

Friday 9 - Sunday 11 July 2010
Melbourne Exhibition Centre

In collaboration with



AUSTRALIA'S No.1 BUILDING AND RENOVATION EXPO

EXHIBITOR NEWSLETTER – JUNE 2010

With **3 WEEKS TO GO** until the Expo, it's full steam ahead. If you have any queries or require further assistance, please do not hesitate to contact the Expo team on tel 03 9654 7773 or email buildexpo@aec.net.au

IN PREPARATION FOR THE EXPO:

Have you:

- Sent back your Exhibitor Badge Form?
- Discussed your stand requirements with ExpoNet?
- Hired furniture for your stand?
- Arranged storage with Agility Logistics?
- Ordered additional tickets to the Expo available at half price to all exhibitors?

All forms are available at buildexpo.com.au

FREE TICKETS

Your FREE tickets to the Expo are enclosed with this newsletter! These tickets can be distributed to your valued clients, family and friends. If you require additional tickets, these can be purchased at the discounted Exhibitor rate of \$8.50 each using Form 1a in your Exhibitor Manual.

PARKING AT THE EXPO

The Freeway car park (see enclosed map) is available for exhibitors with entry via Munro Street. Cost is \$6.00 for 12 hours (coins are required). Alternatively we can suggest Crown Casino car park as another option for parking onsite. There is no discounted exhibitor parking underneath the venue.

EXHIBITOR BADGES

Exhibitor badges, once requested, will be delivered to your stand during Move In. Exhibitor badges allow the staff working on your stand access to the Expo and are only valid for one entry per day (pass outs are available). If you still have not ordered your Exhibitor badges please return your form immediately or email buildexpo@aec.net.au with the names of those working on your stand.

MOVE IN

Pre Built Stands for Product Move In commences from 7am Thursday 8 July. Refer to the Move In Schedule in the Exhibitor Manual for your exact time block. Custom-built stands can start building from 10am Wednesday 7 July. Your allocated Product Move In time can be located in your Exhibitor Manual.

MOVE OUT – IMPORTANT NOTE!

Due to the demand on Venue space ALL PRODUCTS / DISPLAYS / STANDS MUST BE REMOVED AS PER THE BELOW TIMES. Any goods remaining after this time will be taken offsite and stored at the Exhibitor's cost.

Stands A – G

All stands must be vacated by 10pm Sunday 11 July

Stands H - P

All stands must be vacated by 10am Monday 12 July

DELIVERY OF PRODUCT

Goods cannot be delivered to the Melbourne Exhibition Centre prior to Wednesday 7 July. The Venue and Organiser can not accept delivery of goods on behalf of Exhibitors, nor will there be any responsibility taken for goods delivered in the absence of the Exhibitor. If you need to arrange to have your goods delivered or stored, contact official freight forwarders Agility Logistics on tel 03 9330 3303 for a quote or complete Form 6 in your Exhibitor Manual. Note that Agility Logistics can accept deliveries prior to Wednesday 7 July at their Melbourne warehouse, by prior arrangement, for a nominal fee.

FORKLIFTS/TROLLEYS/STORAGE

A forklift with operator and trolleys will be available for 'general use' at no charge during Move In (from 10am Wednesday 7 July) and Move Out on a first-in first-served basis for a maximum period of 15 minutes per company. However for an efficient Move In/Move Out, we suggest you supply your own trolley. There is no onsite storage available. If you require storage, please contact Agility Logistics on tel 03 9330 3303. If you require a forklift for longer than 15 minutes or need to make storage arrangements refer to Form 6 in the Exhibitor Manual.

OCCUPATIONAL HEALTH & SAFETY

To comply with Occupational Health & Safety requirements:

- Hi-visibility safety vests must be worn on Loading Dock at all times and in the Exhibition Hall during Move In/Move Out. Safety vests can be purchased from the Organiser's Office at the Expo for \$10, or we recommend buying them from any hardware store before arriving.
- Open-toed shoes must not be worn during Move In/Out.
- Children are not permitted in the Exhibition Halls during Move In/Out.
- All electrical appliances on your stand must be tested and tagged. ExpoNet can provide this service onsite for a nominal fee.

For more information please refer to the Onsite Induction checklist in the rear of section A in the Exhibitor Manual.

Should you have any queries contact the Build Expo team on tel 03 9654 7773 or via email buildexpo@aec.net.au We look forward to working with you and seeing you at the Expo in July.


Marie Kinsella
Managing Director
Australian Exhibitions & Conferences Pty Ltd



MCEC venue locality



EXHIBITOR CAR PARK

 **FREEWAY CAR PARK** – Enter via Munro Street under the Westgate Bridge.

CAR PARKS AVAILABLE TO THE PUBLIC

 **WORLD TRADE CENTRE CAR PARK** – Enter via Siddeley Street

 **MELBOURNE EXHIBITION CENTRE BASEMENT CAR PARK** – Enter via Normanby Road

 **SOUTH WHARF RETAIL CAR PARK** – Enter via Normanby Road