

**AUSTRALASIA BUS & COACH**

**EXPO**  **20  
22**

**OCTOBER 5-6 • SYDNEY SHOWGROUND**

# **Exhibitor Manual**



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**THE PUBLICATION HAS BEEN PREPARED TO ASSIST WITH THE UNDERSTANDING OF THE AUSTRALASIA BUS AND COACH EXPO 2022 EXHIBITOR REQUIREMENTS. BUSNSW SHALL NOT BE LIABLE FOR ANY MATTER CONTAINED HEREIN OR ANY LOSS SUFFERED BY AN EXHIBITOR DUE TO RELIANCE ON THIS INFORMATION.**

# EXHIBITOR MANUAL

This manual is designed to inform and assist exhibitors in preparation for the **Australasia Bus & Coach Expo 2022**. An online copy of this manual is available at [www.busandcoachexpo.com.au](http://www.busandcoachexpo.com.au)

BusNSW is the organiser of the Australasia Bus & Coach Expo 2022.

## ORGANISER CONTACTS

Should you have any queries in relation to this publication, or require any information not covered herein, please contact:

### BusNSW

Ph: 02 8839 9500

Email: [events@busnsw.com.au](mailto:events@busnsw.com.au)

Should you require any assistance during move-in, move-out, or during the Expo, please see the BusNSW representatives at the organiser enquiries counter in the foyer of The Dome.

Should you need to contact BusNSW from offsite, please phone Philip Whipp on 0431 155 448 or Karim Hussain on 0414 511 077.

## OTHER CONTACTS

- **Sydney Showground Venue Services**  
Email [venueservices@sydneyshowground.com.au](mailto:venueservices@sydneyshowground.com.au)  
Ph: 02 9704 1265
- **Harry the Hirer** (Custom Stands, Electrical, Furniture and Carpet hire, Rigging)  
Nicola Petricevic  
Account Coordinator – Exhibitions  
Email [nicolap@harrythehirer.com.au](mailto:nicolap@harrythehirer.com.au)  
Ph: 02 9666 8699 or 0478 662 753
- **LUP – Lead Tracker** (Scan, capture and qualify your leads)  
Jenny Byard  
Client Success Manager  
Email: [jenny.byard@lup.events](mailto:jenny.byard@lup.events)  
Ph: 0435 713 209
- **Gel Logistics** (Forklifts, Transport and Storage)  
Andrew Schiavon  
Senior Project Manager  
Email: [andrew@gelevents.com.au](mailto:andrew@gelevents.com.au)  
Ph: 0405 490 949 / 1300 013 533

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## 1. EVENT HOURS

The move-in times listed here represent the total hours available for the move-in of all exhibitors. These are **not** necessarily the hours allocated to your company. For your allocated time, please refer to the move in schedule published in Section 3.

<b>Move-in</b>		
Monday	3 October	1:00pm – 4:00pm
Tuesday	4 October	11.00am – 4.00pm
<b>Expo days</b>		
Wednesday	5 October	9.00am – 4.30pm
Thursday	6 October	9.00am – 4.30pm
<b>Move-out</b>		
Thursday	6 October	4.30pm – 7.00pm
Friday	7 October	7.00am – 3.00pm

On Expo-days, exhibitors will have access via The Dome foyer (via 1 Showground Rd Sydney Olympic Park) from 7.00am.

## 2. DELIVERIES TO EXPO VENUE

If you are sending deliveries to your stand by freight or courier companies, we suggest you mark deliveries as follows:

**“Your company”**

**“Your display stand / booth number”**

**Australasia Bus & Coach Expo 2022**

**Sydney Showground**

**Via Australia Avenue (Gate 13)**

**Sydney Olympic Park NSW 2127**

Security staff will provide directions on site. Sydney Showground and BusNSW will not accept any deliveries on behalf of exhibitors.

**All deliveries must be made between 5am and 4pm on Monday 3 or Tuesday 4 October 2022.**

## 3. MOVE-IN SCHEDULE

**It is crucial that vehicles and equipment are delivered at the appointed times.** We cannot guarantee access to bus stands outside of your nominated time. This applies to both early and late arrivals.

### **Bus And Equipment Display Sites**

**Please Note:** Any exhibitors scheduled to use Gate 12 with buses or equipment higher than 4.3m, must contact the organiser urgently.

Gates 12 and 13 are located on **Australia Ave, Sydney Olympic Park** – see images below.



**Monday 3 October 2022 - The Dome - Via Gate 12 (Riverina Avenue)**

- 1:00pm – 2:00pm Mercedes / Fuso, Volvo, Thermo King
- 2:00pm – 3:00pm Custom Denning
- 3:00pm – 4:00pm Hino

**Monday 3 October 2022 – The Dome – Via Gate 13 (Loading Dock side)**

- 1:00pm – 2:00pm BCI
- 2:00pm – 3:00pm Scania, Volgren
- 3:00pm – 4:00pm Bustech, Irizar

**Monday 3 October 2022 - Hall 2 and Hall 3 - Via Gate 12 (Riverina Avenue)**

- 1:00pm – 2:00pm 114, 117A, 117B, 120A, 120B, 122 (Heavy/Large items)
- 1:00pm – 2:00pm Yutong, Coach Design, Sydney Bus Museum
- 2:00pm – 3:00pm Sege Seats, MAHA, Van Hool, EBUSCO, Foton
- 3:00pm – 4:00pm Express Coach, ARCC

**Monday 3 October 2022 - Hall 2 and Hall 3 - Via Gate 13 (Loading Dock side)**

- 1:00pm – 2:00pm 106, 120C, MAN, Bus Stop Sales, Challenger
- 2:00pm – 3:00pm Nexport
- 3:00pm – 4:00pm BLK Auto

**Booth Exhibitors**

Please Note: Any exhibitors scheduled to use Gate 12 with equipment higher than 4.3m, must contact the organiser urgently.

**Tuesday 4 October 2022 - Via Gate 13 (Loading Dock side)**

- 11:00am – 12:00pm Booths 1 - 32
- 12:00 noon – 1:00pm Booths 33 -52
- 1:00pm – 2:00pm Booths 53 - 76
- 2:00pm – 3:00pm Booths 77 - 100
- 3:00pm – 4:00pm Booths 130 – 139, 140 – 143, 145 – 148.

**Please ensure all vehicles should leave the loading dock immediately after unloading. Exhibitors have a maximum 30 minutes to park on the loading dock.**

## 4. MOVE-OUT

Move out for all exhibitors is between **7.00am – 5.00pm** on **Friday 7 October 2022**. For exhibitors with displays that can be hand carried, you are welcome to move-out earlier, between **4.30pm – 7.00pm** on **Thursday 6 October 2022**. It is recommended that *all* exhibitors remove small, high value items such as TV monitors on Thursday afternoon.

We prefer that vehicles are not moved before Friday, however, any vehicle company that can *safely* access an exit from their site and *urgently* needs to remove a vehicle can do so on Thursday afternoon between 4.30pm and 7.00pm.

Any exhibitor material remaining after 5:00pm on Friday 7 October 2022 will be freighted off-site and stored at the exhibitor's expense. No responsibility will be accepted by the Organiser or the venue for the return of these items.

## 5. RULES FOR DISPLAY VEHICLES

The following are Sydney Showground's rules in relation to the display of buses, coaches and other vehicles.

### Flammable Liquid Powered Motor Vehicle Exhibitors

The exhibiting of *liquid powered* motor vehicles shall be subject to the following conditions:

- The fuel tank shall be full and locked. A vehicle in an exhibition must not be started without written approval from SafeWork NSW and a copy of such approval issued to Sydney Showground. The addition or removal of fuel from vehicles whilst on the premises or any part of the Showground is not permitted. Ignition keys must not be left in the vehicle or chassis.

### Flammable Gas-Powered Motor Vehicle Exhibits

The exhibiting of *gas-powered* motor vehicles shall be subject to the following conditions:

- The systems must be fitted in accordance with Australian Standard 1425-1989 LPG gas fuel systems for vehicle engines. The LPG fuel tank must be isolated from the engine mechanically by enclosing the "Service Tap" on the fitted fuel tank. The vehicle is to be run until all fuel in the fuel line and converter is exhausted. Vehicles in an exhibition must not be started without written approval from SafeWork NSW and a copy of such approval issued to Sydney Showground. Ignition keys must not be left in the vehicle or chassis.

### Electric and Hydrogen Fuel Cell Powered Motor Vehicle Exhibits

The exhibiting of *electric and hydrogen fuel cell powered* motor vehicles shall be subject to the following conditions:

- Electrical systems should be isolated (that is the power disconnected and secured such that it cannot be inadvertently switched back on). Other Electrical components that store electricity even when the vehicle or chassis is turned off should if possible be discharged. People that are moving these vehicles or chassis in and out of the display area should be made aware that others may not hear them and therefore should consider appropriate warning systems

## 6. CUSTOM BUILT STANDS AND BUS/EQUIPMENT DISPLAY SITES

Exhibitors building custom stands and their contractors are required to comply with the [Sydney Showground Operational Regulations for Rigging, Custom and Display Stands](#). Exhibitors should note that any stands which have a roof structure need to be approved by Sydney Showground.

**Companies occupying bus or equipment sites are asked to carpet tile their stands or install other suitable flooring.**

Site access will be provided to exhibitors to finalise the construction of custom displays/booths on **Monday 3 October 2022 and Tuesday 4 October 2022 from 5.00am** to allow construction and rigging before vehicles or equipment are moved-in.

## 7. BOOTH SHELL SCHEME

Booth exhibitors are provided with shell scheme consisting of carpet tiles, 2.4m high anodised aluminium frame at one metre centres with white melamine panels, white laminated fascia board with black lettering, 2 x 70-watt halide lights and 1 x 4 amp powerpoint. **Harry the Hirer** will contact exhibitors direct for name details to appear on fascia board.

## 8. ELECTRICAL REQUIREMENTS

Bus and equipment site exhibitors or booth exhibitors with any additional lighting and power requirements should order them by contacting **Harry the Hirer** (details below).

Nicola Petricevic  
Account Coordinator – Exhibitions  
Email [nicolap@harrythehirer.com.au](mailto:nicolap@harrythehirer.com.au)  
Ph: 02 9666 8699 or 047866275

**All equipment brought on site must be tested and tagged according to manufacturers' requirements.**

## 9. FURNITURE AND CARPET HIRE

**Harry the Hirer** is the official and preferred contractor for furniture and carpet hire.

## 10. RIGGING

All rigging work must be done by the appointed contractor, **Harry the Hirer**, who are authorised by Sydney Showground. Please Note: No other rigging contractor is allowed at the Expo.

## 11. CARE AND PROTECTION OF THE VENUE

Nothing is allowed to be taped, tacked, stapled or otherwise affixed to any surface of the venue. The floor cannot be painted or drilled. Use easily removed carpet tape.



## 12. FORKLIFTS

A forklift and driver will be available free-of-charge on a first come first-served basis for those exhibitors who require 1-2 crates/boxes to be moved to and from their stand. A **Gel Logistics** site manager will coordinate forklift operators and spotters as required.

Exhibitors requiring the exclusive use of a forklift or the movement of more than two crates/boxes will need to arrange and pay for forklift services directly with **Gel Logistics** via the following link.

[Freight / Logistics Request Online Form - GEL - Australasia Bus & Coach Expo - Sydney 2022](#)

## 13. TRANSPORT & STORAGE

Exhibitors requiring transport services should contact **Gel Logistics**. Exhibitors requiring storage of empty boxes or crates during the Expo should also contact **Gel Logistics** as there is no onsite storage available.

Domestic freight and onsite forks and storage:

**Andrew Schiavon**

Senior Project Manager

P: 1300 013 533 M: +61 405 490 949

E: [andrew@gelevents.com.au](mailto:andrew@gelevents.com.au)

For international freight enquiries:

**Daniela Romaniw**

General Manager International

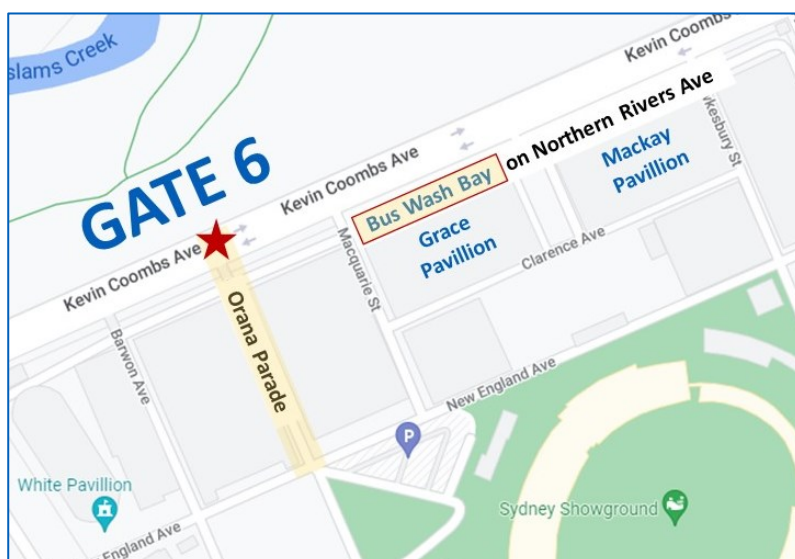
P: 1300 013 533 M: +61 450 350 465

E: [daniela@gelevents.com.au](mailto:daniela@gelevents.com.au)

## 14. BUS WASHING/CLEANING PRIOR TO MOVE-IN

A facility to wash and clean vehicles prior to bump-in will be available from **10.00am to 4.00pm on Monday 3 October 2022**. Sydney Showground will supply hoses. Exhibitors are required to use their own cleaning products and equipment.

Buses can wash externally on **Northern Rivers Avenue, Sydney Olympic Park** with water only. If cleaning products need to be used, buses can be washed in the **Grace Pavilion** (subject to vehicle size and access). Entry for Clarence Street and the Grace Pavilion is via **Gate 6** on **Kevin Coombs Ave**, Sydney Olympic Park. Please refer to map below.



## 15. SAFETY

Exhibitors are reminded of their obligations under the *Work Health and Safety Act* to ensure the safety of all persons. The area of the Expo is a workplace as defined in the Act.

Exhibitors must comply with all regulations issued by fire, health, public safety or other authorities. BusNSW will make every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to every practical extent.

A number of measures are implemented by the Organiser, the venue and contractor. Exhibitors must comply with any safety direction made by the Organiser or Sydney Showground staff or contractors.

### Some key measures are as follows:

- Buses, coaches, chassis, forklifts, cars and delivery vehicles **must** be driven at walking speed within the venue grounds. If driver visibility is impaired while moving vehicles a spotter must accompany the vehicle.
- **High visibility clothing must be worn during move-in and move-out.** Exhibitors must supply their own vests. High visibility vests can be purchased from a vending machine located at Gate 13.
- Safety footwear is recommended during move-in and move-out. Open-toed footwear is **not** permitted.
- Alcohol cannot be consumed during move-in and move-out.
- Fire hydrants and extinguishers in the exhibition halls must not be obstructed by exhibitors and are to be visible and accessible at all times.
- Displays, canvassing and selling must all be conducted within space booked.
- It is a venue fire and safety requirement to have a minimum aisle width of three metres.
- Emergency exits and paths must remain clear and accessible at all times. During move-in and move-out, children are not permitted in the venue under any circumstances.

## 16. CLEANING AND RUBBISH REMOVAL

All aisles and shared areas will be vacuumed overnight on Tuesday 4 October and Wednesday 5 October 2022. Exhibitors are responsible for keeping their stand clean. During move-in, expo days and move-out, please place any rubbish in the bins provided.

## 17. CATERING AT THE EXPO

All catering is provided by the Sydney Showground, including coffee carts. **No food or drink may be brought in from outside the premises.** To order on-stand catering please visit [Sydney Showground Exhibitor Services](#)

## 18. SERVING ALCOHOL AT THE EXPO

Sydney Showground is the holder of an “On Premise” Licence and this licence is in respect to the entire Showground site. As a result, the Royal Agricultural Society of NSW (RAS) must be the sole dispenser and seller of alcohol at Sydney Showground. Exhibitors wishing to run promotions including alcohol may only do so with the express written approval from Sydney Showground. Enquiries and application can be made via Sydney Showground exhibitor services on 02 9704 1265 or [venueservices@sydneyshowground.com.au](mailto:venueservices@sydneyshowground.com.au)

## 19. SYDNEY SHOWGROUND EXHIBITOR SERVICES

Sydney Showground offers a wide range of venue services to exhibitors to enhance your experience during your event.

Services Include:

- Water/Waste/Gas/Compressed Air Installations
- Catering Accounts
- On Stand Catering
- Food & Beverage Sampling & Selling
- Pre Purchased Discounted Parking
- Wired & Wireless Internet Services

Venue Services can be ordered using Sydney Showground’s online ordering system allowing exhibitors to browse, select and purchase online. [Click here for Venue Services 2022 Pricelist.](#)

To Purchase Services:

1. Go online – [Click here](#)
2. Select your event (Australasia Bus & Coach Expo 2022)
3. Browse through the wide range of options
4. Add selected items to cart
5. Log in/Create a new account
6. Enter your credit card details and purchase your selected services

**Applications for Sydney Showground Exhibitor Services will close five (5) business days prior to the event move in date (27 September 2022).**

If you experience any problems or would like to speak directly with a Venue Services staff member, please phone **02 9704 1265** or email [venueservices@sydneyshowground.com.au](mailto:venueservices@sydneyshowground.com.au)

## 20. PAYMENT OF EXHIBITION FEES

Exhibitors will not be given access to the venue unless full payment has been made for their space. **All remaining exhibitor fees are to be paid prior to 31 August 2022.**

## 21. CONDITIONS OF EXHIBITING

Exhibitors are reminded that they are bound by the Expo’s *Terms and Conditions* and by the venue’s regulations. Copies are available on request.

## 22. INSURANCE – PROPERTY

The movement and display of all exhibits is at the risk of the exhibitor. Each exhibitor should take out their own property insurance.

## 23. INSURANCE – PUBLIC LIABILITY

BusNSW recommends all exhibitors take steps to ensure that their property and exhibits are adequately insured in the event of loss or damage.

As per the *Terms and Conditions* of Exhibiting at the 2022 Bus & Coach Expo, the Organiser and the Venue accept no liability whatsoever for the loss of or damage to exhibits or other property of the Exhibitor, their servants, agents or invitees howsoever such loss or damage may be caused or not caused in whole or in part by any negligence of the Organiser or Venue, its servants or agents.

It is also a requirement that all Exhibitors hold and maintain Public Liability insurance for the duration of the Expo, to cover the risks associated with the goods and chattels being displayed, the representatives employed, and the visitors at the allocated display space.

**To meet our requirements for the event, BusNSW asks that all exhibitors provide a *Certificate of Currency* for their Public Liability insurance that is current for the period of the expo. Public liability *Certificates of Currency* are to be sent to [events@busnsw.com.au](mailto:events@busnsw.com.au) by 21 September 2022.**

## 24. TRADE COMPETITIONS

Lotteries and games of chance for the promotion of trade require approval by NSW Office of Fair Trading. Exhibitors are encouraged to seek independent legal advice in relation to any competitions they plan, no matter how simple. For further information visit <https://www.fairtrading.nsw.gov.au/community-gaming/trade-promotion-lottery> or phone 13 32 20.

## 25. PA ANNOUNCEMENTS

Exhibitors requiring PA announcements to promote a competition or demonstration can make a request at the BusNSW stand.

## 26. EXPO SHOWGUIDE

The official **Expo Showguide** will be printed in the August issue of the Australasia Bus & Coach (ABC) magazine. A free copy of the August issue of the ABC magazine, including the Showguide, will also be available to visitors on arrival at the Expo. It will contain the floorplan and exhibitor listings (phone, email, website and product/service details).

## 27. TELECOMMUNICATION AND INTERNET SERVICES

Exhibitors with telecommunication and internet requirements must order via [Sydney Showground Exhibitors Services](#).

## 28. PARKING - CARS

Discounted parking rates are available for exhibitors who pre-order their parking direct through Sydney Showground Venue Services. Exhibitors ordering via the online venue services will receive a 50% discount on parking during bump in and operational days.

Discounted rates are as per below:

Standard Vehicles	Car with Trailer
Single Entry – \$15.00 per vehicle per day	Single Entry – \$25.00 per vehicle per day
Multiple Entry – \$20.00 per vehicle per day	Multiple Entry – \$35.00 per vehicle per day

Standard parking is \$6.00 per hour or \$30.00 per day.

## 29. PARKING – BUS DISPLAY VEHICLES

If any bus exhibitors need to park buses overnight on the evening of Day 2 (Thursday 6 October 2022) they can park buses in Bus Pods B & C off Kevin Coombes Ave, Sydney Olympic Park. As there are no major events scheduled for this day and bus parking will be free. See map at [www.busandcoachexpo.com.au](http://www.busandcoachexpo.com.au).

**Please note that there is *no* bus parking available on Sunday 2 October due to the NRL Grand Final.**

## 30. SECURITY

Security officers will be employed for the duration of the Expo, (move-in, Expo days and move-out) including overnight. They are employed for security purposes, for directing traffic during move-in / move-out and directing exhibitors and visitors on the Expo-days. Please co-operate with security staff by following their directions. Please do not hesitate to approach security staff should you require guidance or assistance at any time.

The nature of exhibitions makes it impossible for the security company or the organiser to take responsibility for exhibitors' property. Exhibitors are asked to take particular care of small high value items. It is recommended that such items are not put on stands until as late as possible during move-in and that they are removed promptly at the beginning of move-out. It is strongly recommended that laptops are secured with security cables.

**The Showground has a security control room operating 24 hours, 7 days per week. To contact the security control room, phone 02 9704 1020.**

## 31. VISITOR REGISTRATION AND LEAD TRACKERS

All visitors to the Expo will be registered and are required to wear a name badge **at all times** (including Social Functions). Security personnel will be on site to ensure only registered visitors have access to the Expo.

Visitors can pre-register via the [Visitor Registration Link](#) or upon arrival onsite.

To access the information contained in the code on the visitors' badges, exhibitors can hire a Lead Tracker from the contractor, **LUP**. Each tracker can be loaded with customised qualifiers. For more details or to book a Lead Tracker, contact Jenny Byard at **LUP** on 0435 713 209.

### 32. EXHIBITOR REGISTRATION AND NAME BADGES

Exhibitor name badges will be provided for those exhibitor representatives who are manning or working on stands during the expo. Exhibitor representatives can collect name badges from **1.00pm to 5.00pm on Tuesday 4 October 2022** in the foyer of The Dome.

Pre-registered exhibitor representatives may proceed directly to the scanning stations and present their QR code to collect their name badges. The QR code is located on the PDF ticket that is sent with a registration confirmation email. The QR code may be scanned directly from a smart device or a printed paper ticket.

Exhibitor representatives who are attending Social Functions will also receive a BusInsure lanyard for their name badge. Name badges must be **worn at all times** on Expo-days, including to gain early access before the expo opens.

**Name badges for exhibitor representatives can only be ordered via the dedicated [Online Exhibitor Registration Link](#)**

### 33. SOCIAL EVENT REGISTRATION

The exhibition fee does **not** include admission to Social Functions or food and beverages included in the Social Function packages. Exhibitors can select and pay for Social Function packages online at the time of registering for a name badge by using the [Exhibitor Social Event Registration Link](#).

Persons who are accompanying exhibitor representatives, but **not** manning or working on stands, will need to register for Social Functions via the [Visitor Registration Page](#).

**Access to all Social Functions is strictly for visitors who have pre-registered and paid to attend. Registration for Social Functions will close on 23 September 2022. Visitors and exhibitors will not be able to register for Social Functions at the expo.**

Visitors who have registered and paid for a Social Function Package will have this indicated on their name badge and will receive a BusInsure Lanyard. Security personnel will be on site to ensure only registered exhibitor representatives have access to the Social Functions.

### 34. ACCOMMODATION

Accommodation for the Expo is available at several hotels within the SydneyOlympic precinct. Accommodation may be booked online (subject to availability) via the [Accommodation Page](#) on the Expo website.

## 35. COVID 19

### COVID-19 Conditions of Entry

Entry into the Expo (and associated social functions) is not permitted if you;

- are experiencing any COVID-19 symptoms
- have not complied with a current Government Health direction to self-isolate;
- have not complied with a current Public Health Order.

### Exhibitor-Specific COVID Safety Requirements

- All exhibitors should provide their own hand sanitizer on their stand.
- Exhibitors are responsible for the cleaning and sanitisation of their own exhibition stand throughout the event. High frequency touch point areas/products should be disinfected regularly.
- All exhibitor stand staff must be pre-registered to gain access to the event.
- Exhibitors may need to limit the number of staff on their stand to allow visitors to also be on their stand. A density of one person per 1.5sqm is recommended.
- Exhibitors should minimize printed items or hand-outs, digital alternatives are recommended. Consider using QR codes or another method to capture leads from the event and email marketing/sales material directly. Exhibitor Lead Generation Scanners are available to hire from LUP (refer to contacts on page 3).
- All stand builders and exhibitors must comply with the move-in and move-out schedule to ensure social distancing can be maintained on the loading dock and within the halls.

### Minimal Contact Registration

**All** attendees are encouraged to pre-register to gain access to the Expo and associated Social Functions.

### Capacity Limits

The exhibition space will adhere to capacity limits, to help you maintain social distancing throughout the event. Please follow all social distancing signage and instructions from COVID Marshalls and event staff.

### Face Masks

Refer to Public Health Orders and government recommendations.

### Rapid Antigen Tests (RATs)

Exhibitors may wish to take a Rapid Antigen Test before they arrive each day to help ensure a COVID safe event.

### No Handshake Policy

It is recommended that attendees greet each other with no physical contact throughout the event.

### Designated Pathways

Dedicated entry and exit points into the Exhibition will be in place to make it easier for visitors to move through the Exhibition.

### Sanitising Stations

Sanitising stations with alcohol-based hand sanitizer will be available on entry.