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## ACCESS

### Exhibitors and Contractors

Access to the International Convention Centre Sydney for exhibitors and contractors during build-up and dismantling is via a slip-lane from the south bound lane on Darling Drive. A vehicle inspection check point with a boom gate is located at the bottom of the ramp on Darling Drive. All vehicles must be given permission to proceed to the upper or lower docks. There is also a lane for unauthorised vehicles including those outside the approved access window.

Loading dock level four services halls 5-7 and the event deck and is located on the western side of the venue alongside Darling Drive. This dock can accommodate 13x semi-trailers and also operates on a one way circulation system. To ensure a continuous and clear flow of traffic to the exhibition bays, parking is not permitted in the loading dock area. Handheld items should be delivered from the car park located underneath the exhibition centre. Goods lifts are available for transporting large freight, equipment or trolleys. A lift near exhibition halls 1 and 3, and the northwest of the carp park provides access to public the public concourses on level 2 and 4 – please note however that no trolleys are allowed on the concourse at any time. Work Health & Safety regulations strictly prohibit children from being on-site during the build-up and move-out periods. This means that children aged 15 years and under are not permitted in the venue at any time during build-up and move-out. Please note: Safety vests and closed toed shoes must be worn during move in and move out.

During the exhibition, exhibitors and visitors will have access to the exhibition via the front doors of the exhibition centre. Public car parking is located under the centre.

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## ACCOMMODATION & TRAVEL

Accommodation and Travel is available from our preferred supplier Show Group who has negotiated rates.

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## ACCOUNTS

For any enquiries about your account or payments please contact Accounts Receivable on 03 9261 4500 or email: [ar@divcom.net.au](mailto:ar@divcom.net.au)

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## ADMISSION POLICY

DesignBUILD 2017 is a strictly trade-only event. Entry is for those professionals who are involved in the industry. Children under 16 are strongly discouraged from attending. Please note that any children that do attend will need to be monitored by their parents at all times and will be allowed on site at the parents' risk.

Entry to the exhibition is free prior to the open day of the event; visitors can pre-register online at [www.designbuildexpo.com.au](http://www.designbuildexpo.com.au)

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## ADVERTISING & MEDIA

If you are interested in advertising please view the Marketing Kit in this manual or contact the sales team to discuss opportunities – details located in the Contact List.

The Organisers would encourage you to incorporate the show logo in any advertising you may undertake prior to the show. Refer to the Promotional Opportunities under Marketing Kit to download the Show Logo.

Exhibitors with newsworthy stories and items of interest should contact the organisers and wherever possible information will be incorporated into press releases for circulation to relevant sections of the media. Please refer to the Contact List.

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## ANIMALS ON SITE

Animals (including fish) are not allowed onsite or on stands without the express written permission from both the organiser and venue. If you would like to bring an animal onsite or on your stand please notify your show Operations Manager as early as possible to discuss this further.

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## AUDIO VISUAL EQUIPMENT

Audio visual, staging equipment and computer hire is available from Microhire. Please refer to the Contact List and Microhire Order Form in the Online Exhibitor Manual.

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## BUSINESS SERVICES

The 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 exhibitions. Exhibitors may order services including food and beverage, internet and telecommunications, water and waste facilities, banner hanging and rigging, stand cleaning and audio visual at the service desk. Online ordering can be accessed from the exhibitors' page on the venue's website.

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## CANVASSING

Exhibitors are permitted to have promotional staff on their stand space only. Exhibitors and promotional staff must not canvass or distribute promotional material other than from their own stand.

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## CAR PARKING

Please refer to the ICC Parking page for parking options in and around the venue - <http://www.iccsydney.com.au/visit-icc-sydney/getting-to-sydney>

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## CLEANING

Stand cleaning is included in the charge for exhibition space. Stand floors are cleaned and rubbish bins are emptied daily by the contracted cleaners.

### Rubbish Bins

The Organisers will provide rubbish bins in the aisles for visitor waste. However exhibitors generating excess waste should provide additional bins for their own stand either by their own supply or through the furniture hire company. Please refer to the Contact List.

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## COMPETITIONS/LOTTERIES

To run a trade promotion lottery, that is a competition which promotes the sale of your goods or services and which offers a chance to win a prize, you will need to get a permit from NSW Office of Liquor, Gaming and Racing. Application fees for permits range in cost from \$125 to \$2,100 depending on the value of the prize or money you will be giving away. However you can save \$50 on an application fee by applying online at [www.licence.nsw.gov.au](http://www.licence.nsw.gov.au) In order to obtain a permit you must complete an application and provide certain information. Check with the NSW Office of Liquor, Gaming and Racing for requirements.

Visit the NSW Office of Liquor, Gaming and Racing website at [www.olgr.nsw.gov.au](http://www.olgr.nsw.gov.au) or contact them on 9995 0300 for fact sheets and permit applications

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**CONTRACTORS**

The services specified in this manual are available for use by exhibitors but the Organisers are not the agent of either contractors or subcontractors, and can accept no liability of any contract entered into between exhibitors and contractors for the negligence or default of any such person, their servants or agents.

The Organisers have appointed official contractors in order to control the number of people at the exhibition venue. They are given special facilities, however an exhibitor may appoint their own contractor if they wish. Any contractors other than the official contractors must be approved by the Organisers.

Unless otherwise stated exhibitors are responsible for making their own arrangements for services required. It is the responsibility of all exhibitors to see that their contractors or agents are familiar with the Rules and Regulations of the exhibition. Additional copies are available from the Organisers on request.

A full list of contractors can be found in the Contacts List under Event Information.

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**DELIVERIES TO THE EXHIBITION**

Neither the venue nor the Organisers will take delivery of any goods, packages or other material on behalf of exhibitors, nor will the Organisers accept responsibility for the safety or well-being of any such items delivered to the site in the absence of the exhibitor, his/her agent or contractor. Deliveries cannot be made prior to the first date of move in.

For further information on freight forwarding and the booking of storage or forklifts refer to Freight Forwarding & Shipping Agent; Agility Fairs & Events on the Contact List.

Please refer to the Deliveries to the Exhibition Venue document under Event Information.

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**DEMONSTRATIONS & MACHINERY ONSITE**

Product demonstrations or pieces of machinery are not allowed onsite without permission. Please notify your show Operations Manager as early as possible to discuss and gain approval.

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**EMERGENCY EVACUATION PROCEDURES**

All Emergency services need to be coordinated through the Event security to ensure that the emergency vehicles are given the correct information. All security staff are qualified in First Aid procedures. For any first aid requirements please visit security on the show floor or go to the Organiser's office where security can be contacted.

ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire and smoke and other exigencies. It is updated regularly and drills are conducted annually. A trained Emergency Response Team will lead the implementation of all procedures.

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.

Evacuation Assembly Points Map:



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## EVENTS/FUNCTIONS

Please join us for the DesignBUILD Exhibitor Drinks to discuss business, and network with industry leaders over a beverage and canapés.

Date: Thursday 4<sup>th</sup> May 2017

Time: 6.15pm – 7.45pm

Location: Central Hub (within Exhibition)

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## SCAM EMAILS

Please be aware of FAIRGuide, Event Fair, Expo Guide, Exhibition Housing Services (EHS), International Fairs Directory or Construct Data Verlag. It has come to our attention again that the above-mentioned organisations, which uses very unfair selling practices, is targeting exhibitors involved in Australian exhibitions. Under no circumstances should you sign anything indicating you will become part of an "exhibition directory" that will list your company's products and services. These companies are not connected to our shows or Diversified Communications Australia in any way.

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## FIRE REGULATIONS

It is illegal to do any of the following:

- Block or congest emergency exits. (These can be recognised by green and white exit signs over the doors)
- Block the access route to an emergency exit.



- Obscure or cover emergency exit signs.
- Store equipment or any other item in the fire stairs.
- Chock open fire or smoke doors or any doors leading to fire stairs

Any materials used for construction of your stand or display must conform to the following minimum standards:

- Non-combustible and inherently non-flammable material
- Durable, flame-proof fabric
- Self-extinguishing plastic
- Plywood, hardwood or fibre-board rendered flame-resistant by a process of impregnation acceptable to the Authorities

Fire extinguishers and/or firefighting equipment must at all times be visible and accessible, and must not be removed from its correct location. Motor vehicles or other mechanical appliances displayed within the exhibition venue must contain a full tank of fuel, their batteries must be disconnected and a drip tray placed under the sump. A spare set of keys must be handed to the organiser and they will be returned at the conclusion of the show. It is the responsibility of the exhibitor to provide a fire extinguisher with any vehicle in the hall and it must be visible on the stand at all times during show open hours.

Please Note:

The installation of any fuel burning appliances must conform to the Uniform Building Regulations and the Theatre & Public Works Act 1901 (Appendix D 1987). Please also refer to Gas section.

Should construction of stands or exhibits create a potential smoke-locked area or create an area not serviceable by the existing sprinkler systems, the management of the exhibition venue, under advice from the Insurance Council of Australia, may require the smoke detection, emergency lighting, and exit lighting systems to be extended to cover the stand or exhibit areas.

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## FIRST AID & EMERGENCY

All Emergency services need to go through the Event security to ensure that the emergency vehicles are given the correct information. All security staff are qualified in First Aid procedures. For any first aid requirements please visit security on the show floor or go to the Organiser's office where security can be contacted.

For the further information on emergency evacuation procedures, review Emergency Evacuation Procedures in this section.

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## FLOOR PLAN

The floor plan may change between the time of your booking and the staging of the event. The latest floor plan can be viewed via show website at [www.designbuildexpo.com.au](http://www.designbuildexpo.com.au) or by contacting the Organisers.

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## FLOORING

Raised flooring can help to differentiate your stand and hide cables. However it presents safety issues and you must ensure that your stand-builder complies with the Building Code of Australia.

Raised floors with a height of less than 50mm are not regarded as a step and generally will not require a ramp. However, an approved stair nosing must be installed as per requirements for steps in public places.

All raised floors with a height greater than 50mm, but less than 190mm, from the main exhibition floor level or surrounding platform will be regarded as a step and these floors will require a suitable and clearly distinguishable ramp from the main exhibition floor level or surrounding platform to the raised section. The ramp must be of a gradient no less than 1:3 and be contained within the Venue. Ramps must not protrude into the nominated aisle way, so must be included in the stand space.

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The raised floor sections or ramps must not contain sharp or dangerous edges and must not cause a trip hazard as well as being clearly distinguishable from the surrounding area.

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## **FORKLIFTS / MATERIALS HANDLING**

All fork lifts and material handling will be operated by the official freight forwarder, Agility Fairs & Events. To order these services review the Freight/Storage/Forklift form under Additional Services or refer to the Contact List under Event Information. Please note that stand builders will not be allowed to utilise their own forklift at this venue. All forklifting must be coordinated through Agility.

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## **FREIGHT / STORAGE**

Agility Fairs & Events have been appointed the official contractor for both domestic and international freight forwarding.

Agility specialises in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display and merchandise are in the right place, at the right time, providing a complete transport, materials handling and storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue.
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements.

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please refer to the Contact List under Event Information in your Manual.

### Onsite Materials Handling

Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Agility. Charges apply. To avoid disappointment, you must complete the Materials Handling Form (refer to Home: Additional Services in your Manual) and return it to Agility at least 2 weeks prior to the show. Please note that stand builders will not be allowed to utilise their own forklift at this venue. All forklifting must be coordinated through Agility.

### Storage

There are no on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition as Exhibitors may not leave boxes and packing material in the exhibition display area during the show. Agility can arrange off-site storage at a cost. Please contact Agility to arrange a quote and pre book these services in advance of the show. To avoid disappointment, you must complete the Materials Handling Form (refer to Home: Additional Services in your Manual) and return it to Agility at least 1 week prior to the show.



## **GAS**

To ensure compliance with safety regulations, exhibitors are required to submit full details regarding the use of LPG cylinders prior to their event. Each application is assessed with public safety as the prime concern. ICC Sydney reserves the right to accept or reject any application. Please complete the Hazardous Substances and LPG Permit Form.

Storage of LPG cylinders is permitted in the exhibition centre's dedicated storage cages only. Overnight storage is not permitted. Use of LPG for cooking or exhibition displays requires ICC Sydney's permission. Please make sure hazardous substances are clearly labelled and stored. Safety Data Sheets (SDS) are required for all hazardous materials brought to the venue.

If you have any doubt about the appliance you plan to use, permission should first be obtained by contacting Diversified Communications who will seek permission from the venue.

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## **HARMFUL / POISONOUS SUBSTANCES**

No paint, oil, spirits, chemicals or other noxious substance shall be discharged into the sewage system. All such substances shall be collected and disposed of in a lawful manner.

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## **HEIGHT RESTRICTIONS**

Stands must not exceed 2.5m in height without permission of the Organisers. Where permission is given for perimeter walls above this height, then the wall must be solid and dressed on both sides to the satisfaction of adjoining exhibitors.

Please note that due to fire engineering restrictions, the maximum permissible stand height is five metres in the lower exhibition halls.

All space only exhibitors should contact the Organisers if you have any queries.

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## **HELIUM BALLOONS**

Helium balloons are only permitted as fixed features of a stand or exhibit. Exhibitors must obtain written approval from the venue for the use of helium.

The exhibitor will be charged for the removal of any balloons remaining in the halls and for any Fire Brigade call-out costs associated with false alarm calls that are caused by balloons or other exhibition related items tripping the smoke alarm beams.

Please contact the Organisers prior to the show if you plan to use helium balloons as part of your display.

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## **INSURANCE**

Diversified Communications is committed to delivering the best event experience and outcomes for our Exhibitors and visitors. A key part is ensuring that every exhibitor is sufficiently insured against the kinds of risks that may occur in connection with the exhibition, especially Public Liability, All Risks on Property and Employer's Liability.

Diversified has worked closely with our insurance issuer to create a Public Liability Insurance product that is cost effective, easy to administer and provides for 100% current and correct cover for your participation in the exhibition. A flat \$40 (including GST), has been included on your Exhibition Stand Contract. This allows Diversified to apply to our insurer, on your behalf, for \$10 million PLI cover for a single event in respect of public liability, general property and employer's liability insurance. Exhibitors will not be required to make an application or pay any money directly to an insurance company.

Please note exhibitors are responsible for ensuring they hold a suitable WorkCover policy for their staff.

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**LIGHTING/POWER**

For lighting, power and testing and tagging of equipment please contact the preferred supplier. Review the Lighting and Power order form or refer to the Contact List for details. All electrical power cords, appliances electrical equipment must be tested and tagged prior to use.

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**MOVE IN MOVE OUT**

For the Move in and Move out times please see the Key Dates & Times under Event Information for more information.

Please note that there will be strict rules around move in and move out and who can access at the docks at what time. Exhibitors are requested to adhere to all timings and information provided to them in the lead up to the show to avoid disappointment. Please contact Diversified with any queries regarding the Move in and Move out schedule.

Further information regarding the Move in and Move out schedule will be provided closer to the show.

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**NOISE LEVEL**

The maximum permissible total sound level in any area of the show is 82dB (slow), measurable at a distance of three (3) metres from the source of the sound using a directional decibel meter.

Exhibitors showing films or creating excessive noise or using audio visual aids which disturb adjacent exhibitors may be asked to cease such activities in the interest of the overall exhibition. Excessive noise as deemed by the Organisers to cause a disturbance is not permitted. The Organiser shall be regarded as the sole arbiter in the case of dispute and the Exhibitors shall follow the directions of the Organiser in order to resolve any such dispute.

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**ONSITE ORDERS****Furniture Hire**

Furniture and display equipment is available from the official furniture contractors. Please refer to the Contact List for details.

**On stand catering**

The venue has the exclusive rights to supply and sell any food and drink for consumption within the venue. A full range of take-away items will be available from the food outlets within the exhibition halls. For on-stand catering/hospitality please contact the Venue's Exhibitor Services or complete the Stand Catering Form in the Online Exhibitor Manual.

**Plant Hire**

A wide variety of plants and flowers are available from the preferred plant supplier. Please refer to the Contact List.

**Temporary staff**

If you require onsite temporary staff for your stand, please contact our preferred supplier. Refer to the Contact List.

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**ORGANISERS' OFFICE**

The Organisers' Office at the exhibition is located outside the entrance to exhibition Hall 7 and will be open from the first day of move-in to the last day of move-out.

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**PHOTOGRAPHER**

Exhibitors wishing to use their own photographer must seek permission from the Organisers.

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**PUBLIC ANNOUNCEMENTS / PA SYSTEM**

The public address system is for use by the Organisers for official announcements only. It is not available for exhibitors or visitors and will only be used in emergencies.

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**RIGGING**

All primary rigging required for events is coordinated and installed by ICC Sydney. Secondary rigging in the exhibition halls) can be provided by ICC Sydney or approved rigging providers.

The rigging of any overhead structure or signage must remain within the perimeter of the stand space. Banners must be single sided when rigged on the perimeter of the stand that adjoins another stand otherwise the banner must be stepped in by 1m. No advertising material may overlook an adjoining stand. Review the Rigging Order form in the Additional Forms Section.

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**RULES & REGULATIONS**

Exhibitors are bound to adhere to the Rules & Regulations which have been designed to ensure a professional exhibition for all participants. Review the Rules and Regulations document within the Occupational Health & Safety Declaration Form.

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**SAFETY VESTS**

It is mandatory that all staff onsite during move-in and move-out wear safety vests. These must be worn on the loading dock and in the halls during move in and move out periods and when any plant or machinery is operating. We suggest you bring your own vest, however vests will be available from the loading dock and the doors at the entrance to the exhibition. Please return them when you leave.

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**SALES LEAD TRACKERS**

To assist you to record details of buyers who visit your stand you can hire a Sales Lead Tracker. These machines scan the visitor badge and print out the details or save them on a disk. A power point may be required for the unit to operate. Please refer to the Contact List for Tracker provider details and further information.

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**SECURITY**

Security will be maintained by guards for the duration of our tenancy. Whilst every reasonable precaution is taken, the Organisers accept no responsibility for any loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

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**SHOW GUIDE**

The Show Guide is the official exhibition publication and is available to visitors free of charge. It contains a classified index, floorplan and general show information. It is a great opportunity to advertise in the publication to promote your business.

Please complete the Company Profile form located in the Company Details Section to automatically appear in the exhibitors listing on the show website. If the form is not completed by the due date no company details will be printed, no extensions will be granted. This is a free service to exhibitors.

The company name submitted on the Company Profile form should correspond with your name board details (fascia name) completed in the Shell Scheme Packages form if you are a shell scheme exhibitor.

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## SMOKING

The venue is smoke free. Exhibitors are not permitted to smoke whilst inside the exhibition halls.

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## STAFF REGISTRATION

To assist visitors and security personnel, it is essential that all stand personnel wear DesignBUILD exhibitor name badges which show the exhibitor's company name and the individual's name.

Exhibitor Name Badges can be ordered via the Staff Registration form in this manual. All name badges will be available for collection from the Exhibitor Registration Desk on the level 4 concourse, from 8am on Tuesday.

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## STAND DESIGN

### Space Only

To assist with planning for your stand please refer to the Stand Design Submission form. For a list of preferred Custom Stand Builders please refer to the Contact List.

### Carpet

Carpet is provided as part of the Shell Scheme package. Space only exhibitors are required to provide their own floor covering. For floor covering options, please contact the Official Stand Builder.

### Shell Scheme

Shell Scheme stands are automatically supplied with a fascia panel that shows your company name and stand number. This is called the Name Board and it is supplied in a uniform style that may not be altered or covered in any way. To confirm the company name to be printed, please complete the Name Board form in this manual. Companies sharing a stand are required to contact the Event Coordinator to ensure they are represented on the Name Board correctly (refer to Contacts List under Event Information).

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## TESTING & TAGGING

All electrical equipment must be tested and tagged in accordance with the State Work Health & Safety Regulations and Australian Standards prior to use on site.

This applies to all contractors working on site and exhibitors who bring in electrical leads and appliances for their stands during exhibitions. When you order your power, please remember to order your testing and tagging.

Please review the **Power & Lighting Order Form**.

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## VEHICLE ON DISPLAY

Any exhibitor who is planning to include a vehicle on their stand must notify the Organisers their intentions no later than 28 days prior to commencement of the exhibition.

The Organisers requires details of the delivery together with details of the dimensions and weight of the vehicle. Upon arrival a set of keys must be supplied to the Organisers Office for the duration of the event. ICC Sydney Security retains the right to inspect any vehicle leaving the premises after unloading/loading before, during and after the exhibition.

In the interests of public safety and security, exhibitors planning to include a vehicle on their stand are requested to comply with the following:

- Place a drip tray underneath vehicle.

- Ensure that vehicles carry no more than 5L of fuel (not including fuel that may be present in the fuel line and engine). Lock/Seal fuel tanks to prevent removal by third parties.
- For vehicles fuelled by ethanol, methanol or nitro methane, the fuel tanks must be completely empty/purged.
- Place carpet under tyres.
- Please complete and return the Vehicle Display Permit Form.

Use and operation of vehicles or mobile equipment (including bikes, scooters, buggies etc.) within any area of the venue requires permission from ICC Sydney. Operators of vehicles are to comply with applicable safety and licensing requirements. ICC Sydney may require a Safety Management Plan relevant to the use of these vehicles.

Permission is required to move displays. If this is required please consult with your dedicated ICC Sydney event planner

### VISA & PASSPORT REQUIREMENTS

Australia has strict visa requirements for many overseas visitors. Please check with your travel agency or Australian Consulate to confirm your visa requirements at least six weeks before travelling.

For further details visit <http://www.immi.gov.au/visit/index.htm>.

Please Note:

- Refunds will not be given to exhibitors who fail to obtain a Visa.
- International exhibitors requiring an invitation letter to obtain a visa are to contact the Exhibition Coordinator
- Invitation letters will be written for those exhibitors working on the stands only.
- Invitation letters will not be written for visitors

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### VISITOR TICKETS

All exhibitors will be sent 50 tickets prior to the exhibition. These tickets are designed to be distributed to prospective visitors identified by exhibitors to invite them to DesignBUILD. The tickets are a great way to drive traffic to your stand but should not be given away indiscriminately as this will lower the quality of the visitors. More tickets are available upon request.

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### WATER, WASTE & COMPRESSED AIR

Water and waste services are available on some stands. Compressed air is available for hire through the plumbing supplier. Due to restricted access to water supply on the exhibition floor, it is crucial that all plumbing requirements are ordered well in advance of the move in date. Please note it is the responsibility of the exhibitor to supply all labour and materials required for connection of display equipment and reticulation of water/air services within the stand area.

If you require these services you should check with the Organisers that they are available on your stand.

Any exhibitor leaving waste greater than 1 cubic metre will be charged for disposal by the Organisers. If you would like to leave waste greater than 1 cubic metre please contact the organiser's to arrange payment at a discounted rate prior to your arrival on site. Please note this applies to the disposal of display materials and stands and Stand Builders.

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## WORK HEALTH & SAFETY

Occupational, Health & Safety (OHS) is a major priority for Diversified Communications Australia and the venue. Diversified Communications Australia will aim to create and maintain a safe working environment for all contractors, exhibitors and visitors.

To comply with these standards please note the following requirements in relation to your participation in the Expo.

In particular we have implemented the following:

- The wearing of safety vests will be enforced by the organiser and security staff during move in and move out. It is expected that stand contractors will supply safety vests for their own staff. Diversified Communications will provide loan safety vests for exhibitors and will have a supply of these at each open loading dock and concourse door during move in and move out.
- No children of 15 years or under will be allowed on site during move in and move out.
- No open toe shoes to be worn during move in and move out in the exhibition centre or on the loading dock.
- The consumption of alcohol is strictly forbidden during move in and move out.

Please ensure that if you are booking a SPACE ONLY site that you provide the name of your stand builder for custom built stands by completing the Stand Design Requirements Form. All Stand builders must forward a copy of their PLI Insurance, Workcover and WH&S policy to Diversified Communications Australia before they will be permitted on site.

It is also a requirement of the ICC Sydney, that all Stand Builders/Contractors employed by exhibitors must complete the relevant induction course annually, prior to arriving on site for any event. The relevant induction will be provided to you shortly.