



**JW MARRIOTT**  
GOLD COAST RESORT & SPA

# EXHIBITION INFORMATION



Dear Exhibitor,

We are very pleased to have been selected as host venue for this year’s exhibition and look forward to welcoming you very soon to JW Marriott Gold Coast.

Inside this document you will find all the information needed to make your exhibition a great success.

We look forward to being of service to you during your stay.

The Event Management Team,

JW Marriott Gold Coast

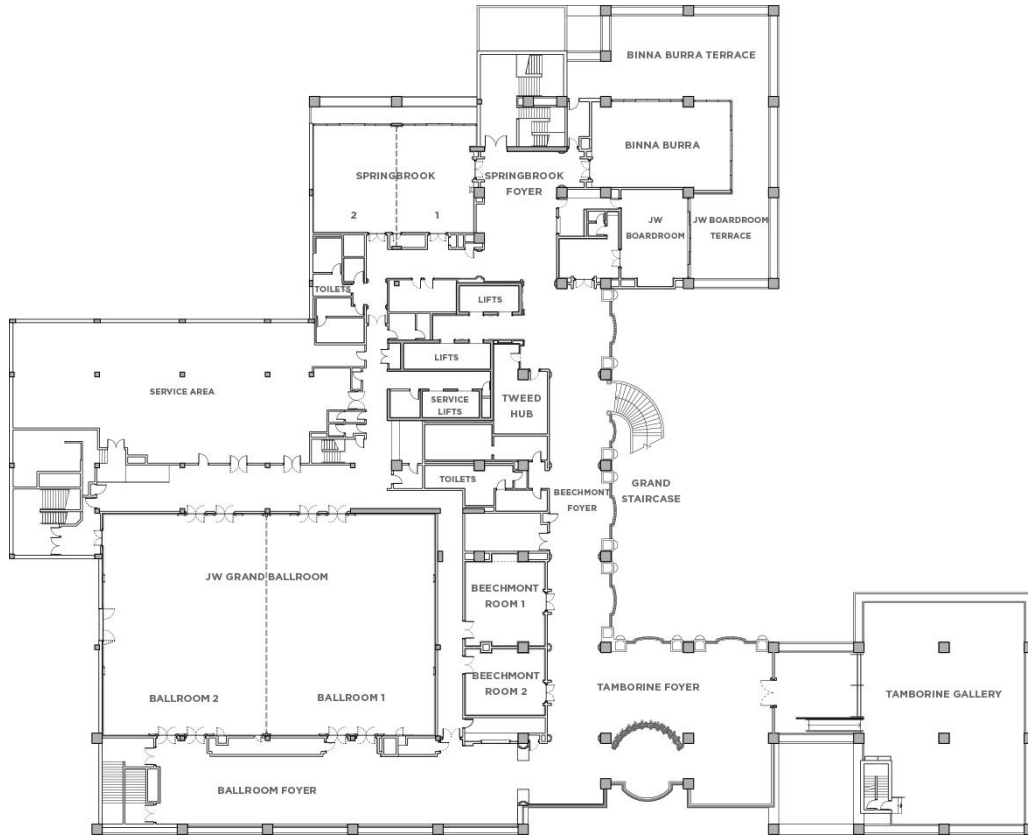
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## 01 | CONTACTS

MAIN CONTACTS	
Exhibition Organizer	<p>Name of contract and contact details of organizer</p> <p>Please place any requests with your Exhibition Organizers, who will then get in touch with the JW Marriott Gold Coast Event Manager for any specific arrangements.</p>
Exhibition Venue Address	<p>JW Marriott Gold Coast 158 Ferny Avenue, Surfers Paradise QLD 4217 Australia</p>



## 02 | MEETING VENUES - LEVEL 2



STANDARD CAPACITIES										
NAME OF ROOM	Total Number of pax						Dimensions Meters	Area Sq Meters	Ceiling Meters	
	Banquet	Cabaret	Cocktail	Theatre	Class Rm	U-Shape				
JW Grand Ballroom	500	320	1000	800	460	110	32 x 21.2	678	5.3	
Ballroom 1	220	160	500	400	200	60	16.3 x 21.2	346	5.3	
Ballroom 2	220	160	500	400	200	60	15.6 x 21.2	331	5.3	
Beechmont 1	40	32	40	40	27	18	7.8 x 7.8	61	3	
Beechmont 2	30	24	40	30	18	12	6.5 x 7.8	50	3	
Tweed Hub	12	10					5.2 x 6	31	3	
Springbrook Room	90	72	150	150	110	45	15.5 x 10.5	163	3	
Springbrook Room 1	40	32	75	50	36	24	7.75 x 10.5	82	3	
Springbrook Room 2	40	32	75	50	36	24	7.75 x 10.5	82	3	
Binna Burra	60	48	120	100	54	26	14 x 7.8	110	3	
Binna Burra Terrace	60		120				8 x 15	120	4	
JW Boardroom	18					15	7 x 8.6	61	3	
Tamboirine Gallery	180	144	500	220	126	42	15.85 x 21.4	401	3.5	
Poolside	180		250					280		
Pool Pavilion	24		40					30		
Lagoon Terrace	40		60					60		

## 03 | SHIP YOUR FREIGHT

If you are sending freight for your exhibition to JW Marriott Gold Coast please ensure you follow the below instructions so we can easily locate and manage your freight

PROCEDURE	
STEP 1	<p>Please notify the Exhibition Organizer 30 days prior to the start of the Exhibition the following information:</p> <ul style="list-style-type: none"> <li>• Number of Boxes or Pallets being Shipped</li> <li>• Consignment Number</li> <li>• Expected Delivery Date at JW Marriott Gold Coast</li> <li>• Contact – Delegate who will be on property to manage freight</li> </ul> <p>The Exhibition Organizer will then provide JW Marriott Gold Coast of your deliveries. JW Marriott Gold Coast will then ensure freight is managed once received and provided to you at your booth as per event schedule.</p>
STEP 2	<p>Please ensure all freight is labelled appropriately utilizing the provided shipping label at the back of this document. The following information is required on every item of delivery:</p> <ul style="list-style-type: none"> <li>• JW Marriott Gold Coast Shipping Label</li> <li>• Exhibition Name</li> <li>• Your Company</li> <li>• Onsite Contact Name and Contact Number</li> <li>• Your Booth Name and Number</li> <li>• Consignment Note from Courier</li> </ul> <p>Please ensure Third Party Deliveries are labelled as per above. In the event of the above information not provided on all freight, the delivery potentially may not be accepted at our Delivery Dock or being located within the timeline required as per event schedule.</p>
STEP 3	<p>Limited locked dry storage space is provided to the Exhibition Organizer and is free of charge. For freight that requires a large area of space, please contact your Exhibition Organizer to discuss the options of onsite storage. A minimum of 30 days’ notice is required for cool room and freezer storage. Hire charges may apply.</p>
STEP 4	<p>Please send your freight to arrive at JW Marriott Gold Coast within 7 days prior to the start of your Exhibition. Freight that arrives earlier than 10 days prior to an exhibition build will not be accepted unless approved by the Exhibition Organizer and JW Marriott Gold Coast Event Manager.</p>
STEP 5	<p>JW Marriott Gold Coast Loading Dock is open to receive deliveries during the below specified times. Monday – Friday 7.00am – 3.00pm and Saturday 7.00am – 3.00pm.</p>
ADDITIONAL INFORMATION	<ul style="list-style-type: none"> <li>• All freight, equipment and goods remain the responsibility of the Exhibitor from the arrival at JW Marriott Resort and Spa to departure</li> <li>• Freight that is not dispatched or picked up within 10 days post exhibition will be disposed of at the Exhibitors expense.</li> </ul>

## 04 | BUMP IN

The Exhibition Organizer will provide you with specific timings that your booth will be set up and when Bump In can begin. Please find below frequently asked questions regarding Bump in.

FAQ	
Receiving your freight	The JW Marriott Gold Coast Operations Team will move your items to your specified booth at the time agreed with the Exhibition Organizer. Items must have weight displayed as well as fit within the width and length of a standard sized pallet.
Moving your freight	Please liaise with your Exhibition Organizer if specific logistics are required to move your freight prior to arrival at JW Marriott Gold Coast. If a Forklift is required please refer to special request price list.
Unpacking and Rubbish	<p>Please compile any rubbish to be disposed of after Bump In at the front of your booth for our Operations Team to collect once Bump In is complete.</p> <p>If you require boxes to be stored for Bump Out please inform the Operation Team Member when then stop by to collect rubbish at the completion of Bump In.</p> <p>If excessive rubbish removal is required, please refer to special request price list.</p>
Occupational Health and Safety	<ul style="list-style-type: none"> <li>• All external contractors / entertainment must provide to the Event Organizer a copy of their Public Liability Insurance Certificate and if the contractor requires back of house access they will be required to sign in using our program called SINE PRO. Please follow the below registration steps               <ol style="list-style-type: none"> <li>I. Download SINE PRO from the app store</li> <li>II. Create a profile – must have photo of face uploaded</li> <li>III. Fill in all required details</li> <li>IV. Once onsite they can check into the JW Marriott on their mobile and follow the prompts</li> <li>V. Prior to back of house access the operations team will approve guest check-in and access.</li> </ol> </li> <li>• Hi-Vis Safety Vests and closed toed shoes are mandatory for all exhibitors and contractors to wear during Bump In and Bump Out. Please provide your own equipment</li> <li>• Testing and Tagging: It is a legal requirement that all electrical equipment used is tested and tagged. Should you bring in any electrical leads or appliance for use in your stand, all items must be tested, tagged and in date. If you require this service please discuss with your Exhibition Organizer and they will arrange for this to be done at completion of Bump In by the JW Marriott Gold Coast AV Supplier. Please note a fee may be applicable for this service.</li> <li>• Children Onsite: Any person under the age of 15 years is not permitted in the Loading Dock or Back Of House areas at any time.</li> </ul>

## 05 | YOUR BOOTH

Please find below all information regarding special requirements for your booth.

BOOTH EQUIPMENT	
Audio Visual Equipment	If you have any specific Audio Visual requirements that are not in your booth package, please discuss with your Exhibition Organizer.
Banners and Rigging	<p>Exhibition Banners can be Free Standing or hung in certain areas of the level 2 Gallery. Approval by the Exhibition Organizer and JW Marriott Gold Coast Event Manager is required.</p> <ul style="list-style-type: none"> <li>• Please inform Exhibition Organizer of your requirements 30 days prior.</li> <li>• All banners to be delivered to JW Marriott Gold Coast as per outline on Page 4</li> <li>• If there is any specific layout requirements please provide a layout image to the Exhibition Organizer who will then provide to JW Marriott Gold Coast, a specified time for the task to be completed will be arranged.</li> <li>• All banners that are required to be hanged must be done so by a JW Marriott Gold Coast Operation Team Member. Please refer to Miscellaneous Charges Information for pricing.</li> <li>• Banners Quick Reference – Maximum Measurements               <ol style="list-style-type: none"> <li>I. Event Level Gallery 3.0m wide x 1.0m drop</li> <li>II. Ballroom 8.0m wide x 2.5m drop</li> <li>III. Hinterland and Verandah 3.0m wide x 1.0m drop</li> </ol> </li> </ul>
Internet	Wireless Internet is complimentary in all event areas, please see below how to access: Network: Marriott Password: Not Required
Power	All power to your booths will be supplied by the Exhibition Company contracted to build your booths. Please contact them directly to advice of any additional power requirements you may have. Please refer to Page 5 for Occupational Health and Safety.
Food and Beverage	<p>JW Marriott Gold Coast Resort and Spa has sole rights for the sale and distribution of any food or beverage for consumption onsite.</p> <ul style="list-style-type: none"> <li>• Please discuss with your Exhibition Organizer your Food and Beverage requirements and they will provide you the JW Marriott Gold Coast Menu Kit.</li> <li>• All Food and Beverage requirements will need to be provided to your Exhibition Organizer 45 days prior to Exhibition.</li> <li>• Exhibitors must have approval by the Exhibition Organizer and JW Marriott Event Manager to distribute or give away any item of food or beverage. Request must be provided to Exhibition Organizer 45 days prior to Exhibition.</li> <li>• If Alcoholic Beverage Sampling is approved at your booth, Responsible Service of Alcohol (RSA) must be adhered to and RSA certification must be provided to Exhibition Organizer of the delegate serving beverages.</li> </ul>
Booth Security	JW Marriott Gold Coast Conference Venues are classified as public access areas; please ensure that personal belongings are not left unattended. JW Marriot is not responsible for any product, equipment or collateral that may be left on display.

## 06 | BUMP OUT

At the end of an Exhibition, we want to celebrate the success as quickly as possible, hence want to ensure the Bump Out is smooth and stress-free. Please refer to the below guidelines for Bump Out.

FAQ	
Pack Up	<p>All Exhibitors are individually responsible for pack up of their booths.</p> <p>The JW Marriott Gold Coast Operational Team will visit your booth and return the empty boxes that were stored on your behalf for the duration of the Exhibition for you to pack up.</p> <ul style="list-style-type: none"> <li>• Please ensure you bring Scissors and Packing Tape to assist you with Bump Out as the resort is unable to supply these items.</li> <li>• Please securely pack up the items you would like shipped back and leave at the front of your booth for collection from our JW Marriott Gold Coast Operational Team at the completion of Bump Out.</li> </ul>
Moving Your Freight	<p>The Exhibitors are individually responsible for the proper packaging and labelling of all goods and arranging the dispatch of freight.</p> <p>The JW Marriott Gold Coast Operations Team will only move freight to our Loading Dock if the following is completed.</p> <ul style="list-style-type: none"> <li>• Boxes closed securely with packing tape</li> <li>• JW Marriott Return Freight Delivery Label attached to all items being dispatched.</li> <li>• Signed Consignment Note from Courier Company attached to all items being dispatched.</li> </ul> <p>All items that are open or not labelled must be taken by the Booth contact at the time of Bump Out. If booth is left unattended at the end of Bump Out, any items left behind that are open or not labelled will be disposed of.</p> <p>Please liaise with your Exhibition Organizer if specific logistics are required to move your freight prior to arrival. If a Forklift is required, please refer to special request price list.</p>
Rubbish	<p>Please compile any rubbish to be disposed of after Bump Out at the front of your booth for our Operations Team to collect once Bump In is complete.</p> <p>If you require boxes to be stored for Bump Out, please inform the Operation Team Member when then stop by to collect rubbish at the completion of Bump In.</p> <p>Is excessive rubbish removal is required a fee please refer to special request price list.</p>

FREIGHT LABEL

DELIVER TO: JW MARRIOTT GOLD COAST  
LOADING DOCK  
158 FERNY AVENUE  
SURFERS PARADISE  
QUEENSLAND, AUSTRALIA 4217

SENDER:

EXHIBITION NAME: \_\_\_\_\_

EXHIBITION DATES: \_\_\_\_\_

EXHIBITION ORGANIZER: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

DESCRIPTION OF GOODS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOX: \_\_\_\_\_ OF \_\_\_\_\_

PLEASE NOTE: Packages that are not labelled correctly will not be accepted at JW Marriott Gold Coast Loading Dock and will be returned to sender. Please ensure all information is provided in the above fields.





# RETURN FREIGHT LABEL

## DELIVER TO:

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

CONSIGNMENT NUMBER: \_\_\_\_\_

PICK UP DATE: \_\_\_\_\_

PICK UP LOCATION: JW MARRIOTT GOLD COAST  
LOADING DOCK  
158 FERNY AVENUE  
SURFERS PARADISE  
QUEENSLAND, AUSTRALIA 4217

## SENDER:

EXHIBITION NAME: \_\_\_\_\_

EXHIBITION DATES: \_\_\_\_\_

EXHIBITION ORGANIZER: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ONSITE CONTACT: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

DESCRIPTION OF GOODS: \_\_\_\_\_

BOX: \_\_\_\_\_ OF \_\_\_\_\_



**JW MARRIOTT**

GOLD COAST RESORT & SPA

## SPECIAL REQUEST PRICE LIST

To arrange additional services please contact your Exhibition Organizer.

ITEM	PRICE	
Car Parking	<ul style="list-style-type: none"> <li>• 0 – 1 hr \$5.00</li> <li>• 1 – 2 hr \$10.00</li> <li>• 2 – 3hr \$15.00</li> <li>• 3 – 4 hr \$20.00</li> </ul>	<ul style="list-style-type: none"> <li>• 3 – 4 hr \$20.00</li> <li>• Daily Rate / 4+ hrs \$24.00</li> <li>• Valet parking \$45.00 per vehicle per day</li> </ul>
	Please Note: <ul style="list-style-type: none"> <li>• The JW Marriott Gold Coast Resort &amp; Spa has a maximum height restriction of 1.95m</li> </ul>	
Coffee Cart	Price on application	
Excessive Rubbish Removal	<ul style="list-style-type: none"> <li>• \$150.00 per hour</li> <li>• If a Skip is required a price will be provided after obtaining a quote</li> </ul>	
Exhibition Stand Cleaning	\$45.00 per day (overnight service only)	
Flip Chart	\$50.00 per item	
Forklift	<ul style="list-style-type: none"> <li>• JW Marriott does not have a forklift on site. This will need to organized externally if required</li> </ul>	
Hoist Charge	<ul style="list-style-type: none"> <li>• \$550.00 per day</li> </ul>	
Internet	<ul style="list-style-type: none"> <li>• Wireless Internet is complimentary</li> <li>• Wireless Internet Specific Group Name \$250.00 Set Up Fee</li> <li>• Cable is \$500.00 per day</li> </ul>	
JW Marriott Staff Assistance	\$65.00 per hour	
Pin-Board	\$25.00 per item	
Power Cord / Extension Lead	\$35.00 per item	
Security Guards	<ul style="list-style-type: none"> <li>• Monday – Friday \$60.00 per guard per hour</li> <li>• Saturday – Sunday \$85.00 per guard per hour</li> <li>• Public Holidays \$95.00 per guard per hour</li> </ul>	
Trestle Table Clothed And 1 x Chair	\$20.00 per set	
Whiteboard	\$50.00 per item	