



# Global Resources Innovation Expo

## A-Z EXHIBITOR MANUAL

## WELCOME

Welcome to the A-Z Exhibitor Manual for GRX25, which forms a key part of the online Exhibitor Information Manual (EIM).

On the next page there is a table of contents to help you navigate the manual. We encourage you to take advantage of every resource highlighted in this manual and use it with the EIM to enhance your overall exhibitor experience.

Should you need any assistance at all we are here to help! Please contact the Exhibitions and Trade Fairs (ETF) show team below.

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## OFFICIAL AND PREFERRED SUPPLIERS

There are two types of suppliers servicing GRX25 listed alphabetically below

- **Official Suppliers:** Exclusive suppliers required by venue or event regulations.
- **Preferred Suppliers:** Suppliers recommended to exhibitors. If you choose an alternative supplier, they must comply with Venue and Event Regulations outlined in this document.

<b>Accommodation</b> <i>Preferred Suppliers</i>		<b>Ozaccom</b> T: 07 3854 1611 E: <a href="mailto:ozaccom@ozaccom.com.au">ozaccom@ozaccom.com.au</a>
<b>Audio Visual</b> <i>Preferred Suppliers</i>		<b>Exhibitor Services</b> <b>Brisbane Convention &amp; Exhibition Centre</b> <b>P</b> +61 7 3308 3536 <b>E</b> <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> <a href="#">Order here</a>
<b>Catering</b> <i>Official Supplier</i>		<b>Exhibitor Services</b> <b>Brisbane Convention &amp; Exhibition Centre</b> <b>P</b> +61 7 3308 3536 <b>E</b> <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> <a href="#">Order here</a>
<b>Cleaning (On Stand)</b> <i>Official Supplier</i>		<b>Exhibitor Services</b> <b>Brisbane Convention &amp; Exhibition Centre</b> <b>P</b> +61 7 3308 3536 <b>E</b> <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> <a href="#">Order here</a>
<b>Custom Stand Design &amp; Construction</b> <i>Preferred Supplier</i>		<b>ExpoNet</b> T: (02) 9645 7070 E: <a href="mailto:esd@ExpoNet.com.au">esd@ExpoNet.com.au</a> <a href="http://www.ExpoNet.com.au">www.ExpoNet.com.au</a>
<b>Electrical (Connections)</b> <i>Official Supplier</i>		<b>ExpoNet</b> T: (02) 9645 7070 E: <a href="mailto:esd@ExpoNet.com.au">esd@ExpoNet.com.au</a> <a href="http://www.ExpoNet.com.au">www.ExpoNet.com.au</a>
<b>Furniture</b> <i>Official Supplier</i>		<b>ExpoNet</b> T: (02) 9645 7070 E: <a href="mailto:esd@ExpoNet.com.au">esd@ExpoNet.com.au</a> <a href="http://www.ExpoNet.com.au">www.ExpoNet.com.au</a>
<b>Freight Forwarding</b> <i>Preferred Supplier</i>		<b>GEL Events</b> Nathan Kyne <a href="mailto:nathan@gevents.com.au">nathan@gevents.com.au</a> M: 0404 857 115 <a href="#">Order here</a>
<b>Logistics – Onsite (Loading Dock Access and forklifts)</b> <i>Official Supplier</i>		<b>GEL Events</b> Nathan Kyne <a href="mailto:nathan@gevents.com.au">nathan@gevents.com.au</a> M: 0404 857 115 <a href="#">Order here</a>

<b>Lead Trackers</b> <i>Official Supplier</i>	 <b>EXHIBITIONS &amp; TRADE FAIRS</b>	<b>Stephanie Pou</b> Sales Executive   Exhibitions & Trade Fairs E: <a href="mailto:spou@etf.com.au">spou@etf.com.au</a> P: +61 2 9556 8755
<b>Rigging &amp; Banners</b> <i>Official Supplier</i>	 <b>BRISBANE CONVENTION &amp; EXHIBITION CENTRE</b>	<b>Exhibitor Services</b> <b>Brisbane Convention &amp; Exhibition Centre</b> P +61 7 3308 3536 E <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> <a href="#">Order here</a>
<b>Shell Scheme (Printed Panels)</b> <i>Official Supplier</i>	 <b>EXPONET</b> EXHIBITION & EVENT SERVICES www.exponet.com.au	<b>ExpoNet</b> <b>Varsha Kumar</b> E: <a href="mailto:varsha@exponet.com.au">varsha@exponet.com.au</a>
<b>Signage</b> <i>Preferred Supplier</i>	 <b>COLEMAN GROUP</b>	<b>Coleman Group</b> P 02 9748 9222 (Ext: 208) E <a href="mailto:rhowes@colemangroup.com.au">rhowes@colemangroup.com.au</a>
<b>Internet</b> <i>Official Supplier</i>	 <b>BRISBANE CONVENTION &amp; EXHIBITION CENTRE</b>	<b>Exhibitor Services</b> <b>Brisbane Convention &amp; Exhibition Centre</b> P +61 7 3308 3536 E <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> <a href="#">Order here</a>

Note: ETF discloses that it may receive remuneration or other benefit(s) from one or more of the Suppliers listed as Official or 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, instead of a Preferred Supplier, as long as they comply with insurance, event rules and regulations outlined in the online Exhibitor Information Manual. No recommendation or assurance is given by ETF or Austmine 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.

# EXHIBITION SCHEDULE

Dates	Event Hours
TUES 20 MAY 2025	Various Workshop Times
WED 21 MAY 2025	08:30 - 17:30
THUR 22 MAY 2025	08:30 - 17:30

	Date	Hours	Activity
MOVE IN	TUESDAY MAY 20 <sup>th</sup>	10:00 - 23:00	<ul style="list-style-type: none"> <li>• <b>Space Only</b> exhibitor Move In from 10:00</li> </ul>
		14:00 - 23:00	<ul style="list-style-type: none"> <li>• <b>Shell Scheme</b> Move In from 14:00</li> </ul> <p><b>*ALL STAND BUILD MUST BE COMPLETED BY 23:00</b></p>
	TUESDAY MAY 20 <sup>th</sup>	17:00 - 18:30	<ul style="list-style-type: none"> <li>• <b>Welcome Networking Drinks</b> (by invitation only) <i>(Great Hall Mezzanine Concourse)</i></li> </ul>
EVENT DAYS	WEDNESDAY MAY 21 <sup>st</sup>	07:30 - 08:30	Hall Access for Exhibitors. Stands must be staffed by 08:00
		08:30 - 17:30	<ul style="list-style-type: none"> <li>• <b>Exhibition Open</b></li> </ul>
		17:30 - 18:30	<ul style="list-style-type: none"> <li>• <b>Post Conference Drinks</b> <i>(Exhibition Floor)</i></li> </ul>
	THURSDAY MAY 22 <sup>nd</sup>	07:30 - 08:30	Hall Access for Exhibitors. Stands must be staffed by 08:00
08:30 - 17:30		<ul style="list-style-type: none"> <li>• <b>Exhibition Open</b></li> <li>• <b>Closing Drinks</b> <i>(Sky Room)</i></li> </ul>	
MOVE OUT	THURSDAY MAY 22 <sup>nd</sup>	17:30 - 23:00	<ul style="list-style-type: none"> <li>• <b>All Exhibitor Move-Out</b></li> </ul> <p>Shell Scheme exhibitors must remove all their items from the walls and clear out any items from their stand by 19:00. <b>All exhibitor items must be removed from the venue by 23:00.</b> <b>There is no Friday access</b></p>

## EXHIBITOR REQUIRED FORM CHECKLIST

Below is a checklist to assist your completion of the online Exhibitor Information Manual (EIM).

Exhibitor Badges	Deadline		Completed
Exhibitor Badges	12/05/25	Required	<input checked="" type="checkbox"/>
Marketing Forms	Deadline		Completed
*See Exhibitor Zone for deadlines	Various	Required	<input checked="" type="checkbox"/>
Operational Forms	Deadline		Completed
Public Liability Insurance Upload, <i>Co-exhibitor insurance docs</i>	29/04/25	Required	<input checked="" type="checkbox"/>
Display Regulations/Stand Design 'Space Only' <i>stands</i>	29/04/25	Required	<input type="checkbox"/>
Onsite Contact Details <i>Who is the stand manager?</i>	29/04/25	Required	<input type="checkbox"/>
Arrival Time – Shell/Space	29/04/25	Required	<input type="checkbox"/>

\*Exhibitor Zone – Complete your Online Exhibitor Manual Listing here:

- Login: <https://www.grx.au/exhibitor-zone>
- How to use the exhibitor zone: <https://www.grx.au/exhibitor-zone-how-to-use-the-exhibitor-zone>

## ACCESS

GRX25 is being held at the Brisbane Convention & Exhibition Centre

### Venue Address:

Cnr Merivale and Glenelg Streets  
South Bank, Brisbane  
Queensland Australia



### Loading Dock Address:

Accessed via the service road off Glenelg St

### Move In / Move Out:

Exhibitor badges are not required during the exhibition move-in and move-out periods.

All personnel onsite during the move in and move out periods must wear enclosed shoes in order to access the exhibition. Please note: a high visibility safety vest is required if you are accessing the venue during move in and out, this includes the loading dock.

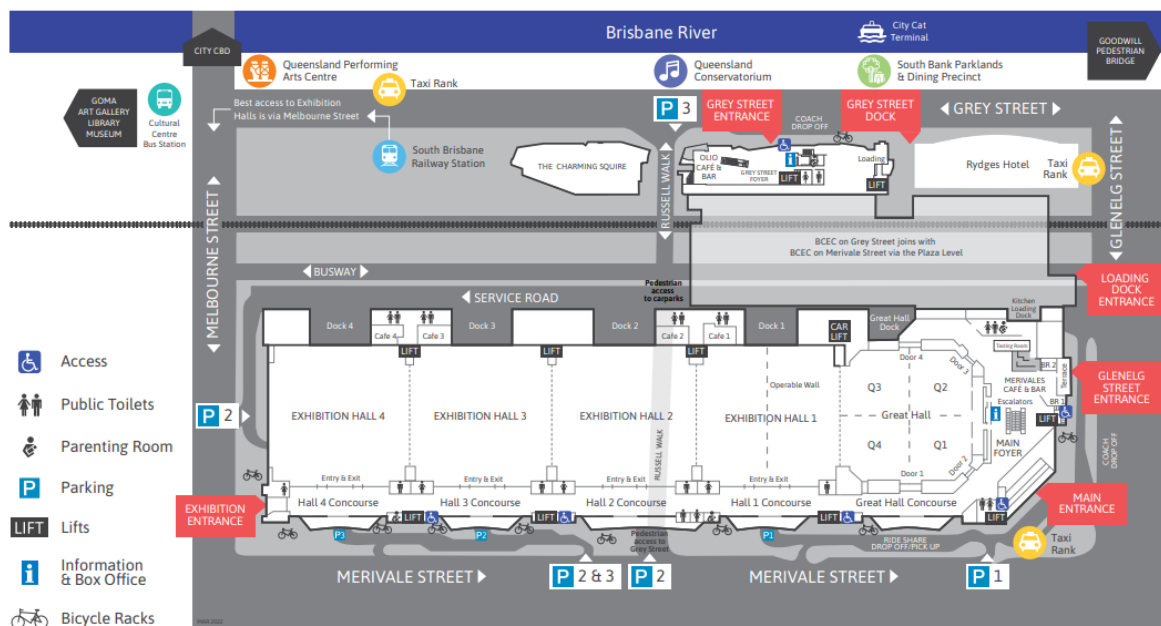
Exhibitors must not leave their freight unattended. Courier companies should be instructed to pick-up left-over freight at the conclusion of the event, with the presence of the exhibitor. The venue will not take responsibility for freight left after this time.



- If you require forklift services, this must be prebooked with GEL Events.  
Please contact Nathan: [nathan@gelevents.com.au](mailto:nathan@gelevents.com.au)
- Access to BCEC for exhibitors and contractors during move-in/move-out is via the service road off Glenelg Street.
- The service road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic.
- The entrance to the BCEC Car Park is located at the end of the service road past Exhibition Hall 4.
- Neither ETF, GRX25, BCEC or GEL Events will sign for exhibitor goods, please ensure someone is onsite to receive your freight.

# LOCATION AND ACCESS MAP

BCEC ON MERIVALE STREET AND GREY STREET



**OUR CITY, YOUR CANVAS.**

**BRISBANE CONVENTION  
& EXHIBITION CENTRE**

## Deliveries:

Delivery access begins **Tuesday, May 20, 2025**. The Exhibition Organiser (ETF), the Brisbane Convention & Exhibition Centre (BCEC) and event contractors are not authorised to sign for deliveries on behalf of exhibitors. Deliveries can be directed to the stand space, however if you require confirmation of acceptance for valuable items, we recommend you arrange for an agent or representative from your organisation to be present to receive and sign for your goods.

**Self-delivery and Couriers (bulky items):** to be delivered on the day of your move in only. BCEC Loading Docks can be accessed via the service road off Glenelg Street. Maximum of 15 minutes when parking on the dock. Exhibitors or the contracted Freight Forwarder are responsible for the transfer of goods from the loading dock to the event space, unless alternate arrangements have been arranged with the Event Organiser.

**Car Park (small items):** Small items can be carried in by hand or small trolley, park at the Centre and proceed to the event space. Large trolleys and freight are not permitted in guest lifts. Bulky freight should be moved in through the Loading dock.

## Event Days:

During exhibition days an Exhibitor badge must be worn by all Exhibitors and Delegates requiring access to the event.

## **The dress code for the exhibition is:**

- Move In and Move Out - to comply with Health & Safety Regulations, enclosed shoes must be worn and a high visibility safety vest if you are accessing the venue or loading dock.
- Exhibition Days - Business Attire

## **Note:**

- The consumption of alcohol is prohibited during the Move-In and Move-out periods of the event.
- Only bona fide workers normally covered by your insurance will be permitted on-site during Move-In and Move-Out. Staff not involved with preparing your stand, visitors, family and friends are also excluded during this period.



## ACCOMMODATION & TRAVEL

### Accommodation

Information to follow.

### Transport

- Plan your journey - [www.translink.com.au](http://www.translink.com.au)
- Walking distance - Approximately 3-5 minutes from all accessible public transport stops.

### Train

- Closest stop to the BCEC is the South Brisbane Station.

### Bus

- Closest stop to the BCEC is Cultural Centre Station.

### Ferry

- Closest stop to the BCEC is South Bank Ferry Terminal, 500m from the Brisbane River South Bank.

***BCEC has a designated taxi rank at the main entry at the corner of Merivale and Glenelg Streets.***

### Exhibitor Parking


There will be a \$18.00 discounted daily parking rate for exhibitors, redeemed at BCEC pay stations with an event specific QR code. Please note without this QR code, you will not be eligible to receive this discounted \$18.00 rate.

The QR code will be sent out via an Electronic Direct Message (EDM) two weeks prior to the event. The EDM will include the QR code. These are public car parks that can become full at any time, there is not guarantee that there will be space available for you to park. There are alternative parking stations at:

- 9 Cordelia St, South Brisbane (\$25/day, 4-minute walk)
- 64 Peel St, South Brisbane (\$22/day 6-minute walk)
- 37 Boundary St, South Brisbane (\$18/day 7-minute walk)

## AUDIO VISUAL (AV)

The Preferred Supplier for Audio Visual is:

 <p><b>BRISBANE</b> CONVENTION &amp; EXHIBITION <b>CENTRE</b></p>	<p><b>Exhibitor Services</b> <b>Brisbane Convention &amp; Exhibition Centre</b> <b>P</b> +61 7 3308 3536 <b>E</b> <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> <a href="#">Order here</a></p>
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## BUSINESS SERVICES (PHOTOCOPYING & PRINTING SERVICES)

Information Desks are located in the Main Foyer and Grey Street Foyer. Services include printing, photocopying and the sale of stationery items. For Exhibitor Services enquiries outside of business hours, please proceed to the Information Desk for assistance.

## CATERING / FOOD & BEVERAGE POLICY

Only BCEC Management and its representatives are entitled to bring into or provide or sell in the event facilities or the centre, food and beverages (whether alcoholic or not). However, if the nature of the event is such as to require it, exhibitors at an event may distribute food samples to visitors or guests at the Event, with the prior written approval of BCEC Management (which will not be unreasonably withheld).

Exhibitors without prior approval will not be able to provide samples. A Food & Beverage Sampling Request form

should be submitted through the online Exhibitor Portal. External supply charges may be applicable for the provision or sale of full-sized samples.

Once permission has been granted, the exhibitors must comply with legislative requirements, including acquiring a Temporary Food Stall Licence from Brisbane City Council (BCC). Please note the conditions of supply of liquor is governed by the Qld Liquor Act and Regulations.

The sampling activity must be the core business of the exhibitor, either demonstrating a food product or equipment. The sample must be given away free of charge to the patron.

Further:

- Items are those which registered members of the association buy wholesale in the normal conduct of business or are produced by equipment used in the normal conduct of their business.
- Liquid portions should not exceed 30% of what would be considered to be standard serving size.
- Solid food should be no larger than bite size; and

The exhibitor must be fully self-sufficient in this endeavour, particularly in relation to the Health Regulations outlined on the following page.

The following health requirements are applicable for exhibitor's stands from which samples of food or drink are promoted to the public.

A Permit may be required from Brisbane City Council and can be arranged through the Council directly. If you are unsure of the best point of contact, please liaise with the Exhibitor Services team.

Perishable packaged foods are required to be refrigerated.

Where unpackaged food is to be given away, openly stored, displayed and handled, the following facilities and services need to be provided:

- A hand basin with hot and cold water.
- A refrigerated display and/or storage cabinet if the food is perishable.
- Glass or Perspex screens or sneeze guards to protect food from contamination.
- A washable impervious floor e.g. sheet vinyl.
- Where serving implements or utensils are used, a separate sink with hot and cold water will be required.
- Where drainage and water are required, stands must be located with access to the appropriate service pits.
- All eating and drinking utensils must be disposable (paper cups, plastic spoons, plastic wine glasses) and must not be reused.

When food or drink samples are given away for promotional purposes:


- They must be offered in such a manner as to avoid being handled by the public e.g. portioned and toothpicks inserted.
- They should be protected from contamination, for example by the use of trays fitted with plastic covers.
- Condiments such as sauces and mustards are to be contained in squeeze type dispensers or individual sealed packets.

For other than food related exhibitions, cooking of food by Exhibitors is prohibited unless approved by the Centre. Early consultation with the BCEC Management is mandatory.

Exhibitors must provide receptacles for rubbish collection. These receptacles must be located within or near to the stand and the contents shall be disposed of in a manner approved by Centre Management.

All stands involved in the presentation of Food & Beverage must abide by the "Food Hygiene Regulations 1989". Please note extra cleaning charges may be imposed for the disposal and cleaning of food and beverage waste.

**Additional F&B service may be booked through the exhibitor portal or [here](#).**

 <p><b>BRISBANE</b> CONVENTION &amp; EXHIBITION CENTRE</p>	<p><b>Exhibitor Services</b> <b>Brisbane Convention &amp; Exhibition</b> <b>Centre</b> <b>P</b> +61 7 3308 3536 <b>E</b> <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> <a href="#">Order here</a></p>
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## CLEANING

The **Brisbane Convention & Exhibition Centre** is the Official Supplier of cleaning services.

Brisbane Convention and Exhibition Centre (BCEC) is responsible for all cleaning services at the event. Public areas, foyers and exhibition aisles are cleaned and rubbish bins are emptied daily.

Individual nightly stand cleaning must be pre-booked. This can be accessed by using the BCEC online ordering system. You can access this in the Venue Services form of the EIM.



## COMPETITIONS AND PRIZES

There are specific regulations in Queensland for exhibitors holding competitions at their stand.

While we encourage exhibitors to run competitions on their stands, exhibitors must not hold, or allow to be held, a sale by auction, lottery, raffle, guessing competition, game of chance or sideshow without the requisite permit and the prior written permission of the Organisers (ETF).



Any competition, trade promotion or art union conducted at or in conjunction with an exhibitor's stand must comply with the Charitable and Non-Profit Gaming Act 1999, Regulations and Rules (Qld). For more information on conducting a competition, trade promotion or art union, exhibitors should contact:

Queensland Office of Liquor and Gaming Regulation Telephone: (07) 3872 0999 A/H (07) 3210 2906.

## CONFERENCE

### Welcome Networking Drinks:

Date: Tuesday 20<sup>th</sup> May  
Time: 17:00 - 18:30  
Dress Code: Business  
Location: The Great Hall Mezzanine Concourse



### End of Day One Networking Drinks:

This is the perfect setting to discuss presentations of the day, catch up with speakers and industry peers.

Date: Wednesday 21<sup>st</sup> May  
Time: 17:30 - 18:30  
Dress Code: Business  
Location: Exhibition Floor

### Industry Leaders' Dinner and Awards - Ticket Required:

The evening promises to provide a fantastic opportunity to network and be entertained. The winners will also be announced at this dinner. Single tickets and tables are available.

Date: Wednesday 21<sup>st</sup> May  
Time: 18:30 - 19:00 Pre Dinner-Drinks, Plaza Ballroom Foyer  
19:00 - 22:00 Gala Dinner, Plaza Ballroom  
22:00 - 00:00 Gala Dinner After Party, Plaza Terrace Room  
Cost: Delegate: \$275.00 + GST/ Non-Delegate: \$325.00 + GST  
Dress Code: Business/Dinner

To purchase Gala Dinner tickets, please contact [MLee@etf.com.au](mailto:MLee@etf.com.au)

### Closing Networking Drinks:

As a thank you for your attendance, GRX25 would like to welcome you to attend Closing Networking Drinks on the evening of May 22<sup>nd</sup>. This will be a wind down after the event and will give all attendees an opportunity to discuss and reflect on what has been learnt over the last couple of days.

Date: Thursday 22<sup>nd</sup> May  
Time: 17:30 - 18:30  
Dress Code: Business  
Location: Sky Room

## ACCESSIBILITY ACCESS (INCLUDING STAND DISPLAY)

Brisbane Convention & Exhibition Centre (BCEC) is a fully accessible venue.

BCEC offers a complimentary wheelchair service. There are a limited number of wheelchairs available for visitors attending events to loan, they will be available on a first come first served basis. Loan wheelchairs can only be used within the Centre. The wheelchairs are located at our Information Desks (Merivale and Grey Street Foyers).



BCEC employees are not permitted to physically assist patrons from wheelchairs, walkers or other aids. Where physical assistance is required, this must be provided by the patron's carer. Wheelchair Access from BCEC to Rydges' Hotel Wheelchair access to Rydges' Hotel is via a ramp from the external Plaza. The ramp connects to Level 2 of the hotel and from here guests can access the hotel via the lifts.

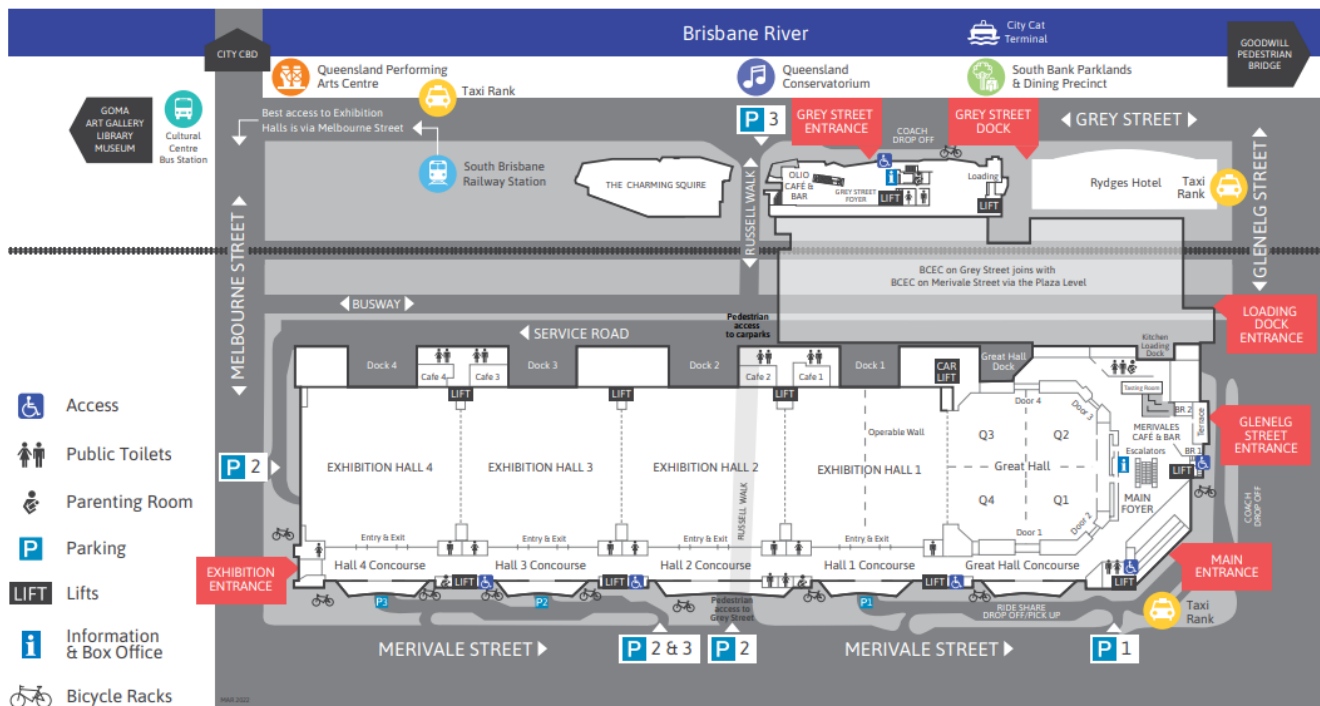
### Accessible Parking

Designated accessible parking bays are available in all three of our car parks. They are located close to the car park lifts and enable access to the Exhibition Concourse and Merivale Street Foyer.

- **Car Park 1:** 4 designated spaces
- **Car Park 2:** 13 designated spaces
- **Car Park 3:** 12 designated spaces

## LOCATION AND ACCESS MAP

BCEC ON MERIVALE STREET AND GREY STREET



**OUR CITY, YOUR CANVAS.**

**BRISBANE CONVENTION  
& EXHIBITION CENTRE**

## ELECTRICITY

### Shell Scheme, and Premium Shell Scheme Exhibitors

All Shell Scheme Exhibitors have the following power and lighting included in their stand package:

- Power - 1 x 4amp power outlet per 9sqm (includes connection and consumption)
- Lighting 2 x LED Vario arm lights per 9 sqm



## Testing and Tagging

- All portable electrical equipment, appliances and leads used on the BCEC site must be tested & tagged in accordance with legislation and AS/NZS 3760:2010. - In Service Safety Inspection and testing of electrical equipment.
- Any electrical equipment found to be untagged must be tested & tagged or removed from BCEC site immediately. New equipment need not be inspected or tested but must be tagged with the re-test date prior to introduction to service as per AS/NZS 3760:2010. - In Service Safety Inspection and testing of electrical equipment
- Utilise safety switches (RCDs) when using electrical tools and equipment.
- A 'test and tagging' service for exhibitor electrical items will be available onsite on Tuesday 20<sup>th</sup> May, 2025. This service is free of charge for all exhibitors.

## EMERGENCY PROCEDURE - ONSITE

To report a fire or a life threatening situation, please call 000 for urgent assistance.

For your safety make sure you know the location of the nearest emergency exits, firefighting equipment and emergency warning systems within the Centre.

In the case of an emergency in the Centre, please stay calm. Please follow the instructions given by BCEC staff who are fully trained for an emergency. Security and Building Services staff are qualified First Aiders.

The Centre has a 2-alarm system, which is as follows:

1st alarm sound... **BEEP BEEP**

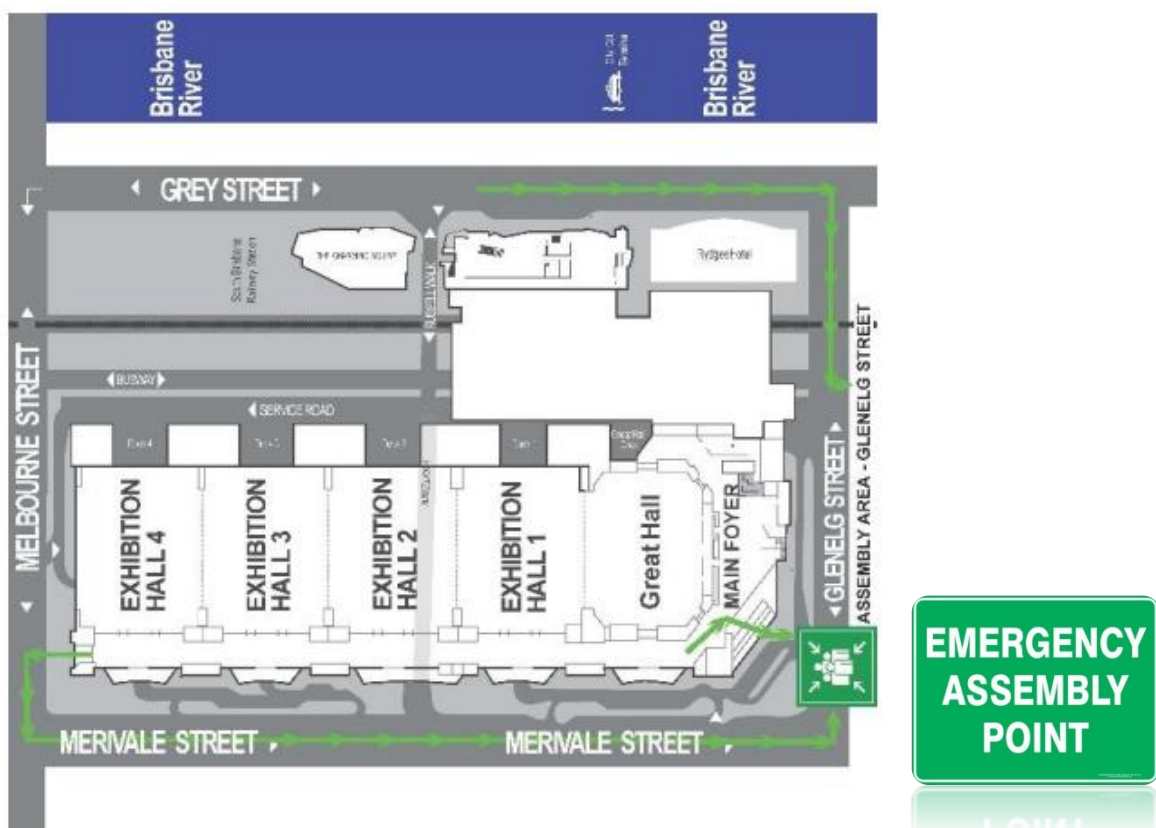
This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound... **WHOOOP WHOOOP**

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire.

If we do need to evacuate, all exits are clearly marked with exit written in green. Centre staff will direct you to a Safe Assembly area.

The BCEC assembly point is located on the grass area at the corner of Merivale and Glenelg Streets, South Brisbane. (South Bank TAFE site) See evacuation diagram below. Do not re-enter the building until given the 'all clear' by BCEC Security or fire warden staff or Emergency Services.



## EMERGENCY PHONE NUMBERS

For life threatening emergencies first call Triple Zero (000), then dial 3308 3068 for direct contact with BCEC Security or Dial 8 from a BCEC house phone.

Please ensure you are familiar with all emergency exits and assembly areas.

## FIRST AID & MEDICAL

All security staff will be first aid trained, and they should be the first point of contact for any emergencies.

All accidents must be reported immediately to BCEC's Security Officer and then the ETF organiser office or call Philip Eggeling on 0426 040 656

## FREIGHT FORWARDING

The Preferred Supplier for Freight Forwarding services is **GEL Events**

GEL Events is also the **Official Supplier** for Materials Handling (forklifts) onsite and is, thus, exclusively able to offer a full door to stand transport service.



The logo for gel event logistics, featuring the word "gel" in a large, bold, blue font, followed by "event logistics" in a smaller, blue font. To the right of "gel" is a graphic of a grid of blue squares.	<p><b>GEL Events</b> Nathan Kyne <a href="mailto:nathan@gevents.com.au">nathan@gevents.com.au</a> M: 0404 857 115</p>
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## FURNITURE

The Preferred Supplier for Exhibitor Furniture is:

The logo for ExpoNet, featuring the word "EXPONET" in a large, bold, black font. Below it, in a smaller font, are the words "EXHIBITION & EVENT SERVICES" and the website address "www.exponet.com.au".	<p><b>ExpoNet</b> T: (02) 9645 7070 E: <a href="mailto:esd@ExpoNet.com.au">esd@ExpoNet.com.au</a> <a href="http://www.ExpoNet.com.au">www.ExpoNet.com.au</a></p>
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## GENERAL CONTRACTOR (ExpoNet)

ExpoNet has been appointed as the General Contractor for Shell Scheme. They are responsible for the Shell Scheme Stand build and various feature areas in the Exhibition and Conference.

- Exhibition Custom Stands
- Exhibitor Shell Scheme - Package upgrades
- Furniture Hire
- Carpet and flooring options
- Signage
- Lighting

The logo for ExpoNet, featuring the word "EXPONET" in a large, bold, black font. Below it, in a smaller font, are the words "EXHIBITION & EVENT SERVICES" and the website address "www.exponet.com.au".	<p><b>ExpoNet</b> T: (02) 9645 7070 E: <a href="mailto:esd@ExpoNet.com.au">esd@ExpoNet.com.au</a> <a href="http://www.ExpoNet.com.au">www.ExpoNet.com.au</a></p>
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## HEALTH & SAFETY REGULATIONS

Health & Safety Regulations relates to exhibitors complying with safe work practices. There are very specific Health & Safety Regulations in Australia that all exhibitors must comply with.



All Exhibitors, contractors, subcontractors and other persons working within the confines of the Exhibition, including the loading dock, must abide by the provisions of the Work Health and Safety Act 2011, QLD

**Important:** The law states that all persons have a responsibility to ensure that personnel contracted by them are aware that they have a responsibility, so far as reasonably practicable, for the health, safety and welfare of all employees and that any plant or systems of work which may be used are safe and without risks to health.

Accident prevention is strongly emphasised. Please report any hazardous conditions, accident or injury directly to Exhibition Organisers (Exhibitions and Trade Fairs).

### **Exhibitor & Contractor Compliance:**

All exhibitors at the venue during move in and move out must read and acknowledge they have understood the BCEC Site Specific Safety Information, which can be accessed by this [link](#) and/or the QR Code below:



*Please note this is BCEC site-specific information only.*

### **The principal Health & Safety Regulations are as follows:**

#### **CHILDREN**

Policy for children on site outside of show open hours:

- The entire site is designated a Construction Site during move-in and move-out and only legitimate workers normally covered by appropriate Employers Insurance will be permitted on-site. Visitors, family and friends are also excluded during this period.
- Any person under the age of 15 years is prohibited from accessing the Loading Docks and Exhibition Areas during the move in and move out periods.
- No person under the age of 15 years is permitted to remain in a vehicle whilst it is loading, unloading or parked within the venue.
- Persons under the age of 15 years are prohibited from entering exhibition areas until the event has officially opened.

Failure to comply will result in immediate removal of the unauthorised person by security or organising personnel.

#### **DANGEROUS GOODS AND HAZARDOUS SUBSTANCES**

- Dangerous goods and hazardous substances may only be brought on site with approval from the venue.
- All dangerous goods and hazardous substances must be accompanied by a Material Safety Data Sheet (MSDS) and be transported, stored and handled in accordance with the requirements of the SDS.

**Please note:** a safety permit will need to be submitted to the venue here: <https://bcec.com.au/event-resources/risk-acknowledgement-safety-form/>

Once completed, please send to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval.

#### **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.

Exhibitors should establish a minimum setback of 1m and/or install hazard barriers as necessary to prevent accidental injury to spectators.

Use of safety guards is compulsory. Any machinery or apparatus displayed in the venue shall only be demonstrated within the stand, 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.

**Please note:** a safety permit will need to be submitted to the venue here: <https://bcec.com.au/event-resources/risk-acknowledgement-safety-form/>

Once completed, please send to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval.

## **ELECTRICAL**

All electrical equipment used during GRX25 must be tested and tagged. This includes mobile phone chargers, kettles, audio visual equipment and lights. In particular, all power extension leads must have an in-date tag

The use of double adaptors is strictly prohibited in the Exhibition.



(Double Adaptor)

Please ensure you use a 4-way power board instead.



(4 Way Power Board)

All Halogen Floodlights must be fitted with appropriate safety glass.

DO NOT remove any danger tag from any electrical equipment in order to use the equipment. Removal of tags is a breach of the Workplace Health and Safety Legislation.

When using electrical equipment, all persons must

- Follow safe work practices at all times
- Whenever possible keep all electrical leads off the floor
- Not allow any motorised equipment to drive over leads
- Wear the appropriate personal protection equipment

Any person who suffers an electrical shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to a security officer or the organiser's office. Only unmodified appliances, which have been approved by the authority, may be plugged into electrical general-purpose outlets.

## **EMPLOYER**

Employers are required to ensure the health and safety of everyone at the workplace. This means:

- Making the workplace safe for their staff so far as reasonably practicable;
- Ensuring the safe use, handling, storage and or transport of equipment and substances;
- Providing sufficient information, instruction, training and supervision;
- Ensuring healthy and safe systems of work are in place;
- Ensuring operators of complex or potentially dangerous equipment or processes are appropriately trained and, where necessary, properly certificated; and
- Ensuring non-employees - visitors and members of the public - are not exposed to health and safety risks of workplace activities or processes.

## **FORKLIFTS**

- Only BCEC accredited forklift operators may operate forklifts at the Centre. The accredited forklift operators are from GEL and their agents and the Organiser's appointed general contractor.



## **GENERAL**

- Persons in control of workplaces used by non-employees or members of the public must ensure a healthy and safe environment exists.
- Manufacturers, designers, importers and suppliers of plant or substances must provide such items to a reasonable and acceptable standard. Any product-specific health and safety information must also be made available.
- Visitors to the workplace must obey safety directions and comply with the standards applied in that workplace.



## **LADDERS**

Use of ladders will be strictly policed and standing on the top rung of the stepladders, or use of chairs to gain access to heights, are unacceptable work practices.

### **Portable Ladders**

If no other access system is reasonably practicable, a portable ladder may be used only if the ladder complies with AS 1892, is used in a safe manner and is only used to carry out lightweight work of short duration.

When using portable ladders, the following is recommended to minimise the risk of falls:

- only use industrial ladders – domestic ladders should not be used
- ladders should be firmly secured, tied off or held firmly by another person
- a ladder should not be 'walked' by the person standing on the ladder
- only one (1) person on a ladder at a time
- do not climb higher than the third rung from the top of the ladder
- only work on a job within easy arm's reach from the ladder
- climb and descend facing the ladder maintaining three (3) points of contact
- do not carry anything when climbing or descending
- do not place ladders in vehicle or pedestrian traffic areas
- stepladders should only be used in the fully open position
- Slip-resistant footwear should be worn when using ladders.
- An inability to comply with any of the above requirements indicates that a ladder is inappropriate for the work required and should be replaced with a more suitable temporary work platform (e.g. scissor lift).



## **LPG**

Any exhibitor wanting to use gas cylinders or appliances must have approval from the BCEC. All LPG gas cylinders must be fully detachable from any appliance.

**Please note:** a safety permit will need to be submitted to the venue here: <https://bcec.com.au/event-resources/risk-acknowledgement-safety-form/>

Once completed, please send to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval.

## **SAFETY VESTS**

All personnel accessing the loading dock during move in and move out are required to wear a High Visibility Safety Vest.

If you require access to the loading dock, please ensure you bring a Safety Vest with you for the move in and move out periods. Safety Vests are available at the organisers office if required.

## **SLIP HAZARDS**

Common slip hazards are:

- A slippery floor surface.
- Fluid on a floor, such as rain walked inside the exhibition building.
- Spills and contaminants.
- Sudden changes in floor surfaces, say from carpet to polished timber floorboards.
- A downward slope in the floor, such as a ramp.
- The wrong type of footwear.
- All exhibitors and contractors must be aware of slip hazards around them. If you have spilled liquid, this is to be cleaned up straight away and ensure someone stays with the spillage to avoid others falling.

If you are concerned with any slip hazards around you, please report these to the organisers or security for immediate action.

## **SMOKE DETECTOR ISOLATION**

Smoke Detector Isolation is prohibited without a written request to the BCEC prior to the commencement of the move in period. During all smoke detector isolations, a Fire Warden approved by the QLD Fire Brigade must be in attendance within the isolated area. Costs of the Fire Warden will be borne by the Exhibitor.

## **SMOKE MACHINES**

Smoke and/or Fog Machines of any variety may be demonstrated at the discretion of ETF 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.

**Please note:** a safety permit will need to be submitted to the venue here: <https://bcec.com.au/event-resources/risk-acknowledgement-safety-form/>

Once completed, please send to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval.



## **SMOKING**

The BCEC has a "No Smoking" policy within all areas of the venue. Exhibitors, contractors, and their staff are therefore requested not to smoke within the exhibition area or loading docks. There are designated smoking areas located at the main entrance to the venue.

## **WORK AT HEIGHT**

A stepladder or other suitable work platform is required to conduct work at height.

- When using a stepladder, it is advised not to stand on the top rung.
- A chair is not designed to be a safe work platform and use of chairs is prohibited.
- Work at 2m and above must be by use of a cage on a forklift, EWP (Scissor Lift) or mobile scaffold with fall protection/arrest (edge protection/safety harness).
- Extension ladders must be tied off where possible.

**ALL PERSONNEL MUST OBEY THE DIRECTIVES OF THE BCEC AND EXHIBITION MANAGEMENT.**

## **INSURANCE**

As per the Exhibition Participation Agreement Terms & Conditions all contracted Exhibitors, their Co-exhibitors and Stand Builders are required to submit proof of Public Liability Insurance coverage to be able to exhibit & work at GRX25.

ALL Policies submitted **MUST** include the following:

- Your Company Name
- Policy Number
- A minimum of AUD \$20,000,000 cover
- Interested Parties - **Exhibitions and Trade Fairs Pty Ltd**
- The name of the show - **GRX25**
- The name of the venue - **Brisbane Convention & Exhibition Centre**
- Expiry date of cover - **MUST cover May 20<sup>th</sup> to May 22<sup>nd</sup>, 2025**

**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.**

**To get a quote please click on the link to Bizcover [here](#). The premium will depend on the nature and scale of your business.**

**Please note: Bizcover's insurers provide cover for a minimum period of 12 months, with the option to pay the premium in monthly instalments. The policy can be cancelled at any time after the show without penalty.**

If you already have Public Liability Insurance, please ensure you upload your certificate of PLI to the '**Public Liability Insurance**' form in the Online Exhibitor Portal.

Once you have arranged cover, please upload your certificate of PLI to the '**Public Liability Insurance**' form in the Online Exhibitor Portal.

**Contractors Policy MUST include the following:**

- Organisation Name
- Policy Number
- Situation of Risk (must be anywhere in Australia)
- Period of Cover (Must cover from May 20 to May 22, 2025)
- Sum Insured (MUST BE AT LEAST \$20,000,000)

## LOGISTICS - FORKLIFT HIRE

GEL Events is the Official Supplier for Onsite Logistics and exclusively provides these services:



- **Materials Handling (forklifts)** - Exclusive provider of motorised equipment (with driver) such as Forklifts on a user pays basis.



## MARKETING – GRX25 ASSETS

ETF executes an extensive and dedicated marketing campaign to conference and exhibition delegates using our databases and a wide range of industry media. We also provide exhibitors with a Marketing Toolkit, including a range of useful assets to help ensure your customers and new prospects are invited to attend GRX25. These include:

We encourage all exhibitors to download your set of customisable assets, customise with your details where applicable, and use all assets across email marketing, newsletters, website and social media channels in the lead-up to the event. The Marketing Toolkit includes:

- GRX25 Logo
- Email Banner
- Email Signature
- Leaderboard
- MREC
- Social Media assets

To access your GRX25 Marketing Toolkit and download your marketing assets, please visit:

<https://www.grx.au/promote-involvement>

To customise editable files:

- Download the files provided above.
- Open the editable PDF of the asset you'd like to use.
- Add your stand number in the editable space provided.
- Under menu/file, choose 'Export a PDF'
- Select Image and export to your preferred image format.
- You're now ready to use your custom asset.

## MEDIA

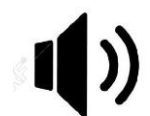
As part of the extensive marketing campaign for GRX25, many media outlets and publications will feature the event. ETF welcomes information pertinent to your display that may be valuable to the PR campaign for GRX25.



If there are any special aspects of your display, product launches, exclusive announcements, etc that may be of interest to the media, please contact our marketing team via: [grx@etf.com.au](mailto:grx@etf.com.au)

## NOISE/ AUDIO VISUAL/ MUSIC POLICY

The Organiser encourages Exhibitors to engage visitors with interactive demonstrations, presentations, functions, seminars and cultural activities. However, we ask that Exhibitors ensure their activities do not interrupt their neighbouring stands. Please follow the general guidelines below:



- If amplified sound is used, please position all speakers to face towards the centre of your stand and not outwards into a neighbouring exhibitor or aisle
- Advise ETF of the content of any demonstrations, presentations, or activity that you may have on your stand
  - Include the schedule, the time and length of activity

- Noise must not be raised above 85 decibels when measured from the aisle immediately connected to the stand (noise measuring meters will be used onsite)
- In the event of a complaint from any person regarding the content or noise level by an exhibitor, ETF will investigate the complaint and determine the best solution for all parties
- ETF reserve the right to make any adjustments to your activity onsite in the interests of the event's general patronage.

Exhibitors should contact neighbouring stands if the Exhibitor intends to have activities involving live music and performances, notifying them of the frequency and duration, and seek the neighbouring Exhibitor's feedback. All activity must take place on the Exhibitor's stand. Stand staff and contractors must not engage in promotions or solicitations outside of the stand space without permission of the Organiser. The stand display must be confined to the stand area and not encroach on the aisle-ways.

Exhibitors should be aware that music played on their stands, whether live or recorded, may be subject to laws governing the use of copyrighted compositions.

To advise us of your planned activities contact ETF, Philip Eggeling, Operations Director at [peggeling@etf.com.au](mailto:peggeling@etf.com.au)

## PHOTOGRAPHY AND VIDEO

Exhibitors may only take photos and videos of their own stand. If you wish to take photos or videos of other stands you must seek permission from the relevant exhibitor.



## REGISTRATION (EXHIBITORS AND DELEGATES)

### Move In/ Move Out:

Badges are not required during the Exhibition Move In and Move Out.

All personnel onsite during the move in and move out periods, must have a high visibility vest, and wear enclosed shoes to access the exhibition.



### Pass Collection:

Exhibitors and delegates are encouraged to collect their badge on Tuesday, May 20th where possible. They will be available from 12midday.

You will be sent an individual QR code before the event. You may then present this at the registration desk to redeem your pass.


You may not collect passes on behalf of you team or coworkers.

### Event Days:

During exhibition days a Badge must be worn by all Exhibitors and Delegates requiring access to the event.


### Lead Trackers:

Make the most of your time at GRX25 by capturing a qualified customer database with the latest technology. Lead trackers are available to hire through Exhibitions & Trade Fairs.

 <p><b>EXHIBITIONS &amp; TRADE FAIRS</b></p>	<p><b>Stephanie Pou</b>  Sales Executive   Exhibitions &amp; Trade Fairs  E: <a href="mailto:spou@etf.com.au">spou@etf.com.au</a>  P: +61 2 9556 8755</p>
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## RIGGING & BANNERS

BCEC and their appointed contractor are the exclusive provider for all primary rigging in the venue ceiling. Please contact the BCEC Exhibitor Services team for more information.

 <p><b>BRISBANE</b> CONVENTION &amp; EXHIBITION <b>CENTRE</b></p>	<p><b>Exhibitor Services</b> <b>Brisbane Convention &amp; Exhibition Centre</b> <b>P</b> +61 7 33083536 <b>E</b> <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a></p>
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## SECURITY

At every exhibition, there's a risk of theft and whilst Security and ETF will take all reasonable precautions by providing 24-hour security from the move in, Exhibitors can help to minimise the risk to themselves and others by remembering the following guidelines:

- DON'T** leave small valuable items unattended. Lock all personal property – coats, briefcases, handbags, mobile phones, laptops, cash, etc. away during the show and remove them completely from the halls overnight.
- DON'T** leave your stand unprotected while there are valuables on view.
- DON'T** think you have nothing worth stealing.
- DON'T** leave valuables in plain view in your car while parked in the car park.
- DON'T** leave the venue on Thursday without making sure that ALL of your products / stand display are packed and wrapped ready for transport. Any items not wrapped and addressed may be deemed rubbish and disposed of after 23:00.
  
- DO** have staff on your stand while the event is open and until visitors are cleared from the event and lock valuable items away overnight.
- DO** wear your Exhibitor badge at all times during the event.
- DO** challenge anyone behaving suspiciously & report it immediately to security or ETF staff member.
- DO** always report any thefts and be sure to get an incident report sheet.
- DO** be sure to have adequate insurance to cover your stand. Your stand and goods are not covered by the Organiser's insurance.
- DO** protect your list of visitors recorded for follow up.
- DO** cover all items of value overnight

## SIGNAGE

Preferred signage supplier

 <p><b>COLEMAN</b> GROUP</p>	<p><b>Coleman Group</b> <b>P</b> 02 9748 9222 (Ext: 208) <b>E</b> <a href="mailto:rhowes@colemangroup.com.au">rhowes@colemangroup.com.au</a></p>
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**TIP:** You will need to book any rigging requirements with the Brisbane Convention & Exhibitions Centre

## STAND DISPLAY REGULATIONS

The information in this section is to assist you in ensuring your stand design and display meets the event stand Display Design Regulations. It outlines information that exhibitors must provide when submitting their stand design. These regulations are set down to allow Exhibitors the opportunity to promote their company and products whilst ensuring they do not unfairly impact on the other participants in the Exhibition. All Exhibitors shall arrange their displays so that they utilise only the booth area contracted for, and in such manner as to recognise the rights of other Exhibitors and Visitors.

All Exhibitors who have a Space Only stand including display fixtures / dividers, lighting frames or banners on their

stands must forward a copy of their plans to Exhibitions and Trade Fairs for approval before April 27<sup>th</sup>, 2025. Exhibitors who build structures that have not been approved may be required to make on-site adjustments or remove them before the commencement of the Exhibition.

- ETF will manage approval of designs based on the event guidelines
- The venue will review the designs based on the criteria outlined under 'Venue Stand Certification'
- Engineers may be required to certify heavy machinery and complicated stands

**\*Exhibitors must be confident that their stand builders have enough time to complete the build. There is limited move-in time, with no options to extend access.**

### **SHELL SCHEME EXHIBITORS**

Exhibitors who have booked a 'Shell Scheme' package for their stand, **do not** need to submit a stand design for approval.

### **RIGGING AND BANNERS**

All rigging in the venue is conducted by the Brisbane Convention Exhibition Centre (BCEC) and their appointed contractors. Rigging design must abide by the following rules:

- The top of a banner or rigged structure must be no more than 8m from the ground
- The bottom of a banner or rigged structure must be a minimum of 4m from the ground
- Banners and rigged structures must only be hung over an exhibitors contracted stand space. Do not extend into the aisle ways.

### **SPACE ONLY EXHIBITORS**

'Space Only' stands include the raw floor space. Exhibitors who have purchased Space Only must organise all aspects of their stand design including their own walling, flooring, signage, lighting, and power. All space only stands must have flooring laid, whether it be carpet or raised flooring. No stand design will be approved if the venue floor is exposed.

Exhibitors are entitled to use a stand contractor to design and construct their stand provided that the contractor has completed all insurance and induction requirements. They will be required to submit their workers cover, Public Liability, as safe work method statement, and in some cases an engineer's certificate and signoff where required.

All stand designs must conform to the Rules & Regulations below, which cover the requirements of the Brisbane Convention Exhibition Centre (BCEC) and the Building Code of Australia. 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.

Space Only stands will be marked out on the Exhibition floor prior to your arrival.

### **DISPLAY REGULATIONS FOR SPACE ONLY EXHIBITORS**

The following Display Regulations are designed to ensure adequate 'line of sight' to all exhibitors' stands within the exhibition.

**Line of Sight-** A minimum of 50% 'Line of Sight' must be achieved, for each of the Front and Side views of your Elevation Drawings. In other words, no more than 50% of the line of sight can be blocked by walling, signage, or display materials.

Note: ETF reserves the right to approve the 'Line of Sight' criteria on a case-by-case basis. Stands located against a back wall is one example.

**TIP:** To achieve 50% line of sight; the use of transparent materials or voids can be used. The height of a wall or structure, and whether elements of the wall or structure are offset across the stand can all contribute towards achieving 50% line of sight. If you share common boundaries with other exhibitors, this is another factor we can take into consideration when assessing your submission.

**Not Sure if Your Concept will Comply?** Provide us with some initial ideas or designs to discuss with you before you make your submission. Contact ETF, Phil Eggeling [peggeling@etf.com.au](mailto:peggeling@etf.com.au)

### **COMMON BOUNDARIES**

On any common (shared) boundary with another exhibitor's stand, or where you have a boundary that is at the

perimeter of the exhibition, a wall must be built along the entire shared boundary or perimeter.

- A common boundary wall or perimeter wall must be a minimum of 2.5m high and a maximum of 4m high
- Common boundary walls and walls within 1.5 of a common boundary (that is walls that overlook/face another exhibitor's stand) must be finished in white and has no corporate branding or information.

### **CONSTRUCTION HEIGHT**

- The general maximum height for construction is 4m but designs up to 6m may be allowed, subject to approval. Machinery does not have the same limits, see below.

### **VENUE APPRAISAL OF EXHIBITOR STANDS**

While the BCEC does not formally approve the design, construction or build of exhibition stands it reserves the right to request modifications to or removal of a stand should it be deemed to represent a significant and unmanaged risk.

All custom stand designs for your event are to be submitted to ETF, who will forward them to the BCEC a minimum of fourteen (14) days prior to the start of your event.

### **MOTOR VEHICLES, EQUIPMENT AND MACHINERY DISPLAYS**

Any motor vehicle, equipment or machinery to be displayed at the BCEC must be approved by the BCEC no later than fourteen (14) working days prior to the move in. For any vehicle to be part of an event, you are required to notify ETF of its planned delivery, together with details of dimensions and weight through completion of a Vehicle Access Form. ETF will forward these details to the venue for review.

Please note the following:

- All LPG fuel tanks must be isolated from the vehicle's engine by closing the 'service tap' on the fitted fuel tank
- Drip trays must be provided for all vehicles regardless of age. Charges will apply for any damages
- The exhibitor or contractor is responsible for driving the vehicle from the loading dock to the area of display and vice versa and is to provide a competent spotter to guide and escort the movement of the vehicle. All keys for the vehicle must be provided to BCEC Security once positioned
- As there are no car washing facilities at the BCEC, all vehicles must be washed prior to arrival

Any damage, to the BCEC as a result of a vehicle/ equipment or associated plant will remain the responsibility of the vehicle owner/ venue hirer.

**Please note:** a safety permit will need to be submitted to the venue here: <https://bcec.com.au/event-resources/risk-acknowledgement-safety-form/>

Once completed, please send to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval.

### **WEIGHT LOADS AND CAPACITIES**

Should you wish to display any piece of equipment, motor vehicle, machinery, or shipping container inside the venue (including transport vehicle), prior approval must be sought from BCEC Management through completion of an application form. Please contact ETF for further information. The BCEC may request a written engineers report for all heavy vehicles or equipment. All associated costs remain the responsibility of the client.

**Please note:** The weight loading for Great Hall and Hall 1 is 1000kg. Please complete an Excess Weight permit if your equipment is over 1000kg and send to the venue here: <https://bcec.com.au/event-resources/risk-acknowledgement-safety-form/>.

Once completed, please send to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval.

### **RAISED FLOORING**

Flooring that is between 0mm to 32mm requires edging with a grading of 1:1.3, and flooring above 33mm to 115mm high requires a bevelled edge, which does not exceed an angle of 30 degrees or a grading of 1:1.8. The bevelled edge is to be incorporated into the stand space and not encroach into the aisle.

All flooring that exceeds 115mm in height is deemed to be a step. If the stand is to be occupied by the general public or exhibition attendees, a ramp must be provided within the allocated stand space.

\* Australian Standard 1428.1 should be referred to for Design for Access and Mobility

### **AISLES**

Under no circumstances can any exhibition display be allowed to encroach into the aisles. Please remember to always keep your entire exhibit inside your stand.

During move in and move out, there will be nominated aisles which **MUST** be always kept clear. This is for both safety and access.

### **SUBMITTING YOUR STAND DESIGN**

Your stand design submission must include the following:

- Exhibitor/Stand Name
- Stand Number
- Custom Stand Contractor details
- Stand Design (dimensions in metres)
- Isometric View
- Plan View (including orientation to the entry)
- Elevation Views (Front & Side)
- Rigging Plan (if your design includes rigging)

\*All stand builders working for you must complete scheduling for dock access and complete the venue induction.

\*Space Only does not include power. This will need to be ordered through ExpoNet.

Submitted plans will first be reviewed by ETF to ensure they are complete and comply with the Display Regulations. ETF will then provide them to the Brisbane Convention & Exhibition Centre for review.

Generally, there will be a two (2) week turn around on the approval process. You will be advised if any alterations need to be amended within this period. Note: Fees may apply for submitting/re-submitting your custom stand design as well as for any professional advice provided.


## SERVICES - VENUE

### Venue Permits and Order Forms:

Exhibitors may be required to complete a venue permits for specific activates. These permits are listed below:

- Food & Beverages (can be ordered/submitted via the portal)
- Internet (can be ordered/submitted via the portal)
- Utilities – Water and Drainage, Compressed Air (can be ordered/submitted via the portal)
- Custom Cleaning – This is if your stand requires cleaning above the basic included vacuuming (can be ordered/submitted via the portal)
- Approval forms – Demonstration Product, Display Vehicles, Excess weight limits, Rigging, F&B Sampling (forms can be found here: <https://bcec.com.au/event-resources/risk-acknowledgement-safety-form/>)

Once completed, please send to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval.

 <p><b>BRISBANE</b> CONVENTION &amp; EXHIBITION <b>CENTRE</b></p>	<p><b>Exhibitor Services</b> <b>Brisbane Convention &amp; Exhibition Centre</b> <b>P</b> +61 7 3308 3536 <b>E</b> <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a> <a href="#">Order here</a></p>
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## SUSTAINABILITY

**Exhibitions & Trade Fairs is serious about doing what we can to reduce our carbon footprint.**

Coleman's, our signage production partner has a range of sustainable initiatives they have implemented. For more information or to learn how you can become more sustainable with your stand design, click [here](#).

We have sourced an alternative shrink wrap that is biodegrade, this product biodegrades 90% faster than conventional hand stretch wrap, producing an organic matter and no microplastics.



Exhibitors Can Source:

- Hand Stretch Wrap - Biodegradable
- Hand Stretch Wrap - Biodegradable (Post Consumer Recycled made from 30% recycled materials)

by going to the website: [www.biogone.com.au](http://www.biogone.com.au)



### Hand Stretch Wrap – Biodegradable, Post-Consumer Recycled

From: **\$25.85**

Biogone Post-Consumer Recycled Hand Stretch Wrap is made from 30% post-consumer recycled plastic. It can be recycled with regular soft plastics and biodegrades 90%+ faster than conventional plastic if disposed in to landfill, producing an organic matter (a natural fertiliser) and no microplastics. For further information click [here](#).

- Colour: Clear, Black or green
- Carton: Carton of 4 rolls
- Width: 50cm
- Thickness: 20 micron
- Length: 400m
- Made from minimum 30% post-consumer recycled plastic
- Application: Fits standard handwrap holders
- Recyclable: approved for soft plastic recycling ([check locally](#))

### Hand Stretch Wrap – Biodegradable

From: **\$26.51**

Landfill-biodegradable hand stretch wrap can be recycled or disposed of in the general rubbish bin. Once disposed to landfill, biodegradation is accelerated approximately 90%+ faster than conventional hand stretch wrap, producing an organic matter (a natural fertiliser) and no microplastics. For further information click [here](#).

Also available: [Clear or Green Post Consumer Recycled Hand Stretch Wrap](#), made from 50% post-consumer recycled plastic.

- Colour: Clear or Black
- Carton: Carton of 4 rolls
- Size: 50cm
- Thickness: 20 micron
- Length: 400m
- Application: Fits standard handwrap holders
- Recyclable: approved for soft plastic recycling ([check locally](#))

Stretch Wrap

Did you know that more and more companies are choosing to move away from **Styrofoam (EPS)** due to it not being biodegradable and the harsh toxins it can cause to the environment and in humans?

### Negatives of Styrofoam

- Slow to degrade, takes 500 years to decompose
- Fills an estimate of 25-30% of the world's landfill
- Cannot be recycled
- Goes into landfill which can contaminate drinking water
- Causes illness to marine life
- Leaks chemicals into the environment
- Causes pollution
- Can impair lung function and cause respiratory illness
- Linked to cancer
- Can cause vision and hearing loss, poor memory, and concentration
- Can impair the nervous system
- The chemical, styrene which Styrofoam is made from, is on the hazardous 100 list

South Australia made the move to ban all EPS from 1<sup>st</sup> September 2024.  
As of June 2024, 11 states and 250 cities in the US have banned Styrofoam.

***Please look at alternatives to EPS when deciding on how you pack your products for transport to GRX25.***

## TOILETS

Accessible unisex toilets are located throughout the Centre and are located adjacent to major restroom blocks. All accessible toilets have hand basins and are fitted with handrails with a monitored emergency duress system installed. Accessible toilets are also located in the parenting rooms, change-rooms, medical centres, VIP and Hospitality Suites.

## WEBSITE

The GRX25 website is <https://www.grx.au/>

The GRX25 website provides both Exhibitor and Visitors information including exhibitor list, exhibitor descriptions and website links, registration details, conference program, sponsors, industry news, awards and floor plans.

If you wish to update any of your details on the website this can be done using the Organisation Biography and Logo Form located under the Marketing Forms Section in the *E-Zone*.

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