



**Subway® 2018 Australia & New Zealand Convention  
Gold Coast, 8-10 June**

# EXHIBITOR MANUAL

To finalise your Trade Exhibition Booth

Please ensure you have returned these required forms by

**Monday 7 May 2018**

- MORETON HIRE SIGNAGE ORDER FORM (**Compulsory**)
- EXHIBITORS OFFERING FOOD & BEVERAGE SAMPLING (**Compulsory**)
  - [F10 FOOD SAMPLING FORM](#)
  - [F4 BEVERAGE SAMPLING FORM](#)

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## **COMPULSORY READING**

GOLD COAST CONVENTION & EXHIBITION CENTRE - [EXHIBITION MANUAL](#)

MORETON HIRE – [EXHIBITOR FORMS](#)

This Exhibition Manual and Forms are also available online at the Convention website [www.subwayevents.com](http://www.subwayevents.com) and follow links to [Sponsors & Exhibitors / Sponsor & Exhibitor Registration](#).

### **SUBWAY® AUSTRALIA & NEW ZEALAND CONVENTION MANAGERS**

**Martin Bishop**

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PHONE + 61 7 3348 7380

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EMAIL [subway@cre8itevents.com.au](mailto:subway@cre8itevents.com.au)

WEB [www.subwayevents.com](http://www.subwayevents.com)

MAIL PO Box 155 Wynnum QLD 4178

### **SUBWAY® 2018 ANZ CONVENTION WEBSITE**

Visit [www.subwayevents.com](http://www.subwayevents.com) for the latest program details, news and Convention information.

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## INTRODUCTION

The guidelines in this manual have been prepared to assist you with the planning of your exhibition stand. This manual is to be used in conjunction with the [Gold Coast Convention Centre Exhibition Manual](#) and the [Moreton Hire – Exhibitor Forms](#). These documents are available via the Convention website [www.subwayevents.com](http://www.subwayevents.com) and follow the links to [Sponsors & Exhibitors / Exhibitor Manual](#). The Convention Managers, Moreton Hire and the Gold Coast Convention & Exhibition Centre are happy to discuss any additional requests you may have.

### ENQUIRIES

*All enquiries prior to the Convention should be directed to:*

#### **Subway® Australia & New Zealand Convention Managers**

Martin Bishop

C/- Cre8it Events

MAIL PO Box 155 Wynnum QLD 4178

PHONE + 61 7 3348 7380

MOBILE + 61 412 733 193

EMAIL [subway@cre8itevents.com.au](mailto:subway@cre8itevents.com.au)

WEB [www.subwayevents.com](http://www.subwayevents.com)

### SPONSORSHIP

*Convention Coordinator - Melanie Johnson, IPC Asia Pacific*

Melanie Johnson

Independent Purchasing Company (Australasia) Ltd

EMAIL [melaniej@ipca.biz](mailto:melaniej@ipca.biz)

### VENUE

*Halls 1 & 2 – Gold Coast Convention & Exhibition Centre (GCCEC)*

Corner TE Peters Drive & Gold Coast Highway, QLD Australia

PHONE +61 7 5504 4000

WEB [www.gccec.com.au](http://www.gccec.com.au)

*All venue specific enquiries should be directed to:*

*GCCEC Event Planner – Kasey Clarke*

Gold Coast Convention & Exhibition Centre

PHONE +61 7 5504 4028

EMAIL [kclarke@gccec.com.au](mailto:kclarke@gccec.com.au)

### EXHIBITION BOOTH STAND CONTRACTORS (Moreton Hire)

Should you have any additional or special requirements, please contact:

#### **BRIDGET EGAN**

Moreton Hire Account Coordinator

PHONE +61 7 3010 4307

FAX +61 7 3307 4449

EMAIL [bridget.egan@moreton.net.au](mailto:bridget.egan@moreton.net.au)

ADDRESS PO Box 6477, Upper Mount Gravatt, Qld, 4122

## EXHIBITOR REGISTRATION

ALL EXHIBITORS are required to register for the Convention. Details of the packages available are listed below. Each Trade Booth Registration includes TWO (2) inclusive Exhibitor Delegate per booth. All additional Exhibitor Delegates cost AUD\$350.00. Register online at the Convention website [www.subwayevents.com](http://www.subwayevents.com) and follow links to [Sponsors & Exhibitors / Sponsor & Exhibitor Registration](#).

### Inclusions

- ✓ Convention Pack
- ✓ Trade Exhibition Welcome Reception
- ✓ Convention Sessions - **SATURDAY & SUNDAY**
- ✓ Gala Awards Dinner Ticket - **SATURDAY**
- ✓ 'White' Wrap Party Ticket - Sea World - **SUNDAY**
- ✓ IPC Asia Pacific Supplier Briefing - **SUNDAY MORNING**
- ✓ IPC Asia Pacific Supplier Awards Ceremony - **SUNDAY AFTERNOON**
- ✓ Morning Tea, Lunch & Afternoon Tea - **AS DETAILED IN THE PROGRAM**

### DRESS CODE

- **Friday Night**  
Trade Exhibition Welcome Reception - Smart Casual
- **Saturday and Sunday**  
Convention Sessions - Smart Casual  
*(Don't forget to pack a jacket – Convention Centres tend to get cool)*
- **Saturday Night – Gala Awards Dinner**  
Lounge Suit / Cocktail / Black Tie
- **Sunday Night – 'White' Wrap Party, Sea World**  
White ... The more WHITE the Better!

### NAME BADGES

IMPORTANT: Name badges for Exhibitors and Additional Exhibitors must be collected from the Registration Desk on arrival at the venue and **must be worn at all times – including Trade Exhibition / all Convention Sessions and all Convention Functions.** Loss of name badge / reprint of name badge will incur a \$5.00 cash reprint fee which will be donated to charity.

### ACCOMMODATION – Subject to Availability

Special accommodation rates have been secured at selected hotels and apartments on the Gold Coast in close proximity to the Gold Coast Convention & Exhibition Centre.

Accommodation can be booked at the same time as registering your Exhibitor Delegates online at [www.subwayevents.com](http://www.subwayevents.com). If you have already registered and would like to add accommodation check your Registration Confirmation Email and click on the link 'Add Accommodation' to add accommodation to your registration. If you have any problems booking your accommodation via [www.subwayevents.com](http://www.subwayevents.com), please contact the Convention Managers: +61 7 3348 7380 or [subway@cre8itevents.com.au](mailto:subway@cre8itevents.com.au)

## PROGRAM FOR EXHIBITORS

Please note Exhibitor Delegates are invited to attend **all** Convention Sessions, including Keynote Presentations, updates from the Subway® Leadership & Marketing Teams and IPC Asia Pacific. Exhibitor Delegates are also encouraged to attend the IPC Asia Pacific Supplier Briefing, Supplier Awards and the IPC Asia Pacific Supplier Reception, as outlined below. The Full Exhibitor Convention program will be available via [www.subwayevents.com](http://www.subwayevents.com) and follow the links to [Sponsors & Exhibitors / Sponsor & Exhibitor Program](#).

### THURSDAY 7 JUNE 2018

2.00pm – 5.00pm	Exhibitor / Supplier Convention Registration
2.00pm – 5.00pm	Trade Exhibition Move In

### FRIDAY 8 JUNE 2018

From 8.00am	Exhibitor / Supplier Convention Registration
8.00am – 11.30am	Trade Exhibition Move In
11.30am – 3.00pm**	Trade Exhibition Move In <i>*RESTRICTED ACCESS (see note - page 9)</i>
12.00pm – 3.00pm	Sub Jammer Competition - Heats
3.00pm – 3.30pm	Booth Inspection – please be at your booth fully setup by this time
4.00pm – 9.00pm	Trade Exhibition Welcome Reception   Fresh Forward   Service Booths   Test Kitchen (Test Kitchen closes at 8.00pm)
8.15pm – 9.00pm	Sub Jammer Competition - Semi Finals
9.30pm – 10.30pm	Trade Exhibition Move Out (Invited Service Booths operate for 3 days and bump out Sunday 10 June 2018)

### SATURDAY 9 JUNE 2018

7.00am – 8.15am	Service Booths*
8.15am – 4.55pm	Convention Sessions
10.40am – 11.25am	Service Booths*
1.00pm – 2.15pm	Service Booths*
3.25pm – 4.10pm	Service Booths*
6.00pm – 7.00pm	<b>IPC Asia Pacific Supplier Reception (IPC Asia Pacific Suppliers – Invitation Only)</b>
7.00pm – 11.30pm	Gala Awards Dinner – Gold Coast Convention & Exhibition Centre

### SUNDAY 10 JUNE 2018

8.00am – 9.15am	Service Booths*
9.30am – 4.40pm	Convention Sessions
10.30am – 11.15am	Service Booths*
11.15am – 12.35pm	IPC Asia Pacific Supplier Briefing
12.35pm – 1.40pm	Service Booths*
1.40pm – 3.30pm	Subway® & IPC Asia Pacific Supplier Awards
2.10pm – 3.15pm	Service Booths Move Out**
6.00pm – 6.30pm	Coach Departure to 'White' Wrap Party, Sea World
6.30pm - Late	'White' Wrap Party - Sea World

*All times are subject to change.*

*\*Service Booths are by Invitation Only. If you are unsure if this applies to you, check with your Category Manager.*

*\*\* Please note Service Booth Move Out is the same time as the Subway® & IPC Asia Pacific Supplier Awards – please allow adequate staffing levels*

## TRADE EXHIBITION PACKAGE

**EXHIBITORS – refer to the Exhibitor Registrations Inclusions Table on page 4**

### SHELL SCHEME PACKAGE

The following Exhibitor package will be provided to you for a 3.0m x 3.0m modular booth:

<b>Walls</b>	Velcro compatible fabric wall 2.4m high - coal
<b>Fascia</b>	On all exposed sides (Anodized aluminium frame with insert 2.1m clearance underneath)
<b>Power</b>	One (1) x 4 amp power point
<b>Lighting</b>	Two (2) x 150w adjustable spotlights installed to the back of the fascia sign
<b>Signage</b>	One (1) x digital print sign (1800mm x 200mm). Corner booths will have two (2) digital printed signs. Max 30 characters. Company logos can be included at an additional cost.
<b>Inclusions</b>	1 x black clothed trestle table and 2 x folding chairs + 1 x waste basket (not provided where Custom Furniture is ordered)

### STAND PERIMETER

All display material, furniture and equipment must be kept within the perimeter of the stand. Strictly no obstacles to be placed in aisles.

### SHELL SCHEME PARTITIONING

Acceptable methods of display fixing are utilising velcro. Under no circumstances may Exhibitors fasten articles to the stand walls in a manner that may damage them. Any damage caused to panels will be charged to the Exhibitor. For rigging from the top of the stand partitions, please contact Moreton Hire to ensure the correct and safe installation.

### MORE THAN ONE BOOTH

For exhibitors with two or more booths side-by-side, there will be no centre/dividing partition unless specifically arranged with Moreton Hire.

## BOOTH ALLOCATION

You will be advised of your Booth Number allocation by email. If you have any questions, please contact the Convention Managers. The Convention Committee and Convention Managers reserve the right to adjust the plan in the interest of presenting a professional exhibition.

## EXHIBITION BOOTH STAND CONTRACTORS – MORETON HIRE

Moreton Hire has been appointed as Contractor for:

- **Official Shell Scheme**
- **Electrical & Lighting**
- **Furniture**

Should you have any additional or special requirements, please contact:

### **BRIDGET EGAN**

Moreton Hire Account Coordinator

PHONE +61 7 3010 4307

FAX +61 7 3307 4449

EMAIL [bridget.egan@moreton.net.au](mailto:bridget.egan@moreton.net.au)

ADDRESS PO Box 6477, Upper Mount Gravatt, Qld, 4122

To assist you in planning for the exhibition, Moreton Hire has Order Forms available to be downloaded from the Convention website [www.subwayevents.com](http://www.subwayevents.com) and follow the links to [Sponsors & Exhibitors / Exhibitor Manual](#).

### **Moreton Hire - Exhibitor Forms**

The below listed forms are available via the above link.

- Trade Booth Package
- Signage Order Form (**Compulsory**)
- Additional Lighting & Power Order Form
- Audio Visual Order Form
- Furniture Order Form – website link to Moreton Hire Furniture options are available via this form
- Onsite Variations
- Payment Order Form (for any additional requirements)

The information compiled from these forms will ensure the smooth installation of the exhibition. Your prompt reply to these matters is greatly appreciated. Please return the forms listed above to:

**Bridget Egan - Moreton Hire by Monday 7 May 2018**

Email [bridget.egan@moreton.net.au](mailto:bridget.egan@moreton.net.au) Ph: +61 7 3010 4307

## EXHIBITOR APPOINTED CONTRACTORS

Exhibitors must advise the Convention Managers (via email [subway@cre8itevents.com.au](mailto:subway@cre8itevents.com.au)) of any Exhibitor Appointed Contractors not listed in this document (including Custom Built Stand Contractors and AV Suppliers).

- If you have any contractors building or providing services in your Trade Booth, you must complete the [Pre-Event HS Checklist Exhibitor](#)
- All contractors must complete the online [Health & Safety Induction](#)
- Custom Stand approval – All Custom Stand designs must be approved by Gold Coast Convention & Exhibition Centre. Contact the GCCEC Event Planner for review.
- Exhibitor Appointed Contractors are allowed to do 'display work' only.
- The Exhibitor will be liable for any expense or damage caused by, or as a result of its appointed contractors.
- If your booth requires rigging, see below.

## ELECTRICAL APPLIANCES (EQUIPMENT)

All electrical appliances must be tested and tagged in accordance with AS/NZS 3760 prior to arriving on-site. For further detail, please refer to the Gold Coast Convention & Exhibition Centre [Events Health and Safety Guidelines](#) – Section 3.12 Page 17.

## BANNER HANGING / RIGGING

In the first instance, please contact the Convention Managers for approval by the Convention Committee. If approval is granted, refer to the steps required (Page 8) of the Gold Coast Convention & Exhibition Centre Exhibition Manual for the Banner Rigging Request and Delivery Form. The Exhibitor being liable for all associated costs.

## [F10.0 - FOOD SAMPLING FORM](#) / [F4.0 BEVERAGE SAMPLING FORM](#) (Compulsory)

All Exhibitors conducting Food and/or Beverage Sampling must complete the above forms. For further detail, please see Page 12 of the Gold Coast Convention & Exhibition Exhibitor Manual.

## TEMPORARY FOOD LICENSE

*As required by the Gold Coast City Council, the Subway® 2018 ANZ Convention has applied for a Temporary Food Stall License to cover the Convention, as a blanket cover. Each Exhibitor is responsible for ensuring they meet the requirements of the Temporary Food Stall Licence – see F10 Food Sampling Form for all applicable information, checklists and guidelines. Please note, there will be handwashing stations located in the Trade Exhibition.*

## ADDITIONAL HIRE ITEMS

FRIDGE AND FREEZER HIRE – [F7.0 Equipment Hire Form](#)

## CATERING EQUIPMENT

For specific catering equipment requirements, contact Moreton Hire on the below details.

### BRIDGET EGAN

Moreton Hire Account Coordinator

PHONE +61 7 3010 4307

FAX +61 7 3307 4449

EMAIL [bridget.egan@moreton.net.au](mailto:bridget.egan@moreton.net.au)

ADDRESS PO Box 6477, Upper Mount Gravatt, Qld, 4122

## AUDIO VISUAL REQUIREMENTS

### Moreton Hire

For specific Audio Visual equipment requirements, refer to the Moreton Hire Audio Visual Order Form (page 1).

## TELECOMMUNICATION & INTERNET

Please refer to the [Gold Coast Convention & Exhibition Centre Exhibition Manual](#).



## MOVE-IN & MOVE-OUT

**PLEASE NOTE:** *Open-toe footwear ie. sandals, thongs and the like are not permitted during these times. Please note, enclosed footwear must be worn at all times during the Move-In and Move-Out times of the Convention.*

High Visibility vests must be worn at all times during move in/out in the Exhibition Halls and Loading Docks. **High visibility vests will be provided to you at the Convention Registration Desk.** Children under the age of 15 are not permitted in the Halls during move in/out or on the Loading Dock at any time.

### MOVE-IN

**Trade Exhibition: HALLS 1 & 2**

*Thursday 7 June 2018 (1.00pm – 5.00pm)*

*Friday 8 June 2018 (8.00am – 11.30am)*

*\*RESTRICTED ACCESS\* Friday 8 June 2018 (11.30am – 3.00pm)*

The Exhibitor move-in will commence at 1.00pm *Thursday 7 June 2018*. Shell Scheme and furniture will be ready to occupy at this time. **All stands must be completely dressed and excess rubbish removed by 3.00pm Friday 8 June 2018.**

\*Please note: 11.30am – 3.00pm Friday 8 June 2018 – RESTRICTED ACCESS.

There will be restricted access only to the Trade Exhibition precinct as the Sub Jammer Competition Heats will be occurring in the adjacent Test Kitchen with delegate audience members. Noise, movement and capacity restrictions will apply to Exhibitor Move In and will be enforced in the interest of public safety. If you are arriving during this time, please contact the Convention Managers to discuss set up. *If your booth is located in close proximity to the Test Kitchen, you may have limited access after 11.30am Friday 8 June 2018.*

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### MOVE-OUT

**Trade Exhibition: HALLS 1 & 2**

*Friday 8 June 2018 (9.30pm – 10.30pm)*

Removal of products and exhibits will commence at 9:30pm. No Exhibitor will be permitted to remove products prior to this time. All stands must be completely cleared by 11:00pm. Gold Coast Convention & Exhibition Centre will not allow Move-Out until all Delegates have departed from the Exhibition Hall and all Exhibitors must wear enclosed footwear and a safety vest. Gold Coast Convention & Exhibition Centre enforce a 30 minute grace period between Exhibition close and Exhibitor Move-Out.

**Service Booths\*\* HALLS 1 & 2**

*SERVICE BOOTHS – DO NOT MOVE-OUT FOLLOWING THE TRADE EXHIBITION WELCOME RECEPTION (FRIDAY 8 JUNE 2018). PLEASE REFER TO THE CONVENTION AGENDA AND ENSURE THAT YOUR SERVICE BOOTH IS MANNED FOR THE SERVICE BOOTH OPENING HOURS.*

*Sunday 10 June 2018 (2.10pm – 3.15pm)*

Removal of products and exhibits will commence from 2:10pm. No Exhibitor will be permitted to remove products prior to this time. All stands must be completely cleared by 3:15pm. Gold Coast Convention & Exhibition Centre will not allow Move-Out until all Delegates have departed from the Exhibition Hall and all Exhibitors must wear enclosed footwear and a safety vest. Gold Coast Convention & Exhibition Centre enforce a 30 minute grace period between Exhibition close and Exhibitor Move-Out.

**\*\*Service Booths are by Invitation Only.** If you are unsure if this applies to you, check with your Category Manager.

## DELIVERIES

For Delivery and Collection of Goods information to the Gold Coast Convention & Exhibition Centre, see page 9 of the [Gold Coast Convention & Exhibition Centre Exhibition Manual](#).

### DELIVERY LABEL

All deliveries MUST have the [Gold Coast Convention & Exhibition Centre Delivery Label](#) attached. Refrigerated and freezer items should be included under Special Instructions on the form. **Deliveries requiring cold storage will not be accepted before 2.00pm Wednesday 6 June 2018.**

## SACHEL INSERTS

Platinum, Gold & Silver Sponsors are invited to provide satchel insert collateral and/or merchandise (eg pen) for inclusion in the Convention Bag. Please note all inserts must be approved, therefore provide a sample or email the Convention Managers with detail of your satchel insert ([subway@cre8itevents.com.au](mailto:subway@cre8itevents.com.au)). Satchel inserts that have not been advised or have not been approved by the Convention Managers **will not** be included. Once approved, please forward 1100 items to the **CONVENTION MANAGERS** using the [Gold Coast Convention & Exhibition Centre Delivery Label](#). Satchel inserts **MUST arrive at the Convention Centre by Tuesday 5 June 2018.** Unfortunately, inserts arriving after this date cannot be included.

## EXHIBITOR FREIGHT FORWARDING / TRANSPORT / LOGISTICS

### EXHIBITOR PORTER & FORKLIFT SERVICE

Gold Coast Convention & Exhibition Centre will be operating a forklift service during bump in and bump out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. These are provided free of charge by the Convention as a service to Exhibitors. Please see the Gold Coast Convention & Exhibition Centre staff at the Loading Dock for assistance.

Forklifts are operating during the following times only:

#### MOVE-IN

Wednesday 6 June 2018 7:00am to 5:00pm

Thursday 7 June 2018 7:00am – 5:00pm

Friday 8 June 2018 7:00am – 5:00pm

#### MOVE-OUT

Friday 8 June 2018 9.00pm – 11.00pm (Exhibitors)

Sunday 10 June 2018 2:00pm – 3:15pm (Service Booths)

Monday 11 June 2018 8:00am – 12:00pm (Freight Collection from Storage)

## LABELS / STORAGE / COLLECTION OF GOODS

### LABELS

A delivery label must be affixed to each item sent to the GCCEC. Please refer to the Delivery Label Form which can be downloaded from the GCCEC website. All labels must be marked with the name of event, room/hall and date of event.

For collection of goods, please ensure all items are clearly labelled with the name of the company, event name and collection date. Goods must be collected within 24 hours after the conclusion of your event. Please refer to “Collection of Goods” below.

## STORAGE

As GCCEC has limited storage facilities, delivery of items earlier than 24 hours prior to the event will require prior approval from your event manager. All items will be placed into the appropriate area prior to client access on the first day of the event. Additional storage and labour charges may be incurred for goods stored or relocated by the GCCEC outside the contracted booking period. Crate or pallet storage is not guaranteed and must be arranged prior to arrival.

## COLLECTION OF GOODS

Goods must be collected from the loading dock within 24 hours after the conclusion of the event. Storage charges will apply for goods remaining after this time. The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

## EXHIBITOR PROTOCOL

In the interest of others we ask all Exhibitors to adopt the following procedure:

All demonstrations or other promotional activities, e.g. literature handouts, must be confined to the stand space.

Aisles should not be obstructed in any way. Stand personnel are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted exhibit space.

Sufficient space must be provided within the stand for the comfort and safety of persons watching demonstrations and other promotional activities.

If large crowds gather to watch a demonstration and interfere with the flow of aisle traffic, the Convention organisers have the responsibility, as per fire regulations, to resolve the situation. The Exhibitor will be required to provide rope and stanchion or security personnel, to direct traffic, at the Exhibitor's expense, or the presentation will be terminated.

The Convention organisers reserve the right to restrict exhibits, which, because of noise, method of operation, materials or any other reason, become objectionable.

## INSURANCE / LIABILITY

Whilst the Organisers will provide the necessary security during the exhibition, neither the Organisers nor the Gold Coast Convention & Exhibition Centre, nor any of their staff, employees, agents or other representatives shall be held accountable for or liable for, and the same are released from accountability, or liability for any damage, loss, harm or injury to the person or any property of the exhibition, however caused or any of its staff, employees, agents or other representatives, nor for goods sent to the Gold Coast Convention & Exhibition Centre, before or remaining after the exhibition, nor whilst in transit to or from the exhibition or during the exhibition.

In the event of industrial disruption and/or equipment failure due to power supply problems, the Organisers, Committee and/or Gold Coast Convention & Exhibition Centre will not be held liable and accept no responsibility for loss of monies incurred by Exhibitors or damage to property.

**Special note:** Exhibitors should consult their own insurance companies for proper coverage of their merchandise and displays. Public Risk Insurance, All Risk Insurance, All Risks, Employer's Liability, Personal, Accident and Staff Insurance for your stand area should also be taken out.

## GENERAL INFORMATION

### CAR PARKING

For details, please refer to page 8 of the [Gold Coast Convention & Exhibition Centre Exhibition Manual](#)