
EXHIBITOR KIT



August 2009

Dear Exhibitor

Enclosed is your Exhibitor Kit containing information on the 2009 Perth Motorcycle and Scooter Show as well as various forms to be completed and returned. Perth Expo Hire will be contacting you in due course to assist with any furniture and stand accessories.

Exhibitors who have booths will receive carpeting as part of the booth set up, however, please note that exhibitors who have floor space stands will need to provide suitable flooring for the stand, you may also require walling between you and the person next to you.

Exhibitors are required to hold AUD\$10million public liability insurance for the duration of the Show including move in and move out. If you have not already done so, could you please forward a copy of your policy or cover note along with your exhibitor forms, this must be received by us prior to you moving into the Show.

A move in schedule will be emailed to you two weeks prior to the start of the show.

A reminder that all accounts are to be paid in full prior to the start of the Show.

Please ensure that all forms are returned to our office by Friday 21 August 2009.

If you have any queries please contact me on (08) 9386 9666 or email anne@premiereevents.com.au.

I look forward to seeing you at the Show.

Yours sincerely

Anne Duncombe
Events Manager

EXHIBITOR KIT



EXHIBITOR INFORMATION

Venue

Perth Convention Exhibition Centre

Trading Hours

Friday	11 th September 2009	10am to 9pm
Saturday	12 th September 2009	10am to 6pm
Sunday	13 th September 2009	10am to 6pm

Move-In

Tuesday	8 th September 2009	7am to 6pm
Wednesday	9 th September 2009	7am to 6pm
Thursday	10 th September 2009	7am to 6pm

PLEASE NOTE - SAFETY VESTS MUST BE WORN ON SITE DURING MOVE IN.

A move in schedule and loading bay plan will be forwarded to you soon. In the meantime, if you have any specific requirements please telephone Anne on 08 9386 9666 or email anne@premiereevents.com.au.

Move-Out

Monday	14 th September 2009	7am to 5pm
Tuesday	15 th September 2009	7am to 5pm

All stock must be removed by 5pm Tuesday 15th September 2009.

CONTINUED ON REVERSE

Show Office

A Show Office will operate on site from Tuesday 8th September to Tuesday 15th September in Exhibition Hall 4.

This office should be your main point of contact during the Show.

Exhibitor Lounge

An exhibitor lounge is located next to the Show Office. Tea and coffee facilities will be available in the exhibitor lounge during move in & move out as well as the Show days.

Security

A dedicated security team will provide overnight security, however, we advise exhibitors to take reasonable precautions when leaving stock overnight and all stock must insured. The organisers accept no liability for any loss or damage at the Show.

Public Liability Insurance

Exhibitors are required to hold a minimum of AUD\$10 million public liability insurance for the duration of the Show.

A copy of your public liability insurance or cover note should be sent to Show Management by Friday 21 August 2009.

Telephone, Fax and EFTPOS facilities

Telephone, Fax and EFTPOS facilities can be arranged through the booking forms included in the Perth Exhibition Manual sent out by email.

Stand Operation / Staffing

All stands must be fully staffed, operational and exhibits displayed during all hours that the Show is open to the public. Exhibitors must not, under any circumstances, dismantle any exhibit or display before the close of the Show.

Re-Stocking during the Show

Exhibitors who wish to re-stock during the Show must do so during the hour prior to opening. No bulk stock is to be moved whilst the Show is open to the public.

Stand Cleaning

Your stand and the pavilions will be cleaned prior to the first day of the show. When the show is open, only the aisle ways will be cleaned. If you require your stand to be cleaned, please complete the stand cleaning form in the Exhibition Centers manual.

EXHIBITOR KIT



EXHIBITOR SAFETY SHEET

This exhibitor safety sheet has been prepared to advise you of the safety precautions which have been put in place for the safety of all staff, volunteers, exhibitors and members of the public. Please read and disseminate this information to all those who will be working on your stand. Exhibitor passes will be distributed once a copy of the signed statement has been received.

I have read and understood the following as well as the rules contained in the Perth Convention Exhibition Centre Exhibitor Manual, and have informed my staff of the safety requirements for the 2009 Perth Motorcycle and Scooter Show.

Company _____

Signed _____ Date _____

Move In / Safety Vests

High visibility safety vests and enclosed footwear must be worn when on site during move in and move out. Please note that children will not be allowed on site during move in or move out.

Hazard Identification

Hazard identification is the responsibility of all staff, volunteers and exhibitors. Please report any hazards to the Show Office immediately.

First Aid

A first aid post will be located on-site and will operate all hours that the Show is open to the public.

During move-in and move-out trained first aid staff will be on site and a first aid kit located at the Show Office. In the event of injury please make your way to, or contact, the Show Office.

Please ensure that you and your staff are familiar with the location of the first aid post and Show Office.

Please return to - 9/126 Broadway, Nedlands WA 6009
or fax 08 9386 9842
By Friday 21 August

Fire

Fire extinguishers are located at various locations around the Centre.

In the event of a fire please phone 000 immediately and report the fire then inform the Show Office.

Electrical Safety

Please read the Electrical Safety Rules on the Electrical Bookings sheet and ensure that you and your staff are familiar with them.

Lost Children

Lost children should be accompanied to the Motorcycle and Scooter Show Office where they can await collection by their parents.

Structural Safety

All staging and custom stands at the Show must comply with Australian Standards. Please check that your contractor is familiar with the Standards and complies with them.

Trip Hazards

Exhibitors must ensure that walkways within their stand are clear and safe. Any potential hazards not within the control of the exhibitor should be reported immediately to the Show Office.

Alcohol

BYO alcohol is not permitted within the Show. Anyone behaving in a drunk and disorderly fashion will be removed from the Show. If you, or your staff, notice anyone behaving in this way please notify the Show Office.

Evacuation

In the event of evacuation you will be advised over the public address system.

Risk Management Plan

A full copy of the event Risk Management Plan can be viewed at the Show Office.

EXHIBITOR KIT



PASSES

Passes are required to gain entry to the Show during move-in, move-out, and during the show days.

Please note that ID maybe checked at the entrance to the show and that passes will be confiscated from those that can not show adequate identification. If you lose your pass, company / suitable ID will be required to obtain a replacement pass.

Please respect the fact that general ticketing and security staff are not authorised to let anyone into the Show without a pass.

Passes will be available from the Show Office on your arrival.

Exhibitor Passes

Passes will be supplied to all staff working at the Show and must be worn for entry to the Show. These passes allow entry during move-in, move-out, Show trading hours and one hour prior to the Show opening each day.

Please indicate in the space below how many passes you will require for Exhibitors working on your stand for the duration of the Show.

Contractor Passes

Contractor passes are available for contractors and delivery staff during move-in and move-out periods. These passes will not allow entry during Show trading hours.

Please indicate in the space below how many contractor passes you need and the name of the contracting company/ies.

Stand Name _____

Contact Person _____

Address _____

Telephone _____

Exhibitor Passes

Contractor Passes *(Please list Company names)*

Please return to - 9/126 Broadway, Nedlands WA 6009

or fax 08 9386 9842

By Friday 21 August

ELECTRICAL BOOKINGS

In order to ensure reliable electrical services, exhibitors are asked to complete and return the electrical booking form on the reverse of this sheet by **Friday 21 August**. This will ensure that power requirements can be accurately assessed and met.

We ask that you list all appliances that you will be using on the reverse form and book adequate power supply for these devices. If the Show electrician believes that the power supply booked is not adequate, you may be asked to book additional power or refrain from using the device.

Electrical connection is available from either the roof or floor of the Centre. Please specify when booking which you would prefer.

Payment for electrical services must be received by Friday 21 August. Electrical services will not be provided until payment has been received in full.

ELECTRICAL SAFETY RULES

In the interest of exhibitor and patron safety, all exhibitors are required to adhere to the following rules;

- All electrical connections, work and fittings must be carried out by the shows' official electrical contractor.
- The use of double adaptors is not permitted.
- Exhibitors may only use extension cords that carry a valid test tag.
- Multi way outlet (power boards) with overload protectors must be of the approved type.
- The use of radiators or heaters is prohibited.
- Cables may not be laid on the ground in any area accessible to the public.
- Any electrical hazards should be reported immediately to the Show Office.

All inquiries regarding the electrical services should be referred to the show coordinator on telephone 08 9386 9666 or email anne@premiereevents.com.au. Calls to this telephone number will be transferred to the Show office for the duration of the Show and emails will be accessed from the Show Office.

ELECTRICAL APPLICATION FORM

Name of Exhibitor _____ Stand Name _____

Requested by _____

Telephone _____ Facsimile _____

ALL RATES ARE FOR THE HIRE, INSTALLATION, MAINTENANCE & REMOVAL FOR THE FULL PERIOD OF THE SHOW. (POWER CONSUMPTION CHARGES & GST ARE INCLUDED)

CODE	DESCRIPTION	ROOF / FLOOR	COST/ UNIT	QTY	COST
POWER					
P1	10 amp power outlet		\$180		
P2	Standard Power - 15 amp power (supply for a maximum of 4 power outlets)		\$280		\$
P3	Additional power feeds (- must have P2)		\$140		
P3	3 phase - 440 Volt / 32 Amp supply		\$650		\$
P4	Switchboard for 3 Phase		\$150		
LIGHTING					
L1	150 watt spotlight		\$97		\$
L2	300 watt floodlight		\$134		\$
L3	2 x 1000 watt floodlight complete with 5 meter stand		\$200		\$
TOTAL					

TO ASSIST THE ELECTRICIANS, PLEASE DRAW YOUR STAND LAYOUT ON A SEPARATE PAGE AND SEND IT ALONG WITH THIS APPLICATION FORM. USE O TO INDICATE THE LOCATION OF LIGHTS AND FOR LOCATION OF POWER USE X.

Please list all appliances to be used -

I agree to abide by the electrical rules as listed on the reverse of this form.

Customers signature _____ Date _____

Payment Details

Cheque Visa Mastercard Please Invoice

Cardholders Name _____ Signature _____

Card Number

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Expiry Date

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Please return to – 9 / 126 Broadway, Nedlands WA 6009

or fax 08 9386 9842

By Friday 21 August

EXHIBITOR KIT



ADMISSION TICKETS

Exhibitors may purchase discounted family and adult tickets for the Show. These can be used at your discretion to admit special guests, customers and prospective clients to the Show.

Ticket	Gate Price	Discount Price
Family	\$35	\$30
Adult	\$15	\$12

If you would like to purchase VIP Tickets please complete the form below and return it, together with your cheque or credit card details by Friday 3 August.

Stand Name _____

Contact Person _____

Address _____

Telephone _____

VIP Guest Tickets

_____ Family Tickets @ \$30 = _____

_____ Adult Tickets @ \$12 = _____

Total Cost = _____

Payment Details

Payment by Cheque Credit Card (type Mastercard Visa)

Card Holders Name _____ Signed _____

Card Number

Expiry Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please return to - 9/126 Broadway, Nedlands WA 6009

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By Friday 21 August

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LUNCH ORDER

There will be hot lunches served in the exhibitors lounge each of the show days, these meals must be pre-purchased using this form and vouchers will be issued with your passes.

Please note that once the passes have been issued they cannot be replaced.

Stand Name _____

Contact Person _____

Address _____

Telephone _____

Lunch Order

SHOW - Friday 11th Sept _____ tickets @ \$15 (inc) = _____

SHOW - Saturday 12th Sept _____ tickets @ \$15 (inc) = _____

SHOW - Sunday 13th Sept _____ tickets @ \$15(inc) = _____

Total Cost = _____

Menu

(Menu is subject to change without notice)

Friday 11 th September	Saturday 12 th September	Sunday 13 th September
<ul style="list-style-type: none">• Chicken, farfalle, Char Grilled Veg• Fetta, Spicy Tomato Sauce• Chef's selection of salad	<ul style="list-style-type: none">• Lamb Osso Bucco• White Wine, Nutmeg, parsley and lemon gremolata• Chef's selection salad	<ul style="list-style-type: none">• Pan seared reef fish fillets• Herb roasted vegetables caper berry salsa• Chef's selection salad

Payment Details

Payment by Cheque Visa Mastercard Please Invoice

Card Holders Name _____ Signed _____

Card Number

Expiry Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Please return to - 9 / 126 Broadway, Nedlands WA 6009
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CARPARK PASSES

CITY OF PERTH - CONVENTION CENTRE CARPARK

Special reusable daily passes that allow for re-entry any number of times throughout that day are available from the City of Perth at a cost of \$24. These are special passes available to exhibitors only and must be booked through the event organiser. *There is a processing time on these passes. Tickets cannot be ordered after August 21st 2009.*

Numbers are limited and will be allocated in order of booking receipt.

Stand Name _____

Contact Person _____

Address _____

Telephone _____

Carpark Passes Order

MOVE IN - Tuesday 8th September _____ tickets @ \$24 = _____

MOVE IN - Wednesday 9th September _____ tickets @ \$24 = _____

MOVE IN - Thursday 10th September _____ tickets @ \$24 = _____

SHOW - Friday 11th September _____ tickets @ \$24 = _____

SHOW - Saturday 12th September _____ tickets @ \$24 = _____

SHOW - Sunday 13th September _____ tickets @ \$24 = _____

MOVE OUT - Monday 14th September _____ tickets @ \$24 = _____

MOVE OUT - Tuesday 15th September _____ tickets @ \$24 = _____

Total Cost = _____

Payment Details

Payment by Cheque Visa Mastercard Please Invoice

Card Holders Name _____ Signed _____

Card Number

Expiry Date

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