



2019 BUS EXPO AND MAINTENANCE CONFERENCE



EXHIBITOR HANDBOOK

www.busvic.asn.au/2019-maintenance-conference/



Location: Melbourne Convention and Exhibition Centre (MCEC), South Wharf.



Dates: Tues 1 and Wed 2 October 2019, from 8am to 5.30pm both days. The Event is followed by dinner on Tues evening and drinks & canapes on Wed evening.



Exhibitor Move-In:

Mon 30 September 2019, from 5am (Bus and Workshop exhibitors). Exact times will be allocated to each exhibitor prior to the move in. From 10am (Area A Stand Exhibitors) and 12pm (Area B Stand Exhibitors) to 5pm, and Tues 1 October 6.30am to 9am.



Exhibitor Move-Out:

Wednesday 2 October 2019, from 5.30pm to 9.00pm, and Thursday 3 October 2019, from 7am to 4pm.

Event Manager:

Lisa Muston
Ph: 03 9914 7027 | Mobile: 0420 234 595
Email: lmuston@busvic.asn.au
PO Box 125, Port Melbourne, VIC, 3027

Useful Documents:

- Exhibitor flyer (inc floor plan & registration form) - www.busvic.asn.au/2019-maintenance-conference/
- Gaffneys Event Logistics Quote Request Form (Pdf Form) - <https://tinyurl.com/ydzexzjf>
- MCEC's Operations Manual - <https://tinyurl.com/y8ncoh67>

Event Webpage:

www.busvic.asn.au/2019-maintenance-conference/

Car Parking

Please visit the MCEC website for carparking information -

www.mcec.com.au/visit/visit-information

Early bird rates apply at many nearby locations.

Accommodation

BusVic does not make accommodation bookings. Please contact any of the following accommodation venues directly and mention the BusVic Bus Expo & Maintenance Conference to obtain the special conference rate which **must be booked 30 days before event to receive the discounted rate.**

Crown Metropol

<https://book.passkey.com/go/BusVic>
8 Whiteman St Southbank VIC 3006
Ph: +61 3 9292 6211
Luxe Room \$290 (room only)

Crown Promenade

<https://book.passkey.com/go/BusVic>
8 Whiteman St Southbank VIC 3006
Ph: +61 3 9292 6688
Standard Room \$275 (room only)

Pan Pacific Melbourne

www.panpacific.com/bus-association-victoria
2 Convention Centre Place, South Wharf VIC 3006
Ph: +61 3 9027 2000
Deluxe King Room \$309 (room only)

Novotel Melbourne South Wharf

<https://book.passkey.com/event/49637408/owner/49614539/home>
7 Convention Centre Place, South Wharf VIC 3006
Ph: +61 3 9058 0444
Standard Queen Room \$250 (room only)

Clarion Suites Gateway

www.clarionsuitesgateway.com.au
1 William Street, Melbourne VIC 3000
Ph: +61 3 9296 8888
Studio Queen \$219 (room only)
One Bedroom Suite \$239 (room only)

Stand Allocation

Stand allocations are made by the Event Manager, giving preference to the following (in order):

1. BusVic Partners
2. Earliest date of registration and payment.

Once completed, such listings and location can be found on the BusVic website -

www.busvic.asn.au/2019-maintenance-conference/

Stand Inclusion

There is a choice of three exhibition space packages.

Single stand: 3m deep * 3m wide (includes 1 * day delegate – no dinner)

Double stand: 3m deep * 6m wide (includes 2 * day delegate – no dinner)

Single Bus stand: 15m deep * 5m wide (includes 2 * day delegate – no dinner)

Larger Bus Stands with varying size refer the Floor plan (includes 2 * day delegate – no dinner)

Harry the Hirer Exhibitions & Events (Harry the Hirer) are the official Event suppliers. Harry the Hirer will build display booths according to the standard shell scheme outlined below or as otherwise agreed (see information on alternative stand solutions below).

Harry the Hirer's standing trading conditions will apply for services provided, and is available at

www.harrythehirer.com.au/terms-and-conditions/

Please note the standard shell scheme, inclusive of lighting, company signage and power, is included in the registration fee, as well as all hire charges, delivery, installation and dismantling of equipment.

Additional furniture and fit out can also be ordered directly from Harry the Hirer. Please see Harry the Hirer's contact details below.

Standard Shell Scheme



Walls	2.4m high Matt aluminium frame White laminated walls
Fascia	30mm high Aluminium fascia Red fascia sign insert
Fascia Sign	1 sign per stand, computer cut white lettering on a red panel 1 logo panel with stand number
Lights	See power package note above
Power	1 x single 4amp power point included per stand
Floor Covering	Carpeted

Spotlights

70w metal halide Enviro Lights will be track mounted and fitted to the back of the fascia of all stands. Lighting and power will be installed on the following ratio:

3m x 3m Shell Stand (2 x 70watt Enviro Lights, 1 x 4amp p/point)

6m x 3m Shell Stand (4 x 70watt Enviro Lights, 1 x 4amp p/point)

Furniture /AV

Harry the Hirer has an extensive range of audio visual and furniture to complete any fit out. Their products are available to view at their website.

*Any fascia sign confirmation forms not returned by the due date will mean Harry the Hirer will print the Exhibition name as supplied to them by BusVic. Please note the shell scheme is Octonorm - a laminated finish. This requires the use of double sided tape to hang display information from the walls. Harry the Hirer can supply this to Exhibitors on request.

Harry the Hirer – Exhibitions

81-95 Burnley St, Richmond VIC 3121

MICHAEL BEGG | MOBILE 0409 269 972

PHONE 03 9429 6666 FAX 03 9427 1637

EMAIL MICHAELB@HARRYTHEHIRER.COM.AU

WEBSITE www.harrythehirer.com.au

Alternative stand solution

If an Exhibitor wants to investigate an alternative stand solution, contact must be made with Harry the Hirer. Additional charges may apply.

Harry the Hirer to contact Exhibitors

Harry the Hirer will make contact with Exhibitors and provide them with an order form. These forms are also available from their website. All order forms must be completed and returned to Harry the Hirer no later than Friday 6th September 2019.

Exhibitor's with their own Stand builder?

Exhibitors with their own stand builder must inform Harry the Hirer that they do not require the standard shell scheme. Exhibitors can contact Harry the Hirer prior to hearing from them. Please see Harry the Hirer's contact details above. The same registration fee still applies to those using their own stand builder. Such Exhibitors must remember that Stands must not exceed 2.4m in height unless agreed to by the Event Manager. Plans for Exhibitor custom built Stands must be sent to the Event Manager by 1 August 2019 for approval.

Melbourne Convention and Exhibition Centre Information

MCEC Exhibitor Services Kit

The MCEC Exhibitor Services Kit contains important information about exhibiting at the MCEC. It is available at <https://mcec.com.au/exhibitors>

Free Wi-Fi Internet provided by MCEC

- Coverage extends throughout MCEC, including meeting rooms, exhibition bays, the plenary and all other public spaces.
- Suitable for webmail, Facebook, Twitter and basic internet browsing (but not for streaming video such as Skype).
- Maximum bandwidth of 256Kb/s per user, with actual bandwidth influenced by the number and density of concurrent users.
- Requires users to subscribe (free of charge) via a login page and agree to a set of terms and conditions.

Car parking

Please visit the MCEC website for carparking information. Early bird rates apply at many nearby locations.

<https://mcec.com.au/visit/visit-information>.

Cleaning

BusVic will provide the following cleaning for Exhibitors during the Event. All other cleaning is the responsibility of Exhibitors. More specific information on the cleaning to be carried out by Exhibitors is included in the Terms and Conditions.

Monday 30 September 2019 - Pre Show Clean:

- a) delivery and set up of bins for collection of general rubbish, cardboard and plastic recycling.
- b) general cleaning and vacuuming of exhibiting space and aisles in preparation for Day 1 of the Event.

Tuesday 1 October 2019 - Operational Clean/ Night Clean:

- a) Operational Clean includes the sweeping and emptying of bins as required.
- b) Night Clean includes the general cleaning of the exhibiting space and aisles, sweeping and emptying of bins as required after the Event closes for the day.

Wednesday 2 October 2019 - Operational Clean:

- a) Operational Clean includes the sweeping and emptying of bins as required.

Stand Set Up, Access and Logistics

a) Gaffneys Event Logistics has been appointed the official logistics provider to the 2019 BusVic Bus Expo & Maintenance Conference.

b) Set up: Monday 30 September 2019, from 5am (Bus and Workshop exhibitors). Exact times will be allocated to each exhibitor these will be confirmed by Event Manager prior to the bump in.

From 10am (Area A Stand Exhibitors) and 12pm (Area B Stand Exhibitors) to 5pm, and Tuesday 1 October 2019 6.30am to 9.00am.

c) All Exhibitor representatives involved in the set up in anyway must bring and wear fluorescent high visibility jackets during set up on 30 September 2019.

d) Forklift drivers may accept or reject loads based on safety considerations, at their absolute discretion. Where practicable, Exhibitors need to ensure that heavy loads and equipment are on pallets and are secure.

e) Hand pallet trucks will be available for the use of Exhibitors on set up day, these are used at the Exhibitors own risk.

f) All rigging will be done by the appointed contractor, Harry the Hirer.

Gaffneys specialises in exhibition domestic and international freight forwarding as well as materials handling services. Gaffneys can arrange all local, interstate and international transport services including delivery onto each exhibitor's stand at the exhibition venue. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged.

To access Gaffneys' online portal please use the following link:

Quote Request Form - Bus Expo & Maintenance Conference 2019 - <https://tinyurl.com/ydzexzjf>

FREIGHT FORWARDING, FORKLIFTS & STORAGE DEADLINE: Friday 13th September 2019

Prior to the exhibition Gaffneys will contact all exhibitors to ascertain specific transportation and other requirements.

There will be no onsite storage facilities for packing materials and boxes. It is recommended that exhibitors organise off-site storage with Gaffneys for all packing crates and freight forwarding materials for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the Exhibition Display Area during the show.

To request a quote to book transport, onsite forklift and/or offsite storage, please complete the order form by Friday 13th September 2019.

Please note:

If you are using your own transport company, Gaffneys cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider.

Gaffneys Event Logistics

Ida Laino

Level D, 42 Upper Heidelberg Road, Ivanhoe VIC 3079

Tel: +61 1300 013 533

Fax: +61 1300 881 533

E-mail: idal@gaffneys.com.au

FOR SAFETY REASONS - FOR OVERSIZED / UNUSUAL FREIGHT EXHIBITORS MUST INDICATE WEIGHT AND CENTRE OF GRAVITY AND ANY SPECIAL MARKINGS (eg. IF FREIGHT IS WEIGHT BIASED TOWARDS A SIDE, OR MUST BE FORKLIFTED IN A PARTICULAR WAY)

Deliveries

a) As the event bumps in / out on very tight parameters and deliveries will not be accepted at MCEC earlier than the times specified below, we highly recommend using Gaffneys as their service is door-to-stand and they work weekends and outside normal business hours.

Loading Dock Addresses – for deliveries. (A 30 minute parking time limit applies).

MCEC Loading Dock – South Wharf, Victoria 3006, Australia.

Enter off Normanby Road to the open air loading dock located along the back of the Exhibition Centre.

Further information:

<https://mcec.com.au/exhibitors/deliveries>

b) Deliveries and pickups can only occur during the following times.

MOVE IN:

Monday 30 September 2019, from 5am (Bus and Workshop exhibitors) 10am (other displays) – 5pm
Tuesday 1 October 2019 6:30am – 9:00am

IMPORTANT: It is the responsibility of each Exhibitor to ensure that all freight is labelled correctly with the following information on EVERY item:

- Carrier and consignment note
- Destination address
- Company name
- Contact name and telephone number
- Total amount of pieces. eg. 1 of 3, 2 of 3 etc..

c) For Exhibitors using their own logistics company, Gaffneys cannot sign for delivery of goods. Such Exhibitors must make specific arrangements with its logistics provider and/or ensure that they have a representative onsite at the time of delivery.

Onsite Materials Handling

a) Exhibitors, or their stand-builders, requiring a forklift during move in or move out, must pre-book these services in advance with Gaffneys. To avoid disappointment, you must complete the MATERIALS HANDLING FORM (available from the Gaffneys or the BusVic website) and return it to Agility by Friday 13th September 2019

b) Gaffneys will be operating a forklift service during bump in and bump out to assist Exhibitors requiring forklifts, pallet jacks and flatbed trolleys. No charge will apply for the provision of these services. Please see the Agility staff at the loading dock for assistance.

c) Forklifts will only be operating during the following times:

MOVE IN:

Monday 30 September from 5am (Bus and Workshop exhibitors) 10am (other displays) – 5pm

Tuesday 1 October 2019 6:30am – 9:00am

MOVE OUT:

Wednesday 2 October from 5.30pm to 9pm

Thursday 3 October from 7am to 4pm

Storage

a) There will be no guaranteed 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 Event. Exhibitors may not leave boxes and packing material in the exhibition display area during the Event. Please contact the Organiser should you require storage, you will then be advised if on-site storage can be made available or not.

b) Exhibitors or their stand-builders requiring offsite storage during the Event, must pre-book these services in advance with Gaffneys. Charges apply. Please do not just assume that Gaffneys will be onsite. To avoid disappointment, **you must complete the MATERIALS HANDLING FORM** (available from the Gaffneys or the BusVic website) and **return it to Agility by Friday 13th September 2019**

Exhibitors using alternative logistics providers

Exhibitors using their own logistics company should make sure they are aware of the information in this 'Useful Information', particularly as some things can only be done by Gaffneys, e.g., using fork lifts or making hand pallet trucks available for use.

Exhibition Break Down

a) The Event concludes at 5:00pm Wednesday 2 October. Exhibition breakdown is from Wednesday 2 October 5.00pm – 8pm, and then Thursday 3 October 7am – 4pm.

b) Gaffneys forklift drivers may accept or reject loads based on safety considerations, at their absolute discretion. Where practicable, Exhibitors need to ensure that heavy loads and equipment are on pallets and are secure.

c) Gaffneys will make hand pallet trucks available for the use of Exhibitors, and these are used at the Exhibitors' own risk.

d) Exhibitors are requested to clean up their display site prior to departing.

e) Exhibitors using their own courier must ensure that all freight requiring a pallet jack or forklift is secured, packed and labelled correctly by Wednesday night. Please leave goods at your stand.

IMPORTANT: It is the Exhibitors responsibility to ensure that all freight is labelled correctly with the following information on EVERY item:

- Carrier and consignment note
- Destination address
- Company name
- Contact name and telephone number
- Total amount of pieces. eg. 1 of 3, 2 of 3 etc..

FOR SAFETY REASONS - FOR OVERSIZED / UNUSUAL FREIGHT EXHIBITORS MUST INDICATE WEIGHT AND CENTRE OF GRAVITY AND ANY SPECIAL MARKINGS (eg. IF FREIGHT IS WEIGHT BIASED TOWARDS A SIDE, OR MUST BE FORKLIFTED IN A PARTICULAR WAY)

1) Return of storage/empty packaging by Gaffneys is not permitted until all delegates / public are off the floor. For safety, Exhibitors need to be patient.

2) BusVic and MCEC determine when the loading dock doors shall be opened and pallet jacks permitted inside the halls.

3) Pallet jack, trolley and forklift assistance will not be available until it is safe to do so.

4) All Exhibitor freight must be removed from the venue by 4pm Thursday 3 October 2019.

Security

BusVic will arrange on-site 24 hour security during the Event. As the Event is not open to the public, the risk exposure to thefts should be at a minimum. Exhibitors should however remain vigilant and secure their valuables and personal items.

Terms & Conditions

1) INTERPRETATION

1.1) Definitions:

a) Applicable Laws

Applicable Laws means the laws of Victoria.

b) Contract

Contract means the agreement made between the Organiser and the Exhibitor incorporating these Terms and the contents of the Event registration form.

c) Event

Event means 2019 BusVic Bus Expo & Maintenance Conference.

d) Event Duration

Event duration means Monday 30 September to Thursday 30 October (inclusive).

e) Event Manager

Lisa Muston

Ph: 03 9914 7027

Mobile: 0420 234 595

Email: lmuston@busvic.asn.au

Postal: PO Box 125, PORT MELBOURNE VIC 3207

f) Exhibitor

Exhibitor means those entities who have registered to exhibit and attend the Event.

g) Loss

Loss means losses, damages, costs, claims, demands, writs, summonses, actions, suits, proceedings, judgments, orders, decrees, expenses and damages of any nature whatsoever including indirect, consequential, special, punitive or exemplary damages and damages for loss of anticipated profit, revenue, contract, opportunity or goodwill.

h) Organiser

Organiser means Bus Association Victoria Inc

PO Box 125, PORT MELBOURNE VIC 3207

Website: www.busvic.asn.au

i) Payments

Payments means any payments required by the Organiser to be made by an Exhibitor in order for the Exhibitor to exhibit and attend the Event.

j) Stand

Stand means the display pod, stand, booth or site allocated to an Exhibitor for exhibiting at the Event.

k) Terms

Terms means these terms and conditions.

l) Venue

Venue means Melbourne Exhibition Centre, South Wharf, Victoria 3006.

1.2) Guidance on construction of these Terms:

(a) a person includes a partnership, joint venture, unincorporated association, corporation and a government or statutory body or authority;

(b) a person includes the person's legal personal representatives, successors, assigns and persons substituted by novation;

(c) any legislation includes subordinate legislation under it and includes that legislation and subordinate legislation as modified or replaced;

(d) an obligation includes a warranty or representation and a reference to a failure to comply with an obligation includes a breach of warranty or representation;

(e) a right includes a benefit, remedy, discretion or power;

(f) "\$" or "dollars" is a reference to Australian currency;

- (g) writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes fax transmissions; and
- (h) a clause, schedule or annexure is a reference to a clause, schedule or annexure, as the case may be, of this document;
- (i) time is local time in Melbourne.

2) ORGANISER'S RIGHTS:

2.1) In consideration of the Payments made by an Exhibitor to the Organiser in accordance with these Terms, the Organiser grants a non-exclusive licence to the Exhibitor to use the Stand for the Event Duration subject to these Terms.

2.2) Exhibitors and their exhibits and display stock or items are admitted to the Event, and shall only remain there, on the condition of strict compliance with these Terms.

2.3) Any breach of these Terms by an Exhibitor may result in the Organiser taking whatever action it considers appropriate against the Exhibitor, including prohibiting in whole or in part the Exhibitor, its servants, agents, contractors or employees from participating or continuing to participate in the Event, in which case, the Exhibitor will also forfeit any and all payments made to the Organiser.

2.4) The Organiser also reserves the right in its absolute discretion to deny entry to the Venue and/or terminate the registration of an Exhibitor, its servants, agents, contractors or employees who demonstrates behaviour or acts in a way that it deems to be inappropriate or presents a risk to the health, safety and wellbeing of others.

2.5) In the event of a termination of a registration under clause 2.4 prior to the commencement of the Event, the cost of the registration will be refunded to the Exhibitor but the Organiser will not be liable for any additional expenses or costs, whether direct or indirect, arising from such a termination.

2.6) If a termination under clause 2.4 occurs on site or during the Event then the Organiser reserves the right not to provide any refund of any registration fees and the Organiser will not be liable for any additional expenses or costs, whether direct or indirect, arising from such a termination.

2.7) The Organiser shall produce an official exhibition listing documenting Exhibitors and exhibits. No responsibility is accepted by the Organiser for any omission, misdescription or other error arising from information provided to the Organiser by an Exhibitor for this purpose. The Organiser gives no warranty as to the type or extent of promotion of the Exhibition nor as to attendance numbers.

2.8) The Organiser warrants that it has in place a privacy policy which complies with the Privacy Act 1988 (Cth) as amended from time to time and shall ensure compliance of the same by its personnel.

For further details of the Organiser's privacy policy, please contact the Organiser on 03 9645 3300.

2.9) The Organiser reserves the right in its sole and absolute discretion to alter the Stand allocation and/or floor plan of the Event, or to change the venue for the Event in which event it agrees to provide reasonable notice where possible to any Exhibitor affected by any such alteration, and in such event the Exhibitor must accept such re-allocation without any claim for a reduction in fees or charges or otherwise.

3) EXHIBITOR COVENANTS:

Exhibitors understand and agree:

3.1) Cancellations

- a) The Organiser reserves the right to cancel the Event in the event it receives an insufficient number of registrations or for any other reasonable grounds, in which event the maximum liability of the Organiser is limited to a refund of any Payments made under these Terms with no liability for any additional costs incurred by an Exhibitor, including without limitation, travel costs, hotel costs, or any other costs or expenses of the Exhibitor whatsoever.
- b) The Organiser, without prejudice to any other rights under these Terms, shall agree to a cancellation of a Contract with an Exhibitor at the Exhibitor's request if and only if all of the following conditions are met:
 - 1) a request is received in writing by the Organiser on or before close of business on the cancellation date in c) below; and
 - 2) the reason given for the request for the cancellation is, in the opinion of the Organiser, reasonable and well founded as determined by the Organiser acting in its sole discretion.
- c) If the conditions of clause 3.1 b) are met, the Organiser shall retain the following monies by way of liquidated damages and not by way of penalty:
 - 1) 50% of the Payments made if the cancellation is presented in writing before July 30 2019; and
 - 2) 75% of the Payments made if the cancellation is presented in writing between 1 August and 31 August 2019; and
 - 3) 100% of the Payments made if notice of the cancellation is given on or after 1 September 2019.

3.2) Catering

No food or drink may be brought into the Venue from outside by Exhibitors, except with permission of both the Event Manager and the Venue.

3.3) Cleaning

An Exhibitor must maintain and leave its Stand in a clean and tidy condition and free of debris and rubbish by using the bins provided by the Organiser. The Organiser will provide the cleaning for Exhibitors during the Event as detailed in the 'Useful Information'. All other cleaning of the Stand is the responsibility of the Exhibitor.

3.4) Stand Plan: Booth Displays (Displays no DS1-DS24 & SS1-SS60)

- a) Exhibitor stands must not exceed 2.4m in height unless agreed to by the Event Manager.
- b) Plans for Exhibitor custom built Stands must be sent to the Event Manager by 1 August 2019 for approval

3.5) Display Inclusions and Plan: Bus & Chassis and Workshop Displays (Display no BS1-BS24)

- a) Exhibitors who have registered for a bus and chassis Stand must carpet tile their stand or install other suitable flooring.
- b) All bus & chassis and workshop Exhibitors must submit a full schematic plan of their Stand (including all built displays, bus locations and walls) to the Event Manager for approval prior to July 1 2019.
- c) Exhibitor built walls are only allowed along the length of the back outer perimeter edge of the Stand and 5m along either side of the Stand from this back outer side towards the inner part of the display.
- d) All 5m built walls along the side of the Exhibitor Stand must be doubled sided with no framework visible.
- e) The back outer perimeter wall of the Exhibitor Stand can be one sided with framework visible.
- f) Power to bus & chassis and workshop Stands must be arranged by the Exhibitor through the Event Manager. Charges may apply.
- g) A display set up time will be assigned to each company by the Event Manager. Exhibitors must set up their display at that time.
- h) All Exhibitor rigging must be done by the appointed contractor, Harry the Hirer.
- i) Exhibitor signs and banners that are rigged must not extend to lower than 5m from the floor. Rigging of signs and banners cannot be used to create walls between Exhibitor Stands. The Exhibitor must submit all plans for rigging of signs and banners to the Event Manager for approval by July 1 2019.

3.6) Display Set Up, Access and Logistics

- a)** Exhibitor Stands must only be set up between Monday 30 September 2019 from 7am (bus, chassis or workshop Stands)/9am (other Stands) -5pm, and Tuesday 1 October 2019 6.30am to 9.00am. All Stands must be complete by 9am on Tuesday 1 October 2019.
- b)** Exhibitors must comply with the reasonable directions of the Organiser and its authorised staff in relation to the hours of access to the Stand and the Event, and the hours during which the Event will be open for set up, access and logistic matters.
- c)** All Exhibitor representatives must wear fluorescent high visibility jackets during set up on Monday 30 September 2019.
- d)** Forklift drivers may accept or reject Exhibitor loads based on safety considerations, at their absolute discretion.
- e)** Hand pallet trucks will be available for the use of Exhibitors on set up day, these are used at the Exhibitors own risk.
- f)** All Exhibitor rigging must be done by the appointed contractor, Harry the Hirer.

3.7) Exhibitor Deliveries

- a)** Exhibitor deliveries and pickups can only occur during the following times.

During move in: between Monday 30 September 2019, 7am to 5pm, and Tuesday 1 October 2019, 6:30am to 9:00am. During move out: between Wednesday 2 October 2019, 5.30pm to 9pm and Thursday 3 October 2019, 7am to 4pm.

- b)** Exhibitors using their own logistics providers must make specific arrangements with those transport providers and/or ensure they have a representative onsite at the time of delivery, otherwise goods will not be signed for.

3.8) On site Materials Handling

Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Gaffney's (as set out in the 'Useful Information').

3.9) Storage

Exhibitors must not leave boxes and packing material in the Stand during the Event.

3.10) Exhibition Break Down

- a)** Exhibitor breakdown is only to occur between Wednesday 2 October 2019 5.30pm to 9pm, and then only larger items requiring the goods lift from Thursday 3 October 2019, 7am to 4pm.
- b)** All Exhibitor freight must be removed from the Venue by 4pm Thursday 3 October 2019, otherwise it will be considered as unclaimed goods by the Organiser and disposed of at the sole discretion of the Organiser.

3.11) Dress Code

Dress Code for the Event is either smart casual or business suit.

3.12) Exhibitor Representation and Conduct

- a)** At all times during the opening hours of the Event, Exhibitors must:
 - 1)** Keep their allocated Stand open to view and properly staffed by competent representatives.
 - 2)** Keep the allocated Stand properly maintained and clean.
 - 3)** Conduct any business only from the allocated Stand. Plans for any special activities must be approved by the Events Manager.
 - 4)** Keep passageways adjacent to the allocated Stand free from any obstruction.
 - 5)** Only promote and display the entity name shown on the registration form.
 - 6)** Not take onto or cause to be taken into the Venue any dangerous or hazardous goods.
 - 7)** Not hold or allow to be held any sale by auction, lottery, raffle, guessing competition, game of chance etc at the Venue.
 - 8)** Not sub-Lease, share or part with possession of the Stand.
 - 9)** Not operate any type of machinery, device or equipment in such a manner as in the Organiser's absolute opinion may cause nuisance or annoyance to Exhibitors or other persons attending the Event.
 - 10)** Not do any act which in the sole opinion of the Organiser may bring discredit upon the Event.
 - 11)** Keep noise to a level deemed acceptable by the Organiser.

12) Not disseminate photographs and/or other promotional material in respect to the Exhibition without the written consent of the Organiser.

3.13) Risk and Responsibility

a) Exhibitors, its servants, agents, contractors and employees, participate in the Event and occupy and use the Venue at their risk. The Organiser will not be liable to an Exhibitor, its servants, agents, contractors and employees, for any Loss howsoever arising and regardless of whether any claim be based in contract, tort, equity or otherwise, and whether for any loss of life, personal injury, damage to or loss of property, or loss of business or economic loss which may be suffered or sustained by the Exhibitor, its servants, agents, contractors and employees, due to its participation in the Event or in or about the Venue.

b) The release in paragraph (a) will not apply to the extent of any negligence, recklessness or deliberate act of the Organiser or its servants, agents, contractors or employees.

c) Exhibitors must:

1) indemnify the Organiser for any Loss suffered by it, its servants, agents, contractors or employees, arising from:

i. any failure of an Exhibitor or its respective servants, agents, contractors or employees to perform or observe any of these Terms or any relevant Law;

ii. any default by an Exhibitor of these Terms; or

iii. any negligence of an Exhibitor or its respective servants, agents, contractors or employees;

2) the indemnity in paragraph (1) will not apply to the extent of any negligence, willful or deliberate act of the Organiser or their servants, agents, contractors or employees;

3) use reasonable endeavours to mitigate any Loss; and

4) not do or allow to be done anything which might increase any Loss or increase the risk of any Loss occurring.

d) The amount of any Loss payable to the Organiser by an Exhibitor will be in addition to any other amount payable to the Organiser under a specific provision of these Terms.

e) To the extent permitted at law, all conditions, warranties and guarantees implied into a Contract or imposed by statute are excluded.

f) To the extent the Organiser has any liability to an Exhibitor under any implied or statutory condition, warranty or guarantee which cannot be excluded, to the extent permitted by law, the Organiser can limit such liability at its option to:

i. in the case of goods supplied by it to: (i) replacement of the goods or the supply of equivalent goods; (ii) repair of the goods; (iii) payment of the cost of replacing the goods or of acquiring equivalent goods; or (iv) payment of the cost of having the goods repaired;

ii. in the case of services supplied by it to: (i) supplying of the services again; or (ii) payment of the cost of having the services supplied again.

3.14) Insurance

It is the Exhibitors responsibility to arrange adequate insurance to cover its risks of participating in the Event and occupying the Venue, and the risks of its servants, agents, contractors or employees, including for any loss or damage to its equipment, display items and other materials, and any damage caused to third parties/visitors on or near an Exhibitors Stand or during its exhibition set up or breakdown.

3.15) Name Tags

a) Conference registration/name tags must be worn on site at the Venue all times.

b) Name changes will be permitted until Tuesday 17 September 2019.

3.16) Payments

a) Payments must be made by an Exhibitor in accordance with the Organiser's payment terms as detailed on the invoice and registration form.

b) No amounts must be outstanding as at Tuesday 3 September 2019.

c) No Stands will be allocated to Exhibitors with amounts outstanding at Tuesday 3 September 2019, unless special arrangements have been made with the Event Manager.

3.17) Safety

All Exhibitors and Exhibitor contractors who are in direct control of Stand build contractors must complete the Melbourne Convention and Exhibition Centre (MCEC) online site induction module prior to completing any works at MCEC. This information is available on the MCEC website - <http://mcec.com.au/working-with-mcec/site-induction/>

3.18) Other Compliance

Exhibitors must also observe and comply, so far as relevant with:

- a) All laws
- b) MCEC's Operations Manual (p1-p37 and p80 - p95). Available at <https://tinyurl.com/y8ncoh67>
- c) MCEC Exhibitors Kit. Available at:
https://www.busvic.asn.au/images/uploads/links/MCEC_Exhibitor_Services_Guide.pdf

4) FORCE MAJEURE:

In the event that the Event is cancelled or delayed due to a force majeure event and through no fault of the Organiser or the Venue including but not limited to fire, flood, labour disputes, natural

disasters, acts of God, civil disorders, riots, insurrections, work stoppages, slow-downs or disputes, then the Organiser will not be liable for any cost, damage or expense which may be incurred by an Exhibitor under these Terms.

5) GENERAL:

5.1) Each party covenants that upon the request of any other party to a Contract to give any consent do anything or act and execute any document as may be reasonably necessary to give full effect to a Contract.

5.2) A notice may be given by email or facsimile or by letter sent by pre-paid post and properly addressed to the person or party to whom it is directed.

5.3) These Terms shall be construed in accordance with and governed by the laws of Victoria and the parties submit to the jurisdiction of the courts of Victoria.

5.4) No agreement as between the parties varying or amending these Terms or any part of a Contract shall have any force or effect unless it is committed to writing and signed by the parties.

5.5) If a court, arbitrator, tribunal or other authority determines that a sentence, paragraph or clause of this contract is unenforceable, illegal, or void, then it must be severed and the other provisions of these Terms remain operative and binding upon the parties.

5.6) The parties agree that nothing in these Terms shall constitute a partnership, agency, employer/employee relationship or joint venture arrangement between them.