



ROCKHAMPTON EXPO

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DOCUMENT UPDATED - TUESDAY 13TH JULY 2021

16 - 18 JULY

ROCKHAMPTON SHOWGROUNDS

-- IMPORTANT --

EXHIBITOR ONSITE INFORMATION

Australian Events would like to take this opportunity to thank you for being involved in this exciting event. This expo is a major promotional and sales opportunity. We hope that all businesses involved generate positive sales and leads over the three days.

Set Up Times

Wednesday 14 July: 8:30am to 5:00pm

Thursday 15 July: 8:00am to 5:30pm

Public Opening Hours

Friday 16 July: 8:30am to 4:00pm

Exhibitor access from 7:00am to 4:15pm

Saturday 17 July: 8:30am to 5:00pm

Exhibitor access from 7:00am to 5:15pm

Sunday 18 July: 8:30am to 4:00pm

Exhibitor access from 7:00am to 4:15pm

Exhibitor Bump Out Times

Sunday 18 July: 4:15pm to 6:00pm

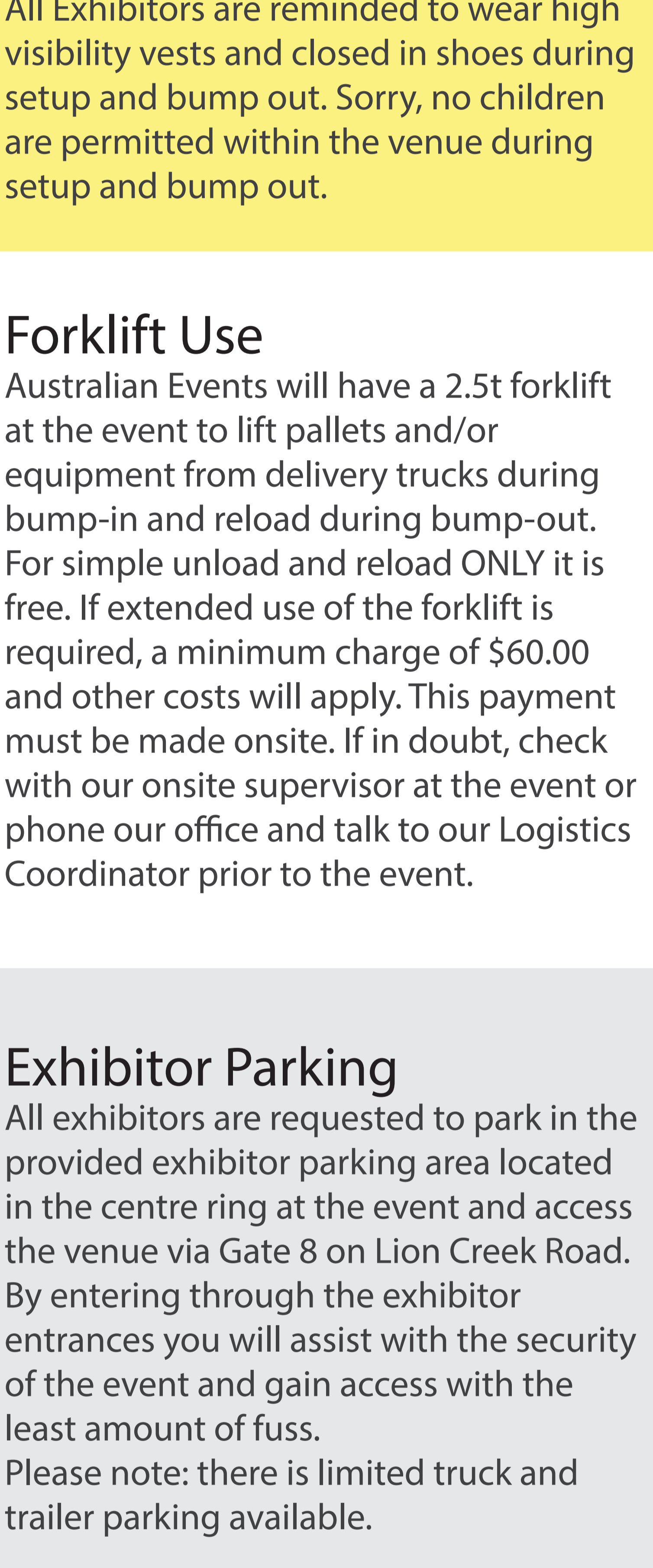
Monday 19 July: 7:00am to 10:00am

(7:00am to 4:00pm for larger outdoor sites only)

Tuesday 20 July: By appointment only

(for larger outdoor sites only). Please see site office to confirm appointment.

Indoor sites are reminded to remove all displays from panelling by 6:00pm Sunday.



Workplace Health and Safety

All Exhibitors are reminded to wear high visibility vests and closed in shoes during setup and bump out. Sorry, no children are permitted within the venue during setup and bump out.

Forklift Use

Australian Events will have a 2.5t forklift at the event to lift pallets and/or equipment from delivery trucks during bump-in and reload during bump-out. For simple unload and reload ONLY it is free. If extended use of the forklift is required, a minimum charge of \$60.00 and other costs will apply. This payment must be made onsite. If in doubt, check with our onsite supervisor at the event or phone our office and talk to our Logistics Coordinator prior to the event.

Exhibitor Parking

All exhibitors are requested to park in the provided exhibitor parking area located in the centre ring at the event and access the venue via Gate 8 on Lion Creek Road. By entering through the exhibitor entrances you will assist with the security of the event and gain access with the least amount of fuss. Please note: there is limited truck and trailer parking available.

No Peg Zones

Please note that this venue is a NO PEG ZONES. Do not hit any pegs, stakes, screws or pickets into the ground.

Power Access to your Site

Power is only available to those who have paid, DO NOT access power if you have not paid. If you require power and did not order, please see the staff at the event site office. Power is only supplied to your site between 7:30am and half an hour after public closing time. Power is NOT AVAILABLE during set-up or bump-out. 24 hour power access is not available without prior written approval. All electrical items must be tagged with an electrical compliance certificate. Please note: Kettles, coffee machines and heaters are not permitted onsite. Some power at this venue may be supplied by generators.

Rubbish Removal

All boxes, packaging, pallets, rubbish etc. MUST be removed from the venue by 10am Monday. In the event Australian Events are forced to remove your rubbish, charges will apply.

Assistance at the Event

If you have any issues at the event that need resolving or clarifying, please visit the event site office and inform the event managers.

EVACUATION PROCEDURES ROCKHAMPTON SHOWGROUNDS

EVACUATION PROCEDURES	SAFETY CONSIDERATIONS	MAP KEY
<ul style="list-style-type: none"> FOLLOW ALL INSTRUCTIONS GIVEN BY WARDENS OR FIRE OFFICERS. LEAVE IMMEDIATELY BY THE NEAREST SAFE EXIT. DO NOT RUN. IF POSSIBLE CLOSE DOORS BEHIND YOU. REPORT TO YOUR DESIGNATED ASSEMBLY AREA. ADVISE A WARDEN IMMEDIATELY IF YOU ARE AWARE OF PEOPLE TRAPPED IN THE BUILDING. DO NOT LEAVE THE ASSEMBLY AREA UNTIL THE ALL-CLEAR IS GIVEN. IF ANY INJURIES ARE SUSTAINED, NOTIFY A WARDEN. 	<ul style="list-style-type: none"> R REMOVE PERSONS FROM IMMEDIATE DANGER. A ALERT NEARBY STAFF AND MEMBERS OF THE PUBLIC AND DIAL 000. C CONFINE FIRE AND SMOKE. CLOSE WINDOWS AND DOORS (IF SAFE). KEEP LOW, UNDER THE SMOKE. E EXTINGUISH AND CONTROL THE FIRE (IF SAFE TO DO SO). 	<ul style="list-style-type: none"> FHR FIRE HOSE REEL FH FIRE HYDRANT FE FIRE EXTINGUISHER FB FIRE BLANKET AP ASSEMBLY POINT QFES QFES ACCESS GATE TF TEMPORARY FENCING + FIRST AID P POWER

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