



Exhibitor Manual

Version 1.2












Effective Date 24th January 2019

the place to connect...

Perth Convention and Exhibition Centre

Exhibitor Manual

IMPORTANT INFORMATION

	CONSTRUCTION ZONE Site Induction required	
	EVACUATION Beep Beep: Prepare to evacuate. Whoop-Whoop: Evacuate building. Follow directions of Fire Warden. Muster Point: Bell Tower end of The Centre or Plaza opposite Adina.	
	EMERGENCY Call Security on 9338 0334.	
	SMOKING No smoking within The Centre. Smoking in designated areas only	
	ELECTRICAL EQUIPMENT All electrical equipment must be tested and tagged	
	FORKLIFTS Maintain 2 metre distance away from forklifts. Do not walk in front of forklift or under raised loads.	
	HOUSEKEEPING Keep aisle clear at all times.	
	PERSONAL PROTECTIVE EQUIPMENT High Visibility clothing must be worn.	
	FOOTWEAR Enclosed footwear only	
	CHILDREN No children under the age of 15 are permitted.	
	PARKING Parking is only permitted for loading / unloading. Maximum 15 minutes.	

The following is a checklist of items you may need for your day to run smoothly.

Your own trolley / ladder (if required)	
Your own hand tools (if required)	
General stationary – pens, writing pads, scissors, tap, Velcro dots	
Mini first aid kit	
Dust pan and broom	

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A

AMUSEMENT AND OTHER ENTERTAINMENT DEVICES

Australian Standard 3533, defines an Amusement Device as:

“Any arrangement of equipment through or on which a patron moves, where the desired effect is primarily achieved by virtue of the patron’s self-powered motion or any other system that is not covered by amusement rides (including, for example, any car, carriage, platform, cage, boat, plank, chair or seat) while part of the device is in motion.”

The Standard further defines an Entertainment Device as:

“...means but is not limited to; other devices such as shooting galleries, ring the bell, knock-em downs, laughing clowns, golf swing analysis, dunk-em, jumping castles.”

Perth Convention and Exhibition Centre’s Amusement and Entertainment Device Policy

Any amusement or other entertainment device/s used at The Centre must:

1. Be operated by the device’s owner or an employee of the owner.
2. (The owner) hold a current copy of any license, registration, permit or certificate to operate, the amusement device/s.
3. Provide a copy of public liability insurance Certificate of Currency.
4. Provide a copy of Worksafe accreditation (as required).
5. Provide a structural engineer’s certificate if the structure exceeds 2.4 metres in height.
6. Have a Risk Assessment to ensure risks to patrons from the device is minimised.

The above-mentioned documentation must be provided not less than 20 Business Days prior to the Commencement Date otherwise approval to operate the devices in The Centre may not be granted.

No employee of The Centre is permitted to operate any amusement or entertainment device.

Specific Requirements for Shooting Gallery

The operator of a shooting gallery must have a shooting gallery approval from the WA Police Weapons Licensing Branch. Obtaining the approval requires a minimum of 4 weeks.

The operator must provide a copy of a Certificate of Currency for Public Liability to the value of \$10 million indemnifying The Centre and The Centre’s owner (Wyllie Group).

The following additional requirements will apply:

1. Weapons are to be air operated devices only.
2. All weapons must be tethered in such a way so as to restrict the possibility of the weapon being aimed in any direction other than at the target area. For example: Locked in a 25-degree arc of fire.
3. At no time are the weapon/s to be left unattended. When the gallery is not in use at all weapons must NOT be accessible to any person. At least one person is to be physically present at all times when the weapons are available for use and must personally supervise the use of every weapon by each person using the gallery.

4. Exercise all reasonable care and precaution and give such directions as are necessary to any person to prevent danger during the use of any weapon at the gallery.
5. The target area must be fully enclosed to prevent entry and minimise the risk of ricochet.
6. No live ammunition is to be used or brought on to The Centre premises at any time.

ANIMALS

Other than as a part of an approved Event, only guide-dogs engaged in the provision of assistance to their handler are permitted on The Centre's premises.

Clients/exhibitors exhibiting animals must ensure to the satisfaction of The Centre and any and all appropriate statutory authority that the following requirements are observed:

1. The animals must be in an enclosed setting, with proper shelter and sufficient space.
2. The animals must receive sufficient food and water and bedding must be removed and replaced with fresh material frequently.
3. Animals utilised as exhibits for more than 12 hours must have provisions for exercise.
4. Animals found to be sick, distressed or injured must be removed immediately and appropriate treatment provided.
5. Adequate arrangements for supervision must be available so animals are not subject to being teased, bullied or otherwise ill-treated.
6. All regulations and conditions set by regulatory authorities must be adhered to.
7. Proper bio-security measures must be taken as per the biohazard risk present.

Animals require written approval from The Centre and should be sought not less than 20 Business Days prior to the Commencement Date. Please refer to [Form 8](#).

B

BALLOONS AND INFLATABLE DEVICES

Balloons and other inflatable devices are only permitted as **fixed features** within The Centre and require the prior written approval of The Centre. Approval should be sought not less than 20 Business Days prior to the Commencement Date.

Please note the client will be charged for the following:

- Removal of balloons left in The Centre.
- Fire Brigade call outs for false alarms caused by balloons and/or other exhibition related items tripping The Centre's alarm system.

To organise approval please refer to [Form 9](#).

BUILDING OR CONSTRUCTION WORK/ STRUCTURES AND STANDS

Any building or construction work within The Centre must be constructed or built according to the plans submitted to The Centre.

All structures must comply with the Building Code of Australia and all other applicable statutory regulations current at the time of construction. This includes, but is not limited to, compliance pertaining to egress, height, fire safety and flammability rating of materials.

It is the client's responsibility to ensure exhibitors have gained all required certifications.

All scaffolding or temporary seating must be erected by a licensed person in accordance with the manufacturer's instructions and certified in writing by an engineer. A copy of Engineer's Certifications and Handover Certificates should be provided to Exhibitor Services not less than 20 Business Days prior to the start of any work. Please refer to the [Event Manual](#).

Stand and Exhibit Build and Design

All temporary structures, including stands built for Exhibitions must comply with the Building Code of Australia and all other statutory regulations current at the time of installation. This includes areas pertaining to egress, height, fire safety and flammability rating of materials. It is the client's responsibility to ensure exhibitors have gained all required certifications.

Engineering approval must be obtained from a structural engineer for any stand/exhibit that:

Is a multiple-storey construction over 2.4 metres in height; or, contains a roof or ceiling with an area greater than 18m². To seek approval, the client must submit full design drawings for these stands/exhibits to The Centre not less than 20 Business Days prior to the Commencement Date. Drawings must show all features- including access/egress points and stairways, dimensional plan, elevations, details of construction materials and methods. Artist's impressions are not acceptable. The Centre will apply its best effort to advise the client of approval/disapproval within 10 Business Days of receipt of drawings.

The Centre may at its absolute discretion require the client to provide, at their expense, a structural engineer's certificate for any other stand/exhibit regardless of its size or design.

All stands/exhibits must provide access for firefighting equipment to the satisfaction of additional fire protection equipment (e.g., fitting of a smoke detector, a portable CO₂ extinguisher or an extension of the existing sprinkler system).

Exhibition stands with internal aisle-ways are to be clearly marked as such with a minimum aisle width of 3 metres. At no time can these aisles be blocked from view by a custom-built stand, it will be the responsibility of the client to provide additional and supplementary signage within the stand to comply with the Building Code of Australia and relevant standards. Any custom-built stand with a floor area of more than 50m² is to be provided with at least one alternative means of egress back to the walkways. Any door assembly in such a custom-built stand will comply with the Building Code of Australia requirements. Any door incorporated into the stand, not providing an alternative means of egress is to have a sign affixed labelled: 'NO THOROUGHFARE.'

Any barriers incorporated into any custom stand are to be designed so they yield to pressure without toppling.

Items cannot be affixed to the floors, walls or any other part of The Centre, using nails, screws or glue. Any damage caused to The Centre will be charged directly back to the exhibitor.

Stand Construction Materials

Any material used for stand construction or display purposes must conform to the Building Code of Australia and be:

1. Made of non-combustible materials.
2. Inherently non-flammable.

3. Flame proof fabrics.
4. Self-extinguishing plastic materials.
5. Plywood, hardwood, pulpwood or fibreboard rendered flame resistant by a process of impregnation acceptable to the authorities.

Note: To minimise the risk of fire, Tungsten Halogen floodlights are banned

Temporary Raised Floors, Ramps and Stairs within Exhibitions

All raised floors, steps and ramps must comply with the relevant sections of the Building Code of Australia and applicable OHS requirements. Disabled access to the stand must be provided.

Raised floors with a height of less than 50mm are not regarded as a step and generally will not require a ramp. However, an approved stair nosing must be installed as per requirements for steps in public places.

All raised floors with a height greater than 50mm, but less than 190mm, from the main exhibition floor level or surrounding platform will be regarded as a step and these floors will require a suitable and clearly distinguishable ramp from the main exhibition floor level or surrounding platform to the raised section. The ramp must be of a gradient no less than 1:3 and be contained within The Centre. Ramps must not protrude into the nominated aisle way, so must be included in the stand space.

The raised floor sections 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.

Machinery within Exhibits

The operation or use of machinery, equipment or substances likely to be hazardous to the health or safety of any person is prohibited.

Machinery must be appropriately fitted with guards, fencing, locks etc., to ensure a safe environment to all. Signage alone is not an acceptable method of protection.

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.

Work Safe Legislations

The Centre's pavilions are considered construction zone areas during the build and break-down phases leading up to and following an Exhibition (Construction Phase).

Worksafe WA requires that all persons entering a construction zone area hold the correct permit-referred to as a "Blue" or "White" Card.

Construction Safety Awareness Training is both accessible and simple. For more information regarding how to obtain a blue card and what other Australian state cards are recognised in WA, please refer to: <https://www.commerce.wa.gov.au/worksafe>

A Blue/White Card is not required for exhibitors- provided they do not require access to pavilions during the Construction Phase.

C

CANDLES, INCENSE STICKS AND SPARKLERS

All events and functions where lit candles / incense sticks / sparklers are to be used must gain written approval from Exhibitor Services. Approval should be sought not less than 20 Business Days prior to the Commencement Date.

The Centre may restrict the number of lit candles used in an Event in order to reduce any potential fire risk. Please discuss your requirements with Exhibitor Services. The Centre's management is the sole arbiter in determining requirements for lit candles in The Centre.

Any damage or special cleaning required due to candle wax spills will be at the exhibitor's expense.

To organise approval please refer to [Form 11](#).

CHILDREN

Children under the age of 15 are not permitted in The Centre during the Construction or Bump in/out Phase.

CATERING

The Centre can assist exhibitors with any requirements for catering or hospitality within the Exhibition.

To organise catering for your stand please refer to [Forms 1, 2, 4 and 12](#).

Exhibitor On-Stand Catering Regulations

The Centre reserves sole rights for the supply, sale and distribution of all food and beverage for consumption on-site. Catering from external suppliers is not permitted without prior written consent, and catering rights charges may apply.

If an exhibitor holds a function on their display stand including alcohol service, it is imperative that all service ceases 15 minutes prior to the published exhibition closing time. This enables the pavilions to be cleared in a timely manner and the exhibition secured.

For security reasons any functions held within the pavilions outside of the published opening hours will need to be approved in consultation with the organiser. Written approval will be required and service costs (including Cleaning and Security) may apply.

Exhibitor Sampling, Selling, Preparation and Distribution of Food and Beverage

Generally, The Centre will allow exhibitors to provide food and beverage samples as a means of demonstrating any plant or equipment forming part of the Exhibition, or a product manufactured or supplied by the exhibitor; however, exhibitors are not permitted to distribute, sell, or give away any other items of food or beverage without The Centre's prior written approval.

Each case will be considered on its merits in conjunction with the type of event and nature of the business. Early consultation with Exhibitor Services is essential. Where permission is granted, The Centre may apply a corkage charge to the client or exhibitor.

The Centre reserves the right to remove any food and beverage not authorised by The Centre.

All stands involved in the presentation of food and beverages must abide by the Food Act 2008 and Food Standards Code. Health requirements for an exhibitor's stand, from which food and/or beverage is distributed to the public include:

- Perishable packaged foods are required to be refrigerated.
- Where unpacked food is to be given away, openly stored, displayed and handled, the following facilities and services must be provided:
 - A hand basin with hot and cold water.
 - A liquid soap dispenser.
 - A paper towel dispenser.
 - Glass or Perspex screens or sneeze-guards to protect food from contamination.
 - A washable impervious floor and walls (e.g., sheet vinyl) where food preparation or cooking is taking place
- Where serving implements or utensils are used, a separate double sink with drainer providing hot and cold water, as well as a liquid soap dispenser and paper towel dispensers 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 (e.g., paper cups, plastic spoons, plastic wine glasses etc.) and must not be reused.
- When food or beverage 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., apportioned and toothpicks inserted).
 - They should be protected from contamination, (e.g., use of trays provided with fitted plastic covers).
- Condiments such as sauce, mustard, etc., are to be contained in squeeze type dispensers or in individual sealed packs.

For specific requirements, please liaise with the City of Perth's District Environmental Health Officer. Their contact details can be found at <https://www.perth.wa.gov.au/live-and-work/businesses/environmental-health>.

Those exhibitors approved to promote food and/or beverage must provide receptacles for the collection of rubbish. Such receptacles shall be located at or near the stand and the contents shall be disposed of in a manner approved by The Centre.

NOTE: Extra charges may be imposed for the cleaning of wet areas and the disposal of food waste.

On- Stand Catering

The Centre will provide on-stand catering for clients and exhibitors. All food and beverage orders should be placed not less than 20 Business Days prior to the Commencement Date with payment made not less than 5 Business Days prior to the Commencement Date. Orders placed with less than 5 Business Days' notice prior to the Commencement Date will incur a 20% surcharge.

Liquor Service Requirements

The Centre's liquor license requires that service of all alcoholic products under The Centre's Liquor License – including samples – is performed by a member of The Centre's staff. Labour charges apply to this service.

Clients may arrange their own liquor license for the duration of their Event by contacting Racing Gaming and Liquor. Corkage and catering rights charges may apply and should be confirmed with Exhibitor Services 20 Business Days prior to the Event.

Department of Racing, Gaming and Liquor
Level 1, 87 Adelaide Terrace
East Perth
Phone: 08 9425 1888
Free Call: 1800 634 541
Website: www.rgl.wa.gov.au

CLEANING

The organiser is responsible for the cleaning of all aisles, public space and to remove rubbish throughout the operational hours of the Exhibition.

It is the responsibility of the exhibitor to maintain their stand in a clean and tidy condition at all times. Exhibitors are to make their own arrangements for removal of items not needed for display and rubbish resulting from unpacking exhibits (such as cartons, boxes, crates, plywood etc.). Storage for this material can be arranged through Agility Fairs and Events, The Centre recommended freight forwarder. All rubbish is to be removed from the pavilion before the Exhibition opens.

As an exhibitor it is your responsibility to:

- Ensure all waste is placed in the aisles for disposal by the cleaning team.
- Ensure no item is affixed to The Centre walls, doors, glass, floors etc. Any infractions will create a removal, cleaning and/or resurfacing cost to the organiser or exhibitor.
- Ensure that all materials, e.g. bricks, timber, sand, metal frames etc. are removed from the site.
- Ensure that paint brushes are cleaned in the appropriate location (Exhibition Hall 2 loading dock wash bay) and paint waste is removed off-site.
- Notify the organiser of specific waste requirements, especially toxic, grease, oil etc. Correct disposal methods should be discussed with the organiser.
- Ensure that the disposal of waste complies with all local, state and federal statutory requirements and Environmental Protection Authority guidelines.

To organise more specific and detailed stand cleaning, please refer to [Form 3](#).

COFFEE AND CAFE VOUCHERS

The Centre can assist exhibitors with organising coffee / cafe vouchers to be used within the Exhibition.

Vouchers are not redeemable for cash and no change will be given. Vouchers must be presented at the time of purchase. Any patrons under the legal drinking age or under the influence of alcohol will be denied service of alcohol. To organise vouchers, please refer to [Form 13](#).

COMMUNICATIONS

The Centre has an extensive communications infrastructure in place to facilitate voice and internet solutions. The telephone system is wholly owned, controlled and operated by The Centre and NO outside telephone services are permitted to be sold, hired or installed without the prior permission of The Centre.

The Centre provides services such as high-speed broadband, a wireless network, and cabled teleconference device.

To order communication services from The Centre please refer to [Form 7 or 7A](#), or refer to the internet section of this manual.

D

DANGEROUS AND NOXIOUS SUBSTANCES

Substances which in the opinion of The Centre, are of a dangerous, explosive or objectionable nature, must not be brought onto the premises without the formal approval of The Centre.

Material Safety Datasheets and a risk assessment will need to be submitted with every application for approval.

Where it is proposed to use toxic materials or fluids, the disposal of which requires notification to statutory authorities, the client / exhibitor must obtain written approval from The Centre no less than 20 Business Days prior to the Commencement Date.

Not more than one day's supply of any toxic materials or fluids shall be on site at The Centre at any time.

Dangerous goods shall be placed in appropriate containers, marked accordingly and special arrangements shall be made with The Centre regarding their disposal.

Substances Use and Disposal

Under no circumstances are any chemicals, including paints, to be disposed of by tipping down The Centre's drainage system. Persons found disposing of substances in The Centre's drainage system will bear any costs incurred by The Centre's Management in the course of rectifying the situation. This includes any litigation costs incurred.

The Centre does not provide any substances disposal facilities. This means clients and agents are required to provide a substance containment and disposal system for all substances used during the Hire.

DELIVERIES

It is essential that all goods, equipment or packages are clearly marked when delivered to The Centre. Any exhibitor deliveries to The Centre must have an exhibitor delivery notice attached to all items. The Centre reserves the right to refuse deliveries not using the correct delivery labels.

The organiser or The Centre does not take any responsibility for any delivery and it is strongly advised that the exhibitor has someone present on your stand to receive any delivered goods. The Centre will not sign for receipt of goods on behalf of exhibitors.

Deliveries are only permitted during the official move-in / move-out period unless prior arrangements have been made with The Centre or Agility Fairs and Events – The Centre's logistics support services provider. Any item delivered outside the official move-in / move-out period without prior arrangement will be removed from The Centre's premises at the exhibitor's expense.

Clients, agents and exhibitors shall indemnify and hold harmless The Centre and its agents from any and all liability connected with deliveries.

DYNAMIC EXHIBITIONS

Any exhibition stands or exhibits with moving machines must be fitted with safety devices when the machines are in operation. Such devices may only be removed when the machines have been disconnected from the power source.

Working machines must be placed at a relatively safe distance from visitors and safety guards are compulsory. Only qualified persons will be allowed to operate and supervise such equipment.

E

ELECTRICAL AND LIGHTING

All electrical and lighting requirements can be ordered through the official display contractor.

The organiser and The Centre reserve the right to disconnect electrical supply to any exhibitor whose installations are violating organiser (or The Centre) regulations, are dangerous or likely to cause annoyance to visitors or other exhibitors.

Only approved and accredited WA electricians may operate in The Centre.

Testing and Tagging

All portable electrical equipment, appliances and leads used on site must be tested and tagged in accordance with the Occupational Safety and Health Regulations 1996 and Australian Standard 3760-2000 prior to entering The Centre.

Untested and tagged electrical equipment found on the premises must be tested and tagged prior to use and/or connection to The Centre's electrical distribution system and/or be removed immediately from the premises. Whether tested and tagged or not, The Centre reserves the right to demand removal from the site of any electrical equipment it deems to be non-compliant or suspect.

EXHIBITION EMERGENCY PLANS

Perth Convention and Exhibition Centre (The Centre) recognises it has a responsibility to provide for the health and safety of clients, patrons, exhibitors and agents. In support of this, a comprehensive Emergency Plan has been implemented. The smooth implementation of emergency procedures may only be achieved if clients are thoroughly familiar with these procedures and their responsibilities.

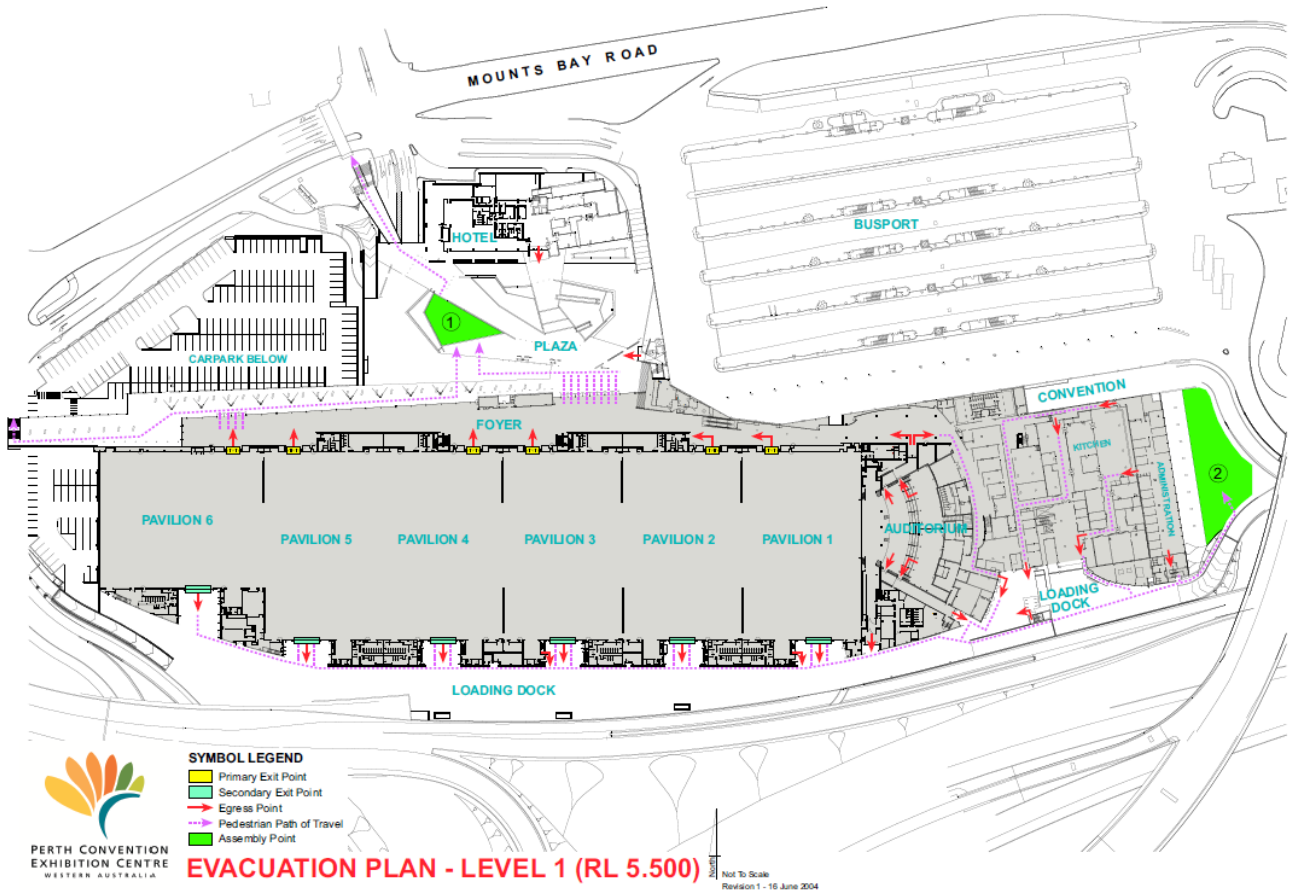
It is the responsibility of the exhibitor to ensure that all staff, agents and contractors working at or visiting the exhibition are aware of the OH&S and Emergency Plans in place at The Centre. If you require more information, please contact the organisers or The Centre.

The building is equipped with automatic sprinkler, smoke detectors and break glass alarm systems, which have a direct link to the Fire and Emergency Services Authority of WA. Where necessary instructions can be issued over the Emergency Warning and Intercom System (EWIS) to assist in coordination of an evacuation and/or passage of information.

FIRE/ MEDICAL EMERGENCY

1. DIAL EXTENSION 80334 ON THE NEAREST INTERNAL TELEPHONE OR 9338-0334 ON YOUR MOBILE
2. GIVE YOUR NAME, LOCATION AND NATURE OF EMERGENCY

Assembly Points










PERTH CONVENTION
EXHIBITION CENTRE
WESTERN AUSTRALIA

x11.69 in

SYMBOL LEGEND

-  Egress Point - Public
-  Egress Point - BOH
-  Egress Point
-  Pedestrian Path of Travel
-  Assembly Point

EVACUATION PLAN - LEVEL 2 (RL 9.000)






Not To Scale
Revision 1 - 16 June 2004



PERTH CONVENTION
EXHIBITION CENTRE
WESTERN AUSTRALIA

x11.69 in

SYMBOL LEGEND

-  Egress Point - Public
-  Egress Point - BOH
-  Egress Point
-  Pedestrian Path of Travel
-  Assembly Point

EVACUATION PLAN - LEVEL 3 (RL 14.090)

Not To Scale
Revision 1 - 16 June 2004

EVENT MANUAL

For further details on The Centre requirements for your Event please refer to the [Event Manual](#).

EXHIBITOR SERVICES

Exhibitor Services Details:

E: exhibitor@pcec.com.au

P: +61 8 9338 0318

Operational Hours: 8.00am – 5.00pm weekdays

F

FABRICS AND BUILDING MATERIALS

Materials used for lining, drapes, backdrops, blinds or overhead structures, signs, banners and/or theming for display purposes or any part available to the public must be rendered non-flammable (as per AS/NZ 1530:3:1999).

Use of readily flammable materials including the following is strictly prohibited unless treated for fire retardation and have a flammability index greater than 6:

- Crepe paper.
- Corrugated cardboard.
- Plastic.
- Polystyrene.
- Hessian.
- Straw and hay, loose or in bales.
- Leaves, coconut fibre, grasses and sticks.

All information and certification relating to the retardant capabilities of building materials must be provided at the request of The Centre.

FOOD AND BEVERAGE

See The Centre exhibitor service order [forms](#) or refer to the catering section.

G

GAS STORAGE/ APPLIANCES

All clients or exhibitors wishing to utilise gas cylinders or appliances must obtain written approval from The Centre not less than 20 Business Days prior to the Commencement Date. Please refer to [Form 10](#).

Each application will be assessed with the safety of patrons as its prime concern.

Details and conditions of use are available from Exhibitor Services and the following are a general guideline:

- All installations must comply with all state and federal statutory regulations and current Australian Standards covering installation, dangerous goods and equipment.
- The installation and connection is to be carried out by an installer licensed to carry out such work.
- Storage cylinders are not to exceed 9kg to allow them to be manually relocated.
- Exhibitors are generally limited to one cylinder per stand and not more than 1 cylinder may be placed within 15 metres of another.
- Where more than 1 cylinder is approved per stand, use of hard manifolding is required.
- Cylinders and connections are to be protected from accidental damage and impact and be stored in dry, well-ventilated areas away from heat, ignition and direct sunlight, and should be protected from physical damage and preferable below 45oC.
- Only authorised personnel, who are licensed under the Gas Standards Act 1972 and Gas Standards (Gas filling and Consumer Gas Installations) Regulations 1999, are to operate control devices.
- All gas cylinders are to be removed from the premises at the end of each day and to be stored in the Hazardous Goods Store, located on the loading dock. Please see Floor Manager on Duty.
- All sections of the gas storage and reticulation are to be inaccessible to the public, patrons and other exhibitors at all times.
- Cylinders must be firmly secured to prevent falling or being knocked over and must be protected by a fire proof cover at all times.
- A 4kg CO2 or 4kg Dry Chemical fire extinguisher is to be provided by the client or exhibitor for each appliance using L.P. gas.
- Cylinders will be tested, approved for use and stamped as per AG601.
- All gas appliances are to be **Certified for Indoor Use**.

INTERNET

Free Wireless Internet Access

Access to the free wireless internet service is available throughout The Centre via the main The Centre internet portal page.

This service is limited 60-minutes of access upon agreeing with the terms and conditions. Once this 60-minute session has expired you will be redirected back to the portal page, where you are welcome to access the free wireless internet service again.

Please note that the actual speed of the connection will be influenced by the number and density of concurrent users within The Centre; and is intended for general web browsing and checking web-based email only.

Wireless Internet Packages

The Centre offers Wi-Fi Packages for a more reliable connection. Wireless Internet can be purchased via the online portal by clicking on the [link](#). For more information please refer to [Form 7](#).

Cabled Internet

The Centre can offer Cabled Internet, this is the most reliable internet connection available. For further details please refer to [Form 7A](#).

L

LABOUR CHARGES

The Centre can offer casual and Responsible Service of Alcohol (RSA) labour services at an additional charge. (e.g. Porters, food and beverage service). For more information please refer to [Form 5](#).

LOADING DOCK

Each Exhibition Hall has a dedicated loading dock.

Traffic flow to the access ramp and across the loading dock is strictly one-way only. Access to the loading dock is via a ramp located adjacent to the intersection of Mounts Bay Road and Spring Street. The dock exits onto Riverside Drive at the eastern end of the building. A vehicle checkpoint is located at the entry of the one-way access ramp. A truck holding area is located off Mounts Bay Road, below the Mitchell Freeway and may be used during major move-in or move-out. This area is managed by Main Roads, please make contact with the organiser for use of the space.

Vehicles traversing the dock must not exceed a speed of 10km/h and hazard lights must be active at all times whilst engines are running.

Vehicles may only stand temporarily on the loading dock for loading / unloading purposes and are not to be left unattended at any time. No parking is permitted and The Centre reserves the right to have fines issued by parking officers of the City of Perth and/or have offending vehicles removed from the premises at the Owner's expense.

The Centre accepts no responsibility for the safety of vehicles and/or their contents.

Loading Dock Rules

Exhibitors and Contractors should be aware of the following:

- Access to The Centre for move-in and/or move-out will be via the loading dock only.
- All drivers of vehicles accessing the loading docks must provide their current Driver's license to The Centre's Security staff upon request to verify their identity.
- Under no circumstances will event equipment be permitted to move in or out via foyers or other public areas.
- High visibility clothing and enclosed shoes must be worn at all times during the move-in / move-out period.
- No access will be permitted via the loading dock bi-fold doors during the Operational Hours of an event.

M

MATERIALS HANDLING AND EQUIPMENT

The Centre's recommended supplier for material handling services is Agility Fairs & Events. Agility Fairs & Events provide a complete service including transport, materials handling and storage service and can assist in planning, preparation, pickup, customs clearance, transportation to The

Centre, direct delivery to stand, full storage and return forwarding. Please refer to the recommended suppliers section for their details.

Move-in

Access to The Centre is only available during the official move in period and can be arranged with the organiser. During this move in period, exhibitors can arrange for items to be delivered to The Centre. Please refer to the Deliveries section of this manual for further details.

Exhibitors are instructed to ensure that at least one staff member is rostered on during move in or while any product or equipment remains on your stand. The organiser or The Centre does not take any responsibility for these items and it is strongly advised that you have someone present on your stand during this time.

During the move in period it is The Centre's Policy that all personnel must be wearing high visibility clothing and closed in footwear. Please refer to the checklist on the cover page for further details.

Exhibitors must ensure that they make adequate arrangements for the removal of rubbish from their display at the conclusion of the move in period. Please refer to the Cleaning section of this manual for further details.

Move-out

Due to the inherent problems associated with move out involving the substantial number of people and products, it is impossible to secure individual displays and products. Exhibitors are instructed to ensure that at least one staff member is rostered on during move out or while any product or equipment remains on your stand. The organiser or The Centre does not take any responsibility for these items and it is strongly advised that you have someone present during this time.

Exhibitors must ensure that they make adequate arrangements for the removal of rubbish from their display at the conclusion of the Exhibition.

Exhibitors must ensure that all tape is removed from the floor and that there is no waste left at The Centre. Exhibitors failing to remove waste will be charged for the additional cleaning of the space and any additional charges.

O

OH&S

All exhibitors, contractors, subcontractors and other persons working within the confines of the Exhibition, including the loading dock, must abide by the provisions of WorkCover Health and Safety Regulations and all Compliance and Advisory Standards.

Persons responsible for each display stand must ensure that any persons contracted by the exhibitor also comply.

Under no circumstances must any exhibitor, contractor, or other person block or impede any of the following: aisle ways, roadways, doors, stairs and emergency exit, fire hose reels, fire extinguisher access or fire detection systems.

Any accident, dangerous occurrence or injury must be reported to the organiser as soon as possible.

Exhibitors, contractors and sub-contractors shall, where required by the respective Act, implement and review appropriate safety policies and resolve problems relating to health and safety before illness or injury occurs. Exhibitors, contractors and sub-contractors are responsible for establishing accident prevention programs in their areas of responsibility, identifying and rectifying any unsafe or hazardous practice and for taking remedial action necessary to prevent its recurrence.

P

PARKING

The 'Convention Centre Car Park' is owned and operated by the City of Perth. This 1,500-bay car park is accessible via Mill Street, Mounts Bay Road and the Riverside Drive off-ramp of the Mitchell Freeway. Access is restricted to cars and motorcycles with a maximum clearance of 2.1 metres. No trailers are permitted. Payment for parking can be made by cash, or all major credit cards and EFTPOS. <https://www.cityofperthparking.com.au/convention-centre>

Please note, there are no service lifts from the car park, and all unloading and loading of materials for events at The Centre is via the loading dock.

The Centre and the organiser accepts no responsibility for theft of, or damage to vehicles parked in the car park, and it is in the owner's interest to remove all valuables from vehicles.

Alternative Parking

There are approximately 5,000 car parking spaces within 10 minutes' walk of The Centre; early bird parking or long stay parking is available at the following locations:

Westralia Square

141 St Georges Terrace
Entrance via Mounts Bay Road

His Majesty's Theatre

377 Murray Street, Perth
Entrance opposite His Majesty's Theatre

Council House

27 St Georges Terrace, Perth
Entrance via St Georges Terrace

PAYMENT FORM

It is The Centre policy that all accounts for Exhibitor Services are paid prior to the commencement of an event. Orders will not be processed unless the [payment form](#) is returned to Exhibitor Services and services will not be available at your stand until payment has been received.

Please note a 20% surcharge will apply for forms returned less than 5 business days prior to the commencement date.

Payment may be made via electronic transfer, Credit Card, or company bank cheque. Any bank charges associated with any of these payments will be the responsibility of the exhibitor.

Credit Card payments attract a surcharge of 1% and is payable by the exhibitor.

For International clients, please contact our Finance Department at accounts@pcec.com.au for bank details.

R

RIGGING

AVPartners is The Centre's in-house rigger and must be used to carry out all rigging in The Centre's pavilions. Contact details for AVPartners can be found in the Recommended Suppliers section of this manual. Subject to completion of appropriate induction training, other rigging and AV agents may carry out rigging within non-pavilion areas of The Centre must obtain written approval from The Centre.

Banners

Exhibitors may hang banners only within the boundaries of their stand. Sponsors may make special arrangements with the organiser for added exposure.

RECOMMENDED SUPPLIERS

Agility Fairs and Events (Logistics and Material Handling)	Dean Cooper Perth Manager P: +61 8 9338 0341 E: dcooper@agilitylogistics.com W: www.agilitylogistics.com
AVPartners (Audio Visual and Rigging Services)	Merv Jones Senior Partner P: +61 8 9338 0366 E: mjones@avpartners.com W: www.avpartners.com
Perth Expo (Exhibition Services and Furniture and Carpet Hire)	Gavin Mintz Director P: +61 8 9475 2022 E: W: www.perthexpohire.com.au
Lobel Events (Electrician)	Sheldon De Lobel M: +61 400 197 614 E: sheldon@lobel.events W: www.lobel.events
Paul Drudi Plumbing (Plumber)	Paul Drudi M: +61 418 918 215

S

SMOKING

The Centre is a no-smoking Venue in compliance with the Tobacco Products Control Regulations 2006. Smoking is not permitted anywhere within The Centre or within 5 metres of any entry or exit.

STORAGE

The Centre will neither offer storage, nor accept delivery of goods outside the Hire. Exhibitors must remove all items related to the Event from The Centre at the end of the Hire.

For pre-event or post-event storage The Centre's preferred logistics supplier is Agility Fairs & Events; contact details can be found in the recommended suppliers section of this manual.

W

WATER SUPPLY AND DRAINAGE

Clients and exhibitors may request supply of potable water and drainage within pavilions. Charges apply for provision of these services, and consumption. Please discuss your requirements and the applicable charges with Exhibitor Services.

Client's allocating space to exhibitors must ensure that the allocated space is positioned over a wet pit. Stands located over wet pits will require a raised floor of 150mm to ensure pipes can run underneath the stand to the designated wet pit and not through their stand.

It is the responsibility of the client / exhibitor and their agent/s to provide the correct disposal systems. Clients and exhibitors must comply with relevant health and / or environmental legislation at all times.

The Centre accepts no responsibility for loss of water supply or drainage services due to interruption to services from its external mains supplier.

To organise water and drain connection for your stand please refer to [Form 6](#).