of their stand that are over 2.5m must supply copies of the stand design including elevation drawing, layouts and materials used, assembly information and dimensions. These must accompany the Stand Build & Contractor Information Form.

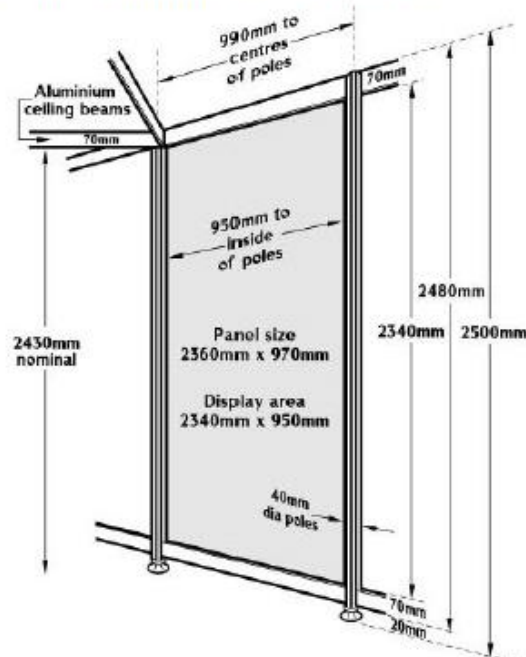


Fascia Panel Size: L 2950mm x H 220mm  
 Fascia Visible face: L 2930mm x H 200mm

Wall Panel Size: L 970mm x H 2360mm  
 Wall Panel Visible Face: L 950mm x H 2340mm

**Other Dimensions:**

- Typical Post Diameter: 40mm
- Internal Stand Length: 2930mm
- Internal Stand Width: 2930mm
- Stand Height: 2500mm
- Panel thickness: 3mm





### 5.10 Floor Space/Space Only Stands

The term “space only” refers to your contracted area comprising of only floor space. The dimensions and position of your stand will be marked out with tape to show the boundary of your stand.

#### Space Only Specifications

<b>Stand size</b>	As per contract
<b>Walling</b>	Not included - you can order walling through ExpoNet
<b>Flooring</b>	Not included - you can order flooring through ExpoNet
<b>Fascia signage</b>	Not included
<b>Lighting</b>	Not included - you must order lighting through ExpoNet
<b>Power</b>	Not included - you must order power through ExpoNet

#### Important

- No reliance can be placed on the surrounding stands providing your walls. You must not use the adjoining walls in any way.
- No structure (including walling, banners, rigged signage, display frames) over 5m are permitted on the perimeter of the stand. There must be a 1m opening or clear visual panel, or the wall be set back from the perimeter by 1m. This minimises the creation of a tunnel effect along aisle ways that will impact on traffic flow and blocking of neighbouring stands. All perimeter wall locations and graphics are to be approved by the Organisers.
- All space only stands must submit a stand drawing for approval to the Organisers and Venue, including elevation drawing, layouts and materials used, assembly information and dimensions. These must accompany the Stand Build Information Form on the Online Manual and must also be emailed to the venue for approval.
- Failure to gain approval may result in restrictions being imposed onsite during move in.

### 5.11 Stand Designs/Custom Stands

All space only structures must be approved by the Organisers and venue at least four weeks (28 days) prior to the start of move-in.

Copies of your stand design including elevation drawing, layouts and materials used, assembly information and dimensions are to be supplied for approval to the Organisers and the Venue. All designs must accompany the Stand Build Information Form.

If your stand is over 2.4m in height, you must notify the Organisers and Venue in writing, a line drawing must be supplied. The Venue will review your stand design and may request for an engineering certificate if it's a high-risk structure, such as with rigging. The venue will need to review and approve all custom stand plans prior to the event. The Organisers will notify the exhibitor behind you, and if there are no issues regarding the height or Structural integrity, the stand will be approved. It is your responsibility to dress the back of your stand.

At no time can there be attached signage looking over other exhibitors' stands and a minimum of 1m clearance from the rear or side neighbouring wall for signage or banners sitting higher than 2.5m.

No structure (including walling, banners, rigged signage, display frames) over 5m are permitted on the perimeter of the stand. There must be a 1m opening or clear visual panel, or the wall be set back from the perimeter by 1m. This minimises the creation of a tunnel effect along aisle ways that will impact on traffic flow and blocking of neighbouring stands. All perimeter wall locations and graphics are to be approved by the Organisers.

Failure to obtain prior approval may result in restrictions being imposed onsite during the move-in period and or the Organisers demanding the stand be dismantled.

Any Stand with a storage area must have a fire extinguisher available.

## 5.12 Stand Name Signage/Fascia

Shell scheme exhibitors that do not return the compulsory fascia signage form will have the company name supplied, as contracted with Visual Connections Australia Ltd (this may not be your trading name). Any changes to this after the form's due date will be at the expense of the exhibitor.

Words such as company, limited, brothers, etc will be abbreviated and no punctuation will be used.

## 5.13 Stand Upgrade Packages

Stand out from your competitors and drive visitors to your stand. Consider one of the Visual Impact Stand Upgrade Options to maximise your company exposure. To view our full range of packages and upgrades, please refer to our Stand Upgrade Brochure.

## 5.14 Floor Markings

To protect floor surfaces, please ensure that any adhesive tape used on the exhibition hall floors is removed without causing damage or leaving residue. Costs may be incurred in the event of damage or if additional cleaning is required to remove floor markings.

## 5.15 Walk-On Furniture Packages

We are taking the hassle out of exhibiting with our specially designed Walk-On Furniture Packages. As an exhibitor you will find everything organised for you onsite. Just walk on to your stand without any fuss - we'll pre-order everything.

### Please note

- No changes can be made to the packages offered. If you require changes, you must book direct from ExpoNet.
- All shell scheme stands receive one Walk-on Bar Package with their stand, regardless of size.

To view our full range of packages and upgrades, please refer to our Upgrades Brochure.

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## SECTION 6 - OPERATIONAL INFORMATION

### 6.1 Access

#### Access to the Venue

All event workers at the venue must read and acknowledge they have understood the venue site-specific safety information, which can be accessed via the below link.

[BCEC site specific safety information declaration](#)

#### Definitions of event workers:

Event Organisers who are directly managing contractors  
Event Contractors at the venue during event hours, including bump in and bump out  
Exhibitors at the venue during bump in and bump out  
Exhibitors building or dismantling their stand during bump in or bump out  
Other persons associated with delivery of the event

Visitors and exhibitors have access to the Exhibition via the main foyer of the Venue in Hall 4. Please ensure staff wear their exhibitor badge at all times.

For security reasons, exhibitors will not be permitted access to their stands outside the move-in, move-out and exhibition open hours unless arrangements have been made in writing with the Organisers.

### Access to the Loading Dock

Access to BCEC loading dock is via Glenelg Street, located on the side of the building, along from the main entrance. BCEC controls access onto the loading dock.

### 6.2 Care of Exhibition Venue

Exhibitors are responsible for the cost of making good, restoring or renewing any case of serious dilapidation to the venue or any part thereof. The Organisers will inspect every site before erection and after demolition of the stands. Dilapidations include (by way of example only) marks caused to paintwork, bolt, screw, nail holes etc. In their own interests, exhibitors should satisfy themselves as to the condition of the site before erection and after clearance.

### Please note

- No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings or the internal or external walls of the building.
- Display material of any kind is not to be affixed to or hung from the walls nor is any ladder or other device whatsoever to be affixed to or suspended from any overhead wiring without the prior written consent from the Organisers.
- No nail, screw or other device is to be driven into, nor are holes to be bored into any pillar or other part of the building.

### 6.3 Clear Aisles

Clear aisles will be in operation during the move-in and move-out of the exhibition. These aisles will be marked. They must be kept clear at all times to allow for machinery and emergency access.

### 6.4 Deliveries to the Exhibition

The Venue will not take delivery of any goods, packages or other materials on behalf of exhibitors.

Prior arrangement must be made for Organisers to take delivery of any goods during move-in and move-out. Neither the Organisers nor the venue accept responsibility for the safety or well-being of any such items on or delivered to the site in the absence of the exhibitor, his/her agent, or contractor.

Deliveries are not permitted during exhibition open hours or prior to our bump in date.

If you are having any of the following equipment delivered to the exhibition, you must advise the organisers: Cranes, Forklift, Scissor Lift, Boom Lift, Pallet Jack or Gas Bottles. You must gain approval of any forklift use onsite that are not provided through GEL Events.

### Delivery Address

The correct delivery address for all items is as follows, or please use the Delivery Label. Please ensure all details below are included on your delivery.

### Attention:

Halls 4 Loading Dock  
Brisbane Convention and Exhibition Centre  
Glenelg Street, South Brisbane QLD 4101  
Visual Impact Brisbane, 17-19 July 2024  
Your stand number  
Your company name  
Name of contact person  
Mobile phone no.

### Please note

Ensure the delivery label is on all packages, as well as a return address. The delivery label is available for download via the online manual.

### Loading Dock Operational Times:

Please note the loading dock will be accepting deliveries in the below date and times.

Sunday 14 July 2024 2pm – 5pm (access from venue is from 2pm for space only Exhibitors)

Monday 15 July 2024 7am – 4pm

Tuesday 16 July 2024 7am – 5pm

### Exhibits

No exhibits will be allowed into the Exhibition after 8.00am on the opening morning of the exhibition. All ladders, trestles, toolboxes, packaging and/or other materials must be removed from the building and stands completed by 8.00am on the opening morning of the exhibition. The cost of conveying goods to and from the exhibition must be borne by the exhibitor. Wherever possible, every facility will be given to trucks, vans or other conveyances to unload at the site. However, the Organisers reserve the right to specify times and/or places and request the moving of any articles, at any time, in the interests of the exhibition.

Exhibitors should arrange with their contractors for exhibits to be unloaded and conveyed to the site. Entry for heavy or other exceptional loads should be arranged with GEL Events at least 14 days prior to the first day of the exhibition when times will be specified by GEL Events. Vehicles must not be locked or left unattended whilst on any part of the exhibition loading dock. Any damage to part of the exhibition venue or to any other vehicle, stand or exhibit must be reported immediately to the Organisers.

### Reminder on Shipping

Ship your exhibits and related material via official freight forwarders only to ensure that they arrive in order, and on time. Be sure to remove all old shipping labels before you send anything to the show and attach clean labels addressed as above, on each carton / case despatched.

While making your shipping plans to the show, also plan for shipping after the show is over. Make sure that someone knowledgeable from your company will be onsite to oversee the arrangement for return shipment of your display and equipment.

### Common Shipping Mistakes

Avoid selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive. Please make note of the following:

- Old labels on cartons cause confusion
- Be clear and specify what type of airfreight is desired e.g. overnight, a.m, p.m, second day or deferred service
- Not giving clear instructions on how the goods are to be shipped
- Not advising your carrier about your target date
- Not including accurate description or piece count
- Not filling out forms properly

Avoid these common shipping mistakes to save yourself time, money and needless aggravation.

### 6.5 Displaying Motor Vehicles

Exhibitors wishing to have a vehicle on display must obtain approval from both the Organisers and the venue. Obtain approval by completing the Motor Vehicle Display Form.

All motor vehicles must adhere to the safety guidelines below, that exhibitors are responsible for:

- Vehicles in exhibitions cannot be started and run without prior permission from BCEC.
- Flooring must be protected by drip trays under each vehicle.

- For vehicles fuelled by ethanol, methanol or nitro methane, the fuel tanks must be completely empty/purged.
- Provide contact details for the person/s delivering and collecting the vehicle.
- Do not leave keys with the vehicle; a second set is to be provided to venue security in case of emergency.
- Under no circumstances is fuel to be decanted or vehicles filled in the loading docks or within BCEC.
- If the vehicle is totally off floor level, chains or straps for added safety must also secure the vehicle.
- All vehicles displayed on a gradient are to be locked and no access to be granted unless removing the vehicle from the display.
- Every car must have at least 1 x 2.3kg, A:B:(E) dry powder extinguishers mounted in a prominent location in accordance with AS 2444:2001 portable fire extinguishers.

Motor vehicles powered by flammable liquid may be displayed under the following conditions, which exhibitors are responsible for:

- The motor vehicle fuel filter cap must be either sealed or secured to prevent the easy removal of the fuel cap by unauthorised persons.

Motor vehicles powered by flammable gas (LPG) may be displayed under the following conditions, which exhibitors are responsible for:

- LPG powered motor vehicles must have their systems fitted in accordance with AS/NZS 1425:2013 LP Gas fuel systems for vehicle engines.
- The LPG fuel tank must be isolated from the engine mechanically by closing the 'service tap' on the fitted fuel tank.
- The vehicle is to be run until all fuel in the fuel line and converter is exhausted

### 6.6 High Visibility Clothing and Enclosed Footwear

All persons attending or working on the move-in and move-out of the exhibition are required to wear high visibility clothing and enclosed footwear in order to minimise risk associated with plant and vehicle movements around the venue.

These can be in the form of high visibility vests or uniforms and must meet the requirements of AS/NZS 4602.

Specifically, high visibility clothing must be worn at all times on the loading docks and when inside the venue during move-in and move-out. It is the responsibility of the company to ensure all staff members are provided with a safety vest.

### 6.7 Loading Dock

Access to BCEC loading dock is via Glenelg Street, located on the side of the building, along from the main entrance. BCEC controls access onto the loading dock.

The halls can be accessed via a loading dock door. The Loading dock door is 10m wide x 6m high.

Vehicles (trucks, vans, cars) may use the loading dock for loading and unloading purposes only. After loading and unloading, goods vehicles must leave the loading dock immediately. No parking or loitering is allowed in these areas. Vehicles used for delivery of materials or exhibits are not permitted to remain on the loading dock outside the premises.

Storage is not permitted on the loading dock.



### 6.8 Move-In

Space only move in Sunday 14 July 2.00pm - 8.00pm  
Shell scheme move in Tuesday 16 July 8.00am - 6.00pm

All stands must be completed with all rubbish removed by 6.00pm on Tuesday 16 July 2024 to allow for final cleaning of the hall. For any further clarifications, please contact the Organisers.

All exhibitors who have stands positioned near to the loading dock will be built last and will be notified by the Organisers.

Goods must not be delivered prior to Sunday 14<sup>th</sup> July as no security or helpers will be available and the space is not available.

All vehicles must be moved to the parking area as soon as product has been unloaded.

Trolleys, forklifts and pallet jacks will not be available after 6pm each day during move-in, unless pre-booked.

#### Please note

Exhibitor access on show days is from 7.00am.

#### Important

All exhibitors **MUST** complete the Move-In Form, to be allocated a time to access the loading dock.

### 6.9 Move-Out

Friday 19 July 2024 4.30pm - 8.00pm  
Saturday 20 July 2024 7.00am - 6.00pm  
Sunday 21 July 2024 7.00am - 2.00pm (All goods must be removed by this time)

Removal of products and exhibits commence at 4.30pm, or once all guests have vacated the exhibition on Friday 19 July, 30 minutes after the close of the exhibition and **not before**. At this time the area will be defined as an exhibition work site and safety precautions must be taken. All exhibitors must wear high visibility vests and enclosed shoes.

Exhibitors are not permitted to dismantle stands, remove merchandise or remove boxes from the exhibition prior to the official closing of the exhibition at 4.00pm. From approximately 4.30pm, storage boxes and pallets will be delivered to stands by GEL Events using pallet jacks and trolleys. Once all storage has been returned, limited access to forklifts will be available through Gel Events.

The loading dock will only open once all visitors have left the exhibition, all safety vests are on and when it is deemed safe to do so. Your assistance with this process will be appreciated.

It is essential that all boxes, pallets and machinery are labelled with the following information: Company name, contact person, contact number, destination, freight company, no. of boxes (e.g. 1 of 4), consignment note no.

Should any exhibitor, agent or contractor fail to remove any exhibit within the times stipulated, then the exhibitor shall indemnify the Organisers in respect of any claim thereby occasioned for the failure to give possession of any part of the exhibition venue on the due date, and the Organisers shall be entitled but not obligated to remove such materials as it considers the best at the cost of the exhibitor who shall be liable for all loss and thereby cost occasioned. The Organisers reserve the right to specify the time at which individual stands and exhibits shall be removed.

All stands should be completed with all rubbish removed by 2.00pm on Sunday 21 July to allow for final cleaning of the hall. For any further clarification, please contact the Organisers.

### 6.10 Stock Removal

Exhibitors are not permitted to remove stock during the exhibition.

### 6.11 Traffic Management

All loading dock access and scheduling is managed and controlled by the Venue. No unauthorised access will be granted.

### 6.12 Working Demonstrations

If you are planning on using any of the following, written notification is required:

- Filtration
- Running of combustion engines
- Flammable substances
- Spray booths
- Aerial acts
- Welding, cutting equipment, drilling, or grinding.
- Moving displays

Basically, the details that the Organisers and the venue require are:

- Information on the demonstrations - A description of what you are doing, when you would show the demonstration and how long each demonstration will last
- Information on gases/liquids used, if any
- MSDS sheets on gases/liquids used for the demonstration
- Confirmation that you will comply with Workcover/WHS regulations, where appropriate.

Other points to adhere to are:

- A fire extinguisher and/or fire blanket may be required
- No paint, oil, spirit, chemicals or other noxious substances shall be discharged into the sewage system. All such substances shall be collected and disposed of in a lawful manner
- Demonstrations should not be on the aisle frontage of your stand. There should be at least a 1m buffer zone (dependent on the size of your stand)
- Adequate ventilation on the stand is required, where appropriate.

We understand Trade Shows are all about the senses (Touch, feel, hearing), and seeing new products in operation and we do not want to hinder this element. However, to understand the show as a whole, please complete the Demonstration Application Form.

### 6.13 Heavy Equipment

If you are planning exhibiting equipment that weighs more than 2 tonnes per square meter, written notification is required. Please complete the Heavy Equipment Form via the online manual.

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## SECTION 7 - EXHIBITOR SERVICES

### 7.1 Accommodation

Accommodation options can be viewed and booked online at <https://events.ozaccom.com.au/vi-bne-2024/accommodation>

### 7.2 Account Cards

The venue does not offer account cards; however, you can order coffee, lunch and snacks via Venue Services online ordering system. The system allows you to pick the item, date of delivery and time. Please refer to section 2 for contact details.

### 7.3 Audio-Visual Equipment

ExpoNet are the preferred Audio-Visual Equipment supplier. Please refer to section 2 for contact details.

### 7.4 Balloons

Helium balloons are only permitted as fixed features of a stand or exhibit. Exhibitors must obtain written approval from the Organisers for the use of air or helium balloons. Should balloons accidentally activate any part of the venue's fire protection system, all costs incurred, including the attendance of the Metropolitan Fire Brigade will be the responsibility of the exhibitor. The cost of removing any balloons suspended or trapped below the ceiling shall be borne by the exhibitor.

### 7.5 Banner Rigging

The official exclusive contractor for banner rigging is Clifton Productions. To request a quote for rigging, please complete the Rigging Request Form via the online manual. The bottom of all banners will be rigged at a minimum of 5 metres from the ground, or 2 metres from the top of any structure, whichever is higher.

#### Please note

The Venue has two approved Companies that manage all roof rigging points. No other rigging contractor will be allowed access for roof points. These companies are Clifton Productions (Our official supplier) or Harry the Hirer. Your rigger can manage this for you with your rigging booking.

### 7.6 Catering

The venue's food and beverage policy states that the venue has the sole rights for the sale and distribution of any article of food or drink for consumption on-site. No exhibitor or person shall distribute, sell or give away any item of food or drink, not supplied by the venue, to public or trade exhibition visitors, without the written consent of the venue. Food and beverages are available for purchase within the venue. For stand catering enquiries, please contact Venue Exhibitor Services as stated in Section 2.

Due to OH&S compliance alcoholic beverages should not be consumed during move-in and move out of the exhibition.

### 7.7 Cleaning

Exhibitors are responsible for the cleaning of their individual display booths. Public areas, foyers and aisles are cleaned, and rubbish bins emptied on a regular basis by the contracted cleaning staff. Exhibitors should ensure all rubbish is placed in the aisles for disposal by the cleaning staff after trading hours, or throughout the move-in times.

**All stands will be vacuumed overnight, prior to the first day of the show opening.** After that it is the responsibility of the exhibitor. If you require your stand to be vacuumed, mopped and dusted prior to opening of the exhibition each day, this can be booked through venue services, details available in section 2.

Please ensure that no items are affixed to the venue walls, doors, glass, floors etc without written consent from the Organisers and the venue. Any infractions will create a removal, cleaning and/or resurfacing cost to the exhibitor.

### 7.8 Communications

Wi-Fi and hardwire internet connection can be ordered through the venue. To order, refer to the Venue Services, details available in section 2.

### 7.9 Compressed Air / Gas / Water

Access to compressed air, gas and water/plumbing can be ordered through the venue. To order, refer to the Venue Services, details available in section 2.

The air compressor must have a water trap fitted. All wastewaters must be discharged into the appropriate waste outlet in the floor pit.

The Venue is the exclusive provider of water and drainage service. Due to the restricted access to water supply on the exhibition floor, it is crucial that all plumbing requirements are ordered well in advance.

### 7.10 Contractors

The services specified in this manual are available for the use of exhibitors, but the Organisers are not the agent of either contractors or subcontractors and can accept no liability of any contract entered into between exhibitors and contractors for the negligence or default of any such person, their servants or agents. The organisers have appointed official contractors in order to control the number of people at the exhibition venue.

Exhibitors are responsible for making their own arrangements for services required. It is the responsibility of all exhibitors to see that their own contractors or agents are familiar with the rules and regulations of the exhibition. Additional copies are available from the organisers on request. All contractors and sub-contractors working at the venue must adhere to the venue's standard procedures and requirements at all times. Contractors must have all appropriate permits and licences to conduct the services and they must adhere to all other relevant legislation that is in force within the venue State and Australia.

All event workers at the venue must read and acknowledge they have understood the venue site-specific safety information, which can be access via the below link.

[BCEC site specific safety information declaration](#)

#### Definitions of event workers:

- Event Organisers who are directly managing contractors
- Event Contractors at the venue during event hours, including bump in and bump out
- Exhibitors at the venue during bump in and bump out
- Exhibitors building or dismantling their stand during bump in or bump out
- Other persons associated with delivery of the event

### 7.11 Exhibitor Lounge

An exhibitor lounge will be provided for the use of all exhibitors and is suitable for meetings or to retreat from the exhibition. Complimentary tea, coffee and water will be available. The lounge is open in conjunction with exhibition trading hours.

### 7.12 Exhibitor Services

For exhibitor services, please see the information desk located in the main Convention Centre foyer. It is operated by BCEC staff and is open during move in, operation and move out stages of the exhibition. They will be able to provide you with any information and assistance you may require.

### 7.13 Freight

GEL Events have been appointed as the official contractor for both domestic and international freight forwarding, as well as forklifts and other material handling equipment.

Exhibitors are advised to use this service as previous experience has shown that companies inexperienced in exhibitions may damage your goods. All material handling equipment should be booked with GEL Events at least 14 days prior to move-in. Refer to GEL Events order form/online booking form.

Written approval is required from the Organisers for any forklift providers other than GEL Events to be onsite, please seek approval from the Organisers via [exhibitions@visualconnections.org.au](mailto:exhibitions@visualconnections.org.au) If prior approval is not granted you may be asked to remove the forklift from site.

## Imported Goods and Quarantine Regulations

GEL Events can assist you with advice on custom clearance, tariff advice, duty and sales tax assessment, as well as quarantine requirements. All Australian Quarantine Regulations must be adhered to for the importation of goods. Complete and return the Transport Quote Request Form.

## 7.14 Furniture

ExpoNet are the preferred Furniture supplier. You can view their selection of furniture on their website. Please contact them to discuss your specific requirements.

Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Only use purpose designed and built equipment, eg. ladders, steps, etc. Visual Connections Australia Ltd cannot be responsible for injuries, falls or damage caused by the improper use of this equipment.

## Walk-on Furniture Packages

We are taking the hassle out of exhibiting with our specially designed Walk-On Packages. As an exhibitor you will find everything organised for you onsite. Just walk on to your stand without any fuss - we'll pre-order everything.

All Shell scheme Stands receive a walk-on-bar package with the stand. If you would like to order a package, please see our Upgrades Brochure to order.

## 7.15 Registration Services

Sprintr has been appointed as the sole visitor registration contractor. All visitors will be issued with name badges which are easily read.

## Lead Collection

Due to the large number of visitors attracted to the exhibition, we understand that it may not be possible for exhibitors to make contact with every person attending the show. Visual Connections has engaged the services of Sprintr to bring you the latest technology in lead capturing via an online app. The app is available on your mobile device for quick and easy access to view, manage and export leads instantly.

To order App access please complete the Lead Collection Services Form.

## 7.16 Storage

There is no onsite storage available. Storage services can be arranged with Gel Events. Refer to section 2 for their contact details. For further information or enquiries, please contact the Organisers.

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## SECTION 8 - EXHIBITOR PROMOTIONS

### 8.1 Competitions - Lottery Permits

Exhibitors must obtain the appropriate permit from the QLD Office of Liquor and Gaming Regulation (OLGR) if they wish to conduct a lottery, trade promotion, giveaway promotion or other type of competition. Competitions, giveaways, and games must not be conducted outside of your licences stand space. To contact QLD Office of Liquor and Gaming Regulation – Ph 07 3872 0999 or [www.justice.qld.gov.au/about-us/services/liquor-gaming](http://www.justice.qld.gov.au/about-us/services/liquor-gaming)

### 8.2 Logos

In order to help you with your pre-exhibition marketing you can freely download the Visual Impact Brisbane 2024 logo to your website or use it on your email signature. This banner signals your participation at Visual Impact Brisbane 2024.

Download the logo from the exhibition website, [www.visualimpact.org.au/brisbane-exhibition-2024](http://www.visualimpact.org.au/brisbane-exhibition-2024)

Alternatively, a custom email signature can be created for you. If you are interested in this, just contact the organisers on [exhibitions@visualconnections.org.au](mailto:exhibitions@visualconnections.org.au)



### 8.3 Magazine Advertising

Visual Connections will conduct a campaign that includes advertising in major trade publications, a direct mail-out, social media, as well as targeted email campaigns.

### 8.4 PR Services

Our PR consultant regularly distributes information promoting Visual Impact Brisbane 2024 to a wide range of media outlets covering every aspect of the printing, graphic communications, packaging, sign and display industries.

Our PR consultant is also available to help you promote your involvement by distributing\* your media release to any or all of our media contacts or helping you prepare your information to achieve the best results. It's all part of the service package you receive as a Visual Impact Brisbane 2024 exhibitor.

If you wish to make use of this service, please contact us.

### 8.5 Trade Invitations

Visual Impact Brisbane 2024 trade invitations will be provided to exhibitors for their own distribution to clients, free of charge. All exhibitors will receive a number of visitor invitations to distribute to your clients. If you require more material, please contact the Organisers.

#### Tip

Always include a personalised letter with your invitation, indicating some of the exciting new products and services visitors will see on your stands.

### 8.6 Visitor's Bags

Each visitor receives a bag upon entry which may include any promotional items about the exhibition or exhibitors. Each visitor will also receive a copy of the Visitor Guide.

It is \$500 plus GST to include an item in the bags, depending on the size. To ensure your item is included, contact the Organiser's. Participating exhibitors are to provide 3,000 items by no later than Friday 31 March 2024.

If you are interested in the above promotional opportunities, please contact the Organisers.

### 8.7 Visitor Guide

The Visitor Guide contains a comprehensive list of exhibiting companies, as per the company name on the stand booking agreement. Each company receives one 100 word listing, logo, product category and quarter page advert.

**Please restrict your listing to 100 words. Visual Connections reserves the right to amend any listings.**

All listings will feature on the exhibition website [www.visualimpact.org.au/brisbane-exhibition-2024](http://www.visualimpact.org.au/brisbane-exhibition-2024)

To include your listing, simply complete the online submission  
[www.visualimpact.org.au/vi-brisbane-2024-visitor-guide-submission](http://www.visualimpact.org.au/vi-brisbane-2024-visitor-guide-submission)

#### Handy Hints

- DO include a description of products and brands to be exhibited, especially new products being launched prior to or at the Exhibition.
- DO count every word! We have restricted publication space, and must enforce a 100 word limit
- DO use upper and lower case characters in Sentence case. Not all UPPER case
- DO NOT use bullet points or paragraphs. All text must run continuously
- DO NOT include company name, address or contact info in the listing.

Listings are due by no later than Friday 31 May. If your listing is received after this date, it will not be in the full publication. If received listings do not meet the above criteria, Visual Connections reserves the right to amend these listings to comply with publication restrictions.

## Advertising

Advertising in the Visitor Guide is only \$800 plus GST and may be booked through the Organiser's. Artwork is due Friday 31 May 2024.

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## SECTION 9 - EXHIBITING POLICY

### 9.1 Cancelling of Space

A cancellation charge will apply to all companies cancelling after a contract has been signed.

Exhibitors withdrawing from the exhibition:

- More than 120 days prior to the first open day shall be liable for 30% of the total cost of the contracted space.
- Between 60 and 120 days prior to the first open day shall be liable for 60% of the total cost of the contracted space.
- Less than 60 days prior to the first open day shall be liable for 100% (Total Cost) of the contracted space.

Such withdrawal fees shall be due for payment at the time of notification to the Organisers of withdrawal.

Notification of withdrawal shall only be valid if sent in writing to the Organisers at: PO Box 3723 Marsfield NSW 2122 or [exhibitions@visualconnections.org.au](mailto:exhibitions@visualconnections.org.au)

If any exhibitor fails to make payment or having made such payment shall fail to exhibit, then the Organiser has the right to cancel the booking and re-let the space to another exhibitor.

In either of such events:

- a) The exhibitor shall be liable to reimburse the Organisers costs and expenses arising directly or indirectly as a result of such failures and;
- b) The exhibitors shall not be entitled to a refund of any monies paid in respect of the space.

The Organiser reserves the right to accept or reject exhibitor space applications and to cancel any previously accepted exhibitor space applications or contracts, at any time in its sole discretion, for any reason, or no reason, without liability to exhibitor or any other party. This contract is not valid until it is fully executed by an authorised representative for exhibitor and the Organiser.

### 9.2 Canvassing

Exhibitors may not canvass or distribute promotional material other than from their own stand. Visitors and/or guests are not permitted to canvass under any circumstances and failing to comply will automatically render them barred from attending the exhibition and/or will be escorted from the premises.

### 9.3 Reduction of Space

If an exhibitor should reduce their stand space after signing, the Organisers shall have the right to charge the exhibitor on the basis of written notice being received:

- More than 120 days prior to the first open day shall be liable for 30% of the space reduction cost.
- Between 60 and 120 days prior to the first open day shall be liable for 60% of the space reduction cost.
- Less than 60 days prior to the first open day shall be liable for the total cost (100%) of the space reduction cost.

Notification of space reduction shall only be valid if sent in writing to the Organisers at: PO Box 3723 Marsfield NSW 2122 or [exhibitions@visualconnections.org.au](mailto:exhibitions@visualconnections.org.au)

### 9.4 Stand Operation Guidelines

- All stands must be fully staffed, operational and exhibits displayed to visitors during the open times of the exhibition.
- All activities of exhibitors and their staff must be confined to the stand site allocated.
- Unless otherwise arranged with the Organisers, all items that are required for exhibiting purposes must be delivered between 7.00am and 8.00am, prior to show opening each day.

### 9.5 Stand Perimeter

All display material, furniture, seating, selling aids and prints must be kept within the perimeter of your stand. This is an WH&S requirement.

### 9.6 Stand Space Alterations

If an exhibitor who has contracted for the construction of a shell scheme stand subsequently wishes to independently arrange for the construction of a custom exhibition stand, it will be necessary to enter into a new contract with the Organisers. Exhibitors wishing to change from a shell scheme site to a space only site may do so without incurring any cancellation charge, provided the change is made no less than 30 days prior to the first open day.

### 9.7 Exhibitor Code of Conduct

Exhibitions are professional business events and it is essential that exhibitors uphold a high level of professional conduct at all times. To ensure fairness to all exhibitors and visitors, Visual Connections request the following:

- Exhibitors must not use any surrounding aisle space to display product. This is an OH&S requirement
- Exhibitors must make themselves known when visiting another Exhibitor's stand and not enter without an invitation from the stand holder
- In the event an exhibitor is also a buyer, this must be disclosed to the stand holder
- At no time can an exhibitor remove material from another exhibitors stand
- No photographs or video are to be taken of other stands or products
- Noise levels on stands, from music, audio, machinery etc, must be at an acceptable level, which does not prevent neighbouring stands from conducting business
- Do not continue with business after the show operational hours. We need to ensure all visitors and exhibitors have vacated the premises to ensure general security of the exhibition
- No canvassing. All business is to be conducted on your stand
- Promotional staff are not allowed to walk the halls and give out any promotional material. They must remain on your stand at all times
- Promotional staff must conduct themselves in a professional manner and be respectably dressed at all times

Any exhibitor in breach of the Code of Conduct will be addressed by Visual Connections staff during the exhibition and asked to comply. Persistent refusal to adhere to the Code of Conduct may lead to the closing of an exhibitor's stand and/or the exhibitor not being permitted in future exhibitions.

### 9.8 Trade Unions

Exhibitors are reminded to observe any regulations regarding the use of Trade Union Labour, which may be in force within the venue.

### 9.9 Sub-Letting Exhibition Space/Stand

Exhibitors must not transfer, dispose of, part with or otherwise sub-let the whole or any part of their space, office store or other accommodation whether for financial consideration or otherwise, or enter into any agreement to do so. An exhibitor, being an officially appointed sole agent or sole licensee (and conforming to regulations above) must state, at the time of application for space, the names of the principals to be represented and confine display to their products.

This does not debar an exhibitor from displaying products of a principal for whom he/she becomes an agent or sole licensee after allotment of space, providing permission is obtained by the Organisers. However, any principal who is a bad debt to Visual Connections is prohibited from working on or attending any stand or displaying the principals products without written permission from the Organisers.

This regulation shall be deemed to include any subsidised material or product not being part of but used complementary to the exhibit. An exhibitor may not, except by express written permission from the Organisers, display directly or indirectly, advertise or give to any other exhibitor products other than his/her own or his/her principals. The display of acknowledgements or credits indicating membership of organisations or trade association is not allowed, except by written permission of the Organisers. The Organisers reserve the right to have masked or removed from the exhibition any product or signs violating this regulation.

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## SECTION 10 - WORKPLACE HEALTH AND SAFETY

### 10.1 Covid-19

Visual Connections Australia will abide by the State's current legislation.

### 10.2 Children

The exhibition site during move-in and move-out is classified as an exhibition work site. Children under the age of 15 years are not permitted under any circumstances because of the risk of injury.

Children are permitted in the exhibition, when accompanied by a parent. Children over the age of 12 must be registered and wear an ID name badge at all times. Children under 12 are not required to be registered or wear a badge. All children must be controlled and supervised at all times.

### 10.3 Covered Footwear

Any person present during move-in and move-out of the exhibition must wear covered footwear at all times.

### 10.4 Dangerous and Hazardous Substances

No dangerous goods or hazardous substances are to be brought onto the premises, without written approval from the venue, via permit.

### 10.5 Emergency, First Aid and Medical

In the case of an emergency, contact any Security Officer and the Organisers.

### 10.6 Electrical Equipment

All electrical equipment, lights, appliances, power boards, leads etc used on your stand at the exhibition must be tested and tagged every 12 months in accordance with Australian Standards AS/NZS 3760 in this state. This is a statutory requirement. Tags need to be clearly identifiable.

Power is to be split by power board. Double adapters are not permitted.

### 10.7 Encroachment

Fire hydrants and extinguishers in the exhibition halls must not be obstructed by exhibitors - they are to be visible and accessible at all times.

Displays must be confined to, canvassing and selling conducted within contracted space. It is a venue fire and safety requirement to have a minimum aisle width of 3 metres.

### 10.8 Fire Regulations

The installation of any fuel burning appliances, either liquid or solid fuel, must conform to the Uniform Building Regulations. The storage of any flammable liquids or fuels is not permitted. All installations must comply with the state and federal statutory regulations and current Australian Standards covering installation and storage, dangerous goods and equipment.

Fire extinguishers and fire fighting equipment should, at all times, be visible and accessible, and should not be removed from its correct location. Should construction of stands or exhibits create a potential smoke-locked area or create an area not serviceable by the existing sprinkler systems, the management of the exhibition venue, under advice from the Insurance Council of Australia may require the smoke detection, emergency lighting and exit lighting systems to be extended to cover the stand or exhibit areas.

#### Fire Proof Materials

An exhibitor causing a stand to be constructed or using material not manufactured to be displayed by him/her as part or all of his/her exhibits, shall himself/herself observe and cause his/her agents or contractor to observe the following standard regulations:

- non-combustive material
- inherently non-flammable material
- durable flame-proofed fabric
- self extinguishing plastic material
- plywood, hardwood, pulp board or fibreboard rendered flame-resistant by a process of impregnation acceptable to the Authorities.

### 10.9 Flooring - Raised Floors, Stairs and Ramps within Exhibits

All raised floors, steps and ramps within exhibits must comply with the relevant sections of the Building Code of Australia. Any raised floor sections must be clearly distinguishable from areas of the surrounding floor space.

Exhibitors must ensure trip or slip hazards are reduced and distinguishable from surrounding floor areas. For example, by using markings, contrasting edges, tactile surface indicators, non-slip materials, effective lighting.

To comply with the *Disability Discrimination Act 1992* (S23, 24), every stand must provide access for a person with a disability, In the case of raise flooring between 6mm-190mm, access must be in accordance with AS1428 – Section 10.7 Walkways, Ramps and Landings/Kerb Ramps. Kerb ramps should have a maximum rise of 190mm, length no greater than 1520mm, gradient no steeper than 1:8 and a slip resistant surface.

The riser and going of steps must either comply with the requirements of AS1657 or the requirements of the National Constructions Code of Australia.

The raised floor sections or ramps must not contain sharp or dangerous edges and must not cause a trip hazard.

Rugs, cane mats, vinyl or lino flooring, trade plate sheets, 5mm clip flooring and carpet tiles over existing carpet all need to have edges taped down to the existing carpeted surface. A 50mm heavy duty tape or gaffer type tape is advisable.

Access must be available for power supply to the distribution board located from the pit on some stands, this must be factored into the design of a stand with flooring of any type.



### 10.10 High Visibility Clothing

It is an WH&S requirement that all persons attending or working on the move-in and move-out of the exhibition are required to wear high visibility clothing in order to minimise risk associated with plant and vehicle movements around the venue. These can be in the form of high visibility vests or uniforms and must meet the requirements of AS/NZS 4602.

Specifically, high visibility clothing must be worn at all times on the loading docks and when inside the venue during move-in and move-out. It is the responsibility of the exhibiting company to ensure all staff members are provided with a safety vest.

### 10.11 Workplace Health and Safety

Workplace Health and Safety (WH&S) is every employers and employees responsibility (refer to Workplace Health and Safety Act 1983). As an exhibitor, you have a duty under WH&S legislation to ensure that all personnel, contracted by you are aware that they have a responsibility, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety, but also of others working or attending the vicinity.

Under WH&S Legislation all exhibitors and contractors are required to carry out an assessment of the activities involving the use, handling and storage of hazardous substances within the workplace. As such the Organisers will undertake an assessment of how any substances used, handled or stored at an exhibition may affect others and if precautions are needed, to ensure that they are put into place.

You are also required to have in your possession a copy of your own Health and Safety policy and a copy of the Health and Safety policy document of each contractor employed by you, which may be requested during the exhibition. If you have any queries, please contact the Organisers.

### General Information

- A person must be appointed who is responsible for health and safety matters on the stand. They need to maintain the emergency gangways, as indicated on the site floor plans, must be maintained at all times
- During the build-up and breakdown periods, your staff and sub-contractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity
- Any violations or concerns regarding any of the above should be reported to the Organisers
- You must ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it
- No electrical cables are allowed to cross gangways, passageways and fire exits. All portable electrical equipment should have a current inspection tag attached, and when in use, should be connected to a residual current device
- Work areas should be maintained free from general waste and packaging materials, which could be hazardous to operatives
- Fire exits and emergency equipment must not be obstructed
- You must ensure that portable power equipment is used for the purpose for which it was designed and that safety guard and dust collection bags are correctly fitted and used
- It is your responsibility to ensure that any equipment or re-wired units comply with the venue regulations before they are installed onsite
- Exhibitors are responsible for the safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.

### Exhibitors Responsibilities

- Ensure that persons in your employment and any others affected by your actions and omissions are safe and without risks to their health and safety
- Ensure that the relevant risk assessments have been carried out relating to your own stand/area during build-up and breakdown
- Cooperate and coordinate your actions with the organisers and contractors onsite
- Make parties aware of potential risks during build-up and breakdown through risk assessments.
- Ensure that your workman and/or contractors are both competent and following safe systems of work
- Seek advice where necessary from the health and safety advisor onsite, this will enable you to comply with the relevant statutory provisions.

### Contractors Responsibilities

- Ensure the health, safety and welfare of any persons including sub-contractors onsite during build-up and breakdown
- Where significant risks are involved ensure that risk assessments and method statements detailing methods of work are completed
- Ensure that risk assessments and method statements are produced in pre-show meetings
- Comply with Occupational Health and Safety Legislation during build-up and breakdown
- Ensure the competence of employees and sub-contractors to carry out the designated work
- Cooperate and coordinate your actions.

### 10.12 Noise Levels

The maximum permissible total sound level in any area of the show is 82dB (slow), measurable at a distance of three metres from the source of the sound using a directional decibel meter. The noise levels will be monitored throughout the show. Any exhibitor creating excessive noise, which disturbs adjacent stands, may be asked to cease such activities in the interest of the overall exhibition. This may be overcome through the use of a booth rendered soundproofing to the satisfaction of the Organisers.

### 10.13 Non Smoking Policy

Smoking is strictly prohibited in all enclosed spaces in the venue including the Exhibition Halls, Docks, Foyers, Pre-Function Areas, Meeting Rooms, as well as all Restaurants with Food Service Outlets. This includes all E-cigarettes.

### 10.14 Public Liability, Insurance and Indemnity

The Organisers cover general aisle way and gangway areas for Public Liability. Exhibitors should consult their own insurance company and/or broker for proper coverage of their exhibits and displays.

The Exhibitor must make a compulsory contribution for the public liability insurance policy affected and maintained by the Organiser in the amount stipulated in the Exhibitor Booking Form.

The Organisers will automatically charge each exhibitor for Public Liability Insurance with their stand booking. Exhibitors are required to ensure that they are adequately covered for Public Liability Insurance. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand. We have retained the services of an insurance brokerage to provide Public Liability coverage. The Insurance has effect from the first day of build-up to the final day of dismantling.

### Please note

1. It is advised that Visual Connections Australia P/L receives a fee for arranging and placing this cover.
2. This exhibitor cover is only for static exhibitor display only, if you have any 'moving parts', 'participation' or an 'interactive display' at your exhibition stand please provide details - acceptance is required from the insurer prior to confirming cover. Cover is for \$20M Public Liability Only, No Products Liability given.

### 10.15 Risk Management

It is a requirement to either a) supply the Organisers with all MSDS sheets for all machines on display by 31 May or b) have all MSDS present on all machines, inks and paints being used at the Exhibition. Failure to comply with this request will prevent you from running your machines or using those inks or paints during the Exhibition. Even if your MSDS are on your stand you must fill out the MSDS Form available on the online manual.

You must nominate which category your printers, inks and paints come under. Details of these categories are listed below. To ensure your machinery, inks and paints comply with the category you have listed, we will be employing the services of an Independent Assessment Contractor to assess all MSDS and monitor the uses during the Exhibition.

- |             |   |
|-------------|---|
| Class One   | Has inks/paints that include Cyclohexanone or similar or that may cause long term or Chronic Health Effects e.g. clouding of the eyes, liver damage, or is a cancer hazard or reproductive hazard. If your equipment or inks come under this classification, you cannot use these machines/paints at the Exhibition unless you present a case that makes it safe. |
| Class Two   | Has inks/paints that may not cause long-term health effects, however could require medical treatment after a long period of exposure. If you come under this category, you will only be allowed to run your machines/paints for a period of 5 minutes per 2 hours or as determined after an on-site assessment by our Independent Risk Assessment Contractor.     |
| Class Three | Has inks/paints that will not cause long-term health effects or if exposed for a period of time would not require any medical attention. If you come under this category you may run the machine/paints for as long as you like during the Exhibition, as long as it does not produce an offensive odour.   |

Please complete the MSDS Form available on the online manual.

Do not wash paint material within or around the Premises. The Venue has no provision for the disposal of toxic hazardous liquid substances such as paints, inks, solvents, oils etc. Exhibitors need to remove these from the venue and dispose of them in the appropriate manner.

### SECTION 11 - SERVICE ORDER FORMS

Use this Exhibitor Checklist to help you keep up to date with all deadlines.

**Please note**

All forms are compulsory, you will need to submit each form, even to state not required.

Form	Deadline
Exhibitor Insurance Form	1 July
Visitor Guide Submission Form (refer bottom of this page)	31 May
Exhibitor Staff Registration Form	28 June
Stand Upgrade, Furniture and Flooring Order Form	31 May
Lead Collection Services Form	28 June
Venue Services including: <ul style="list-style-type: none"> <li>- Utility Services Order Form</li> <li>- Plumbing</li> <li>- Stand Catering &amp; Beverage Order Form</li> <li>- Business Support, Technology &amp; Communications Order Form</li> <li>- Stand Cleaning</li> </ul>	7 July
ExpoNet Forms including: <ul style="list-style-type: none"> <li>• Fascia &amp; Signage Confirmation (Shell Scheme Stands Only)</li> <li>• Stand Modifications</li> <li>• Power &amp; Lighting</li> <li>• Wall Mounted Shelving &amp; Slat Walls</li> <li>• Furniture &amp; Audio Visual</li> <li>• Stand Layout</li> </ul>	26 June
Rigging Request Form	19 June
Stand Build & Contractor Information Form	31 May
Demonstration Application Form	31 May
MSDS Form	31 May
Motor Vehicle Display Form	31 May
Heavy Equipment Details Form	31 May
Move-in/Move-out Materials Handling & Transport Form	24 June
Delivery Label for Exhibitor Materials Delivery to Venue	

#### VISITOR GUIDE SUBMISSION

To complete your Visitor Guide Submission, go to:

<http://www.visualimpact.org.au/vi-brisbane-2024-visitor-guide-submission>

**Order forms must be completed and submitted before the stated deadlines.**

Any forms received after the above deadlines will be entitled to a late booking fee, implemented at the contractor's discretion. Should you have any queries, or are unable to submit forms on time, please contact the Organisers.