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VISUAL IMPACT

Sydney 2023

3-5 May 2023

Sydney Showground,
Sydney Olympic Park



Exhibitor Manual

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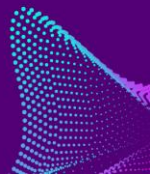
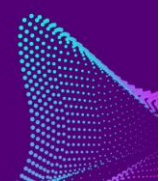


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Covid 19 - Protocols

Visual Connections Australia will continue to closely monitor the ongoing advice and guidance regarding COVID-19 issued by the World Health Organisation (WHO), the Australian Government and local health authorities.

We wish to assure exhibitors that their health and safety is paramount and as such, we will continue to monitor the current situation and adhere to all advice and protocols that are set and will implement any additional measures around hygiene and safe food practices to reduce risk to exhibitors and visitors.

As industrywide protocols are implemented information will be communicated with all exhibitors.

SECTION 1 - WELCOME

1.1 Welcome from the Chief Executive Officer

Dear Exhibitor,

Welcome to Visual Impact Sydney 2023 at Sydney Showground, Sydney Olympic Park.

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.

We know Trade Shows can be expensive so this year we have also negotiated with Get Rigged, our exclusive rigging provider an early bird discount of 10% on the hire of truss and motors who confirm and pay a 50% deposit before **Monday 20th March 2022**.

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 Sydney 2023.

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.

	Page	Deadline
Stand Upgrade, Furniture and Flooring Order Form	38-43	24 March
Exhibition Directory Submission Form (refer bottom of this page)	44	24 March
ExpoNet Forms including: <ul style="list-style-type: none"> • Fascia & Signage Confirmation (Shell Scheme Stands Only) • Stand Modifications • Power & Lighting • Wall Mounted Shelving & Slat Walls • Furniture & Audio Visual • Stand Layout 	45	11 April – Standard rates
Rigging Request Form	46	20 March – Early bird discount. 5 April – Standard rates
MSDS Form	47	24 March
Demonstration Application	48	24 March
Heavy Equipment Details	49	24 March
Exhibitor Appointed Contractor	50	24 March
Stand Build Information Form	51	24 March
Exhibitor Staff Registration Form	52	24 March
Motor Vehicle Display Form	53	24 March
Move-in, Transport Quote Request and Materials Handling Form	54-55	24 March
Venue Services <ul style="list-style-type: none"> - Exhibitor Services Account - Utility Services Order Form - Food & Beverage Outlet Account Card Order Form - Stand Catering & Beverage Order Form - Business Support, Technology & Communications Order Form - Stand Cleaning 	56	25 April
Info Tracker Data Recorder Hire Form	57	24 March
Exhibitor Insurance Form	58	18 April
Plumbing Order Form	59	7 April
Delivery Label for Exhibitor Materials Delivery to Venue	60	

EXHIBITION DIRECTORY SUBMISSION

To complete your Exhibition Directory Submission, go to:

www.visualimpact.org.au/vi-sydney-2023-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

W: www.visualimpact.org.au

2.2 Official Visual Impact Contractors

Accommodation	Accommodation options can be viewed and booked online at https://events.ozaccom.com.au/visual-impact-sydney-2023/accommodation
Catering & Cleaning Services	Sydney Showground Exhibitor Services T: +61 2 9704 1265 E: venueservices@sydneyshowground.com.au W: www.sydneyshowground.com.au
Communications – Internet and Phone	Sydney Showground Exhibitor Services T: +61 2 9704 1265 E: venueservices@sydneyshowground.com.au W: www.sydneyshowground.com.au
Compressed Air, Gas, Water Services	Sydney Showground Exhibitor Services T: +61 2 9704 1265 E: venueservices@sydneyshowground.com.au W: www.sydneyshowground.com.au Please note you will also need to book the plumbing connection through the plumbing contractor.
Plumbing Connections – Required for all compressed air, gas and water connections	F. Wood and Sons T: +61 3 9459 6628 E: admin@fwoodplumbing.com.au W: www.fwoodplumbing.com.au
Electrical Stand Power and Lighting	ExpoNet Exhibitor Services Department T: +61 2 9645 7070 E: esd@exponet.com.au W: www.exponet.com.au
Electrical Tagging and Testing	ExpoNet Exhibitor Services Department T: +61 2 9645 7070 E: esd@exponet.com.au W: www.exponet.com.au

Furniture and Flooring	ExpoNet Exhibitor Services Department T: +61 2 9645 7070 E: esd@exponet.com.au W: www.exponet.com.au
Audio Visual	ExpoNet Exhibitor Services Department T: +61 2 9645 7070 E: esd@exponet.com.au W: www.exponet.com.au
Shell/Stand Builder	ExpoNet Exhibitor Services Department T: +61 2 9645 7070 E: esd@exponet.com.au W: www.exponet.com.au
Logistics	GEL Events Matt Verdolini T: +61 2 8755 8899 M: +61 401 094 681 E: matt@gelevents.com.au W: www.gelevents.com.au
Public Relations	Visual Connections Robyn Frampton T: 02 9868 1577 E: robynf@visualconnections.org.au
Rigging	Get Rigged Dave Crowson T: 1300 744 433 E: dave@getrigged.com.au W: www.getrigged.com.au
Security	Available upon request
Venue	Sydney Showground Exhibitor Services T: +61 2 9704 1265 E: venueservices@sydneyshowground.com.au W: www.sydneyshowground.com.au
Stand Lead Tracker	Lüp Events T: +61 435 713 209 E: exhibitor.sales@lup.events

SECTION 3 – SYDNEY OLYMPIC PARK 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 a number of fantastic bars, cafes and restaurants around Sydney Olympic Park, all around Sydney Showground. For more information W: <http://www.sydneyolympicpark.com.au/things-to-do/eat-and-drink/>

3.2 Shops and Services

Banks and ATMS

The closest banks to Sydney Showground are:

Commonwealth Bank

Address: Shop 53/55, Roads Waterside Shopping Centre, 1 Rider Boulevard, Rhodes
T: +61 2 8070 6036

Westpac Bank

Address: Shop 7, Newington Market Place, Europe Avenue, NSW, 2127
T: +61 2 8748 4444

ANZ Bank

Address: Sydney Markets, 250 Parramatta Road, Homebush West, NSW, 2140
T: 13 13 14

The closest ATMs to Sydney Showground are:

Multicard ATM Mini Mart - Dawn Fraser Avenue, Sydney Olympic Park

Multicard ATM The Brewery - Dawn Fraser Avenue, Sydney Olympic Park

Multicard ATM The Locker Room - Olympic Boulevard, Sydney Olympic Park

Convenience Stores

Aussie Mini Mart

Address: Shop 3, 8 Australia Avenue, Sydney Olympic Park
T: +61 2 9007 0655
Open: Monday - Sunday 7am – 12am

City Convenience Store

Address: 8 Dawn Fraser Avenue, Sydney Olympic Park
Open: Monday – Friday 6am – 10pm, Saturday – Sunday 7am – 10pm

EzyMart

Address: Shop 10, 5 Australia Avenue, Sydney Olympic Park
Open: Monday - Sunday 7am – 12am

Hardware Stores

Bunnings

Address: 23 – 29 Parramatta Road, Lidcombe
T: +61 2 9704 2400
Open: Monday - Friday 6am – 9pm, Saturday – Sunday 7am – 6pm

Office Supplies

Officeworks

Address: 300 Parramatta Road, Auburn
T: +61 2 9647 8200
Open: Monday - Friday 7am – 9pm, Saturday 8am – 6pm, Sunday 9am – 6pm

Dry Cleaners

Newington Dry Cleaners

Address: Unit 1B, 6 Europe Avenue, Newington
T: +61 2 9647 2965
Open: Monday – Friday 7am – 5pm, Saturday 8am – 5pm, Sunday – Closed

Florists

Flowers for Everyone

Address: 2/17 Fisher Street, Silverwater
T: +61 2 8762 6300
Open: Monday - Friday 7.30am – 6pm, Saturday 7.30am – 12.30pm

Carolina Florist by Colours on Stems

Address: 1 Rider Boulevard, Rhodes
T: +61 2 8757 3335
Open: Monday - Friday 7.30am – 6pm, Thursday till 9pm, Saturday 7.30am – 12.30pm, Sunday 10am - 4pm

Hairdresser

Jubilee Hair and Beauty

Address: Shop 2, 2 Dawn Fraser Avenue, Sydney Olympic Park
T: +61 2 9746 1222
Open: Monday – Wednesday 7.30am – 5.30pm, Thursday – Friday 7.30am – 7pm

Newsagents

Stadium Newsagency / Dryclean Services

Address: 10 Dawn Fraser Avenue, Sydney Olympic Park
T: +61 2 8762 1111
Open: Monday – Friday 7am – 5pm Saturday 8:00am – 2:00pm, Sunday 8:00am – 1.00pm

Post Offices

Concord West Post Office

Address: 1/22-28 Victoria Avenue, Concord West
Open: Monday - Friday 9am-5pm

Medical Centre

Sydney Olympic Park GP

Address: Australia Towers Shop 9, 5 Australia Avenue, Sydney Olympic Park
T: +61 2 9518 1044
Open: Monday - Friday 9am – 3pm

Pharmacies

Chemist Warehouse Sydney Olympic Park

Address: Shops 3 to 5, 11 Murray Rose Avenue, Sydney Olympic Park

T: +61 2 9746 9706

Open: Monday - Saturday 8am – 8pm, Sunday 9am – 7pm

Pikes Pharmacy

Address: Shop 9, 5 Australia Avenue, Sydney Olympic Park

T: +61 2 9746 2072

Open: Monday – Friday 9am – 4pm

Hospitals

Concord Hospital

Address: Hospital Road, Concord

T: +61 2 9767 5000

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

3.3 Transportation

Parking

There are several car parks available close by. We have arranged a free shuttle service to go from P1 parking station to the exhibition entry, which will be operating from 8.00am daily.

Parking is generally run on a first-come-first-serve basis however it is possible to pre-book parking by visiting the following website www.sydneyolympicpark.com.au

For a pre purchased discounted Exhibitor rate please contact the Sydney Showground venue Services team or you can order online at <https://rasnsw.ungerboeck.net/prod/app85.cshtml?AppCode=COE&CC=3&OrgCode=10> You will only receive the exhibitor discounted rate if you pre purchase. This cannot be arranged when you are onsite for the show.

Free Parking is available in the following locations:

- Grand Parade 2 hour limit (Between Showground Road & Olympic Boulevard)
- Olympic Boulevard 2 hour limit (Between Grand Parade & Murray Rose Avenue)
- Dawn Fraser (outside Novotel) 2 hour limit

All parking rates are subject to change.

Entry heights are as follows:

- P2, P4, P5 & P6 are open air car parks.
- P1 clearance – 2 metres
- P3 clearance – 2.1 metres
- P8 clearance – 2.3 metres

Public Transport

Sydney Olympic Park is conveniently serviced by bus, train, taxi and ferry services.

Transport by Train

Olympic Park train station is on Sydney Showground's doorstep. The Sprint service, operated by CityRail, travels between Lidcombe and Olympic Park Stations daily, every 10 minutes. A limited number of direct services also operate between Central Station and Olympic Park Station. For further information visit www.131500.com.au

Transport by Bus

Sydney Buses operate direct bus services to Sydney Olympic Park from a number of locations including Lidcombe, Strathfield and Parramatta.

For information regarding timetables visit www.131500.com.au.

Transport by Ferry

Sydney Ferries run a daily service between Circular Quay and Parramatta stopping at Sydney Olympic Park Ferry Wharf. To travel to Sydney Showground, visitors must also catch a connecting bus.

For further information regarding timetables visit www.131500.com.au.

Transport by Plane

Sydney Airport is approximately 20km from Sydney Olympic Park and is easily reached by all modes of transport including car, train, taxi or bus.

For more information visit www.sydneyairport.com.au.

Taxi

A permanent taxi rank is located on Herb Elliot Avenue next to the Pullman Hotel.

3.4 Visitors Activities

There are plenty of gardens, walking tracks, swimming activities and many more options around Sydney Olympic Park. For more information on what is on in the local area look online

<https://www.sydneyolympicpark.com.au/Things-to-Do>

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 30 April	8.00am - 6.00pm
Shell scheme move in Monday 1 May	8.00am - 6.00pm

All stands must be completed with all rubbish removed by 6.00pm on Tuesday 2 May 2023 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 Form can be found on page 54-55.

Exhibition Dates and Opening Hours

Wednesday 3 May 2023	10.00am - 6.00pm
Thursday 4 May 2023	10.00am - 6.00pm
Friday 5 May 2023	10.00am - 4.00pm

Exhibitor access on Wednesday May 3, 2023, is from 7.00am. Access during all other show days is from 8.00am.

Dismantling and Move-Out

Friday 5 May	4.30pm - 8.00pm
Saturday 6 May	8.00am - 5.00pm
Sunday 7 May	8.00am - 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 5th May, 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 2 May 2023 from Middy.

Complete and return Exhibitor Staff Registration Form on page 52.

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.

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 Organisers or ExpoNet. There are several electrical/lighting alternatives available – refer to the ExpoNet website 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.

Complete form online – Refer page 45.

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 online – Refer page 45.

Tagging and Testing

A Compulsory Safety Inspection is required when power is ordered for your stand through ExpoNet. The \$20 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. 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. False ceilings shall not be erected above any aisle or passageway.

5.3 Floor Loading

Floor slabs are designed to accommodate heavy vehicles and exhibition loads. The Exhibition Hall floor and cast-iron pit covers are designed for:

Point Load

20,000 kilogram (maximum static) load over 0.5 metre x 0.5 metre (minimum) – Load Spreaders recommended.

Vehicle Load

20,000 kilogram forklift axle load, dual wheeled pneumatic tyres.

All RTA legal axle loads as defined in the Australian Roads Bridge Design Code.

T44 Truck (Semi Trailer - 10,000 kilogram axle)

HLP 320 Heavy Platform loading (20,000 kilogram axle)

W7 Wheel Load

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.

Exhibitors to notify the Organisers in writing if the intended displaying exhibits have Pointed or Dynamic Loads and/or loads exceeding 2,500 kilograms per square metre. Accompanying such notification must be the appropriate engineering approvals to be approved by Sydney Showground.

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 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.

5.7 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.

5.8 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.

Stand size	Internal: 2500mm (h) x 2990mm (d) x 2950mm (w)
Walling	2.5mH White walls in an aluminium Octanorm frame
Flooring	Flooring is 1m x 1m carpet tiles in Blueberry; aisle carpet is Charcoal
Fascia signage	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
Lighting	2 x LED track mounted spotlights per 9 square metres mounted onto the light track inside the fascia
Power	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>Items allowed on walls: 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>Items not allowed on walls: 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 Information Form on page 51.

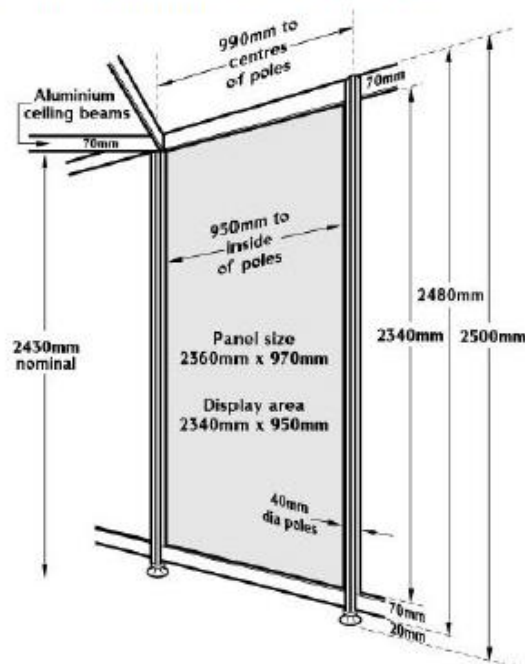


Fascia Panel Size: L 2950mm x H 220mm
Fascia Visible face: L 2930mm x H 200mm

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



5.9 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

Stand size	As per contract
Walling	Not included - you can order walling through ExpoNet
Flooring	Not included - you can order flooring through ExpoNet
Fascia signage	Not included
Lighting	Not included - you must order lighting through ExpoNet
Power	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, including elevation drawing, layouts and materials used, assembly information and dimensions. These must accompany the Stand Build Information Form on page 51.
- Failure to gain approval may result in restrictions being imposed onsite during move in.

5.10 Stand Designs/Custom Stands

All space only structures must be approved by the Organisers 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. All designs must accompany the Stand Build Information Form on page 51.

Failure to gain approval may result in restrictions being imposed onsite during the move-in period.

If your stand is over 2.5m in height, you must notify the Organisers in writing and a line drawing must be supplied.

Stands up to 4m in height may require a safe work statement indicating the safe work practice of installation and be approved by the Organisers.

Stands over 4m in height will only be approved if they are a double storey structure/unique display with relevant engineering certificates. The Organisers will notify the exhibitor behind you, and if there are no issues regarding the height, 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.

If prior approval is not obtained, the Organisers may demand that your stand be dismantled.

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

5.11 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.

5.12 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 pages 38-43.

5.13 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.

Sydney Showground only permits the use of a residue-resistant single-sided and double-sided cloth backed tape for securing carpeting and other floor coverings to the concrete flooring. Tape recommended by Sydney Showground that fulfil these requirements are:

- Tessa – 4934
- Tessa – 4974
- Stylus – 105C

No adhesives are to be used on permanent carpeted floors, stone and concrete floors or walls. The exhibitor will be responsible for the removal of all tape and residue marks on the Premises. Removal and damage incurred as a result of the exhibitor's use of non-recommended tape will be carried out by Sydney Showground and charged to the exhibitor.

Adhesive-backed (stick-on) decals or similar promotional items are not permitted on the Premises. Any costs incurred by Sydney Showground for the removal of these items and the repair of any damage caused will be charged to the Licensee.

5.14 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 pages 38-43.

SECTION 6 - OPERATIONAL INFORMATION

6.1 Access

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

Enter through Gate 11 from Australia Avenue onto Grand Parade, then turn left onto Monaro Street. Monaro Street is the loading dock for Hall 5 & 6. Here you can unload your vehicle and deliver goods to your stand. Exit the loading dock by turning right, back onto Grande Parade and exiting back through Gate 11.

Sydney Showground controls access onto the loading dock.

Access to the Venue

Visitors and exhibitors have access to the Exhibition via the forecourt on the corner of Showground Road and Grand Parade. Please ensure staff wear their exhibitor badge at all times.

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.

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 5 and 6 Loading Dock (Monaro Street)
Sydney Showground
Gate 11 Grand Parade
Sydney Olympic Park, NSW, 2127
Visual Impact Sydney, 3-5 May 2023
Hall 5 and 6
Your stand number
Your company name
Name of contact person
Mobile phone no.

Exhibits

No exhibits will be allowed into the Exhibition after 9.00am 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 9.00am 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.

Please note

Ensure the delivery label is on all packages, as well as a return address. The delivery label can be found on page 60.

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 the Venue.
- Flooring must be protected by drip trays under each vehicle.
- Under no circumstances is fuel to be decanted or vehicles filled in the loading docks or within the venue.
- Ignition keys are not to be left in the vehicle and are to be strictly controlled by the exhibitor during the exhibition. A set of keys must be left with the Organisers each night.
- Every car must have at least 1 x 2.3kg, A:B:(E) dry powder extinguishers mounted in a prominent location in accordance with AS2444:2001 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

Enter through Gate 11 from Australia Avenue onto Grand Parade, then turn left onto Monaro Street. Monaro Street is the loading dock for Hall 5 & 6. Here you can unload your vehicle and deliver goods to your stand. Exit the loading dock by turning right, back onto Grande Parade and exiting back through Gate 11.

The halls can be accessed via a loading dock doors. The Loading dock doors 4.72m high and 3.9m wide.

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.

No B doubles are permitted within the Sydney Olympic Park Precinct.

6.8 Move-In

Space only move in Sunday 30 April 7.00am - 6.00pm

Shell scheme move in Monday 1 May 8.00am - 6.00pm

All stands must be completed with all rubbish removed by 6.00pm on Tuesday May 2nd 2023 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 30th April 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

During show open days, exhibitors are allowed access at 7am on the first opening day and 8am on all other days.

All stands should be completed with all rubbish removed by 2.00pm on Sunday 7 May to allow for final cleaning of the hall. For any further clarification, please contact the Organisers.

Important

All exhibitors MUST complete the Move-In Form on page 54-55, to be allocated a time to access the loading dock.

6.9 Move-Out

Friday 5 May	4.30pm - 8.00pm
Saturday 6 May	8.00am - 5.00pm
Sunday 7 May	8.00am - 2.00pm (All goods must be removed by this time)

Removal of product and exhibits will commence at 4.30pm or once all guests have vacated the exhibition on Friday 5 May, 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.

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 Sydney Showground Traffic Controllers. 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 detail that the Organisers and the venue require is:

- 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.

Complete and return the Demonstration Application Form on page 48.

6.13 Heavy Equipment

If you are planning exhibiting equipment that weighs more than 2.5 tonnes per square meter, written notification is required.

Complete and return the Heavy Equipment Form on page 49.

SECTION 7 - EXHIBITOR SERVICES

7.1 Accommodation

Accommodation options can be viewed and booked online at

Is <https://events.ozaccom.com.au/visual-impact-sydney-2023/accommodation>

7.2 Account Cards

Exhibitors can purchase coffee, lunch and snacks at all Sydney Showground outlets and charge back to a pre-paid account card which can be ordered through Sydney Showground. 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 Get Rigged.

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.

Get Rigged have offered an early bird discount of 10% on the hire of truss and motors to those exhibitors who confirm and pay a 50% deposit before Monday 20 March 2023.

To request a quote for rigging, please complete the Rigging Request Form on page 46.

7.6 Catering

Sydney Showground'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 or cafe account enquiries, please contact Sydney Showground 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 prior to the first day of the show opening. After that it is the responsibility of the exhibitor. Additional cleaning can be booked through venue services, details available in section 2.

If you require your stand to be vacuumed, mopped and dusted prior to opening of the exhibition each day, please order this via Venue Services form on page 56.

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 form on page 56.

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 form on page 56.

The air compressor must have a water trap fitted.

Sydney Showground is the exclusive provider of water and drainage services within the venue. Due to the restricted access to water supply on the exhibition floor, it is crucial that all plumbing requirements are ordered well in advance.

All wastewater must be discharged into the appropriate waste outlet in the floor pit.

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 Sydney Showground must adhere to the venues 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 in New South Wales and Australia.

7.11 Electrical and Lighting

Electricity

The official licensed electrical contractor, ExpoNet, must carry out all electrical work on stands. An electrician is on site at all times during show hours. If you require an electrician to your stand 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. 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.

Exhibitors should ensure that they have adequate extension leads. These items are not available from the Organisers or ExpoNet. There are a number of electrical/lighting alternatives available – refer to the ExpoNet website.

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

- **Do not** plug into 'vacant' power points. Power supply is allocated based on exhibitor orders. Doing so may cause a power surge or overload in the system which could then lead to a fire or damaging connected equipment.
- **Do not** use 'double adaptors'. Use power boards with built in safety switches.
- **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 refer to the Electrical ExpoNet Form on page 45.

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 have: two 120W track mounted spotlights per stand mounted onto the light track inside the fascia.

Floor space stands come with no lighting. All lighting requirements need to be booked by referring to the ExpoNet form on page 45.

Tagging and Testing

A Compulsory Safety Inspection is required when power is ordered for your stand through ExpoNet. The \$20 cost covers an onsite inspection of up to 10 items, all testing and tagging 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 amount of items you will be bringing to Visual Impact Sydney 2023. For more information please contact ExpoNet, contact details in Section 2.

7.12 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.

7.13 Exhibitor Services

For exhibitor services, please see the service desk located in the Organisers office. It is operated by Sydney Showground staff and is open during move in, operation and move stages of the exhibition. They will be able to provide you with any information and assistance you may require.

7.14 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 on pages 54-55.

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. 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 on pages 54-55.

7.15 Furniture

ExpoNet are the preferred Furniture supplier for Visual Impact Sydney 2023. 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 Package. 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.

The packages can be found on page 43.

7.16 Registration Services

Lup has been appointed as the sole visitor registration contractor for Visual Impact Sydney 2023. All visitors will be issued with name badges which are easily read.

Registration Scanner

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 Lup to hire registration scanners for all exhibitors wanting to take advantage of this service.

Complete Registration Scanner Hire Form on page 57.

7.18 Storage

There is limited onsite storage available for consumables only. Storage services can be arranged with GEL Events. Refer to section 2 for GEL Events contact details. For further information or enquiries, please contact the Organisers.

SECTION 8 - EXHIBITOR PROMOTIONS

8.1 Competitions - Lottery Permits

Exhibitors must obtain the appropriate permit from the NSW Office of Liquor, Gaming and Racing 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 NSW Office for Liquor, Gaming and Racing – Ph – 1300 024 720or <https://www.liquorandgaming.nsw.gov.au>.

8.2 Logos

In order to help you with your pre-exhibition marketing you can freely download the Visual Impact Sydney 2023 logo to your website or use it on your email signature. This banner signals your participation at Visual Impact Sydney 2023.

Download the logo from the exhibition website, <https://www.visualimpact.org.au/sydney-exhibition-2023> 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

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 Sydney 2023 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 Sydney 2023 exhibitor.

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

8.5 Trade Invitations

Visual Impact Sydney 2023 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 Exhibitor Directory.

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 2023.

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

8.7 Exhibitor Directory

The Exhibitor Directory 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/sydney-exhibition-2023

To include your listing, simply complete the online submission
www.visualimpact.org.au/vi-sydney-2023visitor-guide-submission

Listings are due by no later than Friday 24 March. If your listing is received after this date, it will not be in the full publication. If received listings do not meet the below criteria, Visual Connections reserves the right to amend these listings to comply with publication restrictions.

Handy Hints

- DO include a description of products and brands to be exhibited, especially new products being launched prior to or at Visual Impact Sydney 2023
- 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.

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 Exhibitor Directory is only \$800 plus GST and may be booked through the Organiser's. Artwork is due Friday 24 March.

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 the total cost (100%) 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

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

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 8.00am and 9.00am, 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.

SECTION 10 - WORKPLACE HEALTH AND SAFETY

10.1 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.

10.2 Covered Footwear

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

10.3 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.

10.4 Emergency, First Aid and Medical

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

10.5 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.

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

10.7 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.

10.8 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.

10.9 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.

10.10 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.

10.11 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.

10.12 Non Smoking Policy

Smoking is strictly prohibited in all enclosed spaces in the venue (as per the Smoking Regulation Act 1997 No 16) including the Exhibition Halls, Docks, Foyers, Pre-Function Areas and Meeting Rooms as well as all Restaurants with Food Service Outlets. This includes all E-cigarettes.

10.13 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.

10.14 Risk Management

It is a requirement to either a) supply the Organisers with all MSDS sheets for all machines on display by 24 March 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 on page 47.

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 on page 47.

Do not wash paint material within or around the Premises. Sydney Showground 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.

	Page	Deadline
Stand Upgrade, Furniture and Flooring Order Form	38-43	24 March
Exhibition Directory Submission Form (refer bottom of this page)	44	24 March
ExpoNet Forms including: <ul style="list-style-type: none"> • Fascia & Signage Confirmation (Shell Scheme Stands Only) • Stand Modifications • Power & Lighting • Wall Mounted Shelving & Slat Walls • Furniture & Audio Visual • Stand Layout 	45	11 April – Standard rates
Rigging Request Form	46	20 March – Early bird discount. 5 April – Standard rates
MSDS Form	47	24 March
Demonstration Application	48	24 March
Heavy Equipment Details	49	24 March
Exhibitor Appointed Contractor	50	24 March
Stand Build Information Form	51	24 March
Exhibitor Staff Registration Form	52	24 March
Motor Vehicle Display Form	53	24 March
Move-in, Transport Quote Request and Materials Handling Form	54-55	24 March
Venue Services <ul style="list-style-type: none"> - Exhibitor Services Account - Utility Services Order Form - Food & Beverage Outlet Account Card Order Form - Stand Catering & Beverage Order Form - Business Support, Technology & Communications Order Form - Stand Cleaning 	56	25 April
Info Tracker Data Recorder Hire Form	57	24 March
Exhibitor Insurance Form	58	18 April
Plumbing Order Form	59	7 April
Delivery Label for Exhibitor Materials Delivery to Venue	60	

EXHIBITION DIRECTORY SUBMISSION

To complete your Exhibition Directory Submission, go to:

<https://www.visualimpact.org.au/vi-sydney-2023-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.