

# Part A: EXHIBITION REGULATIONS

These Exhibition Regulations must be read in conjunction with, and subject to, the General Conditions of Exhibition and the BCEC Guidelines. The Exhibitor, its agents, contractors and respective personnel will be subject to, comply with and be bound by the Exhibition Regulations. The Organiser may at any time promulgate such amendments to the Exhibition Regulations, that the Organiser may consider reasonable for the conduct of Land Forces, and such amendments will be binding on the Exhibitor, its agents, contractors and their respective Personnel. To the extent of any inconsistency between the Exhibition Regulations and the General Conditions of Exhibition, the provisions of the General Conditions of Exhibition shall prevail. Any non-compliance or deviation from these Exhibition Regulations requires the prior express written approval of the Organiser.

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## 1. Definitions

The Organiser of the Exhibition is AMDA Foundation Limited.

The Authorities include the Commonwealth of Australia, the State Government, the local authorities and the lessor or operator of the Exhibition Venue.

The Exhibition is Land Forces International Land Defence Exposition

The Exhibition Venue is the Brisbane Convention and Exhibition Centre.

The Exhibitor is the applicant whose details are set out in the Exhibition Order/Contract. Where not consistent with the context, a reference to Exhibitor includes all of its officers, employees, agents or contractors.

The Exhibition Regulations refers to a series of three documents:

- A. Exhibition Regulations
- B. Exhibition Safety Regulations

These must all be read in conjunction with each other.

## 2. Stand Completion

The Stand/Display must be ready by the commencement of the Exhibition as outlined in the Exhibition Schedule and be properly staffed and maintained throughout the Opening hours of the Exhibition.

## 3. Removal of Exhibits

The Exhibitor must not remove any items on display or commence dismantling of their stand before the end of the Exhibition, as detailed in the Schedule, without the prior written approval of the Organiser.

## 4. Stand Limits

No part of the stand or display may extend or project beyond the allotted dimensions of the contracted space. Stands must not exceed a maximum height of 2.4 metres without the prior written approval of the Organiser. Maximum stand height is 5 metres.

## 5. Shell Scheme Stands

Shell Scheme stands will be provided with walls, carpet, lighting and a standard, non-customizable fascia panel with the Exhibitor's name and stand number. The shell scheme stand will be available to the Exhibitor from the time and date specified in the schedule. The Exhibitor is liable for any damage to the stand structure incurred during the Exhibition.

## 6. Raw Space

Any Exhibitor booking a Raw Space site is responsible for the construction of the stand or display on that site. The stand must meet all the requirements of the Organiser and the Authorities, including the following requirements: -

- i. The Exhibitor is responsible for erecting a dividing wall, 2.4 metres in height between the Exhibitor's site and any adjoining site. If the Exhibitor wishes to erect partitions exceeding 2.4 metres, the Exhibitor must obtain the prior written approval of the Organiser. Where permission is granted, the Exhibitor becomes responsible for both sides of the wall above 2.4 metres. The wall must be of solid construction with the rear being suitably finished in a plain white, and may not be branded in any way when overlooking an adjoining stand.
- ii. Multistorey stands are not permitted without the prior written approval of the Organiser and the Venue. All applications to build a multistorey stand will be assessed by the Organiser and where approved, all further requirements by the Organiser and Authorities must be met.
- iii. Except with the prior written approval of the Organiser, all stands must have at least three quarters (75%) of each aisle frontage open.
- iv. All stand designs must be submitted to the Organiser for approval no later than 30 days prior to the commencement of the Exhibition build. The Organiser reserves the right to reject any design.

## 7. Noise, Vapours, Light

Excessive or objectionable emissions of any type, including but not limited to noise, vapours, light and smoke, from stands and displays are not permitted. Any PA, theatre, audio visual systems or displays must be used in such a way as to not unreasonably affect neighbouring Exhibitors. The Organiser reserves the right to turn down or off any equipment, systems and displays deemed, by the Organiser, to be in breach of this regulation.

## 8. Contractors

- i. The Exhibitor must notify the Organiser at least 60 days prior to the commencement of the Exhibition of the name of their stand contractor.
- ii. The Exhibitor is responsible for ensuring that any Contractors (including sub-contractors, agents and their staff) they contract are eligible to work in Australia and agree to comply with these regulations and any regulations promulgated by the Authorities.
- iii. Contractors are not permitted to fabricate stands/displays at the venue. Only erection of pre-fabricated components is allowed. All materials used must be acceptable to the

Organisers and Authorities for use at the Venue.

- iv. Contractors that need to remain in the Venue during trade Days for servicing reasons must be dressed appropriately (dark, non-ripped trousers, collared shirt, clean shoes) and have Organiser approval.

#### **9. Power**

- i. All electrical supply requirements must be provided by the Official Electrical Contractor.
- ii. Shell Scheme Stands – One 2400W power point (240v 10A) will be provided per 9m<sup>2</sup> wall stand. This will be placed on the rear wall of the stand by default. To specify the position of power points, or to enquire about/order extra power, please contact the official Shell Scheme Provider. Late fees may apply for orders received after the cut-off date.
- iii. Showcase POD- One 2400W power point (240v 10A) will be provided per Showcase POD. This will be placed on the rear wall of the stand by default. To specify the position of power points, or to enquire about/order extra power, please contact the official Shell Scheme Provider. Late fees may apply for orders received after the cut-off date.
- iv. Raw Space – There is no power allocation included with Raw Space stands. Please contact the Official Electrical Contractor to arrange the required supply. Late fees may apply for orders received after the cut-off date.  
An electrical safety certificate must be provided before the opening of the Exhibition for all Raw Space stands. This can be provided by the Official Electrical Contractor (recommended) or by a suitably licensed electrician.

#### **10. Rigging**

- i. All primary rigging points must be installed by BCEC. Any secondary points and attachment must be ordered through and completed by, the Official Supplier for Rigging Services (recommended) or by a suitably qualified rigging company.
- ii. All rigged items must fall within the footprint of the stand space allotted to the Exhibitor and be at a maximum height of 8 metres.
- iii. Plans for all rigging, detailing position, dimensions and weights, must be sent to the Organiser and the Venue for approval no later than 30 days prior to the commencement of the Exhibition. The Organiser reserves the right to reject any design.
- iv. At their discretion, the Venue and the Official Supplier of Rigging Services has the final decision as to the suitability of any item or structure to be rigged in the venue.
- v. There will be no rigging permitted in the Great Hall.

#### **11. Telecommunications**

Fixed line and wireless internet, telephone and facsimile services are available from the Venue. All costs incurred to use these services are the Exhibitors responsibility.

#### **12. Water and Waste**

The Venue is responsible for providing water and waste. Services are only available in certain areas of the Exhibition Venue. If required, the Exhibitor must, when booking space, verify that these are accessible in the desired location. All costs incurred to use these services are the Exhibitors responsibility.

#### **13. Floor pits, Exit Signs, Fire Equipment, etc.**

Pits and other service openings in the floor of the Exhibition Venue must be left accessible at all times and where they are situated under the stand, provision must be made for free access. Fire fighting equipment, exit signs, etc must not be blocked, moved or altered in any way.

#### **14. Cleaning and Rubbish Removal**

Exhibitors are responsible for the removal of all rubbish created during the move in/move out. During the event, the Organiser will provide cleaning to all public areas, and overnight removal of general rubbish if left in the aisles. It is the Exhibitors responsibility to remove all stand building material from the venue at the end of the Exhibition. The venue is the Sole Supplier of Skip bins, any material left will be disposed of by the Organiser or Venue, and all costs charged to the exhibitor.

#### **15. Storage**

There is no provision for storage of any items at the Venue. Exhibitors should make arrangements for storage either on their stand, off site, or through the official Freight and Logistics provider.

#### **16. Catering**

The Venue has sole rights to all catering within the Exhibition, and as such, any on stand catering must be booked through the Venue.

In accordance with the Venue Safe Event Guidelines, all catering outlets will be accepting cashless payments only.

#### **17. Prohibited Weapons**

The Exhibitor is responsible for ensuring that items on display are compliant with the Authorities regulations regarding Prohibited Weapons and that all relevant permits have been issued. Please contact the Organiser for further details if required. Please note applications for permits need to be lodged at least 60 days prior to the exhibition.

#### **18. Safety**

Safety is of utmost importance at the Exhibition and Exhibitors are required to understand and comply with all Australian and State legislation and regulations regarding Work Health and Safety (WH&S). Exhibitors are also bound by the AMDA Foundation Land Forces Safety Regulations (see separate document).

#### **19. Security**

The Organiser will provide security services for the duration of the Exhibition. However, all responsibility for the safety and security of the property of Exhibitors must be borne completely by the Exhibitor. The Organiser reserves the right to stop and search any person, vehicle, container, equipment or other item at, entering or departing from the Exposition at any time.

#### **20. Consignments and Deliveries**

- i. An Official Logistics Provider has been appointed for the Exhibition. The Official Logistics Provider is the exclusive provider of lifting and handling equipment. Stand Builders are not permitted to operate their own forklifts on site.
- ii. Lifting services and loading dock access times should be booked with the Official Logistics Provider prior to the bump in of the Exhibition.
- iii. No exhibits will be allowed into the Exhibition Venue after the commencement of the Exhibition except with the prior approval of the Organiser.
- iv. The Organiser will not under any circumstances accept or sign for any deliveries on behalf of the Exhibitors.

#### **21. The Venue**

The Exhibitor may not attach any fixture or fitting to the floors, ceilings or walls of the Exhibition Venue. No nail, screw or other fixing is to be driven into any part of the Exhibition Venue.

#### **22. Dilapidations**

The Exhibitor is responsible for the cost of making good, restoring or renewing any case of serious dilapidation to the Exhibition Venue or any part thereof. The Exhibitor should satisfy itself as to the condition of the site both before erection and after removal of the stand.

#### **23. Floorplan**

The Organiser reserves the right to alter the Floorplan, layout, stand positions, stand numbers and features as it deems necessary.

#### **24. Weight loadings**

Exhibition floor weight loading limits apply. Any items to be displayed within stand footprint exceeding 5tonne, must

submit a Heavy Equipment Request Form to the Organiser. All requests for Heavy Equipment will be sent to a venue appointed Engineer for approval. Those who fail to advise the Organiser at time of contracting may not be able to display heavy equipment within their contracted space.

#### **25. Flooring**

- i. Shell Scheme Stand & Showcase POD – Carpet tiles will be provided as standard flooring to all Shell Scheme stand and POD products. Any upgrade to flooring will be at the cost of the Exhibitor
- ii. Raw Space – No flooring is provided to Raw Space Stands. Flooring is at the discretion of the Exhibitor and not the responsibility of the Organiser
- iii. All Flooring must be contained within contracted space.
- iv. Please refer to the Building Code of Australia for further information.