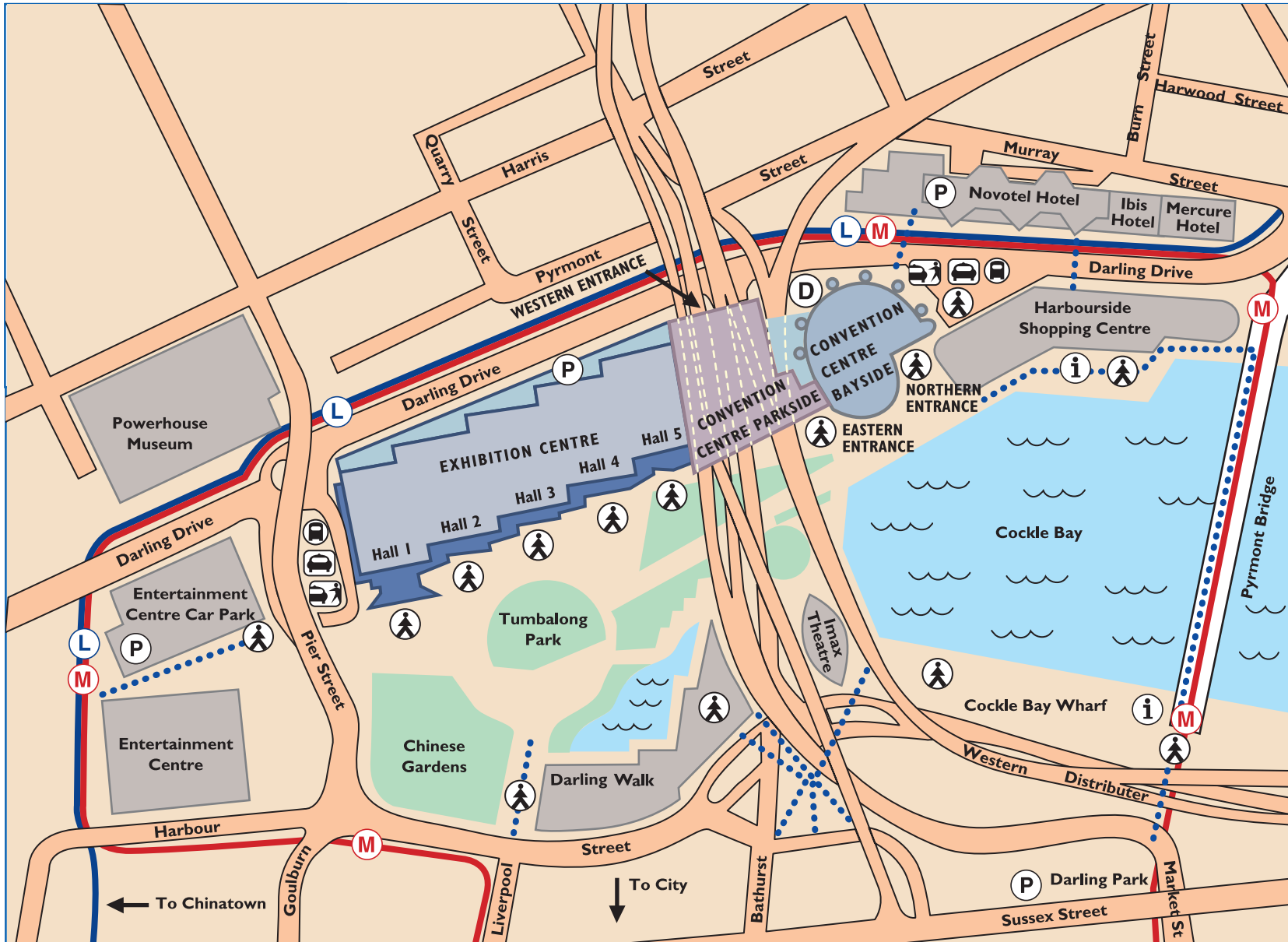


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# Sydney Convention and Exhibition Centre, Darling Harbour, Australia.



## CONVENTION CENTRE BAYSIDE

### GROUND

- Bayside Grand Hall
- Bayside Lounge
- Bayside Business Centre

### LEVEL 1

- Bayside Auditorium A & B
- Bayside Gallery
- Bayside 101-109

### LEVEL 2

- Bayside 201-204
- Bayside Terrace

## CONVENTION CENTRE PARKSIDE

### GROUND

- Parkside GO1-GO7
- Parkside Promenade
- Exhibition Hall 6

### LEVEL 1

- Parkside Ballroom
- Parkside Auditorium
- Parkside 110A & 110B

## EXHIBITION CENTRE

### GROUND

- Halls 1-5

**Amusement Rides & Devices**

No mechanical or inflatable amusement rides and devices are to be used in an event without the approval of Venue Management. Contact the Venue on tel 02 9282 5076 for further details.

**Animals**

No animals are permitted in the Venue, except for guide dogs, when they are an approved exhibit or form part of an activity or performance legitimately requiring the use of animals. Venue approval is required for the latter two cases.

**Balloons**

Helium balloons are only permitted as *fixed* features of a stand or exhibit. Exhibitors must obtain written approval from the Venue for the use of air or helium balloons. Exhibitors will be charged for the removal of any balloons remaining in the halls and for any Fire Brigade call-out costs associated with false alarm calls that are caused by balloons or other exhibition related items 'tripping' the smoke alarm beams.

**Banks**

An ATM is located in the Exhibition Hall Foyer between Halls 3 and 4.

**Car Displays**

It is the Exhibitor's responsibility to reduce the risk of injury from cars on display. Costs may be associated with the supply of ramps, removal and replacement of doors and supervision required for the movement of vehicles through the Venue.

For companies wishing to display vehicles powered by flammable liquid and/or gas, the following guidelines must be adhered to in order to comply with venue Health & Safety Regulations:

**Flammable Liquid Powered Motor Vehicles**

- Provide a spare set of keys to security
- Drip trays must be placed under vehicles
- Batteries must be disconnected
- The motor vehicle fuel filler cap must be either sealed or secured to prevent the easy removal of the fuel cap by unauthorised persons
- Under no circumstances is fuel to be decanted or vehicles filled on the Venue loading dock

**Flammable Gas (LPG) Powered Motor Vehicles**

- LPG powered motor vehicles must have their systems fitted in accordance with AS1425-1989 LPG 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 motor vehicles engine is to be run until all fuel in the fuel line and converter is exhausted
- Vehicles in exhibitions will not be started and run without the prior permission of the Venue Management. To grant permission the Venue Management will review safety precautions and the control of exhaust emissions. Notification in writing must be made to the Venue seeking permission for any vehicle that is required to be started
- The Venue would require SWMS for any displays such as dynamometers where a vehicle would be operating
- Ignition keys are not to be left in the vehicle and are to be strictly controlled by the exhibitor during the exhibition
- A spare set of all car keys must be provided to the Venue's Security Department.

**Car Parking for Exhibitors**

Operating under a separate management contract, the Venue car park is located below the Venue and can accommodate up to 900 vehicles with access via Darling Drive. Vehicular access is limited to cars only, as the car park has a ceiling height of 1.8 metres. The Venue accepts no responsibility for theft of, or damage to vehicles parked in the car park, and it is in the owner's interest to remove all valuables from vehicles.

A lift service is available at each end of the car park with direct access to the Venue and Darling Harbour. There is also an escalator service from the car park to the Link building at Hall 5.

The carpark is open 24 hours, 7 days per week.

Rates are set on an hourly basis (0-1 hour \$8, 1-2 hours \$16, 2-3 hours \$24, 3-4 hours \$29, 4-24 hours \$32). Evening rates also apply (0-1 hour \$8, 1-2 hours \$16, 2 hours+ \$20). \*Note price is subject to change without notice to the Organiser.

Early bird parking or long stay parking is available through Wilson Parking at the following locations: Entertainment Centre Tel 02 9264 1624  
Harbourside Parking Tel 02 9552 2330

**Care of Building**

You are not permitted to paint, nail, staple, screw or glue to any floor, ceiling or wall within the Venue. Plastic sheeting must first be placed on the floor where turf, woodchips etc are used in your display. Material used in stand construction must not cause dampness, staining, be readily ignitable or be capable of emitting toxic fumes should ignition occur.

**Child Care Facilities**

No child care facilities are available at the Venue.

**Cleaning of Stand**

Stand vacuuming will occur for all stands each night. Any items placed in the aisles during Move In and during the event will be deemed as rubbish and removed.

**Cloak Room**

Cloak Room facilities are available within the event as well as through the Sydney Convention Centre. The Cloak Room within the event is available for small items for the duration of the event at no charge.

**Code of Behaviour**

The aisles are public walkways and therefore must not be used to display goods.

If demonstrating your product, you must place your display counter at least one (1) metre back from the front of your stand, to avoid crowds obstructing aisles. Any amplification must not interfere with adjacent Exhibitors.

Due to Occupational Health & Safety Regulations, all aisles must be free of obstacles – furniture, accessories, displays are not permitted in the aisles.

**Communication Solutions – Telephone, Facsimile, Modem Lines**

Hire of telephone, facsimile and modem lines or equipment is available through the Venue. All call charges are the responsibility of the Exhibitor and appropriate measures should be taken to ensure authorised use. Equipment will be delivered to your stand at the end of Move In. If handsets or equipment are required prior to this, they can be collected from the Exhibitor Services Desk. The Venue's telephone system is wholly owned, controlled and operated by the Venue and NO outside telephone services are permitted to be sold, hired or installed without the prior permission of the Venue.

**Competitions / Lotteries**

The Department of Gaming & Racing NSW states that if any company runs a free 'trade promotion lottery' during an exhibition, they must first obtain a permit. Therefore, if you are planning to conduct a free giveaway or competition on your stand in the promotion of the sale of your goods or services, please go to the Department of Gaming & Racing 'trade promotion lotteries' website [www.dgr.nsw.gov.au](http://www.dgr.nsw.gov.au) to obtain a copy of the permit application form.

**Dangerous and Noxious Substances**

Venue management will request the removal of any dangerous goods or hazardous substances that have not been approved for use at the Venue, or if they are being misused.

Dangerous Goods

No dangerous goods are to be brought onto the premises without the formal approval of the Venue, excluding LPG bottles used to fuel moving plants.

Hazardous Substances

Venue approval must be obtained if Exhibitors wish to use hazardous substances as part of a demonstration.

**Delivery of Goods**

The Venue and Organiser will not accept delivery of any goods on behalf of Exhibitors, nor will there be any responsibility taken for the safety of any such items delivered to the Venue in the absence of the Exhibitor.

**Electrical Tagging**

It is a legal requirement in all temporary Exhibition Work Sites that all electrical equipment be tested & tagged in accordance with SAA 300 Wiring Rules and Code of Practice for Temporary Installations under the OH&S Act 2004. 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.

**Exhibitor Services Desk**

The Exhibitor Services Desk is located at the southern end of the Promenade, near the entrance doors into Hall 5 foyer. The Exhibitor Services Desk offers Exhibitors' a credit facility to order services such as food and beverage, communication lines and equipment, water and waste facilities, compressed air and café accounts. Telephone: +612 9282 5499.

**Fire Proof Materials**

Any materials used for display purposes must conform to the following standards:

- Non-combustible material
- Inherently non-flammable material
- Flame-proof fabric
- Self-extinguishing plastic material
- Plywood, hardwood, pulpboard or fibreboard rendered flame-resistant by a process of impregnation acceptable to the Venue authorities.

**Fire Regulations**

The installation of any fuel-burning appliance with liquid or solid fuel shall conform to uniform building regulations. The installation of LPG appliances for demonstrations shall comply with the LPG Act 1957. Containers are to be located outside the building. A Co<sub>2</sub> extinguisher is to be provided for each appliance using LP gas.

If you have any doubt about the appliance you plan to use, permission should first be obtained by contacting the Organiser who will seek permission from the Venue.

The storage of any flammable liquids or fuels within the Exhibition halls is not permitted.

Flammable building material used for stand walls, must be fire proofed. The use of readily flammable material in displays, such as crepe paper, corrugated cardboard, straw, untreated hessian, or PVC sheet (except on floors as a protective membrane) is strictly prohibited without the express approval of the Venue.

Sawdust, tan bark or wood chips of a reasonable size may be used to decorate floors, providing a protective membrane is laid first and chips are slightly moist at all times.

## **First Aid**

In the event of any accident or emergency, alert a Security Guard (always located at the entrance to the exhibition) or contact the Organiser's Office or Venue Security on extension 5555 immediately.

## **Food & Beverage**

The Venue has sole rights for the sale and distribution of any article of food or drink for consumption onsite. To arrange catering, contact the Venue's catering coordinator on tel +612 9282 5123.

### Responsible Serving of Alcohol

New laws regarding the Responsible Serving of Alcohol (RSA) came into effect on 1 July 2004 in NSW. These laws dictate that RSA certification is required for all persons involved in the sale, supply or service of liquor in licensed venues.

### On-stand Hospitality

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 visitors, without the express written consent of the Venue.

All food and beverage requirements for Exhibitors must be confirmed with the Venue no later than two weeks prior to the event.

Where the Venue provides alcohol for Exhibitors to entertain clients, guests etc, it is mandatory that all liquor supplied to Exhibition Stands is served by Venue staff with NSW RSA certification.

### Sale of Food and Beverage On-stand

Absolutely no alcoholic beverage sales can take place on the Venue's licensed premises. Exhibitors wishing to sell product on their stands must make order forms available for post event distribution of sold product.

### Health Regulations

If unpackaged food is to be given away, openly stored, displayed or handled, appropriate facilities and services need to be provided. For further information, contact the Venue on tel +612 9282 5082.

### Cooking of Food on Stand

Cooking of food on stands is discouraged, however each case will be considered on its merits in conjunction with the type and quality of food being cooked, the method used for cooking and the removal of any cooking odours. Permission must be sought from the Venue.

## **Footwear – OH&S**

Due to Occupational Health & Safety Regulations, open-toe footwear is not permitted inside the Halls during Move In and Move Out or on the Loading Dock at any time.

## **Illegal and Immoral Use of the Venue**

The Venue is not to be used for any illegal or immoral purpose and the Venue reserves the right to remove all materials, which in its opinion may be considered offensive or obscene. Any illegal activities will be reported to the police.

## **Insurance**

### Goods Insurance

The Organiser does not have an insurance policy, which covers Exhibitors' goods. You are therefore strongly advised to extend your Property Insurance Policy to cover loss of stock and display equipment due to theft or damage during, to and from the event.

### Public Risk Insurance

All Exhibitors must have Public Risk Insurance cover of \$10 million. In most cases, this can be achieved by extending your policy through your insurance broker. The Organiser does not provide a group cover.

**Loading Dock Traffic Management**

The access ramp and driveway for the Exhibition Halls is a one-way directional system accessible via the signed entrance, "Exhibition Centre Loading Dock", directly off Darling Drive (north to south).

The Venue has a manned vehicle checkpoint that will monitor access and ensure an orderly flow of traffic in accordance with Move In / Move Out Schedule. The driveway and ramps are classified as a tow-away zone to ensure a continuous flow of traffic to the Exhibition Halls. Infringement notices will be issued to vehicles that do not obey the rules sign posted on the condition of entry notices located at the vehicle checkpoints and on the loading dock. Marked thoroughfares must be kept clear at all times.

The Venue accepts no responsibility for the safety of vehicles and their contents within the Venue premises.

Responsibility is not accepted, by either the Organiser or Venue Management, for any items delivered to the site in the absence of the Exhibitor, his agent or contractor.

Exhibitors must be advised that it is a condition of entry to all persons who require access to the Loading Dock that vehicles, equipment and personal belongings (ie bags etc) may be randomly searched by Venue Security Staff upon entering and exiting the loading dock.

All vehicles entering the Venue Loading Dock are subject to a 15 minute unloading limit. Please advise loading dock staff if a longer time is required. Extended time for vehicles is at the discretion of the Venue Dock Traffic Controller.

There is a holding lane on the western side of Darling Drive (southern end) where vehicles can wait for Loading Dock access when required. Drivers must stay with their vehicles at all times whilst in the holding lane in order to avoid parking infringements. There is no parking available to contractors or Exhibitors on the loading dock. NSW Police and Venue Security will be patrolling the area and may issue parking infringements.

**LPG – Requirements for Use**

Any Exhibitor wanting to use gas cylinders or appliances must have approval from the Venue. Please contact the Organiser for an LPG Permit Form.

**Meeting Rooms**

Limited meeting rooms are available onsite for use by Exhibitors. Please contact the Organiser or call in onsite to the Organiser's Office to make bookings. It is strongly recommended that you book meeting rooms prior to the event.

**Non-Smoking Policy**

All internal areas of the Venue are non-smoking. The Exhibition Centre Loading Dock has four (4) designated smoking zones. (One (1) designated are outside Halls 2- 5)

**Power Tools**

Power tools include drop saws, circular saws, routers, planes, jigsaws, angle grinders, brick and tile cutting saw. The following regulations apply when using power hand tools and brick cutting saws:

- All operators should be sufficiently trained so as to reduce the risk of injury;
- Noise management provisions must be made so that noise levels do not become a risk to hearing or health;
- Eye protection must be worn;
- A dust extraction system must be fitted when power hand tools are used within the Venue to reduce dust emissions;
- Building services and carpet must be protected from dust when power hand tools are being used.

**Public Address (PA) System**

The public address system is for use by the Organiser for official announcements only. It is only available to Exhibitors or Visitors in the case of genuine emergencies.

## **Public Telephones**

Public telephones are located throughout the Venue Foyer and also within the Convention Centre.

## **Public Transport**

Trains, Mono & Light Rail and bus services are accessible to the Sydney Exhibition & Convention Centre. The best route to take from the city is the train from the Town Hall station, then by Mono Rail to Convention Station. The bus service is also recommended. Ring State Transit Infoline 131 500 for information on timetables.

## **Pyrotechnics – Requirements for Use**

No pyrotechnics can be used in the Venue without the approval of Venue management.

## **Rigging**

All rigging at the Venue must be done through Venue approved Rigging companies. Refer to the Service Provider Contact Details (Section C) in this Manual for the recommended Supplier.

## **Rubbish Removal**

Any items placed in the aisles during Move In, during the event as well as any items still remaining at the Venue once the Move Out has completed will be deemed as rubbish and removed.

## **Safety Vests**

To comply with Occupational Health & Safety requirements, high visibility safety vests must be worn in the Exhibition Hall and on the Loading Dock during Move In and Move Out. These are available from most hardware outlets and safety equipment specialists. Safety Vests are also available for purchase from the Venue at the Exhibitor Services Desk as well as the Vending Machine at the Security Gatehouse on the Loading Dock. Cost for safety vests at the Venue are \$6.00 each.

## **Security**

A roaming security guard will be in attendance during Move In, Move Out and throughout the event. It is your responsibility during Fair hours to have someone on your stand 15 minutes before opening and until all Visitors have left the building. Under no circumstances should Exhibitors leave personal valuables on stands. Report any missing goods immediately to the Organiser's Office.

Whilst security guards will be present during the Move Out, you should have a staff member on your stand to protect your goods. Pay particular attention to security of small valuable items, mobile phones, laptop computers etc.

## **Semi Trailers**

RTA regulations state that B-Double semi-trailers are permitted to travel north on Wattle Street and south on Harris Street in Darling Harbour area, however, they are prohibited east of these points. This means that no B-Doubles are allowed on Darling Drive at any time. Fines may be issued to drivers who do not comply with this regulation.

## **Staff Admittance**

Staff working on stands will not be admitted without presentation of their Exhibitor Badges to the door security guard. Exhibitors may enter 30 minutes prior to the Event opening each day, or earlier with approval from the Organiser. Early arrivals must stay on their stand and not wander around the hall.

## **Stand Building and Design Regulations**

All temporary structures built for exhibitions must comply with the Building Code of Australia and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, height, fire safety and flammability ratings of materials. All stands must be designed and constructed in accordance with all relevant Australian Standards.

### **Toilets**

Toilets are located at the rear of the Exhibition Halls near the Cafe, staircases and also throughout the Foyer on the right hand side of each exit.

### **Water, Waste, Compressed Air Requirements**

Exhibitors requiring water, waste or compressed air on their stands must advise the Venue. Contact the Exhibitor Service Desk on tel +612 9282 5499.