

TIMINGS & EVENT LOGISTICS

There are a number of important timings associated with an exhibition. In addition to the public opening times, additional time has been set aside to set up and pack up the stands. Special arrangements have also been put in place for the delivery and pick-up of goods. All of these timings are important. Please review them prior to the exhibition.

1 Public exhibition hours

- 1.1 The exhibition is open to visitors during the following times:
 - a. Thursday 17 March 2022 between 12.00pm and 8.00pm
 - b. Friday 18 March 2022 between 10.00am and 6.00pm
 - c. Saturday 19 March 2022 between 10.00am and 6.00pm

Outside these hours only persons who are employed by the venue, ADIA, an Exhibitor or a Contractor may be within the Exhibition Hall. All others will be escorted out.

- 1.2 During the public exhibition hours all persons within the Exhibition Hall must be able to display their Visitor Registration or Exhibitor Registration via the app.
- 1.3 During the public exhibition hours all persons entering and/or exiting the Exhibition Hall must do so through designated doorways.
- 1.4 Exhibitors shall not dismantle or remove any part of their exhibit including goods and equipment during the designated exhibition hours.

2 Access doors for public exhibition

- 2.1 During the Public Exhibition Hours, ICC Hall 5 and 6 doors will be in operation.
- 2.2 All Visitors and Exhibitor Staff must use the designated entry and exit doors, without exception.

3 Access for construction of custom-made booths

- 3.1 As with all construction, the erection of custom-made stands carries some risk. Timings have therefore been designed to minimise the number of people in the Exhibition Hall during this time.
- 3.2 Contractors engaged to construct and dismantle custom-made exhibition booths may be admitted in the Exhibition Hall during the Public Hours, however no construction or dismantling activities must take place during this time.
- 3.3 The Exhibition Hall will be available to Contractors engaged to construct and dismantle custom-made exhibition booths during the following Construction hours:
 - a. Tuesday, 15 March 2022:
Custom stand builds commence from midday.
Early access requirements for space only stands contact Harry the hirer. All loading dock requirements as per the published access times please contact the nominated freight provider.

- b Wednesday, 16 March 2022 from 7.00am all construction permitted.
- c Saturday, 19 March 2022 from 6.00pm to 12.00 midnight .
- d Sunday, 20 March 2022 from 7:00am to 9.00pm
- e All goods and materials must leave the designated space by 9.00pm Sunday 20 March 2022.

Loading dock hours are as follows:

Tuesday 15 March 2022	7.00am – 7.30pm
Wednesday 16 March 2022	7.00am – 7.30pm
Thursday 17 March 2022	7.00am – 12.00pm – show opens at 12.00pm <i>(loading dock not operational during show hours)</i>
Friday 18 March	Show day <i>(loading dock not operational during show hours)</i>
Saturday 19 March	6.00pm – 12.00midnight <i>(loading dock not operational during show hours)</i>
Sunday 20 March	7.00am - 9.00pm

Outside these hours any person within the exhibition hall who is not employed by an Exhibitor or a Contractor will be escorted from the Exhibition Hall.

- 3.4 Employees of Exhibitors will have access to the Exhibition Hall during Construction hours for the sole purpose of supervising the construction of a custom-made stand.
- 3.5 During the Construction times all persons within the Exhibition Hall and loading docks must wear a high-visibility safety vest. Any person not wearing a safety vest will be escorted by Security from the Exhibition Hall. No drivers or passengers of any vehicles will be given access to the docks without a high-visibility safety vest on.
- 3.7 No persons under the age of fifteen years old will be permitted in the Exhibition Hall during the Construction hours.

4 Access for exhibitors for stand set-up and pack-up

- 4.1 For the purpose of setting up and packing up a stand (bump-in and bump-out), employees of Exhibitors will have access to the exhibition hall during the following Bump-In/Out hours:
 - a. Wednesday 16 March 2022 from 12.00pm to 9.00pm
 - b. Thursday 17 March 2022 from 7.00am to 12.00pm
 - c. Saturday 19 March 2022 from 6.00pm to 12.00midnight (once bump out has commenced)
 - d. Sunday 20 March 2022 from 7:00am to 9.00pm
- 4.2 No Exhibitor is permitted to set up or pack up an exhibition stand during public hours.
- 4.3 No persons under the age of fifteen years old will be permitted in the Exhibition Hall or loading docks during the Bump-In/Out hours.
- 4.4 The exhibition space will remain in operation until 6.00pm on Saturday, 19 March 2022.

5 Deliveries to the exhibition hall

- 5.1 GEL Events is ADIA's preferred logistics contractor. For a fee they are able to collect goods, transport the goods to the venue then arrange for delivery to Exhibitors when the latter have access to the Exhibition Hall.
- 5.2 GEL Events will be co-ordinating the loading dock on behalf of ADIA. GEL Events is responsible for co-ordinating ALL deliveries and pickups, including those of other logistics / freight companies. All exhibitor deliveries, custom stand deliveries, courier services, private deliveries, cars dropping off stock and boxes will need to be logged and/or booked with GEL Events. This will ensure that the dock does not get congested and/or blocked.

Regardless of the logistics / freight company used, all deliveries and pick-ups to the ICC must be co-ordinated through GEL Events. GEL Events can be contact on 1300 013 533 or 0405 490 949.

- 5.3 Exhibitors are solely responsible for receiving their goods. ADIA, ICC and Gel Events cannot receive (i.e. collect or sign for delivery) goods on behalf of an Exhibitor.
- 5.4 Exhibitors are able to have goods delivered to / from the Exhibition hall during the following hours:
 - a Wednesday 16 March 2022 from 12.00pm and 9.00pm
 - b Thursday, 17 March 2022 between 7.00am and 12.00pm
 - c Saturday, 19 March 2022 from 6.00pm to 12.00 midnight .
 - d Sunday, 20 March 2022 from 7:00am to 9.00pm

Loading dock access ceases at 7.00pm on all bump in and bump out days.

It is the responsibility of Exhibitor to arrange for dispatch and receipt of their goods.

- 5.5 Goods deposited at the ICC that have not been received by the Exhibitor or GEL Events, and any items remaining at (i.e. deposited by a courier and left unattended) may be removed and / or destroyed at the Exhibitor's expense. The Exhibitor is entirely responsible for such losses.

6 Heavy lifting of goods

- 6.1 GEL Events have been appointed as the forklift operator (no other operators are permitted). A forklift (and operator) can be hired from GEL Events to move goods between the loading dock, storage area and within the Exhibition Hall during Construction hours and outside of Public Exhibition Hours. Exhibitors and their contractors who require a forklift must contact GEL Events direct on 1300 013 533 or 0405 490 949.
- 6.2 A manual pallet jack may be available for a fee to move goods between the loading dock, storage area and within the Exhibition Hall outside of Public Exhibition Hours. Exhibitors requiring a manual pallet jack are invited to contact GEL Events to arrange support services.
- 6.3 It is the Exhibitor's responsibility to ensure that any of their employees who use a pallet jack have appropriate materials handling training.

6.4 Forklifts, pallet jacks or goods trolleys may not be used in the Exhibition Halls or foyer during the Public Exhibition Hours under any circumstances.

7 Emergency clearway

7.1 At all stages during the construction and dismantling of custom-built stands, set up and pack up of stands and during Public Exhibition hours, aisle ways designated as emergency clearways must remain free from any obstruction including but not limited to boxes, pallets, packing materials and equipment.

8 Storage of packing materials and replenishment stock

8.1 Packing materials and supplies for replenishing stock on an exhibition stand may be stored in designated areas in the exhibition hall. Storage of empty packaging materials for display items during the event please see the GEL Events site desk at Loading Dock Door 6 to arrange during bump in.

8.2 The Exhibitor accepts full responsibility for the safety and security of goods deposited in the storage area. No security is provided to these areas.

8.3 Contractor Work Health and Safety (WHS) is important to ICC and ADIA and must be everyone's concern. All organisers, contractors, subcontractors, exhibitors and associated staff may be required to complete an induction prior to the event move in. This includes familiarisation of the venue's emergency procedures.