

# A-Z EXHIBITOR MANUAL



**National 4x4 Outdoors Show**

**18<sup>th</sup> – 20<sup>th</sup> August 2023**

**Melbourne Showgrounds**

**Langs Road**

**Ascot Vale**

**Victoria, 3032**

## Welcome to the A-Z Exhibitor Manual for 4x4 Melbourne 2023

This is your ultimate guide for the show. We encourage you to take advantage of every resource referred to in this Exhibitor Manual and on the Exhibitor Portal to enhance your overall show experience.

In this Manual a reference to the Organiser means Exhibitions and Trade Fairs Pty Limited and our Key Contacts for the Melbourne National 4x4 Outdoors Show are listed on Page 6 of this Manual.

### MEET THE 4X4 MELBOURNE TEAM

<b>Portfolio Director</b> Jon Perry	<b>T:</b> 03 9321 6760	<b>M:</b> 0405 128 527	<b>E:</b> <a href="mailto:jperry@etf.com.au">jperry@etf.com.au</a>
<b>Operations Director</b> Phil Eggeling	<b>T:</b> 02 9556 7987	<b>M:</b> 0426 040 656	<b>E:</b> <a href="mailto:peggeling@etf.com.au">peggeling@etf.com.au</a>
<b>Operations Manager</b> Connor Watson	<b>T:</b> 02 9556 7998	<b>M:</b> 0400 462 961	<b>E:</b> <a href="mailto:cwatson@etf.com.au">cwatson@etf.com.au</a>
<b>Operations Coordinator</b> Tori Vella	<b>T:</b> 02 9556 7946	<b>M:</b> 0449 665 844	<b>E:</b> <a href="mailto:tvella@etf.com.au">tvella@etf.com.au</a>
<b>Event Executive</b> Stephanie Davis	<b>T:</b> 03 9321 6757	<b>M:</b> 0491 715 636	<b>E:</b> <a href="mailto:sdavis@etf.com.au">sdavis@etf.com.au</a>
<b>Exhibition Sales Manger</b> Ben Morrison	<b>T:</b> 03 9321 6753	<b>M:</b> 0401 493 414	<b>E:</b> <a href="mailto:bmorrison@etf.com.au">bmorrison@etf.com.au</a>

## Table of Contents

MEET THE 4X4 MELBOURNE TEAM .....	2
KEY DATES .....	5
SUPPLIER CONTACT LIST .....	6
EXHIBITOR CHECKLIST AND DEADLINES .....	7
ACCESS .....	7
ADMISSION (TICKETING) .....	10
ATM .....	10
AUDIO VISUAL .....	10
AUSTRALIAN EASTERN DAYLIGHT TIME .....	10
CAR PARKING .....	11
CATERING (FOOD & BEVERAGE) .....	11
CLEANING .....	12
CO-EXHIBITORS .....	12
COMMUNICATIONS .....	13
COMPETITIONS .....	13
COMPLIMENTARY & DISCOUNTED TICKETS .....	13
DELIVERIES .....	13
DISPLAY VEHICLES .....	14
EMERGENCY EVACUTAION .....	14
EXHIBITOR FUNCTION .....	15
EXHIBITOR MEDIA TOOLKIT .....	15
EXHIBITOR PASSES .....	15
FIRST AID .....	16
FORK LIFT & FREIGHT HANDLING .....	16
FURNITURE .....	17
LIGHTING & POWER .....	17

<b>NOISE &amp; POWER</b> .....	<b>18</b>
<b>ONSITE EXHIBITOR SALES</b> .....	<b>18</b>
<b>ORGANISER’S OFFICE</b> .....	<b>18</b>
<b>OUTDOOR STANDS</b> .....	<b>18</b>
<b>PARCEL PICKUP</b> .....	<b>18</b>
<b>PA SYSTEM</b> .....	<b>19</b>
<b>PLANTS &amp; GREENERY</b> .....	<b>19</b>
<b>PUBLICITY AND PR</b> .....	<b>19</b>
<b>PUBLIC LIABILITY INSURANCE</b> .....	<b>19</b>
<b>PUBLIC TRANSPORT</b> .....	<b>20</b>
<b>REMOVAL OF GOODS</b> .....	<b>20</b>
<b>RULES &amp; REGULATIONS</b> .....	<b>20</b>
<b>SAFETY VESTS</b> .....	<b>25</b>
<b>SECURITY</b> .....	<b>25</b>
<b>SHOW GUIDE</b> .....	<b>25</b>
<b>SMOKING</b> .....	<b>26</b>
<b>SOCIAL MEDIA</b> .....	<b>26</b>
<b>SOLICITING</b> .....	<b>26</b>
<b>SPONSORSHIP OPPORTUNITIES</b> .....	<b>26</b>
<b>STAND DESIGNS (SHELL SCHEME &amp; SPACE)</b> .....	<b>27</b>
<b>STORAGE</b> .....	<b>28</b>
<b>TOILETS</b> .....	<b>28</b>
<b>VEHICLES</b> .....	<b>28</b>
<b>VENUE SERVICES</b> .....	<b>29</b>
<b>WEBSITE</b> .....	<b>29</b>
<b>WORKPLACE HEALTH &amp; SAFETY</b> .....	<b>29</b>

## KEY DATES

Dates	Event Hours
Friday Aug 18	9am – 5pm
Saturday Aug 19	9am – 5pm
Sunday Aug 20	9am – 4pm

	Date	Hours	Activity
<b>MOVE IN</b>	Wednesday August 16	10:00 – 20:00	Space Only from 10am
	Thursday August 17	07:00 – 19:00	Space Only from 7am Shell Scheme from 7am
<b>EVENT DAYS</b>	Friday August 18	08:00	Access for Exhibitors. Stands must be staffed by 08:30
		09:00 - 1700	Exhibition Open
	Saturday August 19	08:00	Access for Exhibitors. Stands must be staffed by 08:30
		09:00 - 1700	Exhibition Open
	Sunday August 20	08:00	Access for Exhibitors. Stands must be staffed by 08:30
		09:00 - 1600	Exhibition Open
<b>MOVE OUT</b>	Sunday August 20	16:30 – 20:00	<b>All Exhibitor Move-Out</b> <ul style="list-style-type: none"> <li>• Shell Scheme exhibitors must remove all their items from the walls and clear out any items from the stand by 19:00 so ExpoNet may dismantle the booth.</li> </ul>
	Monday August 21	07:00 – 15:00	<ul style="list-style-type: none"> <li>• All exhibitor items, freight, vehicles must be removed from the venue by 3PM.</li> <li>• <b>There's strictly no access Tuesday, August 22</b></li> </ul>

## SUPPLIER CONTACT LIST

<b>Audio Visual</b> <i>Preferred Supplier</i>		Encore Event Technologies Matthew Barry T: (07) 3442 9905 M: 0401 808 270 E: <a href="mailto:matthew.barry@encore-anzpac.com">matthew.barry@encore-anzpac.com</a>
<b>Exhibitor Services</b> (Including Carpet, Electrical, Furniture, Stand Builders, Walling, Lighting) <i>Preferred Supplier</i>		<b>ExpoNet</b> T: (02) 9645 7070 E: <a href="mailto:esd@ExpoNet.com.au">esd@ExpoNet.com.au</a> <b>Order:</b> <a href="http://www.ExpoNet.com.au">www.ExpoNet.com.au</a>
<b>Exhibitor/Contractor  Passes and Ticketing</b> <i>Official Supplier</i>		<b>Lüp</b> E: <a href="mailto:help@lup.events">help@lup.events</a>
<b>Freight  Forwarding/Logistics</b> <i>Official Supplier</i>		<b>GEL Events</b> Jim Aguirre E: <a href="mailto:jim@gevents.com.au">jim@gevents.com.au</a> M: 0422 944 047 P: 1300 013 533 <b>Order here</b>
<b>Media</b> <i>Preferred Supplier</i>		<b>MCS</b> Vicky De George T: (03) 8581 9980 M: 0405 151 485 E: <a href="mailto:vicky@mediacomservices.com.au">vicky@mediacomservices.com.au</a> W: <a href="http://www.mediacomservices.com.au">www.mediacomservices.com.au</a>
<b>Plants &amp; Greenery</b> <i>Preferred Supplier</i>		<b>Green Event</b> T: (03) 9646 2300 E: <a href="mailto:Plants@greenevent.com.au">Plants@greenevent.com.au</a> W: <a href="http://greenevent.com.au/">http://greenevent.com.au/</a>
<b>Custom Flooring</b> <i>Preferred Supplier</i>		<b>No Fuss Event Hire</b> Rebecca Barton T: 03 9212 2500 E: <a href="mailto:rebecca.barton@nofusseventhire.com.au">rebecca.barton@nofusseventhire.com.au</a> W: <a href="https://www.nofusseventhire.com.au/">https://www.nofusseventhire.com.au/</a>
<b>Rigging &amp; Banners</b> <i>Preferred Supplier</i>		<b>HARRY THE HIRER</b> Rory Kelly T: 02 9666 8699 M: 0450 607 679 E: <a href="mailto:roryk@harrythehirer.com.au">roryk@harrythehirer.com.au</a> W: <a href="https://www.harrythehirer.com.au/expertise/av-production">https://www.harrythehirer.com.au/expertise/av-production</a>
<b>VENUE SERVICES</b> (Catering, Cleaning, Food & Beverage, Sampling & Selling, Water/Waste/Gas, Wired/Wireless Internet) <i>Official Supplier</i>		<b>Melbourne Showgrounds</b> Exhibitor Requests Eloise T: 0447 718 774 E: <a href="mailto:eloise@melbourneshowgrounds.com">eloise@melbourneshowgrounds.com</a>

*Note: ETF discloses that it may receive remuneration or other benefit(s) from one or more of the Suppliers listed as Preferred Suppliers. Exhibitors and Contractors are not required to use one of the listed Preferred Suppliers and are free to appoint a Supplier of their own choice as long as they comply with insurance, event rules and regulations outlined in the Exhibitor Information Manual. No recommendation or assurance is given by ETF as to any third party Supplier and no responsibility whatsoever is accepted. Exhibitors and Contractors must satisfy themselves as to the suitability of any Supplier and make any arrangements with Suppliers directly and at their own risk.*

## EXHIBITOR CHECKLIST AND DEADLINES

Below is a checklist of **ALL MANDATORY FORMS** that must be completed via the online Exhibitor Portal.

The Portal also contains documentation that must be completed for Venue Services, Logistics & Freight and Rigging etc

<u>Event Information Documents</u>			
Form Name	Deadline	Required/ Optional	Completed ✓
RASV Events Induction & Contractor Induction	31.07.23	Required	
A-Z Exhibitor Manual	N/A	Required	
<u>Exhibitor Pass Registration</u>			
Form Name	Deadline	Required/ Optional	Completed ✓
Exhibitor Passes	03.08.23	Required	
<u>Operational Forms</u>			
Form Name	Deadline	Required/ Optional	Completed ✓
Move in Schedule (Shell Scheme)	31.07.23	Required	
Move in Schedule (Space Only)	31.07.23	Required	
Stand Display – SHELL SCHEME	31.07.23	Required	
Stand Display – SPACE ONLY	31.07.23	Required	
Exhibitor Public Liability Insurance	31.07.23	Required	
Co-Exhibitor	31.07.23	Required	
Rigging & Banners	31.07.23	Optional	
Workplace Health and Safety	31.07.23	Required	

## ACCESS

- If you are exhibiting in Hall 1 or the outdoor area in front of Hall 1, you can access the site via Gate 2 off Langs Road.
- If you are exhibiting in the RASV Centre, Town Square, Town Square Pavilion, Grand Pavilion or Building 3 you can access the site via Gate 5 off Langs Road.
- There will be **no** vehicle access into Hall 3, other than vehicles being displayed on stands.

**Please note that the Hall 1 bi-fold doors WILL NOT be open on Friday morning before show opening; please ensure all large items are moved in on Thursday.**

**Please note that there is NO access to the site via Epsom Road – Gate 1.**

Exhibitor pedestrian access to the venue on show days will be via one of the 3 show entry points:

- Show Entry 1: Adjacent to the RASV Centre
- Show Entry 2: Beside the Boulevard Pavilion
- Show Entry 3: Gate 1 off Epsom Road

### MOVE IN – 16<sup>th</sup> – 17<sup>th</sup> August

<b>Space Only</b>	Wednesday 16 <sup>th</sup> August 2023	10:00am – 7:00pm
	Thursday 17 <sup>th</sup> August 2023	7:00am – 7:00pm
<b>Shell Scheme</b>	Thursday 17 <sup>th</sup> August 2023	7:00am – 7:00pm (All areas)

#### Prior to Move In:

- Confirm move in date and time in ‘**Move-In Schedule**’ in **OPERATIONAL FORMS** section of the Exhibitor Portal.

**NB: If you have an indoor stand with a display vehicle you will need to arrange early access to position your vehicle.** Contact Connor Watson on [cwatson@etf.com.au](mailto:cwatson@etf.com.au)



#### During Move In:

- Staff to collect their Exhibitor Passes immediately upon entry (see “Exhibitor Passes”)
- GEL Logistics will be managing Logistics Onsite, including the Move In/Out schedule and materials handling incl. forklifts & cranes.
- All stand set-up **must** be completed by 7pm Thursday 17<sup>th</sup> August. This is to ensure cleaners have enough time to prepare the site for opening.
- All personal must wear high visibility vest and enclosed shoes whilst on site at all times during Move In/Out
- **Stand safety check:** A Safety Officer will be onsite during move-in to check all Space Only Stand construction. If required, please ensure you have your engineer’s certificate available for inspection. JAE Australia will be onsite to test and tag exhibitors electrical equipment during move-in.

**IMPORTANT: Children under the age of 15 are prohibited from being onsite during move-in and move-out.**

Visitors and family are also prohibited from being onsite during move-in and move-out.

#### Conclusion of Move In (7pm Thur 17<sup>th</sup>):

- **Security sweep:** All personnel will be asked to leave the Showgrounds and will not be permitted to return until 8am Friday 18<sup>th</sup> August.



### SHOW DAYS – 18<sup>th</sup> to 20<sup>th</sup> August

- Exhibitors/staff can access the Exhibition site from 7:00am to 8:00am through the Exhibitor Parking off Langa Rd. Persons are to remain on their own stand and not wander the site. No cars will be allowed onsite other than to park.  
**Earlier access:** Please speak to the Organiser Office, a day prior to when you require the early access.
- There is no entry from the rear of the Halls UNLESS prior arrangements have been made with ETF for the delivery of goods.
- **Exhibitors will not be given access to site without an Exhibitor pass. Exhibitor passes cannot be passed to other exhibitors, they must be worn by the person that the pass is registered too** (see “Exhibitor Passes”)

**IMPORTANT: Complimentary Show tickets cannot be used by exhibitors to gain access to the site.**

### MOVE OUT – 20<sup>th</sup> to 21<sup>st</sup> August

**Move-out will commence once the venue is clear of attendees and it is safe to do so.**

<b>All Exhibitors</b>	Sunday 20 <sup>th</sup> August 2023 Monday 21 <sup>st</sup> August 2023	4:30pm – 8:00pm (all stock & goods) 7:00am – 3:00pm (general move-out)
-----------------------	--	---

DEADLINES	TASKS
Sunday 20 <sup>th</sup> – 7:00pm	All stock to be removed from walls so stand builders can dismantle walls. Ensure anything left overnight is packed, sealed and labelled
Monday 21 <sup>st</sup> – 12:00pm (noon)	All stock and items are to be packed and removed
Monday 21 <sup>st</sup> – 3:00pm	SITE CLOSURE. Everything must be offsite by this time.

#### REMINDERS:

- *Dismantling of displays is not permitted until the Organiser gives the all clear to commence the move-out.*
- Exhibitors requiring power after the show closes at 5.00pm on Sunday must notify the Organiser prior to move-in.

**Note: ETF takes no responsibility for any goods or material left on the premises after the expiration of the move-out period. Any items left in the exhibition area shall be disposed of at the expense of the exhibitor. The venue is unable to hold stock for any exhibitor.**

## ADMISSION (TICKETING)

### Admission and Ticketing

Adults 1 Day pass:	\$29.3	
Adult 2 Day pass:	\$49	(For one Individual who would like to attend for 2 days – Not Transferable)
Adult 3 Day pass:	\$59	(For one Individual who would like to attend for 3 days – Not Transferable)
Pensioner pass:	\$25.3	(must produce pensioner card on entry. Not valid for seniors or concession card)
Carer's pass:	Free	(Registered ticket required for access to the event)
Kids U15 pass:	Free	(Registered ticket required for access to the event)



All tickets must be purchased online and will be on sale in early July.

**NB: There will be no onsite ticket sales at this event. Event staff will be on site to assist visitors with online registration.**

## ATM

There are no ATMs onsite at the Melbourne Showgrounds

## AUDIO VISUAL

Encore is the preferred supplier of audio visual equipment for the show. Please refer to the Audio Visual form, located in the Operational Forms of the Exhibitor Portal.

For further information please contact **Encore Technologies:**

### **Matthew Barry**

Event Director

**P:** 07 3442 9905

**M:** 0401 808 270

**E:** [matthew.barry@encore-anzpac.com](mailto:matthew.barry@encore-anzpac.com)

## AUSTRALIAN EASTERN DAYLIGHT TIME

Please note that in August Victoria operates on Australian Eastern Standard Time (AEST). If you are travelling interstate, please keep this in mind for the following:



- Show opening and closing times
- Delivery times for goods
- Move in and out times

## CAR PARKING

### **Move-in and move-out**

During the move-in and move-out periods there will be **NO charge** for vehicles parking onsite. In order to avoid congestion, only vehicles directly involved with loading or unloading may park within the grounds during the move-in/out periods.



### **Show days**

Exhibitor parking is available at the Melbourne Showground; parking entry will be via Langs Road. The cost is \$20 per day and is paid for on arrival. This parking is not promoted to visitors.

**NB: Contactless payment and cash payments are available for parking.**

### **Other Visitor Car Parking**

Visitor parking will also be available at Flemington Racecourse on show day. Shuttle buses will run between the Flemington Racecourse Parking area and the Melbourne Showgrounds each show day, starting 30 minutes before show opening until 30 minutes after show close.

## CATERING (FOOD & BEVERAGE)

To order a catering account please see “Venue Services”

### **Move-in and Move-out:**

There may be a cafe open over the lunch period on Thursday 17<sup>th</sup> August. There will be no food outlets open during the move-out period from 5pm on Sunday 20<sup>th</sup> August.

### **Show days:**

There will be a selection of food outlets and catering trucks located throughout the show footprint, operating during show opening times.

### **Food Safety and Sampling:**

The Melbourne Showgrounds have exclusive rights to the sale of food and beverage within the venue. Exhibitors must not bring, distribute or give away any item of food or beverage to visitors on the licensed area without prior written approval from Showgrounds Management. For more information about this please contact the venue. There are also certain local regulations and guidelines that need to be complied with when sampling food or beverage from your stand.

Any exhibitor wishing to supply food samples must be registered on FoodTrader. Create a Business Victoria account and lodge your details: [Homepage - FoodTrader](#). Applications must be completed 21 days prior to the event.

Health and Wellbeing Department - <https://www.melbourne.vic.gov.au/community/health-support-services/health-services/Pages/food-safety.aspx>

## CLEANING

The exhibition aisles will be vacuumed daily. This is a basic clean and does not include mopping or scrubbing. Please place all rubbish in the aisles at the end of each day, after the exhibition has closed. For security reasons rubbish left on the stand will not be removed. If you require further cleaning of your stand please speak to the venue for a quote by contacting Eloise at [eloise@melbourneshowgrounds.com](mailto:eloise@melbourneshowgrounds.com).

Please ensure no item is affixed to the venue doors, glass, floors etc. Any infractions will create a removal, cleaning and/or resurfacing cost charged to the exhibitor.

If you have any specific waste requirements, especially toxic, grease, oil etc, please contact the Organiser to discuss correct disposal methods.

If you have cleaners that need to access the show during show open days to clean your stand, please advise the Organiser of the numbers and times.

### Disused containers and packaging

Any bulk rubbish items (such as machinery packaging, wooden pallets), that are not required at the end of the event must be taken offsite by the exhibitor or arrangements made with the organiser for collection. Please note that there will be a charge for this service, from the appointed cleaners, depending on the cubic metre of rubbish that you will be dumping.

If you require further information about cleaning and waste - contact Connor at [cwatson@etf.com.au](mailto:cwatson@etf.com.au).

## CO-EXHIBITORS

A contracted exhibitor has the option with the consent of the Organiser to share their stand with a co-exhibitor. A co-exhibitor does not enter into a contract with the Organiser, instead the contracted exhibitor chooses to be liable for the Co-exhibitor and allow their co-exhibitor to share their stand.



Contracted exhibitors **MUST** nominate the co-exhibitor by completing the “**Co-exhibitors**” form on the Exhibitor Portal, this is located under Operational Forms.

Co-exhibitors will have the opportunity to purchase a Marketing package which will give them exposure on the event website. Please complete the Co-Exhibitor form to order this.

All co-exhibitors trading at the show must have their own Public Liability Insurance coverage of \$20 million or more. Please be aware that the Organiser expressly declines responsibility for any loss or damage which may befall the person or property of any exhibitor or co-exhibitor from any cause whatsoever.

## COMMUNICATIONS

Melbourne Showgrounds has over 180 Wireless Access points and the capability of delivering up to 1Gbps network speeds to pavilions over their pavilion fibre connections. If this is a requirement please contact the venue:

### **Melbourne Showground**

**Senior Event Manager – Eloise Tropea**

T: 0447 718 774

E: [eloise@melbourneshowgrounds.com](mailto:eloise@melbourneshowgrounds.com)

## COMPETITIONS

Exhibitors wishing to conduct a competition or lottery can do so if the appropriate permit and permission has been granted by Exhibitions and Trade Fairs and the Victorian Commission for Gambling and Liquor Regulation. You can contact the Victorian Commission for Gambling Regulations on 1300 182 457 or visit their website

[www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

## COMPLIMENTARY & DISCOUNTED TICKETS

Exhibitors will be allocated a predetermined amount of complimentary visitor tickets based on stand size (see below) and will be sent a **link** a week prior to the event start date to distribute at your discretion.

Complimentary tickets are strictly for guests/clients only and not to be used in lieu of an Exhibitor Pass.

Additional discounted tickets: \$15.00 + fees per ticket (Inc. GST).

Contact Admin: [admin@4x4show.com.au](mailto:admin@4x4show.com.au)

<u>Stand Size</u>	<u>Ticket Allocation</u>
0 – 59 SQM	= 4 Complimentary tickets
60 – 99 SQM	= 6 Complimentary tickets
100 – 199 SQM	= 8 Complimentary tickets
200 SQM or more	= 10 Complimentary tickets

## DELIVERIES

Deliveries will be accepted from **10am Wednesday 16<sup>th</sup> August**.

*Neither the Organiser, nor the Melbourne Showgrounds will accept responsibility for the safety or wellbeing of any display or product delivered to the site. Exhibitors should have their goods insured from the day of dispatch until their returned.*

**Please Note: EXHIBITORS MUST HAVE SOMEONE ON THEIR STAND TO ACCEPT THE DELIVERY OF GOODS. THE ORGANISERS OR VENUE CANNOT SIGN OR ACCEPT RESPONSIBILITY FOR ANY EXHIBITOR GOODS.** All delivery vehicles should be directed to the show entrance check-point on the corner of Gate 2 on Langs Road.

**A Delivery Label template can be in the Exhibitor Portal under “Event Information Documents”.**

## DISPLAY VEHICLES

If you have a vehicle you wish to display on your stand please follow the following guidelines:

- **INDOOR STANDS:** please contact Connor Watson to arrange early access for your vehicle [cwatson@etf.com.au](mailto:cwatson@etf.com.au).
- Vehicles on display within the exhibition **MUST** not be started at any time without prior permission from the Organiser.
- Vehicles **MUST** follow the strict walking pace speed limit in place. Vehicles are to be spotted into position by the Organiser staff or security. You are sharing this space with forklifts and other exhibitors so the utmost care is required for this activity.



### **Petrol powered motor vehicle guidelines**

- Have a drip tray for your vehicle
- 1 x 2.5 kg Portable fire extinguisher - **UP TO 3 VEHICLES**
- 2 x 2.5 kg Portable fire extinguisher - **4 OR MORE VEHICLES**
- Fuel tank is to contain at least 90% fuel capacity

### **Gas (LPG) powered motor vehicle guidelines**

- Have a drip tray for your vehicle
- 1 x 2.5 kg Portable fire extinguisher - **UP TO 3 VEHICLES**
- 2 x 2.5 kg Portable fire extinguisher - **4 OR MORE VEHICLES**
- Engine is to be run until all fuel in the fuel line and convertor is exhausted
- The LPG fuel tank **MUST** be isolated from the engine mechanically by closing the “Service Tap” on the fitted fuel tank.

## EMERGENCY EVACUTAION

The Melbourne Showgrounds is equipped with an emergency evacuation system consisting of alarm tones broadcast through a public address system. They have two alarms, which can be heard throughout the buildings if a fire alarm is triggered or there is a pending emergency.

- The first alarm is called the **ALERT ALARM** and makes a BEEP-BEEP-BEEP sound. On hearing this alarm all trained wardens will attend the Wardens phone and await instruction.
- All other staff members and occupants are to continue with normal duties.
- The second alarm is the **EVACUATION ALARM** and is a WHOOP-WHOOP-WHOOP sound. This is the signal for Wardens to begin the evacuation procedure.
- Please note - lifts are **NOT** to be used in an emergency.
- Exhibitions and Trade Fairs accepts no responsibility for loss claims, financial or otherwise following an event marred or ruined by an Emergency evacuation.



## EXHIBITOR FUNCTION

An Exhibitor function will be held onsite during the show in the Off Road Hotel. This is a great networking opportunity to meet with other exhibitors.

**When:** Friday 18<sup>th</sup> August, 5.15pm - 7.30pm

**Where:** Outback Bar

## EXHIBITOR MEDIA TOOLKIT

Let your customers know you are exhibiting at the National 4x4 Outdoors Show- Melbourne 2023 by using our event signature and/or displaying our logo on your website, e-news advertisements, social media and magazines. You can download these assets from the Marketing Zone via the Menu – “Download exhibitor marketing kit”.

## EXHIBITOR PASSES

### Purpose of Exhibitor/Contractor Passes:

- To establish who a person is, and their eligibility to access the site to perform their role. Once established and approved they will be issued a Pass.
- Regulate the number of persons accessing the site and to achieve a high level of security by all stakeholders.
- Each person who comes onto site to fulfil a working role must be registered for a Pass.
- Ensure the needs of all stakeholders are adequately met, and to guarantee their enjoyment.

### **EXHIBITOR/CONTRACTOR PASSES WILL NOT BE GRANTED IN LIEU OF A ‘FREE TICKET’**

### Terms and Conditions:

- **Each individual must use their unique work email to register for an Exhibitor/Contractor Pass (ie. joe@theplumbingshop.com.au). Those who do not will be contacted by the Organiser and denied access.**
- All Exhibitor/Contractor Pass requests will be reviewed by the Organiser. We will contact you if we feel the numbers requested are outside a reasonable range for your stand size.
- Exhibitor/Contractor Passes are non-transferrable amongst staff
- Improper or unauthorised use of an Exhibitor/Contractor Pass may result in the pass being cancelled by the organiser and entry refused

### Requests:

Exhibitor/Contractor Passes can be requested via the Online Exhibitor Portal.

Links to register your Exhibitor/Contractor Passes will be sent via email by Friday 7<sup>th</sup> July. The **registration deadline is Thursday 3<sup>rd</sup> August.** *Please make sure you check you ‘Junk’ folder.*

Once registered each staff member will be sent a confirmation email with a QR coded ticket. This is to be taken to the LUP Ticketing Desk on the first day of site access and exchanged for an Exhibitor/Contractor Pass.

This pass must be always worn and scanned upon every entry/exit to the event site, including the move-in and move-out period.

During the operating days of the show, exhibitors and their staff can enter the Melbourne Showgrounds from 8:00am. If you require early access (i.e. before 8:00am) please come to the Organisers Office the day prior to arrange this; security will not allow early entry without prior permission from the Organiser.

**NB: Additional passes required once onsite must be registered at the Organiser's Registration Desk.**

## FIRST AID

During the show hours a Registered Senior First Aider will be on duty, for move-in & move-out a qualified First Aid Officer will be on duty.



All accidents, incidents and near misses should be immediately reported to the Organisers Office.

### **Closest medical locations**

1. The Royal Melbourne Hospital - 300 Grattan St, Parkville 3052 -03 9342 7000
2. Guardian Medical Centre Flemington - Shop 1, Showgrounds Village Shopping Centre, 320 Epsom Rd, Flemington 3031 - 03 9372 3600,

The person reporting the incident must also keep a written record of time of incident, date, place and any other relevant details regarding the incident. This person must follow up to ensure the appropriate action is taken. All contractors are to hand in a copy of their incident reports on a daily basis with a complete report at the end of the show to the organisers.

***NB: Remember if you are feeling unwell, do not attend the event, stay at home and follow the advice of your GP.***

## FORKLIFT & FREIGHT HANDLING

***Forklifts are not included in your cost of participation, and we strongly recommend all exhibitors to book their forklift requirements ASAP to avoid delays onsite. To arrange a forklift before coming onsite, please refer to the Freight and Materials Handling form located in the Exhibitor Portal.***



GEL Events have been appointed the official contractor for both **domestic and international freight forwarding**. GEL Events can ensure that your product, display and stock are in the right place, at the right time, providing a complete transport, materials handling & storage service.

GEL Events provides a complete service including monitoring of freight from your doorstep right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met.

GEL will have a service desk onsite near the side bi-fold of Pavilion 1. Security can direct divers to their desk.

**GEL may be instructed by the Event Organiser to remove any freight still onsite at the end of tenancy back to a local GEL depot, at the expense of the exhibitor/contractor.**



## FURNITURE

**Exponet** is the official supplier of furniture and display accessories. Please see the ExpoNet Services form located under Operational Forms in the Exhibitor Portal.

For information on the Organiser supplied furniture packages:

**Sales Manager – Ben Morrison**

T: (03) 9321 6751

E: [bmorrison@etf.com.au](mailto:bmorrison@etf.com.au)

## LIGHTING & POWER

**Exponet** is the official supplier of electrical requirements for the show. All power **must** be ordered through the show appointed electrical contractor. Under no circumstances can connections be made directly to any pit power. Any direct connection to pit power, not managed through **Exponet** may result in the power being cut off.

### **'Shell Scheme' stands**

- 2 x 120 watt spotlights per 9sqm (mounted on light track inside fascia)
- 1 x 10 amp power point per stand (located in rear corner unless stated otherwise)



### **'Space Only' stands**

Power or lighting is NOT included in your stand package. If you require power or lighting you can order under Operational Forms in the Exhibitor Portal.

### **Test and Tagging**

All portable equipment, appliances and leads used on the Melbourne Showgrounds site must be tested and tagged in accordance with the Workplace Health and Safety Regulations and Australian Standard 3760-2000. **JAE Australia** will be onsite to test and tag exhibitors equipment during the move-in period of the show. This is covered in the cost of your participation at the show. Any electrical equipment found to be untagged **MUST** be tested or removed from the site immediately.

### **24 Hour Power**

Exhibitors requiring 24 hour power must notify the Organiser prior to move-in. For those who do not require 24 hour power, please ensure that your stands power board is easily accessible so it is easy to turn your power on and off at the beginning and end of each night.



### **IMPORTANT INFORMATION**

- Halogen lights must be fitted with appropriate safety glass
- The use of double adapters is prohibited onsite
- Do not remove danger tags from the electrical equipment – this is breach of the Workplace Health and Safety legislation
- Any person who suffers from an electrical shock from any piece of electrical equipment **MUST** report the incident **IMMEDIATELY** to the Organisers Office.

## NOISE & POWER

In order to bring spruiking back to its original purpose, we will be enforcing rules on spruiking. Spruiking should be kept below 80 decibels to enable all visitors to enjoy their experience at the show and to allow other exhibitors to communicate effectively with their clients. Spruiking should not be used to attract visitors from other exhibition stands. Under no circumstance can spruiking be assisted by amplified sound. Please do not organise to have a speaker and microphone system setup on your stand for the intention of spruiking.



## ONSITE EXHIBITOR SALES

Exhibitors are encouraged to only accept contactless payments via card or phone. Receipts are to be issued to the buyer by email, where possible to enable the goods to be removed from the site. The receipt must include the exhibitor's company name, together with the value and number of items purchased.

## ORGANISER'S OFFICE

The Organiser's Office is located towards the front of Building 3. The office will be open from 7am during move-in and show days.

## OUTDOOR STANDS

To assist exhibitors with their outdoor displays, **No Fuss Event Hire** can supply a range of pagoda packages. Please refer to the **No Fuss Event Hire** contact details above

Exhibitors on outdoor stands that are providing their own Marquees or Temporary Structures are required to provide the size and specifications of the structure and the position of the structure on the stand, please forward these to [Tori tvella@etf.com.au](mailto:Tori.tvella@etf.com.au).

**NB: Marquees over 100sqm are required by the Melbourne City Council to have engineering sign off.**



**ALL outdoor structures must be weighted in accordance with the Hire and Rental Industry Associations – Temporary Structure/Marquee Weighting Guide. This guide has been produced to offer guidance with regards to the safety and stability of marquees or temporary structures in outdoor areas. This guide can be downloaded from the HRIA webpage - [Information Sheets \(hireandrental.com.au\)](http://hireandrental.com.au)**

## PARCEL PICKUP

The Organiser will again be operating a free parcel pick up service. The parcel pick-up area will be located near a show entrance. Visitors may then bring their cars close by to load their items. Exhibitors should encourage visitors to use this free service. Visitors leaving items in the parcel pick up must present an invoice for all items before they can be left in parcel pick-up. Visitors will then be issued with a ticket that will match a ticket attached to their item(s); visitors must present the matching ticket when collecting their items.

**TIP!** Parcel pick up is for **Day Use Only**. Visitors **MUST** collect parcels by the end of each show day.



## PA SYSTEM

The Public Address System is for use by the organiser for official announcements only. It is not available for exhibitor or visitor messages, except in cases of emergency.

## PLANTS & GREENERY



Green Event is the preferred supplier of plants and greenery. They can assist exhibitors with a wide range of quality products and services at competitive rates. Please refer to the '**Plants and Greenery**' form located in the **Operational Forms** of the Exhibitor Portal.

## PUBLICITY AND PR

As a part of the extensive marketing campaign for the show, many trade publications and press will feature the show. The Organiser welcomes information relevant to your display that may be valuable to our PR and marketing campaign. Please send details through to:

**Marketing Executive – Chase Stanmore**

T: (02) 9556 7983

E: [cstanmore@etf.com.au](mailto:cstanmore@etf.com.au)

## PUBLIC LIABILITY INSURANCE

As per the **Exhibition Contract Terms and Conditions**, all contracted exhibitors and co-exhibitors are required to have the following insurance coverage to be able to exhibit and work at the show.

**Your Public Liability Insurance policy MUST include the following:**

- Your Company Name
- Policy Number
- A minimum of \$20,000,000 cover
- Interested Parties – **Exhibitions and Trade Fairs Pty Ltd**
- The name of the show – **National 4x4 Outdoors Show 2023**
- The name of the venue – **Melbourne Showgrounds**
- Expiry date of cover – **MUST cover Wednesday 16<sup>th</sup> - Monday 21<sup>st</sup> August 2023**

**If you are unable to provide us with a certificate with the above requirements, you have the option to purchase Public Liability Insurance via the Organiser's Insurance Broker for \$250.00 (+ GST).**

Please ensure you upload your PLI to the '**Public Liability Insurance**' form in the Exhibitor Portal, or email a current copy of your certificate of currency to Tori at [tvella@etf.com.au](mailto:tvella@etf.com.au) before the 1<sup>st</sup> August.

## PUBLIC TRANSPORT

The Melbourne Showgrounds is easily accessible by tram, bus, train, or taxi.



**Tram** Route 57 tram (West Maribyrnong to Elizabeth Street, City)

- Stops at stop 32 (Showgrounds Village Shopping Centre on Epsom Road)

**Bus** routes that travel past the Melbourne Showgrounds are:

- **Bus No. 472** (Williamstown to Moonee Ponds) stops along Langs Road.
- **Bus No. 404** (Footscray to Moonee Ponds) stops on the corner of Epsom and Ascot Vale Roads.

**Taxi**

- [Black and White Cabs](#) Ph: 13 32 22
- [Yellow Cab](#) Ph: 13 19 24

NB: The Department of Transport will be arranging for additional train services running from Southern Cross Station to the Melbourne Showgrounds, 30 minutes before the event start time until 30 minutes after the event conclusion on **Saturday & Sunday** with a frequency of 15-20 minutes.

An additional four Tram services will be scheduled to run along Tram Route 57 on all 3 event days (Friday to Sunday). Route 57's current frequency is every 8-12 minutes and these additional services will allow Yarra Trams to run a 7-10 minute frequency during the peak periods of the event.

## REMOVAL OF GOODS

Exhibitors cannot remove goods from the site during the open days of the show without obtaining a Goods Removal Form. If you require a form, please see the Organiser's Office onsite where this will be issued. Whilst this may seem inconvenient, it is in your best interest.

## RULES & REGULATIONS

To assist you with your planning, here are some guidelines that must be adhered to.

**Stand Perimeter Structures**

- For each side of your stand (perimeter) that is located on an aisle, exhibitors must not build a solid structure which is longer than 50% of each side length.
- On any one length of your stand, where your perimeter shares with another exhibitor or with a venue wall, a solid structure must be built to 100% of the length of that side.
- On any one length of your stand where your perimeter shares with another exhibitor, the maximum height of this wall is 2.5m. Exhibitors may build higher, subject to the Organiser's approval.
- Branding or colours (except black and white) is prohibited on the reverse of walls or structures that share a perimeter (common wall) with another exhibitor

### **Aisles**

- Under no circumstances can any exhibitor display be allowed to encroach into the aisles. Please remember to keep your entire exhibit inside your stand
- During move in and move out, there will be nominated aisles which **MUST** be kept clear at all times
- These aisles must be kept clear to ensure clear routes are accessible to emergency exits, and also to allow forklifts and deliveries for stands clear passage. A floor plan marking these aisles will be available when you arrive to set up your stand during move in

### **Animals**

- Animals are not permitted within the show buildings or grounds at any time – with exception of service dogs

### **Balloons**

- Helium balloons are not permitted on a stand or exhibit. Balloons without helium are permitted onsite at the show

### **Construction Materials**

Any material used for stand construction or display purposes must conform to the following:

- Non-combustible materials
- Inherently non-flammable materials. Must not be capable of emitting toxic fumes should ignition occur
- Flame-proof fabrics
- Self-extinguishing plastic materials
- Plywood, hardwood, pulpwood or fibre board rendered flame-resistant by a process of impregnation
- Water-based, where applicable, e.g. adhesives and paint
- Use of readily flammable materials is strictly prohibited including crepe paper, corrugated cardboard, styrene, or synthetic materials such as plastic
- Materials used in any part of the premises accessible to the public must be rendered non-flammable including curtains, sets, scenery, overhead structures, decorations, etc. and have a minimum spread of flame and smoke. Certified proof of fire rating must be provided to venue prior to the period

### **Dynamic Exhibits**

- All moving machines must be fitted with safety devices when the machines are in operation. These safety devices may be removed only when the machines are disconnected from the source of power. Working machines must be placed at a relatively safe distance from visitors. Use of safety guards is compulsory. Any machinery or apparatus displayed on the premises shall only be demonstrated within the booth, operated by qualified persons and shall not be left running without the proper supervision of such persons. Motors, engines, or power driven machinery may not be used without adequate protection taken out by the exhibitor against risk of fire. The operation of compressors, sprayers, auto trucks and similar plants powered by internal combustion engines is prohibited. Vehicles with steel tracks must have rubber mats fitted to ensure no damage to the venue.

***For more information about vehicle display regulations please see section “Display Vehicles”.***

## **Egress**

Any door incorporated into the stand, not providing an alternative means of egress (such as a door to a meeting room) is to have a sign affixed and labelled "NO THOROUGHFARE".

## **Electrical**

24 Hour Power: If power is required to stay turned on overnight each night; please contact Connor Watson at [cwatson@etf.com.au](mailto:cwatson@etf.com.au)

## **Exhibitor Behaviour**

Each exhibitor is responsible for their own actions. Any verbal aggression shown can result in being denied access to the venue.

## **Flooring & Ramping**

- All space only stands must ensure the entire stand space has floor covering
- All floor coverings must be secured and maintained so that they do not cause a trip hazard
- Fixing of floor coverings to the building floor may only be carried out using approved tape. Other forms of fixing to the building floor, such as cable clips, nails, screws and bolts are prohibited. The exhibitor is responsible for the removal of all tapes and residue marks after the show
- 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 stand boundary. Ramps may not protrude into the gangways / aisle ways, so they must be included in the stand space
- 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
- The raised floor sections or ramps must not contain sharp or dangerous edges and must not cause a trip hazard and disabled access must be provided to the stand
- All steps must have a non-slip finish throughout or an adequate non-skid strip near the edge of each step riser
- A balustrade or other barrier must be provided on all raised structures to which your staff or the public have access. Such barrier, to be on the perimeter and not less than 1m in height and preclude the opportunity to exit under the balustrade. This need applies to any floor, which is raised beyond 1m from the surrounding horizontal surfaces plus all stairways, ramps, corridors, balconies, mezzanines etc. except at the perimeter of a stage

## **Prohibited Activities**

The following activities are strictly prohibited:

- The use of fireworks both inside and outside the exhibition building, loading dock, courtyard and auditorium
- The disposal or display of dangerous materials, e.g. flammable and explosive or harmful material
- The use of grinders, lathes, arc and autogenously welding equipment blow torches or cylinders
- Installations which include fixing plugs, drill bits or screws of any type
- The use of elements or similar items that generate a heat source, sparks or radiation, and which would be sufficient to catch fire
- It is prohibited to saw, paint and carry out any activity that could damage the floors, walls or ceilings of the venue
- Working under the influence of drugs or alcohol is strictly prohibited

## **LPG**

### **The use or storage of LPG cylinders indoors is prohibited.**

The Melbourne Showgrounds venue policy is to prohibit the use and storage of LPG cylinders within the venues.

Outdoor stands using LPG shall comply with the following guidelines:

- All installations must comply with all state and federal statutory regulations and current Australian standards covering installation, dangerous goods and equipment
- The installation and connection is to be carried out by an installer with the appropriate license
- Storage cylinders are not to exceed 45 kg
- Cylinders and connections are to be protected from accidental damage and impact
- Authorised personnel only are to operate control devices
- All gas cylinders are to be removed from the premises at the end of each day
- All sections of the gas storage and reticulation are to be inaccessible to the public

## **Overall Show Floor Plan**

The plan which the Organiser provides you initially and those plans found on websites are sales tools only and they may not plot any structures such as walling, pillars, doors etc. Please ensure you contact the Organiser via Connor at [cwatson@etf.com.au](mailto:cwatson@etf.com.au) for the detailed build plan prior to designing your stand to determine the exact locations and dimensions of these structures.

## **Roofs within a Stand Structure**

A stand that has a roof or ceiling fitted is required to provide additional fire protection equipment, such as the fitting of a smoke detector and portable CO2 extinguisher. In some cases an extension of the existing sprinkler system will be required. A stand design will also be required for approval by the Organiser.

## **Smoke Detector Isolation**

Smoke Detector Isolation is prohibited without a written request to Melbourne Showgrounds seven (7) days prior to the commencement of the period. During all smoke detector isolations, a Fire Warden approved by the VIC Fire Brigade must be in attendance within the isolated area. Costs of the Fire Warden will be at the expense of the exhibitor.

## **Smoke Machines**

Smoke and/or Fog Machines of any variety may be demonstrated at the discretion of the Organiser ONLY. Exhibitors are advised that emissions must be, as far as practical, contained within your stand and not aimed into aisles, public areas or into neighbouring stands. Venue approval is also required for any use of smoke machines to provide smoke detector isolation.

NB: All venue buildings are fitted with smoke detection systems.

## **Structural Engineer's Certificate**

For multiple storey structures, the Organiser requires the stand builder to provide drawings showing all features, including access / egress points and stairways, plus elevators. Full dimensional drawings are required, plus a structural engineer's certificate for perusal and appraisal.

A structural engineer's inspection and further certification is required once any multiple storey structure is built on-site. This further / second certificate must be provided to the Organiser onsite.

In cases where a stand design looks like it does not comply with the Organiser's requirements, the Organiser will require the stand builder to obtain a structural engineer's certificate to verify the integrity of the structure or compliance with the Building Code of Australia.

### **Venue Regulations**

- Vehicles are permitted onsite during the move-in process however there is a 30 minute unloading limit around the venue. Please use hazard lights and ensure you have a spotter when moving around the site
- Any damage to the venue caused by an exhibitor will be charged back to the exhibitor
- Pyrotechnics are not permitted on a stand or exhibit
- Nothing is to be taped, tacked, stapled or otherwise affixed to any surface of the venue – this includes no core drilling or fixing into the floor
- Vehicles with steel tracks must have rubber mats fitted to ensure no damage to the venue
- All moving vehicles must be fitted with safety devices when machines are in operation
- **There is no pegging on grassed areas**

### **Key Workplace Health and Safety guidelines to comply with:**

- When using a ladder or step ladder, standing on the top rung is NOT permitted (Chairs or other platforms are not acceptable)
- Stairs and ramps must comply with the appropriate regulations. All stands MUST be wheelchair accessible – loose wooden boxes, plastic crates or plastic steps at ground level that are not secured properly are NOT permitted
  - Risers must be minimum 115mm to maximum 190mm
  - Goings must be minimum 250mm to maximum 355mm
  - All raised floors with a height 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 stand boundary
  - Ramps may not protrude into the nominated aisle ways, so must be included in the stand space
- Visitors to the workplace must obey safety directions and comply with the standards applied in that workplace
- All electrical items used at the show must be tested and tagged (see section lighting and power) and halogen floodlights must be fitted with appropriate safety glass
- The use of double adapters is prohibited onsite
- Do not remove any danger tags from the electrical equipment – this is a breach of the Workplace Health and Safety legislation
- Employers are required to ensure that the workplace is safe for their employees
- Any person who suffers an electrical shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Organisers Office
- Look out and be aware of slip hazards; fluids, spills etc.



## SAFETY VESTS

Approved safety vests are mandatory for all contractors and exhibitors to wear during Move In/Out periods.

Failure to do so may result in entry refusal/removal.

The Organiser will provide unused safety vests at each venue entrance and the cost is included in the administration fee charged to each exhibitor. However, you are encouraged to provide your own.



For hygiene reasons please keep your safety vest until the end of the show.

## SECURITY

Security will be in attendance during the move-in, show days and move-out periods. Whilst we take all reasonable precautions for the show, your best security is the diligence of your staff. To minimise the risk, take the following precautions to reduce the risk of theft from your stand:



- Make sure your staff leave your stand at night with all your products packed away, locked up and covered.

- Avoid bringing valuable personal items while working, carry them on you at all times if you require these.

- Protect your databases and visitors you have recorded for following up post event.
- Be sure you have adequate insurance to cover your stand, your stand and goods are not covered by the organiser's insurance.
- Always report any thefts that occur onsite.
- Keep an eye out for anyone behaving suspiciously and report them immediately to the organiser's office.
- Wear your exhibitor pass at all times, including during the move-in and move-out periods of the event.
- During move-out make sure you leave all your products / stand display packed, wrapped and ready for transport with the appropriate address label on it
- Whilst your car is parked don't leave valuables in plain view in your car
- Don't leave your stand unprotected while there are valuables on view – don't think that you have nothing worth stealing.

## SHOW GUIDE

This year the Show Guide will again be digital. With a fully optimised online experience packed with features to maximise both the visitor experience and your exposure to the visitor audience.

Features include:

- Enhanced online Exhibitor Directory
- Online Product Directory

- Online Deals Directory
- Online Program Schedules
- Favourites feature for visitors to favourite exhibitors, products and sessions and download or email their favourites list
- Featured Exhibitors carousel on Melbourne homepage for exhibitors with a Premium marketing package

Now that everything is online, you also will only need to supply one exhibitor and product listing using the Exhibitor Zone on our website.

## SMOKING

**Melbourne Showgrounds maintains a strict “No Smoking” policy – please ensure that all your staff and contractors are aware of this.** The only designated smoking area is near the Grandstand.



## SOCIAL MEDIA

Our show is engaged in social media on a daily basis, we use Facebook, Twitter, Instagram, LinkedIn and YouTube and encourage you to please ‘Like’ our pages and share event news. If you would like to provide us content for our social media platforms (based on your marketing package), please visit the Exhibitor Zone.



## SOLICITING

Exhibitors are asked to immediately advise a security guard or an organiser of anyone soliciting for business during the show that is not an exhibitor. If visitors are found soliciting for business they will be removed from the show immediately. We will not tolerate sellers taking up exhibitors valuable time or non-exhibitors approaching visitors.

## SPONSORSHIP OPPORTUNITIES

A range of sponsorship opportunities are available to maximise your brand exposure to our highly targeted enthusiast audience.

For more information on our available sponsorship opportunities, please contact:

**Sales Manager – Ben Morrison**

**T:** (03) 9321 6751

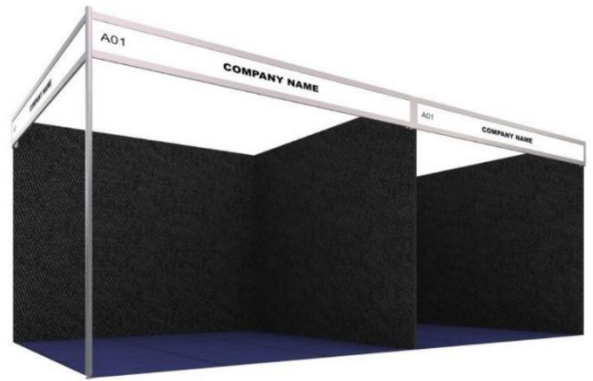
**E:** [bmorrison@etf.com.au](mailto:bmorrison@etf.com.au)

## STAND DESIGNS (SHELL SCHEME & SPACE)

### SHELL SCHEME PACKAGE

If you have bought a **Shell Scheme package** each stand includes:

- 2 x 120w arm lights (per 9 SQM)
- 1 x 10 amp power point
- 2.4 high black walls
- Blueberry coloured carpet (aisles of the exhibition will be charcoal)
- Fascia sign (black text with show logo)



To submit the correct name for your fascia sign please complete the 'Stand Display – Shell Scheme' form in the Exhibitor Portal by **Monday 31<sup>st</sup> July**. Please note **Exponet may charge late fees for any late submissions or changes after this date**.

### SPACE ONLY PACKAGE & CUSTOM BUILT STANDS

If you have purchased a **Space Only package** this includes the floor space only. If you require walling, carpet, power or lighting etc. you will need to order these, please contact the Organiser to discuss.

All stands are required to have carpet or floor covering as a bare minimum. As this is a professional consumer marketing event, you will need to display your product in the most professional manner. **Bare concrete sites are therefore not permitted.**

**ALL STAND DESIGNS** must be submitted to Tori [tvella@etf.com.au](mailto:tvella@etf.com.au) for approval by **Monday 31<sup>st</sup> July** with the below:

- Heights of varying structures
- Flooring types and heights (ramp gradients and disabled access specs)
- Rigging concepts and specs (includes weights, truss layout and specs)
- Overview layout with measurements
- Stand positioning to neighbouring stands
- The position of any display vehicles on your stand

All stands designs must conform to the Building Code of Australia (BCA) and the Melbourne Showgrounds requirements. Exhibitors are responsible for the observance of all statutory regulations and are liable for any monetary penalty should such be incurred for non-compliance of any description.

- Stand designs cannot be modified/alterd without written approval after submission.
- If designs have not been approved in writing by the Organiser and/or contravene the display regulations they will have to be modified on-site, before the show opens.

## STAND BUILDERS

- External stand builders are permitted, provided the contractor has been approved by the Organiser.
- All works must be carried out in accordance with the Exhibitors contract.
- All contractors **must** provide:
  - o Public Liability Insurance (see “Public Liability Insurance”)
  - o Workers Compensation Insurance prior to arriving onsite.
  - o Safe Work Method Statement
  - o Full contact details incl. after hours numbers

All contractors are to report to the Organisers Office before any work is commenced and they must wear the appropriate protective clothing at all times. The site will be restricted to authorised personnel only. Please note that all contractors will be responsible for providing Australian Standards approved safety vests for their workers. Please refer to the details under “Safety Vests” for more information.

## STORAGE

**There is no storage available onsite for stock.** Exhibitors are responsible for the removal and storage of such items from the exhibition halls. Replacement stock in boxes must not remain on the stand in view of visitors during the show and must not hinder access to aisle ways or fire escapes. Exhibitor items must not be placed in front of fire escapes at any time including during the set-up and dismantling period of the show. Please arrange for your empty cartons and boxes to be taken off site.

## TOILETS

Standard & accessible toilets are in the following locations:

- Building 1, 3 & 5 (inside the café)
- Grand Pavilion on the Boulevard (accessible toilet)
- The Rustlers Room



Please refer to Event Maps for exact locations.

## VEHICLES

Trucks and trailers cannot be parked inside the grounds, even temporarily, unless by prior arrangement with the organisers. Although buildings within the grounds may look unused, it does not mean you can park there.

## VENUE SERVICES

Exhibitors can book directly with the Melbourne Showgrounds the below services:

- Catering Accounts
- Food & Beverage Sampling & Selling
- On Stand Catering
- Water/Waste/Gas
- Wired & Wireless Internet Services

Please contact Eloise directly.

T: 0447 718 774

E: [eloise@melbourneshowgrounds.com](mailto:eloise@melbourneshowgrounds.com)

**APPLICATIONS WILL CLOSE 4<sup>th</sup> August 2023**

## WEBSITE

Included in your cost of participation at the show, your company name will be listed on the official show website <https://4x4show.com.au/melbourne> with your stand number and company biography. For the first time ever, you will be able to upload products and deals which will be displayed to visitors of the website as a Product Directory and Deals directory.



You can enter all of this information using the new Marketing Zone on the event website. For more information on how to use the new Exhibitor Zone visit: <https://4x4show.com.au/melbourne/exhibitor-zone>

## WORKPLACE HEALTH & SAFETY

The policy of the Organiser is that each of its employees, clients, contractors, and service providers shall be provided with a safe and healthy place to work. To achieve this, we will make a concerted effort in areas of accident prevention, including hazard control and removal, injury protection and health preservation to every practical extent.



Please ensure you read and complete the **'WORKPLACE HEALTH AND SAFETY'** form in the Exhibitor Portal, this is a mandatory requirement before coming onsite.

Exhibitors, staff, contractors previously inducted at the Showgrounds can access the induction portal via [www.whsmonitor.com.au](http://www.whsmonitor.com.au) using your email address as your username. Insurance information and induction refreshers can then be completed. For first time visitors to the Showgrounds, businesses can register via [Showgrounds induction registration link](#)

### **Inductions:**

All Exhibitors, staff and contractors are required to complete the Melbourne Showground on-line WHS Induction prior to commencement of work at Melbourne Showground. The on-line induction will assist you in exercising your duty of

care under the WHS Legislation by informing your staff, and PCBU's about safety practices specific to Melbourne Showground.

Course Link: [2023 Exhibitor/Contractor Induction](#)

Step by step instructions can be found in the Exhibitor Portal.

TASK	RESPONSIBILITY	WHEN	DONE
If you are <b>feeling unwell</b> , do not come to the event site.	ALL	At all times	
*RASV WHS Induction	All	Prior to Move in	
*RASV Contractor WHS Induction	All Contractors	Prior to Move in	
All vehicles <b>must be directed in by an ETF staff member or security</b> . When driving through buildings and sites, vehicles are to be driven at walking pace only	All	Move-in / Move-out	
Alcohol consumption is not permitted onsite	All	Move-in / Move-out	
Day / Night standard Safety Vests <b>must be worn at ALL TIMES</b> during <b>move-in and move-out</b>	All	Move-in / Move-out	
Test and Tag ALL your electrical leads	All	Prior to Move in	
Fire Extinguishers and drip trays are required for display vehicles in indoor venues and on the main arena grassed areas - see display vehicles section for more information.	All	Prior to Move in	