

---

## **STAND CONDITIONS AND REGULATIONS**

Harry the Hirer is the official stand builder for AGHA Gift Fairs. Whether you have a space only, shell scheme or other stand package, Harry the Hirer will have some involvement in your stand including power, lighting, shell scheme, custom build, flooring, shelving or AV etc.

Please ensure you finalise your stand set-up details with Harry the Hirer before the required deadline. Failure to respond will be deemed as accepting the plan. Any changes to the stand made onsite that have not been previously confirmed with Harry the Hirer prior to move in, will incur a late fee.

It is imperative that you communicate your stand requirements clearly, so the onsite build is correct. Making changes onsite, without any prior details being sent to Harry the Hirer, not only causes frustration and delays to set-up for yourself but effects the delivery of other stand builds throughout the Fair.

For safety reasons, exhibitors are strictly prohibited from removing any support walling (nibs) put in place by Harry the Hirer. If you have any issues with support nibs affecting your stand design, please contact Harry the Hirer prior to the exhibition or approach the staff onsite at their service desk to see if any nibs can be removed or other wall support options. We cannot guarantee the removal of nibs but will attempt to assist your preferences where possible.

Utility outlets or other fixed structures may be located wholly, partially within or adjacent to your stand. Please inform Harry the Hirer directly if you do not want a power box on your stand. They will aim to address your preferences as best they can, however sometimes depending on the block of stands a power box location is unnegotiable.

### **INTERNAL DIMENSIONS**

If you have custom walling for your stand, shelving units across your entire back wall or raised flooring etc., you must consider the internal dimensions of your stand - Please allow 20mm each side of your stand to ensure your custom build will fit within the standard Corinthian walls. Even if you have a space only stand, you still need to consider this if your space is surrounded by shell scheme.

### **TEMPORARY STRUCTURES**

All temporary structures built for exhibitions must comply with the Building Codes of Australia and all other statutory regulations current at the time of construction. All stands must be designed and constructed in accordance with all relevant Australian Standards.

### **HIGH WALLS**

Stands with walls or structures over 2.4m in height - the reverse side of the wall must be of a clean image in either black or white to minimise the impact you have on neighbouring exhibitors. Loose material will not be accepted as a cover up.

### **SUPPORT WALLS (NIBS) – DO NOT REMOVE**

For stands without fascia it is a mandated safety requirement that a 50cm support panel (nib) is placed every 3 metres of a lineal wall and will project into stands. These nibs MUST NOT be moved or removed under any circumstances for safety reasons. Please contact Harry the Hirer to discuss support wall options.

### **WALLS ON OPEN SIDE OF YOUR STANDS**

Walling must not be placed along more than 50% of any aisle frontage. Exhibitors with a 3x3 stand must have at least a 2m egress on any aisle frontage. Walls on aisles must be dressed with product which are to be entirely attached to the walls and not sitting on the floor, unless the walls are recessed 250mm into the stand. It is highly recommended that you keep your stand as open as possible with no enclosing walls. Too many walls can create barriers for potential buyers to walk onto your stand.

### **CUSTOM ROOF OR CEILING**

Any stand with a roof or ceiling must be approved by AGHA and meet the requirements for certification by an engineer. Where there is a roof, smoke detectors are to be fitted and a portable fire extinguisher visible and accessible to the general public.

### **FLOOR COVERINGS**

The venue flooring must be left in the original condition after move-out. Carpet tiles are included in the shell scheme package, however these are optional. This is laid over the top of the venue flooring which is concrete.

### **RAISED FLOORING**

Flooring that is between 32mm and 115mm high requires a beveled edge which does not exceed an angle of 30 degrees or a grading of 1:1.4. This beveled edge is to be incorporated within the stand space and not encroach into the aisle or neighbouring stands.

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. Any flooring being laid over the top of the carpet tiles or venue carpet must be taped down to avoid trip hazards.

### **DAMAGES**

Exhibitors will be responsible for any damage they cause and have to bear any charges levied by the venue for damages to the property and/or flooring. Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by them, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

### **PUBLIC LIABILITY INSURANCE**

Each exhibitor is required to be covered by \$20 million of Public Liability Insurance (PLI). Exhibitors under a Member Loyalty Agreement with AGHA will have Public Liability Insurance included in your contract. PLI does not cover your products or any material being transported to or from the event or during the exhibition - your freight provider can include insurance for movements to and from the exhibition. Each exhibitor is advised to check with their own insurer as to the status of insuring their products and product liability during the exhibition.

**SUBLETTING**

Exhibitors are not permitted to sublet, sublease or co-occupy any part of their contracted stand without the express written permission of the organiser. Industry Catalogue entries and participant listings will only include the company's name and details shown on the original signed agreement.

**BALANCE OF PAYMENTS**

Non-compliance to contracted payment terms and conditions may result in forfeiture of your exhibition space and subsequent resale to another exhibitor as per your signed agreement. The cancellation policy will still apply. No exhibitor will be permitted access to move-in until any outstanding payments, including Membership, have been paid.

**FAILURE TO ATTEND**

If any exhibitor fails to occupy their stand space at the exhibition without terminating their agreement and prior notification, the organisers may occupy or cause the space to be occupied in such a manner as it deems best in the interest of the exhibition. The exhibitor must pay to the organiser 100% of their total stand cost and in addition an administration charge of \$185 (incl. GST) per square metre of space for preparing and presenting the space.

---