



ADX20 SYDNEY DENTAL SHOW WWW.ADX.SYDNEY

13-15 MARCH 2020
INTERNATIONAL CONVENTION
CENTRE SYDNEY



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Custom Stand Guidelines

**13-15 March 2020
ICC Sydney**

www.adx.sydney

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DEFINITIONS

- 1 ADIA is the Australian Dental Industry Association Limited
- 2 Exhibition means ADX20 Sydney
- 3 Exhibitor means the applicant for Exhibition Space
- 4 Exhibition Stand means the layout of any display, signage, furniture arrangement or equipment placement tailored specifically for the Exhibition Space
- 5 ICC means the International Convention Centre Sydney



GUIDANCE

When submitting a design for a custom stand to ADIA, please include the following:

- 1 Schematic of your stand showing heights of stands and banner placement
- 2 Completed [ICC Custom Stand Plans Permit Form](#)
- 3 Completed [ICC Banner Hanging and Rigging Order Form](#) if applicable
- 4 Completed [ICC Vehicle Display Permit Form](#) if applicable

Please send your submission to:

Jan Van Dyk
E : jan.vandyk@adia.org.au
T: 0419 125 857

You may also like to review the following order forms for various services:

[Cleaning Services Order Form](#)
[Exhibitor Account Order Form](#)
[Internet Services Order Form](#)
[Phone Services Order Form](#)
[Stand Catering and Kiosk Account Order Form](#)
[Utilities Order Form](#)
[Stand Catering Menu](#)

Please contact ADIA if you have any questions.

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1 ADIA CUSTOM STAND GUIDELINES

The following guidelines sets out Exhibition Stand design principles which are permitted in association to the Exhibition. They have been designed to increase the visual appeal of the Exhibition, maintain a degree of uniformity without limiting individual creativity, meet the International Convention Centre (ICC) Sydney safety requirements (which incorporate those within the Building Code of Australia) and ensure that the design of one Exhibitor's Exhibition Stand does not adversely impact upon the safety or amenity of other Exhibitors and Visitors.

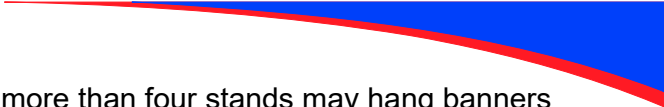
It is important to note that **the design of all custom stands must be approved** by ADIA and the ICC not later than 31 January 2020. If a design has not been approved it cannot be erected within the Exhibition Hall.

1.1 Approval

- 1.1.1 For all custom-built stands, and when otherwise designated, exhibitors must submit their design for approval to ADIA not later than **31 January 2020**.
- 1.1.2 Both ADIA and the ICC retain the right to refuse a design for an Exhibition Stand where it either breaches these guidelines or the design is likely to adversely impact upon the visual amenity of visitors or exhibitors.
- 1.1.3 In the event that an Exhibition Stand is erected that does not comply with these guidelines or is likely to adversely impact upon the safety or amenity of other Exhibitors and Visitors, ADIA may order that the stand be modified or dismantled.
- 1.1.4 Once your stand design has been approved you will be required to return an independent form indicating that your business will comply with the ADIA Custom Stand Guidelines. Return of this form will be compulsory.

1.2 General requirements

- 1.2.1 During the construction phase, protective sheeting and / or matting must be laid if any timber is to be cut in the hall.
- 1.2.2 All components of the Exhibition Stand must be constructed and operate within the designated Exhibition space.
- 1.2.3 Unless otherwise stated, there is a maximum build height of 5.0 meters from the floor. If the custom stand is within a block not wholly owned by the exhibitor there is a maximum build height of 3.5 meters so that other surrounding stands within the block are not overshadowed.
- 1.2.4 All signage must be within the Exhibition Space and within height limits. Signage may be hung below 5.0 metres if the exhibitors has four or less



stands. Exhibitors with more than four stands may hang banners between 6.00 and 8.0 metres.

- 1.2.5 Exhibitors may not build over aisles or outside the allocated exhibition space unless they have applied and received written permission from ADIA.
- 1.2.6 Exhibitors allocated space on both sides of an aisle may seek permission from ADIA to carpet that part of the aisle to match their Exhibition Stand design, unless the aisle is designated a main thoroughfare (as this is carpeted separately).
- 1.2.7 The exhibition centre halls and event deck have a floor loading capacity of 20kpa (2000kg/sqm). Please advise if you will be displaying any item over this weight limit.
- 1.2.8 Equipment that has movable components when at full extension must operate wholly and solely within the allocated booth space.

1.3 Stand dimensions

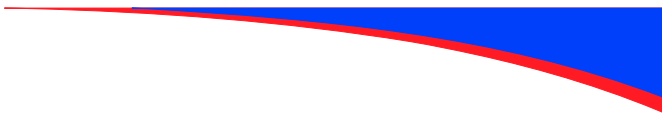
- 1.3.1 Maximum height of the stand must not exceed 5.0 as measured from the floor to the uppermost part of the stand.
- 1.3.2 Rigging and lighting may be housed between 6m and 8m.
- 1.3.3 Rigging contractors must be approved by the ICC and permission must be sought directly from ICC.
- 1.3.4 All lighting must be in the space directly above the exhibition space (i.e. within the footprint of the exhibition space).

1.5 Vehicles

- 1.5.1 Automotive vehicles (including cars, vans, motorbikes and scooters) may be placed within an Exhibitors Exhibition space at the absolute discretion of ADIA. Prior written approval is required.
- 1.5.2 Any automotive vehicle that is permitted within an Exhibition Space must provide for access to each door (*i.e.* each door must be able to fully open).

1.6 Booth specifications for island booths of four or more allocated spaces

- Total height including raised floor 5.0m
- Empty space between 5.0m and 6m
- Banners must be hung between 6m and 8m or below 5m (refer guidelines above)
- Rigging and lighting between 6m and 8m
- Exhibitors allocated space on both sides of an aisle may seek permission from ADIA to carpet that part of the aisle to match their Exhibition Stand design, unless the aisle is designated a main thoroughfare (as this is carpeted separately)



1.7 Dimension Plan

10m	Hall height
Between 6m and 8m	Rigging and lighting
Between 6m and 8m	Banners for businesses with more than four stands.
Between 5.0 and 6m	Empty space
5.0m	Height of custom stands Banners may hang below 5.0metres where the exhibitor has four or less stands.
3.5m	Height of premium stands and custom stands within a block not wholly owned by an exhibitor

2 CABLES

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Electrical contractors must ensure that all cabling is installed to prevent trips and falls and is tested and tagged as per relevant standards.

3 ELECTRICAL SAFETY

Exhibitors and their workers are responsible for ensuring their electrical equipment is safe, regularly inspected, tagged and tested.

- ICC Sydney carries out all power connections to the venue's main distribution system. No live work is permissible.
- Access to floor pits and trenches for the installation of sub-mains cables, piped services and data and telecommunication services is limited to authorised ICC Sydney staff and workers or the client's authorised exhibition build contractor.
- An electrical licence is required before any wiring or fitting work can be undertaken throughout ICC Sydney, regardless of the cost of the work and whether the work is commercial or industrial.
- Electrical wiring means the actual physical work of installing, repairing, altering, removing or adding to an electrical installation, or the supervision of that work. For licensing purposes, it is defined in the *Home Building Act 1989* with the same meaning as in the *Electricity (Consumer Safety) Act 2004*.
- The use of double adaptors is not permissible.
- Power boards must be of a design that incorporates individually switched outlets or have a safety cutoff.
- Extension leads or cables are to be unwound completely and secured to prevent tripping or any other risk. If this is not possible they are to be covered by a strong cable tray or secured with gaffer tape; if they are in a high pedestrian traffic area, use yellow and black hazard tape to increase visibility.
- Danger tags and locking off methods are required whenever electrical equipment is de-energised to allow electrical work to be carried out. These must be in place for the duration of the works and must only be removed when the work is complete as outlined in the *Code of Practice: Managing Electrical Risks in the Workplace 2016*. Only the person nominated on the label may remove tags.
- The removal of tags by another person is a breach of the *Code of Practice: Managing Electrical Risks at the Workplace 2016*.

Avoiding the following is critical to safety:

- use of damaged electrical leads or untagged/out of date, tools or equipment
- use of electrical leads, tools and equipment in damp or wet conditions unless they are specially designed for use in those conditions

- placement of electrical leads where they may be damaged (e.g. on vehicle access ways, over sharp edges etc.)
- overloading electrical circuits
- use of modified tools or equipment.

4 ELECTRICAL TESTING AND TAGGING

Prior to use, all electrical equipment must be inspected and tested in accordance with the WHS Regulations 2011, Codes of Practice and relevant Australian Standards.

For events where the client has appointed an electrical contractor, the electrical contractor must ensure that a test and tag facility is available on site and all equipment is inspected.

For events where no electrical contractor has been appointed, ICC Sydney may not authorise untagged equipment or may conduct the inspection on the client's behalf. Charges will apply.

Moreton Hire offer testing and tagging on a fee for service basis and may be contacted directly.

5 ELEVATED WORK PLATFORMS

Only trained and licensed individuals may operate elevated work platforms (EWPs). It is their responsibility to carry out an inspection of the vehicle and complete the logbook before and after use. When using an EWP in the raised position, a spotter is to be stationed at ground level to ensure that the space under the working area is kept clear, and to lower the platform in an emergency.

If use of an EWP is required, please consult with your ICC Sydney event planner for authorisation.

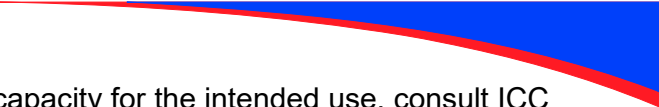
6 FLOOR LOADING

When moving and positioning heavy items within the venue, it is important to consider the floor loading of the area and the path available to that area.

The exhibition centre halls and event deck have a floor loading capacity of 20kpa (2000kg/sqm). For all other areas of ICC Sydney, the floor loading capacity is 5kpa (500kg/sqm).

Factors to be considered by any person working in any area of ICC Sydney include:

- weight of the item
- dimensions of the item
- how it will be transported within the centre
- weight of any handling device (e.g. forklift).



If unsure about floor loading capacity for the intended use, consult ICC Sydney in advance of the event or activity.

7 FOREIGN LABOUR

Please ensure that any foreign staff working on the event:

- have current and applicable visas and insurances
- understand and adopt safe work practices
- understand the safe use of tools and equipment relevant for the task being undertaken and that they comply with Australian Safety Standards.
- must be appropriately licensed in Australia.

Any non-Australian workers (including event organisers and contractors) involved in the construction of stands or the on-site operation of an event must have a worker's compensation insurance policy. The policy must meet the statutory requirements of the *Workers Compensation Act (NSW) 1987*. Please note that insurance taken outside of Australia may not be valid within Australia.

ADIA reserves the right to ask for proof of this requirement at any given time.

8 FORKLIFT USE

8.1 Forklift and damage

Please report damage caused by forklifts or their loads immediately to the ICC Sydney floor coordinator.

8.2 Forklift operators

Only ICC Sydney approved licenced and experienced drivers may operate forklifts at the venue. ICC Sydney approved forklift drivers include the appointed main event contractor, the appointed freight forwarder for an exhibition, riggers and ICC staff.

Forklifts and pallet jacks are not allowed on carpeted surfaces within the venue including the ballroom, the gallery and foyers. In the exhibition halls, only the major appointed stand builder as contracted by the event organiser, the allocated freight forwarder, rigging provider and ICC staff may operate forklifts

Conditions for the safe operation of forklifts at the venue include the following:

- Trainee operators may not operate forklifts at the centre.
- All forklift operators must be trained as competent and have a current forklift licence which is carried with them at all times.
- Forklift operators must be able to produce this licence if requested to do so by any centre representatives.
- Pre operational checks must be conducted prior to operation.

- Forklift operators are to wear a safety vest at all times and ensure that their spotters working with them are also wearing a safety vest.
- Seat belts must be worn if fitted.
- Maximum speed limit for forklifts is 10km per hour (walking speed).
- Forklifts cannot be left unattended at any time with a key in the ignition.
- Operators are to reverse when the load obscures vision.
- Operators are to sound horn at intersections and blind corners whilst outside of the exhibition spaces.
- Operators are not permitted to lift any person on forklift tynes or carry passengers.
- Operators must stop and switch forklift off whilst speaking on radios or mobile phones.
- Operators must not be fatigued or under the influence of drugs or alcohol at any time. Some prescription medication may cause drowsiness and are to be used carefully.
- Hands free radios or phones are not permitted whilst operating equipment.
- Forklift operators must give way to pedestrians at all times and shall not drive on pedestrian walkways.
- When travelling without a load, the tynes must remain at axle height.
- All lifts must be assessed as safe before attempting the lift.
- Forklifts are not to be stored in exhibition halls; a forklift parking area will be allocated.
- When forklifts are not in use, gas bottles must be removed and stored in appropriate cages.
- If an operator strikes a pillar or any other part of the building, it must be reported to a centre representative immediately.
- To comply with noise restrictions, forklifts operating 11pm to 0700am are to be fitted with a Broadband pulse acoustic signal– sometimes referred to as a quaker or woosher – that has a range of frequencies.
- Forklifts are not permitted to traverse the ramps to or from halls 5 – 7 and the Event Deck.

8.3 Forklift spotters

Forklifts must operate under the following conditions within the centre during construction, move in and move out periods or where their vision is impaired by booths or materials in the area:

- each forklift shall have a trained/competent spotter wearing a safety vest to guide and escort the forklift in exhibition areas and dock areas

- remain a safe distance from the forklift and its load while the forklift is moving or the load is raised.
- be in constant view of the forklift operator at all times
- warn pedestrians to stand clear of the forklift and load
- if the forklift operator has to raise the load, the spotter must ensure pedestrians are not under or near the raised load and that the load is clear of other items such as booths, signs etc. so as not to cause a collision
- the spotter needs to be aware of obstacles in the way both in front of them and overhead
- spotters directs the forklift operator to an area with adequate place to place the load safely
- ensure loads are not placed to obstruct fire egress or fire fighting equipment
- if a spotter needs to leave the forklift then the operator must place the load or tynes on the floor if practicable and keep the forklift stationary until the spotter returns.

8.4 Man cages/safety cages

Use of man cages/safety cages with forklifts requires prior approval from ICC Sydney.

9 HANDRAILS FOR RAMPS, STAIRS OR RAISED PLATFORMS

All handrails for ramps, stairs or raised platforms must be constructed as per National Construction Code 2016 (NCC) requirements

10 LADDERS

To minimise risks when using portable ladders, please consider the following:

- only use ladders for short duration and light work
- ladders are to comply with *AS/NZS 1892.5:2000 Portable ladders – Selection, safe use and care*
- ladders are to be suitable for the task
- do not use metal ladders where an electrical hazard exists
- ladders are to be used as prescribed by the manufacturer
- do not carry anything when climbing or descending – use a tool belt
- avoid placing ladders in vehicle or pedestrian traffic areas
- stepladders are to be used in the fully open position
- wear slip-resistant footwear when using ladders
- three points of contact is maintained and tools can be operated safely with one hand.

A ladder that does not comply with the above requirements is one that is inappropriate. Ladders may not be used during exhibition hours.

11 RAISED FLOORS, STEPS AND RAMPS

Stand construction and access must be constructed as per the requirements outlined in the National Construction Code 2016 (NCC). The following is a summary of additional requirements which must be met by designers and builders to ensure adequate access, mobility and to reduce the likelihood of slip and trip incidents:

- All raised floor sections or ramped edges are to be free of sharp or dangerous edges and anything that poses a trip hazard.
- Edges of thin decorative flooring such as carpet, vinyl, matting, wood or the like, are to be taped down or firmly secured.
- Flooring such as bark, pebbles, soil, railway sleepers and other loose materials are to be steady under foot and not cause a trip hazard. Regulations apply to the installation and removal of these materials from the venue floor. For more details, please consult the ICC Sydney event planner.

11.1 Raised floors under 115mm in height

- Ensure all raised floors with a height of less than 115mm have a clearly distinguishable ramped edge.
- To prevent trip hazards on standard 32mm high raised floors, ramped edging with a gradient no less than 1:3 is generally acceptable in the exhibition industry; however, please note that a 1:3 ramped edge does not constitute a disabled access ramp. For raised floors above 32mm and below 115mm it is recommended that the gradient of the ramped edging be decreased to 1:8.
- Make sure all ramped edges are contained within the contracted space.

12 RIGGING

All primary rigging for events is coordinated and installed by ICC Sydney.

Secondary rigging in the exhibition halls, convention and theatres (live entertainment only) can be provided by ICC Sydney authorised rigging providers or contracted directly by clients.

Detailed rigging plans are to be submitted to the ICC Sydney event planner no later than two (2) weeks before move in. Information to be provided includes:

- weight, dimension, make, model and/or data sheet of items to be rigged
- plans, elevations and/or layouts detailing the design of items to be rigged.

Those applying to carry out secondary rigging as an approved independent contractor are required to provide the following to ICC Sydney prior entry to site:

- company information
- experience and knowledge
- qualifications and certifications
- insurances and indemnities
- any other information deemed necessary to satisfy ICC Sydney that the applicant has the required expertise.
- risk assessments
- safe work method statement/s
- rigging accident response plan (covering events causing damage and/or personal injury)
- supervisor and rigger qualifications and certifications
- evidence of induction to the venue
- work program.

Before work starts, ICC Sydney conducts a review of all tasks that are to be carried out by the approved independent contractor.

13 STAND CONSTRUCTION

Temporary structures built for exhibitions or events must comply with relevant legislation, and must be constructed with utmost concern for the safety of the public, employees and contractors.

Mandatory safety requirements are as follows:

- A stand with a roof or ceiling larger than 2 metres is required to provide additional fire protection equipment, such as a smoke detector and portable CO2 or dry chemical extinguisher.
- Where halogen tube lights are used, ensure the globe unit is protected with safety glass to minimise the risk of explosion and fire.
- All temporary spot lights or the like are to be a minimum of 300mm from the partitions or combustible goods.
- Any custom-built stand with a floor area of more than 50sqm is to be provided with at least one (1) alternative means of egress to the walkways.
- Doors built into a stand need to comply with the requirements of an exit door i.e. open outwards with a push bar or lever handle.
- Any door incorporated into the stand and not providing an alternative means of egress is to have a NO THOROUGHFARE sign affixed.
- Barriers incorporated into a custom-built stand are to be designed so that they yield to pressure without toppling. A maximum average fuel load height of 5m is permitted from ground level to its highest point for the lower exhibition halls e.g. it is acceptable for lighting, cables and lightweight banners to be located at high level near the trusses but not densely stacked combustible products and stands. All custom stand plans require approval from ICC Sydney prior to construction. Double storey stands require an engineer certificate on completion of building.


13.1 Stand design

Important considerations for a safety-conscious stand design include the following:

- Strict compliance with the National Construction Code 2016 (NCC) and all other relevant Australian Standards.
- Procedures are in place for safely erecting and dismantling the stand once on site, within the allocated time frame.
- Stand dimensions fit the allocated space with sufficient clearance.
- Materials used for stand construction comply with fire hazard properties set out in the National Construction Code 2016 (NCC).
- All materials used for lining, drapes, backdrops, blinds or overhead structures, signs, banners, theming, or similar for displays or any part available to the public are to be fire retardant as per the National Construction Code 2016 (NCC) requirements and other relevant Australian Standards.
- ICC Sydney may request submission of all information or documentation confirming the retardant capabilities of the materials.
- All two storey custom stands will require an engineer's certification on completion.
- Use materials that do not cause dampness, stain, not readily ignitable or capable of emitting toxic fumes in case of ignition.
- Plywood, hardwood, pulp board or fibreboard are to be rendered flame-resistant by a process deemed acceptable by fire authorities.
- When decorating or theming, materials such as crepe paper, corrugated cardboard, straw, hay bales, untreated hessian or PVC sheet (except on floors as a protective membrane) are not to be used without prior ICC Sydney approval.
- Sawdust, tan bark or wood chips of a reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are kept slightly moist at all times. Cleaning charges apply.

14 ICC FORMS

International Convention Centre Sydney (ICC Sydney) will ensure, so far as is reasonably practicable, the health, safety and welfare of all – team members, contractors and visitors – in the workplace as required under the Work, Health and Safety (WHS) Act 2011. Implementing this duty of care requires everyone in the workplace to be aware of potential hazards and take necessary steps to prevent workplace accidents, injuries and illnesses. Close consultation with other persons conducting a business or undertaking working at ICC Sydney will also ensure so far as is reasonably practicable, exposure to risks to health and safety are minimised for all workers and others onsite.



Please go to www.iccsydney.com.au for further information. For ease of reference, listed below are some of the most common forms for your use.

- 1 Exhibitor account order form
- 2 Banner hanging & rigging order form
- 3 Utilities order form for water, drainage and compressed air services