



15th Biennial Conference and Exhibition
9-11 February 2010
Melbourne Convention and Exhibition Centre Australia



CONNECTIONS.CONTENT.CONVERSATIONS

On behalf of the VALA2010 committee, we thank you for your valued support and participation. This is the core document, one of a number of files that make up the full set of Exhibitor/Sponsor Briefing Notes (EBN's) for VALA2010. The EBN's are vital reading, providing you with important venue rules/regulations, official key contractors and contact details, deadlines/action items, exhibitor-move in and move-out information and other related matters to guide your preparation and maximise your investment.

PLEASE NOTE: VALA2010 will be held in a new venue. As a result, many of the processes and procedures will differ from previous VALA conferences. Even if you have exhibited at VALA in the past we ask you to pay particular attention to the processes and procedures for VALA2010, as well as the terms and conditions outlined in the full set of Exhibitor/Sponsor Briefing Notes.

This core document is complemented by a number of related documents, all of which are listed afoot this page. Please read this core document first and then refer to related files as applicable.

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Related Documents: Essential Reading/Available on VALA2010 website as follows:

<http://www.vala.org.au/vala2010/einfo2010.htm>

- MCEC Operations Manual – essential reading for those with custom builds/raw space stands
- MCEC Exhibitor Services Kit:
 - Section 1 Overview and Service Information – essential reading
 - Section 2 Service Order Forms – essential reading
- Agility Preferred Move-In Form
- Agility Transport Request and Terms & Conditions form
- Custom Stand Design Form (which must accompany your custom build design for approval please)
- Exhibition Floor Plan (subject to minor change without notice)
- Exhibitor Freight Delivery Label
- Exhibitor Registration Form
- Harry's Shell Scheme Visual
- Satchel Insert Delivery Label (if applicable)

Summary of Deadlines – All items can be completed now if ready/or at latest by due date please

Item	To	Due Date
Company logo + profile Exhibitor Directory	annemarie@wsm.com.au	Due now please
Final payment for sponsorship/stands	annemarie@wsm.com.au	Due now please
Register all staff (including complimentary)	Vicki@wsm.com.au	Due now please
Custom build stand design plan: RAW space only	helen@wsm.com.au	14 Dec 2009
Items requiring prior venue approval	helen@wsm.com.au	14 Dec 2009
Satchel insert sample for prior approval	annemarie@wsm.com.au	08 Jan 2010
Harry the Hirer – complete fascia/furniture orders	Jason.balkin@harrythehirer.com.au	11 Jan 2010
MCEC Venue Services/Orders – complete all orders, i.e. Internet and communications requirements etc	exservices@mcec.com.au	11 Jan 2010
“Own Arrangements Freight” – advise Agility by completing and returning the Preferred Move-In form	rledwell@agilitylogistics.com	11 Jan 2010
Agility: Transport/freight, deliveries, Off-site storage & fork-lifting as required	rledwell@agilitylogistics.com	15 Jan 2010
Exhibitor Prize details	annemarie@wsm.com.au	15 Jan 2010
Satchel insert delivery if applicable x 1000 units	Refer/use ONLY attached label	15 Jan 2010
Exhibitor Freight to venue (Monday 8 February ONLY, Delivery from 1200 - 1600)	Refer/use ONLY attached label	Delivery ONLY Monday 8 Feb 2010

Contact Details

Exhibition Coordinator
Anne-Marie Forbes
WALDRONSMITH Management
61 Danks Street West
Port Melbourne VIC 3207
Tel: 03 9645 6311
Fax: 03 9645 6322
E-mail: annemarie@wsm.com.au

Exhibition Manager
Helen McGowan
WALDRONSMITH Management
61 Danks Street West
Port Melbourne VIC 3207
Tel: 03 9645 6311
Fax: 03 9645 6322
E-mail: helen@wsm.com.au

Exhibition Contractor/Rigging Contractor
Harry the Hirer
Contact: Jason Balkin – Account Manager
81-95 Burnley St
Richmond VIC 3121
Tel: 03 9429 6666
Fax: 03 9427 1637
Email: jason.balkin@harrythehirer.com.au

Venue Contact
Melbourne Convention and Exhibition Centre
Exhibition Centre: Bays 13 -14
Exhibitor Services
PO Box 286
WTC Post Office
Melbourne VIC 8005
Tel: +03 9235 8110
Fax: +03 9235 8121
Email: exservices@mcec.com.au

Freight Forwarder
Agility Fairs & Events
28 – 32 Sky Road
Melbourne Airport VIC 3045
Rebecca Ledwell, Snr Exhibition Coordinator
(Sydney based contact)
Tel: +61 2 8755 8899
Fax: +61 2 9642 6899
11-15 Gould St
South Strathfield NSW 2136
Email: rlodwell@agilitylogistics.com

Venue – Dimensions Snap Shot: Full details on Pages 10-15 MCEC Operations Manual

Venue Exhibition Area – Bays 13 – 14

Ceiling Height: 18m

Clear Hanging Height: 11.5m

Maximum Build Height for all custom builds/RAW space stands is 10.0m.

The MCEC Exhibition Centre Loading Dock is accessible via Normanby Road, Southbank. Load time is limited to 30 minutes and this is strictly enforced by the parking inspectors. For example, if you arrive 10 minutes late, you will only have 20 minutes load time.

- Loading dock roller door: Clear door width access is 8m.
- Loading dock roller door: Clear door height access is 7m.
- NB: Roller Doors 1&2 only are 7.4m in width access and 6.8m in height.

Floor load limits:

20 kPa or two tonnes per square metre; for all loads over this limit written approval must be requested.

Written approval from the venue is required to bring in any heavy and or vibrating equipment that might cause damage to the floor or any part of the Centre.

Loading Dock Management/Logistics/Transport/ Freight Forwarding/: Agility

The new venue comes with new rules of operation. Agility Fairs & Events has been appointed as the official in-house contractor for loading dock management and scheduling, as well as materials handling services. Agility also offers domestic and international freight forwarding. However, you are most welcome to use your own preferred private courier or private car for deliveries on Monday 8 February from 1200 – 1600 – please see next page under heading “Step One” to take up this option.

Agility Fairs & Events - summary of services

- Loading Dock move-in and move-out scheduling
- Freight forwarders, fork-lift hire, logistics solutions
- Fork-lifting of goods to and from your completed stands at move-in and move-out
- Off-site storage needs for early arrivals, storage of large crates/skips during the event & post event
- Door to booth service and return of goods at the conclusion of the event

Cost for fork-lifting services on site:

Fork-lift usage costing (unless included in your quotation) is always additional:

Fork-lift Service = \$55 for the first 15 minutes and \$50 for each additional 15 minutes

Above rates are based on 2.5T rated fork-lifts

*All other prices/quotes on application.

Agility Services/Order Forms available from the VALA2010 website: <http://www.vala.org.au/vala2010/einfo2010.htm>

www.vala.org.au/vala2010/einfo2010.htm:

Agility Preferred Move-in Schedule Form

Agility Freight Transport Request Form + T/C and Benefits of Using Agility

Prior to the exhibition:

Agility will contact all exhibitors to discuss individual transportation and other logistics requirements. To facilitate this, your contact details have been passed on to Agility.

Off Site Storage:

- Limited storage on-site is strictly for exhibitor replenishment of literature for on-stand distribution.

It is mandatory that all exhibitors organise off-site storage with their freight company for all large packing crates and freight forwarding materials, for the duration of the exhibition. Exhibitors cannot leave large boxes and packing material anywhere in the Exhibition Centre during the show. Agility can arrange off-site storage at a cost of \$40.70 per cubic metre or part thereof per day.

Step One: Exhibitors using a preferred private courier company or a private car ONLY

Exhibitors using a preferred private courier company or a private car to make deliveries to the loading dock (on Monday 8 February, 2010 between 1200 – 1600) for move-in must complete and return the: Agility Preferred Move-In Form, to gain access to the loading dock and to be allocated a time timeslot.

Please note:

- It is essential that Exhibitors using a preferred private courier company or car adhere to the loading dock access time assigned by Agility. Failure to arrive at the MCEC at your scheduled time will result in moving to the end of the queue.
- You must be on-site to receive your goods and deliver your goods to your stand if using your own private courier.

NB: If using a private courier or car, consider whether you may need fork-lifting services to have your freight delivered to your completed stand. (Agility provides fork-lifting/and storage at additional cost.)

Step Two: ALL Exhibitors

To request a quote or to book any of the Agility services, please complete and return the: Transport Request Form

For more information, please contact Agility Fairs & Events:

Rebecca Ledwell, Senior Exhibition Coordinator

Tel: +61 2 8755 8899

Fax: +61 2 9642 6899

11-15 Gould Street

South Strathfield NSW 2136

Please note:

- Agility staff will be on scheduling duty at the Loading Dock: Monday 8 Feb from 0700 - 1600
- All goods/boxes/materials (where the freight has been handled by Agility) will be delivered directly to the completed stands in readiness for the Monday Exhibitor Move-In as scheduled: 1200 - 1800.
- Please pre-arrange for all off-site storage of your large packing crates and boxes. Please ensure that all large boxes, skids and crates are clearly labelled prior to removal, so the retrieval on Thursday is simple and rapid.
- All custom build large boxes, skids and crates must be stored off site. There is no storage available on site at VALA2010 for these large items, so this will be strictly observed. Limited storage on-site is strictly for exhibitor replenishment of literature for on-stand distribution.

NB:

- If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf.
- Agility Fairs & Events' standard trading conditions apply for services provided. It is important that you are aware of these terms and conditions, a copy of which can be found on the bottom of the Transport Request Form. Services available include: transport, cramage, fork-lift, portorage, clearance, delivery, storage, positioning and all other on-site services.
- MCEC staff will NOT accept any goods on behalf of any exhibitor for VALA2010.

Satchel Inserts: prior approval/sample due Friday, 8 January, 2010 or earlier if ready please

If you have a satchel insert included in your sponsorship package, or if you have purchased a satchel insert the deadline for delivery of your inserts to Mercury Mailing House in Melbourne is Friday 15 January, 2010. 1000 copies of your approved insert are required.

Prior Approval for each satchel insert is required: if you are eligible for a satchel insert, please send an actual sample copy to Anne-Marie Forbes by Friday 8 January, 2010. Once Committee approval has been obtained, Anne-Marie will advise you by return email.

Mail House Deadline x 1000 units is Friday 15 January, 2010

Important Information: Standard satchel insert size is an A4 flyer single sheet item. Only authorised/approved inserts that fit can be packed; rogue or unusually sized items will not be packed at all and returned to you. Please note this satchel insert advice is only for sponsoring companies, and those who have purchased a satchel insert at the extra cost of \$2,750.

Mercury Mailing House address is as follows:

125 New Street

Brighton

VIC 3186

Contact: Martin Kjendle

Tel: 03 9553 8882

Email: mercurymailing@tpg.com.au

Please use ONLY the attached delivery label.

Note: The satchel insert is not an automatic entitlement for exhibitors.

Exhibition Hours

Monday 8 February 2010	Harry's Access	0001 – 2359
Monday 8 February 2010	Custom Stands Access	0600 - 1200
Monday 8 February 2010	Exhibitor Move In	1200 – 1800
Tuesday 9 February 2010	Exhibition Open	0830 – 1730
Tuesday 9 February 2010	Welcome Reception in Exhibition Area	1730 – 1900
Wednesday 10 February 2010	Exhibition Open	0830 – 1740
Thursday 11 February 2010	Exhibition Open	0830 – 1600
Thursday 11 February 2010	Exhibition Move Out	1600 – 1800
Thursday 11 February 2010	Custom Stands Bump Out	1800 – 2200
Thursday 11 February 2010	Harry's Dismantle	1800 – 2200

Times are correct at the time of printing but may be subject to minor change – exhibitor access will be granted 30 minutes prior to the listed times on Tuesday, Wednesday and Thursday.

Custom-Built Stand Plans Requiring Prior Venue Approval

If you have purchased RAW Space for a custom built stand, please email a fully-dimensioned design plan to Helen McGowan at helen@wsm.com.au, together with a completed Custom Stand Design Form, by Monday 14 December, 2009. Helen will seek the required prior venue approval to build and will advise you by return.

- NB: Custom Stand Design Form must accompany your custom build design for approval please.

Approval must be granted prior to your build crew gaining access to build. Please also note that access for building and dismantling any custom booths will be organised around the main Exhibition Contractor, who has priority.

Custom Crew Team MCEC Induction is required prior to entry to the venue

To gain entry to the Loading Dock to build, all contract crew staff must complete both the MCEC induction and the Brookfield Multiplex Induction.

Both can be completed on line at: <http://www.mcec.com.au/Organise/Operations-Info/Site-Induction.html>

Items Requiring Prior Venue & Committee Approval

Items requiring prior approval include:

- all vehicles – trucks/cars etc
- all items greater than 2.4m in height, two-storey stands
- any raised or feature flooring on stands
- additional lighting, use of naked flames, LP Gas cylinders
- any food and or beverage items for sampling; no matter how small, these need approval
- all prize draws
- helium balloons
- machinery
- tobacco
- refrigerators
- livestock/animals
- harmful chemicals
- talent on the floor
- anything loud/harmful/intrusive to others and anything outside the dimensions of your allocated booth space

- heavy/vibrating equipment/anything that emits smoke/fumes
Written approval from the venue is required to bring in any heavy and or vibrating equipment which might cause damage to the floor or any part of the centre.

- any food items or beverage items for sampling – MCEC approval is required
All food and beverage must be ordered directly from the venue via the forms attached. No outside food and beverages can be brought into the venue; this is strictly forbidden.

NB: If you are including any of these items in your display (or any other items you think may need approval) please forward the details to helen@wsm.com.au by Monday 14 December, 2009.

Please refer to Page 15, Section 1.4, of the Exhibitor Services Kit on the VALA2010 website <http://www.vala.org.au/vala2010/einfo2010.htm> for further details if required.

Exhibitor Entitlements

Included in the cost of exhibiting is one full "walk in / walk out" exhibition stand which will contain the following:

Booth Size	3m wide by 3m deep with walls 2.4m in height – total area of each booth 9sqm
Walls	Modular walls 2.4m high finished in Velcro-compatible fabric in a grey: Mascot Grey
Fascia	Fascia panel 2100mm white with VALA2010 blue lettering (signage is attached to fascia)
Lighting	2 x 70 watt halide spotlights per stand
Power	One x 4-amp power point per stand
Signage	Company name in standard letter style displayed on each fascia Maximum of 25 letters, with Pty Ltd (Aust) deleted.

Booth Entitlements:

- One (1) full complimentary registration
- One (1) complimentary additional staff registration
- Complimentary trade (visitor) passes to attract potential and existing clients to the Exhibition – please note that either morning tea or afternoon tea is included with these trade passes, but NO LUNCH. Trade passes are not valid during the lunch period and holders will be asked to depart the area during this time.
- A PDF version of the delegate listing (subject to privacy laws), which will be emailed to all booth holders 15 December 2009 and immediately prior to the conference
- Two (2) complimentary tickets to the Conference Dinner
- Additional tickets cost \$121 each if required.
- Inclusion of a fifty (50) word profile and logo in the conference programme
- Hotlink to your company website on the VALA2010 Conference website
- 1 x vendor presentation subject to availability – contact helen@wsm.com.au to be included on the waiting list.

If you have booked a sponsorship package either alone or in conjunction with your exhibition booth, please refer to your confirmation advice for full entitlements.

Registration – Complimentary registration types and inclusions

Complimentary Exhibitor/Sponsor Registration Types and inclusions

- One (1) full complimentary registration – includes:

Name badge
Lunches
Continuous tea and coffee
Entry to the welcome reception
Entry to all conference sessions
Delegate Satchel
Conference Programme and CD of proceedings

PLUS:

- One (1) complimentary additional staff registration – includes:

Name badge
Lunches
Continuous tea and coffee
Entry to welcome reception

How to claim your Complimentary Registrations and how to register additional staff

Pre-registration for all registration types (including complimentary registrations and additional registration purchases) can be done at your earliest convenience via the Exhibitor Registration Form attached and also available on VALA2010 website: <http://www.vala.org.au/vala2010/einfo2010.htm>

Additional Exhibitor/Sponsor Registrations – cost & how to register

Additional exhibitor registrations (over and above your entitlement) are available at the discounted price of \$253 including GST. This does not include the conference dinner – tickets are \$121 per person including GST and can be purchased when completing your Exhibitor Registration Forms, as per the above note.

Inclusions for additional exhibitor registrations are:

- Name badge
- Lunches
- Continuous tea and coffee
- Entry to welcome reception

Complimentary Trade (Visitor) Passes

All exhibiting companies at VALA2010 are entitled to receive an allocation of trade visitor passes, to enable you to invite potential and existing clients and visitors to the Exhibition who would not as a rule be registered to attend the Conference itself. These passes will be sent to you from the Conference Office on 15 December, 2009, so that you can distribute them in advance.

Inclusions for complimentary trade (visitor) passes:

- Name badge
- Either morning tea or afternoon tea

NB: Each Trade Visitor Pass allows one non-delegate to view the exhibition as follows:

- Tuesday 09 Feb from 0830 – 1200 and 1400 – 1730
- Wednesday 10 Feb from 0830 – 1200 and 1400 – 1500
- Thursday 11 Feb from 0830 – 1200 and 1400 – 1500

Please note that either morning tea or afternoon tea is included with these trade passes, but NO LUNCH. Trade passes are not valid during the lunch period and holders will be asked to depart the area during this time. Trade passes will be sent to all exhibiting companies on 15 December 2009, and additional passes can be collected from the Registration Desk at VALA2010.

For those new to VALA conferences, the trade passes are for potential and existing clients that you wish to invite to your stand over the duration.

Social Functions

Welcome Reception:	Tuesday 9 February, 2009	1730 – 1900	Exhibition Area
Conference Dinner:	Wednesday 10 February, 2009	1900 – 2300	Plaza Ballroom
Farewell Refreshments:	Thursday 11 February, 2009	1710 – 1830	Melbourne Convention Centre

Occupational Health and Safety

By entering the venue premises (MCEC) each exhibitor must, adopt and observe the contemporary occupational health and safety practices in place at the centre.

To review all MCEC OHS procedures which by entry to the venue implies agreement please review the following document; this is your responsibility prior to entry.

- MCEC Operations Manual – essential reading

Safety Vests – also please NO Open Toed Footwear is permitted at bump in/out move in/out

Due to increased awareness from WorkSafe Victoria, it is now mandatory for all Exhibitors to wear approved safety vests at all times during the bump-in/out and move-in/out periods as applicable. Safety vests can be purchased at most hardware stores for approximately \$15.00. And please wear closed and suitable footwear.

Safety Vests are not sold at the MCEC, and hence you will need to pre-purchase an allocation of vests for your staff so as to gain entry to the Exhibitor Move In and Move Out.

The No vest, No entry policy will be strictly enforced.

Open Toed Shoes: not permitted /Children under 18: not permitted

People wearing open toed shoes, sandals or thongs and children under 18 are not permitted access to the exhibition halls during bump-in/out and move-in/out. Sorry no exceptions.

Cleaning of Custom Built Stands- in addition to standard venue cleaning

On-stand cleaning for custom built stands is a specialised service you may need to engage nightly, particularly if you intend having a white feature flooring; this is expediently managed if you ensure your custom build company includes this service for you as part of your installation. Custom built stand cleaning is your responsibility.

Move-In Details

Move-In date: Monday 08 February, 2010
Time: 1200 - 1800

- ✓ All booths must be completed by 1800

Move-Out Details

Move-Out date: Thursday 11 February, 2010
Time: 1600 - 1800

- ✓ Exhibitor move-out must be complete by 1800

IMPORTANT NOTES:

Please do not dismantle booth/s until the Exhibition area is clear of delegates.

A high-visibility safety vest must be worn by everyone involved in the move-in and move-out; no vest, no entry applies. Please pack vests for your staff; all staff on duty need to be vested prior to the commencement of the move-out, as the loading dock doors will only be opened for service once all staff involved are wearing safety vests and adequate closed footwear.

Courier companies should be instructed to pick up directly from your booth via:

MCEC Loading Dock: enter via Normanby Road, Southbank – please refer to map on Page 11.

The packing up and removal of goods for return is solely the exhibitor's responsibility.

Please ensure the following items are packed in your on-site kit for the move-out:

1. Sufficient copies of the appropriate return address label
 2. Sufficient copies of your courier company's consignment notes, listing your company account number
 3. Knowledge of how to book a courier
 4. Packaging tape and scissors or a Stanley knife
- All goods must be removed from the venue at the conclusion of the Exhibition
 - Exhibitors must arrange for retrieval of their own empty cartons from storage at the conclusion of the event
 - Prior to leaving the site, staff must pack up all goods being collected by courier. All goods must have both a return address label and a completed courier consignment note attached, in readiness for the courier to collect directly from the booth. Otherwise, goods will be deemed rubbish and disposed of promptly.

Items left with forwarding instructions, as detailed above, are to be collected by 1800 on Thursday 11 February, 2010; they cannot be left at the MCEC after this time. If storage is required (after this time) so goods can be collected later, please make arrangements directly with your preferred supplier.

Trolleys:

The MCEC does not supply any trolleys at all, so if you need a trolley, please bring your own. For many years now we have advised exhibitors to BYO trolley to avoid having to share the limited trolleys supplied by the venue; however, they no longer have any at all. Please note you may need to contact Agility if your need is greater than a small trolley.

Freight & Customs Duties

It is important that all Exhibitors have fully paid for all freight and customs. WALDRONSMITH Management, the Conference Committee, the VALA Executive Officer, the Exhibition Contractor and MCEC and their officers and employees, separately and collectively, will not take any responsibility for items delayed at Australian Customs or for items that have not been paid for in full. Please note that GST will almost certainly have to be paid in full before goods are released from Customs.

Please contact your preferred courier for all national and international requirements.

Vehicle & Courier Access

All vehicle and courier access to the venue is via the Exhibition Loading Dock, entry via Normanby Street South Wharf.

Exhibition Storage

- Limited storage on-site is strictly for exhibitor replenishment of literature for on-stand distribution.
- All large crates/skids and packaging must be placed into off-site storage until the conclusion of the exhibition. This policy must be strictly adhered to.

Security

24 hour security will be in place overall at VALA2010; security guards will staff the exhibition entry points and the halls will be locked down nightly. If you require and wish to hire additional security for the items on your stand, please contact MCEC Exhibitors Services directly for a quotation.

Insurance & Public Liability

It is strongly advised that each Exhibitor seek to cover their equipment, exhibits and display materials with adequate insurance at the Exhibitor's own expense. It is the responsibility of all Exhibitors to ensure that they have adequate insurance.

Please ensure you locate and bring a copy of your Insurance Certificate of Currency to the venue – the venue has the right to ask for proof of this document at random. \$20,000,000 in public liability is recommended. The venue has the right to ask for a copy of your certificate of currency at random, so please have a copy at the ready on site should the need arise.

WALDRONSMITH Management, the Conference Committee, the VALA Executive Office, the Exhibition Contractor and MCEC and their officers and employees, separately and collectively, will not take any responsibility for any damage to or for the loss or destruction of an exhibit, from fire, theft or accidents or other causes, or injury to his/her person resulting from any cause, and all claims for any such loss, damage or injury are waived by the Exhibitor as per the signed terms and conditions upon application to exhibit and or sponsor.

Testing & Tagging – Jim's Testing and Tagging on site Monday 08 February from 1300 - 1500

Please note that all electrical leads (extension cords and or laptop leads) connected in any way to a power outlet need to be tested and tagged for use on site at the MCEC. It is best to have these items tested and tagged prior to bringing them on site.

It is a legal requirement in all temporary exhibition work sites within MCEC that all electrical equipment be tested and tagged. This applies to all contractors working on-site and exhibitors who bring in electrical leads and appliances of any sort for their stands during exhibitions. MCEC OHS Officer will make regular random checks on appliances and Exhibitors may be asked to show tags on demand.

Should you have the need to have any electrical gear tested and tagged, Jim's Testing and Tagging will be on-site from 1300 – 1500 on the Monday 8 February 2010. Tags cost \$10 each (CASH ONLY) and are valid for 12 months. Please note that testing and tagging is closely monitored at the MCEC, so if your equipment is not already tested and tagged use the services of Jim's during this window; once the technician leaves the building a \$250 call-out fee applies if you are asked to have items tagged.

Exhibitor Prize Draws

As an exhibitor, you have the opportunity to make available a prize or prizes as your own incentive for delegates to visit and return to your stand over the duration. You will need to collect business cards and promote your prize draw at your stand and will be fully responsible for the drawing and announcing of your prizes over the duration. There will not be any formal announcements of prizes. This works well for delegates visiting the stand, and can work really well in ensuring delegates return to your stand at the time of your local draw. Draw times are at your discretion, but must be done during catering breaks. If you wish to offer a prize at your stand, please advise Anne-Marie Forbes of your intentions, and provide details of the prize, by Friday 15 January 2010 via annemarie@wsm.com.au.

Please note that you are responsible for obtaining any relevant permits. For further details visit: www.vcgr.vic.gov.au

Competition/trade promotions/lotteries/incentives:

Any competition/trade promotion, lottery in which winners of the lottery are determined by an element of chance (i.e. random draw, instant win) must be conducted in accordance with the Victorian Government trade promotion lottery rules. For further details, you can contact the Minor Gambling Unit, Victorian Commission for Gambling Regulation on 03 9651 3630, or visit: www.vcgr.vic.gov.au.

Please refer to Page 49, Section 1.9, of the Exhibitor Services Kit on the website for further details if required.