

EXHIBITOR MANUAL



Brisbane Convention & Exhibition Centre

SOUTH BANK BRISBANE

7 - 9 APRIL 2006

Show Opening Times

Friday (April 7):	Midday – 6.00pm
Saturday (April 8):	10.00am – 6.00pm
Sunday (April 9):	10.00am – 5.00pm

Exhibitor Manual

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Attachments:

QX Australia – Introduction & Shell Booth Information Form

QX Australia – Lighting & Power Order Form

Organisers International

49 Allison Street

Bowen Hills Q 4006

Ph (07) 3852 2600 Fax (07) 3852 2599 Email: scott@orgint.com.au

During Show: 6 April – 10 April 2005 (07) 3308 3323

SHOW ORGANISER CONTACTS

Organisers International

49 Allison Street, Bowen Hills QLD, 4006 Australia

Phone: 61 7 3852 2600

Fax: 61 7 3852 2599

Website address: www.organisersinternational.com.au

Event Manager:

Scott Thornton

E-mail: scott@orgint.com.au

Office Manager:

Gail Barfoot

E-mail: gail@orgint.com.au

STAND CONTRACTOR CONTACTS

QX Australia

237 Fison Avenue West, Eagle Farm QLD, 4009 Australia

Phone: 61 7 3268 5999

Fax: 61 7 3268 5599

Website address: www.qxaust.com

Account Executive:

Luke Benjamin

E-mail: luke@qxaust.com

Custom Stand Design:

Luke Benjamin

E-mail: luke@qxaust.com

FURNITURE HIRE CONTACTS

Showcase Expo Furniture Hire

237 Fison Avenue West, Eagle Farm QLD, 4009 Australia

Phone: 61 7 3268 5999

Fax: 61 7 3268 5599

Website address: www.showcasefurniture.com.au

Furniture Hire Manager:

Pam Thomas

E-mail: pam@qxaust.com

EXHIBITION CENTRE

Brisbane Convention & Exhibition Centre

Cnr Merivale St and Glenelg St, South Brisbane QLD, 4101 Australia

Phone: 61 7 3308 3000

Fax: 61 7 3308 3500

Website address: www.bcec.com.au

WORKPLACE HEALTH AND SAFETY ISSUES

IMPORTANT – PLEASE HAND TO ALL STAFF

The Rules, Regulations and General Information covered in the manual detail arrangements for the planning, management and conduct of The Sunday Mail Escape Expo 7 – 9 April 2006. This document should be in the possession of all exhibitors and display contractors responsible for show operations. (Contractor is an organisation or person appointed by the exhibitor to carry out work for that exhibitor prior to, during and after The Sunday Mail Escape Expo. All exhibitors shall be responsible for the actions of their contractors). Please contact us if you require more copies of the manual.

During the installation period the exhibitor will proceed with all due diligence with the construction and preparation of the stand and exhibits for the purpose of the exhibition.

It is the responsibility of exhibitors and contractors to ensure that all concerned with the preparation, supervision and removal of display stands are thoroughly conversant with the details in the manual and the Terms on the Application to Exhibit Form. The exhibitor will act at all times to ensure the health and safety of the public. The exhibitor will comply with all laws, rules and directions of any government authority and all lawful directions of the Brisbane Convention & Exhibition Centre and the Organisers. The exhibitor and all contractors shall comply with the conditions and responsibilities of the Queensland Workplace Health & Safety Act 1995, and all relevant compliance and advisory standards relating to this act. Exhibitors, their employees, contractors and all persons under their control will at all times obey directions and instructions given by the Organisers, their consultants and appointees in relation to all Workplace Health & Safety matters. **There are to be no bicycles, scooters, skate boards etc on site. No children or animals are permitted on site during construction and deconstruction of The Sunday Mail Escape Expo.**

All exhibitors shall comply with all laws, regulations, rules and directions of any government authority relating to competitions, trade promotions and art unions, including the Art Unions Act 1992 (Qld).

No liability shall at any time attach to the Organisers in respect of the condition of the premises or the exhibition site or the buildings and other improvements erected thereon or any accident occurring therein or of the installation or any defect in the adjustment condition or state of repair of any plant fixtures services or equipment therein or for any accident arising out of the use thereof and the exhibitor in this regard hereby agrees to indemnify and keep indemnified the Organisers from and against all actions suits claims and demands instituted or made for whatsoever cause.

Please ensure you are familiar with all Workplace Health & Safety Legislation, Risk issues and all the Terms (attached).

It is each exhibitor's responsibility to ensure all staff working on the stands are conversant with the manual and their responsibilities. **Please have a staff orientation briefing before the show.**

Please Note:- First Aid – Please ensure all staff are aware of First Aid located in the **concourse area next to the Business Centre between Halls 2 & 3** during move in/move out and during show hours.

Have you and your staff/contractors:-

- **Read the manual**
- **PUBLIC LIABILITY INSURANCE, \$10,000,000.00 COVER –Sent us a copy of your Certificate of Currency or paid Bestmark Pty Ltd \$99.00 for cover. (*Deadline 30 March 2005*)**
- **Paid your final payment for your stand.**
- **Tested and tagged all electrical items you intend bringing on site**
- **Organised your electrical requirements through QX Australia (shell modules have 2 x 150 watt spotlights and a 5 amp power point each 9 sq.m.).**
- **Organised your walls, carpet, power (if you do not have a shell module).**
- **Do you have your own trolley for set up as the venue does not supply them.**
- **Organised banner rigging, cleaning of your stand, water connection, communication lines etc**
- **Competitions–have you checked with Gaming Regulations.**
- **Have you ordered furniture / plants, if required.**

Should you require extra copies of this manual please contact us on (07) 3852 2600 and we will post or e-mail them to you.

IMPORTANT DATES

Deadlines for all Request Forms

Friday 17 March 2006 5.00pm

Exhibitor Move-In

The loading docks are not parking areas, please be considerate and unload and move on as quickly as possible. Maximum time is 15 minutes for unloading and loading.

Thursday 6 April Midday - 8pm
Friday 7 April 8am – 11.30am

Exhibitor move-in is via loading dock 2. The access roadway at the rear of the exhibition halls is a one way system. The entrance is from Glenelg Street. This access roadway is deemed a TOW AWAY ZONE to ensure a continuous and clear flow to ALL exhibition halls. The roadway at the rear of the halls is a primary access route for Emergency Service vehicles and must be kept unobstructed at all times.

Show Times and Dates

Friday 7 April Midday - 6pm
Saturday 8 April 10am - 6pm
Sunday 9 April 10am - 5pm

Exhibitor Access During Show Days

Exhibitors will be permitted access from:

8am	Friday	7 April
9am	Saturday	8 April
9am	Sunday	9 April

If you require access outside of these hours please contact Scott Thornton on **(07) 3852 2600**. Exhibitors granted early access are urged to arrive at time requested and to remain on their stand.

In the interest of security you are requested to vacate the building 15 minutes after closing time each night.

Exhibitor Move-Out

Sunday 9 April 5.15pm - 8.00pm
Monday 10 April 8.00am – midday

Equipment and material may be stored for collection Monday 10 April.

Exhibitors will not be permitted to dismantle or remove their exhibit(s) prior to the publicised closing time of the exhibition.

During move-out, exhibitors are urged not to leave their stand unattended during this period until all their valuable exhibits have been moved or made secure. Organisers International and the Brisbane Convention & Exhibition Centre will not accept any responsibility for missing goods.

The Organisers reserve the right to alter the hours of access.

EXHIBITORS ORGANISATIONAL INFORMATION

Please ensure that all staff and drivers are aware of the contents, details and regulations in this manual to assist you in achieving maximum results from The Sunday Mail Escape Expo with special reference to Workplace Health & Safety Regulations and Risk issues. Please retain this manual prior to and during the show, as it will provide you and your contractors with complete organisational details as they apply to the show.

This manual has been designed to simplify the administration in connection with exhibitor's requirements for the show. All queries relating to these arrangements should, unless details and contacts are otherwise stated, be referred to the Event Manager, Organisers International. Contact numbers at the show from 6 April – 10 April, Ph: (07) 3308 3323, Fax: (07) 3308 3308.

Your co-operation in recording your requirements and forwarding the completed order forms as quickly as possible will ensure that service connections and supplies can be completed in good time prior to the opening of the show.

Please note: NO children or animals are permitted on site during set-up and deconstruction of The Sunday Mail Escape Expo.

We look forward to working with you towards a successful exhibition.

ACCOMMODATION DURING SHOW

To receive our special rates for accommodation, please be sure to advise the reservation department that you are an exhibitor of The Sunday Mail Escape Expo.

Sapphire Resort

Rate: \$85.00 for single, double or twin room. Includes complimentary car park
Address: 55 Boundary Street (cnr Brereton Street) South Brisbane, Qld 4101
Phone: (07) 3217 2588
Fax: (07) 3217 2855
E-mail: sapphireresort@aol.com
Web site: www.sapphireresort.com.au

Oaks North Quay

Rate: 1 Bedroom apartment 4.5 star \$149.00 per room per night Including breakfast
1 Bedroom apartment 4.5 star \$129.00 per room per night Room only

Oaks North Quay is just a short walk to The Brisbane Convention Centre, South Bank Parklands, Queensland Theatre Centre, Roma Street Parklands and the Brisbane Transit Centre are also only short walking distances.

1 Bedroom Apt 4.5*

Newly refurbished One Bedroom Apartment. Rate is for 2 people. Extra persons are \$20.00 per night (room only), max 4 x persons. 1 x King and 1 x Sofa Bed. King bed can be split to 2 x singles.

Address: 290 North Quay, Brisbane Qld 400
Phone: Reservations (07) 3236 1440
Web site: www.theoaksgroup.com.au

Rydges South Bank

Rate: \$205.00 for a single or double including breakfast
Address: 9 Glenelg Street, South Bank, Brisbane Qld 4101
Phone: 1800 063 983
Fax: (07) 3364 0801
Web address: www.rydges.com/locations/Rydges.asp?hotel=RQSOUT

ATM

The Brisbane Convention & Exhibition Centre will have cash withdrawal facilities at the show located outside the Great Hall in the main concourse. This ATM accepts most **major** credit cards and ATM cards. It does not accept Bank of Queensland cards.

BALLOONS

Helium balloons are permitted on your stand. However, should they come loose and lodge in the roof structure, requiring Centre staff to remove them, the exhibitor will be charged for this service.

Contact:

Balloons Galore
Phone: Brisbane (07) 3876 0200
Website address: www.balloonsgalore.net.au

BANNERS

Due to the ceiling height within the venue, exhibitors wishing to hang banners or equipment from the rigging in the ceiling will need to contact the **Brisbane Convention & Exhibition Centre** and deliver their banners prior to the commencement of stand construction. There is a charge for this rigging service. **Please refer to the Exhibitors Services Form at: www.bcec.com.au**, under Downloads.

Installation will not be permitted after stand construction.

BEGIN PREPARING NOW

- 1) Your special stand requirements: furniture, plants, extra lighting, power, corporate signage and display.
- 2) Product and information material, special brochures and prospectus, carry bags etc.
- 3) Complete Publicity Form, with the attachments, for new or exciting stories.
- 4) Prepare a worksheet for staff to accumulate the leads they have taken. Record sufficient information so that you can act on these leads after the show. Have sales order books, credit card and EFTPOS facilities on hand.
- 5) Plan special effects, competitions or give-aways to create interest on your stand. Please remember to comply with Workplace Health & Safety standards, especially in regard to the safety of children e.g. pulling things over.
- 6) Ensure your personnel are versed in all aspects of your product and services.
- 7) Book travel and accommodation requirements early.
- 8) Double check your insurance cover.
- 9) Send out invitations to your prime prospects and trade buyers to visit your stand at the show.
- 10) Hold a special staff meeting prior to the show for the personnel who will work your stand to ensure they know what their goals are.
- 11) Bring sufficient pens, pads and a small kit of extra display material, including tape, tacks, string etc. to ensure your stand always looks appealing. Have cleaning materials on hand.

BEST STAND AWARDS

These awards are made to acknowledge excellence in stand design. Good design facilitates successful exhibition participation by effectively marketing exhibitor's products and services.

The judging criteria used are as follows:

Stand Construction /Interior Design

- 1.1 Aesthetics
- 1.2 Corporate identity
- 1.3 Visitors access
- 1.4 Lighting

Products Display

- 2.1 Display - Quality /effectiveness of product display
- 2.2 Availability of product for demonstrations
- 2.3 Product identification

Staff

- 3.1 Appearance- standard of dress/behaviour/presentation etc.
- 3.2 Ease of identification - can staff be distinguished from visitors?
- 3.3 Is there sufficient staff on the stand?

Information

- 4.1 Availability - is information readily available?

Shell Scheme

- 5.1 Has the shell scheme been effectively utilised?

The judges will make their final assessments between 2pm - 5pm on Friday 7 April. There will be 3 categories for Best Stand Award:

- Single Booth Shell Scheme;
- Multiple Booth Shell Scheme;
- Custom Built Stand.

Winners will be advised on Saturday 8 April.

BUSINESS SERVICE CENTRE

The Business Service Centre is located on the Concourse between halls 2 & 3. It will be fully manned to provide business assistance, is equipped with fax, photocopier, stationery items and display accessories and will be open during move-in, move-out, plus the days of the show. Opening at 8am on Friday 7, 9am on Saturday 8 and Sunday 9 of April.

Phone: (07) 3308 3137 Fax: (07) 3308 3138.

CANDLES

For safety reasons, all candles must have a covering over the flame; there must be no naked flame.

CAR PARKING

Car parking is available in the Centre's Car Park located directly under the Exhibition Halls. Access is from Merivale, Melbourne or Grey Streets. Please note the ceiling height is 2.2m. Exhibitor Parking permits can be obtained from the Business Service Centre on the Concourse between halls 2 & 3, or ordered prior to the Expo. Multi exit permits are available and allow you to exit up to 3 times in any 1 day.

The show permit rate is \$10.00 per day with multiple exits. The normal rate is \$10.00 per exit.

To order car parking permits visit: The **Business Service Centre** at the **Brisbane Convention & Exhibition Centre** on the Concourse between halls 2 & 3 or **please refer to the Exhibitors Services Form at:** www.bcec.com.au, under Downloads.

CATERING

Food and light refreshments are available within the Exhibition Halls. The Centre Management has sole rights for the sale and distribution of any article of food or drink. No exhibitor or person shall sell any item of food or drink to members of the public or trade, as the Centre carries out catering.

SAMPLING: Sampling is only allowed under strict guidelines and with permission from the Brisbane Convention and Exhibition Centre.

For details contact Frank Deans, Event Manager at the Brisbane Convention and Exhibition Centre on **(07) 3308 3000**.

CLEANING

Cleaning of aisles, public areas and stands will be carried out throughout the show. Exhibitors are requested to provide a waste paper bin on their stand and leave the bin and any other waste material in the aisle at the close of the show each night. If clearance of excess waste needs to be made during the day, waste containers will be situated nearby.

Although the exhibition area is cleaned each evening it is advisable for exhibitors to always see that their stand area is neat and tidy to maintain the professionalism your company and the exhibition projects. An extra charge will apply to exhibitors who use hay, glitter or any material that proves difficult to vacuum. A cleaning fee of \$20.00 per hour or part thereof will apply.

COMPETITION REGULATIONS

If you intend running a competition from your stand we suggest you should contact the Queensland Office of Gaming Regulation section on **(07) 3872 0999** to ensure you comply with regulations. Alternatively, visit the fact sheet on their Website relating to Trade Promotion Art Unions (Lotteries) and Competitions: www.qogr.qld.gov.au/competition/index.shtml

If you provide us with details of any prizes or competitions being conducted from your stand we may be able to assist with promotion in our press, radio or television advertising.

The earlier we know about your plans the easier it will be to include them in our promotion.

DELIVERY OF EXHIBITS – During Move-In

Items should not be sent to your stand by independent carriers unless the stand is ready to receive them. The exhibitor must arrange for an authorised representative to be present at the stand to receive such goods as the *show management are not able to accept your delivery. BCEC are able to accept delivery*, however, *the show management and BCEC cannot be held responsible for the subsequent safe keeping of such items. Goods can be accepted from Thursday 6 April, 2006.*

ELECTRICIAL CONNECTIONS

QX Australia will be on site to connect any electrical requirements. Refer to attached form. Space only stands do not include power connection. For safety, remember all electrical equipment **must** be tested and tagged. Double adaptors or piggy backing are not allowed on site.

EXHIBITION HALL 1

Clear ceiling height : 10 metres extending to 24 metres in the centre of each hall
Loading docks : located via Glenelg Street accessible from a 10m wide roadway
Floor loading : 20 kPA throughout centre

EXHIBITION STAND

SHELL SCHEME

If you are taking shell scheme, your site at The Sunday Mail Escape Expo comes complete with a high quality display stand provided by QX Australia (*Website address: www.qxaust.com*)

Let's look at what you receive:

1. Complete stand comprising Framelock aluminium frame.
2. Attractive carpet tiles to cover your stand area.
3. Fascia sign highlighting your company name at the front of the stand.
4. Two spotlights per 3m x 3m site to supplement the already excellent lighting in the building.
5. One 240 volt 5 amp power point per 3m x 3m stand.
6. Daily stand cleaning.

SPACE ONLY

If you have unfitted space you have no inclusions. Please advise Scott Thornton with the name of your contractor building your stand. A plan of your stand should be submitted to the organisers for approval.

NOTE: Unfitted space does not include power connection or carpet.

To order power and lights go to: www.qxaust.com/catalog/bib/categories.html

EXHIBITION STAND CARE

FOR STANDS WITH FABRIC PANELS:

To attach posters and display material please use the Velcro attachment system, staples or tacks.

Please **DO NOT USE** blu-tak, screws or nails on the fabric panels.

Heavy items can also be suspended from the top of the stand frame with figure-eight chain available from hardware stores.

PLEASE NOTE: All stands are provided to you in first class condition and therefore any damage to the panels or aluminium frame will attract a charge.

Display of advertising signs etc. is restricted to the area occupied by the space holder. No selling, canvassing, hawking, advertising or distribution of printed matter will be permitted outside the area without written permission of the organiser.

EXHIBITOR HOSPITALITY LOUNGE

The Exhibitor Hospitality Lounge is situated upstairs at the rear of Hall 1. The lounge is available to all exhibitors for entertaining guests, or just to take a retreat from the pace of the floor. Complimentary tea and coffee will be available. Lunch and Dinner will also be available on a paid basis within the Exhibitor Lounge. The lounge will be open from 8am on Friday 7, and 9.30am on Saturday 8 and Sunday 9 of April.

EXHIBITOR PASSES & COMPLIMENTARY PASSES

Exhibitor Passes

Official Exhibitor Passes will be available during set up from the Organiser's Office at the rear of exhibition hall 2. Each exhibitor will be allocated up to eight (8) tags - extra tags can be made available if necessary.

Would you please instruct your staff to wear the exhibitor tags from Exhibitor Move-In Day to enable them quick entry into the show each day.

If you are using your own stand contractor, please contact Scott Thornton (07 3852 2600) for security passes.

Complimentary Passes

Each exhibitor will receive 6 Complimentary Passes.

If you require further Complimentary Passes, these are available to you at the reduced rate of \$4 per pass. Naturally, these complimentary passes are quite separate to the exhibitor passes issued to you and your staff in order to gain access during the show.

Your allocation of Complimentary Passes will be posted soon.

EXHIBITOR SECURITY PLANNING

Disclaimer

The information presented in this handout is of a general nature only and should not be relied upon as a substitute for security advice which takes into account a person's specific circumstances or needs.

None of the information presented in this handout takes into account the specific circumstances or needs of any particular person. Any person receiving the information must therefore assess whether it is appropriate, in the light of their own individual circumstances, to act upon any information provided.

Passmore Duff & Associates Pty Ltd their respective directors, affiliates or employees, do not assume or accept any liability, direct or indirect, arising from any person relying on any information in this handout, except to the extent that such liability cannot be lawfully excluded.

Organisers International, their respective directors, affiliates or employees, do not assume or accept any liability, direct or indirect, arising from any person relying on any information presented in this handout, except to the extent that such liability cannot be lawfully excluded.

None of the information presented in this handout constitutes specific security advice for any purpose. Neither Passmore Duff Pty Ltd nor Organisers International assume or accept any responsibility for, and shall not be liable for the accuracy of, any information presented in this package.

In this disclaimer, unless the context otherwise requires:-

- words importing the singular include the plural and visa versa;
- words importing any gender include the other genders;
- words importing persons include bodies corporate and unincorporated associations;
- references to a person include the legal representatives, successors and permitted assigns of that person.

Exhibitor Security Planning

Planning the layout of your display stand requires careful consideration of a number of important security issues in the context of your particular circumstances and needs. The aim is to provide an optimum environment for safeguarding your merchandise whilst maintaining a customer focused atmosphere. It is each exhibitor's responsibility to secure their own stand, merchandise and cash holdings whilst exhibiting at the show or travelling to or from the show.

If you intend to conduct cash sales or have valuable merchandise at the show and have not sought independent, professional advice as to your specific security requirements, it would be prudent for you to do so.

Preliminary Considerations

Ensure all merchandise has adequate and appropriate insurance coverage

Decide in advance which merchandise you will be taking to the exhibition. Resist the temptation to carry surplus stock.

Provide enough staff to allow you to maintain constant presence and surveillance at your stand in addition to providing the appropriate level of customer service. Take into account meal breaks and trips to the restroom.

If any of your security measures could impact upon the areas outside of your stand, then it is a requirement that you gain approval from Organisers International.

Planning Your Display Stand

Ensure that the main structure of your stand is properly secured to prevent access between partitions into staff only areas (if applicable).

If appropriate, designate staff only space and customer space. Utilise partitions, furniture, rope barriers or the like in order to channel customers into the desired customer service area.

Position service counters in a manner that prevents easy access to the service side of the counter.

The layout of your stand should allow you to have a clear view of all of your displays.

If staff only areas are required within the stand, utilise signage to designate these areas.

If a safe is utilised for cash and valuables, it should be positioned in a staff only area and should not be visible from public areas.

The safe should not be left on day-lock.

Ensure that you have a plan and the means to quickly and adequately secure your stock and cash/valuables in the event of an emergency evacuation.

Staff Procedures

Do not allow yourself to be distracted when showing customers merchandise. If you must attend to another matter, secure the merchandise first (particularly if it is portable).

Resist the temptation to leave merchandise on counters or unsecured for convenience sake.

Do not leave cash or valuable merchandise unattended for any time whatsoever.

Do not allow numerous visitors to bustle the stand. Deal with visitors on a one to one basis, control access to staff only areas and ensure that your stand is constantly watched by staff;

Ensure that any cash is counted and stored securely out of view of public areas. Large transactions should also be conducted away from public areas;

Have at least two persons (more if appropriate to your particular needs) to operate your stand. Adequately staffed stands reduce the chance of diversionary tactics being used to steal merchandise (particularly small portable items).

Always allocate one staff member to observe the stand (This can be achieved even when attending to a customer). This serves as a deterrent to thefts using diversionary tactics or opportunistic thefts.

Ensure that all staff involved in handling cash is fully trained in armed hold-up safety procedures.

Ensure that all staff is prepared, and have the means at their disposal, to quickly secure merchandise and evacuate in the event of an emergency.

FIRE SAFETY RULES

1) Flammable material may not be used for partitions, false ceilings or drapes for decorative purposes, unless treated with an approved flame retardant. Documentary proof of such treatment must be held on site for inspection by the Fire Brigade.

2) All temporary electrical installations must comply with the spirit and intention of the SAA wiring rules, and shall be approved by an electricity authority inspector.

3) The storage or use of flammable liquid, including the fuel tank of any engine, shall be subject to Fire Brigade approval.

4) No stands made of hessian, cardboard, PVC or any other plastics are permitted.

5) Access to hose reels must be kept clear at all times.

6) Stands incorporating electrical equipment and cooking demonstrations shall provide suitable fire extinguishers to cover their risk and comply with Brisbane Health Regulations.

The BCEC and the organisers reserve the right to insist on the rebuilding of any display deemed unsafe.

FORKLIFT

There will be a forklift within the centre that is available for hire. Should you require a forklift, please contact Luke Benjamin on **(07) 3268 5999**.

FREIGHT FORWARDING CONTRACTOR

EXPOSERVICE

*Because your reputation
is on show...*



FREIGHT TRANSPORTATION QUOTE REQUEST FORM

<p>■ From your door to exhibition floor, and everything in between.</p>	<p>■ Show Manager on site throughout the exhibition and in touch via mobile telephone.</p>
<p>■ All equipment placed on your display area - you don't need to be there to accept delivery.</p>	<p>■ We take care of all the move out arrangements - you can head for home as soon as the show is over.</p>

Company: _____		
Address: _____		

Suburb/Town: _____	Postcode: _____	
Contact: _____		
Telephone: _____	Fax: _____	
Description of Consignment (<i>contents</i>): _____		

No. of Items: _____	Weight (<i>approx.</i>): _____	Volume (<i>m³</i>): _____
Deliver to: _____	Hall: _____	Stand: _____
Available for Collection (<i>if same as above, complete first line only</i>): _____		
Day & Date: _____	Time: _____	Close: _____
Company: _____		
Address: _____		

Suburb/Town: _____	Postcode: _____	
Contact: _____		
Telephone: _____	Fax: _____	
Special Requirements/Instructions: _____		

Do you require us to return the goods to you after the exhibition? Yes/No _____		

THE SERVICES YOU'LL NEED

- Air Freight (domestic)
- Road Transport
- Storage (pre, during & after show)
- Labour
- Forklift Services
- Crane Services
- Air Freight (International)
- Customs Clearance
- Tariff Advice

FORKLIFT SERVICES

To ensure the lifting equipment is available at the time you need it, you **MUST BOOK** your requirements in advance.

Day: _____

Time: _____

Est. Hours Needed: _____

Est. Weight: _____

Extended Tynes? Yes / No

Trading Terms Nett 7 Days

The Customer acknowledges that:

- (a) any carriage and any operations and services offered by Exposervice - Corrigan's Pty. Ltd. by any of its Divisions are offered on the basis that Exposervice - Corrigan's Pty. Ltd. is not a Common Carrier and that such carriage, operations and services are undertaken subject only to the Terms and Conditions of Contract endorsed and incorporated overleaf; and
- (b) any reference to "consignor" in the Terms and Conditions of Contract endorsed and incorporated overleaf is deemed to include a reference to itself where it is not the sender of the goods.

Accepted by: _____ Date: _____

WE ARE NOT COMMON CARRIERS. Please read the Terms and Conditions of Contract endorsed and incorporated overleaf which must be read subject to the Trade Practices Act which may give rights to consumers as defined under Section 48 of the Act. These rights against the Company cannot be excluded, restricted or modified by agreement.

**PLEASE COMPLETE THIS FORM AND FAX IT TO EXPOSERVICE BY
FRIDAY 17 MARCH 2006 ON (02) 9750 8224 OR PERTH (08) 9277 9577**

FURNITURE, AUDIO VISUAL EQUIPMENT & POT PLANT HIRE

If you want maximum results from your stand at the show take advantage of the innovative display accessories, furniture and plants that are available from Showcase Expo Furniture Hire. You'll be impressed with the quality of the product and the results that you will obtain.

You can find the furniture brochure, price list and order form at the Showcase Expo Furniture Website address: www.showcasefurniture.com.au.

Phone Pam Thomas: (07) 3268 5999 or visit the Website address:
www.showcasefurniture.com.au

Deadline for Furniture Hire...Friday 17 March 2006

GAS BOTTLES

N.B.!! Only one (1) cylinder of up to 4.5kgs per demonstration/display may be used. Approval for more gas capacity may be obtained from the Qld Department of Mines and Energy in certain circumstances.

Exhibitors must remove their gas bottles from inside the Exhibition each day and leave them in the designated area. Refer to Organisers International staff for direction.

All bottles must be clearly marked with your company name. Any Exhibitor using gas bottles on their display, please contact Organisers International for a copy of the legislative requirements.

GUIDE TO GOOD STAND PRESENTATION

Please ensure your company name and stand number are prominently displayed. This is a request from visitors surveyed at previous shows.

QX Australia provides a complete hire service. You may hire anything from stand panels, furniture, glass cabinets etc., to rubbish bins, in fact everything a perfect stand requires. QX can also arrange for water coolers and plant hire for your stands. Please contact Luke Benjamin, details listed below.

Please arrange all electrical requirements through Luke Benjamin from QX Australia (07)3268 5999 or luke@qxaust.com

The Brisbane Convention & Exhibition Centre is responsible for all rigging and telephone/fax connections. See attached for further services provided by the Centre.

INSURANCE

THIS IS THE RESPONSIBILITY OF THE INDIVIDUAL EXHIBITOR

Whilst the organisers will provide the necessary security while the show is open and its move in/move out times, neither the organisers nor The Brisbane Convention & Exhibition Centre, (BCEC), nor any of their staff, employees, agents or other representatives shall be held accountable or liable for any damage, loss or harm or injury to a person or any property of the exhibitor's staff, employees, agents or other representatives, nor the goods sent to the BCEC, before, during or remaining after the Exhibition nor whilst in transit to or from the Exhibition.

N.B. -Exhibitors should consult their own insurance companies for proper coverage on their exhibition equipment, displays, goods, products and Public Liability Insurance.

Please send your Public Liability Certificate of Currency stating the following to Organisers International:-

- Must be for at least \$10 million
- Must be noted as being covered for ‘Shows & Exhibitions’ anywhere in Australia or World Wide.
- Dates must cover the show move-in/move-out period (06.04.2006 – 10.04.2006).
- Noting the interests of Organisers International as principal in respect of organisers of Travel Shows.

Organisers International have retained the services of Bestmark Pty Ltd (Insurance Brokers) to provide Public Liability Insurance with QBE, for a limit of indemnity of \$10 million for any one occurrence and subject to the terms and conditions of the policy at a cost of \$99.00. (Deadline 18 March 2005).

Please note: It is advised that the cost includes: Premium to Underwriter \$46.51, Stamp Duty \$3.84, GST \$8.65, Brokerage Fee (Bestmark Pty Ltd) \$15.00 and Administration Fee (Organisers International) \$25.00. (Correct at time of printing, may be subject to change without notice).

IT'S THE LITTLE THINGS WE FORGET

“Exhibition Survival Kit”

The following is a list of items we suggest you pack into your “Exhibition Survival Kit”, because you’ll never know when you might need them!

- Your own trolley for your display equipment...(The venue does not usually provide trolleys).
- Velcro strips
- Scissors
- Small picture hooks and wire (small brass angled picture hooks for hanging framed posters and prints)
- Jack chain or three-quarter inch chain of eight - for hanging heavier items on the framelock stands.
- Pliers (for chain above)
- Masking tape (for rebinding packing cases) and sticky tape.
- Business card holders
- Stapler
- Kambrook power boards
- Clearly marked delivery labels for all packages sent to the exhibition (Include your company and a contact name).
- Have you advised the Stand Contractors of any special power requirements?
- Marker Pens
- Writing Pads
- Petty Cash (if you are selling on your stand)
- Mini first-aid kit and Aspirin
- Mini Sewing kit
- Comfy shoes (with inner soles for shoes)

NO SMOKING

The Brisbane Convention & Exhibition Centre has a **NO SMOKING POLICY** throughout and this includes all staff, contractors, organisers, exhibitors and visitors. Your co-operation would be appreciated.

OPERATION OF STANDS

The stands must be fully staffed and operational **all hours that the show is open to visitors**. The exhibitor may not undertake, or cause to be undertaken, any activity which, in the opinion of the organisers, is likely to cause any annoyance to visitors or other exhibitors. In particular, audio visual equipment must be positioned facing into the stand, and the sound level so adjusted, as to comply with these requirements. NB: The maximum permissible total sound level in any area of the show is 82 decibels, measurable at a distance of three metres from the source of the sound using a directional decibel meter. All activities of the exhibitor and staff must be confined to the stand site allocated (advertising or canvassing for your business may not take place elsewhere in the exhibition). Alcohol must not be consumed on the stand. Moving in or removal of exhibits from stands must not take place during the open hours of the show. In the interest of security please vacate the building within 15 minutes after closing time.

ORGANISERS OFFICE

From Wednesday 6 April to Monday 10 April the Organisers Office will be situated at the rear (loading dock side) of exhibition hall 2 (the body + soul Expo side). The telephone numbers for that office will be **(07) 3308 3323**,

Fax **(07) 3308 3308**.

Scott – 0419 721 686

PRE-DELIVERY OF BROCHURES

Brochures and literature can be sent directly to the venue to arrive Thursday 6 April 2006. **The organiser or the centre will not sign for deliveries on behalf of an exhibitor. The centre will not allow delivery of items before this date.**

Please mark your delivery as follows:

Company Name & Stand Number
Sunday Mail Escape Expo
Brisbane Convention & Exhibition Centre (Hall 1)
Merivale Street, South Bank Brisbane Qld 4101

Please make prior arrangements with:

Jenny Dare

Templar Marketing

Telephone: (07) 3268 6488

E-mail: jdare@templaronline.com.au

Gordon Kane

Brochure Flow International

Telephone: (07) 3216 4188

E-mail: brobne@pacific.net.au

They will deliver your brochures to the main storage area of the show prior to Thursday 6 April. Organisers International and the Brisbane Convention & Exhibition Centre will not accept any responsibility for missing goods.

PRESS & PUBLIC RELATIONS

An extensive press and public relations programme has been planned to ensure quality and quantity of visitors attend The Sunday Mail Escape Expo 2006. The campaign comprises television, newspaper advertising and radio.

To further reinforce the marketing campaign, a series of press releases, editorial and photographs will be sent to all newspapers and press, highlighting new and interesting products. The public relations campaign is an opportunity for you to enhance your involvement in the show...Please refer to the *Publicity and Promotion Opportunity Form*.

REMOVAL OF EXHIBITS

The usual occurrences at the end of the exhibition are over-anxious truck drivers, premature packing up and mass panic in the rush for the exit!

You can save a lot of time and stress by adopting the following procedure:

1. Instruct truck drivers to arrive after 6pm on Sunday 9 April.
2. Do not start packing up until 5pm.
3. Familiarise yourself with the exit points for an orderly and casual exit.

Your assistance in this matter is greatly appreciated. Exhibitors are urged not to leave their stand unattended during this period until all your valuable exhibits have been moved, made secure or the building closed. Organisers International and the Brisbane Convention and Exhibition Centre will not accept any responsibility for missing goods.

If you prefer to collect material on Monday, would you please ensure that all display material and equipment is packed and relocated to a secure area for Monday removal.

SECURITY

Security will commence from move-in through to the completion of move-out. Security officers will be on duty in the loading docks during the move-in move-out period. Security will be present in the halls during the show opening hours.

Organisers International and Brisbane Convention & Exhibition Centre will NOT be responsible for any loss or damage that occurs during the period of set-up, exhibition or move-out.

Each exhibitor is responsible for the safety and security at all times of:-

- a) the exhibitor;
- b) any employee, agent, contractor or invitee of the exhibitor;
- c) any visitor to the exhibitor's stand (whilst at the exhibitors stand).

Exhibitors are also responsible for making appropriate arrangements to protect at all times (including during transit to or from the show) any cash, property or proprietary information of the exhibitor or any employee, agent, contractor or invitee of the exhibitor.

Exhibitors should familiarize themselves with the general security information provided on the following pages of the exhibitor's manual, bearing in mind that the information provided is of a general nature only and should not be relied upon as a substitute for security advice which takes into account an exhibitor's specific circumstances or needs.

For security reasons anyone coming in early to clean stands etc must stay on their own stand. Please do not walk around the show.

SEMINAR ROOM

Seminar Rooms will be equipped with a microphone, P A system, data projector, VHS video player, slide projector and large screen.

Application for time slots (*maximum 30 minutes*) will be accepted from any interested exhibitors and allocated on a first come first allocated basis until the programme is full.

The seminars will be promoted via newspaper feature, announcements at the show and via a timetable outside the seminar room itself. To apply for a seminar room time, please go to the show web page at www.escapeexpo.com.au

SPECIAL DESIGNS

For exhibitors wanting a “one off” individual stand design for their display at the show - we recommend QX Australia whose individual designs can be very impressive.

Simply phone **Luke Benjamin** at QX Australia on **(07) 3268 5999** to discuss the idea further. Or visit their Website address: www.qxaust.com/catalog/bib/categories.html

STAND DRESSING CONTACTS

Robert Cassidy
Exhibition Hire Service
Phone : (07) 3382 6055

Ian Donaldson
Expo Displays
Phone: (07) 3357 8934

STORAGE OF PACKING CASES AND LITERATURE

Areas have been allocated for storage of packing cases and literature in the exhibition halls. Please mark and stack your items thoughtfully so that everyone can gain easy access in removing literature during the show.

The area is small in size and your assistance in limiting storage material would be appreciated.

SUNDAY MAIL SHOW MAGAZINE

The Sunday Mail will be running a special liftout preview of The Sunday Mail Escape Expo 2006 on **Sunday 2 April 2006**.

The feature will be widely publicised and is guaranteed to provide you with results.

Exhibitors are invited to participate in the feature through advertising.

For information on the feature please contact **Mateja Henigman** at the Sunday-Mail on **Phone (07) 3666 6219, Fax (07) 3666 8507** or henigmanm@qnp.newsltd.com.au Mateja will also be in touch with you shortly.

TELEPHONE, FAX, EFTPOS & DATA LINES

For those exhibitors requiring telephone or data communication please complete the Exhibitors Services Form at the **Brisbane Convention & Exhibition Centre** Website: www.bcec.com.au, under Downloads.

Public telephones are located in the foyers and catering areas of the Exhibition Halls.

Deadline for Orders:
Friday 17 March 2006

WORKPLACE HEALTH & SAFETY

Due to statutory obligation we must follow certain procedures in the event of an accident/or incident. Show organisers must be advised immediately on **(07) 3308 3323** or our Workplace Health & Safety Officer, Ian Gidlow, on **0418 722 128**. Where practicable nothing must be disturbed on site. Please make sure this procedure is followed at all times.



ATTACHMENTS

ATTACHMENTS: -

QX Australia – Introduction & Shell Booth Information Form

QX Australia – Lighting & Power Order Form

All forms must be completed and returned to the individual companies as indicated on each form no later than 17 March 2006.

If you have any queries when completing the details, please contact:-

Scott Thornton

Telephone:

(07) 3852 2600

Facsimile:

(07) 3852 2599

If you have any Workplace Health & Safety queries please contact: -

Ian Gidlow – Worklaw

(07) 3357 1655 or 0418 722 128

Introducing QX Australia

The Complete Exhibition & Display Service



A U S T R A L I A

Pty. Ltd.

P. O. B o x 1 4 9 3
Eagle Farm Queensland
4 0 0 9

Tel + 61 7 3268 5999
Fax + 61 7 3268 5599

ABN 86 074 725 956

admin@qxaust.com
www.qxaust.com

QX Australia is proud to have been appointed the exhibition contractor to:

Exhibition: **The Sunday Mail Escape Expo 2006**

Venue: **Brisbane Convention & Exhibition Centre**

Date: **7th April - 9th April, 2006**

1. OUR SERVICES TO YOU INCLUDE:

- Providing shell booths
- Designing and constructing custom displays and exhibits
- Installing all electrical and lighting requirements
- Providing signage, banners and light boxes
- Providing an extensive range of modern furniture

2. WHAT YOU RECEIVE

Each Shell booth will come fully equipped with:

- A quality fascia signs in block letters as per your catalogue listing.
- Velcro Compatible Frontrunner fabric panels with an aluminium locking frame
- 2 x 150watt spotlights per booth mounted to the back of the fascia (every 9 sq metres)
- 1 x 4amp power outlet per booth (every 9 sq metres)

3. WHAT YOU NEED TO DO

Please fill in the following forms and return these to QX Australia on or before the Deadline: **17th March, 2006.**

Orders for furniture, fascia or electrics placed after the deadline listed will incur a 25% late order surcharge plus additional delivery charges.

Power & lighting form if you require additional power & lighting
(note: shell booths get 2 x spotlights and 1 x 4amp power)

Furniture for all your furniture hire requirements go to www.showcasefurniture.com.au

For specialty walling, rental displays, audio visual, flooring options and signage please call us

For all enquires please contact Exhibitor Services today on:



EMAIL

admin@qxaust.com



POST

PO Box 1493
Eagle Farm Q 4009



PHONE

07 3268 5999



FAX

07 3268 5599

FRAMELOCK BOOTH SPECIFICATIONS



A U S T R A L I A

Pty Ltd

P . O B o x 1 4 9 3
Eagle Farm Queensland
4 0 0 9

Tel + 61 7 3268 5999
Fax + 61 7 3268 5599

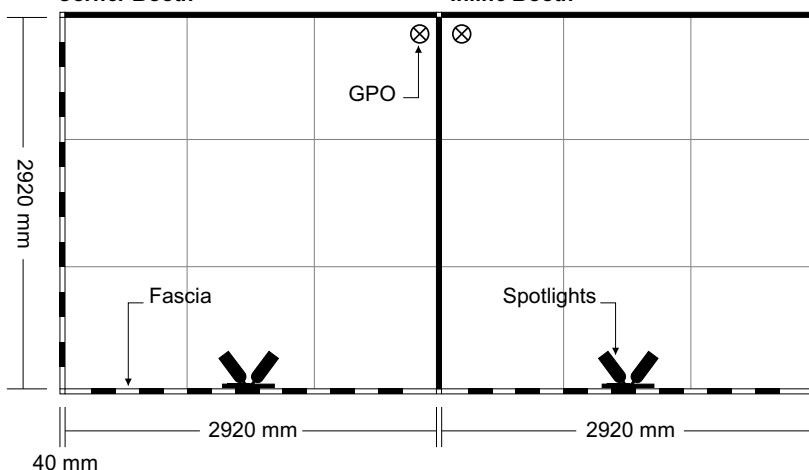
ABN 86 074 725 956

admin@qxaust.com
www.qxaust.com

Standard 3m x 3m Shell Package



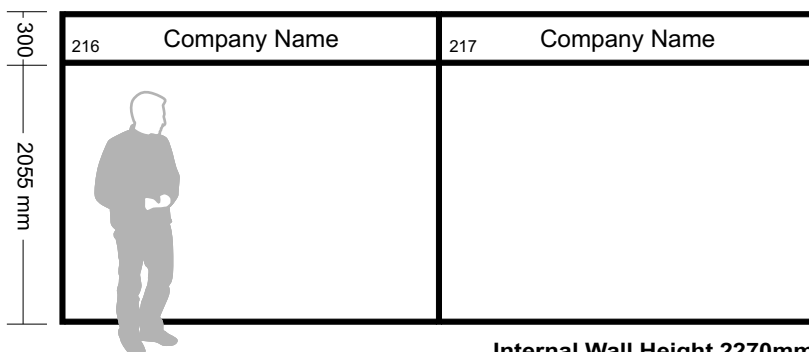
PLAN VIEW
Corner Booth



Standard Framelock booths receive the following inclusions:

- Velcro compatible fabric walling
- 40mm sq. Framelock system
- Fascia signs with company name (corner booths receive 2 fascia signs)
- 2 x 150w spotlights on track per 9sqm
- 1 x 4amp power outlet per 9sqm
- Quality carpet tiles

FRONT ELEVATION



Internal Wall Height 2270mm

LIGHTING & POWER ORDER FORM



A U S T R A L I A

Pty. Ltd.

P. O. B o x 1 4 9 3
Eagle Farm Queensland
4 0 0 9

Tel + 61 7 3268 5999
Fax + 61 7 3268 5599

ABN 86 074 725 956

admin@qxaust.com
www.qxaust.com

***** Please return by 17th March 2006 to fax no: 07 3268 5599
IF RETURNED AFTER THIS DATE A 25%SERVICE CHARGE WILL APPLY**

Exhibition The Sunday Mail Escape Expo 2006

Company Name

Mailing Address Venue: Brisbane Convention & Exhibition Centre

..... Stand No. Order No.

..... Post Code Phone Fax

Contact Name Mobile Email

IMPORTANT NOTICE EXHIBITORS who have ordered shell scheme stands for this event receive 2 x 150w spotlights and 1 x 4amp power outlet. Additional electrics may be ordered using this form.

CODE	HIRE ITEMS	QTY	\$ RATE	TOTAL
powps4	⊗ 4amp Power Point		\$85.00	
powps10	◐ 10amp Power Point		\$105.00	
powps15	● 15amp Power Point		\$135.00	
powps20	○ 20amp Power Point		\$250.00	
pows3p	⚡ 32amp, 3 Phase Power Point (Appliance must have a 5 pin plug)		\$315.00	
swi3p	■ 32amp, 3 Phase Distribution Board (6 x 16amp outlets)		\$425.00	
towf15	▣ 5m High Light Towers		\$160.00	
ligs150	▼ 150w Track Spot Light		\$75.00	
ligs300abk	□ 300w Spot Light on Arm (black)		\$100.00	
ligs300aw	□ 300w Spot Light on Arm (white)		\$100.00	
ligf1500	■ 1500w Flood Light		\$135.00	

A TAX INVOICE WILL BE SENT WHEN PAYMENT IS CONFIRMED	SUB TOTAL *	\$
	LATE ORDER (orders received past deadline) 25%	\$
	ON SITE ORDERS 25% SERVICE CHARGE	\$
	TOTAL	\$
	PLUS 10% GST	\$
	TOTAL INCLUDING GST	\$

CODE	SALE ITEMS (Includes GST)	QTY	\$ RATE	TOTAL
powe	4 Plug Power Board (Tested & Tagged)		\$30.00	
leae3s	Electrical Lead...3m Long (Tested & Tagged)		\$30.00	
TOTAL (INCLUDING SALES ITEMS)				\$
HIRE TAX 0.43% CALCULATED ON SUB TOTAL *				\$
PLUS CREDIT CARD SURCHARGE 2.5%				\$
GRAND TOTAL				\$

PAYMENT Full payment must accompany this order.

- Bankcard
 Mastercard
 Visa
 American Express
 Diners Club
 Cheque (Must accompany order)
- EFT Payment
 BSB 034013
 A/C 122491
 (Please send Remittance Advice)

Account Name _____ Expiry Date _____

Card number _____ Signature _____
 Order not valid unless signed by HIRER (Authorised Agent)/CARD HOLDER



Its the
Little things
we forget.....



“Exhibition Survival Kit”

The following is a list of items we suggest you pack into your ‘Exhibition Survival Kit’, because you never know when you might need them!!

- ▷ Your own trolley, ladder & hand tools, as venues and QX Australia can not provide these.
- ▷ Due to venue requirements please bring with you a fluro safety vest for all staff to wear during setup.
- ▷ Have you advised the Stand Contractor of any special requirements?
- ▷ Velcro strips & dots for heavier items (can be purchased from QX Australia)
- ▷ Small picture hooks and wire (small brass angled picture hooks for hanging framed posters and prints)
- ▷ Jack chain or three quarter inch chain - for hanging heavier items on our Framelock Stands.
- ▷ Pliers (for chain above)
- ▷ Powerboards and Electric Leads (these must be tested & tagged)
- ▷ Clearly marked delivery labels for all packages sent to the exhibition (Include your company name)
- ▷ Business card holders
- ▷ Marker Pens, writing pads, pens, staple machine & scissors
- ▷ Masking tape for rebinding, packing cases and sticky tape
- ▷ Petty Cash (if you are selling on your stand)
- ▷ Mini first-aid kit and Mini sewing kit
- ▷ Comfy shoes (with inner soles)

PLEASE NOTE: There will be an indemnity form available onsite for movement of your goods by QX Australia employees. You must sign this form prior to any goods / equipment being moved. (See Site Manager)