

## EXHIBITOR INFORMATION

### Venue

Perth Convention Exhibition Centre

### Trading Hours

Friday	24 <sup>th</sup> July 2009	10am to 6pm
Saturday	25 <sup>th</sup> July 2009	10am to 6pm
Sunday	26 <sup>th</sup> July 2009	10am to 4pm

### Move-In

Tuesday	21 <sup>st</sup> July 2009	7am to 6pm
Wednesday	22 <sup>nd</sup> July 2009	7am to 6pm
Thursday	23 <sup>rd</sup> July 2009	7am to 6pm

PLEASE NOTE - SAFETY VESTS MUST BE WORN ON SITE FROM TUESDAY 21<sup>st</sup> JULY TO THURSDAY 23<sup>rd</sup> JULY INCLUSIVE)

A move in schedule and loading bay plan will be forwarded to you (*please ensure that you complete the Move in / out request form*). In the meantime, if you have any specific requirements please telephone Anne on 08 9386 9666 or email [anne@premiereevents.com.au](mailto:anne@premiereevents.com.au).

### Move-Out

Monday	27 <sup>th</sup> July 2009	7am to 5pm
Tuesday	28 <sup>th</sup> July 2009	7am to 5pm

All stock must be removed by 5pm Tuesday 28<sup>th</sup> July 2009.

## **Show Office**

A Show Office will operate on site from Tuesday 21<sup>st</sup> July to Tuesday 28<sup>th</sup> July in Exhibition Hall 4.

This office should be your main point of contact during the Show.

## **Exhibitor Lounge**

An exhibitor lounge is located next to the Show Office. Tea and coffee facilities will be available in the exhibitor lounge during move in & move out as well as the Show days.

## **Security**

A dedicated security team will provide overnight security, however, we advise exhibitors to take reasonable precautions when leaving stock overnight and all stock must be insured. The organisers accept no liability for any loss or damage at the Show.

## **Public Liability Insurance**

Exhibitors are required to hold a minimum of AUD\$10 million public liability insurance for the duration of the Show.

A copy of your public liability insurance or cover note should be sent to Motor Show Management by Friday 26 June 2009.

## **Telephone, Fax and EFTPOS facilities**

Telephone, Fax and EFTPOS facilities can be arranged through the booking forms included in the Perth Exhibition Manual sent out by email.

## **Stand Operation / Staffing**

All stands must be fully staffed, operational and exhibits displayed during all hours that the Show is open to the public. Exhibitors must not, under any circumstances, dismantle any exhibit or display before the close of the Show.

## **Re-Stocking during the Show**

Exhibitors who wish to re-stock during the Show must do so during the hour prior to the daily opening. No bulk stock is to be moved whilst the Show is open to the public.

## EXHIBITOR SAFETY SHEET

This exhibitor safety sheet has been prepared to advise you of the safety precautions which have been put in place for the safety of all staff, volunteers, exhibitors and members of the public. Please read and distribute this information to all those who will be working on your stand. Exhibitor passes will be distributed once a copy of the signed statement has been received.

*I have read and understood the following as well as the rules contained in the Perth Convention Exhibition Centre Exhibitor Manual, and have informed my staff of the safety requirements for the 2009 Perth Truck and Trailer Show.*

Company \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

### Move In / Safety Vests

*High visibility safety vests and enclosed footwear must be worn when on site during move in and move out. A special exception has been made allowing exhibitors on site for the last day of move in (23<sup>rd</sup> July) without high visibility vests. Please note that children will not be allowed on site during move in or move out.*

### Hazard Identification

Hazard identification is the responsibility of all staff, volunteers and exhibitors. Please report any hazards to the Show Office immediately.

### First Aid

A first aid post will be located on-site and will operate all hours that the Show is open to the public.

During move-in and move-out trained first aid staff will be on site and a first aid kit located at the Show Office. In the event of injury please make your way to, or contact, the Show Office.

Please ensure that you and your staff are familiar with the location of the first aid post and Show Office.

Please return to - 9/126 Broadway, Nedlands WA 6009  
or fax 08 9386 9842  
By Friday 26<sup>th</sup> June

## **Fire**

Fire extinguishers are located at various locations around the Centre as well as the ticket counter, stages, information desk and Show Office. Please familiarize yourself and your staff with the location of the nearest extinguisher.

In the event of a fire please phone 000 immediately and report the fire then inform the Show Office.

## **Electrical Safety**

Please read the Electrical Safety Rules on the Electrical Bookings sheet and ensure that you and your staff are familiar with them.

## **Lost Children**

Lost children should be accompanied to the Truck Show Office where they can await collection by their parents.

## **Structural Safety**

All staging and custom stands at the Show must comply with Australian Standards. Please check that your contractor is familiar with the Standards and complies with them.

## **Trip Hazards**

Exhibitors must ensure that walkways within their stand are clear and safe. Any potential hazards not within the control of the exhibitor should be reported immediately to the Show Office.

## **Alcohol**

BYO alcohol is not permitted within the Show. Anyone behaving in a drunk and disorderly fashion will be removed from the Show. If you, or your staff, notice anyone behaving in this way please notify the Show Office.

## **Evacuation**

In the event of evacuation you will be advised over the public address system.

## **Risk Management Plan**

A full copy of the event Risk Management Plan can be viewed at the Show Office.

## PASSES

Passes are required to gain entry to the Show during move-in, move-out, and during the show days.

*Please note that ID maybe checked at the entrance to the show and that passes will be confiscated from those that can not show adequate identification. If you lose your pass, company / suitable ID will be required to obtain a replacement pass.*

Please respect the fact that general ticketing and security staff are not authorised to let anyone into the Show without a pass.

Passes will be available from the Show Office on your arrival.

### Exhibitor Passes

Passes will be supplied to all staff working at the Show and must be worn for entry to the Show. These passes allow entry during move-in, move-out, Show trading hours and one hour prior to the Show opening each day.

Please indicate in the space below how many passes you will require for Exhibitors working on your stand for the duration of the Show.

### Contractor Passes

Contractor passes are available for contractors and delivery staff during move-in and move-out periods. These passes will not allow entry during Show trading hours.

Please indicate in the space below how many contractor passes you need and the name of the contracting company/ies.

Stand Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Exhibitor Passes

Contractor Passes *(Please list Company names)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return to - 9/126 Broadway, Nedlands WA 6009

or fax 08 9386 9842

By Friday 26 June

## ELECTRICAL BOOKINGS

In order to ensure reliable electrical services, exhibitors are asked to complete and return the electrical booking form on the reverse of this sheet by **Friday 26 June**. This will ensure that power requirements can be accurately assessed and met.

We ask that you list all appliances that you will be using on the reverse form and book adequate power supply for these devices. If the Show electrician believes that the power supply booked is not adequate, you may be asked to book additional power or refrain from using the device.

Electrical connection is available from either the roof or floor of the Centre. Please specify when booking which you would prefer.

Payment for electrical services must be received by Friday 26 June. Electrical services will not be provided until payment has been received in full.

### ELECTRICAL SAFETY RULES

In the interest of exhibitor and patron safety, all exhibitors are required to adhere to the following rules;

- All electrical connections, work and fittings must be carried out by the shows' official electrical contractor.
- The use of double adaptors is not permitted.
- Exhibitors may only use extension cords that carry a valid test tag.
- Multi way outlet (power boards) with overload protectors must be of the approved type.
- The use of radiators or heaters is prohibited.
- Cables may not be laid on the ground in any area accessible to the public.
- Any electrical hazards should be reported immediately to the Show Office.

All inquiries regarding the electrical services should be referred to the show coordinator on telephone 08 9386 9666 or email [anne@premiereevents.com.au](mailto:anne@premiereevents.com.au). Calls to this telephone number will be transferred to the Show office for the duration of the Show and emails will be accessed from the Show Office.

# ELECTRICAL APPLICATION FORM

Name of Exhibitor \_\_\_\_\_ Stand Name \_\_\_\_\_

Requested by \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_

ALL RATES ARE FOR THE HIRE, INSTALLATION, MAINTENANCE & REMOVAL FOR THE FULL PERIOD OF THE SHOW. (POWER CONSUMPTION CHARGES & GST ARE INCLUDED)

CODE	DESCRIPTION	ROOF / FLOOR	COST/ UNIT	QTY	COST
<b>POWER</b>					
P1	10 amp power outlet		\$180		
P2	Standard Power - 15 amp power (supply for a maximum of 4 power outlets)		\$280		\$
P3	Additional power feeds ( - must have P2)		\$140		
P3	3 phase - 440 Volt / 32 Amp supply		\$650		\$
P4	Switchboard for 3 Phase		\$150		
<b>LIGHTING</b>					
L1	150 watt spotlight		\$97		\$
L2	300 watt floodlight		\$134		\$
L3	2 x 1000 watt floodlight complete with 5 meter stand		\$200		\$
<b>TOTAL</b>					

*TO ASSIST THE ELECTRICIANS, PLEASE DRAW YOUR STAND LAYOUT ON A SEPARATE PAGE AND SEND IT ALONG WITH THIS APPLICATION FORM. USE O TO INDICATE THE LOCATION OF LIGHTS AND FOR LOCATION OF POWER USE X.*

Please list all appliances to be used -

\_\_\_\_\_

I agree to abide by the electrical rules as listed on the reverse of this form.

Customers signature \_\_\_\_\_ Date \_\_\_\_\_

Payment Details

Cheque       Visa       Mastercard       Please Invoice

Cardholders Name \_\_\_\_\_ Signature \_\_\_\_\_

Card Number

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Expiry Date

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**Please return to – 9 / 126 Broadway, Nedlands WA 6009**

**or fax 08 9386 9842**

**By Friday 26 June**



## CARPARK PASSES

### CITY OF PERTH - CONVENTION CENTRE CARPARK

Special reusable daily passes that allow for reentry any number of times throughout that day are available from the City of Perth at a cost of \$24. These are special passes available to exhibitors only and must be booked through the event organiser. *There is a processing time on these passes, so please make sure that you allow at least four weeks when ordering. After the two week\*\* deadline has passed the City of Perth will not issue any further tickets.*

Numbers are limited and will be allocated in order of booking receipt.

Stand Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

#### Carpark Passes Order

MOVE IN - Tuesday 21<sup>st</sup> July \_\_\_\_\_ tickets @ \$24 = \_\_\_\_\_

MOVE IN - Wednesday 22<sup>nd</sup> July \_\_\_\_\_ tickets @ \$24 = \_\_\_\_\_

MOVE IN - Thursday 23<sup>rd</sup> July \_\_\_\_\_ tickets @ \$24 = \_\_\_\_\_

SHOW - Friday 24<sup>th</sup> July \_\_\_\_\_ tickets @ \$24 = \_\_\_\_\_

SHOW - Saturday 25<sup>th</sup> July \_\_\_\_\_ tickets @ \$24 = \_\_\_\_\_

SHOW - Sunday 26<sup>th</sup> July \_\_\_\_\_ tickets @ \$24 = \_\_\_\_\_

MOVE OUT - Monday 27<sup>th</sup> July \_\_\_\_\_ tickets @ \$24 = \_\_\_\_\_

MOVE OUT - Tuesday 28<sup>th</sup> July \_\_\_\_\_ tickets @ \$24 = \_\_\_\_\_

Total Cost = \_\_\_\_\_

#### Payment Details

Payment by Cheque  Visa  Mastercard  Please Invoice

Card Holders Name \_\_\_\_\_ Signed \_\_\_\_\_

Card Number

Expiry Date

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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Please note : \*\* the City of Perth will only accept orders for tickets that are ordered 15 days before the first date of use.

Please return to - 9 / 126 Broadway, Nedlands WA 6009  
or fax 08 9386 9842, by Friday 26<sup>th</sup> June.

# LUNCH ORDER

There will be hot lunches served in the exhibitors lounge each of the show days, these meals must be pre-purchased using this form and vouchers will be issued with your passes.

*Please note that once the passes have been issued they cannot be replaced.*

Stand Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

## Lunch Order

SHOW - Friday 24<sup>th</sup> July \_\_\_\_\_ tickets @ \$15 (inc) = \_\_\_\_\_

SHOW - Saturday 25<sup>th</sup> July \_\_\_\_\_ tickets @ \$15 (inc) = \_\_\_\_\_

SHOW - Sunday 26<sup>th</sup> July \_\_\_\_\_ tickets @ \$15 (inc) = \_\_\_\_\_

Total Cost = \_\_\_\_\_

### Payment Details

Payment by Cheque  Visa  Mastercard  Please Invoice

Card Holders Name \_\_\_\_\_ Signed \_\_\_\_\_

Card Number

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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Expiry Date

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Please return to - 9 / 126 Broadway, Nedlands WA 6009  
or fax 08 9386 9842, by Friday 26<sup>th</sup> June.

## MOVE IN AND OUT SCHEDULE

Each Exhibitor needs to book time on the loading dock for move in and move out. If you could please complete the box below and return to our office no later than Friday 26 June 2009. We will then confirm with you what time you have been allocated.

*Please note the following:*

**Move in**

Tuesday 21<sup>st</sup> July  
 Wednesday 22<sup>nd</sup> July  
 Thursday 23<sup>rd</sup> July

**Move out**

Monday 27<sup>th</sup> and Tuesday 28<sup>th</sup> July

Company Name	
Contact	
Stand Number	
Stand Builder if applicable	
<i>DATE FOR MOVE IN</i>	
Preferred time of arrival	
Duration	
Vehicle Type	
<i>DATE FOR MOVE OUT</i>	
Preferred time of arrival	
Duration	
Vehicle Type	

If you have any queries regarding this form then please feel free to contact our office on 08 9386 9666 or [anne@premierevents.com.au](mailto:anne@premierevents.com.au)

Please return to - 9/126 Broadway, Nedlands WA 6009

or fax 08 9386 9842

By Friday 26 June

## VIP TICKETS

Exhibitors may purchase discounted family and adult tickets for the Show. These can be used at your discretion to admit special guests, customers and prospects to the Show.

Ticket	Gate Price	Discount Price
Family	\$28	\$20
Adult	\$12	\$10

If you would like to purchase VIP Tickets please complete the form below and return it, together with your cheque or credit card details by Friday 26 June.

Stand Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

### VIP Guest Tickets

\_\_\_\_\_ Family Tickets @ \$20 = \_\_\_\_\_

\_\_\_\_\_ Adult Tickets @ \$10 = \_\_\_\_\_

Total Cost = \_\_\_\_\_

### Payment Details

Payment by  Cheque  Credit Card (type  Mastercard  Visa)

Card Holders Name \_\_\_\_\_ Signed \_\_\_\_\_

Card Number

Expiry Date

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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Please return to - 9/126 Broadway, Nedlands WA 6009

or fax 08 9386 9842

By Friday 26 June