



2019 EXHIBITOR MANUAL

ICC Sydney
& Cockle Bay Marina, Darling Harbour

1 - 5 August 2019

The Sydney International Boat Show is proudly owned and organised by:

Boating Industry Association Ltd.

ABN: 61 000 618 468

Main Office: PO Box 1204 Crows Nest NSW 1585

Phone: (02) 9438 2077 Fax: (02) 9439 3983

Email: info@bia.org.au

Website: www.bia.org.au

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Exhibitor Check list

Done ✓	Item	Exhibit location		Company	Due Date
		Halls	Marina		
<input type="checkbox"/>	Second Show Payment	✓	✓	BIA	OVERDUE
<input type="checkbox"/>	Boat Show Program Advertising	✓	✓	Yaffa	FINAL CALL 25 June
<input type="checkbox"/>	Boat Show Program - free listing	✓	✓	BIA	CLOSED
<input type="checkbox"/>	Marina & Stand Functions		✓	BIA	12 July
<input type="checkbox"/>	Final Payment	✓	✓	BIA	OVERDUE
<input type="checkbox"/>	Custom Stand Build Designs	✓		BIA	5 July
<input type="checkbox"/>	Freight and Transportation	✓		Agility	18 July
<input type="checkbox"/>	Audio Visual	✓		Harry the Hirer	12 July
<input type="checkbox"/>	Fascia Sign (stand sign)	✓		Harry the Hirer	12 July
<input type="checkbox"/>	Lighting and Power (halls only)	✓		Harry the Hirer	12 July
<input type="checkbox"/>	Furniture Hire (halls only)	✓		Harry the Hirer	12 July
<input type="checkbox"/>	Rigging	✓		Harry the Hirer	12 July
<input type="checkbox"/>	Lighting and Electrics (marina only)		✓	Harry the Hirer	5 July
<input type="checkbox"/>	Furniture Hire (marina only)		✓	Harry the Hirer	5 July
<input type="checkbox"/>	Marquee Hire		✓	Harry the Hirer	5 July
<input type="checkbox"/>	Forklift & Storage Booking	✓		Agility	18 July
<input type="checkbox"/>	Public Liability Insurance	✓	✓	BIA	12 July
<input type="checkbox"/>	Tickets and Additional Passes	✓	✓	BIA	12 July
<input type="checkbox"/>	Cleaning and Waste Removal	✓		ICC Sydney	19 July
<input type="checkbox"/>	Cooking Permit	✓		ICC Sydney	19 July
<input type="checkbox"/>	Event Forklift Permit	✓		ICC Sydney	19 July
<input type="checkbox"/>	Hazardous Substances / LPG Permit	✓		ICC Sydney	19 July
<input type="checkbox"/>	Internet Services	✓		ICC Sydney	19 July
<input type="checkbox"/>	On-stand Catering	✓	✓	ICC Sydney	19 July
<input type="checkbox"/>	Utilities (water / drainage / compressed air)	✓		ICC Sydney	19 July
<input type="checkbox"/>	Plant Hire	✓	✓	Green & Growing	19 July

Key Contacts

Organiser

The Sydney International Boat Show is proudly owned and organised by:

Boating Industry Association Ltd

Street: 53 Hume Street CROWS NEST NSW 2065

Postal: PO Box 1204 CROWS NEST NSW 1585

Ph: (02) 9438 2077 Fax: (02) 9439 3983

International phone: +61 2 9438 2077

Email: info@bia.org.au or info@sydneyboatshow.com.au

Websites: www.bia.org.au or www.sydneyboatshow.com.au

Event Operations

James Thompson

Phone: 02 8197 4755 / 0412 076 232

Email: james@bia.org.au

Operations Coordinator (Halls)

Alicia (AJ) Blackett

Phone: 02 8197 4770 / 0448 833 199

Email: alicia@bia.org.au

Event Marketing, Promotions and PR

Robyn Wingrove

Phone: 02 8197 4756

Email: robyn@bia.org.au

Or

Domenic Genua

Phone: 02 8197 4752 / 0412 642 357

Email: genua@bia.org.au

Event Deck Enquiries

Phil McDermott

Phone: 02 8197 4771 / 0491 209 066

Email: phil@bia.org.au

Boat Show Listings

Megan Robson

Phone: 02 8197 4757 / 0402 216 432

Email: megan@bia.org.au

Finances, Public Liability and Passes

Simon Hazelbrook

Phone: 02 8197 4760

Email: simon@bia.org.au

ORGANISER'S OFFICE

Onsite from 12noon Monday 29 July

Desk 3, concourse
(Level 2 exhibition centre),
ICC Sydney

Phone: 0435 111 425

CONTRACTORS - HALLS

Exhibitor Services

Including Wi-Fi services, additional stand cleaning, on-stand catering, water and waste.

ICC Sydney

To book these services:

Complete the forms via the [Exhibition Service Centre](#) and return to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney).

Phone: 02 9215 7373

Email: exhibitionservices@iccsydney.com

Forklift, Freight, Storage and Material Handling

Agility Fairs and Events

Contact: Gus Craig

Email: gcraig@agility.com

Phone: 02 8755 8812

Fax: 02 9642 6899

During move-in and move-out, Agility will have Service Desks located on both levels of exhibition space.

- Lower level: loading dock entrance to Hall 2
- Upper level: loading dock entrance to Hall 6

Furniture, Lighting, Electrics & Audio Visual (AV)

Harry the Hirer

Contact: Kayla Bittman

Phone: 02 9666 8699

Mobile : 0478 855 116

Email: Kaylab@harrythehirer.com.au

Web: <https://www.harrythehirer.com.au/hireshop/sites/SYDBOATSHOW2019>

During move-in, Harry the Hirer will have Service Desks located on both levels of exhibition space and in the marina precinct.

- Lower level: eastern (city) side of Hall 2 against the wall
- Upper level: eastern (city) side of Hall 6 against the wall

Rigging and LED Screens

Contact: Terry Lowe

Phone: 03 9429 8688

Mobile: 0425 781 163

Email: TerryL@harrythehirer.com.au

Plant Hire

Green and Growing

Contact: Stuart Chambers

Email: mail@greenandgrowing.com.au

Phone: 02 9796 1711

Fax: 02 9790 4342

CONTRACTORS - MARINA

Marquees, Flooring, Furniture and Signage

Harry The Hirer

Contact: Kaylie Wallace

Phone – 02 9666 8699

Email – kayliew@harrythehirer.com.au

Lighting, Electrics, Audio Visual (AV)

Harry the Hirer

Contact: Travis Wall

Phone: 03 9425 8666

Email: travisw@harrythehirer.com.au

During move-in, Harry the Hirer will have Service Desks located on both levels of exhibition space and in the marina precinct.

- Marina: Eastern entry to the marina.

Forklift, Freight and Material Handling

Agility Fairs and Events are the logistics support company for the Sydney International Boat Show. They are based in the International Convention Centre. With a prior booking, they are able to receive and hold goods for marina exhibitors. These items will need to be collected from the ICC Loading Dock by the exhibitor unless arranged prior with Agility.

Agility Fairs and Events

Contact: Gus Craig

Email: gcraig@agility.com

Phone: 02 8755 8812

Fax: 02 9642 6899

For delivery of large or heavy items it is recommended to contact Ability Barge Services who operate out of Rozelle Bay. Items can be craned from their yard in Rozelle Bay onto small tug boats equipped with cranes for lifting directly onto the marina at Cockle Bay.

Ability Barge Services

3 James Craig Road, Rozelle

Phone: 02 9555 7811

Email: office@awbcontractors.com.au

1. Accident / Incident Reports

If you require first aid, please contact the nearest security officer or phone the Organiser's Office on 0435 111 425.

We ask you to report any incident to the nearest security officer or Organiser's Office, even if assistance is not required, as an incident report must be completed.

2. Accommodation

ICC Sydney and Cockle Bay Marina are surrounded by up to 5,500 hotel rooms and serviced apartments offering the full spectrum of star ratings, all within a 10-minute walk.

3. Advertising

There are several advertising opportunities available to Boat Show exhibitors.

Official Boat Show Program

Call Mike Ford on 02 9213 8262 or email mikeford@yaffa.com.au

Booking deadline: **25 June 2019** (Material Deadline: 28 June 2019)

4. ATM's

ICC Sydney – located at the southern end of level 2, outside Hall 4

ICC Sydney – located at Convention Centre Ground Level

Cockle Bay Marina - nearest ATMs are located within the Harbourside Shopping Centre.

5. Balloons

Helium balloons are not permitted in the Exhibition Halls. All balloons (and stickers) cannot be distributed from the Marina.

6. Boat Show Program

- All exhibitors are entitled to a free listing in the official Sydney International Boat Show Program. Exhibitors must complete the Boat Show Program form by **21 June**.

Please note if you returned your form with your Application to Exhibit, there is no need to resend. All applicants who applied online completed their program details as part of the online application process.

- Listing of your products and services in the show program must be limited to products that will be on display and services that will be offered at the show. Editorial and program listings will be removed from the program if final payment is not made by the due date.
- Yaffa Media is the official magazine publisher of the Sydney International Boat Show Program. Advertising can be booked by contacting mikeford@yaffa.com.au or on 02 9213 8262.

Please note that the BIA and the Sydney International Boat Show has NO association with any offers that you may receive from the FAIR GUIDE, EXPO GUIDE or any other third party marketing groups. We urge all exhibitors to read the fine print and carefully consider if these offers suits your marketing needs.

7. Boat Show Stand Awards

All exhibitors have the chance to be awarded one of the Stand Awards. Awards will be delivered to stands at first opportunity and our official photographer will take a photo.

The categories are as follows:

- BEST Overall Display
- BEST Hall Display
- BEST Marina Display
- BEST Engine Display
- BEST Chandlery / Accessory / Electronic Presentation
- BEST Boating Presentation
- BEST Dive Display
- BEST Small Stand Display
- Displays of Excellence x 8

8. Booth Details / Stand inclusions – custom stands (Type 3 open space)

Type 3 open space stands will include charcoal grey carpet tiles only.

Harry the Hirer can assist with custom stand design. For more information, contact Kayla Bittman on 02 9666 8699 or kaylab@harrythehirer.com.au

All custom build stand designs must be approved by the BIA. Design technical drawings must be submitted to the BIA (attention James) by **5 July**.

The BIA will contact the stand builder to discuss move-in and move-out access requirements. The Exhibitor will also be consulted about move-in and will be copied in on all correspondence with their stand builder/contractor.

Contractor passes are available – please refer to the [Tickets and Passes Form](#) for full details.

Exhibitors engaging contractors to build or supply any part of their stand (other than official BIA contractors) must ensure that their contractors (and subcontractors) have adequate Public Liability and Workers Compensation Insurance in place as well as a WHS plan and/or Safe Work Method Statement for the work being undertaken. All documents must be produced to the BIA on request.

9. Booth Details / Stand inclusions - shell scheme (Type 1 & Type 2)

Harry the Hirer will provide and build the shell scheme booths. All exhibitors with Type 1 stands must complete the compulsory stand sign confirmation / fascia by **5 July**

See below for a detailed description of your stand inclusions.

Type 1 - Halls

- 2.4m high 'Aspen' white melamine panel walls. Walls are 40mm thick, meaning for a standard 3.0m x 3.0m booth, internal dimensions are 2970mm wide x 2970mm deep for an inline/row or corner stand.
- Charcoal grey carpet tiles

- Fascia: Consists of white panel insert 300mm high, supported in an aluminum frame. The clearance height under the fascia is 2100mm. Fascia is provided for all open sides of booths that are straight stand frontages or 90 degree corner stands
- Booth signage – stating company name and stand number
- 2 x 30 watt LED enviro spotlights per 9m², affixed to fascia, or wall on an arm
- 1 x 4 amp power point per stand

Type 2 Stands

- May include 1.2m or 2.4m high 'Aspen' white melamine panel walls (refer to floorplan). Wall widths are 40mm and may slightly alter your internal dimensions.

Note that a 500mm support nib will need to be affixed every 3.0m along walls longer than 3.0m. Refer to site plans for positioning.

- Charcoal grey carpet tiles.

10. Catering & Account Cards

Throughout show operational hours, cafeterias will be functioning. Prepaid account cards for food and beverage purchases at all ICC Sydney cafés and bars are available to all exhibitors. On stand catering and hospitality can also be arranged by ICC Sydney.

To book this service complete the [Stand Catering & Kiosk Account Order Form](#) and return to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney).

Phone: 02 9215 7373

Email: exhibitionservices@iccsydney.com

Note: All food and beverage must be supplied by ICC Sydney.

11. Cleaning

Halls:

The cleaning of your exhibition space is the responsibility of the individual exhibitor. Cleaning of major aisle ways is the responsibility of ICC Sydney. If you have any rubbish that needs to be taken away, please place it in the main aisles of each hall at the close of the show each day.

For additional cleaning and waste removal services complete the [Cleaning Services Order Form](#) and return to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney).

Phone: 02 9215 7373

Email: exhibitionservices@iccsydney.com

Marina:

All rubbish should be placed neatly in bins provided or on the marina walkway each evening after the show closes. Cardboard should be flattened and neatly stacked on the walkway, not placed in garbage bins, as it is recycled. Marina functions will be provided with recycling bins.

Please note that all rubbish removal takes place overnight – all rubbish and recycling must be put out when the show closes, not the following morning.

12. **Communications**

Wireless connectivity is readily available throughout the venue. Visitors have access to free public Wi-Fi, for basic browsing, email and social media.

Premium service and event specific network services for clients and exhibitors can be requested. Please note the venue does not allow the use of wireless access points other than the venue fixed wireless infrastructure and reserves the right to disable wireless transmitting devices found to be causing interference.

To book these services complete the [Internet Services Order Form](#) and return to:
Exhibitor Services, International Convention Centre Sydney (ICC Sydney).

Phone: 02 9215 7373

Email: exhibitionservices@iccsydney.com

There are no phone line or internet services available to the marina.

13. **Contractors**

Official suppliers are:

Marina -

- Lighting & Electrical – Harry the Hirer
- Marquees and temporary structures – Harry the Hirer

Halls -

- Stand construction (*excludes Custom Build stands*) – Harry The Hirer
- Rigging – Harry the Hirer
- Lighting & Electrical – Harry the Hirer
- Freight and forklifts – Agility Fairs & Events

Preferred suppliers have also been appointed and should be considered when booking additional services. In some cases, they offer a discount for Boat Show Exhibitors.

Preferred suppliers are:

Marina -

- Furniture – Harry the Hirer
- Audio visual – Harry the Hirer
- Plants – Green and Growing

Halls -

- Furniture – Harry the Hirer
- Audio visual – Harry the Hirer
- Plants – Green and Growing

Please refer to pages 6 and 7 of this manual for contact details.

14. Dangerous and hazardous substances

No dangerous goods or hazardous substances are to be brought onto the premises without written approval from the BIA. To obtain approval, please contact James Thompson at james@bia.org.au

15. Dates & Times

The opening dates and times for the 2019 Sydney International Boat Show are as follows:

Thursday 1 August	Halls & Marina 10am – 7pm
Friday 2 August	Halls & Marina 10am – 7pm
Saturday 3 August	Halls & Marina 10am – 7pm
Sunday 4 August	Halls & Marina 10am – 7pm
Monday 5 August	Halls & Marina 10am – 7pm

During show operational days, Exhibitors with the appropriate passes will be given access to the halls and marina as follows:

Thursday 1 August	Halls 7am – 8pm	Marina 7am – 8pm
Friday 2 August	Halls 8.30am – 8pm	Marina 8am – 8pm
Saturday 3 August	Halls 8.30am – 8pm	Marina 8am – 8pm
Sunday 4 August	Halls 8.30am – 8pm	Marina 8am – 8pm
Monday 5 August	Halls 8.30am – end of move-out	Marina 8am – end of move-out

Exhibitor access before show hours is through the front of Halls 2 and 6 in the exhibition halls and both entrances to the marina. Please ensure your pass is scanned and your hand is stamped to allow re-entry.

16. Deliveries

The contracted logistics company for this year's show is Agility Fairs & Events. They are responsible for:

- Transport
- Storage
- Forklifts
- Any other assistance with goods or products that exhibitors need (fees may apply)

Exhibitors who are NOT using Agility for their deliveries must note the following:

- The BIA and the venue, will NOT sign for deliveries on behalf of exhibitors
If you use a truck or courier company other than Agility, please check that they can manually unload your goods for you – if they cannot please book a forklift through Agility using the [Freight & Transport Form](#), due **18 July**.

Note: Agility, as our contracted supplier, has pre-scheduled access to the dock for deliveries. If you book your transport through them, your goods will be waiting on your stand by the beginning of your allocated move-in time.

To receive a quote or to book your freight through Agility please complete the booking form by **18 July**.

17. **Electrical**

Type 1 stands in the halls include 2x 30 watt LED enviro spotlights per 9m² and 1x 4 amp power point per stand. All other exhibitors are required to arrange their own electrical and lighting requirements, via the following forms:

[Lighting and Power Order Form - Halls](#)

[Lighting and Power Order Form - Marina](#)

Halls – form due by **12 July**

Marina – must be ordered by **5 July**

or for more information contact:

Halls – Kayla Bittman Kaylab@harrythehirer.com.au - 02 9666 8699

Marina – Travis Wall travisw@harrythehirer.com.au - 03 9425 8666

During the Show all electrical issues should be directed to:

Halls: BIA Operations Coordinator – Alicia Blackett, 0448 833 199

Marina: BIA Marina Manager – Jackson Kilpatrick, 0478 894 465

18. **Emergency**

In an emergency please contact the nearest security officer or phone the Organiser's Office on 0435 111 425

On the Marina please notify James Thompson, 0412 076 232

Or dial 000 (Fire, Police, Ambulance)

19. **Emergency Awareness Procedures**

There are two Emergency Awareness Procedures; one for the exhibition halls and another for Cockle Bay Marina.

The complete **Emergency Awareness Procedures** can be downloaded from the Exhibitor Manual section of the website. Please ensure all staff and contractors familiarise themselves with these documents.

ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire and smoke and other emergencies. It is updated regularly and drills are conducted annually. A trained Emergency Response Team will lead the implementation of all procedures. Event organisers are briefed on emergency procedures pre-event.

In the event of an emergency, one of two alarms may sound:

- Alert alarm – “Beep! Beep! Beep!”
This is a warning alarm to notify everyone of a possible emergency. If it sounds, please stand by for further instructions.
- Evacuation alarm – “Whoop! Whoop!”
This alarm means all occupants must evacuate. When it sounds, wardens will direct everyone to leave via the nearest exits quickly but calmly, and assemble at the nearest evacuation point where they are to remain until ICC Sydney staff advise that it is safe to return.

20. **Entrances**

Halls: There are two entrances (one on each level) for visitors and exhibitors.

Lower level entry – Hall 2, via concourse (level 2) and proceed down escalators.

Upper level entry – Hall 6 (level 4)

Marina: There are two entrances for visitors and exhibitors.

Western entry – opposite Cyren Restaurant

Eastern entry – city side of the bay, near Nick's Seafood.

Tickets can be purchased from the following locations:

- Exhibition Centre: In the foyer outside Hall 2 (on level 2) & foyer outside Hall 6 (on level 4)
- Outdoor ticket box in Darling Harbour (next to the Woodward Water Feature on the western side of Cockle Bay).

Please ensure you are in possession of your designated Exhibitor Pass and it is visible at all times to assist identification. You will also need a hand stamp to re-enter. See point 46 for further information regarding tickets and passes.

21. **First Aid**

If you require first aid, please contact the nearest Security Officer or phone the Organiser's Office on 0435 111 425. If you need assistance on the marina, in the first instance please call the Marina Manager on 0478 894 465.

We ask you to report any incident to the nearest security officer or Organiser's Office, even if assistance is not required, as an incident report must be completed.

A fully equipped medical centre is located on the ground level of the Convention Centre.

22. **Fork Lift Service**

Agility are the official contractor for the show to operate forklifts. To book a lift, complete the relevant form by **18 July** - [Materials Handling Order Form](#)

Agility Fairs and Events

Contact: Gus Craig

Email: gcraig@agility.com

Phone: 02 8755 8812

Fax: 02 9642 6899

23. **Furniture**

Hall furniture is available for hire through Kayla at Harry the Hirer – Kaylab@harrythehirer.com.au

Hall exhibitors may book furniture via the Harry the Hirer online catalogue at <https://www.harrythehirer.com.au/hireshop/sites/SYDBOATSHOW2019>

Furniture for exhibitors on the marina is available through Kaylie at Harry the Hirer: kayliew@harrythehirer.com.au

24. High Visibility Clothing (HVC)

ALL contractors and exhibitors **MUST** wear high visibility clothing and closed shoes while on the exhibition hall loading docks or within the halls, during move-in and move-out days. Exhibitors are reminded to ensure that they and their staff **arrive with their own high visibility clothing or vest**.

HVC clothing is not a requirement on the Marina.

25. Information Stand

A BIA show information stand will be located:

Lower level – on the left, immediately as you enter exhibition hall 3

Upper level – on the left, immediately as you enter exhibition hall 6

26. Issue of Receipt for Goods Sold

It is the responsibility of exhibitors to provide receipts for all goods sold. Any attempts to take out goods without a receipt may result in refusal of exit.

27. International Trade Visitors

The Sydney International Boat Show welcomes International Trade Visitors. To qualify for an all days' pass, International Visitors must first purchase a single day entry ticket to the show. To gain entry for multiple days, please register your attendance with the team in the Organiser's Office (outside Hall 3, level 2 concourse) who will provide a 5-day pass upon presentation of valid identification.

28. Lost Children / Lost & Found Items

If you have a lost child, remain with the child and at least two other adults to supervise. Remain in the location where they were found and contact the nearest security officer.

If a security officer is not in your immediate vicinity, please notify the Organiser's Office by phoning 0435 111 425

Lost children are to be supervised by at least two adults.

All lost property can be taken to the Organiser's Office or call the Organiser's Office on 0435 111 425. If you are on the marina please contact the nearest security guard or call the Marina Manager on 0478 894 465.

29. Marina & Stand Functions

Exhibitors wishing to hold functions on the marina or in the halls must receive prior approval from the BIA.

For the full terms and conditions or to apply for approval to hold a function, see – [Marina & Stand Function Application Form](#) due **12 July 2019**.

Invitations should not be sent out until approval has been received from the BIA.

30. Media

A media office will be located in room E3.3 on Level 3 of ICC Sydney. All show media for the BIA is managed by Domenic Genua, the BIA's General Manager – Marketing, Events & Communication. The PR team will be out and about during the show.

31. **Move-in / Move-out**

The BIA Operations Manager, James Thompson, will coordinate move-in / move-out. A schedule and notes will be emailed to exhibitors in mid-July. Please ensure you look out for this and read it thoroughly.

If you have any special requests relating to the exhibition halls, please contact alicia@bia.org.au as early as possible so these can be considered.

For onsite enquiries, please contact Alicia (AJ) on 0448 833 199

For enquires relating to the Marina and onsite assistance please contact James Thompson on james@bia.org.au or 0412 076 232.

Marina move-in passes are available at the entrance points to the marina, photo identification will be required to gain access to the marina during bump-in – see section 44 Tickets and Passes.

Move-in passes are not required for the halls.

32. **Parking**

International Convention Centre Sydney:

ICC Sydney has two car parks, providing patrons with access to a total of 826 parking bays (with 8 allocated to disabled patrons). The entrances to the car parks can be easily found by heading south along Darling Drive. Signage will assist and indicate how many bays are available or if the car park is full. One car park is located beneath the exhibition centre and the second is located next to the main theatre. Both car parks have a height restriction of 2.1metres, are controlled by auto pay machines and provide convenient lift access to the venue.

Daily Rates *(correct at time of publication)*

0-1 HOUR	\$18.00
1-2 HOURS	\$30.00
2-3 HOURS	\$38.00
3-4 HOURS	\$44.00
4+ HOURS (to 4am only)	\$49.00
NIGHT RATE Entry after 5.00pm and exit before 4.00am	\$28.00

Exhibitors please note: During move-in (Saturday 27/7 – Wednesday 31/7) and move-out (Tuesday 6/8 – Wednesday 7/8), there is discounted parking for exhibitors for \$25. Parking passes need to be validated at the ICC Exhibitor Service Desk, situated at the southern end of level two of the exhibition centre, near the Hall 4 Registration Desk.

Please note there is no discount on show days (Thursday 1/8 – Monday 5/8)

Darling Harbour:

There are multiple parking stations servicing the Darling Harbour precinct. Please refer to transport guide on the Sydney Boat Show website for more information.

Discounted Exhibitor Parking:

Discounted parking for \$20.00 per day at the Wilson Harbourside Carpark (enter via Murray Street, Pyrmont), has been secured for exhibitors. To qualify for the reduced rate, on exit, exhibitors must first insert their original ticket followed by the voucher. Vouchers will be available from the Organiser's Office from 12 noon on Monday 29 July.

33. Pass Outs

Exhibitor passes can only be presented ONCE per day. It is ESSENTIAL that Exhibitors obtain a hand stamp on exit for re-entry to the exhibition halls and marina. No Exhibitors will be allowed re-entry without a hand stamp.

34. Photocopying / Scanning

An Exhibitor Service Desk is situated at the southern end of level two of the exhibition centre. It is operated by ICC Sydney staff and is open during the move-in, operational and move-out stages of the Show (charges will apply).

These services are not available on the marina.

35. Plastic Bags

It is a BIA policy that no plastic bags are permitted to be distributed from the Sydney International Boat Show.

36. Public Transport

Please refer to our Transport Guide for information regarding Public Transport.

<http://www.sydneyboatshow.com.au>

37. Restrooms / Parents Room

Restrooms are conveniently located throughout the ICC venue along the concourse and in both the front and rear of each exhibition hall. Wheelchair and ambulant-accessible facilities are available throughout the venue.

Baby change facilities are located throughout the venue. Dedicated parents' rooms are located on the concourse (level 2 of the exhibition centre).

There are no restrooms on the marina itself. The closest restroom facilities are located within the Cockle Bay Wharf facility (at the rear of the fountain), within the Harbourside shopping precinct and under the eastern & western sides of Pyrmont Bridge.

38. Rigging

All rigging in the Halls must be carried out by Harry the Hirer. To book, call the team at Harry the Hirer before **12 July**.

Please note that all rigging from the ICC Sydney structure must be carried out by Harry the Hirer.

39. **Security**

Security officers will be situated throughout the Halls and Marina. Please contact the Organiser's Office if you have any security issues on 0435 111 425.

In an emergency please call:
000 (Fire, Police, Ambulance)
0412 076 232 – James Thompson
0478 894 465 – Marina Manager

40. **Smoking**

The entire Darling Harbour precinct (inc. the marina) – including all indoor and outdoor spaces across ICC Sydney – is a no-smoking zone. This applies to use of electronic cigarettes and vaporisers.

41. **Stickers**

Stickers (and balloons) are not permitted to be distributed from the Marina.

42. **Storage**

There is no onsite storage available for exhibitors at the Show. If you require storage this will need to be arranged through Agility who can store it offsite during the show.

To organise offsite storage, complete the [Materials Handling Order Form](#) by **18 July**.

43. **Terms and Conditions**

Full terms and conditions of exhibiting at the Sydney International Boat Show can be found at www.bia.org.au/biatc. Exhibitors should familiarise themselves with these conditions.

44. **Tickets and Passes**

a) Exhibitor passes

Each member of staff working on stands/vessels will require an Exhibitor Pass. This entitles the holder entry to the exhibition halls and marina for move-in / move-out and for the duration of the Show, between these hours:

Halls: 8.30am - 8pm | Marina: 8am - 8pm

Exhibitors are entitled to the following number of Exhibitor Passes:

- Any stand, up to 16m² - 4 passes
- Any stand, 16m² to 23m² - 5 passes
- Any stand, 24m² to 50m² - 7 passes
- Any stand, 51m² to 100m² - 10 passes
- Any stand, 101m² to 200m² - 14 passes
- Any stand, 201m² to 500m² - 16 passes
- Any stand, over 500m² - 25 passes
- Marina, 1st vessel - 3 passes
- Marina, each additional vessel - 2 passes

Additional tickets and passes can be purchased. To order, complete the [Exhibitor Tickets and Passes Form](#) by **12 July**.

Exhibitor passes must be presented each day at the entry points to the halls/marina to be scanned. Each pass can only be presented ONCE per day. It is ESSENTIAL that Exhibitors obtain a hand stamp on exit for re-entry to the exhibition halls and marina. No Exhibitors will be allowed re-entry without a hand stamp.

Passes can be collected from the Organiser's Office on the concourse outside Hall 3, from 12 noon Monday 29 July. No passes will be issued whilst accounts are outstanding.

Exhibitor passes are only to be used by bona-fide Exhibitors and remain the property of the Boating Industry Association. Misuse of Exhibitor passes can result in confiscation and expulsion from the Sydney International Boat Show.

b) Contractor passes

If you engage Contractors to work **during show days** to clean/detail your exhibit you will need to organise Contractor Passes for them. To order, please include the following information and email to simon@bia.org.au

- Your Exhibitor name
- Contractors business name
- Names of the individuals who will require passes

Contractor passes will be available for collection by Exhibitors from the Organiser's Office outside Hall 3 during move-in. No Passes will be issued directly to Contractors. Contractor Passes will be allocated at the discretion of the BIA.

c) Marina move-in passes

During move-in all marina staff/contractors must wear a BIA issued move-in pass. These passes will be available for collection at the marina entry gates. Photo ID will be required to gain entry to the marina.

d) Visitors

Admission prices for visitors to the Show are:

Ticket type (All prices include GST)	Price
Adult	\$22.00
Child (Children 6 to 17 years. 5 and under free)	\$13.00
Family (2 Adults & 3 Children, 6 to 17 years)	\$49.00
2-day VIP Guest Pass (Any two days of the show)	\$30.00
3-day VIP Guest Pass (Any three days of the show)	\$40.00
Pensioner (on presentation of Pension Card)	\$16.00
Senior (on presentation of Seniors Card)	\$20.00
After 5pm All single person day tickets \$5 after 5pm (door sales only, for use on the day of the ticket sales only – Not available for family or multi day tickets)	\$5.00

Online tickets are available via www.sydneyboatshow.com.au

During the show, tickets (cash & credit card sales) can be purchased in the ICC foyer outside Hall 2, level 4 outside Hall 6 and from the outdoor ticket box in Darling Harbour (next to the Woodward Water Feature). Ticket sales will open 1 hour before Show opening times on weekdays and weekends.

e) Discounted tickets available to exhibitors

Exhibitors are invited to pre-purchase visitor tickets at the following discounted price:

Single day entry ticket \$14.00 (full price \$22.00)

To book, complete the [Exhibitor Tickets and Passes Form](#)

Single day entry tickets can be purchased on a sale or return basis, subject to the following conditions:

1. Tickets must be returned in sequential numbers
2. Tickets returned must be in multiples of 10
3. Damaged tickets will not be accepted for return
4. Unused tickets must be returned to the BIA by 12 August 2019.

45. Work Health and Safety Guide

INTRODUCTION

It is the policy of the Boating Industry Association (BIA) that each of its employees, contractors and service providers shall be provided with a safe and healthy place to work. To achieve this, we will make every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to every practical extent.

In conjunction with this policy, a series of safe working rules and procedures on specific individual safety and health matters has been established. These rules are of primary importance when you are not working on a task that requires compliance with their own safety procedures. Health and safety at work is both an individual and shared responsibility of all employees and contractors. Accident prevention is strongly emphasised. The reporting of hazardous conditions is essential and all employees and service providers must ensure that they are not exposed to dangers which could result in injury.

The purpose of this guide is to help contractors and exhibitors (Persons Conducting a Business or Undertaking (PCBU) and workers) understand the legislative obligations and guidelines for working on events at the ICC Sydney (the Centre) and Cockle Bay Marina at Darling Harbour (the Marina).

PCBUs and workers have a responsibility to understand and comply with the WHS Act 2011, WHS Regulation 2011, Australian Standards, Codes of Practice and Centre health and safety requirements relevant to their work activities.

PCBUs also have a responsibility to identify any foreseeable hazards and eliminate or minimise the risk as far as reasonably practicable.

PCBUs must also consult, cooperate and coordinate with other PCBUs and workers on site.

Where possible, references have been made to relevant sections of codes, regulations and standards to enable the reader to source additional information from these publications. Whilst all care has been taken in the compilation of this document, the Centre and the BIA will not accept responsibility for the accuracy or omissions of any statement, opinion, advice or information, nor the practical applicability of any advice or opinion offered. The Centre and the BIA have prepared these guidelines as a simplified summary and does not represent itself as a legal authority or representative of any of the agencies referenced.

Exhibitors are reminded of their obligations under the Work Health and Safety Act to ensure the safety of all persons.

All stand plans must comply with section 43 Stand Design and Construction of the ICC SYDNEY Centre Services Manual and the National Construction Code of Australia, Australian Standards and Disability Discrimination Act access requirements.

The stand is to be erected in a safe and structurally sound manner by appropriately licensed trade persons. Said persons must have completed the ICC SYDNEY online site induction via the Rapid Global system prior to commencing work on site please email james@bia.org.au to be sent a unique invitation to complete this induction. Spot checks will be conducted; any person found not inducted may be directed to cease work and leave the site until properly inducted.

The area of the show is a workplace under the terms of the Act.

The principal requirements are following:

CHILDREN ON SITE OUTSIDE SHOW OPEN HOURS

The BIA and Centre's policy for children on site outside of show 'open hours'

- The entire site, including Halls and the Marina, is designated a Construction Site during move-in and move-out and only bonafide workers normally covered by appropriate Work Cover Insurance will be permitted onsite. Visitors, family and friends are also excluded during this period.
- Any person under the age of 15 years is prohibited from accessing the Loading Docks, hall buildings and the Marina during move-in and move-out periods.
- No person under the age of 15 years is permitted to remain in a vehicle whilst it is loading, unloading or parked within the hall venue.
- Persons under the age of 15 years are prohibited from entering the Halls and Marina until the event has officially opened.

NB: Failure to comply will result in immediate removal of the non-authorised person by security or Organising personnel.

EMPLOYERS

Employers are required to ensure the health and safety of everyone at the workplace. This means:

- Making the workplace safe for its staff so far as reasonably practicable
- Ensuring the safe use, handling, storage or transport of equipment and substances
- Providing sufficient information, instruction, training and supervision
- Ensuring healthy and safe systems of work are in place
- Ensuring operators of complex or potentially dangerous equipment or processes are appropriately trained and, where necessary, properly certificated
- Ensuring non-employees – visitors and members of the public – are not exposed to health and safety risks of workplace activities or processes.

FORKLIFTS

All forklifts:

- Are to have a spotter whilst moving inside the buildings at times when clear vision is blocked
- Must be fitted with flashing lights and reverse beepers
- No Smoking whilst operating a forklift at all times
- Forklift speed - strictly Walking Pace Only at all times
- Don't fork an unsafe lift
- No person to use tines of forklift or pallet on forklift as a work platform – work from a forklift at height must be from a cage which complies with AS 2359.1-1995
- All forklift drivers must be able to produce their licence upon request
- Forklifts accessing the Marina entrances must be escorted by a spotter inducted into the Sydney Harbour Foreshore Authority traffic management induction program.

GENERAL

- Persons in control of workplaces used by non-employees or members of the public must ensure a healthy and safe environment exists
- Manufacturers, designers, importers and suppliers of plant or substances must provide such items to a reasonable and acceptable standard. Any product-specific health and safety information must also be made available
- Visitors to the workplace must obey safety directions and comply with the standards applied in that workplace

SAFETY VESTS

Please refer to the Safety Vest section in this manual.

All personnel in the building and on the loading dock of the Halls during move in and move out **MUST** wear a high visibility safety vest and/or clothing.

SLIP HAZARDS

Common slip hazards include:

- A slippery floor surface
- Fluid on a floor, such as rain walked inside the exhibition building or falling onto the Marina
- Spills and contaminants
- Sudden changes in floor surfaces, say from carpet to polished timber floor boards
- A downward slope in the floor, such as a ramp
- Inappropriate footwear.

All exhibitors and contractors must be aware of slip hazards around them. If you have spilled liquid, this is to be cleaned up straight away and ensure someone stays with the spillage to avoid others falling until cleaned.

If you are concerned with any slip or trip hazards around you, please report these to the organisers or security for immediate action.

SECTION TWO

BOAT DISPLAYS INSIDE HALLS

To ensure a safe environment for staff and visitors and reduce the risk of injury, the following measures should be taken when displaying boats:

- Install covers or protectors for trailer tow bar couplings
- Install head strike protection on bow rollers
- Position boats entirely within the contracted space. Please ensure you leave adequate space for signage, plants or other items you wish to display on the perimeter of your stand
- Carefully position propellers, with use of barriers, plants etc. for protection
- Where appropriate ensure trailers are fully supported and stable, with the wheels removed
- Protect permanently carpeted areas, tiled and bluestone flooring
- Provide appropriate guardrails on raised platforms used to access boat displays, as per the National Construction Code (NCC) and AS 1657. – See below for more information
- When two or more steps (risers) are provided to access a raised platform, provide a handrail to at least one side of the steps, as per the NCC
- Ensure that small boats with removable fuel tanks have the tanks removed. They should be displayed with new tanks that have never been filled or have fuel tanks locked and sealed with a fuel cap. Boats with fitted tanks to carry a maximum of 5L of fuel
- All LPG bottles to be removed
- Specific rules apply to boats fuelled by ethanol, methanol or nitro methane. These boats must have a completely empty/purged tank.

ELECTRICAL SAFETY

- Power boards must be of a design that incorporates individually switched outlets.
- Double adaptors should not be used
- PCBU's and workers are responsible for ensuring electrical equipment at the event is safe, regularly inspected and maintained

- Legislation requires that electrical work must only be performed by a person who is certified as competent to undertake such work. Danger tags and locks should be utilised wherever a risk to safety exists as a result of electrical work. Under the WHS Regulation it is illegal to work 'live', unless it is an emergency situation
- Care should be taken to ensure that any extension leads or cables are unwound completely and secured in a manner that ensures they do not create a trip hazard or any other form of risk. If this is unavoidable, they should be covered by a strong cable tray or secured down with gaffer tape. If they are used in a high pedestrian traffic area, yellow and black hazard tape is recommended to increase visibility.

ELECTRICAL TESTING AND TAGGING

- All plug-in type electrical equipment must be inspected, tested and tagged as per Australian Standard AS 3760 – In service Safety Inspection and Testing of Electrical Equipment.
- The exhibitor is responsible for ensuring all items they bring to the exhibition, including but not limited to lighting, are tested and tagged. Items not tested and tagged before arriving at site will be done at the Exhibitors expense on site (at a cost of approx \$10.00 per lead) or will be removed from site. Safety officers will be conducting inspections of stands during move in.

PORTABLE LADDERS AND STEP LADDERS

If no other access system is reasonably practicable, a portable ladder may be used only if the ladder complies with AS 1892, is used in a safe manner and is only used to carry out lightweight work of short duration.

When using portable ladders, the following is recommended by Work Cover to minimise the risk of falls:

- Only use industrial ladders – domestic ladders should not be used
- Ladders should be firmly secured, tied off or held firmly by another person
- A ladder should not be 'walked' by the person standing on the ladder
- Only one (1) person on a ladder at a time
- Do not climb higher than the third rung from the top of the ladder or above the highest safe rung, as shown on the compliance label. (This include stepladders)
- Only work on a job within easy arm's reach from the ladder
- Climb and descend facing the ladder maintaining three (3) points of contact
- Do not carry anything when climbing or descending
- Do not place ladders in vehicle or pedestrian traffic areas
- Slip-resistant footwear should be worn when using ladders
- Ladders should be inspected before each use
- Metal ladders must not be used when an electrical hazard exists
- All portable ladders must have a minimum load rating of 120 kg and comply with the Australian Standard 1892 when used in the workplace. They must be appropriate for the task, set up in a correct manner and properly maintained
- Stepladders should only be used in the fully open position.

An inability to comply with any of the above requirements indicates that a ladder is inappropriate for the work required, and should be replaced with a more suitable temporary work platform (e.g. scissor lift).

POWER TOOLS

Power tools include drop saws, circular saws, routers, planes, jigsaws, angle grinders, brick and tile-cutting saws. The following requirements apply when using power hand tools and brick-cutting saws:

- When cutting or sanding wood within the venues, a dust extraction system must be fitted to reduce dust emissions
- Building surfaces and carpet must be protected from waste produced by any power tools
- When angle grinders are used, consideration must be given to the generation of sparks and the risk of fire. A Hot Work Permit must be obtained from the Centre before undertaking this type of work
- Brick and tile cutting saws may only be used in an appropriate location on the loading dock and not inside the venue. Brick and tile slurry needs to be contained and removed from site by the sub-contractor or stand builder, in accordance with the current Department of Environment and Climate Change Authority requirements. Under no circumstances is slurry or residue to flow into stormwater drains.

STEPS, RAISED PLATFORMS AND RAISED FLOORS

The NCC provides direction as to the requirements for stand construction and access. The following is a summarised version of the principal elements, which will assist designers and builders in meeting the Code's obligations and the standard for access and mobility. It can also assist with reducing the frequency of slip and trip incidences.

Steps to access Boats

- Steps should be of non-slip construction or coated with a non-slip finish
- Any set of stairs 900mm or above require a handrail on at least one side
- Each step should be a minimum height of 115mm and maximum height of 190mm and minimum depth of 250mm and maximum depth of 355mm
- For sets of stairs less than 900mm:
 - We recommend a handrail on at least one side
 - Stairs must be stable or secured so they can't be tipped over
 - Sets of stairs that do not have a solid backing between each step (i.e. there is a gap between each step that you can put your toes or foot through it) are not permitted (unless the gap is less than 125mm).

Raised Platforms

- A balustrade or handrail must be provided on all stages or raised platforms 900mm or higher
- On all raised platforms care should be taken not to create "foot holes" or gaps between the boats displays and the platforms. Any unavoidable gaps will need to be managed by highlighting the area with black and yellow tape, installation of a handrail or balustrade or other means deemed acceptable by the BIA
- The height of a handrail or balustrade must be a minimum 1m
- Handrails must be located along at least one side of a ramp or flight of stairs (a flight being 2 or more steps) or along each side if the width is 2m or more.

Raised Floors - General

General regulations relating to raised floors and ramped edges are as follows:

- All raised floor sections must be clearly distinguishable from areas of the surrounding floor space and have a minimum 30% contrast as required by AS 1428.1 Design for Access and Mobility
- All raised floor sections or ramped edges should not contain sharp or dangerous edges and must not cause a trip hazard
- Ramped edges should be of non-slip construction or coated with a non-slip finish

- Thin decorative flooring such as carpet, vinyl, matting, wood or the like, should have the edges taped down or firmly secured, and should not be deemed to cause a trip hazard
- Consideration should be given to the use of flooring such as bark, pebbles, dirt, railway sleepers and other loose materials. This type of flooring should be steady under foot and should not be deemed to cause a trip hazard. Further regulations apply to the installation and removal of these materials from the venue floor. For more details, please contact the BIA
- The mix of ramped and square edges on any raised area must be kept to an absolute minimum. If a ramp is installed, it should be clearly distinguishable from the remainder of the raised floor surrounding it. To reduce the risk of trip hazards, a handrail, block-off panel or suitable barrier of 900 mm minimum in height should be installed.

Raised Floors under 115 mm in Height

- All raised floors with a height of less than 115 mm must have a clearly distinguishable ramped edge installed
- Ramped edging with a gradient no less than 1:3 is generally acceptable in the exhibition industry to prevent a trip hazard on standard 32 mm high raised floors; however please note that a 1:3 ramped edge does not constitute a disabled access ramp (see Disabled Access below)
- For raised floors above 32 mm and below 115 mm it is recommended that the gradient of the ramped edging is decreased to 1:8
- All ramped edges must be contained within the contracted space. The exception here is ramped edges attached to modular floor sections which are 32 mm (or less) in height, in which case an intrusion of 100mm will be accepted.

Raised Floors over 115 mm in Height

- All raised floors with a height greater than 115 mm, but less than 190mm are considered a step and therefore do not require ramped edging
- Where the flooring height exceeds 190 mm, a series of steps should be constructed as per NCC requirements. Each step should be no less than 115 mm in height
- When a step is installed, an approved stair-nosing must also be installed, as per NCC requirements for steps in public places
- Where two (2) or more steps (risers) are provided, a handrail is to be provided to at least one side of the steps, as per NCC.

Accessibility

- Accessibility to the stand should be provided
- Accessible access ramps must be clearly distinguishable from the remainder of raised floor surrounding it. To reduce the risk of a trip hazard, a handrail, block-off panel or suitable barrier of 900 mm minimum in height should be installed
- The ramp is to have a gradient of no less than 1:8 if the rise is 190 mm or less
- The ramp is to have a gradient of no less than 1:14 if the rise exceeds 190 mm
- The ramp is to be a minimum of 1000 mm in width, with a clear landing area of at least 1200 mm top and bottom.

STAND CONSTRUCTION

To meet fire safety and NCC requirements, the following points should be considered during stand construction:

- A stand that has a roof or ceiling is required to provide additional fire protection equipment, such as the fitting of a smoke detector and portable CO² or dry chemical extinguisher
- Where halogen tube lights are used, the globe unit must be protected with safety glass to minimise the risk of explosion and fire
- All temporary spot lights or the like are to be a minimum of 300 mm from the partitions or combustible goods

- Any custom-built stand with a floor area of more than fifty (50) square metres is to be provided with at least one (1) alternative means of egress to the walkways
- Doors built into a stand need to comply with the requirements of an exit door i.e. open outwards by the use of a push bar or lever handle
- Any door incorporated into the stand and not providing an alternative means of egress is to have a sign affixed and labelled "NO THOROUGHFARE"
- Any barriers incorporated into the custom-built stand are to be designed so that they yield to pressure without toppling
- Materials used for stand construction must comply with the Fire Hazard Properties set out in clause C1.10 of the NCC. Materials with a flammability index of 7 or more are unacceptable.

STAND DESIGN

Exhibitors building custom stands must complete the BIA custom stand - contractor contact details form **by 6 June**.

All custom build stand designs must be approved by the BIA. Design technical drawings must be submitted to the BIA (attention James) **by 6 June**.

The designer of a stand should consider the following:

- Compliance with the NCC and all other relevant Australian Standards
- How the builder will be able to safely erect and dismantle the stand once on site in the time frame allocated to them by the organiser of the event
- The allocated space in which it is intended to fit. The organiser/stand builder needs to ensure that there is sufficient clearance beneath existing ceilings and air conditioning ducts and that the stand is of correct dimensions to fit within the allocated space
- The Centre may request engineer certification for stands at its sole discretion
- Materials used for stand construction must comply with the Fire Hazard Properties set out within the NCC and all other relevant Australian Standards / codes
- Stands must take into account the Centre's slab loading of 10kPa (1000KG/m²)
- In the interest of public safety, where a stand consists of multiple storeys the BIA requires a structural engineer's certificate. Upon completion of the build and prior to the stand being occupied, an inspection by the structural engineer must be completed and a second certificate issued.

Ceilings on stands

For the purposes of this document a Ceiling is any overhead structure, built within ICC Sydney that may interrupt the flow of water from the sprinkler system in the case of an emergency. This includes the Centre's definitions of open and closed ceilings.

Open Ceilings

Definition:

Open ceilings are defined as a frame covered with an open weave fabric such as scrim, sharks tooth or shade cloth and allow a substantial smoke and sprinkler flow through them.

Requirements for Open Ceilings are:

- All individual ceiling structures are to have a working smoke detector fitted to the underside
- Smoke detectors are to be fitted when any ceiling is erected that is wider than 2m.
- Multiple ceilings of any kind on any one stand area are to have a minimum of one metre clearance to any adjoining ceiling.
- Stands with any ceiling are to have an operable fire extinguisher readily available on the stand from the time the ceiling is erected. Fire extinguishers are to be of the A:B:(E) dry powder type or CO₂. Both of these extinguishers are safe to use in an environment where electricity may be present.
- Ceilings of any kind are not permitted to be built in the Centre's Foyers or Link Building

- Ceiling material samples are to be submitted, for classification, to the event organiser prior to stand design approval.
- Event organisers are to provide qualified, roaming, fire safety officers as determined / required.

Solid Ceilings

Definition:

Solid ceilings are those constructed of timber, vinyl, close weave or fab frame type fabrics and or any material that do not permit a substantial smoke and sprinkler flow through them.

Requirements for Closed Ceilings are:

- The maximum permissible solid ceiling or combination of solid ceilings on any one stand is not to exceed 6m x 6m in total regardless of the stand size
- Multiple ceilings of any kind on any one stand area are to have a minimum of one metre clearance to any adjoining ceiling.
- All individual ceiling structures are to have a working smoke detector fitted to the underside.
- Smoke detectors are to be fitted when any ceiling is erected that is wider than 2m
- Any ceiling less than 2m wide can have no combustible material placed under it.
- Stands with any ceiling are to have an operable fire extinguisher readily available on the stand from the time the ceiling is erected. Fire extinguishers are to be of the A:B:(E) dry powder type or CO2. Both of these extinguishers are safe to use in an environment where electricity may be present.
- Furniture to have a low ignition potential
- Combustibles within the unit to be limited
- All electrical equipment to have RCDs
- Ceilings of any kind are not permitted to be built in the Centre's Foyers or Link Building
- Ceiling material samples are to be submitted, for classification, to the event organiser prior to stand design approval
- Event organisers are to provide qualified, roaming, fire safety officers as determined / required.
- Event organisers are to ensure solid ceilings do not exceed 5% of the total hall area and may require restrictions on individual stands to ensure this.

Two Storey Stands and ceiling interpretation

Where two storey stands are allowed the maximum second story covering is 6m x 6m and the second storey is treated as a solid ceiling. All ICC SYDNEY regulations for closed ceilings apply along with the below

- The second storey cannot have a solid ceiling
- Furniture to have low ignition potential
- Engineer certification prior to the stand being built
- Engineer certification upon completion.

Display Units

Display or shelving units up to 2m wide/ deep, and not longer than 6m, open on one long side are permitted to be closed at the top and will not be classified as ceilings provided they are less than 2.4m high

Towers and walls

Any towers with a footprint greater than 1 m² or a dual skinned wall with a width greater than 200mm are to be open at the top to allow sprinkler water access

Ambiguity / Uncertainty

- In the event that any uncertainty exists on a stand with a ceiling the Centre may request additional fire extinguishers and or smoke detectors.
- In the event that any uncertainty exists on a stand with a ceiling any costs associated with the Centre's Fire Engineers will be passed onto the event organiser or exhibitor.

- The nature of the construction of the stand and the contents of the stands will be the determining factors for the installation of these services.

Smoke Detectors and/or Fire Extinguishers

- Smoke detectors and/or fire extinguishers shall be installed when requested by ICC SYDNEY Management. The need for smoke detectors/fire extinguishers will generally be established during ICC SYDNEY management's general safety inspection prior to the opening of the exhibition.
- Fire extinguishers are to be of the A:B:(E) dry powder type or CO2. Both of these extinguishers are safe to use in an environment where electricity may be present.
- The nature of the construction of the stand and the contents of the stands will be the determining factors for the installation of these services.

Flammable Materials

The NCC requires that materials used for stand construction must comply with the Fire Hazard Properties set out within the NCC. Any materials used for stand display purposes must conform to all relevant standards and codes

All materials should be:

- Non-combustible and inherently non-flammable;
- Durable flameproof fabric;
- Any flammable materials used in displays or theming must be sprayed with a fire-retardant material.
- Materials used must not cause dampness, stain, be readily ignitable or be capable of emitting toxic fumes should ignition occur.
- Plywood, hardwood, pulp board or fiberboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities
- Height of combustible goods on display shall not exceed 2.4 metres (commensurate with a typical retail shop configuration)
- When decorating or theming, materials such as crepe paper, corrugated cardboard, straw, hay bales, untreated hessian or PVC sheet (except on floors as a protective membrane) is strictly forbidden without approval of the licensor.
- Sawdust, tan bark or wood chips of a reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are kept slightly moist at all times. Cleaning charges will also apply.

Pillars and Cross Bracing

As part of the Centre's design and structural integrity, pillars and associated cross bracing are located within the structure. Under no circumstances can any item be attached to the pillars or cross bracing without the written permission of ICC SYDNEY management.

All build within the Centre must be self-standing and cannot use any pillar or cross bracing as additional support. No items are to be leant against the pillars or cross bracing at any time. Should any pillar or cross bracing be struck or damaged in any way Centre staff must be notified immediately.

VEHICLE MOVEMENTS IN HALLS

- All vehicles driving into the halls require a spotter, whose job it is to separate pedestrians from the vehicles path and ensure a safe passage for the vehicle
- A strict Walking Pace Only speed limit to all vehicles on-site will be enforced. Vehicles are to be walked at all times within the buildings with hazard lights flashing at all times that the vehicle is moving
- Riding unrestrained on the back of utilities, running boards of vehicles, 2 up on forklifts and moving of forklifts whilst persons are on the tines (whether in cage or not) is not permitted.

WORKING AT HEIGHTS

When working at heights workers must comply with the requirements of the WHS Act 2011, WHS Regulation 2011, Code of Practice: Managing the risk of falls at workplaces and relevant Australian Standards.

The WHS Regulation 2011 requires that certain measures are taken to control the risks associated with working at heights. Clause 79 specifies a mandatory hierarchy of controls, which relate solely to the risks associated with people falling from heights. This hierarchy of controls forms the risk assessment process.

The control measures in order are:

1. Providing a fall prevention device (such as a secure fence, edge protection or working platform) if it is reasonably practicable to do so, or
2. If it is not reasonably practicable to provide a fall prevention device, providing a work positioning system, or
3. If it is not reasonably practicable to comply with either paragraph of the above measures, providing a fall arrest system, so far as is reasonably practicable.

VENUE INDUCTION REQUIREMENT

Please note, it is a requirement of the ICC Sydney that all licensees, their exhibitors, contractors, sub-contractors and other associated staff are to comply with all workplace health and safety requirements in place at the Centre.

Any contractors constructing stands or engaging in high risk works will need to complete the ICC Sydney induction process.

To complete an induction a unique invitation will need to be sent by the venue. Please email Anthony Hill – inductions@iccsydney.com or 02 9215 7444.

They will require the following to be able to send this invitation:

1. Company Name
2. Name of person who is going to be responsible for the works
3. Email address

***Thank you for your support of the Boating Industry Association.
We hope you have a successful Show!***