



BRISBANE BOAT SHOW
Friday 23 August – Sunday 25 August 2019

EXHIBITOR INFORMATION & MOVE-IN NOTES

Dear Exhibitors,

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

Wednesday 21 August	Move-in	6:30am – 8:00pm
Thursday 22 August	Move-in	7:00am – 8:00pm refer to schedule
Friday 23 August	Exhibitor access to stand Show open	From 7:00am 10:00am – 8:00pm
Saturday 24 August	Exhibitor access to stand Show open	From 9:00am 10:00am – 8:00pm
Sunday 25 August	Exhibitor access to stand Show open Move-out	From 9:00am 10:00am – 6:00pm 6:30pm – 11:00pm
Monday 26 August	Move-out	7:00am – 3:00pm

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 (AJ) 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.

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. All vehicles must be off site by 8:30am.

BCEC provides undercover parking for 1500 vehicles, with direct lift access to the Centre's convention and exhibition facilities. The flat rate for exhibitor parking is **\$17** per day/per vehicle.

MOVE-IN

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

Vehicle access to the BCEC loading dock for move-in and move-out is via Glenelg Street. The Service Road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic. The entrance to the BCEC Car Park is located at the end of the service road past Exhibition Hall 4.

All move-in must be completed by end of Thursday 22 August and your stand must be ready for the show to open at 10am on Friday.

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.

MOVE-OUT:

Move-out will take place between 6:30pm – 11:00pm on Sunday 25 August and from 7:00am – 3:00pm on Monday 26 August.

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

A move-out schedule and notes will be produced and emailed to exhibitors.

Sunday 25 August 6:30pm – 11:00pm

All shell booths to move out Sunday 25 August so walls can be removed, unless otherwise arranged with BIA for a Tuesday morning move-out.

Trailer boats closest to exits will be able to commence boat move-out.

There will be no car access into the halls until 7:00pm.

There will be no forklift movements on the Sunday evening.

Monday 26 August 7:00am – 3:00pm

Removal of all trailer boats - you will be allocated a window to move boats out of the halls. Please note that all boat movements will again require a spotter so plan accordingly.

James will be on site 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 11:00pm on Sunday evening and 3:00pm on Monday afternoon.

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 on tow balls 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 will be available for collection from the BIA organisers office/booth in the foyer of Hall 3 on Wednesday 21 August from 1:00pm.

FORKLIFT

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

Wednesday 21 August	7:00am – 4:00pm
Thursday 22 August	7:00am – 4:00pm
Sunday 25 August	7:30pm – 9:30pm
Monday 26 August	7:00am – 12 noon

DELIVERIES ACCESS

Equipment that needs to be moved by forklift

If you have not already done so, please book your forklift requirements with Agility Fairs and Events using the booking form on our website, or contact them direct - Gus Craig 02 8755 8899 or gccraig@agility.com

Equipment that is being delivered by courier / delivery truck

If you have a courier or delivery truck delivering product to your stand, you have 2 options:

1. Engage Agility to unload the product once it arrives and deliver to your stand. If you choose to do this please contact Agility in advance and give them an approx. delivery time and an overview of what needs to be moved. They will quote for the service to unload and deliver product onto your stand.
2. If you choose not to engage Agility to unload your products, please inform your delivery driver of the following:
 - a. Your stand number and floor location.
 - b. Trolley will be required to get from loading dock to your stand location

Signing for deliveries

Exhibitors must be present or have a staff member present to sign for deliveries with your courier. The BIA, venue staff or Agility cannot legally sign for deliveries that are not their responsibility. If Agility is being used to unload only, for a general courier, please include in delivery instructions that 'goods OK to leave with Agility without signature'.

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

TRAILER TOW BALL COVERS

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

POWER & LIGHTING

No stand lighting or power is included in open space stands. If you require additional stand lighting or power you must book with our electrical contractor Harry The Hirer.

Contact: Kayla Bittman
Phone: 02 9666 8699
Mobile: 0478 855 116
Email: Kaylab@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

Contact: Kayla Bittman
Phone: 02 9666 8699
Mobile : 0478 855 116
Email: Kaylab@harrythehirer.com.au

TELEPHONE AND INTERNET LINES

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

FURNITURE HIRE

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

Contact: Kayla Bittman
Phone: 02 9666 8699
Mobile : 0478 855 116
Email: Kaylab@harrythehirer.com.au

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.

FOYER EXHIBITORS

All vehicles within the foyer area must have a drip tray placed under the engine.

Please note that the height of the access door into the foyer stands at **2.4m.**

BOAT DISPLAYS

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

- Install covers or protectors for trailer tow bar couplings.
- Install head strike protection on bow rollers, aerials etc.
- Position boats entirely within the contracted space.
- Carefully position propellers, with use of barriers, plants etc., for protection where appropriate.
- Ensure trailers are fully supported and stable with brakes on or wheels chocked.
- Protect carpeted and aggregate concrete areas.
- Provide appropriate guardrails and steps to raised platforms used to access boat displays – refer to Exhibitor Manual for further information.
- Ensure that boats with removable fuel tanks have the tanks removed.
- Boats with fitted tanks are to have no more than 5% fuel in the tank; with fuel filler cap either sealed or secured to prevent the easy removal of the fuel cap by unauthorized persons.
- All LPG bottles removed.

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.