



**concrete**

30 August – 2 September  
Melbourne, Australia

**2015**

**construction innovations:**  
RESEARCH INTO PRACTICE

Pullman Albert Park, Melbourne

Hosted by

**CONCRETE INSTITUTE**   
of AUSTRALIA



# EXHIBITION MANUAL

[www.concrete2015.com.au](http://www.concrete2015.com.au)

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## CONTACTS

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This Manual has been prepared by Arinex Pty Ltd, Sponsorship & Exhibitions Division, appointed Conference Managers of the Concrete 2015 Conference

## EXHIBITION CHECK LIST

Items marked ◆ are compulsory and must be returned or actioned by every exhibitor

Items marked ● are optional based on your individual requirements

KEY	ITEM / FORM	DUE DATE	REFER	CONTACT
<span style="color: green;">●</span>	Accommodation Bookings	27 July 2015	Page 15	Arinex
<span style="color: blue;">◆</span>	Public Liability Certificate & Indemnity Form	30 July 2015	Page 18	Arinex
<span style="color: green;">●</span>	Custom Stand - Plan Submissions	30 July 2015	Pages 12&13	Arinex
<span style="color: blue;">◆</span>	Exhibition Staff Registrations	3 August 2015	Page 14	Arinex
<span style="color: blue;">◆</span>	Fascia Sign Order Form	7 August 2015	Page 11 (online via ExpoNet)	ExpoNet
<span style="color: green;">●</span>	Payment Form	7 August 2015	Page 11 (online via ExpoNet)	ExpoNet
<span style="color: green;">●</span>	Walling Order Form	7 August 2015	Page 11 (online via ExpoNet)	ExpoNet
<span style="color: green;">●</span>	Furniture & AV Orders	7 August 2015	<a href="http://www.expohire.com.au">www.expohire.com.au</a>	ExpoNet
<span style="color: green;">●</span>	Electrical Order Form	7 August 2015	Page 11 (online via ExpoNet)	ExpoNet
<span style="color: green;">●</span>	Transport Quote Form	14 August 2015	Attachments Section	Agility Fairs & Events

# FAQ SHEET

**Q. How many exhibition staff registrations do we receive with our booth?**

A. Each company will receive two staff registrations for each 3m x 2m booth booking. Therefore if you have booked one booth you receive 2 registrations, two booths 4, three booths 6..... and so on.

Please ensure you use your included exhibition registrations before you purchase any additional, as refunds due to oversubscribing on your registrations may not be provided.

**Q. What is included in the exhibition staff pass?**

- ✓ Name Badge
- ✓ Entrance to the exhibition
- ✓ Attendance at the Welcome Reception
- ✓ Attendance at conference sessions
- ✓ Lunch, morning and afternoon tea each day
- ✓ Satchel and conference materials

**Q. Can we purchase more passes and what' the cost?**

A. Yes the cost is \$450.00 per person and covers all the above listed entitlements.

**Q. Can the names on our badges be 'generic' printed in the name of the company so that we can swap these passes between staff.**

A. Yes.

**Q. Is there a registration deadline date for exhibition staff.**

A. There is no absolute deadline, however we ask that staff register as soon as possible and by no later than **3 August**. Name badges may be amended onsite, as we understand due to staffing issues some organisations are not able to confirm the names of onsite staff until just prior the event.

**Q. Can we book accommodation via the Conference Managers and how?**

A. Yes - Refer to the Accommodation Section of the online exhibition staff registration form.

**Q. When can we set-up our booth?**

A. Sunday 30 August from 1200 midday to 1700.  
Shell scheme stands will be built and ready for staff to dress from midday on 30 August.

**Q. When can we send items to the venue?**

A. Sunday 30 or Monday 31 August. Items may not be delivered to the venue prior to Sunday 30 August.

**Q. When do items need to be collected from the venue?**

A. Wednesday 2 or Thursday 3 September. Or not later than 1100am on Thursday 3 September.

**Q. Is furniture (a table or chairs) included in our booth?**

A. No. You need to hire items from the official supplier ExpoNet or you can use your own furniture contractor.

## EXHIBITION TIMETABLE

Times are accurate at date of publication, however may be subject to change.  
 For a copy of the detailed conference program [click here](#)

### 'SNAP SHOT' | DATES & TIMES

<b>Sun 30 August 2015</b>	
Stand contractor bump-in/built access	0600 to 1200
<b>Sun 30 August 2015</b>	
Exhibition staff access to dress stands	1200 to 1700
<b>Mon 31 August to Wed 2 September 2015</b>	
Exhibition open	0930 to 1700
Welcome Reception (in exhibition)	1800 to 2000
<b>Wed 2 September 2015</b>	
Exhibition closed	1600
Exhibition staff bump-out	1600 to 1800
Stand contractor access/stand bump-out	1800 to 2400

### DETAILED | DATES & TIMES

#### STAND CONTRACTOR ACCESS: SUNDAY 30 AUGUST 2015

0600 to 1200	ExpoNet official contractor access (shell scheme build, distribution of furniture hire items)
0800 to 1200	Other stand contractor access. The completion time for custom stands may be extended if required (please ensure all custom stand designs are submitted to the Conference Managers by 30 July 2015)

#### EXHIBITION STAFF ACCESS

##### SUNDAY 30 AUGUST 2015

1200 to 1700	<p>Exhibitor staff access for set-up/dressing of stand.</p> <p><b>All staff must have access to a 'high visibility' safety vest. Safety vests are not available for purchase from the venue therefore we strongly suggest staff are equipped with their own vests. CLOSED TOE SHOES MUST BE WORN DURING SET UP. THONGS   SANDLES NOT PERMITTED.</b></p>
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## EXHIBITION OPERATING HOURS & BREAK TIMES

### MONDAY 31 AUGUST 2015 – CONFERENCE DAY 1

0800 to 1745	Registration desk open – exhibitors may collect name badges
0900 to 0945	Chairman's Welcome & RILEM President's Introduction to Opening Ceremony
0930 to 2000	Exhibition open to delegates
0945 to 1030	Keynote Presentation 1
1030 to 1100	Morning Tea in exhibition
1100 to 1300	Sessions
1300 to 1400	Lunch in exhibition
1400 to 1530	Sessions
1530 to 1600	Afternoon Tea in exhibition
160 to 1730	Sessions
<b>1800 to 2000</b>	<b>Welcome Cocktail Reception</b> in exhibition ( <b>recommend exhibits are staffed during the Reception</b> )

### TUESDAY 1 SEPTEMBER 2015 – CONFERENCE DAY 2

0800 to 1745	Registration desk open
0830 to 1030	Keynote Presentations
0930 to 1730	Exhibition open to delegates
1030 to 1100	Morning Tea in exhibition
1100 to 1300	Sessions
1300 to 1400	Lunch in exhibition
1400 to 1530	Sessions
1530 to 1600	Afternoon Tea in exhibition
1600 to 1730	Sessions
1730	<b>Exhibition closed for the day</b>
<b>1900 to 2300</b>	<b>Conference Gala Dinner &amp; Award for Excellence</b>

### WEDNESDAY 2 SEPTEMBER 2015 – CONFERENCE DAY 3

0800 to 1700	Registration desk open
0900 to 1030	Keynote Presentations
0930 to 1730	Exhibition open to delegates
1030 to 1100	Morning Tea in exhibition
1100 to 1300	Sessions
1300 to 1400	Lunch in exhibition
1400 to 1530	Sessions
1530 to 1600	Afternoon Tea in exhibition
1600 to 1700	Sessions
<b>1600</b>	<b>Exhibition closed</b>

## EXHIBITION STAFF MOVE-OUT SCHEDULE

### WEDNESDAY 2 SEPTEMBER 2015

1600 to 1800	Exhibitors to remove promotional items from stand walls and personal items from furniture. Package and label goods for collection by appointed courier company
1800 to 2000	Courier and freight contractors allowed entry to pick-up goods being removed from stands
1800 to 2200	Stand contractors access to dismantle stands and other equipment

NOTE: stand contractors will arrive at 1800 to commence the physical pull down. Please ensure all personal items are removed from hire furniture and any posters are removed from shell scheme stand walls by 1800. The exhibition area must be cleared of all exhibition equipment and display materials by 2300 on Wednesday 2 September.

Items may be collected by courier on Wednesday 2 or Thursday 3 September. **Items for collection on Thursday will be located in the loading dock.**

**Any items not collected from loading dock by 1400 on Thursday 3 September may be freighted off-site at the expense of the exhibitor.**

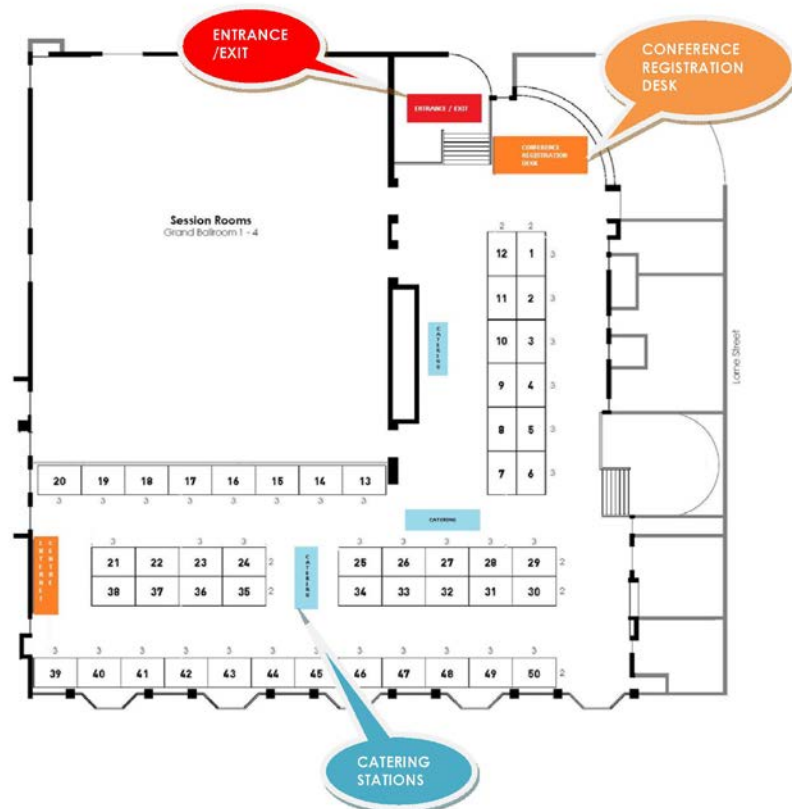
## LIST OF EXHIBITORS

To review the current list of exhibitors [click here](#)

## FLOOR PLAN

The exhibition is located in the **Grand Ballroom Foyer, Pullman Albert Park, Melbourne**. This floor plan is correct as at release of the Manual, however the Conference Managers reserve the right to change the floor plan and rearrange stand locations if required.

**Exhibition Floor Plan**  
NB: the floor plan is subject to change



## VENUE DETAILS & DELIVERIES

### VENUE ACCESS

The exhibition is located in the **Grand Ballroom Foyer, Pullman Albert Park, Melbourne.**

To access the loading dock exhibitors are advised to drive to 65 Queens Road, (via Receiving Bay) the venue dock is located off Queens Lane.

A lift is available at the dock which provides direct access to the Ballroom 1 Foyer.

### Display Equipment

If you intend displaying large equipment that requires forklift or pallet jack access please email Vera Stojanovic at the Conference Managers as soon as possible so that we may gauge your requirements. A full description and photograph of the equipment you intend to display would be helpful Email: [vstojanovic@arinex.com.au](mailto:vstojanovic@arinex.com.au)

A truck lift is available at the venue for movement of large display items - details of dimensions and capabilities are listed below.

### **Grand Ballroom Goods Hoist (due to noise restrictions - access to the hoist on Sunday 30 August is from 0900am)**

Height (Ground floor to First floor):	4.65 metres
Platform Size:	3.0 metres (w) x 4.5 metres (l) x 2.6 metres (h)
Entry to Grand Ballroom Door Height:	2.3 metres
Entry to Grand Ballroom Door Width:	3.0 metres
Weight Capacity:	2,500 kg

### **Grand Ballroom Goods Lift**

Height:	2.0 metres
Width:	1.1 metres
Depth:	2.5 metres
Weight Capacity:	1,600 kg

### **State Ballroom loading bay**

Height:	2.9 metres (Ground floor to first floor)
Door Height:	3.5 metres
Door Width:	2.0 metres
Floor Load Capacity:	500 kg

### **State Ballroom Goods Lift**

Height:	1.9 metres
Width:	1.4 metres
Depth:	1.2 metres
Weight Capacity:	1,200 kg

### **Curfew**

The Hotel is located in a mixed commercial / residential area therefore there is a restriction in the use of heavy vehicular activity in Queens Lane.

The use of trucks or forklifts with reversing beeper tones will not be permitted in the lane between 2000pm to 0800am, Monday to Saturday and 2000pm to 0900am on Sundays.

## DELIVERIES & ADDRESS DETAILS

### COURIER DELIVERY DETAILS

Courier deliveries to the venue may arrive on either **Sunday 30 or Monday 31 August and not before.**

**The address for dispatch of items to the venue via courier:**

Concrete 2015 Conference  
Att: Vanessa Campi, Event Manager  
Pullman Melbourne Albert Park  
65 Queens Road, Via Receiving Bay (off Queens Lane)  
MELBOURNE VIC 3004  
Telephone: +61 03 8554

**A detailed delivery label is located in the Attachments Section.** Please ensure you adhere this label to items sent via courier.

**NOTE: The venue will accept deliveries, however these will not be signed for by venue staff. Therefore, please instruct your courier company that deliveries may be left without a signature. Arinex or the venue will not take responsibility for any goods, packages or other materials delivered onsite on behalf of an exhibitor. Additionally no responsibility will be taken by Arinex or the venue for any goods collected from the venue in the absence of the exhibitor, their agent or contractor.**

### Deliveries during the Exhibition

Additional deliveries may be made while the exhibition is in operation. You will need to provide Vera Stojanovic with the name of the courier company, vehicle registration # and expected day and time of delivery. Deliveries may be made via the loading dock.

### Trolleys

For moving small items such as brochure boxes during move-in / move-out flat bed trolleys provided by Agility Fairs & Events will be located on the exhibition floor. Please ensure these are returned after use.

### Handy Tips

To avoid delay of your deliveries we suggest you observe the following guidelines:

- Ensure your on-site staff have full details of your delivery, including manifest and consignment notes/number, during move-in to facilitate the location of goods should they not be delivered to the venue on the designated day or time.
- DHL/FEDEX Deliveries. items sent from overseas via DHL or FEDEX; you **MUST** ensure all duties and taxes DPP (Delivery Duty Paid) are prepaid otherwise, your items will be held up in customs and will not be delivered on time. Please ensure exhibition staff have copies of consignment documents on hand as this may assist in tracking any late or non-delivered items.

### COURIER COLLECTIONS

Items collected by courier must be clearly addressed. Refer Sample Collection Label located in the **Attachments Section**.

Items for collection on **Wednesday 2 or Thursday 3 September 2015** - courier companies should be instructed to collect freight from the loading dock. Items remaining in the exhibition area or loading dock after **Thursday 3 September, 2015** will be freighted off-site at the expense of the exhibitor.

Items being picked up by DHL or TOLL - ensure your staff have consignment notes on hand as these are not available from the venue or Conference Managers. The con notes must be signed

by the exhibitor and must be attached to items left for collection. DHL and TOLL will not collect without a completed and signed con note attached to your boxes.

## **FREIGHT CONTRACTOR**

Agility Fairs & Events are the recommended freight contractor for your transportation needs. If you need to send freight to the venue we recommended you contract the services of **Agility**. Complete the **Order Form** located in the Attachments Section.

Alternatively contact their Sydney office:

Fiona Ganatzos at E: [fganatzos@agilitylogistics.com](mailto:fganatzos@agilitylogistics.com)

Tel: 2 8755 8808 **and make sure you advise that you are calling in relation to the Concrete 2015 Conference.**

If you contract **Agility** they will ensure your items are placed directly onto your stand ready for set up by exhibition staff from 1200 on Monday 30 August.

For items being collected by **Agility** at the end of the event, the procedure is that a representative will touch base with your staff member onsite on the final morning of the exhibition to run through the collection process.

Neither the Organisers, venue or Agility will accept any responsibility for the safety or wellbeing of any items left on the site in the absence of the Exhibitor of his/her agent or contractor.

## **FORKLIFT REQUIREMENTS**



### **DO YOU REQUIRE A FORK LIFT OR PALLET JACK?**

Forklifts and drivers are available for hire from Agility Fairs & Events. This service must be booked and paid for at least 48 hours prior to the event. An **Order Form** is located in the Attachments Section.

## **IMPORTED GOODS / QUARANTINE REGULATIONS**

Australia has stringent importation and quarantine regulations. Any goods manufactured from plant materials and foodstuffs are subject to quarantine inspection on arrival in Australia. For details on the Rules and Regulations covering the importation of display items, including quarantine regulations contact Fiona Ganatzos at Agility Fairs & Events Tel: +61 2 8755 8808.

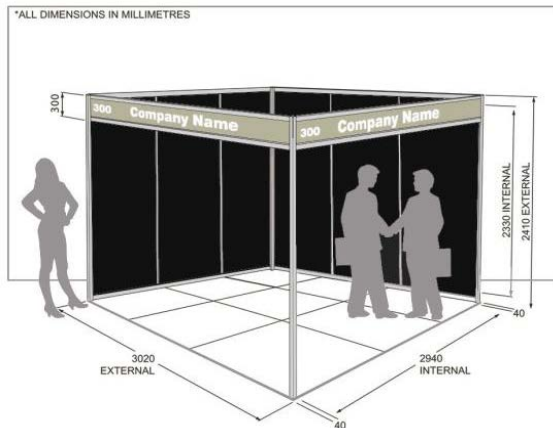
## **STORAGE FACILITIES**

A small storage area is located in the exhibition for stand give-away items. If you think you may require storage for 'overflow' items during the event please contact Vera Stojanovic so that we may gauge available capacity Email: [vstojanovic@arinex.com.au](mailto:vstojanovic@arinex.com.au)

Large packing crates or boxes MUST be removed off site and returned to the exhibition hall for the move-out period. Exhibitors requiring storage of large items are advised to make arrangements with their nominated freight company, or contact the official freight forwarder Agility Fairs & Events.

## SHELL SCHEME

Exhibitors who have purchased the shell scheme option will receive the following:



Example of shell scheme

<b>STAND SIZE</b>	3m wide x 2m deep.
<b>FASCIA SIGNAGE</b>	<b>Blue panel with white vinyl cut lettering.</b> A maximum of 30 characters per fascia panel. Fascia panel 220mm high / actual lettering 90mm high. Fascia will be provided to all open sides and where necessary will be supported by an aluminium support 40mm square.
<b>WALLS</b>	Wall panels 2.5m high built in white melamine panelling. Each wall panel is 900mm wide and is set in a 40mm x 40mm aluminium frame,
<b>FLOORING</b>	The area is fitted with carpet (grey & brown with burgundy swirls).
<b>LIGHTING</b>	2 @ 150w spotlights for each 3m x 2m booth OR 4 @ 150w spotlights for each 6m x 2m booth.
<b>POWER</b>	1 @ 4amp power connection for each 3m x 2m or 6m x 2m booth. Additional power can be ordered with ExpoNet. Refer to the online order form.
<b>AFFIXING ITEMS ON WALLS</b>	For positioning of promotional material blu-tac or double sided sticky tape is recommended. Shelving may be ordered at an additional cost. Refer to the online order form.  No nails, staples, screws or glue is to be used to fix materials to walls. Damage to panels will be charged to exhibitors at \$150.00+ GST per panel.

**GRAPHICS:** if you intend producing posters to place on the shell scheme panels the recommended print size is: 950mm wide x 2340mm high.

For an alternative to 'stick on' posters why not consider having graphics digitally printed straight onto the wall panels. Contact: **Ali Halabi at ExpoNet email: [ali@exponet.com.au](mailto:ali@exponet.com.au)**

## SHELL SCHEME SERVICE FORMS



*Various Service Forms need to be completed by 7 August 2015 – and are available online.*

*A representative from ExpoNet will contact exhibitors if forms are not received by the due date.*

### SERVICE FORMS COMPRISE

1. Stand Information
2. Fascia & Signage
3. Additional Lighting & Power
4. Stand Modifications
5. Wall Mounted Shelving or Slat Wall
6. Furniture Order
7. Audio Visual
8. Stand Layout & Final Check List

To access the 'online' forms you will receive an email notice from the official stand contractor **ExpoNet**. The notice will contain a link and password. Service Forms need to be submitted to **ExpoNet** by the due date of **7 August 2015**. Forms and orders submitted after this date will incur a surcharge.

### Furniture and other requirements

Furniture is **not included** in the stand package and can be ordered through ExpoNet.

NB: when completing the online service forms - make sure you order everything you require for the event before you hit the **submit button** as you will only be able to submit your order once.

Alternatively you can order your furniture via the ExpoNet website at [www.exponet.com.au](http://www.exponet.com.au)

If you experience difficulties accessing the 'online' form contact **Samantha Cherry at ExpoNet** on email: [samantha@exponet.com.au](mailto:samantha@exponet.com.au)

## CUSTOM STAND EXHIBITS

**If you intend installing a 'custom stand' please note the following.**

Exhibitors must email the contact details of their appointed stand contractor, together with a copy of their stand design, to the Exhibition Project Manager, by no later than **30 July 2015**.

Vera Stojanovic email: [vstojanovic@arinex.com.au](mailto:vstojanovic@arinex.com.au)

**Custom stand designs must be reviewed prior to the event or set-up will not be permitted.**

The Project Manager will provide written confirmation and advise if any modifications or changes need to be made.

Custom stand exhibitors are responsible for arranging lighting and power connections and it is their responsibility to ensure their contractors are familiar with the rules and regulations of the venue.

### STAND BUILD HEIGHT

The maximum build height in the exhibition for custom stands is 2.5 metres. **If a custom stand abuts a shell scheme stand, you must ensure the height of your stand is no more than 2.5m which is the height of the shell scheme stand.**

The reason for this limit is to ensure that the wall height of custom stands is in line with any adjoining 'shell scheme' stands.

If you intend building above this height please advise Vera Stojanovic

email: [vstojanovic@arinex.com.au](mailto:vstojanovic@arinex.com.au)

## **BUILD & DESIGN SPECIFICATIONS**

***Custom Designers please note stand designs must be sensitive to the amenity of the overall exhibition and surrounding exhibits. Views of external walls adjoining or visible by neighbouring stands must be appropriately cladded. Storage areas and packing materials should not be visible.***

### **Stand Building and Design**

1. All temporary structures built for exhibitions must comply with the Building Code of Australia and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, height, fire safety and flammability rating of materials.
2. Stands over 2.5m, or stands designed to support weight other than light advertising material, must be approved by the Conference Managers. This application must include a design dimensioned plan, cross sectional plan and elevation views, together with details of construction materials and methods. Artist's impressions of stands are not acceptable.
3. Raised floors, steps and ramps within exhibits must comply with the relevant sections of the Building Code of Australia. Any raised floor sections must be clearly distinguishable from areas of the surrounding floor space. The raised floor sections must not contain sharp or dangerous edges and must not cause a trip hazard.
4. Raised floors with a height of less than 115mm are not 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 to 3 and be contained within the contracted space. Ramps may not protrude into the nominated aisle way, so must be part of the stand space.
5. Raised floors with a height greater than 115mm but less than 190mm from the main exhibition floor level or surrounding platform will be 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 access. The only exception to this requirement is for ramping on 32mm raised flooring constructed from 1m modular floor sections, where an allowance of up to 100mm intrusion into the aisle will be acceptable and the 1 to 3 gradient will be maintained.
6. If halogen lights are to be used, the globe unit must be protected with safety glass to minimise the risk of fire. Please note that **tungsten halogen flood lights are banned**.
7. Exhibits must provide access for firefighting equipment and be designed in accordance with the Building Code of Australia and to the satisfaction of the venue.
8. Any barriers incorporated into a custom stand are to be designed so that they yield to pressure without toppling.

### **Construction Materials**

Material used for stand construction/display purposes must conform to the Building Code of Australia and be:

- Non combustible materials
- Inherently non-flammable materials
- Flame-proof fabrics
- Self extinguishing plastic material
- Plywood, hardwood or fibreboard rendered flame-resistant by a process of impregnation acceptable to the relevant authorities

### **Flooring**

The floor in the Exhibition area is carpeted. Custom stand exhibitors may arrange for custom flooring with their stand builder if required.

## EXHIBITION STAFF REGISTRATION AND NAME BADGES

### NAME BADGE POLICY

All Exhibition Staff will be issued with name badges. For security reasons name badges must be worn at all times and must be clearly visible otherwise access to the Exhibition venue will be denied.

Badges will be available for collection onsite from the Conference Registration Desk.

### REGISTRATION ENTITLEMENTS

Each organisation is entitled to **two** complimentary Exhibitor Registrations for each 3m x 2m (6m<sup>2</sup>) booth. Each Registration includes:

- ✓ Name Badge
- ✓ Entrance to the exhibition
- ✓ Attendance at the Welcome Reception
- ✓ Attendance at conference sessions
- ✓ Lunch, morning and afternoon tea each day
- ✓ Satchel and conference materials

### ADDITIONAL EXHIBITION STAFF REGISTRATIONS

**\$450 per person (incl GST)** includes all the above entitlements, EXCEPT attendance at conference sessions.

**Social:** attendance to the Conference Awards Dinner is **not included** in the exhibition staff registration. Refer to the social section of the exhibition staff 'online' registration form. Tickets are \$155.00 per person.

For more details on the social program, refer to the [website](#):

### ONLINE REGISTRATION FORM

**To access the online form click on the below REGISTER NOW  
(you can also access the form via the Conference Website)**

**On the bottom of the contact details page you will see a 'Promotional Code Box'  
Type in: EX15CIA  
to proceed with your registration**

**[REGISTER NOW](#)**

**NB: exhibitors have the choice to nominate whether their name badges are personalised or 'generic' printed in the name of the company for staff members who are required to work on a roster basis.**

**SUBMIT YOUR REGISTRATIONS BEFORE 3 AUGUST**

## ACCOMMODATION

Booking through the Conference Managers provides; a streamlined booking process and a choice of competitively priced quality hotels.

For an individual booking complete the accommodation section of the 'on line' registration form.

**Please ensure you submit your accommodation request by no later than Monday 27 July 2015.**

For bookings of 15 rooms or more, contact the Concrete 2015 Delegate Services Department on Tel: +61 2

9265 0700 or Fax: +61 2 9267 5443 or Email: [concrete2015@arinex.com.au](mailto:concrete2015@arinex.com.au)

**For details on accommodation deposit requirements, booking terms and conditions and the cancellation policy go to <http://concrete2015.com.au/accommodation/>**

## GENERAL INFORMATION

### BANNERS / RIGGING

Rigging of overhead banners/signs is not recommended in the exhibition area due to access restrictions.

### CLEANING

The general areas aisle space within the exhibition will be cleaned each night. Rubbish or boxes etc may be left in the general aisle space at the close of the exhibition each day for removal by venue staff.

Ensure any boxes or empty cartons are not exposed and visible under tables.

If you require specific individual stand cleaning this can be arranged with the Venue.

### COMPETITIONS / PRIZES / GIVEAWAYS POLICY

One of the keys to a successful exhibition stand is interaction. Exhibitors are encouraged to introduce prize draws, guessing competitions and product give-aways to maximize your presence.

Any business or trade organisation wishing to conduct a trade competition, which involves a chance to win a prize, is required to obtain a permit. This applies only to business and trade organisations, and not to non-trade bodies such as sporting clubs, associations and charities.

Exhibitors may not sell tickets for lotteries, raffles or competitions without the consent of the Conference Managers. Written details must be provided to the Conference Managers by 3 April, 2015 advising of the nature of any competitions taking place on your display.

### For further details contact:

The Minor Gaming Unit, Victorian Commission for Gambling Regulation on 03 9651 3630 or by email at [minor.gaming@vcgr.vic.gov.au](mailto:minor.gaming@vcgr.vic.gov.au)

Application forms can be found on Victorian Government website at [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au)

### ELECTRICAL TESTING AND TAGGING REQUIREMENTS

All portable electrical equipment, appliances and leads used on the Venue site must be tested and tagged in accordance with Australian Standard 3760 and Workplace Health & Safety Legislation. Any electrical equipment found not tested will have to be tested immediately or removed from the Venue. For safety reasons, double adaptors are not to be used in the Venue.

Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Venue's Security Department.

Venue Management reserve the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary.

To have your items tested and tagged please contact your local electrician, or contact ExpoNet.

## **FIRE REGULATIONS**

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations.

The storage of any flammable liquids or fuel within the Exhibition is not permitted.

Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations available from the venue.

## **FIRST AID PROCEDURES**

All incidents or accidents must be reported to the venue and the Conference Managers.

Should first-aid be required a venue staff member will contact a qualified first aid attendant.

## **FURNITURE & AUDIO VISUAL HIRE**

Furniture is not included in the exhibition stand package. A wide range of furniture and audio visual items are available for hire from ExpoHire. To view their product range or order online visit their website [www.exponet.com.au](http://www.exponet.com.au)

## **HIGH VISIBILITY SAFETY VEST POLICY**

All contractors, exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock or in the exhibition hall during the construction, bump- in/bump-out. Vehicle drivers or passengers utilising the dock area, who intend to exit their vehicle are also required to wear hi-visibility clothing for safety purposes.

## **INSURANCE / PRODUCT AND PUBLIC LIABILITY CERTIFICATE**

Exhibitors must arrange adequate insurance cover for their stand, products and personnel. This must include the move-in/move-out period as well as for the duration of the Exhibition. Public liability insurance must also be included to the value of **\$10 million. Each exhibitor must forward a copy of their public and product liability insurance certificate to the Conference Managers before 30 July 2015.**

It is understood and agreed that neither the Conference Managers, any sponsor, exhibitor, the venue or other exhibit space provider nor any of their officers, agents, employees, facilities, other representatives or assigns shall be liable for, and exhibitors hereby release them from, any claims for damage, loss, harm, or injury to the person, property or business of the exhibitors or any of their visitors, officers, agents, employees or other representatives, resulting from theft, fire, earthquake, water, unavailability of the exhibition facility or intermediate staging facilities, accident or any other reason in connection with the Exhibition or any planning meetings, demonstrations or staging.

Exhibitors should note that rental furniture is generally not covered by insurance. Exhibitors should check with their supplier and if required take out the relevant insurance in respect to loss or damage to hired items.

## **INDEMNITY FORM**

Every exhibitor is required to complete the Indemnity Form, indemnifying the Conference Managers as organiser against damage to the venue and public liability. A copy of the Form was provided to each exhibitor with their confirmation letter. Please advise if you cannot locate your form.

## **INTERNET / WIRELESS ACCESS**

A free wireless service is available throughout the venue. This service is suitable for sending and receiving emails and accessing FB and twitter. It is **not suitable** for the download of heavy information or pictures.

If you need to download presentations the venue recommends you order a hard wire internet connection. The venue cannot guarantee the wireless service will not be affected by external factors outside their control.

If you require a hard wire service contact Vera Stojanovic and Vera will liaise with the venue on your behalf email: [vstojanovic@arinex.com.au](mailto:vstojanovic@arinex.com.au)

## **LOADING DOCK ACCESS POLICY**

1. The Loading Dock must be kept clear of all parked vehicles during the exhibition operating hours. A 15 minute unloading limit applies to all vehicles in this area. Times for larger vehicles are as per the Loading Day permit procedure.
2. A dock controller will be on duty to control dock movement and drivers must follow traffic and parking directions issued by the dock controller.
3. The Venue accepts no responsibility for the safety of vehicles and their contents whilst they are parked in this area.
4. Any person wishing to gain access into the venue outside the event's scheduled hours should notify the Conference Managers at least 24 hours in advance.
5. It is a condition of entry to all persons who require access to the loading docks that vehicles, equipment and personal belongings may be randomly searched by Venue Security upon entering and exiting the loading dock.
6. Upon request, all drivers of vehicles who require access to the loading docks must present their drivers licence to Venue Security staff to verify their identity.
7. There is no parking available to contractors or exhibitors on the loading dock during the exhibition move-in, operation and move-out times.
8. No responsibility will be taken by the Venue in the case of an accident and / or damage to equipment during the move-in, operational and move-out periods.

## **PARKING**

The venue car park is located off Lorne Street. The daily rate is \$16.00 per vehicle per day / per exit. However, please note that the car parking rates are subject to change without notification.

Discounts do not apply for exhibitors or delegates.

## **SECURITY**

**Please be security conscious, do not leave bags, laptops or any easily portable items unattended at any time on your stand.**

The Conference Managers will not be held responsible for lost or damaged property. You are urged to maintain full insurance coverage for damage or loss of your property. Obtain proper insurance coverage for your goods, including transit to and from the exhibition site.

## **SMOKING POLICY**

There is a "No Smoking" policy within all areas of the Venue.

## **STORAGE**

Large boxes and packing crates must be stored off site. There will be minimal storage onsite for brochures and stand give-away items.

## **TRADE UNIONS**

Workers employed by exhibitors on the erection, operation and dismantling of exhibits are recommended to be financial members of the appropriate unions.

## **USE OF EXHIBITS**

All demonstrations or promotional activities, e.g. literature handouts, must be confined to the allocated and contracted exhibit space and at no time will be allowed to be located in or distributed from other locations in the exhibition or venue. This restriction includes areas outside the Venue.

**No exhibitor will be allowed to display signs in any of the common areas of the Venue unless participating in a program sponsored by the Conference Managers.**

Aisles should not be obstructed in any way. Sufficient space must be provided within the stand for the comfort and safety of persons watching demonstrations and other promotional activities. If large crowds gather to watch a demonstration and interfere with the flow of aisle traffic, the Conference Managers have the responsibility, as per fire regulations, to resolve the situation. The exhibitor will be required to provide rope and stanchion or security personnel, to direct traffic, at the exhibitor's expense, or the presentation will be terminated.

Demonstration tables must be placed a minimum of one metre from the aisle line of your exhibition stand.

The Conference Managers reserve the right to restrict exhibits which, because of noise, method of operation, materials or any other reason, become objectionable. The Conference Managers may prohibit or remove any exhibit which, in the opinion of the Conference Managers, detracts from the general character of the exhibition as a whole, or consists of products or services inconsistent with the purpose of the exhibition. If in doubt please contact the Conference Managers in advance of the exhibition to discuss. The above restrictions include people, props, conduct, printed matter, and anything of a character which the Conference Managers determine is objectionable or inappropriate for any reason.

- No animals may be displayed as part of the exhibit stand, or brought into the exhibition. Vision or hearing impaired persons will be granted permission for trained guide dogs.
- The Venue prohibits the use of helium balloons distributed or used for display purposes within the exhibition.
- No adhesive backed decals are to be given out or used within the exhibit halls. No exceptions.

Nothing is permitted to be taped, stapled or otherwise affixed to any surface of the Venue. Absolutely no core drilling or fixing into the floor is allowed. Any tape, tape residue, paint or stains left on floors will be removed at the exhibitor's cost and any damage incurred charged in full to the exhibitor.

Use of Public Address Systems on stands must be requested in writing to the Conference Managers. 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 Exhibition.

The maximum permissible total sound level in any area of the Exhibition is 82dB (slow).

# ATTACHMENTS SECTION

**concrete**  
30 August – 2 September  
Melbourne, Australia **2015**

**construction innovations:**  
RESEARCH INTO PRACTICE



## TRANSPORT QUOTE REQUEST FORM

*Agility Fairs & Events is able to offer a full door to stand transport service. If you would like a quote for this service, please complete Sections A and B below.  
If you require any on-site services (ie. forklift and storage) please complete Sections A, C and D.*

### AGILITY FAIRS & EVENTS.....*The easy way to exhibit!*

**Section A – BILLING DETAILS**

Company:		ABN:	
Address:			
Suburb/Town:	Post Code:	Tel:	Fax:
Contact Name:		Mobile:	
Email Address:		Agility Customer Code #	

**Section B – TRANSPORT REQUIREMENTS**

Description of Consignment: **(if weights/dimensions are unknown at this stage, please estimate in the spaces provided)**

Pallets <input type="checkbox"/>	Crates <input type="checkbox"/>	Loose Cartons <input type="checkbox"/>	Other <input type="checkbox"/>	Dangerous Goods: Yes <input type="checkbox"/> No <input type="checkbox"/>	
No. of Items:	Weight (approx.):	kgs	Volume (m <sup>3</sup> ): (L)	x (W)	x (H) = m <sup>3</sup>

**Available for Pick-Up / Preferred Date for Pick-Up:**

Day & Date:	Time:	Close:
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**Pick-up address (if different to address above):**

Company:	
Address:	
Suburb/Town:	Post Code:
Contact:	Telephone:
Mobile:	
Forklift available at pick-up point? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is a Tailgate Vehicle Required: YES <input type="checkbox"/> NO <input type="checkbox"/>
Special Requirements/Instructions:	

**Deliver to:**

<b>Hall:</b>	<b>Stand:</b>	<b>Delivery Date:</b>
Do you require us to return freight after the exhibition? YES <input type="checkbox"/> NO <input type="checkbox"/>		

**Section C – FORKLIFT SERVICES**

Day/Date:	ETA:	Estimated time required:
Estimated weight of heaviest piece (kgs):	Extended tyres required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Section D – STORAGE**

Pre-Show <input type="checkbox"/>	During Show <input type="checkbox"/>	After Show <input type="checkbox"/>			
Description/Details:					
Approximate volume:	(L)	x (W)	x (H)	=	m <sup>3</sup>

I have read and accept Agility's Standard Terms & Conditions (refer to page 2).

\_\_\_\_\_  
Accepted by (Signature):

**PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 14<sup>th</sup> AUGUST, 2015 TO**  
**EXPOHELP@AGILITY.COM OR FAX 03 9330 3337**  
FOR INFORMATION CALL AGILITY FAIRS & EVENTS ON (03) 9330 3303.

## Standard Terms and Conditions of Contract

### PART I: GENERAL CONDITIONS APPLICATION

1. (A) Subject to clause (B) below, all services of the Company whether gratuitous or not are subject to these Conditions.
  - (i) The provisions of Part I shall apply to all such services.
  - (ii) The provisions of Part II shall only apply to the extent that such services are provided by the Company as agents.
  - (iii) The provisions of Part III shall only apply to the extent that such services are provided by the Company as principals.
- (B) Where a document bearing a title of or including "bill of lading" (whether or not negotiable), or "waybill" is issued by or on behalf of the Company and provides that the Company contracts as carrier the provisions set out in such document shall be paramount in so far as such provisions are inconsistent with these conditions.
- (C) Every variation, cancellation or waiver of these Conditions must be in writing signed by a Director of the Company. Notice is hereby given that no other person has or will be given any authority whatsoever to agree to any variation cancellation or waiver of these Conditions.
2. (A) All services provided by the Company as agents except in the following circumstances where the Company acts as principal:
  - (A) Where the Company performs any carriage, handling or storage of Goods but only to the extent that the carriage is performed by the Company itself or its servants and the Goods are in the actual custody and control of the Company, or
  - (B) Where prior to the commencement of the carriage of Goods the Customer in writing demands from the Company particulars of the identity, services or charges of persons instructed by the Company to perform part or all of the carriage, the Company shall be deemed to be contracting as a principal in respect of that part of the carriage in respect of which the Company fails to give such particulars demanded within 28 days of the Company's receipt of such demand, or
  - (C) To the extent that the Company expressly agrees in writing to act as a principal, or
  - (D) To the extent that the Company is held by a court of law to have acted as a principal.
3. Without prejudice to the generality of clause 2,
  - (A) The changing by the Company of a fixed price for a service or services of whatsoever nature shall not in itself determine or be evidence that the Company is acting as an agent or a principal in respect of such service or services;
  - (B) The supplying by the Company of their own or leased equipment shall not in itself determine or be evidence that the Company in acting as an agent or a principal in respect of any carriage, handling or storage of Goods;
  - (C) The Company acts as an agent where the Company procures a bill of lading or other document evidencing a contract of carriage between a person, other than the Company, and the Customer or Owner;
  - (D) The Company acts as an agent and never as a principal when providing services in respect of or relating to customs, requirements, taxes, licenses, consular documents, certificates of origin, inspection, certificates and other similar services.
4. In these conditions
  - (A) "Company" Is Agility Fairs & Events Pty Ltd
  - (B) "Customer" Means any person at whose request or on whose behalf the Company provides a service;
  - (C) "Person" Includes persons or any body or bodies corporate;
  - (D) "Owner" Includes the owner, shipper and consignee of the Goods and any other person who is or may become interested in the Goods and anyone acting on their behalf;
  - (E) "Authority" A duly constituted legal or administrative person, acting within its legal powers and exercising jurisdiction within any nation, state, municipality, port or airport;
  - (F) "Goods" Includes the cargo and any container not supplied by or on behalf of the Company, in respect of which the Company provides a service;
  - (G) "Container" Includes any container, tank, trailer, transportable tank, flat, pallet or any article of transport used to carry or consolidate goods and any equipment or connected thereto.
  - (H) "Dangerous Goods" Includes goods which are or may become of a dangerous, inflammable, radioactive or damaging nature and goods likely to harbour or encourage vermin or other pests;
  - (I) "Hague Rules" Means the provisions of the International Convention for the Unification of certain rules relating to Bills of Lading signed at Brussels on 25th August 1924;
  - (J) "Instructions" Means a statement of the Customer's specific requirements.
5. The Customer warrants that he is either the owner or the authorised agent of the Owner of the Goods and that he is authorised to accept and is accepting these Conditions not only for himself but also as agent for and on behalf of the Owner of the Goods.
6. The Customer warrants that he has reasonable knowledge of matters affecting the conduct of his business, including but not limited to the terms of sale and purchase of the Goods and all other matters relating thereto.
7. The Customer shall give sufficient and executable instructions.
8. The Customer warrants that the description and particulars of the Goods are complete and correct.
9. The Customer warrants that the Goods are properly packed and labelled, except where the Company has accepted instructions in respect of such services.
10. (A) **Special Instructions, Goods and Services**  
 Unless otherwise previously agreed in writing, the Customer shall not deliver to the Company or cause the Company to deal with or handle dangerous Goods.
  - (B) If the Customer is in breach of sub-clause (A) above he shall be liable for all loss or damage whatsoever caused by or to or in connection with the Goods however arising and shall defend, indemnify and hold harmless the Company against all penalties, claims, damages, costs and expenses whatsoever arising in connection therewith and the goods may without notice be destroyed or otherwise dealt with at the sole discretion of the Company or any other person in whose custody they may be at the relevant time.
- (C) If the Company agrees to transport Dangerous Goods and then in the opinion of the Company or any other person they constitute a risk to other goods, property, life or health they may without notice be destroyed or otherwise dealt with at the expense of the Customer or Owner.
11. The Customer undertakes not to tender for transportation any Goods which require temperature control without previously giving written notice of their nature and particular temperature range to be maintained and in the case of a temperature controlled Container stuffed by or on behalf of the Customer further undertakes that the Container has been properly pre-cooled or preheated as appropriate, that the Goods have been properly stuffed in the Container and that its thermosensitive controls are in proper working order. If the above requirements are not complied with the Company shall not be liable for any loss or damage to the Goods caused by such non-compliance.
12. No insurance shall be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk. Unless otherwise agreed in writing, the Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any open or general policy. The Company is an agent in respect of the effecting of insurance and should the insureds dispute their liability for any reason the insured shall have recourse against the insurers only and the Company shall not be under any responsibility or liability whatsoever in relation thereto notwithstanding that the premium upon the policy may not be at the same rate as that charged by the Company or paid to the Company by its customers.
13. Except in accordance with express instructions previously received in writing and accepted in writing by the Company, the Company shall not be obliged to make any declaration for the purposes of any statute, convention or contract as to the nature of value of any Goods or as to any special interest in delivery.
14. Unless otherwise previously agreed in writing or otherwise provided for under the provisions of a document signed by the Company, instructions relating to the delivery or release of Goods against payment or against surrender of a particular document shall be in writing and the Company's liability shall not exceed that provided for in respect of misdelivery of Goods.
15. Unless otherwise previously agreed in writing that the Goods shall depart or arrive by a particular date, the Company accepts no responsibility for departure or arrival dates of Goods.
16. (A) **General Indemnities**  
 The Customer and Owner shall defend, indemnify and hold harmless the Company against all liability, loss, damage, costs and expenses arising (i) from the nature of the goods caused by the Company's negligence, (ii) out of the Company acting in accordance with the Customer's or Owner's instructions, or (iii) arising from a breach of warranty or obligation by the Customer or arising from the negligence of the Customer or Owner.
  - (B) Except to the extent caused by the Company's negligence, the Customer and Owner shall be liable for and shall defend, indemnify and hold harmless the Company in respect of all duties, taxes, imposts, levies, deposits and outlays of whatsoever nature levied by any Authority and for all payments, fines, costs, expenses, loss and damage whatsoever incurred or sustained by the Company in connection therewith.
  - (C) Advice and information, in whatever form it may be given, is accepted by the Company for the Customer only and the Customer shall defend, indemnify and hold harmless the Company for all liability, loss, damage, costs and expenses arising out of any other person relying on such advice or information.
  - (D) (i) The Customer undertakes that no claim be made against any servant, sub-contractor or agent of the Company which imposes, or attempts to impose upon any of them any liability whatsoever in connection with the Goods, if any such claim should nevertheless be made, to indemnify the Company against all consequences therefor.  
 (ii) Without prejudice to the foregoing, every such servant sub-contractor or agent shall have the benefit of all provisions herein, as if such provisions were expressly for their benefit. In entering into this contract the Company, to the extent of those provisions, does so not only on its behalf, but as agent and trustee for such servants, sub-contractors and agents.  
 (iii) The Customer shall defend, indemnify and hold harmless the Company from and against all claims, costs and demands whatsoever and by whomsoever made or preferred in excess of the liability of the Company under the terms of these Conditions and without prejudice to the generality of this clause this indemnity shall cover all claims, costs and demands arising from or in connection with the negligence of the Company, its servants, sub-contractors and agents.
  - (E) In this clause, "sub-contractors" includes direct and indirect sub-contractors and their respective servants and agents.
- (E) The customer shall be liable for the loss, damage, contamination, soiling, detention or demurrage before, during and after the Carriage of property (including, but not limited to, Containers) of the Company or any person or vessel referred to in (D) above caused by the Customer or owner or any person acting on behalf of either of them or for which the Customer is otherwise responsible.
17. (A) The Customer shall pay to the Company in cash or as agreed all sums immediately when due without deduction or set-off on account of any claim, counterclaim or set-off.  
 (B) When the Company is instructed to collect freight, duties, charges or other expenses from any person other than the Customer, the Customer shall be responsible for the same on receipt of evidence of demand and non payment by such other person when due.  
 (C) On all amounts overdue to the Company, the Company shall be entitled to interest calculated at 4 per cent above rate set out under the Penalty Interest Rates Act 1983 (Vic), as varied from time to time, calculated daily from the date of default to the date of payment.  
 (D) Should payment remain outstanding beyond the Company's payment terms, the Customer agrees to pay all legal costs (on a solicitor/owner Customer basis) and all Mercantile Agent's fees (including any commission payable on the payment of the debt) incurred by the Company as a result of non-payment of the debt.
18. **Liabilities and Rights of the Company**  
 The Company shall be entitled, except insofar as has been otherwise agreed in writing, to enter into contracts on behalf of itself or the Customer and without notice to the Customer.
  - (A) For the carriage of Goods by any route, means or person.
  - (B) For the carriage of Goods of any description whether containerised or not on or under the deck of any vessel.
  - (C) For the storage, packing, transhipment, loading, unloading or handling of Goods by any person at any place whether on shore or afloat and for any length of time.
  - (D) For the carriage or storage of Goods in containers or with other goods of whatever nature.
  - (E) For the performance of its own obligations and to do such acts as in the opinion of the Company may be necessary or incidental to the performance of the Company's obligations.
19. (A) The Company shall be entitled but under no obligation, to depart from the Customer's instructions in any respect if in the opinion of the Company there is a good reason to do so in the Customer's interest and it shall not thereby incur any additional liability.  
 (B) The Company may at any time comply with the orders or recommendations given by any Authority. The responsibility of the Company in respect of the Goods shall cease on the delivery or other disposition of the Goods in accordance with such orders or recommendations.
20. If at any time the performance of the Company's obligations in the opinion of the Company or any person whose services the Company makes use of, is or is likely to be affected by any hindrance, risk, delay, difficulty or disadvantage whatsoever and which cannot be avoided by reasonable endeavours by the Company or such other person, the Company may, on giving notice in writing to the Customer or Owner or without notice where it is not reasonably possible to give such notice, treat the performance of its obligations as terminated and place the Goods or any part of them at the Customer or Owner's disposal at any place which the Company may deem safe and convenient, whereupon the responsibility of the Company in respect of the Goods shall

21. cease. The Customer shall be responsible for any additional costs of carriage to and delivery and storage at such place and all other expenses incurred by the Company.  
 If delivery of the Goods or any part thereof is not taken by the Customer or Owner at the time and place when and where the Company, or any person whose services the Company makes use of, is entitled to call upon the Customer or Owner to take delivery thereof, the Company or such other person shall be entitled to store the Goods in the open or under cover at the sole risk and expense of the Customer.  
 Notwithstanding clauses 20 and 21, the Company shall be entitled but under no obligation at the expense of the Customer payable on demand and without any liability to the Customer or Owner, to sell or dispose of
  - (A) on giving 21 days notice in writing to the Customer all Goods which in the opinion of the Company cannot be delivered as instructed, and
  - (B) Without notice Goods, which have perished, deteriorated or altered, or are in immediate prospect of doing so in a manner which has caused or may be reasonably expected to cause loss or damage to any person or property or to contravene applicable regulations.
22. The Company shall have a particular and general lien on all Goods or documents relating to Goods in its possession for all sums due as or from time from the Customer or Owner and on giving 28 days notice in writing to the Customer, shall be entitled to sell or dispose of such Goods, or documents at the expense of the Customer and without liability to the Customer and Owner and apply the proceeds in or towards the payment of such sums.  
 The Company shall be entitled to retain and be paid all brokerages, commissions, allowances and other remunerations customarily retained by or paid to freight forwarders.
23. The Company shall have the right to enforce against the Owner and the Customer jointly and severally any liability of the Customer under these Conditions or to recover from them any sums to be paid by the Customer which upon demand have not been paid.
24. **Containers**  
 (A) If a Container has not been packed or stuffed by the Company, the Company shall not be liable for loss of or damage to the contents if Caused by:
  - (i) The manner in which the Container has been packed or stuffed.
  - (ii) The unsuitability of the contents for carriage in containers, unless the Company has approved the suitability.
  - (iii) The unsuitability or defective condition of the Container provided that where the Container has been supplied by or on behalf of the Company this paragraph (iii) shall only apply if the unsuitability or defective condition arose (a) without any negligence on the part of the Company or (b) which would have been apparent upon reasonable inspection by the Customer or Owner or person acting on behalf of either of them.
  - (iv) If the Container is not sealed at the commencement of the Carriage except where the Customer has agreed to seal the Container.
- (B) The Customer shall defend, indemnify and hold harmless the Company against all liability, loss, damage, costs and expenses arising from one or more of the matters covered by (A) above except for (A)(iii)(a) above.
- (C) Where the Customer is instructed to provide a Container, in the absence of a written request to the contrary, the Company is not under an obligation to provide a Container or any particular type or quality.
25. **General Liability**  
 (A) Except insofar as otherwise provided by these Conditions, the Company shall not be liable for any loss or damage whatsoever arising from:
  - (a) The act or omission of the Customer or Owner or any person acting on their behalf,
  - (b) Compliance with the instructions given to the Company by the Customer, Owner or any other person entitled to give them,
  - (c) Insufficiency of the packing or labelling of the Goods except where such service has been provided by the Company,
  - (d) Handling, loading, storage or unloading of the Goods by the Customer or Owner or any person acting on their behalf,
  - (e) Inherent vice of the Goods,
  - (f) Riots, civil commotions, strikes, lockouts, stoppage or restraint of labour from whatsoever cause,
  - (g) Fire, flood or storm, or
  - (h) Any cause which the Company could not avoid and the consequences whereof it could not prevent by the exercise of reasonable diligence.
- (B) Subject to clause 15, however caused the Company shall not be liable for loss or damage to property other than the Goods themselves, indirect or consequential loss or damage, loss of profit, delay or detention.
26. **Amount of Compensation**  
 Except insofar as otherwise provided by these Conditions, the liability of the Company, however arising, and notwithstanding that the cause of loss or damage be unexplained shall not exceed the following in respect of all claims other than those subject to the provisions of sub-clause (B) below, whichever is the least of
  - (i) The value of, or
  - (ii) AS2 50 per gross kilogram of, The Goods lost, damaged, misdirected, misdelivered or in respect of which a claim arises.
- (B) In respect of claims for delay where not excluded by the provisions of these Conditions, the amount of the Company's charges in respect of the Goods delayed.
29. (A) Compensation shall be calculated by reference to the invoice value of the Goods plus freight and insurance if paid.  
 (B) If there be no invoice value for the Goods, the compensation shall be calculated by reference to the value of such Goods at the place and time when they were delivered to the Customer or Owner or should have been so delivered. The value of the Goods shall be fixed according to the current market price, or, if there be no commodity exchange price or current market price, by reference to the normal value of goods of the same kind and quality. By special agreement in writing and on payment of additional charges, higher compensation may be claimed from the Company not exceeding the value of the Goods, or the agreed value, whichever is the lesser.
31. (A) **Notice of loss, Time Bar**  
 The Company shall be discharged of all liability unless:
  - (i) Notice of any claim is received in writing by the Company or its agent within 14 days after the date specified in (B) below or within a reasonable time after such date if the Customer proves that it was impossible to so notify, and
  - (ii) Suit is brought in the proper form and written notice thereof received by the Company within 9 months after the date specified in (B) below.
- (B) (i) In the case of loss or damage to Goods, the date of delivery of the Goods.  
 (ii) In the case of delay or non-delivery of the Goods, the date that the Goods should have been delivered.  
 (iii) In any other case, the event giving rise to the claim.
32. **General Average**  
 The Customer shall defend, indemnify and hold harmless the Company in respect of any claims of a General Average nature which may be made on the Company and the Customer shall provide such security as may be required by the Company in this connection.
33. **Miscellaneous**  
 Any notice served by post shall be deemed to have been given on the third day following the day which it was posted to the address of the recipient of such notice last known to the Company.  
 The defenses and limits of liability provided for by these Conditions shall apply in any action against the Company whether such action be founded in contract or in tort.  
 If any legislation is compulsorily applicable to any business undertaken these Conditions shall as regards such business, be read as subject to such legislation and nothing in these Conditions shall be construed as a surrender by the Company of any of its rights or immunities or as an increase of any of its responsibilities or liabilities under such legislation and if any part of these Conditions be repugnant to any extent such part shall as regards such business be over-riden to that extent and no further.  
 Headings of clauses or groups of clauses in these Conditions are for indicative purposes only.
37. **Jurisdiction and Law**  
 The proper law of all contracts arising between the Company and the Customer is the Law of the State of Victoria and the parties agree to submit to the jurisdiction of the Courts of that State.
38. **PART II: COMPANY AS AGENT**  
**Special Liability and Indemnity Conditions**  
 (A) To the extent that the Company acts as an agent, the Company does not make any contract with the Customer for the carriage, storage or handling of the Goods nor for any other physical service in relation to them and acts solely on behalf of the Customer in securing such services by establishing contracts with third parties so that direct contractual relationships are established between the Customer and such third parties.  
 (B) The Company shall not be liable for the acts and omissions of such third parties referred to in sub-clause (A) above.  
 (A) The Company when acting as an agent has the authority of the Customer to enter into contracts on the Customer's behalf and to do such Acts as to bind the Customer by such contracts and acts in all respects notwithstanding any departure from the Customer's instructions.  
 (B) Except to the extent caused by the Company's negligence, the Customer shall defend, indemnify and hold harmless the Company in respect of all liability, loss, damage, costs, or expenses arising out of any contracts made in the procurement of the Customer's requirements in accordance with clause 38.  
**Choice of Rates**  
 Where there is choice of rates according to the extent or degree of liability assumed by persons carrying, storing, handling the Goods, no declaration of value where optional will be made unless otherwise agreed in writing.
39. **PART III: COMPANY AS A PRINCIPAL**  
**Special Liability Conditions**  
 (A) To the extent that the Company contracts as principal for the performance of the Customer's instructions, the Company undertakes to perform or in its own name to procure the performances of the Customer's instructions and subject to the provisions of these Conditions shall be liable for the loss of or damage to the Goods occurring from the time that the Goods are taken into its charge until the time of delivery.  
 Where the Company contracts as a principal and sub-contracts the performance of the Company's services and it can be proved that the loss of or damage to or in respect of the Goods arose or was caused whilst the Goods were in the care or custody of the sub-contractor, the Company shall have the full benefit of all rights, limitations and exclusions of liability available to such sub-contractor in the contract between the Company and such sub-contractor and in any law, statute or regulation and the liability of the Company shall not exceed the amount recovered, if any by the Company from sub-contractor. Notwithstanding other provisions in these Conditions, if it can be proved where the loss of or damage to the Goods occurred, the Company's liability shall be determined by the provisions contained in any international convention or national law, the provisions of which  
 (A) Cannot be departed from by private contract, to the detriment of the claimant, and  
 (B) Would have applied if the claimant had made a separate and direct contract with the actual provider of the particular service in respect of that service or stage of carriage where the loss or damage occurred and received as evidence thereof any particular document which must be issued if such international convention or national law shall apply.  
 Notwithstanding other provisions in these Conditions, if it can be proved that the loss of or damage to the Goods occurred at sea or inland waterway and the provisions of clause 42 do not apply, the Company's liability shall be determined by the Hague-Visby Rules. Reference in the Hague-Visby Rules to carriage by sea shall be deemed to include reference to carriage by inland waterways and the Hague-Visby Rules shall be construed accordingly. Notwithstanding the provisions of clauses 42, 43 and 44 if the loss or damage to the Goods occurred at sea or on inland waterways, and the Owner Charterer or operator of the vessel establishes a limitation fund, the liability of the Company shall be limited to the proportion of the said limitation fund allocated to the Goods.  
**Air Carriage**  
 If the carriage acts as a principal in respect of a carriage of Goods by air, the following notice is hereby given:  
 If the Company involves an ultimate destination of stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers in respect of loss of or damage to cargo. Agreed stopping places are those places (other than the places of departure and destination) shown under requested routing and/or those places shown in carriers timetables as scheduled stopping places for the route. The address of the first carrier is the airport of departure.  
**Both to Blame Collision Clause**  
 The Current Both to Blame Collision Clause as adopted by BIMCO is incorporated in these conditions.  
**USA and/or Canada Clause**  
 With respect to transportation within USA or Canada, the responsibility of the Company shall be to procure transportation by carrier's (one or more) and such transportation shall be subject to the carrier's contracts and tariffs and any law compulsorily applicable. The Company guarantees the fulfillment of such carrier's obligations under their contracts and tariffs.  
 (B) If and to the extent that the provisions of the Harter Act of the USA 1893 would otherwise be compulsorily applicable to regulate the Company's responsibility for the Goods during any period prior to loading or on after discharge from the vessel on which the Goods are to be or have been carried, the Company's responsibility shall instead be determined by the provisions of these Conditions, but if such provisions are found to be invalid such responsibility shall be determined by the provisions in the Carriage of Goods by Sea Act of the USA Approved 1936.

# EXHIBITION COLLECTION LABEL

(Must be used on every item to be collected from the Hotel – boxes without labels will not be collected by couriers)



(Please complete in BLOCK CAPITALS)

TO:

COMPANY  
NAME  
ADDRESS

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

All items must be collected within 24 hours after the completion of the event  
Between 0700am - 1500pm, Monday - Friday (collection out of these times can not be guaranteed)

Collect from **Pullman Melbourne Albert Park**, 65 Queens Road, Melbourne , 3004  
via Receiving Bay, off Queens Lane

EVENT NAME:

CIA 2015 CONFERENCE

EVENT DATE: 30 AUG TO 2 SEPTEMBER 2015

SENDERS NAME:

\_\_\_\_\_ TELEPHONE: \_\_\_\_\_

COMPANY NAME:

\_\_\_\_\_

RECEIVERS NAME:

\_\_\_\_\_ TELEPHONE \_\_\_\_\_

BOX \_\_\_\_\_  
  
OF \_\_\_\_\_

DATE OF COLLECTION

# EXHIBITION DELIVERY LABEL

*(Must be used with all deliveries to the Hotel)*

*(Please complete in BLOCK CAPITALS)*



TO:

**Pullman Melbourne Albert Park**  
**65 QUEENS ROAD**  
**MELBOURNE VIC 3004**  
**via RECEIVING BAY (*off Queens Lane*)**

HOTEL CONTACT:

**Vanessa Campli 03 8554 2807**

EVENT NAME:

**CIA 2015 CONFERENCE**

EVENT DATE: **30 AUG TO 2 SEPTEMBER 2015**

COMPANY NAME:

\_\_\_\_\_

COMPANY CONTACT:

\_\_\_\_\_ TELEPHONE: \_\_\_\_\_

BOOTH / STAND NUMBER:

\_\_\_\_\_

**BOX \_\_\_\_\_**

**OF \_\_\_\_\_**

## OFFICE USE

Date Received \_\_\_\_\_

Time Received \_\_\_\_\_

Received By \_\_\_\_\_

Deliver to Room \_\_\_\_\_ BY \_\_\_\_\_ HRS

Function Number \_\_\_\_\_