



On behalf of the VALA2012 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 (EBNs) for VALA2012. The EBNs are vital reading, providing you with important venue rules/regulations, official 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.

This core document is complemented by a number of related web links and necessary documents, all of which are listed at the bottom of this page. Please read the core document first and then refer to related links/attachments as applicable.

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Related Documents: Essential Reading

Available to download from the [Melbourne Convention and Exhibition Centre website](#).

- 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**

Labels listed below all available on the [VALA2012 website](#).

- Agility Transport Request Form
- Custom Stand Design Form (which must accompany your custom build design for approval please)
- Exhibition Floor Plan (subject to minor change without notice)
- VALA2012 Exhibitor Freight Delivery Label
- Harry's Shell Scheme Visual
- Harry's Shell Scheme Upgrade Visual
- VALA2012 Satchel Insert Delivery Label (if applicable)
- [Exhibitor Online Registration Form](#)

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

ITEM	TO	DUE DATE
Final payment for sponsorship/stands	Jenny Lanigan	Due now please
Register all staff (including complimentary)	Exhibitor Registration	Due now please
Custom build stand design plan: RAW space only	Jenny Lanigan	16 Dec 2011
Items requiring prior venue approval	Jenny Lanigan	16 Dec 2011
Satchel insert sample for prior approval	Jenny Lanigan	09 Jan 2012
Harry the Hirer – complete fascia/furniture orders	Lucy Steele	13 Jan 2012
MCEC Venue Services/Orders – complete all orders, i.e. Internet and communications requirements etc	Ex Services - MCEC	13 Jan 2012
Agility: Transport/freight, deliveries, off-site storage & fork-lifting as required	tmatic@agilitylogistics.com	16 Jan 2012
Satchel insert delivery if applicable x 1,000 units	Refer/use ONLY VALA2012 Satchel Insert Delivery Label	16 Jan 2012
Exhibitor prize details	Jenny Lanigan	23 Jan 2012
Exhibitor Freight to venue (Monday 6 February 2012 ONLY, delivery from 1200 -1600 hours)	Refer/use ONLY VALA2012 Exhibitor Freight Delivery Label	Delivery ONLY on Monday 6 Feb 2012

All forms/labels available on [VALA2012 website](#)

Contact Details

Exhibition Coordinator

Jenny Lanigan
WALDRONSMITH Management
 119 Buckhurst Street
 South Melbourne VIC 3205
 T +61 3 9645 6311
 F +61 3 9645 6322
 E jennyl@wsm.com.au

Exhibition Sales Manager

Helen McGowan **WALDRONSMITH**
 Management
 119 Buckhurst Street
 South Melbourne VIC 3205
 T +61 3 9645 6311
 F +61 3 9645 6322
 E helen@wsm.com.au

Exhibition Contractor/Rigging Contractor

Harry the Hirer
 Lucy Steele – Account Co-ordinator
 81-95 Burnley St
 Richmond VIC 3121
 T +61 3 9429 6666
 F +61 3 9427 1637
 E lucy.steele@harrythehirer.com.au
www.harrythehirer.com.au

Venue Contact

Melbourne Convention and Exhibition Centre
 Exhibition Centre: Bays 11 -13
 Exhibitor Services
 GPO Box 777
 Melbourne VIC 3001
 T +61 3 9235 8110
 F +61 3 9235 8121
 E exservices@mcec.com.au

Freight Forwarder

Agility Fairs & Events
 Tony Matic,
 Snr Exhibition Coordinator
 28-32 Sky Rd
 Melbourne Airport VIC 3045
 T +61 3 9330 3303
 F +61 3 9330 3337
 E tmatic@agilitylogistics.com
www.agilitylogistics.com

Venue – Dimensions Snap Shot

Venue Exhibition Area – Bays 11 – 13

- Ceiling Height: 18m
- Clear Hanging Height: 11.5m
- Maximum Build Height for all custom builds/RAW space stands is 10m

The Melbourne Exhibition Centre Loading Dock is accessible via Normanby Road, South Wharf. 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

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.

MCEC Operations Manual Pages 10–15; obtainable from the [MCEC website](#).

Venue Internet Access

Visitors to the Melbourne Convention and Exhibition Centre will have free access to a basic wireless internet service, suitable for checking emails or similar, while on site. Exhibitors are advised that this service is not suitable for use on your stand, and you should therefore purchase a hard-wired line installed prior to the build day. The MCEC advises Exhibitors not to set up your own wireless network on your stand, as interference from multiple neighbouring networks could render them unusable.

For more information on internet access, please refer to the [MCEC Exhibitor Services Kit](#), pages 53-58.

Venue: Melbourne Convention and Exhibition Centre Manuals & Service Order Forms

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 MCEC Service Order Forms – **essential reading**

To access both documents please go to the [MCEC website](#).

Please ensure you are fully conversant with all venue rules and regulations: this is your responsibility prior to entering the venue; ignorance may lead to disappointment, exclusion and/or unexpected costs.

MCEC Service Order Forms can be found in Section 2: pages 50 – 84 of the MCEC Exhibitor Services Kit

Section 2 Service Order Forms

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Official Stand Builder/Rigging Contractor: Harry the Hirer

Exhibition Contractor/Rigging Contractor

Harry the Hirer
Lucy Steele – Account Co-ordinator
81-95 Burnley St
Richmond VIC 3121
T +61 3 9429 6666
F +61 3 9427 1637
E lucy.steele@harrythehirer.com.au
www.harrythehirer.com.au

Prior to the exhibition:

Lucy Steele will be in touch with current catalogue and booking forms/information. To facilitate this, your contact details have been passed on to Harry's. Please feel comfortable to contact Lucy for all your requirements; including rigging. Deadline for orders and final fascia confirmation is **Friday 13 January 2012**.

Agility Fairs & Events (Agility) has once again been appointed the official freight forwarder/logistics provider for VALA2012. Agility provides a complete service including monitoring of freight from your door step through to your exhibition stand, making sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition stand in readiness for the Exhibitor move-in.

Agility offers the following services:

- All local, interstate & international transport services including delivery onto each exhibitor's stand
- Storage of early consignments, storage of packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements, customs clearance, tariff classification & advice, duty & sales tax assessments and all relevant documentation
- Transport, crange, forklift, portorage, clearance, delivery, off-site storage, positioning of goods at your stand all other onsite services

Prior to the Exhibition:

Agility will make contact to discuss and determine your individual freight and logistics requirements. To facilitate this, your contact details have been passed onto Agility. To initiate a quotation simply complete and return the Agility Transport Request Form, deadline is **Monday 16 January 2012**

For any queries please contact:

Freight Forwarder

Agility Fairs & Events

Tony Matic,

Snr Exhibition Coordinator

28-32 Sky Rd

Melbourne Airport VIC 3045

T +61 3 9330 3303

F +61 3 9330 3337

E tmatic@agilitylogistics.com

www.agilitylogistics.com

On Site Materials Handling:

Agility will be operating a forklift service during bump-in and bump-out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. The cost for fork-lifting on-site is \$55 inc GST for the first 15 minutes and \$50 inc GST every subsequent 15 minutes or part thereof. This is payable by credit card or cash at the time of booking with Agility. Please see the Agility staff at the loading dock for assistance.

Off-Site Storage:

All exhibitors must organise off-site storage with their freight company for all packing crates and freight forwarding materials for the duration of the exhibition. All large crates/skids must be placed into off-site storage until the conclusion of the exhibition, as there is no storage space at the venue. Exhibitors cannot leave large boxes and/or packing material anywhere in the halls during the show; please plan to have all your goods stored off-site. Agility can arrange off-site storage at a cost of \$40.70 inc GST/m3 or part thereof.

There are three options to deliver your goods to the venue.

1. Official Freight Forwarding/Transport Services - Agility

This provides an all-inclusive service consisting of delivery of your goods to your stand prior to move-in, storage of your crates and boxes during the exhibition and collection/return of your crates/return freight at the end of the event. Using Agility provides you with a smooth move-in/out process. Please contact Agility for a quotation for services required, use the Agility Transport Request Form available on the [VALA2012 website](#) or call Agility directly on +61 3 9330 3303.

2. Own Arrangements Courier – using your own courier

This option is only available on Monday 6 February 2012 from 1200 - 1600.

This option allows you to use your own courier, whereby you are responsible for organising all transport, handling and receiving arrangements for your display items for the move/in and out phases from door to door. Your company representative must be in attendance on site to take receipt of your goods and transfer/handle the goods from the loading dock to your stand.

Exhibitor goods can only be delivered to Melbourne Exhibition Centre Loading Dock on the day of the Exhibitor move in: Monday 6 February 2012 from 1200 - 1600, and an exhibitor company representative must be in attendance to take receipt of your goods.

Your courier (or your company representative signing for your goods) must deliver all goods directly to your stand, venue staff **do not** assist with transferring/handling items from the loading dock to your stand. Agility can assist here if required but costs will apply; contact Agility for a quotation if required.

NOTE: Deliveries made in the absence of an authorised exhibitor company representative will be turned away. Although there will be security on site, no responsibility can be taken for goods that are left on your stand unaccompanied. To ensure correct delivery to your stand, please use the VALA2012 Exhibitor Freight Delivery Label (available on the [VALA2012 website](#)) on all boxes being delivered and be in attendance to receive and sign for your goods. Agility, MCEC, WSM will not sign possession of goods from couriers on behalf of exhibitors or clients. To avoid issues with the delivery of your goods, always ensure that a representative is on site to take possession of these goods. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of your event. All goods must be collected by the end of the official move-out time.

3. Own Arrangements Personal Delivery – using your own private vehicle

This option is only available on Monday 6 February from 1200 - 1600.

This option allows you to use your own private vehicle, whereby you are personally responsible for organising all transport, handling and receiving arrangements for your display items for the move/in and out phases from door to door. Your company representative/driver/colleague must be in attendance on site to take receipt of your goods and transfer/handle the goods from the loading dock to your stand.

Exhibitor goods can only be delivered to Melbourne Exhibition Centre Loading Dock on the day of the Exhibitor move in: Monday 6 February 2012 from 1200 – 1600.

As there are no porters or trolleys available on site, we suggest you bring your own trolley. You must enter the exhibition via the Melbourne Exhibition Centre Loading Dock.

Trolleys are not permitted at any time on the Melbourne Exhibition Centre concourse.

NOTE: All vehicles entering the Melbourne Exhibition Centre Loading Dock will be issued a 30-minute unloading permit on arrival. Parking infringements will be issued by authorised officers of the City of Melbourne for those vehicles exceeding the 30-minute unloading rule.

Satchel Inserts: Prior approval/sample due Monday 9 January 2012 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 Monday 16 January 2012. 1,000 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 Jenny Lanigan by **Monday 9 January 2012**. Once Committee approval has been obtained, Jenny will advise you by return email.

Mail House Deadline x 1,000 units is Monday 16 January 2012

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 will be 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 \$3,300 including GST.

Mercury Mailing House address is as follows:

Martin Kjendle

13 Antibes Street

Parkdale VIC 3195

T +61 3 9553 8882

E mercurymailing@tpg.com.au

Please use ONLY the VALA2012 Satchel Insert Delivery Label available on the [VALA2012 website](#).

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

Exhibition Hours

Monday 6 February 2012	Harry's Access	0001 – 2359
Monday 6 February 2012	Custom Stands Access	0600 - 1200
Monday 6 February 2012	Exhibitor Move In	1200 – 1800
Tuesday 7 February 2012	Exhibition Open	0830 – 1730
Tuesday 7 February 2012	Welcome Reception in Exhibition	1730 – 1900
Wednesday 8 February 2012	Exhibition Open	0830 – 1740
Thursday 9 February 2012	Exhibition Open	0830 – 1600
Thursday 9 February 2012	Exhibition Move Out	1600 – 1800
Thursday 9 February 2012	Custom Stands Bump Out	1800 – 2200
Thursday 9 February 2012	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.

Social Functions

Welcome Reception	Tuesday 7 February 2012	1730 – 1900	Exhibition Area
Conference Dinner	Wednesday 8 February 2012	1900 – 2300	Plaza Ballroom
Farewell Refreshments	Thursday 9 February 2012	1710 – 1830	Melbourne Convention Centre

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 Jenny Lanigan at jennyl@wsm.com.au, **together with a completed Custom Stand Design Form, by Friday 16 December, 2011.** Jenny will seek the required prior venue approval to build and will advise you by return email.

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 stands will be organised around the main Exhibition Contractor, who has priority.

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

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

Both can be completed online. Go to the [MCEC website](#) to download full instructions.

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 stand 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 using the applicable forms.
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 jennyl@wsm.com.au by Friday 16 December 2011.

Please refer to Page 16, Section 1.4, of the MCEC Exhibitor Services Kit on the [MCEC website](#) for further details if required.

Exhibition Stand Inclusions

Design Your Own Stand

Raw Space for Custom Design: 3m x 3m

Shell Scheme Upgrade Package

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

Stand Size	3m wide by 3m deep with walls 2.4m in height – total area of each stand 9sqm
Walls	Modular walls 2.4m high finished in white melamine
Flooring	White laminate feature flooring
Fascia	One x curved digital print panel (1532mm wide x 350mm)
Lighting	Two x 150-watt lights per standard stand
Power	Two x power points (240 volt/10 amp) per stand
Signs	Two x wall digital print panels (1960mm wide x 1145mm high) (Exhibitor to provide artwork direct to Harry's)
Furniture	One lockable corner cupboard

Standard Package

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

Stand Size	3m wide by 3m deep with walls 2.4m in height – total area of each stand 9sqm
Walls	Modular walls 2.4m high finished in Velcro-compatible fabric - Black
Carpet Tiles	Charcoal
Fascia	Fascia panel 30cm deep finished in Velcro-compatible fabric
Lighting	Two x 150-watt spotlights per standard stand, mounted on the inside of the front fascia
Power	One x power point (240 volt/10 amp) per standard stand
Signs	One company name in computer cut vinyl standard style letters Maximum of 30 letters, with Pty Ltd (Aust) deleted

Stand Entitlements:

- Two (2) full complimentary registrations, including tickets to the Welcome Reception and Conference Dinner
- Additional staff registration passes will be available for a cost of AUD\$352 including GST
- Name badge scanner, to enable your organisation to capture full details from delegates' bar-coded name badges
- Access to complimentary Exhibition trade passes to attract potential and existing clients to view your stand – please see page 11 for full details/terms and conditions
- A PDF version of the delegate listing (subject to privacy laws), which will be emailed to all stand holders on 15 December 2011 and an up-to-date list the week beginning 30 January 2012
- Your company logo on the VALA2012 website hotlinked to your company's website

NOTE: Additional staff registration passes will be available for a cost of AUD\$352 including GST; they can be purchased online via the [Exhibitor Registration Form](#).

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

Registration Inclusions - Complimentary

Each of your two (2) complimentary registrations includes:

- Name badge
- Lunches
- Continuous tea and coffee
- Entry to the Welcome Reception
- Entry to all Conference sessions
- Entry to the Conference Dinner
- Delegate Satchel
- Conference Programme

Registration Inclusions – Additional Staff

Additional staff over and above your entitlement allocation cost AUD\$352 each including GST.

Inclusions are:

- Name badge
- Lunches
- Continuous tea and coffee
- Entry to the Welcome Reception
- Entry to all Conference sessions

Online Registration Facility - How to Register

Pre-registration for all registration types, including complimentary registrations and additional staff registrations must be done at your earliest convenience via online [Exhibitor Registration Form](#).

Complimentary Trade (Visitor) Passes

All exhibiting companies at VALA2012 are entitled to invite to the Exhibition potential and existing clients and visitors who would not as a rule register to attend the Conference itself. The process will be different from previous years; a link with further information will follow.

Inclusions for complimentary trade (visitor) passes:

- Name badge
- Either morning tea or afternoon tea
(Visitor Passes are not valid for lunch times, and lunch is not included)

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

Tuesday 7 February	0830 – 1200 and 1400 – 1730
Wednesday 8 February	0830 – 1200 and 1400 – 1740
Thursday 9 February	0830 – 1200 and 1400 – 1600

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 to which your entry to the venue implies agreement, please review the following document; this is your responsibility prior to entry.

- MCEC Operations Manual via the [MCEC website](#) – **essential reading see page 21**

Safety Vests and Closed Footwear

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

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. Safety vests can be purchased at most hardware stores for approximately \$15.00.

Please also wear closed and suitable footwear during bump-in/out and move-in/out periods. People wearing open-toed shoes, sandals or thongs are not permitted access to the exhibition halls during bump-in/out and move-in/out. Sorry no exceptions.

Children under 18: not permitted

Children under 18 are not permitted access to the exhibition halls during bump-in/out and move-in/out. Sorry no exceptions.

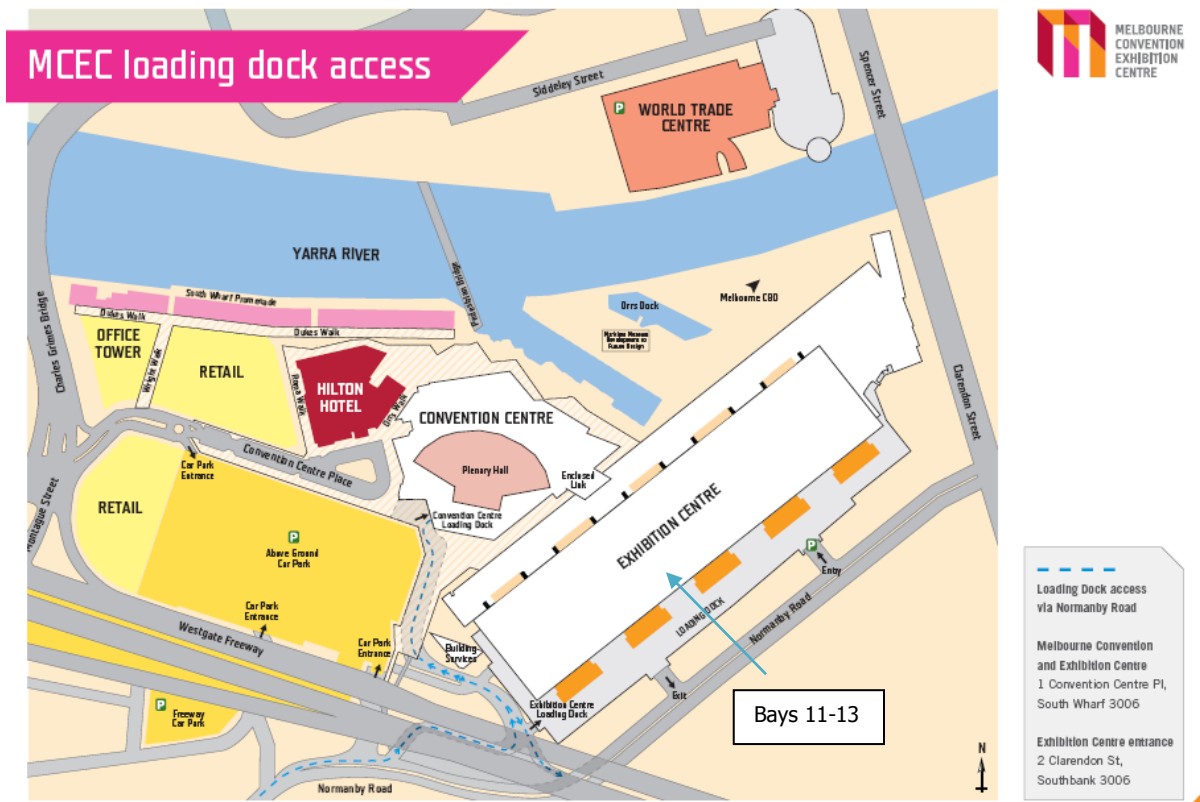
Cleaning of Custom-Built Stands/Shell Scheme Upgrades

On-stand cleaning for custom-built stands is a specialised service you may need to engage nightly, particularly if you are having 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.

If you require additional overnight cleaning, please contact **Jamie McGuinness at Ikon** by telephone on: 03 9326 8011 for a quotation.

MCEC Loading Dock

The Melbourne Exhibition Centre Loading Dock is accessed via Normanby Road, South Wharf VIC 3006, Bays 11-13 are mid way and towards the southerly end of this diagram and are clearly marked on site (roller door 6 & 7).



The Melbourne Exhibition Centre Loading Dock is a Self-Service Loading Dock.

No goods will be accepted on behalf of exhibitors by the Melbourne Convention & Exhibition Centre (MCEC), Agility or WSM. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of your event. All goods must be collected by the end of the official move-out time.

WALDRONSMITH Management, the VALA2012 Conference Committee, the VALA Executive Officer, the Melbourne Convention and Exhibition Centre (MCEC), Harry the Hirer and their officers and employees, separately and collectively, will not take any responsibility for the safety or well-being of any goods, packages or material delivered to the site in the absence of the Exhibitor or his/her agent or contractor.

Vehicle & Courier Access

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

Deliveries to Venue by preferred courier or car: Monday 6 February from 1200 - 1600 ONLY

A company representative needs to be on site to receive any freight being delivered for you via private courier during the move in period; the MCEC, Agility and WSM staff cannot and will not accept any freight on your behalf.

Please use the VALA2012 Exhibitor Freight Delivery label on all boxes being delivered; available on the [VALA2012 website](#).

Trolleys

The Melbourne Exhibition Centre does not supply any trolleys at all, so if you need a trolley, please bring your own.

Please note you may need to contact Agility in advance if your need is greater than a small trolley.

Exhibition Storage On-Site

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; Agility can assist if required.

Freight & Customs Duties

It is important that all Exhibitors have fully paid for all freight and customs. **WALDRONSMITH** Management, the VALA2012 Conference Committee, the VALA Executive Officer, the Melbourne Convention and Exhibition Centre (MCEC), Harry the Hirer 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 Agility or your preferred courier for all national and international requirements.

Security

24-hour security will be in place overall at VALA2012; 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.

Public Liability Insurance is mandatory whilst on site at the MCEC. 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 a copy at random should the need arise. \$20,000,000 in public liability is recommended.

WALDRONSMITH Management, the VALA2012 Conference Committee, the VALA Executive Officer, the Melbourne Convention and Exhibition Centre (MCEC), Harry the Hirer 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.

Move-In Details

Move-In date: Monday 6 February 2012
Time: 1200 - 1800

- ✓ **All stands must be completed by 1800**

Move-Out Details

Move-Out date: Thursday 9 February 2012
Time: 1600 - 1800

- ✓ **Exhibitor move-out must be complete by 1800**

IMPORTANT NOTES:

Please do not dismantle stand/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 wearing vests 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 stand via:

MCEC Loading Dock: enter via Normanby Road, South Wharf– please refer to map on Page 12

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 stand

NOTES: 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 9 February 2012; they cannot be left at the MCEC after this time. Alternately, if storage is required (after this time) so goods can be collected later, please make arrangements directly with your preferred supplier.

All goods remaining on the floor after 1800 on Thursday 9 February will be returned automatically to the Agility warehouse at Tullamarine for your collection.

Testing and Tagging

Please note that all electrical leads (including extension cords and 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. The 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 - 1600 on Monday 6 February 2012. 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 an AUD\$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 encourage 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 Jenny Lanigan of your intentions, and provide details of the prize, by Monday 23 January 2012 via: jennyl@wsm.com.au

Please note that you are responsible for obtaining any relevant permits. For further details visit the [Victorian Commission for Gambling Regulation website](#).

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 their [website](#).

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