
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.