

EXPANDING YOUR COFFEE HORIZONS



Exhibitor Manual

Royal Hall of Industries, Moore Park, Sydney **3rd - 5th Sep 2015**

PLATINUM SPONSORS



IMPORTANT INFORMATION

PLEASE READ & PASS THIS EXHIBITOR OPERATING MANUAL ON TO THE MEMBERS OF YOUR EXHIBITION SALES STAFF TEAM AND ANY SUB-CONTRACTOR WHO WILL BE INVOLVED WITH YOUR EXHIBIT.

This Exhibitor Operating Manual contains important information. Everyone who is involved in making your show experience successful and safe must take the time to read the following guidelines and regulations.

Please make sure you complete the Risk Management form and return on or before the due date.



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WELCOME

To The Coffee Experience 2015 (TCE2015) Sydney's most inclusive coffee trade show.

This year the event will provide coffee chains the opportunity to demonstrate all that they can offer to potential franchisees.

There will be coffee roasters showcasing what they do best and sharing with the public what sets them apart. Independent cafés, product developers, ancillary suppliers and everyone in-between will be here to demonstrate what their brand is about.

Features

- The DaVinci Gourmet Coffee Chain Championships
- Australian Specialty Coffee Association Regional Coffee Championships
- SCAA Accredited Education and Classes
- Franchise and Business Development Sessions

We look forward to working with you to make this event the best yet, if you have any questions about The Coffee Experience please contact Tanya on 03 9690 8766 or email

tanya.kimpton@primecreative.com.au.



IMPORTANT DATES TO REMEMBER

Tuesday 6th July - Complusory forms and information due

- Certificate of Currency or Public Liability insurance
- Exhibitor Risk Assessment (pgs 34-35)
- Custom Stand Plans (Refer to pg 10-11)
- On-stand Food or Beverage Service (pg 37)
- Showguide profile form (pg 38)
- Sanctioned TCE2015 Event Application (pg 39)
- Employers/Contractor WH&S compliance (pg 43-46)
- On-stand Activities - Entertainment & Competitions (pg 36)

OVERVIEW OF THE EVENT

THE VENUE: ROYAL HALL OF INDUSTRIES, MOORE PARK SYDNEY

The Royal Hall of Industries is majestic, grand and, most impressively, rich in history. Boasting a striking vaulted ceiling and magnificent cathedral windows, this beautifully restored venue is proudly reminiscent of its past glory. Today it hosts many of Sydney's prestigious special events, from feasts and fashion shows to fairs and festivals. With this flexible event space, it's the perfect place to host the inaugural Coffee Experience.



ADVERTISING AND PROMOTIONAL CAMPAIGN

PROMOTIONAL CAMPAIGN

The Coffee Experience 2015 is backed by a promotional campaign that is specific, targeted and unrivalled in its reach and frequency. Aimed at the local and national coffee related industry, the advertising and public relations campaign will target the highest possible amount of relevant visitors to the show. The event itself and the exhibitors' products and sales messages will be directed through a range of mediums, including trade advertising, various websites, daily press and via direct mail.

TRADE PRESS

A combination of monthly editorial releases and advertising messages will be circulated in leading trade magazines, nationwide.

DIRECT MAIL

A multi-platform schedule of direct mail will make up an important part of the marketing campaign. Current industry databases have been utilized to achieve targeted penetration to the industry's buyers – large and small, specialized and mainstream.

WEBSITE AND EMAIL CAMPAIGNS

An extensive email database is being used to keep all exhibitors and potential visitors up to date with the latest show news. Likewise, the event website, www.thecoffeexperience.com.au will be regularly updated with important information for exhibitors and visitors alike.

SOCIAL MEDIA

A range of creative advertising and social media campaigns used in Facebook, Twitter and Instagram to increase brand awareness, drive ticket sales and increase followers.

MEDIA PARTNERS



ACCOMMODATION

Please visit www.thecoffeexperience.com.au or contact the Event Organisers for more information on accommodation services

ALTERATIONS TO THE EXHIBITION SPACE FLOOR PLAN

The Event Organisers reserve the right at any time to make such alterations to the floor space plan as they consider necessary. If required, this will be dealt with in the best interest of the show, including altering the size, shape or position of the space.

ANIMALS

No animals or pets, with the exception of guide dogs to aid the visually or physically impaired, are permitted in the venues except as an approved exhibit, activity or performance legitimately requiring the use of animals. Such animals as are permitted in the licensed area must be on a leash, or in an enclosed pen and under the control of a handler at all times. Event Organisers approval in writing is required if animals stated above are to be used in an exhibit.

APPROVALS FOR WORK

All work, equipment and practices involved at the Royal Hall of Industries shall comply with the relevant requirements of any statutory authority, with jurisdiction over the occupation, including but not limited to approvals, licenses, tests, certificates, competencies, legislation, Australian Standards, Building Codes, Environmental Codes, Work Cover Codes and RASV Policies and Procedures. Please contact the Event Organisers for any enquiries or information.

BARRICADES AND SAFETY WARNING SIGNS

These must be used where there is any risk to employees or the public entering hazardous areas or where machinery or equipment is in use. Displays involving moving equipment, such as fire or heat, machinery and water, (likely to injure a member of the public), must be separated from the public by a physical barrier and guarded by the exhibitor's staff at all times. Risk analysis and injury mitigating measures are to be provided. Please refer to the Exhibitor Risk Assessment Form on pages 34-35.

BEFORE YOU ARRIVE ON SITE (CHECKLIST)

- Have you arranged the required fire extinguisher to be on your stand and a trained staff member to use the extinguisher in the case of an emergency?
- Have you ordered your electrical requirements and reviewed your electrical supply order? Don't forget the power load drawn by items such as electric kettles, air conditioners etc.
- Are all your personal electrical items tested, tagged and current? You will not be allowed to use any untagged leads, tools etc. either during set up or during the show itself. Double adaptors are not allowed, please use a power board. New and tested power leads are available for purchase on site through Exponet.

- Do you have barriers such as plants, signage, hazard tape or similar to alert people of items, such as sharp corners or hot surfaces on display?
- Remember to arrange child minding – Children under 15 years and animals (except guide dogs) are not permitted on site during hours of move-in and move-out.
- Remember vehicle speed on site is 10 kph or less. Hazard lights must be used (make sure your drivers are aware of this requirement).
- Have you packed a suitable ladder for work at height? (Use of chairs, crates, tables or other non-suitable work platforms will not be permitted).
- Do you have sufficient high-visibility jackets for your staff during the move-in and out periods?
- Ensure you're wearing closed-toe shoes at all times during the move-in and move-out times.
- Have you changed flooring for your custom stand?

BIOLOGICAL HAZARD

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All Bio Hazards must be dealt with according to current safety regulations. Report any syringes found within the Royal Hall of Industries site to Security.

BOMB THREATS

.....

If you receive a telephoned bomb threat obtain as much information as you possibly can, such as:

- When is the bomb going to explode?
- Where did you put the bomb?
- What does the bomb look like?
- Why did you place the bomb?

Under no circumstances should you hang up. Raise the alarm via a Security Officer or send a runner to the Event Organiser's office.

BUILDING AND CONSTRUCTION WORK

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All workers who carry out construction or fitting work within the Royal Hall of Industries site must be fully licensed and insured to do so and undergo an OH&S induction process approved by the Event Organisers.

BUILDING SPECIFICATIONS

.....

Please take extreme care when entering and exiting all buildings, taking note of clearance heights and widths. Some pavilion floors can be easily damaged by those not taking care when skewing vehicles around to particular angles. Cost to remove excessive tyre marks or to repair damage will be the responsibility of the exhibitor.

Be aware of any floor gradients and watch out for internal columns and posts. Damage caused to buildings by exhibitors will be at the exhibitor's cost.

Flooring and roadways can easily be damaged by those not taking care. For that reason we have appointed vehicle parking and placement marshals to assist exhibitors during the move-in and move-out periods. Please work with our marshals to eliminate any chance of damage to the venue's buildings and premises.

BUILDING SPECIFICATIONS (CONT'D)

DIMENSIONS OF HALL:

- 92 metres x 61 metres
- Approximately 5430 square metres (17,800 square feet)
- Extent of columns north-south: 60 metres
- Extent of columns east-west: 30 metres
- Between individual columns: 5 or 7 metres average (north-south) 7 metres (east-west)

HEIGHT OF EXHIBITION HALL:

- Floor to top of wall: 7.6 metres
- Floor to apex perimeter roof: 12.8 metres
- Floor to bottom chord roof truss: 9 metres (highest point)
- Floor to bottom support truss between columns: 6.2 metres
- Floor to apex main roof: 17.2 metres
- Floor to bottom chord main roof truss: 13.4 metres (highest point)

ROOF LOADING:

Light objects (>20kg) may be suspended from the roof by the PVM approved Rigger after submission and acceptance of the Rigging Form (pgs 52-53). Heavy objects must be approved by the Building Engineer and are also subject to approval by the PVM approved Riggers.

DIMENSIONS OF LOADING DOCK DOORS:

- Door 3: 2.5 metres wide x 3.6 metres high (Roller door) - forklift access
- Door 6: 3.8 metres wide x 3.5 metres high (Roller door) - forklift access
- Door 1, 2, 4 & 5 - trolley and hand carry only

CATERING

Any exhibitors who would wish to arrange an account card with the venue's catering company must complete the credit card approval form (found on page 54) and return to catering@playbillvenues.com.au. For all information regarding function and/or on-stand catering please refer to page 58 and email to catering@playbillvenues.com.au and tanya.kimpton@primecreative.com.au.

CHILDREN ON SITE

All children under the age of 15 years must be accompanied by an adult at all times when on the premises of the Royal Hall of Industries during event show times only. No children permitted onsite during move in or move out.

CLEANING - FLOOR SPACE ONLY

The cost of cleaning the floor space only is included in the initial cost of each shell scheme and floor space only package.

Please place all rubbish in the aisles at the end of each day. Please report any spillages or broken glass to the organiser's office ASAP to ensure a clean-up can be done immediately.

Cleaning staff will not enter exhibitor stands until the evening prior to the first show day and during the night (for spot cleaning) proceeding each show day. Exhibitors requiring additional floor or equipment cleaning must arrange to do so via the appointed cleaning supplier.

The cleaning service provided, as part of the exhibition space charge, includes the removal of rubbish before, during and after the show.

Vacuuming of the stand is also included prior to the opening of the show and a nightly spot clean will take place each show day.

The service provided does not include cleaning of any exhibition display equipment or structures nor the care of special floor surfaces such as metal, wood, tiles or vinyl.

The cleaning service does not guarantee the removal of stubborn or heavy stains.

To repair damaged or previously marked carpet tiles is the responsibility of either the exhibitor or respective hire company.

If in doubt on the level of the cleaning service provided, please contact the show organiser.

Additional stand cleaning can be arranged closer to the event directly with the cleaning contractor.

CONDITIONS OF ENTRY

All persons entering the Royal Hall of Industries venue are subject to the conditions of entry as displayed at all entry points.

CONFINED AREA WORK

Is not permitted without prior Event Organiser's approval. (Refer to Risk Assessment pages 34-35).

CONTRACTORS, EXHIBITORS AND THEIR EMPLOYEES

All are obliged to work safely and to include the safety of on-site employees and visitors in their safety plans. It is the duty of all to report any unsafe practices to your manager and the Event Organisers. All workers on site must wear a high-vis safety vest at all times during move in and move out.

CUSTOM STANDS

All exhibitors must only use the officially appointed and authorised show electrical contractor, Exponet, for the connection of all electrical requirements to your stand. All electrical appliances and leads must be tested and tagged in accordance with the current Australian Standards AS/NZS 3760; 2003 and the Royal Hall of Industries regulations and standards. Failure to comply will see electrical equipment removed from the site. Quartz halogen lamps must have approved covers attached. Stand perimeter walls must not exceed a height of 2.4 metres. **The maximum wall height allowable is 4.6 metres on custom built stands** subject to building site and approval from adjoining exhibitors and the Event Organisers. Design approvals and agreements must be made in writing. All displays must be erected and dismantled within the required time frames. All stands must have disability access.

Move in will commence at 12.00p.m. Tuesday 1st September and conclude at 1.59pm. Wednesday 2nd September 2015. Move out will commence at 4.30p.m. Saturday 5th September and conclude at 2.00a.m. Sunday 6th September 2015.

No exhibit shall be dismantled prior to 4.30p.m. on Saturday 5th September, unless authorised by the Event Organisers. Please note these times are subject to change.

Custom Stand Plans

A copy of any custom build stand plans must be submitted to Event Organisers by July 6th. Due to venue requirements all custom stands must be signed off by the event Risk Assessment team and authorised engineer (if required).

Plans must show all dimensions, specifications, elevations, weights and details of materials and connections. Rigging specifications are also to be detailed in plans. **It is critical all plans are submitted and approved by organisers before build commences.**

Organisers require a minimum of 6 weeks to approve.

DAMAGE WAIVER

The Event Organisers will not accept responsibility for any exhibitor, their staff or contractor damaging any of the Royal Hall of Industries buildings, fixtures, gardens, lawns or sealed surfaces. In the event of any structural damage or spillage occurring, the exhibitor at fault will be responsible for any repair or replacement costs.

Any vehicle or equipment damage that has occurred during the move-in, move-out or show days period will be the responsibility of the exhibitor and/or their transport contractor. The Event Organisers accept no responsibility for equipment or vehicle damage on site at the Royal Hall of Industries.

DANGER OR SAFETY LOCK-OUT TAGS

Tag, isolate and report any unsafe plant or equipment including ladders. Only the signatory may remove an existing tag when the risk has been resolved. Warn others of risks.

DANGEROUS GOODS

The exhibitor shall advise the Event Organisers at all times of Dangerous Goods (as listed in the Dangerous Goods Regulations) being brought onto the premises. Event Organisers are to be notified at least 30 days prior to the event of the type, size, volume and the purpose of the Dangerous Goods intended to be used during the event and the location of the stand housing the goods. Material Safety Data Sheets (MSDS) will be supplied with this notification. The MSDS can be obtained from the manufacturer of the product.

No more than one day's supply of any dangerous good shall be stored on a display stand or within the Hall at any one time. The remainder must be stored in the appropriate containers and have the appropriate markings and in a location approved by the Event Organisers.

DELIVERIES (SEE DELIVERY DOCKET – PG 41)

The exhibitor must arrange for an authorised representative to be present at the stand to receive goods as the organisers are unable to either accept delivery or be responsible for the safe keeping of items to be delivered.

Do not send any items to the Royal Hall of Industries by mail or courier as the facility does not have the resources to receive or store goods.

All deliveries must be clearly addressed as follows:

Company / Stand Name (No):

Exhibitor Contact Name:

Mobile Phone Contact Number:

Name of Event:

The Royal Hall of Industries administration will not take delivery of any goods on behalf of exhibitors, nor will there be any responsibility accepted for the safety of any such items delivered to the site in the absence of the exhibitor.

DISABLED FACILITIES

Nominated parking is provided for disabled patrons in the multi-deck car park on Errol Flynn Boulevard. Level access is available from the car park to the Royal Hall of Industries. Appropriate toilet facilities are located in the venue.

DISCHARGE OF NOXIOUS WASTE

No paint, oil, spirit, chemicals or other noxious substance shall be discharged into the sewage system. All such substances shall be collected and removed from the premises in a safe and lawful manner.

DISMANTLING OF STANDS

All exhibits must be cleared and debris removed by 2.00a.m. Sunday 6th September 2015. Charges will apply to any exhibitor not in compliance. The cost of the removal of any material, after the appointed close of the move-out time deadline will be passed on to any exhibitor at fault.

DUE DILLIGENCE AND DUTY OF CARE

This requires all persons to be committed to carrying out their moral and legal duties, assessing all hazards and risks continually and taking reasonable precautions to mitigate risks. Hazards are anything which have the potential to cause harm in any way to people, property or the environment. A hazard can be the result of your work environment, equipment and substances. Poor work practices, systems, procedures and behavior are a major cause of hazards in the workplace.

DUST AND FUMES

These may present respiratory, explosive or environmental hazards. Wear Personal Protection Equipment (PPE) when exposed to the hazard.

ELECTRICITY CONNECTION

No 'live' electrical work is permitted. Do not bring or use damaged electrical items and equipment. Check that the electrical test tag date is current. Out of test date appliances must not be used. Test 'Safety Switches' or RCD's each time before use.

Do not overload power points or use double adapters. Do not use electrical items in damp or wet conditions. Connections of electricity to all stands must only be carried out by the officially appointed electrical contractors, Exponet.

NO EXCEPTION to this rule will be permitted. (Electrical connection and electrical charges are at the cost to the floor space only exhibitors). Please fill in and return your Additional Lighting and Power Form (page 68-69) to Exponet. Exhibitors will be invoiced for the electrical connection to their 'floor space only' stand and any extra lighting/power points, not covered in the standard Shell Scheme package, direct from Exponet. Payment must be received prior to the commencement of the show.

EMERGENCY PROCEDURES

IN THE EVENT OF AN EMERGENCY

- Remain calm
- Take control of the situation, if safe to do so
- Remove persons in danger, if safe to do so
- Ensure Emergency Services are notified via alarm or phone 000
- Ensure all patrons and employees are removed from the hazard area
- Await instructions to evacuate and control entry to the affected areas
- Contain fire by closing doors
- Extinguish fire, if safe to do so
- Go to the nearest evacuation site (Evacuation site maps will be provided to each exhibitor prior to the commencement of the show)
- Report all incidents and accidents on (02) 8117 6718 or (02) 9921 5351

EQUIPMENT WITHIN EXHIBITS

Equipment or substances likely to jeopardise the health or safety of any person are prohibited. The operation of machinery or equipment, that is likely to be hazardous to the health or safety of attendees, is also prohibited. All machinery should be fitted with guarding, fencing, immobilisation locks, etc, to ensure a safe environment for staff and patrons. Signage above is not acceptable as a protective method. Persons operating equipment or machinery during an exhibition must be the current holder of the relevant certificate or license as required by law to operate such equipment. License to operate equipment or machinery must be carried by the equipment holder at all times.

EVACUATION PHASES

Phase 1: Immediately move all people away from the danger

Phase 2: Move people laterally to a safe area

Phase 3: Evacuate effected parts of the site

Phase 4: Total evacuation of the site

In the event of an evacuation warning, all persons are to immediately evacuate away from the danger area by the nearest and safest route to a safe area. If further evacuation is required, remain under the control of a warden. Ensure everyone is accounted for and report missing persons to the warden at the designated assembly area. Be alert in your area for suspicious articles or behavior and report this immediately to security.

EVACUATION PROCEDURES

- On hearing the EVACUATION TONE (WHOOOP... WHOOOP... WHOOOP)
- Follow the instructions of your PVM representative or fire warden
- Evacuate the building via the nearest fire exit
- Proceed in an orderly manner to the exterior ASSEMBLY area
- Ensure other occupants in your area are aware of the evacuation and assist them if necessary
- Remain at the assembly area until advised by the responding authorities or the Chief Warden

NOTE:

- DO NOT STOP TO COLLECT PERSONAL ITEMS
- DO NOT TAKE RISKS
- DO NOT RETURN TO THE VENUE UNLESS INSTRUCTED TO DO SO

Please note, an emergency evacuation procedure will be provided to you upon bump-in.

EXHIBITOR ACCOUNTS

Terms of payment are strictly in advance. All exhibitor services are to be paid prior to commencement of the event. Services will not be available at your stand until payment has been received in full.

EXHIBITOR CONDUCT

The exhibitor must ensure that their stand is completed on or before the commencement of the show, by 10.00 a.m. Thursday 3rd September 2015.

No exhibitor shall conduct a competition, auction, raffle, prize giveaway or game of chance during the show without the written permission of the Event Organisers. All products sold from exhibition stands must comply to the ACCC definitions and guidelines, and written permission must be obtained by Event Organisers.

Exhibitors must not sublet their exhibition space without the Event Organiser's permission. If the principle exhibitor wishes to share their space with other companies, each sharing company will be required to pay the Administration Fee.

All exhibitors, contractors and staff must wear high visibility clothing (high-vis vests) and closed footwear during the show move-in and move-out periods. Hi-vis vest will be available for purchase onsite if required.

The exhibitor must ensure that the designated aisles, passage ways and walkways are kept clear from obstruction during the official show period.

Exhibitor noise levels during the show must not exceed 60 decibels. No individual P.A. sound system or live music is permitted without prior permissions granted by the Event Organisers. The starting up of motor vehicles or engines is also not permitted inside any building. Live music or DJ's on stands must be approved by Event Organisers.

No generators are to be used to power outside exhibition stands.

The Event Organisers reserve the right to remove any individual who does not adhere to the safety and courtesy conduct conditions of the Royal Hall of Industries.

Every stand must be manned by adequately dressed and competent staff during published show times for the duration of the show, which commences at 10.00 a.m. Thursday 3rd September 2015 and concludes 4.00p.m. Saturday 5th September 2015. The Event Organisers reserve the right to refuse entry to any person not suitably attired.

EXHIBITOR FUN 'FACTS'

What to see at the show

Exhibitor **"fun facts"** and **"what to see at the show"** in the show guide, on the website and via social media.

We're interested in anything a little different on your stand, for example:

- Special TCE Promotions /on stand activities
- New product demonstrations /launches
- Information about the types of coffee you will be serving
- Special Equipment /Machinery
- Coffee technologies and gadgets
- Product description etc.
- Special guest appearances

The more information you can provide us, the more we can help promote your stand and company's presence at The Coffee Experience 2015. This is a great way of helping you increase the number of leads and customer engagement throughout the show.

EXHIBITION INSPECTION

Inspections will be carried out during the move in to ensure compliance with approved plans. A final inspection will be made by the Event Organisers prior to the opening of the event, on completion of the bump in, to ensure compliance with approved plans and to ensure safety regulations are being observed. The Event Organisers may carry out random inspections during the event to ensure continuing compliance.

EXHIBITOR ON-SITE CUSTOMER SERVICE DESK

Exponet will provide an Exhibitor Service Desk at the Royal Hall of Industries, which will be manned all hours during the move-in period. This service will allow for last minute additional orders to be processed. However, we recommend that on-site orders be placed early as there will be no guarantee that late requests will be honoured due to stock availability.

EXHIBITOR REGISTRATION AND PASSES

More information will be released shortly regarding exhibitor registration process.

EXHIBITS REQUIRING APPROVAL

Any custom built or custom designed stand, other than those designed and constructed by the officially appointed contractor, Exponet, must be approved by the Event Organisers, engineer and the venue.

All temporary structures, including stands built for exhibition, must comply with the Building Code of Australia and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, height, fire safety and flammability rating of materials.

Stands over 2.4 metres in height or stands designed to support weight other than light advertising material are required to be approved by submission of a design with dimensional plans, with cross-sectional and elevation views, together with details of construction materials and methods.

Any stand that has a structure contained within it that has a roof or ceiling may be required to have additional fire protection equipment, such as the fitting of a smoke detector, a portable dry powder extinguisher and an extension of the existing sprinkler system.

Where any stand/exhibit is a multiple storey construction, the design, showing all features, including access/egress points and stairways, full dimensional plan, elevations and certification, must be provided six weeks prior to the event for assessment and written approval. A certificate from a structural engineer identifying the integrity of the structure is required. Artist's impressions are not acceptable. Please refer to 'Custom Stand Plans' on page 10-11.

EXHIBITOR SAFETY CHECKLIST

It is the exhibitor's legal responsibility to manage all risks associated with your display to ensure the safety of all workers, contractors and visitors to the event.

THE AREA OF THE SHOW IS A WORKPLACE –SAFETY IS A PRIORITY

Our Show Safety Officer will be on site to assist you to identify hazards and to comply with legislative requirements.

All Health and Safety directives given must be complied with.

A safety checklist of the information contained in this manual should be completed to ensure a smooth and hassle-free event.

EXHIBITOR SERVICE CONTACTS

EVENT ORGANISERS

The Coffee Experience

11 – 15 Buckhurst Street, South Melbourne, VIC 3205.

P: +61 (3) 9690 8766

F: +61 (3) 9682 0044

E: tanya.kimpton@primecreative.com.au

www.thecoffeexperience.com.au

CATERING

Playbill Venue Management Pty Ltd

Hordern Pavilion, Royal Hall of Industries

Jared Neal

Food and Beverage Manager

P: +61 (2) 9921 5340

M: +61 (0) 429 134 106

E: jared@playbillvenues.com.au

FREIGHT FORWARDING / TRANSPORT / LOGISTICS / STORAGE

Agility Fairs And Events

Matthew Verdolini, Event Logistics Specialist

Agility Fairs & Events

28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045

Tel: +61 3 9330 3303

Fax: +61 3 9330 3337

E-mail: mverdolini@agility.com

CLEANING

Playsafe Enterprises

Nickie Haylen

Ph: 0418 213 216

EXHIBITION STANDS, FURNITURE & ELECTRICAL CONNECTION

EXPONET

Unit 1, 1 The Crescent, Kingsgrove, NSW 2208.

Samantha Cherry

Account Coordinator

P: +61 (3) 9676 7777

F: +61 (3) 9676 7788

E: samantha@exponet.com.au

www.exponet.com.au

RIGGING

Playbill Venue Management Pty Ltd

Royal Hall of Industries

Nigel Tarrant

Venue Services Manager

P: +61 (2) 9921 5349

M: +61 (0) 402 244 665

E: NigelT@playbillvenues.com.au

RISK MANAGEMENT

Megabrook Consulting Group

Frank Martinuzzo

P: +61 (0) 403 321 669

E: megabrook@bigpond.com

FOOD & BEVERAGE SAMPLING GUIDELINES

All food and beverage samples must be approved in writing by the Event Organiser. Exhibitors must complete the Food and Beverage Sampling form on page 58. If approval is given for genuine sampling of product, the following guidelines and health requirements are to be observed on Exhibitor's Stands from which food and/or drink is promoted to the public by samples:

1. Washing facilities - A separate hand-washing facility must be provided within the stall.
2. Samples must be given away free of cost to the patron. Relevant permits must be obtained (refer to page 18 for more information)
3. Portions must be of a tasting style and size only:

BEVERAGE SAMPLING – NON-ALCOHOLIC:

- Non-or low alcohol content samples (other than coffee based beverages) must not exceed 60ml.
- No sample sizes restrictions are applicable for coffee or tea based samples, however the service of these MUST be approved by Event Organisers and relevant permits must be obtained

FOOD SAMPLING:

- Food samples must not exceed 100 g in weight.
 - Confectionery and snacks must not exceed 59 g in weight.
- Upon request, samples may need to be provided for analysis.

4. Sampling of the following is prohibited

- Beverages other than coffee and tea based drinks (unless approved by Event Organisers)
 - Alcoholic Beverages
 - Food other than individually wrapped café snacks – ie cookies, chocolates etc
5. Cooking of food by Exhibitors is prohibited.
6. Perishable packaged foods are required to be refrigerated.
7. All eating and drinking utensils must be disposable (for example paper cups, plastic spoons, plastic wine glasses) and must not be re-used.
8. When food or drink samples are given away for promotional purposes:
- a) They must be offered in such a manner as to avoid being handled by the public, eg. apportioned and toothpicks inserted
 - b) They should be protected from contamination eg. use of trays provided with fitted plastic covers
 - c) Condiments such as sauce, mustard etc. are to be contained in squeeze type dispensers or in individual sealed packs
9. Exhibitors providing food or beverages must provide receptacles for the collection of rubbish in suitable locations. Such receptacles shall be located at or near the stand and the contents shall be disposed of in a manner approved by the Event Organisers.

FOOD & BEVERAGE PERMITS

Exhibitors serving coffee & tea based beverages are not required to apply for a Temporary Food Premises permit. Exhibitors wishing to serve food other than pre-packaged samples MUST do so through the venue caterers. Contact event organisers for more information.

FIRE SAFETY

Each exhibitor must have on their stand an approved and tested dry powder fire extinguisher. Do not block or lock fire exits, aisles or access to fire appliances, including extinguishers, hydrants or reels. Familiarise yourself with the nearest fire appliance, exit and all emergency procedures. Building materials subject to fire risk are to be avoided when planning show displays. All fire outlets must remain clear at all times. Overhead banners, signs, stage display sets, scenery or themes must be non-flammable. No helium inflated balloons are allowed on site without approval from Event Organisers. Cost to retrieve balloons will be charged to the exhibitor.

FIRST AID

All accidents and incidents must be immediately reported to a security officer, safety warden or the Event Organisers office so that a record of details can be taken to ensure that the appropriate first aid action is taken.

A fully trained first aid officer will be available on-site on all the show days including the move-in and move-out periods.

FIXING AND PENETRATIONS TO BUILDINGS

No person is to fix, penetrate or paint anything onto any Royal Hall of Industries building wall, floor or roof.

FLAMMABLE LIQUIDS

Flammable liquids may be used as part of an exhibit display within certain guidelines. Exhibitors must consult Event Organisers in writing for approval to use any flammable liquids, including LPG Gas and general flammable liquids.

'FLOOR SPACE' ONLY EXHIBITORS (NO CARPET)

Floor Space Only packages do not have power, lighting, carpet, furniture, plants or any structure included in the cost of the Floor Space Only Contract. If you require any of these items please contact Exponet to arrange.

All Floor Space Only stands MUST have some form of floor covering ie carpet or raised floor - concrete (venue floor) is not sufficient.

FOOD, DRINK, TOBACCO

The serving or drinking of alcohol on exhibition stands is strictly prohibited unless approved by Event Organisers. Designated drinking areas (exhibitor lounges and public bars) will be made available for the consumption of alcoholic beverages to exhibitors, their guests and trade visitors over the age of 18 years.

The Royal Hall of Industries and the Event Organisers discourage the consumption of alcohol, which results in:

- a) intoxication and drunkenness; and/or**
- b) disruptive, offensive, aggressive or dangerous behaviours.**

The Royal Hall of Industries has appointed RSA Managers and undertaken extensive staff training to monitor and manage the consumption of alcohol on its licensed premises.

The Royal Hall of Industries encourages its patrons to consume alcohol responsibly.

No exhibitor can sell, distribute or give away any item of food, drink or tobacco without approval by the Event Organisers.

All food or drink must be purchased through the designated and officially appointed venue Caterer. No exceptions will be granted. Please refer to the Catering Request Form which will be released closer to the date.

There will be hand washing facilities on site for use by all exhibitors who will be handling any food or drink products.

FORKLIFTS

Agility Fairs and Events is the only appointed official materials handling and logistics manager for the event. Forklift hire bookings must therefore be made only through Agility Fairs and Events. Only forklifts with white tyres will be allowed access to venue pavilions and buildings. Please complete the Forklift Services section enclosed on the Freight Transport Quote Request Form (page 59). Exhibitors will be contacted by Agility Fairs and Events with regards to their particular move-in and move-out equipment needs.

FREIGHT FORWARDING

Agility Fairs and Events has been appointed the official logistics provider for The Coffee Experience 2015.

Agility Fairs and Events specialises in exhibition freight forwarding - both domestic and international. Agility Fairs and Events can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility Fairs and Events, your goods will automatically be delivered to your exhibition booth.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue.
 - Storage of early consignments, packing materials during the exhibition and storage after the exhibition
 - For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements.
- Prior to the show, Agility Fairs and Events will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

Matthew Verdolini, Event Logistics Specialist
Agility Fairs & Events
28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045
Tel: +61 3 9330 3303
Fax: +61 3 9330 3337
E-mail: mverdolini@agility.com

***NOTE:**

The show bumps in on very tight parameters and deliveries will not be accepted at the venue earlier. Furthermore, all freight must be removed from the venue the same night as show close – no exceptions.

For these reasons, we highly recommend using Agility Fairs and Events as their service is door-to-stand and they work weekends and outside normal business hours.

Please refer to the insert "Benefits of using Agility" (pg 62), which outlines the services provided and will assist you in making an informed decision.

GAS STORAGE / APPLIANCES / LPG

All exhibitors wishing to utilise gas cylinders or gas appliances must obtain written approval from the Event Organisers at least four weeks prior to the event. Each application will be assessed with the safety of the public/attendees as its prime pre-requisite. LPG installations must comply with Australian Standards & Work Cover requirements. Current certificate of compliance and test date must be attached and all cylinders must be secured against tipping. Check valves, gas lines and fittings for damage cracks and leaks.

No LPG is to be stored indoors overnight. No Patio or LPG heaters to be used indoors.

HIGH PRESSURE AND COMPRESSED AIR CLEANING

These are not permitted on the site without notifying the Event Organisers first.

HOT SURFACES AND LIQUIDS

Hot surfaces and liquids, including urns, coffee machines, etc. must be safely out of reach of the public and persons working with them. Exhibitors must be aware of the risk of burns and be trained accordingly by their company manager. Personal Protection Equipment (PPE) if required must be worn.

IMPORTANT DATES TO REMEMBER

Tuesday 6th July - Complusory forms and information due

- Certificate of Currency or Public Liability insurance
- Exhibitor Risk Assessment (pgs 34-35)
- Custom Stand Plans (Refer to pg 10-11)
- On-stand Food or Beverage Service (pg 37)
- Showguide profile form (pg 38)
- Sanctioned TCE2015 Event Application (pg 39)
- Employers/Contractor WH&S compliance (pg 43-46)
- On-stand Activities - Entertainment & Competitions (pg 36)

Friday 14th July - Additional/optional forms due

- Phonline/EFTPOS connections (pg 48-49)
- Application for plumbing - Royal Halls of Industries (pg 50-51)
- Rigging- Royal Halls of Industries (pg 52-53)
- Freight Transport & Storage Request Form - Agility Fairs and Events (pg 59)
- Application to provide on-stand entertainment & competitions (pg 36)
- Catering account credit card authority form (pg 54)
- Showbag insert application form (pg 40)

Friday 25th July - EXPONET forms due

(pgs 63-73)

- Official Supplier
- Custom Stand Package
- Fascia & Signage Confirmation
- Stand Modifications
- Furniture and Audio Visual order form
- Power and Lighting (2 forms)
- Stand Layout Final Check list
- Hire Terms and Conditions
- Stand Packages
- Shell Essentials

INSURANCE

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Each exhibitor must ensure that they have Public Liability Cover (not less than \$10,000,000) for the period between 7.00a.m. Tuesday 1st to 7.00a.m. Sunday 6th September 2015 and must provide a Certificate of Currency endorsing and noting the interest of the Event Organisers, The Coffee Experience, 11-15 Buckhurst Street, South Melbourne, Victoria 3205, Australia for the said period. The insurance cover must also include liability for Personal Injury as well as Damage to property. The certificate must also include cover whilst away from the normal business address and whilst at The Coffee Experience. Both copies of the Public Liability Policy and 'Certificate of Currency' must be in the possession of the Event Organisers on or before Monday 6th July 2015. Failure to present the required insurance cover will prevent the exhibitor from participating at the show and the exhibitor will incur the loss of any monies paid. The exhibitor should also carry extended and adequate insurance coverage against personal injury, equipment/property damage due to theft, fire, etc.

INTERNET

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Wi-Fi service is available throughout the Hordern Pavilion and Royal Halls of Industries. Please open up your webpage and follow the instructions found on pages 55-57.

LADDERS

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Ladders must be of an approved type and inspected before use and can only be used if there is no safer alternative available. Do not substitute other things such as chairs and boxes for ladders. Ensure ground is firm and the surface is level and both hands are free when climbing. Aluminum ladders should not be used for electrical work.

LIFTING OF HEAVY ITEMS

.....

To avoid back, arm or shoulder strains and injuries, please ensure heavy items are moved using a pallet-jack or forklift. Agility Fairs & Events has been appointed to assist with moving and positioning heavy parcels and equipment so please utilise their professional services in the interests of everyone's safety.

LIGHTING

Lighting levels must be adequate for the task and for the public's safety in all areas.

MATERIALS HANDLING / FREIGHT / FORKLIFTS / STORAGE

The event's exclusive supplier for materials handling, freight, crane, storage and forklift services is Agility Fairs and Events. Forklift, crane, freight and storage hire services must be managed by Agility Fairs and Events. See enclosed forms (page 61). Principal contractors for the exhibition must also use Agility Fairs and Events for all their material handling needs.

Agility Fairs And Events Logistics 28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045

Matthew Verdolini | P: +61 3 9330 3303 | F: +61 3 9330 3337 | E: mverdolini@agility.com | www.agilitylogistics.com

MOVE-IN & MOVE-OUT TIMES*

MOVE-IN:

Tuesday 1st 12.00p.m. - 10.00p.m. - Stand builders only

Wednesday 2nd 7.00a.m. - 10.00p.m. - Exhibitor access & stand builders

MOVE-OUT:

Saturday 5th 4.30p.m. - 7.30p.m. - Exhibitor product pack up

7.30p.m. - 11.59p.m. - Stand dismantling

Sunday 6th 12.00a.m. - 2.00a.m. - Stand dismantling

A detailed move in and move out schedule will be provided in due course. It is critical ALL exhibitors adhere to assigned times to ensure a smooth and successful bump in and out. If you have issues with the assigned times please contact organisers as a matter of urgency. Agility Fairs and Events are our exclusive freight partner and they are committed to working with you to make this a smooth process.

*** ALL exhibitor products, stand infrastructure, furniture etc must be removed from the venue strictly by 2.00a.m Sunday 6th September. If any items are left after this time they will be disposed of by cleaners and additional hourly charges will apply. Event organisers do not take responsibility for any items left on exhibitors stands past 2am Sunday 6 September.**

ONLINE INDUCTION

It is a requirement that all persons who work in The Royal Hall of Industries must complete the Playbill Venues Safety Induction before they commence work.

To complete the Safety Induction please log onto to www.playbillvenues.com.au and click on the button labelled SAFETY. This will take you to our dedicated safety area which has been developed to assist you. It takes approximately 15 minutes to complete and upon completion an induction card will be sent to your email address to indicate you have completed the induction. It is a requirement that you must print and carry a signed induction on you at all times.

ON-SITE CONTRACTORS

All external contractors must undertake an OH&S site Induction and supply all relevant licenses, insurances, documentation and Certificate of Currency.

ALL employers, contractors and self employed persons who work on events at The Royal Hall of Industries MUST be registered as compliant with Playbill Venues prior to commencing work. In order to be considered compliant and added to our register, ALL contractors must complete an WH&S Assessment and provide certain health and safety information relating to their work.

Please refer to pages 43-46 to complete this WH&S form or visit www.playbillvenues.com.au and click on the WH&S button. Once you are in the WH&S Centre click the 'contractor' button and follow the prompts.

All health and safety information provided by Contractors will be reviewed by the Playbill Venues WH&S officer to ensure that all key safety areas have been addressed. Once you have satisfied us you will be entered into Playbill Venue's WH&S register and the event producer advised.

ON-SITE MATERIALS HANDLING

Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Agility Fairs and Events. Charges will apply.

Please complete the MATERIALS HANDLING FORM (pg61) and return it to Matthew Verdolini, mverdolini@agility.com at least one week prior to the show.

PARKING - EXHIBITORS & PUBLIC

Parking around the vicinity of Playbill Venues is very limited. Parking is available in the Entertainment Quarter multi-deck car park operated by Wilson Parking situated on Errol Flynn Boulevard. EQ car park opening hours are 0700-0200, the maximum vehicle height is 2.1m.

THE FOLLOWING CAR PARKING RATES APPLY;

- First two hours FREE
- 2-3 hours \$6
- 3-4 hours \$10
- 4-5 hours \$14
- 5-6 hours \$18
- 6+ hours & maxim daily rate \$25
- Evening flat rate after 6pm of \$7

Exhibitors can collect discount vouchers from the Organisers Office to redeem parking for a flat daily rate of \$12.

A parking flat rate of \$25 now applies to precinct special event days, however If patrons are attending an event at the Royal Hall of Industries they can validate their parking ticket and the standard rates above will apply. Special event days are determined by the Entertainment Quarter.

The venue and Event Organisers actively support and promote the use of public transport to the Entertainment Quarter precinct and specific arrangements are in place to provide regular bus services from the city (linking with railway stations) and from Bondi Junction.

PERSONAL PROTECTION EQUIPMENT (PPE)

Personal Protection Equipment (PPE) may be required to protect you from falls (safety harness) or to protect your body including face, eyes, ears, respiratory tract, feet, head and hands for specific tasks. PPE is the most effective way to control the particular risks. Your manager must provide you with correct PPE as well as appropriate training to ensure correct use, storage and maintenance. PPE must be checked for fit, type and damage before use. Do not re-use disposable, contaminated or damaged PPE.

PREFERRED EXHIBITION STAND SUPPLIERS

EXPONET

Samantha Cherry
Account Coordinator
P.O. Box 120, Sydney Markets NSW 2129
P: +61 (3) 9676 7777
F: +61 (3) 9676 7788
E: samantha@exponet.com.au
www.exponet.com.au

PROHIBITED OR RESTRICTED ITEMS AND WEAPONS

Any items which may cause injury or public nuisance are not permitted on the site.

PROMOTIONAL STAFF

The use of agency models or professional spruikers to promote products or services, other than on your own stand, is strictly prohibited. Dress code must be socially (and industry) acceptable.

PROMOTIONS & COMPETITIONS

All purposed promotions and competitions must be approved in writing by the Event Organisers. Please refer to the form on page 39.

REQUIREMENTS FOR MOTOR VEHICLES

PORTABLE FIRE EXTINGUISHERS:

There are minimum equipment recommendations in place for every stand that has a motor vehicle(s). Please contact the Event Organisers for a copy of these requirements.

FLAMMABLE LIQUID POWERED MOTOR VEHICLES:

- The fuel tank cap must be sealed or secured to prevent the easy removal of the fuel cap by unauthorised persons.
- Under no circumstance is fuel to be decanted or vehicles filled inside the Hall.

FLAMMABLE GAS (LPG) POWERED MOTOR VEHICLES:

- LPG powered motor vehicles must have their systems fitted in accordance with AS1425-1989 LPG Gas Fuel Systems for Vehicle Engines.
- The LPG fuel tank must be isolated from the engine mechanically by closing the 'Service Tap' on the fitted fuel tank.
- The motor vehicle engine is to be run until all fuel in the fuel line is exhausted.
- Vehicles in exhibitions will not be started and run without the prior permission of PVM. A drip tray must be installed underneath the vehicle.

IGNITION KEYS ARE NOT TO BE LEFT IN THE VEHICLE AND ARE TO BE STRICTLY CONTROLLED BY THE EXHIBITOR DURING THE EXHIBITION.

RIGGING

All rigging must be managed by the venue's approved licensed riggers and will be booked on behalf of the exhibitor by the Event Organisers. Clients wishing to suspend items from the roof of the venues must submit, for approval by the Event Organisers drawings and descriptions of items to be suspended, including position, weights, type of materials and any special requirements, not less than six (6) weeks prior to the exhibition. Light objects (>20kg) may be suspended from the roof by the venue approved Rigger after submission and acceptance, of the Application for Rigging Form. Heavy objects must be approved by the Building Engineer and are also subject to approval by the venue approved riggers. Please refer to pages 52-53 for the Rigging Request Form and submit to Event Organisers.

RISK MANAGEMENT PROCEDURES

Officially appointed Risk Managers – Work Law, Health and Safety Officers, will be circulating around the venue during the set up, operational and dismantling periods of the show. Their direction on Workplace Health & Safety matters must be followed by the exhibitors. Check your area for any trip, fall or other hazards and notify the Show Safety Officer immediately if there are any safety concerns on 0403 321 669. Exhibitors should conduct their own safety induction for Staff and Contractors. Please display the Building Evacuation Plan (to be supplied prior to show time) in a prominent position on your stand.

SAFE SYSTEMS & METHODS OF WORK

This applies to all tasks and must meet or exceed the current Work Cover requirements. If you are in doubt you must consult with the Event Organisers.

SAFETY VESTS

It is COMPULSORY that all visitors, contractors and suppliers who are on-site during the move-in and move-out periods are wearing high visibility clothing (i.e. safety vests). Access to the Royal Hall of Industries will not be permitted to anyone who is not wearing a safety vest. A limited amount of safety vests will be available for purchase on site from gate house A however exhibitors and contractors are encouraged to bring their own.

SALES & MERCHANDISING

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If an exhibitor undertakes a sale during the posted trade show times they must be a fully licensed Trader. Verification of license number and qualifications must be presented to the Event Organisers upon request and copy must be present during event. Exhibitors wishing to sell items of merchandise are required to notify the Event Organisers at least 30 days in advance of the commencement of the event.

SECURITY

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The event will be guarded by 24 hour security surveillance from move-in period, show days and move-out period. The Event Organisers, or venue, will not however be responsible for the loss, theft or damage of any property brought into the Royal Hall of Industries site. The exhibitor must take full responsibility and precautions against theft or damage to displays and equipment.

SHELL SCHEME EXHIBITORS

.....

Included in the Shell Scheme Space Contract are carpet tiles, two 120 watt track mounted spotlights per 9sqm and one 240 volt power point (10 amps). Not included is the cost for additional power points, lighting and power usage during the event. See Exponet booking form enclosed.

SHOWGUIDE

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Prime Creative Media will publish an official event show guide that will be distributed to all visitors. Exhibitors have the opportunity to include a 150 word profile (refer to form on page 38). The show guide will also include a detailed event schedule. Exhibitors are encouraged to send Event Organisers details of on-stand or after hours events (refer to page 39) for inclusion on the schedule.

SHOW TIMES

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Thursday 3rd September 10.00a.m. - 5.00p.m.
Friday 4th September 10.00a.m. - 5.00p.m.
Saturday 5th September 10.00a.m. - 4.00p.m.

SIGNS

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Do not affix any material to any part of any building.

SMOKING

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By law, smoking is strictly prohibited within the Royal Hall of Industries and where specific hazards exist.

SPECIAL EFFECTS

Proposals to use smoke generation, naked flames or any special effects in display areas must be submitted in writing no less than six (6) weeks prior to the commencement of the show to Show Organisers for approval.

Naked flames include the use of cooking equipment, barbeques, heaters, candles, oil burners etc. Stands given approval to use naked flames shall abide by the following instructions:

- A fire extinguisher and/or fire blanket shall be kept on the stand in an area accessible to the general public. This fire extinguisher shall be properly signed.
- Under no circumstances will the stand be left unattended when the flame is alight.
- No flammable material shall be within one metre of the flame.
- Flames shall be extinguished 15 minutes prior to the stand being vacated at the end of the day.
- Flames will be situated so that members of the public cannot come into contact with the flame or any surface likely to burn the person or ignite their clothing.
- Facilities used for cooking must have an automatic emergency cut-off switch.
- Appropriate first aid equipment/items must be in place.

STAND PLACEMENTS

All stand areas will be clearly marked with your stand number placed at each corner boundary. Make sure you have the correct site number before moving onto your site. Do not encroach on any other stand site or aisle area when building your stand. Contact the Event Organisers if in doubt. Failure to comply will require the exhibitor to rectify the stand position at the direction of the Event Organisers and at the cost (if any) to the exhibitor.

STORAGE

There is no onsite storage at the Royal Hall of Industries. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show. Agility Fairs and Events can arrange off-site storage at a cost of \$44.00 per m³ or part thereof.

Exhibitors or their stand-builders requiring offsite storage during the show, must pre-book these services in advance with Agility Fairs and Events. Charges apply.

Please complete the MATERIALS HANDLING FORM (included in this manual, pg 61) and return it to Agility Fairs and Events at least 1 week prior to the show.

Please note:

- If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.
- Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, cranelift, forklift, portercage, clearance, delivery, storage, positioning and all other onsite services.

TELECOMMUNICATIONS

The venue operates its own telephone distribution system, providing analogue phone & fax lines. All requests for telephone & fax should be made via the Application for Telecommunications form on pages 48-49.

TEMPORARY RAISED FLOORS, RAMPS AND STAIRS WITHIN EXHIBITS

All raised floors, steps and ramps must comply with the relevant sections of the Building Code of Australia and OH&S and conform to Disabled Disability Act requirements. **All stands must have a 10mm bevelled edge for disabled access.** The raised floor sections, steps or ramps must not contain sharp or dangerous edges and must not cause a trip hazard, as well as being clearly distinguishable from the surrounding area.

TRAFFIC MANAGEMENT AND ACCESS POLICY

The Royal Hall of Industries is located on Driver Avenue at the entrance to the Entertainment Quarter.

- All entrances and exits to the venues must be kept clear of parked vehicles during operational hours.
- Drivers must follow traffic and parking directions.
- A 30 minute unloading limit applies to all vehicles. Times for larger vehicles are at the discretion of the Event Organisers.
- The venue and Event Organisers accept no responsibility for the safety of vehicles and their contents whilst they are parked on the property.
- A strict speed limit of 10 km per hour applies to all vehicles.
- All vehicles must display the Parking Permit issued at the manned checkpoint, indicating the Date, Time of Arrival, Company, Driver's Name, and on-site contact number.

UNCLAIMED GOODS

No responsibility is accepted by the Event Organisers or venue for any goods left in storage or at the Royal Hall of Industries premises. All items left at the venue, after the completion of the show period (including the move out period), will be treated as rubbish and disposed of accordingly, unless other arrangements have been made by contacting the Event Organisers. The cost of any items lost, stolen or damaged during the move-in, show days and move-out periods will be the exhibitor's responsibility and therefore liability.

VEHICLES, TRAFFIC & PARKING

All vehicles must observe a 10 kph or walking pace speed with hazard lights operating at all times. Pedestrians must have right of way at all times. Keep clear of loading dock operations. Do not drive vehicles through crowds. Vehicle registration, licensing and traffic laws apply at all times during the event, including forklifts. Park only in allocated areas and marked parking bays and do not block any clear access areas. A mobile contact number is to be displayed clearly on the vehicle's dashboard at all times. Motor must be off and handbrake to be applied before leaving the vehicle.

WATER & WASTE

Plumbed water and waste is available in the Royal Hall of Industries venue. All requests for water/waste connection should be made via the Event Organisers. Please refer to page 50-51.

WET OR DAMP AREAS

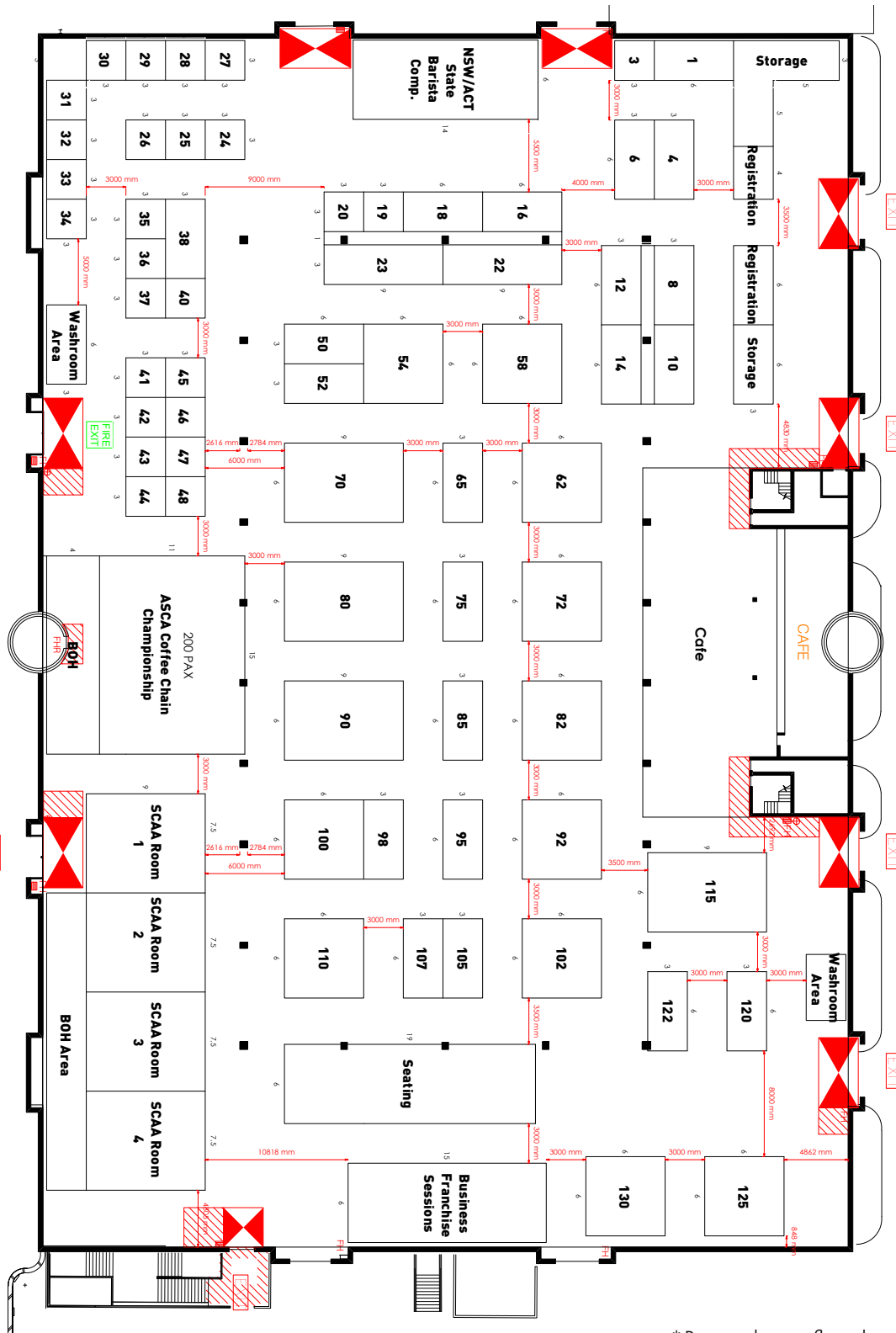
These present a number of risks including slips, falls and electric shock. Do not use electric appliances in damp or wet areas. Isolate the area and then arrange clean up of the spills immediately.

WORKPLACE OCCUPATIONAL HEALTH AND SAFETY

To avoid any doubt, the duty imposed on a person by the NSW Work Health & Safety Act 2011 and the Work Health & Safety Regulation 2011, to ensure as far as reasonably practicable, is to provide and maintain an environment that is safe and without risks to health. It is also your duty to eliminate risks to health & safety so far as is reasonably practicable. The exhibitor, its employees and contractors must comply with the provisions of the current Occupational Health and Safety Act, its requirements, regulations and standards. The exhibitor, its employees and contractors must also obey the directions of the appointed onsite Occupational Health and Safety officers and the Event Organisers. Please report all unsafe incidents and accidents to the Event Organiser's office.

The Event Organisers are committed in protecting your health and safety whilst participating at The Coffee Experience 2015.

ROYAL HALL OF INDUSTRIES MAP



* Proposed venue floorplan, subject to changes.

PRECINCT MAP

