



## Onsite Quick Reference Guide

### TRANSPORTATION AND VENUE ACCESS

#### **VENUE LOCATION**

Brisbane Convention & Exhibition Centre  
Glenelg St, South Brisbane  
QLD 4101, Australia

[Map](#)

#### **BUILD UP HOURS**

Exhibitor Bump In- Monday May 31st 9:00am - 5:00pm

*Please Note: During bump in and bump out phase, the only point of access for all Exhibitors and Contractors, is via Hall 1 Loading dock. This is accessed via the Service Road off Glenelg Street, South Brisbane. Please follow the Pedestrian walkway which is clearly marked in yellow and maroon stripes.*

- Collect your Exhibitor Badge on arrival if you have not pre-printed badge.
- No children under the age of 16 permitted within the Exhibition Halls during the Bump In Period.
- All forklift activity ceases after 0900. Schenker Australia can provide freight movement via trolley or pallet jack.
- BCEC Brisbane and the Organiser are not able to accept delivery of any goods on behalf of clients or exhibitors. Please ensure that all deliveries are logged with Schenker Australia.
- Exhibition Hall closes strictly 1700.

#### **IMPORTANT ACCESS REQUIREMENTS**

**High visibility clothing or vest and steel toe footwear are required at all times during build-up and dismantle.**



*Kallman Worldwide does not provide safety clothing.*

#### **SHOW HOURS**

Tuesday June 1- Wednesday June 2, 2021

9:00am - 6:00 pm

Thursday June 3, 2021

9:00am - 5:30pm

## FIRST THINGS FIRST

### **BE PREPARED!**

Make sure you have the following before traveling to the venue:

- Exhibitor Pass
- Photo ID
- High Visibility Vest
- Closed toe shoes



### **EXHIBITOR BADGES & CHECK IN**

Exhibitor Badges will be emailed to the nominated email address approx. 2 weeks prior to the event in pdf format for you to print at home and bring with you to the event. Alternatively, Exhibitor Badge collection is available from 0900 Monday 31 May 2021 at Brisbane Convention & Exhibition Centre, Brisbane

Upon arrival at Land Forces, please make your way to the USA Partnership Pavilion Meeting Point, located in **Hall 3 Stand 3A5** to check in with us and pick up your USA Partnership Pavilion Access lanyards and other important information.

## USA PARTNERSHIP PAVILION PROGRAM & SERVICES

### **USA PARTNERSHIP PAVILION MEETING POINT**

The Meeting Point, located in **Hall 3 Stand 3A5**, will be open during show hours and is reserved exclusively for exhibitors and their guests. It is not open to the public and all exhibitors are required to wear a USA Partnership Pavilion lanyard and mask to enter.

Here, we will offer:

- Complimentary refreshments
- Coffee, hot tea, and a selection of cold beverages

### **WIFI**

The Brisbane Exhibition and Convention Center offers wifi services within the confines of the venue. You can also purchase additional wifi through the BCEC service portal or rent a personal mifi through our preferred vendor, [CellHire](#).

### **CONFERENCE ROOM**

USA Partnership Pavilion Conference Rooms are available for booking onsite. Please visit the Meeting Point and Exhibitors' Lounge **Hall 3 Stand 3A5** to reserve your timeslot with a Kallman representative. Conference rooms can be booked for a maximum of 1 hour per day, per direct exhibiting company. Please reserve for confirmed meetings only.



### **MEDIA KIT**

Download these Land Forces USA Partnership Pavilion social media banners to let everyone know where to find you at the show! [Click here](#) to download the zip file or find them under Media Kit in the [Exhibitor Zone](#)!

### **SCHEDULE OF EVENTS**

Official show events

- [Land Forces Schedule of Events](#)

## **SOCIAL MEDIA**

Kallman Worldwide is committed to your success online, as well as on site, with social media support that extends your event outreach and impact.

Follow us and join the #USPavilion conversation!



## **SAFETY & SECURITY AT THE SHOW**

### **COVID SAFETY**

As trade events are starting up again in Asia, the Middle East, and Europe, you should know that some of the most experienced organizations and individuals in our industry have already been working together to provide guidelines and recommend best practices for the safest possible events. Please review both the Kallman and the show organizer guidelines as they are very important to your travels.

[Kallman COVID Safety Rules](#)

[BCEC Venue COVID Update](#)

[AMDA COVID Safety Plan](#)

### **GENERAL EXHIBITION SECURITY**

Overall surveillance of the exhibition site is provided by the organizer. Equipment displayed on the booth is the responsibility of the exhibitor, day and night. You should take all appropriate measures to be protected against damage and theft. Exhibitors are advised to assign an appointed staff member to watch over their own booth. Be sure to take all necessary measures to ensure the safety of your belongings. If you require additional security in your booth, please log in to your online exhibitor manual and place an order for those services with the venue.

### **WHAT TO DO IN CASE OF EMERGENCY?**

**Should you have an emergency, dial 000.** In the case of an emergency of any type, notify event security or contact the BCEC Security Department. The Emergency (in-house) contact number is '8'. If dialing from a mobile phone or external phone, the number is 3308 3035.

On hearing the evacuation tone all persons should proceed immediately to the nearest emergency exit and proceed to the closest emergency assembly point. The BCEC assembly point is located on the grass area on the corner of Merivale and Glenelg streets.