



ROSEHILL TRAILER BOAT SHOW
Saturday 6 and Sunday 7 April 2019

EXHIBITOR INFORMATION & MOVE-IN NOTES

Dear Exhibitors,

The Rosehill Trailer Boat Show is fast approaching! Please ensure you read the following information to ensure a successful show and smooth move-in and out.

Thursday 4 April	Move-in	12noon – 5:00pm (refer to schedule)
Friday 5 April	Move-in	7am – 6pm – (refer to schedule)
Saturday 6 April	Exhibitor access to stands Show open	From 8am 10am – 5pm
Sunday 7 April	Exhibitor access to stands Show open Move-out	From 9am 10am – 5pm 5:30pm – 10pm
Monday 8 April	Move-out	7am – 3pm

Included in these notes are details on:

- Vehicle access to the venue and parking
- Move-in
- Move-out
- Security
- Exhibitors passes
- Trailer tow ball covers
- Forklifts
- Furniture Hire
- Power and Lighting
- Telephone and Internet lines
- Signage and banners
- Hi visibility clothing / vests
- WH&S
- Terms and conditions of exhibiting.

If you have any questions, or for assistance during the show please contact:

James Thompson
Event Operations Manager
Direct: 02 8197 4755
Mobile: 0412 076 232
Email: James@bia.org.au

Phil McDermott
Events & Special Projects
Direct: 02 8197 4771
Mobile: 0491 209 066
Email: Phil@bia.org.au

Alicia Blackett
Operations Coordinator
Direct: 02 8197 4770
Mobile: 0448 833 199
Email: Alicia@bia.org.au

VEHICLE ACCESS TO THE VENUE & PARKING

Vehicle access into the venue is available for move-in and move-out during your allocated time only.

Vehicle access heights for move-in & move-out as follows:

Grand Pavilion Level 1 Loading Dock Door 3.2m

Grand Pavilion Level 2 Loading Dock Door 3.6m

No vehicle access is permitted during show hours. If you require vehicle access on Saturday or Sunday morning this must be pre-arranged with James, as the entrance gates will be locked. All vehicles must be off site by 8:45am.

For guests driving to the venue there is free parking available in the Members Premium Reserved carpark and P1. Entry via Grand Avenue.

The public will park for free on show days.

MOVE-IN

Please refer to separate map and schedule for your move-in time.

Vehicles will enter and exit via Grand Avenue (Gate 1). We will have staff on site to give you directions and manage access in each of the areas.

All move-in must be completed by 6:00pm Friday 5 April and your stand must be ready for the show to open at 10am on Saturday 6 April.

The schedule has been designed to allow access for stands furthest away from access points first.

Please ensure you adhere to your allocated time. If you have any special requirements, please contact James ASAP.

Please note that the Grand Pavilion has permanent carpet tiles and all boats must remain on their trailers unless approved prior. Extreme care must be taken so the carpet is not damaged. Any damage to carpet will have to be replaced / repaired at the exhibitors' expense. Floor coverings will be available to protect carpet.

MOVE-OUT:

Move-out will take place between 5:30pm - 10pm on Sunday 7 April and from 7am – 3pm on Monday 8 April.

Boats located closest to access points will be moved out first.

A schedule of move-out times will not be produced. Move-out will take place on a rolling basis, with priority given to stands closest to access points first, to clear access for other exhibitors.

James will be onsite during the show and will talk to all exhibitors about move-out on site – please call him on 0412 076 232 if you have any issues.

The venue must be vacated by 10:00pm on Sunday evening and 3:00pm on Monday.

Please note on Sunday evening entry and exit will be the same as move-in. Entry & exit will be via Grand Avenue (Gate 1) and BIA staff will be in position to assist with directions.

Rosehill Gardens Precinct (Non Race Day)



P | 1300 729 668
E | contact@australianracingclub.com.au
W | theraces.com.au

ROSEHILL
GARDENS

SECURITY

Security of exhibits and other property is the responsibility of the exhibitor at all times. The Association cannot take out any insurance in respect to property of an exhibitor. It is the exhibitor's responsibility to insure all property; goods and equipment in transit to and from the exhibition site and for the duration of the show have appropriate insurance cover.

Please remember that it is your responsibility to secure your stand at all times. Extra attention should be taken during show hours to secure personal valuables such as wallets, phones, laptops, electronic equipment etc.

Valuables left on site overnight, including intellectual property, price books, invoice books etc. should be secured or taken with you overnight.

During **Move-in and Move-out** if your exhibit and products are left unattended we recommend your products are secured in packing cases. For trailer boats, the use of hitch locks and wheel clamps should be considered. If you elect to use one of these products please ensure that your vessels are left within the boundary of your stand and not in a position that may impede the movement of other exhibitors.

The venue will have contract security services on site for the duration of the Show and to restrict access outside of the event hours. Please understand that the responsibility remains with exhibitors to secure all items, including during move-in and move-out.

EXHIBITOR PASSES

Exhibitor passes are not required as it is a free entry show. Please ensure that all staff requiring access before the show opens are in uniform, or identifiable as your staff.

FORKLIFT

Agility is our contracted supplier for forklifts and will be available at the following times:

Thursday 4 th April	0800 – 1700hrs
Friday 5 th April	0700 – 1700hrs
Sunday 7 th April	1700 – 2100hrs
Monday 8 th April	0700 – 1200hrs

TRAILER TOW BALL COVERS

Please ensure that you bring a protective cover for each trailer tow hitch, or any other item that may cause an injury to the public (i.e. anchor etc).

FURNITURE HIRE

Furniture can be hired from Harry the Hirer on their website <https://www.harrythehirer.com.au/> or contact:

Sébastien Bachellereau

Harry The Hirer

P: 02 9666 8699

E: sebastienb@harrythehirer.com.au

W: <https://www.harrythehirer.com.au/>

POWER & LIGHTING

No stand lighting or power is included in your space hire. If you require additional stand lighting or power you must book with our electrical contractor Harry the Hirer.

P: 02 9666 8699

E: sebastienb@harrythehirer.com.au

Please note each 3m x 3m shell scheme booth is provided with one light and one power point.

SHELL BOOTH STAND SIGNS

Each shell booth will have a fascia and stand sign per 3m bay. Please confirm your stand sign name with Harry the Hirer.

P: 02 9666 8699

E: sebastienb@harrythehirer.com.au

TELEPHONE AND INTERNET LINES

If you require telephone or internet lines, please contact James to discuss options.

SIGNAGE AND BANNERS

Exhibitors are permitted to display free standing signs and banners within the boundaries of their stand.

Exhibitors may be permitted to also place signs and banners above their stand. Please consult with James prior to arriving on site as to the best way to do this.

All signage must be erected in a manner that does not damage the venue – i.e. no double-sided tape, no nails/screws etc.

HI VISABILITY CLOTHING

All exhibitors and their staff are required to wear hi visibility clothing and/or vest during move-in and move-out.

Please ensure you provide all of your staff with high viz vests or clothes before they arrive on site.

WORK HEALTH AND SAFETY

The following must be observed at all times:

- Fire doors and cupboards must not be blocked at any time.
- All persons in the Venue during move-in and out must wear suitable enclosed footwear.
- Children 15 and under are not allowed inside the Venue during move-in and move-out.
- No exhibitor is permitted to drink alcohol on the premises during move in or move out or perform any work under the influence of alcohol or illegal drugs.
- No equipment is to be chained or tied to any fixed structure of the building.
- All vehicles must drive at a slow speed (including forklifts) - no greater than **5 kms per hour**.
- Any incident, including first aid, hazards, accidents and near misses must be reported to the Event Operations Manager.

Please note that plastic bags are not permitted at the show.

TERMS AND CONDITIONS OF EXHIBITING

The information provided in this document is a guidance note for the Rosehill Trailer Boat Show. Exhibitors and the Boating Industry Association Ltd are bound by Terms and Conditions for Exhibiting at events organised by the Boating Industry Association Ltd.

They can be viewed at <https://www.bia.org.au/biatc/> or by calling our office 02 9438 2077.