



EXHIBITION MANUAL



CONTACT DETAILS

LOCAL PCO

ID Events Australia

Lucy Timms

Senior Event Manager

Suite 41, Jones Bay Wharf (upper level), 26 – 32 Pirrama Road Pyrmont NSW 2009

T: +61 2 9965 4311

M: +61 413 393 122

E: l.timms@ideventsaustralia.com

VENUE

Gold Coast Convention & Exhibition Centre

Belinda Crofts

Event Manager

2684-2690 Gold Coast Hwy, Broadbeach QLD 4218

T: +61 7 5504 4026

E: bcrofts@gccec.com.au

EXHIBITION CONTRACTOR

ExpoNet

E: esd@exponet.com.au

T: +61 2 9645 7070

W: www.exponet.com.au

****Please mention the ISAAC 2018 and your stand number****

EXHIBITION SCHEDULE

The ISAAC 2018 exhibition will take place in Foyers E & F on Level 1 of the Gold Coast Convention & Exhibition Centre.

Move-in	Sun 22 July	0600	ExpoNet access to venue
	Sun 22 July	0900	Space only stand builders access
	Sun 22 July	1330	Exhibitor access

****Please note: set up of exhibition booths must be completed by 2000 on Sunday 22 July****

Exhibition hours	Mon 23 July	1030 - 1800
	Tues 24 July	0900 - 1730
	Wed 25 July	0830 - 1800
	Thurs 26 July	0830 - 1600

****All times are subject to change****

Move-out	Thurs 26 July	1600 – 1800	Exhibitor move out
	Thurs 26 July	1800	Exponet dismantle

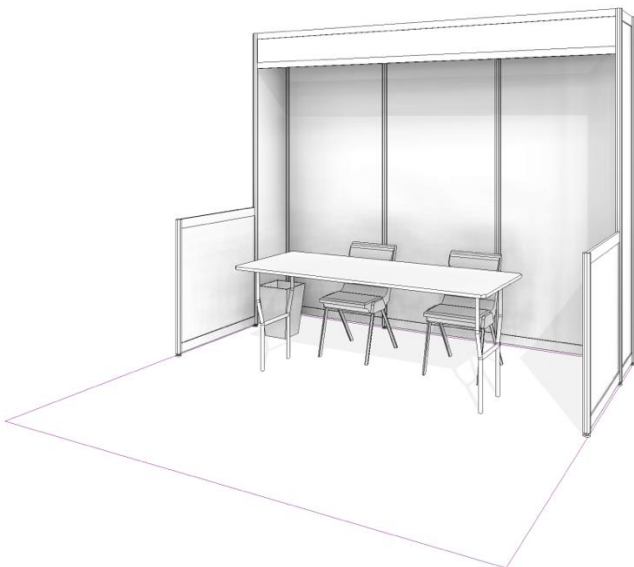
EXHIBITION CONTRACTOR

ExpoNet is the preferred exhibition supplier for the exhibition area at ISAAC 2018. ExpoNet has developed an Online Exhibitors Kit (OEK) for ease of ordering exhibition requirements for the event. **ExpoNet Exhibitor Services will forward the link, user name and password for the OEK, to all exhibitors, during the week of April 9th, 2018.** Please use the OEK to complete the forms for your stand requirements, including fascia and signage, lighting and power, stand modifications, shelving, slatwall, furniture, audio visual. All online forms must be completed by **30 June 2018.**

Internet: GCCEC offers free Wi-Fi services. Coverage extends throughout the venue. The complimentary service is suitable for email, social media and basic internet browsing. This is not suitable for streaming video such as Skype. Maximum bandwidth of 256Kb/s per user. For any alternative needs, please complete the relevant form using the link on page 6 (in the venue section).

IMPORTANT CHANGE OF INFORMATION NOTIFICATION:

The ISAAC Exhibitor Information Package noted that each booth space would be outfitted with "Pipe and drape" as one of the inclusions. As "Pipe and drape" is not a common exhibition practice in Australia, ISAAC exhibitor booth spaces are being provided with a no-additional cost "exhibition stand system" as noted below.



Inclusions:

- 3m x 3m Exhibition stand system
- Digitally printed company name fascia sign
- 2 x Track spotlights
- 1 x power outlet on stand
- 1 x 1.8m Trestle table
- 2 x Chairs
- 1 x waste basket
- Existing venue carpet

ExpoNet Exhibitor Services Department

E: esd@exponet.com.au
T: +61 2 9645 7070
W: www.exponet.com.au

Please mention the ISAAC 2018 and your stand number



CUSTOM BUILT STANDS

For anyone requiring a custom built stand or shipping an existing stand from overseas, please contact:

Lucy Timms - Senior Event Manager

T: +61 2 9965 4311

E: l.timms@ideventsaustralia.com

FREIGHT FORWARDING/TRANSPORT/DELIVERIES

Agility Fairs and Events is the preferred freight forwarder and official onsite logistics provider to ISAAC 2018.

Agility specialises in exhibition freight forwarding - both domestic and international. Agility 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, 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.

Agility Service to International Exhibitors

Our International teams are positioned around the globe to assist with your International Freight Requirements. Our team of experts can arrange a full door to booth service, inclusive of freight, customs and handling. Australia has detailed Customs and Quarantine Procedures, our teams will work with you to ensure your goods enter the country problem free. Let us design a service package for you!

Fiona Ostoja

National Manager- International Services

T: +61 3 9330 9024

E: fostoja@agility.com



Agility Service to Domestic Exhibitors

Prior to the show, Agility will contact exhibitors to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

Katherine Barraclough
Event Logistics Specialist
Agility Fairs & Events
T: +61 3 9330 9015
E: kbarraclough@agility.com

PLEASE NOTE:

The show operates on very tight parameters and **deliveries will not be accepted at the venue earlier than Friday, 20 July**. Furthermore, all freight must be removed from the venue the day after the show closes – no exceptions. For these reasons, we highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours. If you are **NOT** using Agility, please use the delivery label provided.

STORAGE:

There will be limited on-site storage facilities for packing materials and boxes. 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. **Exhibitors or their custom stand-builders requiring offsite storage during the show, must pre-book these services in advance with Agility. Charges apply.**

VENUE

For important information regarding the GCCEC safety rules, stand catering, stand cleaning, internet etc, please see below:

http://www.gccec.com.au/assets/Downloads/Exhibition_Manual_2017.pdf

Please ensure that you are fully informed of all venue rules and regulations, as this is your responsibility prior to entering the venue.

Important:

- All exhibitors are required to wear safety vests and enclosed shoes at all times during setup and tear down. A supply of “on-loan” Safety Vests will be available for use by Exhibitors from the GCCEC, at no charge.
- Catering: the GCCEC has sole rights to food and beverage distribution, therefore exhibitors are not permitted to bring their own catering (including branded water and lollies) into the centre unless circumstances permit.
- Pre-event Health and Safety checklist: it is a requirement for all exhibitors to read the pre-event checklist and the accompanying health and safety guidelines. Anyone not complying with these rules may be refused entry. Note the **health and safety checklist only needs to be completed if the tick box activities are applicable to your stand.**



- All of the GCCEC forms are current until the 30th June 2018 and prices are subject to change. Please allow a 5% - 8 % increase per annum. Prices are assessed 1st July each year: <http://www.gccec.com.au/downloads.html>

Parking: The GCCEC operates an automated car parking system. The cost is \$12.00 per vehicle per entry payable upon exiting the Centre.

Electrical Appliances: All electrical appliances must be tested and tagged in accordance with AS/NZS 3760 prior to arriving on-site. Please access the Events Health and Safety Guidelines – Section 3.12 Page 18.