

EXHIBITOR INFORMATION

Venue

Perth Convention Exhibition Centre

Trading Hours

Friday	26 th July 2013	10am to 6pm
Saturday	27 th July 2013	10am to 6pm
Sunday	28 th July 2013	10am to 4pm

Move-In

Tuesday	23 rd July 2013	7am to 6pm
Wednesday	24 th July 2013	7am to 6pm
Thursday	25 th July 2013	7am to 6pm

PLEASE NOTE - SAFETY VESTS MUST BE WORN ON SITE FROM TUESDAY 23rd JULY TO THURSDAY 25th JULY INCLUSIVE, THERE ARE NO SPARES CARRIED ON SITE SO PLEASE BRING ONE WITH YOU)

A move in schedule will be sent out to you. If you have any specific move in or move out requirements please contact our office direct on 08 9386 9666 or email anne@premiereevents.com.au

Move-Out

Monday	29 th July 2013	7am to 5pm
Tuesday	30 th July 2013	7am to 5pm

All stock must be removed by 5pm Tuesday 30th July 2013

Show Office

A Show Office will operate on site from Tuesday 23rd July to Monday 29th July in Exhibition Hall 4.

This office should be your main point of contact during the Show.

Exhibitor Lounge

An exhibitor lounge is located next to the Show Office. Tea and coffee facilities will be available in the exhibitor lounge during move in & move out as well as the Show days.

Security

A dedicated security team will provide overnight security, however, we advise exhibitors to take reasonable precautions when leaving stock overnight and all stock must be insured. The organisers accept no liability for any loss or damage at the Show.

Public Liability Insurance

Exhibitors are required to hold a minimum of AUD\$10 million public liability insurance for the duration of the Show.

If you have not taken Premiere Events Public Liability then you should forward a copy of your public liability insurance or cover note to Premiere Events by Friday 28 June 2013.

Telephone, Fax and EFTPOS facilities

Telephone, Fax and EFTPOS facilities can be arranged through the booking forms included in the Perth Exhibition Manual sent out by email.

Stand Operation / Staffing

All stands must be fully staffed, operational and exhibits displayed during all hours that the Show is open to the public. Exhibitors must not, under any circumstances, dismantle any exhibit or display before the close of the Show.

Re-Stocking during the Show

Exhibitors who wish to re-stock during the Show must do so during the hour prior to the daily opening. No bulk stock is to be moved whilst the Show is open to the public.

Move In / Safety Vests

High visibility safety vests and enclosed footwear must be worn when on site during move in and move out. Please note that children (under 16's) will not be allowed on site during move in or move out.

Hazard Identification

Hazard identification is the responsibility of all staff, volunteers and exhibitors. Please report any hazards to the Show Office immediately.

First Aid

A first aid post will be located on-site and will operate all hours that the Show is open to the public.

During move-in and move-out trained first aid staff will be on site and a first aid kit located at the Show Office. In the event of injury please make your way to, or contact the Show Office.

Please ensure that you and your staff are familiar with the location of the first aid post and Show Office.

Fire

Fire extinguishers are located at various locations around the Centre as well as the ticket counter, stages, information desk and Show Office. Please familiarize yourself and your staff with the location of the nearest extinguisher.

In the event of a fire please phone 000 immediately and report the fire then inform the Show Office.

Electrical Safety

Please read the Electrical Safety Rules on the Electrical Bookings sheet and ensure that you and your staff are familiar with them.

Lost Children

Lost children should be accompanied to the Truck Show Office where they can await collection by their parents.

Structural Safety

All staging and custom stands at the Show must comply with Australian Standards. Please check that your contractor is familiar with the Standards and complies with them.

Trip Hazards

Exhibitors must ensure that walkways within their stand are clear and safe. Any potential hazards not within the control of the exhibitor should be reported immediately to the Show Office.

Alcohol

BYO alcohol is not permitted within the Show. Anyone behaving in a drunk and disorderly fashion will be removed from the Show. If you, or your staff notice anyone behaving in this way please notify the Show Office.

Evacuation

In the event of evacuation you will be advised over the public address system.

Risk Management Plan

A full copy of the event Risk Management Plan can be viewed at the Show Office.

PASSES

Passes are required to gain entry to the Show during move-in move-out, and during the show days.

Please note that ID maybe checked at the entrance to the show and that passes will be confiscated from those that can not show adequate identification. If you lose your pass, company / suitable ID will be required to obtain a replacement pass.

Please respect the fact that general ticketing and security staff are not authorised to let anyone into the Show without a pass.

Passes will be available from the Show Office on your arrival.

Exhibitor Passes

Passes will be supplied to all staff working at the Show and must be worn for entry to the Show. These passes allow entry during move-in, move-out, Show trading hours and one hour prior to the Show opening each day.

Free passes are allocated to exhibitors on the basis of stand size, if you require additional passes over this amount then they are available at \$5 per pass, please complete the following form with the amount of additional passes that you will require.

Up to 12sqm 2 passes

13 - 49sqm 4 passes

50 -99sqm 5 passes

100 - 149sqm 6 passes

150 - 249sqm 7 passes

250 - 399sqm 8 passes

Every 50sqm over 300sqm and up to 500sqm = 1 additional pass

Contractor Passes

Contractor passes are available for contractors and delivery staff during move-in and move-out periods. These passes will not allow entry during Show trading hours.

Please return to - 31 Sarich Court, Osborne Park, WA 6017
or fax 08 9386 9842

By Friday 5th July



EXHIBITOR KIT

PASSES ORDER FORM

Company Name _____ Stand Number _____

Contact Name _____

Address _____

State _____ Postcode _____

Phone _____ Mobile _____

Additional Exhibitor Passes required _____ @ \$5 = _____ Total Cost _____

Contractor Passes required (contractor passes are free of charge) _____

Payment Details

Visa Mastercard Cheque enclosed Please invoice me

Card Holders Name _____ Signature _____

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Please return to - 31 Sarich Court, Osborne Park, WA 6017

or fax 08 9386 9842

By Friday 5th July

CARPARK PASSES

CITY OF PERTH - CONVENTION CENTRE CARPARK

Special reusable daily passes that allow for re-entry any number of times throughout that day are available from the City of Perth at a cost of \$28. These are special passes available to exhibitors only and must be booked through the event organiser. *There is a processing time on these passes, so please make sure that you allow at least four weeks when ordering. After the four week** deadline has passed the City of Perth will not issue any further tickets.*

Numbers are limited and will be allocated in order of booking receipt.

Stand Name _____

Contact Person _____

Address _____

Telephone _____

Carpark Passes Order

MOVE IN - Tuesday 23rd July _____ tickets @ \$30.50 = _____

MOVE IN - Wednesday 24th July _____ tickets @ \$30.50 = _____

MOVE IN - Thursday 25th July _____ tickets @ \$30.50 = _____

SHOW - Friday 26th July _____ tickets @ \$30.50 = _____

SHOW - Saturday 27th July _____ tickets @ \$30.50 = _____

SHOW - Sunday 28th July _____ tickets @ \$30.50 = _____

MOVE OUT - Monday 29th July _____ tickets @ \$30.50 = _____

MOVE OUT - Tuesday 30th July _____ tickets @ \$30.50 = _____

Total Cost = _____

Payment Details

Payment by Cheque Visa Mastercard Please Invoice

Card Holders Name _____ Signed _____

Card Number

Expiry Date

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Please note : ** the City of Perth will only accept orders for tickets that are ordered 28 days before the first date of use.

Please return to - 31 Sarich Court, Osborne Park, WA 6017
or fax 08 9386 9842, by Monday 24th June.

ELECTRICAL BOOKINGS

In order to ensure reliable electrical services, exhibitors are asked to complete and return the electrical booking form on the reverse of this sheet by **Friday 1 July**. This will ensure that power requirements can be accurately assessed and met.

We ask that you list all appliances that you will be using on the reverse form and book adequate power supply for these devices. If the Show electrician believes that the power supply booked is not adequate, you may be asked to book additional power or refrain from using the device.

Electrical connection is available from either the roof or floor of the Centre. Please specify when booking which you would prefer.

Payment for electrical services must be received by Friday 1 July. Electrical services will not be provided until payment has been received in full.

ELECTRICAL SAFETY RULES

In the interest of exhibitor and patron safety, all exhibitors are required to adhere to the following rules;

- All electrical connections, work and fittings must be carried out by the shows' official electrical contractor.
- The use of double adaptors is not permitted.
- Exhibitors may only use extension cords that carry a valid test tag.
- Multi way outlet (power boards) with overload protectors must be of the approved type.
- The use of radiators or heaters is prohibited.
- Cables may not be laid on the ground in any area accessible to the public.
- Any electrical hazards should be reported immediately to the Show Office.

All inquiries regarding the electrical services should be referred to the show coordinator on telephone 08 9386 9666 or email anne@premiereevents.com.au Calls to this telephone number will be transferred to the Show office for the duration of the Show and emails will be accessed from the Show Office.

ELECTRICAL APPLICATION FORM

Name of Exhibitor _____ Stand Name _____

Requested by _____

Telephone _____ Facsimile _____

ALL RATES ARE FOR THE HIRE, INSTALLATION, MAINTENANCE & REMOVAL FOR THE FULL PERIOD OF THE SHOW. (POWER CONSUMPTION CHARGES & GST ARE INCLUDED)

CODE	DESCRIPTION	ROOF / FLOOR	COST / UNIT	QTY	COST
POWER					
P1	10 amp power outlet		\$208		
P2	Standard Power - 15 amp power (supply for a maximum of 4 power outlets)		\$323		\$
P3	Additional power feeds (- must have P2)		\$162		
P3	3 phase - 440 Volt / 32 Amp supply		\$750		\$
P4	Switchboard for 3 Phase		\$173		
LIGHTING					
L1	150 watt spotlight		\$112		\$
L2	300 watt floodlight		\$155		\$
L3	2 x 1000 watt floodlight complete with 5 meter stand		\$231		\$
				TOTAL	

TO ASSIST THE ELECTRICIANS, PLEASE DRAW YOUR STAND LAYOUT ON A SEPARATE PAGE AND SEND IT ALONG WITH THIS APPLICATION FORM. USE O TO INDICATE THE LOCATION OF LIGHTS AND FOR LOCATION OF POWER USE X.

Please list all appliances to be used -

I agree to abide by the electrical rules as listed on the reverse of this form.

Customers signature _____ Date _____

Payment Details

Cheque Visa Mastercard Please Invoice

Cardholders Name _____ Signature _____

Card Number

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Expiry Date

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**Please return to – 31 Sarich Court, Osborne Park, WA 6017
or fax 08 9386 9842**

By Friday 5 July

FORKLIFT BOOKINGS

Forklifts will be available on site to assist with the unloading and loading of your goods and equipment.

There is no charge for the use of the forklifts however to ensure a smooth and efficient service during your move in, we would appreciate this form to be completed and returned to our office.

Company Name	
Stand Number	
Contact Name	
Contact Number	

Move In

Arrival Time	
Forklift Duration	

Move Out

Arrival Time	
Forklift Duration	

Please return to - 31 Sarich Court, Osborne Park, WA 6017
or fax 08 9386 9842
By Friday 5th July

LUNCH ORDER

There will be hot lunches served in the exhibitors lounge each of the show days (12 - 2pm), these meals must be pre-purchased using this form and vouchers will be issued with your passes.

Please note that once the passes have been issued they cannot be replaced.

Stand Name _____

Contact Person _____

Address _____

Telephone _____

Lunch Order

SHOW - Friday 26th July _____ tickets @ \$16 (inc) = _____

SHOW - Saturday 27th July _____ tickets @ \$16 (inc) = _____

SHOW - Sunday 28th July _____ tickets @ \$16 (inc) = _____

Total Cost = _____

Menu

(Menu is subject to change without notice)

Friday 26 th July	Saturday 27 th July	Sunday 28 th July
<ul style="list-style-type: none"> • Thai Green Curry with crackers and rice • Exmouth Prawn Pad Thai 	<ul style="list-style-type: none"> • Barramundi, vine tomatoes and basil salsa • Amelia Park lamb pie with smoked cheddar crust • Seasonal vegetables 	<ul style="list-style-type: none"> • Tasmanian Salmon roasted chats scallions and tarragon salsa verde • Baked chicken Supreme with capsicum and rosemary • Leaf and herb salad

Payment Details

Payment by Cheque Visa Mastercard Please Invoice

Card Holders Name _____ Signed _____

Card Number

Expiry Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please return to - 9 / 126 Broadway, Nedlands WA 6009
or fax 08 9386 9842, by Friday 1st July

PRE SALE TICKETS

Exhibitors may purchase discounted family and adult tickets for the Show. These can be used at your discretion to admit special guests, customers and prospects to the Show.

Ticket	Gate Price	Discount Price
Adult	\$15	\$10

If you would like to purchase VIP Tickets please complete the form below and return it, together with your cheque or credit card details by Friday 28 June.

Stand Name _____

Contact Person _____

Address _____

Telephone _____

VIP Guest Tickets

_____ Adult Tickets @ \$10 = _____

Total Cost = _____

Payment Details

Payment by Cheque Credit Card (type Mastercard Visa)

Card Holders Name _____ Signed _____

Card Number

Expiry Date

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Please return to 31 Sarich Court, Osborne Park, WA 6017

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By Friday 5 July