

Timings & Event Logistics

There are a number of important timings associated with the exhibition. In addition to the public opening times, additional time has been set aside to set-up and pack-up a stand. Special arrangements have been put in place for the delivery and pick-up of goods, these are important so please review them prior to the exhibition.

Exhibitor guidance notes —

- 1 Public exhibition hours
- 2 Access for construction of custom-made booths
- 3 Access for exhibitors for stand set-up and pack-up
- 4 Deliveries to the exhibition hall

Supporting documents and forms available on the Exhibitor Portal—

ICC Sydney Delivery Labels (if you are not using Agility)
ICC Sydney access map

1 Public exhibition hours

- 1.1 The exhibition is open to Visitors during the following times:
 - a. Friday, 13 March 2020 between 10.00am and 6.00pm
 - b. Saturday, 14 March 2020 between 10.00am and 6.00pm
 - c. Sunday, 15 March 2020 between 10.00am and 3.00pm

Outside these hours any person within the exhibition hall who is not employed by an Exhibitor or a Contractor will be escorted from the Exhibition Hall.

- 1.2 During the public exhibition hours all persons within the Exhibition Hall must wear either a Visitors Name Tag or Exhibitors Name Tag.
- 1.3 During the public exhibition hours all persons entering and/or exiting the Exhibition Hall must do so through designated doorways.
- 1.4 Exhibitors shall not dismantle or remove any part of their exhibit or goods and equipment forming part of the exhibit during the designated exhibition hours.

2 Access doors for public exhibition

- 2.1 During the Public Exhibition Hours, two entry/exit doors will be in operation.
- 2.2 All Visitors and Exhibitor Staff will use the designated entry and exit doors, there are no exceptions.

3 Access for construction of custom-made booths

- 3.1 As with all construction, the erection of custom-made stands carries some risk thus the timings have been designed to minimise the number of people in the hall during this time.
- 3.2 The Exhibition Hall will be available to Contractors engaged to construct and dismantle custom-made exhibition booths during the following hours:
- a. Wednesday, 11 March 2020 between 7.00am and 9.00pm
 - b. Thursday, 12 March 2020 between 8:00am and 12noon. No construction is to take place after 12noon unless approved by ADIA.
 - c. Sunday, 15 March 2020 between 3:30pm and midnight.
 - d. Monday, 16 March 2020 7:00am and 6:00pm.

Loading dock access ceases at 900pm due to the noise curfew for the area.

Outside these hours any person within the exhibition hall who is not employed by an Exhibitor or a Contractor will be escorted from the Exhibition Hall.

- 3.3 Contractors engaged to construct and dismantle custom-made exhibition booths may be admitted in the Exhibition Hall during the Public Hours, however no construction or dismantling activities must take place during this time.
- 3.4 Employees of Exhibitors will have access to the exhibition hall during these hours for the sole purpose of supervising the construction of a custom-made stand. Employees of Exhibitors who have booked either a Standard Booth, Standard or a Standard Furnished booth will not be granted access during this time.
- 3.5 During the times nominated in Clause 3.2 all persons within the Exhibition Hall must wear a high-visibility safety vest. Any person not wearing a safety vest will be escorted by Security from the Exhibition Hall.
- 3.6 During the times nominated in Clause 3.2 all persons within the Exhibition Hall must wear closed shoes (e.g. boots, sneakers, brogues, etcetera). Any person not wearing closed shoes will be escorted by security from the Exhibition Hall.
- 3.7 No persons under the age of fifteen years old will be permitted in the Exhibition Hall during the hours designated in 3.2.

4 Access for exhibitors for stand set-up and pack-up

- 4.1 For the purpose of setting up and packing-up a stand (bump-in and bump-out), employees of Exhibitors will have access to the exhibition hall during the following hours:
- a. Thursday, 12 March 2020 between 10.00am and 9.00pm
 - b. Sunday, 15 March 2020 between 3.30pm and 9.00pm
 - c. Monday, 16 March 2020 between 3:30pm and midnight (subject to all Visitors having left the Exhibition Space) Extensions outside these hours may be granted at the absolute discretion of ADIA
- 4.2 No exhibitor is to set up or pack up an exhibition stand during exhibition hours.
- 4.3 No persons under the age of fifteen years old will be permitted in the Exhibition Hall during the hours designated in 3.2 and 4.1.
- 4.4 The exhibition space will remain in operation until 3.00pm on Sunday, 15 March 2020 and that in the event that the exhibitor commences activities to discontinue the use of the exhibition space, a penalty of 50% of the Licence Fee will be payable.

5 Deliveries to the exhibition hall

- 5.1 Agility Fairs & Events is ADIA's preferred logistics contractor. For a fee they are able to collect goods, transport the goods to the ICC then arrange for delivery to Exhibitors when the latter have access to the Exhibition Hall.
- 5.2 All deliveries to the ICC should use the label from the Exhibitor Portal. This ensures that it will be delivered to the correct Exhibition Hall.
- 5.3 Exhibitors are solely responsible for receiving their goods. Neither ADIA staff nor ICC can receive (i.e. collect or sign for delivery) of goods on behalf of an Exhibitor.
- 5.4 Exhibitors are able to have goods delivered to / from the Exhibition hall during the following hours:
- a. Thursday, 12 March 2020 between 10.00am and 9.00pm
 - b. Friday, 13 March 2020 between 10:00am and 6:00pm
 - c. Saturday, 14 March 2020 between 10:00am and 6:00pm
 - d. Sunday, 15 March 2020 between 10:00am and 9:00pm
 - e. Monday, 16 March 2020 between 8:00am and 12noon.

The attention of Exhibitors is drawn to Clause 5.2 and it is the responsibility of Exhibitor to arrange for dispatch and receipt of their goods.

- 5.5 Goods deposited at the ICC that have not been received by the Exhibitor or Agility Fairs & Events (i.e. deposited by a courier and left unattended) may be removed and / or destroyed. The Exhibitor is entirely responsible for such losses.
- 5.6 Agility Fairs and Events is ADIA's preferred logistics contractor. For a fee they are able to collect goods and receive them at the ICC and make them available to Exhibitors when the latter have access to the Exhibition Hall.
- 5.7 Agility Fairs and Events will be co-ordinating the loading dock on behalf of ADIA. Agility are responsible for ALL deliveries and pickups. All exhibitor deliveries, custom stand deliveries, courier services, private deliveries, cars dropping off stock and boxes will need to be logged. This will ensure that the dock does not congested and/or blocked.

6 Heavy lifting of goods

- 6.1 A forklift (and operator) can be hired from Agility Fairs and Events to move goods between the loading dock, storage area and within the Exhibition Hall during non-public Exhibition Hours. Agility Fairs and Events have been appointed by ICC as the sole forklift operator (no other operators are permitted). Exhibitors and their contractors who require a forklift are to contact Agility direct.
- 6.2 A manual pallet jack may be available to move goods between the loading dock, storage area and within the Exhibition Hall during non-public Exhibition Hours. Exhibitors definitely requiring a manual pallet jack are invited to contact Agility Fairs and Events to arrange support services (at a fee).
- 6.3 It is the Exhibitors' responsibility to ensure that any of their employees who use a pallet jack have appropriate materials handling training.
- 6.4 Under no circumstances are forklifts, pallet jacks or goods trolleys to be used during the Public Opening Hours in the exhibition halls.

7 Emergency clearway

- 7.1 At all stages during the construction and dismantling of custom-built stands, set-up and pack-up of stands and during exhibition hours, aisle ways designated at emergency clearways must remain free from any obstruction (e.g. boxes, pallets, packing materials, equipment, etc.)

8 Storage of packing materials and replenishment stock

- 8.1 Packing materials and supplies for replenishing stock on an exhibition stand may be stored in designated areas of the hall and event deck.
- 8.2 Access to the storage area is only available during the following hours:

- a. Thursday, 12 March 2020 between 10.00pm and 9.00pm
 - b. Friday, 13 March 2020 between 8:00am and 5:30pm
 - c. Saturday, 14 March 2020 between 8:00am and 5:30pm
 - d. Sunday, 15 March 2020 between 8:00am and 7:30pm
- 8.3 The Exhibitor accepts full responsibility for materials left in the storage area. Neither ADIA or ICC are responsible for the safety and security of goods deposited there. Although the storage areas are not readily accessible to visitors, exhibitors can access them during the hours listed in 8.2. No security is provided to these areas.
- 8.4 Exhibitors are to ensure they have appropriate insurance to cover loss by any means of goods left in the storage areas.
- 8.5 Contractor induction Workplace Health and Safety (WHS) is important to ICC Sydney and must be everyone's concern. All organisers, contractors, subcontractors, exhibitors and associated staff need to complete an induction prior to the event move in. This includes familiarisation of the venue's emergency procedures. Every contractor's induction status requires ICC Sydney confirmation prior to starting work. Suppliers and contractors must complete the ICC Sydney's online induction and should be familiar with the venue's safety, security, and emergency procedures. To report an emergency or incident, call +61 (02) 9215 7660. In the event of an emergency, one of two alarms may sound:
- Alert alarm – “Beep! Beep! Beep!”
This is a warning alarm to notify everyone of a possible emergency. If it sounds, please stand by for further instructions.
 - Evacuation alarm – “Whoop! Whoop!” This alarm means all occupants must evacuate. When it sounds, wardens will direct everyone to leave via the nearest exits quickly but calmly, and assemble at the nearest evacuation point where they are to remain until ICC Sydney staff advise that it is safe to return.

If you have questions regarding ICC induction or need to be inducted please email inductions@iccsydney.com