

This Manual is designed to inform and assist exhibitors in preparation for AWISA 2018.

The Manual is also published at www.awisa.com in “The Exhibition” section, and can be accessed direct at www.awisa.com/manual

Should you require any information not covered in this Manual please contact:

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Australian Woodworking Industry Suppliers Association Limited

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Bowral NSW 2576, AUSTRALIA.

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Please note the various deadlines listed on Page 3.

AWISA 2018 EXHIBITOR MANUAL

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The following documents are available at www.awisa.com/manual
 Booking deadline for all ICC Sydney Services is 8/06/18

ICC Sydney Exhibitor Manual
 ICC Exhibitor Account Order Form
 ICC Loading Dock Access Map
 ICC Event Forklift Permit
 ICC Internet Services Order Form
 ICC Phone Services Order Form
 ICC Stand Catering & Kiosk Account Order Form
 ICC Custom Stand Plans Permit Form
 ICC Courier Delivery Label
 ICC Sydney Contractor Management User Guide
 Plus link to Contractor Management systems.

GENERAL INFORMATION

1. HOURS

Move-in: The move-in times listed here are the total move-in times available and do not apply to all exhibitors. See Paragraph 3 – Move-in Schedule.

Thursday	28 June 2018	6.00 a.m. - 8.00 p.m.
Friday	29 June 2018	6.00 a.m. - 8.00 p.m.
Saturday	30 June 2018	6.00 a.m. - 8.00 p.m.
Sunday	1 July 2018	6.00 a.m. - 8.00 p.m.
Monday	2 July 2018	6.00 a.m. - 10.00 p.m.
Tuesday	3 July 2018	6.00 a.m. - 10.00 p.m.

Showdays - Exhibitors wearing identification badges will have access from 8.00 a.m. All halls to be cleared and locked half-an-hour after closing time, Wednesday to Friday.

Wednesday	4 July 2018	9.00 a.m. - 6.00 p.m.
Thursday	5 July 2018	9.00 a.m. - 6.00 p.m.
Friday	6 July 2018	9.00 a.m. - 6.00 p.m.
Saturday	7 July 2018	9.00 a.m. - 4.00 p.m.

Move-out - See move-out schedule for more details

Saturday	7 July 2018	4.30 p.m. - 10.00 p.m.
Sunday	8 July 2018	6.00a.m. - 8.00 p.m.
Monday	9 July 2018	6.00 a.m. - 3.00 p.m.

2. VENUE ADDRESS AND ACCESS

AWISA – Wood & Panel Processing occupies Halls 1 – 4 on Level 1, ICC Sydney Exhibition Centre.

AWISA – Design occupies Halls 6 – 7, Level 4, ICC Sydney Exhibition Centre.

The access ramp giving vehicle access to the exhibition halls and loading docks is off Darling Drive.

For map go to ICC Exhibitor Manual Paragraph 4.35 or www.awisa.com/manual

ICC Sydney has two loading docks. Go to the Exhibition Centre loading dock, not the Convention Centre loading dock.

B-Doubles and loads higher than 4.5m cannot access the venue.

After unloading, cars and small vans should be parked in the basement car park.

2.2m height restriction. Trucks must be removed off-site.

Mark deliveries to your stands to:

"Your company" "Contact person" "Mobile phone number" "Your stand number"
 AWISA 2018,
 ICC Sydney Exhibition Centre
 Via Exhibition Centre loading dock
 14 Darling Drive, Darling Harbour, Sydney NSW 2000

Recommended: The ICC Sydney Delivery Label at www.awisa.com/manual

The venue gatekeeper and security staff will then provide directions.

On show days exhibitor staff access will only be via the visitor entries in the foyer.

All deliveries to stands must be completed by 10.00p.m. Tuesday 3 July.

3. MOVE-IN SCHEDULE

Please note: Move-in times published here are subject to reconfirmation in mid-June.

AWISA – Wood & Panel Processing, Halls 1 – 4

The schedule gives the times you and your display contractors have access to your stand. In other words it is the time at which carpet laying can commence, not necessarily the time at which machinery can start to be positioned. Extra electrical cables and lighting trusses will be installed on Wednesday 26 and Thursday 27 June. If the time published is not suitable please contact the organiser as soon as possible. All bulk deliveries to be made on the scheduled day(s).

Exhibitors at the rear of the halls will have first access and move-in activity will then progress to the front of the halls. The right hand side of the hall (Stands 1800 and above) will be clear of exhibits until Monday night to provide an internal truck route for as long as possible.

If exhibitors do not make deliveries of large items on the appointed days access to stands cannot be guaranteed.

Once unloaded trucks must be removed from the halls and from the loading docks and ramps.

Aisles must be kept clear at all times for cranes and forklifts.

All machinery requiring cranes is to be in place Monday 2 July as no cranes will be permitted in the venue on Tuesday 3 July.

Thursday 28 June and Friday 29 June

Michael Weinig, Woodtron, Biesse (1417), SCM, Wood Tech and Homag.

Friday 29 June

Ausmach, Breton, Biesse (1407)

Saturday 30 June

Masterwood, Ezi-duct, Altendorf, Leda, Pytha, Giben, Thatcher/Rhino, Felder, Airtight, Proform, Advanced Timber

Sunday 1 July

Leitz, Safecode, CDK Stone

Monday 2 July

Busch, Tooltechnic, Glenco, Becker, Braford, All About Labels, Millsom, 3D Kitchen, Luna, Equipmac, Finance@work, Accurate, Plus stands 1113-1116, 1141-1145, Multicam, Crossmuller, Beyond, Planit, Microvellum, Major, Leuco, Brenner, Micronair

Tuesday 3 July

Machines4U, Stands 1800 and above.

AWISA – Design Level 4, Halls 6 – 7

Exhibitors with large island stands will have access progressively from Thursday morning, generally starting with those at the greatest distance from the access doors. Exhibitors with smaller stands will be given access progressively from Sunday.

Lighting trusses will be installed on Wednesday 27 June.

AWISA has the use of the adjacent Hall 5 from Friday 29 June to Tuesday 3 July as extra loading dock space.

Thursday 28 June

Bella, Laminex, Nover, Titus Tekform, Polytec, Hafele

Friday 29 June

Hettich, Lincoln Sentry, Blum, EGR

Saturday 30 June

Flexipanel, Tesrol, Wilson & Bradley (4529 only), Kessebohmer, New Age Veneers

Sunday 1 July

DMK, Meganite, Urban Republic, Surteco, Kitchen King, Grass, Hawa

Monday 2 July

Planit, Pytha, CHH, Quin Global, FIAA, Oliveri, Eurofit, Harn, Access, Domus Line, Vauth Sagel

Tuesday 3 July

CMIB, Multimaster, Briggs, Konig, Wilson & Bradley (4629)

4. MOVE-OUT

Saturday Evening

All exhibitors who were asked to move-in on Tuesday 3 July must move-out Saturday evening.

All exhibitors are asked to remove small, high value items such as AV equipment, computers, tooling and hand tools on Saturday evening.

AWISA – WOOD & PANEL PROCESSING

All exhibitors who were asked to move-in from Monday 2 July are asked to commence and if possible complete their move-out on Saturday evening. If unable to complete move-out on Saturday night they must return at 7.00a.m. Sunday and complete move-out promptly.

All exhibitors who were asked to move-in from Saturday 30 June must commence their move-out at 7.00a.m. Sunday and must complete it on Sunday.

All exhibitors who were asked to move-in earlier than Saturday 30 June are asked to delay any craneage or trucking until noon Sunday, and to leave the bulk of their work until Monday 9 July.

AWISA – DESIGN

All exhibitors beside and behind the AWISA-Design Café are asked to commence move-out promptly at 7.00a.m. Sunday, and any exhibitors in this area that wish to move-out Saturday night may do so.

All larger exhibitors in the row of stands in front of the AWISA – Design Café (eg. New Age Veneers, Hettich, Polytec, Hafele) are asked to commence move-out from noon Sunday 8 July.

All larger exhibitors in the front row of stands (eg. EGR, Bella, Laminex, Nover, Titus Tekform) are asked to delay move-out until Monday 9 July.

5. PAYMENTS

Final stand payments are due 4 May 2018. Security Deposit Requests will be mailed early in April. AWISA has the right to reallocate space if payments are not received within one month of due date. Exhibitors will not be permitted to commence move-in if full payment for their space has not been received.

6. CONDITIONS OF EXHIBITING

Exhibitors are reminded that they are bound by AWISA Ltd's Terms & Conditions and by the ICC Sydney's Terms and Regulations. AWISA's Terms and Conditions are available at www.awisa.com

Some of these Conditions, and the more relevant of the ICC Sydney's Rules and Regulations are highlighted in this manual where appropriate. More venue information is available at www.iccsydney.com.au or through the various ICC links at www.awisa.com/manual.

The instructions in this Manual are Exhibition Rules as defined in the Terms & Conditions.

7. INSURANCE

Each exhibitor shall effect their own insurance, and the movement and display of all exhibits or other goods shall be at the risk of the Exhibitor.

AWISA Ltd's Terms and Conditions require exhibitors to have the following insurance for the duration of the exhibition:

- Public Liability and negligent damage to property insurance for injury related to the Exhibit caused by the Exhibitor or AWISA to the amount of \$10,000,000.00;
- Accidental destruction of or damage to the Exhibit, the Floor Space, the Venue, the Exhibitor's fixtures and fittings to reinstatement value and insurance covering the Exhibit, Products and any other equipment the Exhibitor uses at the Exhibition;
- Insurance against business interruption and loss of profits suffered arising out of the Exhibition
- Product liability insurance; and
- Worker's Compensation insurance.

Exhibitors should consult their own insurance companies for appropriate coverage. Exhibitors must provide evidence of their Public Liability cover or take out the cover offered by AWISA Ltd. See paragraph 38, Insurance – Public Liability.

8. FIRE REGULATIONS

Materials used in stand construction and decorations must be fire retardant.

For more details see ICC Sydney Exhibitor Manual, Paragraph 4.75 Materials.

All fire equipment shall be visible and accessible at all times.

All displays must be kept within the perimeter of your stand due to the strict fire regulations in place in the building.

9. CARE AND PROTECTION OF THE BUILDING

Nothing is allowed to be taped, tacked, stapled or otherwise affixed to any surface of the venue. No adhesives or paints are to be used on the floor. Exhibitors must not core-drill or fix into the floor.

The use of double-sided tape is strictly controlled.

Tapes that have proved not to leave residue under normal exhibition conditions include Tesa 4939, Stylus 720, Qualtape AT330. Exhibitors must remove all tape from the floor when moving out. Some other types of tape are virtually impossible to remove.

10. OCCUPATIONAL HEALTH & SAFETY

Exhibitors are reminded of their obligations under legislation to ensure the safety of all persons. The area of the exhibition is a workplace. Exhibitors must comply with all regulations issued by ICC Sydney, fire, health, public safety, plant safety or other authorities. AWISA Ltd and Contact Exhibitions Pty Ltd will make every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to every practical extent. A number of measures are implemented by AWISA Ltd., Contact Exhibitions Pty Ltd., the venue and contractors.

Some key measures are as follows:

1. Children under the age of 15 are prohibited from the exhibition halls at all times.
2. Forklifts and cranes be driven no faster than walking speed, and must be accompanied by a spotter.
3. High visibility clothing must be worn at all times during move-in and move-out, including after 4.30p.m. on the last show day. AWISA will have some loan vests.
If you have your own HVC please bring it.
4. Safety footwear is recommended while working during move-in and move-out.
Open-toed footwear is not permitted.
5. Machinery must be displayed in such a way that visitors cannot reach a moving tool or blade, or any other moving part likely to cause injury. This can be achieved by barriers, guards, or electronic devices. It is imperative that exhibitors comply with this requirement. AWISA will employ a Safety Officer during move-in and during the show, and requires exhibitors to comply with any safety instructions given by the Safety Officer, who will have the right to order exhibitors to shut down unsafe machinery. The number of visitors standing close to machine demonstrations can make it impossible for an operator alone to ensure their safety.
6. The serving of alcohol by exhibitors is not permitted other than from 5.00p.m. – 6.00p.m. Wednesday to Friday.
7. Any exhibitors that provide lanyards to staff or visitors for their name badges must ensure the lanyards have a safety release device.

11. DISPLAY RULES AND STAND CONSTRUCTION

AISLES:

Aisles are controlled by AWISA Ltd and are not part of neighbouring exhibitors' space and cannot be used for any display or advertising purpose. With prior written permission AWISA Ltd allows the following exceptions:

Exhibitors with aisles running through their space can:

1. Carpet these aisles, preferably in a different colour or tone, but no logos or advertising are to appear on the aisle floor covering.
2. Hang banners over these aisles provided the lowest point of the banner is at least four metres above the aisle.

APPROVAL:

Exhibitors must submit plans of their stands for approval by AWISA and the venue.

Exhibitors who are using only shell scheme do not need to submit plans. Exhibitors who are employing display contractors or who are building their own stands must submit their plans for approval at least six weeks prior to the exhibition to arrange the necessary approvals.

If an exhibitor fails to seek approval and builds a stand that in the opinion of the exhibition manager contravenes AWISA Ltd's or the venue's rules, the exhibition manager has the absolute right to order the removal of the offending stand.

For approval complete ICC Sydney's Custom Stand Plans Permit form and submit the form with detailed plans to ICC Sydney, and copy to info@awisa.com

COMMON WALLS:

Where the wall of one stand exceeds 2.4 metres, that portion of the wall which is in excess, shall be clad on the reverse side to present a clean appearance. Any bare space exhibitors neighbouring onto other exhibits, who wish to find out their neighbours plans for walling, can contact the organiser for contact details.

STAND FLOORING:

Exhibitors booking space only are required to put down a floor covering. For details on raised floors, steps and ramps read ICC Exhibitor Manual paragraph 4.55 and 4.56.

STAND OR BOOTH CONSTRUCTION:

ICC Sydney requires temporary structures built for exhibitions to comply with relevant legislation, and are constructed with utmost concern for the safety of the public, employees and contractors.

For full details of ICC Sydney's requirements read ICC Exhibition Manual paragraph 4.100.

HEIGHT:

No display stand can exceed 2.4m without prior approval. Due to fire engineering restrictions, the maximum height is 5 metres on Level 1. Where a stand is purpose built and is two or more storeys in construction or is fully enclosed with a roof, a plan showing all features including access/egress points and stairways fully dimensioned must be submitted for approval.

12. SITE INDUCTION - EXHIBITORS CONSTRUCTING OWN STANDS

All exhibitors who are constructing their own stands must complete the ICC Contractor Registration process prior to working at ICC Sydney.

Read the ICC Sydney Contractor Management user guide published at www.awisa.com/manual and register your company by clicking on the accompanying link.

13. TRADE COMPETITIONS

Lotteries and games of chance for the promotion of trade must comply with State Government legislative requirements. Visit www.liquorandgaming.justice.nsw.gov.au

14. SHOW ETIQUETTE – VISITING OTHER STANDS & PHOTOGRAPHY

Exhibitors must not enter another company's stand without the permission of that company. Do not enter an unmanned stand.

Exhibitors must not photograph or film another stand or product without the written permission of that company. Exhibitors must not sell from the aisles or from other public areas of the venue.

EXHIBITION PROMOTION

15. AWISA - THE MAGAZINE'S SHOW PREVIEW

The Winter/Show edition of AWISA'S magazine will contain a section of one-fifth page advertorial modules. Each exhibitor will be allocated one module free of charge, for every 96 square metres of exhibition space booked, or part thereof.

Exhibitors need only supply around 80 words of copy, a quality photograph or their logo. Copy should either be about a new product or be an overview of what will be on the exhibitor's stand. The AWISA 2016 show preview can be viewed at www.awisa.com/manual

Copy will be re-written if necessary in an editorial style rather than an advertising style. Headlines will be written to not exceed two lines. Finished modules will be emailed to the exhibitor for comment and to check facts, but the final copy style will be at the editor's discretion. Product prices cannot be mentioned.

Photograph specifications:

If you are submitting photos, images are to be 300 dpi at 100%. Files are accepted only in the following formats: TIF, JPG, EPS and PDF. Email files must not exceed 10MB and please check that they are to our specifications before sending.

*We do **NOT** accept images or artwork files in Word, Powerpoint, Excel, CorelDraw and Publisher.*

PLEASE EMAIL THE FOLLOWING TO info@awisa.com BY 6 APRIL 2018:

COMPANY NAME AS YOU WISH IT TO APPEAR IN MAGAZINE

COPY (80 WORDS MAXIMUM)

PHONE NUMBER

IMAGE OR LOGO

AWISA RESERVES THE RIGHT TO DECLINE INFORMATION RECEIVED AFTER DEADLINE.

16. TRADE MAGAZINE ADVERTISING

Advertisements have been placed in the following trade publications, and in various end-user trade association newsletters and e-newsletters, including AWISA – The Magazine, Supplier, Discovering Stone, HIA Housing, NZ Joiners.

17. VISITOR INFORMATION LEAFLET

A combined trade invitation / visitor information leaflet measuring 105mm x 210mm (to fit DL envelopes) is being produced. It will include hotel, travel and registration information. Exhibitors are asked to actively assist in the distribution of these by getting their sales representatives to hand them out, by including them in monthly account mailings, by organising special mailings to clients inviting them to visit their stands, and by leaving stacks on their own or their distributors sales counters. All are supplied free-of-charge.

**PLEASE COMPLETE PRINTING REQUIREMENTS FORM BY 2 MARCH 2018.
DELIVERY WILL BE BY 23 MARCH 2018.**

18. AWISA 2018 POSTER

An AWISA 2018 poster is being produced for exhibitors showrooms and trade centres and elsewhere.

**PLEASE COMPLETE PRINTING REQUIREMENTS FORM BY 2 MARCH 2018.
DELIVERY WILL BE BY 23 MARCH 2018.**

19. EMAIL BANNERS

Banners for use in emails are available. To receive them email a request to info@awisa.com

20. LOGOS

Logos are available by email – send your request to info@awisa.com
The logo should never be used in a way that might imply AWISA's endorsement of a product. Unless it is used with a statement such as "member of AWISA Ltd", or "see you at AWISA 2018", exhibitors should seek written permission before using the logo.

21. DIRECTORY

An A4 size directory will be supplied to all exhibition visitors.

PLEASE COMPLETE THE DIRECTORY LISTING FORM BY 11 MAY 2018.

EXHIBITION SERVICES

22. FREIGHT

Freight to and from the venue is the responsibility of the individual exhibitor.

If you do not have an established relationship with a freight company please contact the recommended contractor, Agility Fairs & Events, for domestic and international freight forwarding as well as materials handling services. Agility Fairs & Events can arrange all local, interstate and international transport services including delivery to exhibitors stands at the venue.

Storage of early consignments, packing materials during the exhibition and storage after the exhibition can be arranged.

A complete Shipping Manual has been prepared especially for the exhibition and will be available to all exhibitors who will be importing equipment for the exhibition. Prior to the exhibition, Agility Fairs & Events will contact all exhibitors to answer their specific transport and other requirements. In the meantime, all enquiries should be directed to:

AGILITY FAIRS & EVENTS
10 Marigold Place
Milperra NSW 2214
AUSTRALIA.

Domestic Enquiries:

Telephone: 61 2 8755 8899
Facsimile: 61 2 9642 6899
E-Mail: gcraig@agility.com
Contact: Gus Craig

International Enquiries:

Telephone: 61 3 9330 3303
Facsimile: 61 3 9330 3337
E-Mail: amillward@agility.com
Contact: Alex Millward

23. CRANE SERVICES

Agility Fairs & Events has been appointed to handle materials handling. Cranage will be charged by them to each exhibitor on a user pays basis. Payment for crane services for exhibitors not using Agility Fairs & Events for transport will be by cash or credit card at the time service is provided.

Agility Fairs & Events have contracted Johnson Transport / Fullers Cranes for all cranage work. Any exhibitors using their own crane operator must accept directions from Agility Fairs & Events.

Rates are as follows for equipment operated by Fullers Cranes:

* 12 tonne Franna	Weekdays	\$302.50 per hour
	Weekends	\$430.10 per hour
* 20 tonne Franna	Weekdays	\$313.50 per hour
	Weekends	\$441.10 per hour

Rates include GST

Weekday rates apply from 7.00a.m. to 5.00p.m. Monday-Friday, then overtime rates apply.

For further information contact:

Agility Fairs & Events Logistics
Telephone: 02 8755 8899, Fax: 02 9642 6899
Contact: Gus Craig

PLEASE COMPLETE THE MATERIALS HANDLING FORM BY 8 JUNE 2018.

24. FORKLIFT, MATERIALS HANDLING & STORAGE SERVICES

Forklift equipment will be coordinated by Agility Fairs & Events. Special requirements such as dedicated forklift and driver must be booked with Agility Fairs & Events at least 48 hours prior to the move in. Forklift services are available at cost to all exhibitors. Payment for forklift and storage services during the show for exhibitors not using Agility Fairs & Events for transport will be by cash or credit card at the time service is provided.

Exhibitors who wish to operate their own forklift must ensure that the operator is licensed. The venue has the right to check licences.

Forklift Services: - Rates include GST, driver and spotter

2.5 tonne	\$60.00 per 15 minutes
4.0 tonne	\$70.00 per 15 minutes
6.0 tonne	\$82.00 per 15 minutes

Storage Services:

On site storage is not available at time of writing Manual. Exhibitors should arrange storage off-site for any shipping containers, machinery crates and packing materials that they are likely to require again during move-out.

Agility Fairs & Events can arrange storage at secured premises if required. Please ask for a separate quotation.

Materials Handling Equipment:

A limited number of trolleys and pallet jacks will be available. Users will be asked to leave their drivers licence as security.

For further information please contact: Agility Fairs & Events Logistics
 Telephone: 02 8755 8899, Fax: 02 9642 6899
 Contact: Gus Craig

PLEASE COMPLETE THE MATERIALS HANDLING FORM BY 8 JUNE 2018.

25. ELECTRICAL - POWER AND LIGHTING

All exhibitors, including shell scheme exhibitors must order their power requirements. Electrical connections and installations are coordinated by two contractors:

Work on Level 1 (AWISA – Wood & Panel Processing) is coordinated by Clifton Productions. Enquiries to Travis Cilia, Telephone 02 8335 9300, Email: travis.cilia@cliftonproductions.com.au

Work on Level 4 (AWISA –Design) is coordinated by Exponet. Enquiries to Kyle Schaeffer, Electrics Supervisor, Telephone 02 9645 7000, Email: kyle@exponet.com.au or Gerard Wiggins, National Electrical Manager, Email: Gerard@exponet.com.au

The electrical service pits are on a 6.0m x 6.0m grid. Each pit has a 32 amp 3 phase supply, plus a 10 amp single phase supply. There is a conduit/pipe in the concrete floor through which one additional supply of up to 60 amps can be brought from trenches to a pit.

If additional services are needed from one pit, or if a service greater than 60 amps is needed, these will have to be brought out of the trenches and over the floor to the required location. Our contractor can supply cable trays/covers.

Detailed plans showing location of pits are available at www.awisa.com/manual

The Electrical Installations form lists all available services. An allowance of \$20.90 (inc. GST) per square metre for electrical installations is built into the exhibition space rate. Each exhibitors total allowance is shown on the Electrical Installation form. The installation of trusses cannot be paid for out of the allowance.

There are no refunds for unused allowances. Payment of any amount over the allowance prior to installation is required. Late orders are subject to an additional charge. All exhibitors will need a power point for the Info Salons visitor tracker.

PLEASE COMPLETE THE ELECTRICAL INSTALLATION FORM BY 25 MAY 2018.

26. PLUMBING - WATER AND WASTE

Water and drainage can be connected to your stand. Detailed plans showing location of pits are available at www.awisa.com/manual

All connections will be carried out by the F. Wood & Son Pty Ltd., and paid for by the Exhibitor. Some ICC documents mention a venue access fee. This will be paid by AWISA.

PLEASE COMPLETE PLUMBING ORDER FORM BY 1 JUNE 2018.

27. COMPRESSED AIR

AWISA meets the cost of all compressed air connections and supply and all work is co-ordinated by F. Wood & Son Pty Ltd. Compressed air can be connected to your stand via the service pits. Exhibitors requiring a detailed plan showing the location of pits on their stands should visit www.awisa.com/manual. Exhibitors can choose between making their own connections to machines or employing F. Wood & Son.

All exhibitors including those making their own connections should complete the Compressed Air Order form and F. Wood & Son will contact you to discuss your requirements. Any exhibitor with technical queries is welcome to contact F. Wood & Son Pty Ltd on 03 9459 6628 or admin@fwoodplumbing.com.au

PLEASE COMPLETE THE COMPRESSED AIR ORDER FORM BY 1 JUNE 2018

28. DUST EXTRACTION

Dust extraction is the responsibility of the individual exhibitor. Ducting can go over aisles providing the ducting is at least 4.0m above the aisle. No signage or banner hanging is allowed from ducting over aisles. Installation of ducting should be done as late as possible to allow free access by forklifts and cranes. It must be removed promptly during move-out.

29. CLEANING AND RUBBISH REMOVAL

During move-in it is the exhibitors responsibility to remove large crates from the venue. For unwanted smaller items a large disposal bin is located on the loading dock. AWISA's cleaners clean aisles regularly during move-in. Any items placed in the aisles will be deemed as rubbish and removed.

During move-in it is the exhibitors responsibility to keep the floor of their stand clean. However on the final night of move-in the show cleaners will clean the **floors** of your stand to bring it to "visitor" standard, and again on Wednesday, Thursday and Friday nights. The cost of this cleaning is covered in the space rate. At the end of each day leave stand rubbish in the aisle for the cleaners to remove.

30. PHONE AND INTERNET SERVICES

Phone, fax and internet connections can be provided by the venue. The venue's Exhibitor Account Order Form also needs to be completed.

PLEASE COMPLETE THE VENUE'S PHONE SERVICES ORDER FORM and INTERNET SERVICES ORDER FORM BY 8 JUNE 2018.

Forms available at www.awisa.com/manual

31. BANNER HANGING & RIGGING

Clifton Productions Pty Ltd has been appointed to handle all banner hanging and rigging. In most cases an exhibitor's display contractor or electrical contractor will order the work on behalf of the exhibitor. Contact Clifton Productions at Phone: 02 8335 9300, Contact Travis Cilia, Email: travis.cilia@cliftonproductions.com.au

32. PARKING

The ICC Sydney car park is located underneath the exhibition halls, access off Darling Drive. The car park spaces cannot be reserved. At times parking is limited and on a first-come first-served basis. Car park height is 2.2 metres.

Normal full day rate is \$49.00. On move-in and move-out days exhibitors can park for \$25.00 per day on validation of ticket at the Exhibitor Services Desk.

In order to free up parking spaces at the venue for visitors, exhibitors are asked to consider using other carparks close to the venue, such as the Wilson Parking, 100 Murray Street, Pyrmont.

33. SECURITY

Security officers will be employed throughout move-in, show days, and move-out. They are employed both for security purposes and for directing traffic during move-in and move-out, and directing exhibitors and visitors on show-days. Please co-operate by following their directions, and by following the various time schedules set out in this Manual. Please do not hesitate to approach security staff should you require guidance or assistance at any time.

The nature of exhibitions makes it impossible for the security company or the organiser to take responsibility for exhibitors' property. Exhibitors are asked to take particular care of small high value items. It is recommended that such items are not put on stands until as late as possible during move-in and removed promptly at the end of the show. It is strongly recommended that laptop computers are secured with security cables.

34. EXHIBITOR IDENTIFICATION BADGES

Exhibitors' badges are restricted to staff manning stands. Exhibitor Badges will be available from the organisers office during move-in. Other staff from exhibiting companies should register as visitors. Each exhibiting company's badges will be signed out in bulk to one representative of the exhibiting company, who then arranges distribution to each staff member. They must be worn at all times on show days.

The security guards will only give access to the venue on showdays to wearers of exhibitor identification badges.

Any exhibitor that provides lanyards to their staff or visitors must ensure that they have safety release devices. To order exhibitor badges go to 'The Exhibition' section of www.awisa.com and click on "Exhibitor Manual" or go direct to www.awisa.com/manual

GO TO www.awisa.com/manual BY 8 JUNE 2018.

35. VISITOR REGISTRATION SYSTEM

Info Salons Australia has been appointed as registration contractors. Their tracker system provides a means of instantly recording visitor information with a view to identifying high quality sales leads. Before entry every visitor is issued with their own personalised name badge, encoded with their name, address, phone and fax numbers in a barcode. When an exhibitor wishes to record a visitor's details, they simply scan the visitor's badge. Info Salons will send exhibitors an email broadcast post event containing a link, username and password which will allow exhibitors to access their leads.

Exhibitors can choose from one of three types of trackers. The InfoTracker desktop as used a previous AWISA exhibitions, the fully portable InfoTracker Handheld or the InfoTracker App.

All exhibiting companies will be provided with one tracker, and large exhibitors will be provided with one for every 200 sq.metres of space, all free of charge. Exhibitors must provide a power point for desk top trackers. Info Salons staff will install and demonstrate the trackers on the Monday and Tuesday of move-in, and the company will have floor staff dedicated to handling exhibitors' requirements on show days.

For more information on trackers visit www.infosalongroup.com/exhibitorleadtracking/ Infosalons will email exhibitors prior to the show to determine the type of tracker required.

36. CATERING SERVICE AND CENTRE CAFÉS

Food and beverages are available within the venue at kiosks run by the venue. Any exhibitors wishing to provide food or beverages for their stands must purchase all their requirements from the venue's caterers.

The venue does not permit any exhibitor to bring their own food or beverages into the exhibition halls. The consumption of alcohol during move-in, show days and move-out is banned, apart from between 5.00p.m. and 6.00p.m., Wednesday to Friday.

Exhibitors can charge purchases from the kiosks using a venue kiosk account card.

PLEASE COMPLETE THE VENUE'S STAND CATERING / KIOSK ACCOUNT & EXHIBITOR ACCOUNT ORDER FORM ACCOUNT CARD FORM BY 8 JUNE 2018.

Forms available at www.awisa.com/manual

37. ACCOMMODATION AND TRAVEL

Lido Group has been appointed to handle exhibitors accommodation and travel requirements. Lido has negotiated special rates at a range of hotels and apartments. In most cases the rates are more attractive than the best corporate rates available.

Exhibitors are encouraged to make their accommodation bookings as early as possible in order to get the best available rates.

Bookings can be made by visiting www.awisa.com or direct enquiries to:

LIDO GROUP
128 Terry Street, Rozelle, NSW 2039, AUSTRALIA.
Telephone: 02 8585 0808
Contact: Vicki Ng
Email: events@lido.com.au
Web: www.lidoevents.com.au

38. INSURANCE – PUBLIC LIABILITY

Exhibitors have the option of providing AWISA with a Certificate of Currency for Public Liability cover or they can ask AWISA to take out a policy on their behalf. AWISA will meet the cost of this policy.

PLEASE COMPLETE THE PUBLIC LIABILITY INSURANCE FORM BY 1 JUNE 2018.

39. FURNITURE, VIDEO & PLANT HIRE

Exponet is the official furniture, video and plant hire supplier:

Phone:	02 9645 7070	Fax:	02 9645 5300
Website:	www.exponet.com.au	Contact:	Exhibitor Services Department
Email:	esd@exponet.com.au		

Also recommended is:

Harry The Hirer	
Phone:	03 9429 6666
Contact:	Talia Notarfrancesco
Website:	www.harrythehirer.com.au
Email:	talian@harrythehirer.com.au

40. SHELL SCHEME

Those exhibitors who have ordered shell scheme will be provided with the Octanorm aluminium shell scheme to the following specifications:

Walls: 2.5 metre high walls with aluminium frame at 1.0 metre intervals and white melamine infill panels.

Fascia: 300mm deep plastic sheeting framed within aluminium beams. The fascia is supported with aluminium uprights as required (but at a minimum distance of 3.0 metres)

Carpet: Charcoal one-metre square carpet tiles to the entire stand area.

Signage: Exhibitor name sign - 100mm high lettering printed on the plastic fascia. The sign will be supplied as per the company name you provide for your catalogue listing. No punctuation will be used, and the contractor reserves the right to make reasonable abbreviations to words such as company, limited, Australia, brothers etc. Maximum 30 letters.

Any detailed enquiries regarding shell scheme can be directed to the contractor:

EXPONET
45 Princes Road West, Auburn NSW 2144
Phone: 02 9645 7070, Fax: 02 9645 5300
Contact: Exhibitor Services Department
Email: esd@exponet.com.au

41. CUSTOM BUILD STANDS

Those exhibitors who have not ordered shell scheme may wish to contact Exponet regarding the design and construction of their stand.

Custom Stand Sales	
Phone:	02 9645 7000
Email:	info@exponet.com.au

42. ELECTRICAL EQUIPMENT – TESTING and TAGGING

All electrical equipment must be tested and tagged. On the Monday and Tuesday, ICC Sydney staff will visit each exhibitor to check tags and will also be able to test and tag items. There is no charge for the test and tag service.