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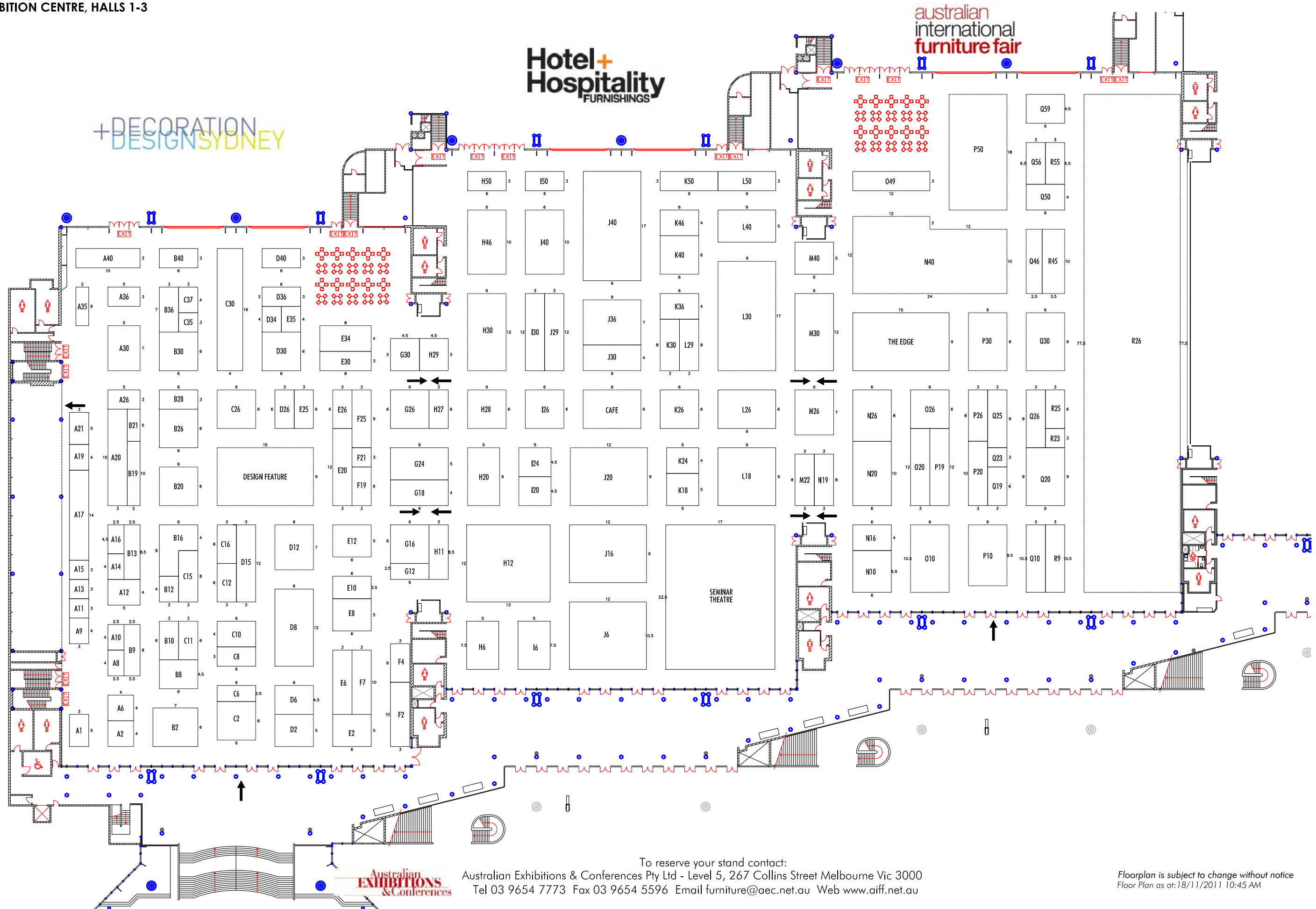
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AUSTRALIAN INTERNATIONAL FURNITURE FAIR 2012 & DECORATION + DESIGN 2012

1-3 FEBRUARY 2012

SYDNEY EXHIBITION CENTRE, HALLS 1-3



To reserve your stand contact:
 Australian Exhibitions & Conferences Pty Ltd - Level 5, 267 Collins Street Melbourne Vic 3000
 Tel 03 9654 7773 Fax 03 9654 5596 Email furniture@aec.net.au Web www.aiff.net.au

Floorplan is subject to change without notice
 Floor Plan as at: 18/11/2011 10:45 AM

ORGANISER DETAILS

Australian Exhibitions & Conferences
Level 5, 267 Collins Street
Melbourne VIC 3000
Tel: 03 8672 1200 (Prior to the Fair)
Fax: 03 9654 5596 (Prior to the Fair)
Email: furniture@aec.net.au
Web: aiff.net.au

VENUE DETAILS

Halls 1, 2 & 3
Sydney Exhibition Centre
Darling Drive, Darling Harbour NSW 2000
Tel: 02 9282 5745 (During the Fair)
Fax: 02 9282 5747 (During the Fair)

FAIR DATES & TIMES

Wednesday 1 February 10am – 5pm
Thursday 2 February 10am – 5pm
Friday 3 February 10am – 4pm

MOVE IN TIMESPre-Built Stands - (Product Move In)

All Exhibitors have an allocated loading dock product Move In 'time block' on either Monday 30 or Tuesday 31 January. Your allocated time can be located on page vi of this manual.

Floorspace Only Stands - (Stand Build only)

Any Exhibitor or representing stand builder who has booked a Floorspace Only Stand (refer to your original Stand Agreement) may commence building their stand from 12noon on Monday 30 January. An allocated loading dock product Move In time has also been allocated for you to move in your product once you have completed building your stand; refer to the Move In/Out schedule on page vi of this manual.

PRODUCT MOVE IN TIMES ARE SEPARATE TO YOUR 'BUILD TIME'.

MOVE OUT TIMES

Friday 3 February 4pm – 10pm
Saturday 4 February 7am – 2pm

All Exhibitors have been allocated a Move Out time of either Friday evening or Saturday. This is based on where stands are located in the Hall and those stands located closest to the loading dock get priority to move out on Friday evening. All other exhibitors are welcome to move out on either Friday or Saturday and should return Form 7b to indicate their preferred Move Out day

MOVE IN/OUT – LOGISTICS

Note: Due to Occupational Health and Safety requirements of the Venue. Strictly no children or open-toe shoes are permitted in the Exhibition Hall during Move In and Move Out



HI-VISIBILITY SAFETY VESTS

To comply with Occupational Health & Safety requirements, **hi-visibility safety vests must be worn** in the Exhibition Hall during Move In and Move Out and on the Loading Dock at all times. These are available from most hardware outlets and safety equipment specialists. Note: should you forget to bring a hi-visibility safety vest for each staff member to use during Move In/Out they will be available for purchase from the venue exhibitor services desk, the car park cashiers office or from the loading dock vending machine for **\$6**.

Agility Logistics has been appointed Logistics Contractor for the Fair.

Loading Dock Procedure/Access

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). If the gate house is unattended, please ring the bell for access.

Maintain Clear Aisles / Aisle Etiquette

It is a safety requirement of the venue that a number of aisles be kept entirely clear of obstructions throughout the Move In and move out. This is to ensure thoroughfares remain open and unobstructed at all times and to maintain safe access to all areas. More information about the nominated “Clear Aisles” will be available closer to the Fair.

To facilitate a smooth Move In the Organiser is asking that all exhibitors adhere to the following requirements for product, stock and building equipment placement in all other aisles;

- Please place all items directly within the stand floor space or on the East side of the aisle (i.e. left-hand side when approaching hall from loading dock end).
- This will ensure we have clear access down every aisle on the West side (or right-hand side when approaching hall from loading dock end).
- If you are situated on an aisle that runs East to West please place packaging and goods closest to your stand and ensure that you have allowed sufficient space for access past your items. Agility Logistics staff have been briefed to follow this protocol.

Parking – Exhibition Centre Loading Dock

All vehicles entering the Exhibition Centre Loading Dock will be issued with a 45 minute unloading permit. Please advise loading dock staff if a longer time is required. Extended time for vehicles is at the discretion of the Exhibition Centre Dock Controller. Parking infringements will be issued. Responsibility is not accepted, by either the Organiser, Logistics Contractor or Venue Management for any items delivered to the Venue in the absence of the Exhibitor, their Agent or Contractor.

Forklift/Trolleys – Refer Form 7a

A forklift with operator and trolleys will be provided at no charge during Move In and Move Out on a first-in first-served basis for a **maximum period of 15 minutes per company**. However for an efficient Move In and Move Out, we suggest you supply your own trolley. If you require a forklift for longer than 15 minutes or need to make storage arrangements refer to Form 7a in Section B of this manual.

Friday Evening Move Out / Security of Product

Hand carriable items may be removed via the front entrance doors from 4pm on Friday. For security of your products, Goods Removal Authority Forms must be signed by the Organiser and presented by the Exhibitor to the Security Guard upon exiting the Exhibition Hall. Goods Removal Forms are not required for the Move Out on Monday or for goods being removed via the Loading Dock doors at the rear of the Halls on Saturday. Please ensure that any product to be picked up by retailers / carriers is packed and labelled clearly.

We recommend that Exhibitors remain on their stand until all product has been removed. For Exhibitors leaving product overnight it is strongly recommended that products get pushed away from the aisles to avoid damage and that small/valuable items are removed and additional security/staff should be organised to guard product overnight. Whilst 24 hour security is provided, it is not possible to monitor all movement of products from the Exhibition Halls.

ALL PRODUCTS / DISPLAYS / STANDS MUST BE REMOVED BY 2PM ON Saturday 4 February to allow the building to be cleaned. Any goods remaining after this time will be taken off site and stored at the Exhibitor's cost.

OTHER IMPORTANT INFORMATION

Selling of Product from your Stand

Please be aware that no selling is to occur from your stand during the Fair. Exhibitors are responsible for the removal of their goods from the fair. A completed Goods Removal Form will be required for each item.

Storage of Goods & Empty Packaging Onsite - Important

There is no onsite storage available for exhibitors. Each exhibitor is responsible for making their own arrangements for storage. We encourage all exhibitors to please take note of the process regarding storage of empty packaging during the fair if using Agility's services for storage:

- Agility Logistics offers a comprehensive service which includes collection from your stand, storage for the duration of the fair and return to your stand for the Move Out. The dimensions of your packaging, as presented, will be recorded and charged at \$40.70 per cubic metre.
- For exhibitors with large amounts of storage, please discuss your requirements with Agility pre-fair, to enable the most effective solutions to be put into place.

To lower your storage costs, we suggest you minimise the "footprint" or volume of your empty packaging. Where possible, place boxes inside each other or flatten them. It is not the Organiser or Agility's responsibility to do this on your behalf.

If you require storage, please contact Agility Logistics on tel 02 8755 8899 or refer to form 7a.

Deliveries

Goods cannot be delivered prior to Monday 30 January. The Venue and Organiser will not accept delivery of goods on behalf of Exhibitors, nor will there be any responsibility taken for goods delivered in the absence of the Exhibitor. **Deliveries cannot be signed for.** If you do not plan on being present when your goods are delivered, please ensure you do not book a courier/transport service which requires a signature on delivery. Goods must be clearly labelled with the Fair name, your company name and your stand number.

Encroaching Into Aisles

To comply with Occupational Health & Safety and Egress requirements of the Venue, all aisles must be 3 metres wide and remain unobstructed. Exhibitors are not permitted to display any materials or products outside of their allocated stand space. Any materials or products found to be encroaching into the aisles must be removed.

Promotional Staff

Promotional staff may roam the exhibition floor except within 6 metres of a direct competitor's stand or any of the entrances. All promotional staff must be appropriately dressed.

Naked Flames

Exhibitors planning to have any type of naked flame on their stand, including candles, tea lights etc must not be at floor level and any stand with any type of naked flame must have a fire extinguisher on their stand. All flames are to be extinguished at least 30 mins prior to the stand being unmanned.

'What's On' For Exhibitors

What: Media Launch

When: Wednesday 1 February 2012

Time: 11.30am-12.00pm

Where: "THE EDGE" stand, centre of Hall 3

Cost: Free of charge

Exhibitor Cocktail Party

Wednesday 1 February 2012

5pm-6.30pm

At the Fair, exact location to be advised

Free for 2 staff per exhibiting company

MOVE IN & MOVE OUT SCHEDULE

STAND NUMBER	LOADING DOCK	PRODUCT MOVE IN DATE & TIME BLOCK	PRODUCT MOVE OUT DATE & TIME BLOCK	FLOORSPACE BUILD TIME
A01	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A02	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A06	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A08	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A09	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A10	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A11	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A12	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A13	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A14	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A15	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A16	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A17	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A19	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A20	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A21	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A26	Hall 1	Tues 31-Jan, 1300-1600	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
A30	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
A35	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
A36	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
A40	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
B02	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B08	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B09	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B12	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B13	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B14	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B16	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B19	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B20	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B21	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B26	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B28	Hall 1	Tues 31-Jan, 1300-1600	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B30	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
B36	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
B39	Hall 1	Tues 31-Jan, 1300-1600	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
B40	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
C02	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
C06	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
C08	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
C10	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
C11	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
C12	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
C15	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
C16	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900

SECTION A

EVENT DETAILS

STAND NUMBER	LOADING DOCK	PRODUCT MOVE IN DATE & TIME BLOCK	PRODUCT MOVE OUT DATE & TIME BLOCK	FLOORSPACE BUILD TIME
C26	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
C30	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
C35	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
D02	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
D06	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
D08	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
D12	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
D15	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
D26	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
D30	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
D34	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
D36	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
D40	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
E02	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
E06	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
E08	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
E10	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
E12	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
E20	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
E25	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
E26	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
E30	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
E34	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
E35	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
F02	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
F04	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
F07	Hall 1	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
F19	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
F21	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
F25	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
G12	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
G16	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
G18	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
G24	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
G26	Hall 1	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
G30	Hall 1	Tues 31-Jan, 1300-1600	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
H6	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
H11	Hall 2	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
H12	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
H20	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
H27	Hall 2	Tues 31-Jan, 1100-1300	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 0900
H28	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
H29	Hall 2	Tues 31-Jan, 1100-1300	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 0900
H30	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
H46	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
H50	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
I06	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
I10	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200

SECTION A

EVENT DETAILS

STAND NUMBER	LOADING DOCK	PRODUCT MOVE IN DATE & TIME BLOCK	PRODUCT MOVE OUT DATE & TIME BLOCK	FLOORSPACE BUILD TIME
I13	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
I16	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
I20	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
I26	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
I30	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
I40	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
I50	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
J06	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
J07	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
J13	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
J16	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
J20	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
J29	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
J30	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
J36	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
J40	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
J46	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
J50	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
K06	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
K07	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
K12	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
K18	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
K24	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
K26	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
K30	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
K36	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
K40	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
K46	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
K50	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
L04	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
L07	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
L13	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
L18	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
L26	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
L29	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
L30	Hall 2	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
L40	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
L50	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
M06	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
M07	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
M10	Hall 2	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
M22	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
M26	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
M30	Hall 2	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
M40	Hall 2	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
N10	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
N16	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
N19	Hall 3	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200

SECTION A**EVENT DETAILS**

STAND NUMBER	LOADING DOCK	PRODUCT MOVE IN DATE & TIME BLOCK	PRODUCT MOVE OUT DATE & TIME BLOCK	FLOORSPACE BUILD TIME
N20	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
N26	Hall 3	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
N40	Hall 3	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
N50	Hall 3	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
O10	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
O20	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
O26	Hall 3	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
O49	Hall 3	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
P10	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
P19	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
P20	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
P26	Hall 3	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
P30	Hall 3	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
P40	Hall 3	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
P46	Hall 3	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
P50	Hall 3	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
Q10	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
Q19	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
Q20	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
Q23	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
Q25	Hall 3	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
Q26	Hall 3	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
Q30	Hall 3	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
Q40	Hall 3	Tues 31-Jan, 0700-1100	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
Q45	Hall 3	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
Q50	Hall 3	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
Q56	Hall 3	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
Q59	Hall 3	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200
R09	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
R19	Hall 3	Mon 30-Jan, 1400-1700	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
R25	Hall 3	Tues 31-Jan, 0700-1100	Sat 4-Feb, 0700-1400	Mon 30-Jan, from 1200
R55	Hall 3	Tues 31-Jan, 1100-1500	Fri 3-Feb, 1700-2000	Mon 30-Jan, from 1200

YOUR STAND DETAILS

Pre-Built Stand Package – Refer to Form 2

Walls	2.5m high white melamine walls with exposed aluminium frame
Signage	One company sign (max 30 characters) with black lettering on a timber panel, mounted on the rear wall.
Lighting	9m ² Stands receive 2 x 120w spotlights All stands above 10sqm receive 1 x 300w floodlight per 9sqm, minimum 2 per stand
Flooring	Blueberry Carpet Tiles
Power	1 x Single 4 Amp Power Point per stand

ExpoNet is the official stand builder. To order additional lighting or power points, complete the ExpoNet Order Form (Form 3) and return by the due date on the form.

Floorspace Only Stands

All custom built stands require Organiser approval – plans must be submitted to the Organiser 4 weeks prior to Move In including a confirmation that the wall system is self supporting. Plans are to be emailed to furniture@aec.net.au

You are required to provide:

1. Lighting & Power Point

Your stand will require lighting and may require a power point. Additional lighting helps to highlight special features within your stand area. All lighting must be 2.2 metres above the floor level and any variations must have prior approval of the Venue. High powered lights such as floods or spots must not be placed within 500mm of flammable material. All portable light fittings must have a Certificate of Suitability or a Certificate of Approval from Australian or New Zealand Electrical Safety Regulators. If unsure, please contact ExpoNet on tel 03 9676 7777.

Testing & Tagging

It is a legal requirement in temporary Exhibition Work Sites that all electrical equipment be tested and tagged in accordance with SAA 300 Wiring Rules and Code of Practice for Temporary Installations under the OH&S Act 1985. Random checks are carried out by Consumer Affairs to ensure that all equipment onsite within the Venue meets with Australian Standards.

Non-compliance will result in the owner of the equipment being asked to remove the equipment and Consumer Affairs may issue on the spot fines. ExpoNet can provide this service onsite for a nominal fee.

2. Walls

Walls are compulsory, and must be built to a height of 2.5 metres. If displays are to exceed 2.5 metres i.e. the standard Pre-Built stand wall height, consent must first be obtained from the Organiser. Adjacent Exhibitors must be advised and the back of walls must be appropriately dressed.

3. Flooring

The Sydney Exhibition Centre is not carpeted therefore you are responsible for providing your own flooring. All stands with raised floors require a bevelled edge. 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.

All raised floors with a height of less than 115mm are not regarded as a step, and these floors will require a suitable and clearly distinguishable ramp from the main exhibition floor level or surrounding platform to the raised section. The ramp must be of a gradient no less than 1 to 3 and be contained within the contracted space. Ramps may not protrude into the nominated aisle way, so must be included in the stand space. The only exception to this requirement is for ramping on 32mm raised flooring constructed from 1 metre modular floor sections, where an allowance of up to 100mm intrusion into the aisle will be acceptable and the 1 to 3 gradient will be maintained.

All raised floors with a height greater than 115mm but less than 190mm from the main exhibition floor level or surrounding platform will be regarded as a step and generally will not require a ramp. However, an approved stair nosing must be installed as per requirements for steps in public places. 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.

4. Signage

Signs, banners and similar materials may not be nailed, stapled, hung or attached to the ceilings, walls, windows, sprinkler systems or any other surface of the Venue, except by permission of the Venue. Damages resulting from installation will be a direct charge to the Exhibitor.

Additional Safety Precautions:

Should your exhibit feature any of the items listed below please contact the Organiser on tel 03 8672 1200 for further information on the safety steps you may need to take, or written approvals that you may need to gain: a second storey, a solid ceiling/roof area more than 18sqm, a structure more than 3m high, naked flame (eg a candle), lighting lower than 2.2m above floor level. All portable light fittings used in the Centre are required to have Certificate of Approval or Suitability from an Australian or New Zealand Electrical Safety Regulator.

FAQs - FREQUENTLY ASKED QUESTIONS***What size is my stand?***

Refer to your Exhibitor Stand Agreement for your stand dimensions or contact the Organiser

How do I know if I have Floorspace Only or a Pre-Built Stand and what is included?

Refer to your Exhibitor Stand Agreement, the covering email accompanying the exhibitor manual or contact the Organiser.

How do I arrange additional lighting or power for my stand?

Complete Form 3 in this manual to order additional lighting and power.

Can I change my Move In or Move Out times?

Yes, you can request a change to your Move In or Move Out time, please complete form 7b in Section B of this manual and return it to Agility Logistics on fax 02 9642 6899.

Is there storage available onsite?

There is no storage available onsite. However you may make arrangements for offsite storage with Agility Logistics, at a cost of \$40.70 per cubic metre. Contact Agility Logistics on tel 02 8755 8899.

When will I get my Exhibitor Badges? Can I arrange additional badges?

Exhibitor Badges, once ordered online (refer to Form 1a), can be collected from the Registration Desk in the foyer on Tuesday 31 January. Additional badges can be ordered from the Registration Desk throughout the fair.

Are there trolleys available onsite?

A limited number of trolleys will be provided at no charge during Move In and Move Out (located at the rear of Hall 2 – Loading Dock end) on a first-in first-serve basis for a maximum period of 15 minutes per Exhibitor. We do encourage Exhibitors supply their own trolleys. Photo ID is required to borrow trolleys.

Are there forklifts available onsite?

A limited number of forklifts with operators will be provided at no charge during Move In and Move Out (located at the rear of Hall 2 – Loading Dock end) on a first-in first-served basis for a maximum of 15 minutes per Exhibitor. If you require a forklift for longer than 15 minutes, refer to Form 7a.

How do I hire a leads tracker for my stand?

A variety of visitor leads trackers can be hired from Tradevent. Refer to Form 5 in this manual to hire a tracker online.

How do I organise a café account card for the cafes or catering on my stand?

Refer to Form 6 for instructions on how to download a Stand Catering Request Form from the Venue's website. Alternatively you can contact the Venue on Exhibitor Services tel 02 9282 5064.

How do I organise stand cleaning?

All stands will be vacuumed each night of the Fair including a thorough clean the night before the Fair opening.

Who do I contact to hang a sign from the ceiling?

Contact the Rigging Contractor, Clifton Productions on tel 02 8335 9300

Where is the Organiser's Office located?

The Organiser's Office is located on the mezzanine level of Hall 3 (above the Australian International Furniture Fair entrance).

Where is the Venue Exhibitor Services Desk located?

The Venue Exhibitor Services Desk is located on the foyer just past Hall 5 of the Exhibition Centre.

Are there any private meeting rooms available onsite for Exhibitors?

A limited number of meeting rooms are available onsite for Exhibitors. Contact the Organiser on tel 03 8672 1200 prior to the Fair or visit the Organiser's Office onsite to make a booking.

Where can I park at the Venue?

Refer to page 3 of Section C in this manual for car parking options and rates.

Where can I access the internet?

The Organiser has provided an internet Café on the show floor with free internet access. A limited wireless internet service is also provided free of charge by the Sydney Exhibition & Convention Centre.

To connect to this service:

1. Open Settings, ensure Wi-Fi is turned on, then choose to connect to “Centre Wireless”
2. Access the internet using your preferred browser
3. You will be redirected to the SCEC **Free Internet access available (speed limited)** – **Click here** link
4. Agree to the Terms and Conditions

For queries regarding the Wi-Fi service or for an upgraded internet service please see the venue Exhibitor Services Desk, located on the foyer just past Hall 5 of the Exhibition Centre.

ORGANISER*Contact prior to Fair*

Australian Exhibitions & Conferences Pty Ltd
 Level 5, 267 Collins Street
 MELBOURNE VIC 3000
 Tel: 03 9654 7773
 Fax: 03 9654 5596
 Email: furniture@aec.net.au
decorationdesign@aec.net.au
 Website: www.aiff.net.au

Contact during Fair

Organiser's Office
 Hall 3 Hospitality Suite, Mezzanine Level
 Sydney Exhibition Centre
 Tel: 02 9282 5745
 Fax: 02 9282 5747

Accommodation / Travel

CiEvents Travel – Corporate Groups
 Tel: 1300 247 623 or 02 8121 2133
 Fax: 02 8121 2208
 Email: angela.fong@cievents.com.au
 Website: www.cievents.com.au/events/AIFF2012
 Contact: Angela Fong

Audio Visual Hire

Microhire
 65 Dickson Avenue
 ARTARMON NSW 2064
 Tel: 02 9460 6700
 Fax: 02 9460 6755
 Email: brandon.bowers@microhire.com.au
 Website: www.microhire.com.au
 Contact: Brandon Bowers

Furniture/Plant Hire/Shelving/ Flooring/**Electrical**

ExpoNet
 PO Box 120
 SYDNEY MARKETS NSW 2129
 Tel: 02 9645 7000
 Fax: 02 9645 5300
 Email: lauren@exponet.com.au
 Website: www.exponet.com.au
 Contact: Lauren Croghan

Photographer

Lite Effects
 11 Whitely Place
 Forest Grove Estate
 KANAHOOKA NSW 2530
 Tel: 02 4261 3012
 Mob: 0419 416 917
 Email: liteeffects@hotmail.com
 Contact: Maree Ryan

Public Relations

Double Edge PR
 15 Chuter Street
 MCMAHONS POINT NSW 2060
 Tel: 02 9957 1352
 Fax: 02 9922 3706
 Email: sarah@doubleedge.com.au
 Website: www.doubleedge.com.au
 Contact: Sarah Thompson

Tracker Hire

Tradevent Registrations
 410 Elizabeth Street
 SURRY HILLS NSW 2010
 Tel: 02 8282 4900
 Fax: 02 9211 1137
 Email: amanda@tradevent.com.au
 Website: www.tradevent.com.au
 Contact: Amanda Shaw

Rigging

Clifton Productions
 Unit 2, 151 Beauchamp Road
 MATRAVILLE NSW 2036
 Phone: 02 8335 9300
 Fax: 02 9316 5133
 Email: heldi@cliftonproductions.com.au
 Contact: Heldi Pilli

Logistics/Forklifts/Transport

Agility Logistics
 11-15 Gould Street
 South Strathfield NSW 2136
 Tel: 02 8755 8899
 Fax: 02 99642 6899
 Email: redwell@agilitylogistics.com
 Website: www.agilitylogistics.com
 Contact: Rebecca Ledwell

Official Stand Builder (Pre-Built)

ExpoNet
 PO Box 120
 SYDNEY MARKETS NSW 2129
 Tel: 02 9645 7000
 Fax: 02 9645 5300
 Email: lauren@exponet.com.au
 Website: www.exponet.com.au
 Contact: Lauren Croghan

Preferred Custom Stand Builder

ExpoNet – Custom Stand Division
 PO Box 120
 SYDNEY MARKETS NSW 2129
 Tel: 02 9645 7000
 Fax: 02 9645 5300
 Email: russell@exponet.com.au
 Website: www.exponet.com.au
 Contact: Russell Dickson

Alternate Custom Stand Builders

3D Comm
 26 McGregors Drive
 KEILOR PARK VIC 3042
 Tel: 03 9336 1855
 Fax: 03 9336 1856
 Email: matthew@3dcomm.com.au
 Website: www.3dcomm.com.au
 Contact: Matthew Slatter

Harry the Hirer Custom Stands

81-95 Burnley Street
 RICHMOND VIC 3121
 Tel: 03 9425 8634
 Fax: 03 9427 1637
 Email: customstands@harrythehirer.com.au
 Web: www.harrythehirer.com.au
 Contact: Dana Radovanovic & Brian Lindeman

John Gibson Displays

HEAD OFFICE: 24 Longstaff Road
 BAYSWATER VIC 3153
 Tel: 03 9729 5300
 Fax: 03 9720 5216
 Email: info@johngibsondisplays.com.au
 Website: www.johngibsondisplays.com.au
 Contact: Bentleigh Gibson

Moreton Hire

Unit 7, 207 Young Street
 WATERLOO NSW 2017
 Tel: 02 8394 8200
 Fax: 02 8394 8282
 Email: bruce.ferguson@moreton.net.au
 Website: www.moreton.net.au
 Contact: Bruce Ferguson

Red Exhibitions

23 Boundary Road
 North Melbourne Vic 3051
 Tel (03) 9328-8833
 Email: peter@redexhibitions.com.au
 Contact Peter Whitmore

Venue General Enquiries / Exhibitor Services

Sydney Exhibition Centre, Darling Drive
 Darling Harbour NSW 2000
 Tel: 02 9282 5499
 Fax: 02 9288 6463
 Email: info@scec.com.au
 Website: www.scec.com.au

FORMS CHECKLIST

FORM	FORM NAME	COMPULSORY	DUE DATE	FAX NO	✓
1a	ONSITE CONTACT DETAILS / EXHIBITOR BADGES / PHOTOGRAPHY The Organiser requires the contact details of the person setting up your stand. Also use this form to order exhibitor badges for all your staff and if you are interested in having your stand professionally photographed during the Fair. <i>Enquiries Tel: 03 8672 1200</i>	Yes	Monday 9 January	03 9654 5596	<input type="checkbox"/>
1b	FLOORSPACE ONLY STAND BUILDER DETAILS All Floorspace Only Exhibitors must provide the contact details of their stand builder. <i>Enquiries Tel: 03 8672 1200</i>	FSO* Only	Monday 9 January	03 9654 5596	<input type="checkbox"/>
2	SIGNAGE CONFIRMATION All Pre-Built Stand exhibitors <u>must</u> confirm the name to be printed on their stand sign as included with a Pre Built stand package (max 30 characters). <i>Enquiries Tel 02 9645 7000</i>	PBS** Only	Monday 9 January	02 9645 5300	<input type="checkbox"/>
3a	ELECTRICAL REQUIREMENTS To arrange additional lighting and power requirements (if required). <i>Enquiries Tel 02 9645 7000</i>	No	Monday 9 January	02 9645 5300	<input type="checkbox"/>
3b	STAND LAYOUT When ordering additional power or lighting this form is required to indicate the location of the additional services. <i>Enquiries Tel 02 9645 7000</i>	No	Monday 9 January	02 9645 5300	<input type="checkbox"/>
4	AUDIO VISUAL To arrange hire of audio visual equipment (if required) <i>Enquiries Tel 02 9460 6700</i>	No	Monday 9 January	02 9460 6755	<input type="checkbox"/>
5	VISITOR LEADS TRACKER You can arrange to hire a 'Visitor Leads Tracker' which scans Visitor Access Cards which all Visitors will be wearing. Each Access Card contains full contact details of each Visitor. <i>Enquiries Tel 02 9211 4844</i>	Recommended	Monday 23 January	www.tradevent.com.au/trackerorders	<input type="checkbox"/>
6	VENUE EXHIBITOR SERVICES To book Stand Catering, Kiosk Account Cards, Compressed Air or Water to your stand whilst onsite. <i>Enquiries Tel 02 9282 5499</i>	No	Monday 9 January	02 9288 6463	<input type="checkbox"/>
7a	TRANSPORT / FORKLIFT To organise all your transport and logistical requirements from your warehouse to the Exhibition Floor. <i>Enquiries Tel 03 9330 3303</i>	No	Monday 9 January	03 9330 3337	<input type="checkbox"/>
7b	MOVE IN / OUT TIME CHANGE If the time allocated for you to Move In or Out isn't suitable you can request a change to your time. Requests will only be accepted in writing to Agility Logistics. <i>Enquiries Tel 03 9330 3303</i>	No	Monday 9 January	03 9330 3337	<input type="checkbox"/>
8	ACCOMMODATION BOOKINGS CIEvents can assist with all of your accommodation & Travel requirements for the Fair and offer exclusive discounts to Exhibitors. Book on line at www.cievents.com.au/events/AIFF2012 <i>Enquiries Tel 02 9923 8769</i>	No	Monday 9 January	www.cievents.com.au/events/AIFF2012	<input type="checkbox"/>

COMPLETED FORMS CAN BE EMAILED TO chris@aec.net.au

*Floorspace Only Stand

**Pre Built Stand

Australian International Furniture Fair & Decoration + Design

1-3 February 2012 Sydney Exhibition Centre

1-3 February 2012, Sydney Exhibition Centre

EXHIBITOR BADGES / ONSITE CONTACT DETAILS / PHOTOGRAPHY

1. EXHIBITOR BADGES

Each person who is working on your stand during Move In and during the Fair must wear an **Exhibitor Badge**.

People who are only assisting with set up & pack down of stands do not require a badge, however they must wear a **Freight Staff Sticker**.

This year for your convenience Exhibitor Badges and Freight Staff Stickers will be ordered online.

Your badges will then be available for collection from the Registration Desk in the Foyer of the Fair.

To order your Exhibitor Badges and Freight Staff Stickers go to the website and follow the instructions. The website is:

<https://secure.tradeevent.com.au/AIFF2012Exhibitor/>

Additional badges can also be requested onsite.

Enquiries tel 03 8672 1200

**NEW FOR
2012**

2. ONSITE CONTACT DETAILS

Please provide the name and contact number (preferably mobile) of the person in your company who will be setting up the stand (other than stand builder). These details are required to assist you if any issues arise during Move In and Move Out.

Company Name:	Stand Number:
Administration Contact Name:	
Onsite Contact Name:	
Onsite Mobile Number:	

3. STAND PHOTOGRAPHY REQUEST

If you are interested in having your stand professional photographed onsite, please indicate this by ticking below and we will organise for our professional photographer to visit you during the Fair. A cost for this service applies. **Enquiries Maree Ryan Tel 0419 416 917**

YES we are interested in having our stand photographed.

Name of the Person who completed this form: _____ Date _____

FORM DUE: MONDAY 9 JANUARY 2012

RETURN TO furniture@aec.net.au decorationdesign@aec.net.au or
FAX 03 9654 5596

1-3 February 2012, Sydney Exhibition Centre

FLOORSPACE ONLY STAND BUILDER CONTACT DETAILS

1. YOUR COMPANY DETAILS

Company Name:

Contact Name:

Stand Number:

2. STAND BUILDER CONTACT DETAILS

If you have booked a **Floorspace Only** stand, please provide us with the full contact details of your stand builder so that the Organiser can communicate with them directly regarding the Occupational Health and Safety requirements for the Fair and to ensure a smooth Move In.

Note: If your stand builder is **ExpoNet**, there is no need for you to complete their full details, simply list ExpoNet as the company and return to fax 03 9654 5596.

Stand Builder Contact Name:*

Stand Builder Company Name:*

Stand Builder Tel:

Fax:

Stand Builder Mobile:*

Email:*

(* **Mandatory Field**)

IMPORTANT NOTE: ALL custom built stands require Organiser approval – plans must be submitted to the Organiser at least 4 weeks prior to Move In including a confirmation that the wall system is self supporting. Stand Plans are to be emailed to furniture@aec.net.au

3. ELECTRICAL CONTRACTOR DETAILS

If you are using your own Electrical Contractor, please fill out all information below.

Exhibitors should be aware that if they have their own electrical contractor, bulk power supply to the stand **MUST** be pre-ordered through the official contractor ExpoNet, refer to the Lighting & Power Order Form, Form 3. In order to comply with Occupational Health and Safety regulations, ExpoNet will not be able to supply bulk power to your stand without the correct details. For further information contact ExpoNet on tel 02 9645 7000.

Electrical Contractor Contact Name:*

Electrical Contractor Company Name:*

Electrical Contractor Tel:

Fax:

Electrical Contractor Mobile:*

Email:*

(* **Mandatory Field**)

Name of the Person who completed this form: _____ Date _____

FORM DUE: MONDAY 9 JANUARY 2012

RETURN TO furniture@aec.net.au decorationdesign@aec.net.au or

FAX 03 9654 5596

required form if you need to order additional power or lighting
complete & return fax on **+61 (02) 9645 5300**

Contact & Stand Details:			
Company Name:			
Address:			
State:	Post Code:	Country: (If other than Australia)	
Stand Name: (If different to Company Name)			Stand No(s):
Contact Name:			
Tel:		Mobile:	
Fax:		E-mail:	

Exhibition & Return Details:	
Aus International Furniture Fair	
Deadline for forms & orders: MON 9TH JANUARY 2012 (Late & onsite orders incur late service fee)	
Sydney Exhibition Centre	
1-3 February 2012	
Attn:	Lauren Croghan lauren@exponet.com.au
FAX:	Central Administration Office +61 (02) 9645 5300
Post:	P.O. Box 120, Sydney Markets NSW 2129 Australia

This form is required if you need to order **power or lighting** in addition to what is provided in the pre-built stand package, or you are a 'floor space only exhibitor'.

Attention Floor Space Only Exhibitors, you have NO power or lighting included. To order any requirements, complete this order form and the Stand Layout Form to indicate the location of your requirements.

Code	Description	Qty	\$Rate	Subtotal
2702	120 Watt Spotlight on 45° Arm		\$87.20	\$
2705	300 Watt Floodlight on 45° Arm for lighting 3 metres of display wall		\$101.00	\$
2706	50W 12V Down light on Arm for lighting products & posters		\$98.00	\$
2709	400 Watt Metal Halide Floodlight		\$187.00	\$
2736	1500W Super floodlight for use on truss or lighting pole		\$155.00	\$
2875	Lighting pole 4.5m high (No light)		\$120.00	\$
2710	240volt 4amp Single Power Point 1200w		\$76.00	\$
2711	240volt 10amp Single Power Point 2400w		\$88.00	\$
2712	240volt 20amp Single Power Point 4800w		\$152.00	\$
2739	415volt 32amp 3phase power outlet (5pin plug)		\$400.00	\$
2719	415volt 32amp 3phase point with 6 outlet switch board		\$610.00	\$
2751	Test & Tag per item		\$15.00	\$
	Additional power & lighting products are available POA			\$
Orders placed after MON 9TH JANUARY incur a <u>compulsory</u> 20% surcharge, with a minimum of \$50.00				\$

Terms & Conditions: <ul style="list-style-type: none"> No orders will be installed until payment is received & processed. On-site changes incur a 20% surcharge with \$50.00 minimum. Cancellations after installation will be charged at the full rate. *Damage Waiver is a compulsory fee that covers attrition of hired equipment. Please read the complete Terms & Conditions in our brochure. 	Hire Charge Total	\$
	ADD 7.5% Damage Waiver* of Hire Charge Total	\$
	Subtotal	\$
	ADD 3% Credit Card Surcharge on Subtotal	\$
	Total	\$
	ADD 10% GST	\$
	Invoice Total	\$

Full payment must accompany each application or work cannot be carried out, accepted forms of payment:

- Funds transfer – **Bank:** ANZ BSB: 012 220 **Account Number:** 835 493 704 **Account Name:** ExpoNet **Swift Code:** ANZBAU3MXXX
- Cheque Amex Diners VISA MasterCard

Name of Cardholder

Card Number

A 3% surcharge applies to all payments made by credit card

Expiry Date ____ / ____

Signed: _____

Order not valid unless signed by hirer (authorised agent)/cardholder

**PLEASE COMPLETE THIS FORM AND RETURN TO FAX +61 (02) 9645 5300
BY MONDAY 9TH JANUARY 2012**

required form if you need to order additional power or lighting
complete & return fax on **+61 (02) 9645 5300**

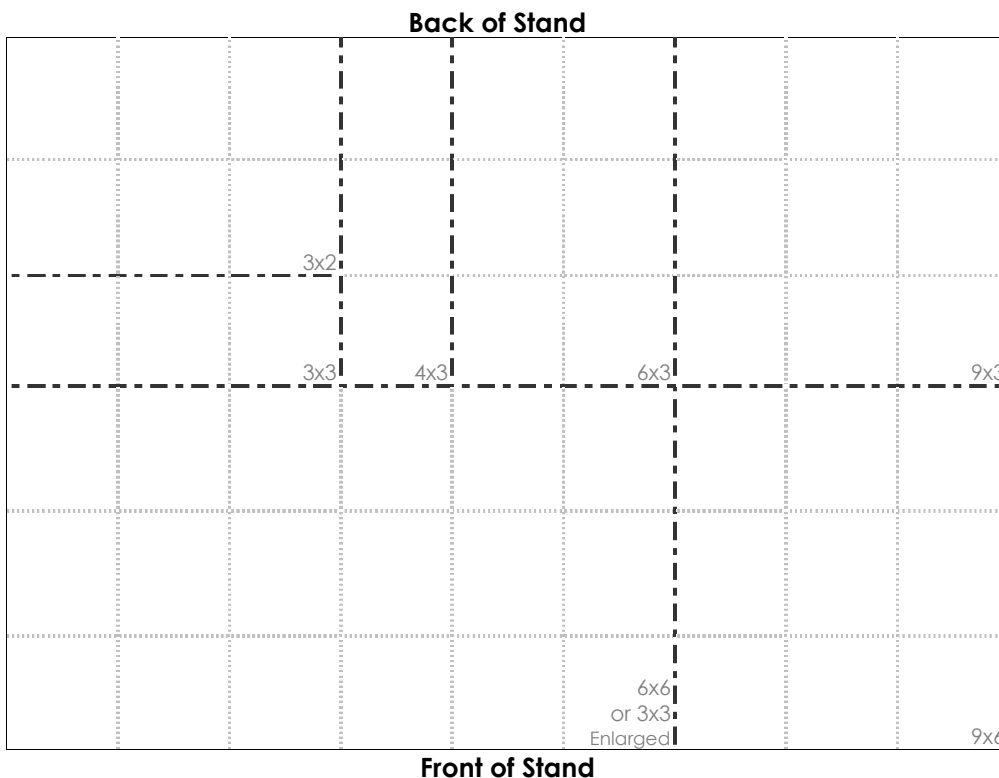
Contact & Stand Details:			
Company Name:			
Address:			
State:	Post Code:	Country: (If other than Australia)	
Stand Name: (If different to Company Name)			Stand No(s):
Contact Name:			
Tel:		Mobile:	
Fax:		E-mail:	

Exhibition & Return Details:	
Aus International Furniture Fair	
Deadline for forms & orders: MON 9TH JANUARY 2012 (Late & onsite orders incur late service fee)	
Sydney Exhibition Centre	
1-3 February 2012	
Attn:	Lauren Croghan lauren@exponet.com.au
FAX:	Central Administration Office +61 (02) 9645 5300
Post:	P.O. Box 120, Sydney Markets NSW 2129 Australia

Please draw the layout of your stand showing as clearly as possible the modifications you are making and any other important or relevant details, or, attach a copy of plans if you have them.

Guide

1. Mark out your stand indicating walls & open sides in thick pen using the squares as a guide.
2. Use the Electrics Legend to mark in any power & lighting requirements.
3. Mark in location of audio visual equipment and label.
4. Mark location of wall mounted shelving, please note this shelving cannot be installed in corners.
5. Show location of any extra walls and doors.
6. Add any comments & make sure you fill in your name, company and stand details above.
7. Return this page with your other forms.



Electrical Legend	
	120w spotlight on arm*
	300w floodlight on arm*
	4amp power point
	10amp power point
	15amp power point
	30a 3phase power outlet
	Distribution Board
	Light Stand
Note: * If ordering arm lighting indicate if used to highlight inside of stand or outside (aisle)	

Stand Dimensions	m	X	m	=	Square Metres
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PLEASE COMPLETE THIS FORM AND RETURN TO FAX +61 (02) 9645 5300
BY MONDAY 9TH JANUARY 2012

1-3 February 2012, Sydney Exhibition Centre

AUDIO VISUAL & COMPUTER ORDER FORM



PACKAGE A

- 42" (106cm) LCD
- Brochure Floor Stand
- DVD Player
- Connection for laptop



PACKAGE B

- 47" (119cm) LCD
- Duo Floor Stand
- DVD Player
- Connection for laptop



PACKAGE C

- Performance Laptop
- Wireless Internet Access

PACKAGES

	RATE	QTY	TOTAL
Package A - 42" (106cm) LCD, Brochure Stand, DVD Player & Connection for laptop	\$625		
Package B - 47" (119cm) LCD, Duo Floor Stand, DVD Player & Connection for laptop	\$735		
Package C - Performance Laptop with Wireless Internet Access	\$400		

AUDIO VISUAL

19" (48cm) LCD AV Monitor Inc Speakers	\$163		
22" (55cm) LCD AV Monitor Inc Speakers	\$225		
32" (81cm) LCD AV Monitor Inc Speakers	\$350		
42" (106cm) LCD AV Monitor Inc Speakers	\$525		
47" (119cm) LCD AV Monitor Inc Speakers	\$663		
50" (126cm) Plasma AV Monitor Inc Speakers	\$688		
61" (155cm) Plasma AV Monitor Inc Speakers* (NSW only)	\$1038		
65" (165cm) Plasma AV Monitor Inc speakers	\$1125		
LCD/Plasma Wall Bracket	\$50		
LCD/Plasma Floor Stand 1.8m High (suits Microhire 32" to 65" screens)	\$75		
LCD/Plasma Brochure Stand 1.8m High (suits Microhire 32" to 50" screens)	\$120		
DVD Player - Multizone auto loop	\$50		
Small Booth Audio Kit - 2x Wall Mount Speakers	\$200		
Large Booth Audio Kit - 4x Wall Mount Speakers	\$263		
Wireless Microphone - Headset / Hand Held (req. audio kit)	\$200		
iPod Connection	\$38		

COMPUTERS & IT

Performance Widescreen Laptop Computer	\$200		
Presentation Desktop Computer inc 19" LCD PC Monitor	\$250		
Performance Desktop Computer inc 22" LCD PC Monitor	\$300		
Microsoft Office License	\$10		
22" (55cm) LCD PC Monitor	\$175		
Macbook Pro (15.4")	\$250		
iMac 20"	\$300		
iMac 24"	\$363		
iMac 27"	\$400		
2 Mbps Wireless Internet Access inc Router	\$200		

Technical Service is mandatory and includes:

- Delivery • Installation • Testing • On-site support • Pack down

Microhire technicians will be on standby for the duration of the Exhibition

Equipment Subtotal	
Add Tech Services 25%	
Subtotal	
Add GST 10%	
Total Inc. GST	

DELIVERY & INSTALLATION

Stand Number: _____ Stand Name: _____

Delivery Contact: _____

Mobile Phone: _____

INVOICING & PAYMENT

1.5% Surcharge applies to all credit card payments

Name: _____ Company: _____
 Address: _____ State: _____ Postcode: _____
 Phone: _____ Fax: _____ E-mail: _____
 Name On Card: _____ Credit Card No: _____
 Expiry Date: _____ CCV: _____ Card Type (Visa, Mastercard, etc): _____
 Signature: _____

FORM DUE: MONDAY 9 JANUARY 2012

RETURN TO FAX 02 9460 6755

1-3 February 2012, Sydney Exhibition Centre

TRACKER ORDER FORM



Tradevent Registration has been appointed as the trade registration company for the Fair. They offer a variety of services including tracker hire to exhibitors.

- Make the most of your participation at this year's expo. It is quick and easy to scan the visitor's barcode on their badge, capturing their details instantly. Every person who enters the event will have a name badge which can be scanned.
- Stand trackers are a valuable tool to capture visitor data on site, which can then be added your database for follow-up after the event. Swapping business cards or writing messages for following up your sales leads is no longer necessary.
- Trackers can be customised to include your own follow-up processes, products, sales staff names or your services or simply used to capture the details on the visitor's registration.
- A variety of hand held or fixed-to-power devices are offered.

TRACKERS AVAILABLE

Box tracker 1:	5 standard default buttons, printer attached, requires power	\$396.00
Box Tracker 2:	Customised default buttons, printer attached, requires power	\$418.00
Mobile Tracker 1:	5 default buttons, hand held, no printer	\$440.00
Mobile Tracker 2:	Customised default buttons, hand held no printer	\$462.00

Box Trackers save scanned data to internal memory. Tradevent will email leads to you within 48 hours of the event.

Mobile Trackers save scanned data to a website and leads can be accessed at any time for follow up. Tradevent provide you with a log in and password. Therefore no files are emailed after the event.

NOTE: All prices are inclusive of GST

HOW TO ORDER YOUR TRACKER

1. Go to website www.tradevent.com.au/trackerorders
2. Select AIFF 2012 (same event is used for orders for Decoration + Design).
3. Follow the wizard and enter all your details as required. Please have your stand number ready.

If you require any assistance ordering your tracker on line please contact Tradevent on Tel 02 8282 4900 or email amanda@tradevent.com.au

ONLINE ORDERS CLOSE: MONDAY 23 JANUARY 2012

1-3 February 2012, Sydney Exhibition Centre

VENUE SERVICES FORM



If you require information on any of the following items, please follow the steps below to download the relevant order forms from the Venue's website.

Alternatively you can contact the Venue Exhibitor Services on **tel 02 9282 5499** to request a specific form be sent to you by email, fax or post.

TYPES OF SERVICES AVAILABLE

- Internet Services
- Phone Services
- Water and Compressed Air
- Catering

HOW TO DOWNLOAD THE FORMS FROM THE WEB

1. Go to website www.scec.com.au
2. Highlight "The Centre" from the menu panel at the top of the homepage
3. Select "Service Order Forms"
4. Each of the Service Forms (for services listed above) are then available to download and print

If you require any assistance downloading the forms or if you prefer the forms to be faxed/emailed/posted to you contact
Venue Exhibitor Services on tel 02 9282 5499

1-3 February 2012, Sydney Exhibition Centre

TRANSPORT / FORKLIFT QUOTE REQUEST FORM



*Agility Fairs & Events is able to offer a full door to stand transport service. If you would like a quote for this service, please complete Sections A and B below.
If you require any on-site services (ie. forklift and storage) please complete Sections A, C and D.*

AGILITY FAIRS & EVENTS.....The easy way to exhibit!

Section A – COMPANY DETAILS

Company:				ABN:		
Address:						
Suburb/Town:	Post Code:	Tel:			Fax:	
Contact Name:				Mobile:		
Email Address:				Stand No.:		

Section B – TRANSPORT REQUIREMENTS

Description of Consignment:	Pallets <input type="checkbox"/>	Crates <input type="checkbox"/>	Loose Cartons <input type="checkbox"/>	Other <input type="checkbox"/>			
No. of Items:	Weight (approx.):	kgs	Volume (m ³): (L)	x (W)	x (H)	=	m ³
Available for Pick-Up / Preferred Date for Pick-Up:							
Day & Date:	Time:		Close:				
Pick-up address (if different to address above):							
Company:							
Address:							
Suburb/Town:				Post Code:			
Contact:	Telephone:		Mobile:				
Forklift available at pick-up point?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is a Tailgate Vehicle Required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Special Requirements/Instructions:							
Deliver to:							
Hall	Stand:		Delivery Date:				

Section C – FORKLIFT SERVICES

Day/Date:	ETA:	Estimated time required:					
Estimated weight of heaviest piece (kgs):				Extended tynes required?	Yes	No	

Section D – STORAGE (\$40.70 inc GST per m3 for offsite storage during show)

Pre-Show <input type="checkbox"/>	During Show <input type="checkbox"/>	After Show <input type="checkbox"/>			
Description/Details:					
Approximate volume:	(L)	x (W)	x (H)	=	m ³

I have read and accept Agility's Standard Terms & Conditions (refer to page 2).

X _____
Accepted by (Signature):

FORM DUE: MONDAY 9 JANUARY 2012

RETURN TO FAX 03 9330 3337

1-3 February 2012, Sydney Exhibition Centre

MOVE IN TIME CHANGE REQUEST FORM



Agility Logistics has been appointed the official contractor for transportation and materials handling for this Fair. Our commitment is to ensure that the Move In & Out is as smooth as possible, and therefore it is **IMPORTANT** that you pre-arrange your access time.

If you wish to request a change of Move In or Out time block, please complete this form (this information must be provided in writing) and return to fax 03 9330 3337. Agility Logistics will confirm your request in writing either by fax or email.

**Exhibitors already using Agility Logistics for transport services
DO NOT need to complete this form.**

Company Name:	Stand No:
Company Contact:	Contact No:
Email:	Fax No:
Onsite Contact:	Onsite Contact No:

MOVE IN DETAILS

<i>Current allocated Move In date and time provided:</i>	
1. Date:	Time Block:
<i>Requested date & time block:*</i>	
<i>Option 1.</i> Date:	Time Block:
<i>Option 2.</i> Date:	Time Block:

MOVE OUT DETAILS

<i>Requested Move Out Day:</i> Friday / Saturday (please circle)
--

Variations to Move In time blocks will be accommodated where possible – If space is available at the loading dock and that your stand is scheduled to be built at that time. Move In times **cannot be requested prior to the time advised for product move in on page ii of this Manual as stands will not be completed prior to this time.*

If you choose not to use Agility Logistics for your freight transportation on this occasion, please advise your carrier that they must make the appropriate loading dock booking time failure to do so may result in unavoidable delays. In addition, if you do not intend on being onsite to receive your goods the freight needs to be marked “**NO SIGNATURE REQUIRED**” on the consignment note, in order for the goods to be unloaded by our site managers.

PLEASE NOTE

Regardless of the type of vehicle you have – if you require access to the loading dock to unload your consignment **YOU MUST HAVE AN ALLOCATED MOVE IN TIME BLOCK.**

FORM DUE: MONDAY 9 JANUARY 2012

RETURN TO FAX 03 9330 3337

1-3 February 2012, Sydney Exhibition Centre

ACCOMMODATION BOOKING DETAILS



cievents has been appointed as the accommodation booking service for the Fair.

They can make recommendations and organise accommodation at a number of hotels throughout Sydney.

HOW TO BOOK ACCOMMODATION

Go to www.cievents.com.au/events/AIFF2012 to access the online accommodation booking tool, simply fill in the details on the website, select a hotel and cievents will confirm your booking within 72hrs.

Please note – a credit card is required to secure your booking

If you require any assistance requesting accommodation via the weblink, please contact Angela Fong at **cievents** on 02 9923 8769.

HOTELS AVAILABLE TO BOOK ONLINE

<p>Ibis Hotel Darling Harbour</p> <p>5 minutes walk to Exhibition Centre \$219 Pyrmont View room only per night Add Breakfast - \$15.00 per person</p>	<p>Four Points By Sheraton</p> <p>10 minutes walk to Exhibition Centre \$280 Cityside Room (room only) per night \$310 Harbour View room only per night</p>
<p>Novotel Rockford Darling Harbour</p> <p>5 minutes walk to Exhibition Centre \$239 Standard King room only per night Add Breakfast - \$22.50 per person</p>	<p>Holiday Inn Darling Harbour</p> <p>10 minute walk to Exhibition Centre From \$200 Superior Room (room only) per night Add Breakfast - \$17.00 per person</p>

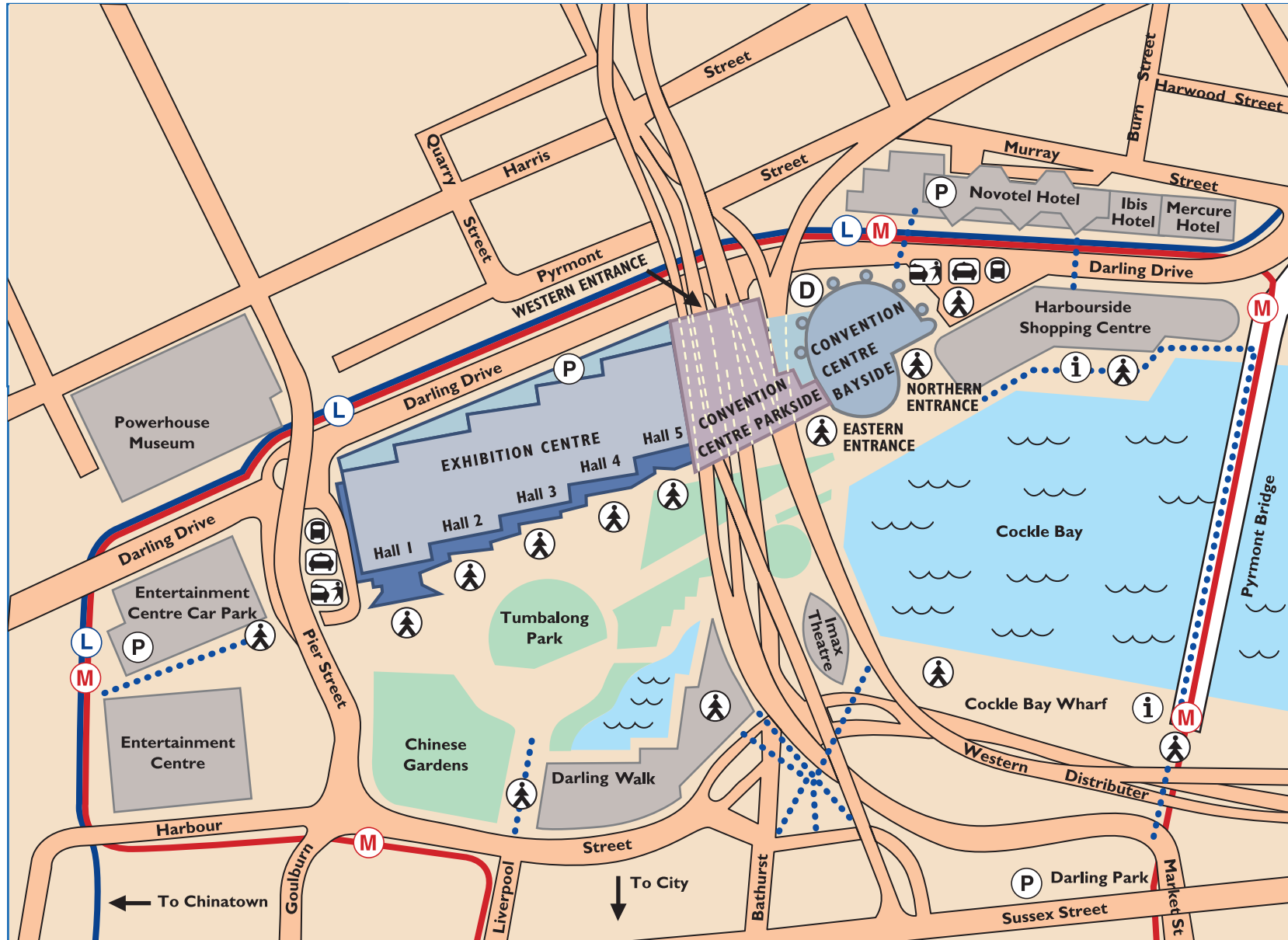
Cancellation fees apply for bookings cancelled 1 week prior to the event.

If you require any assistance requesting accommodation via the weblink, please contact Angela Fong at **cievents** on 02 9923 8769.

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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 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 Co₂ 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.