

# QUEENSLAND brides WEDDING EXPO

31<sup>ST</sup> MARCH TO 2<sup>ND</sup> APRIL 2017 HALL 4  
13<sup>TH</sup> TO 15<sup>TH</sup> OCTOBER HALL 4

## EXHIBITOR MANUAL

### SHOW OPEN HOURS

**Friday:** 5.30pm-9pm

**Saturday:** 10am - 4pm

**Sunday:** 10am - 4pm

### EXHIBITOR BUMP IN

**Friday:** 9am – 4pm

**Loading dock** opens at 9am closed 4pm sharp

**Loading Dock Entry:**

Corner of Merivale & Glenelg St, South Bank.

Visit the BCEC website for a location map

<https://www.bcec.com.au>

### FASHION PARADE TIMES

**Friday:** 7.30 pm

**Saturday & Sunday:** 11.30am & 2pm

### EXHIBITOR BUMP OUT

**Sunday:** 4.15pm – Midnight

### DELIVERIES

For deliveries please contact **Agility Logistics**  
on 07 3308 3385 or email: [agility@bcec.com.au](mailto:agility@bcec.com.au)

Freight Deliveries Friday between 9am - 4pm.

Pick-ups must be Sunday after 4pm.

**Brisbane Convention Centre**

Phone 07 3308 3134

*Please click here to place an order for Queensland Brides 2017*



### ENTRY TICKETS: \$15

#### Admission Policy

Admission is open to any member of the public following payment of the relevant entry fee.

Children 14 years of age free.

### EXHIBITOR LEAD GENERATION SCANNERS

Scanner hire is provided by LUP  
(formerly Expo News)

**Contact:** James Sergeant

**Email:** [setup@lup.com.au](mailto:setup@lup.com.au)

**Phone:** 1300 884 226

**Order online:** <https://admin.lup.com.au/Order/GetOrder/qld-brides-17>

### DELIVERIES TO THE CENTRE

The Organisers and the Venue will not accept any responsibility for the safety or well being of any items on, or delivered to, the site in the absence of the exhibitor or his/her agent or contractor. All deliveries must be addressed to your stand number to assist with the smooth delivery of goods.



## EXHIBITOR MOVE-IN / BUMP IN

- Friday: 9am – 4.30pm via normal entry doors.  
9am – 4pm via Loading Dock. You must have an allocated time period.
- Exhibitors can park under the convention centre and bring goods up via the main entry doors from 9am.
- Exhibitors that require use of the loading dock enter via Loading Dock which is open to all exhibitors from 9am - and closed at 4pm Sharp.
- Please note Due to Occupational Health & Safety rules; move-in cannot be started before 9am as the shell scheme is still being constructed.
- No children under 14 are permitted while the show is being set-up.
- Any person not wearing a high visibility safety vest and closed in shoes will be denied entry into hall or loading dock.
- All stands must be completely dressed and excess rubbish removed by 4.50pm Friday.

## EXHIBITOR MOVE-OUT/ BUMP OUT

- Sunday, 4.15pm – midnight
- Removal of products and exhibits will commence at 4.15pm on Sunday, 15 minutes after the close of the Exhibition. No exhibitor will be permitted to remove products prior to 4pm.
- Exhibitors are asked to continue to wear their exhibitor ID badges during move-out. During high traffic periods, the BCEC Service Road Controller will supervise entry to the Service Road and the Loading Dock at the boom gate on Glenelg Street.
- Access will only be allowed to vehicles arriving at the time scheduled via the event Loading Plan.

## INSURANCE – PUBLIC RISK

- All exhibitors must have Public Risk Insurance cover of \$10,000,000.00. In most cases this can be achieved by extending existing policies through an Insurance Broker.
- *Queensland Brides* and *Bannister Promotions* do not provide group cover. Please call your insurance company and ask for a Certificate of currency in the name of *Queensland Brides Wedding Expo* and showing the full period of the show.
- (Don't have insurance? Ask for short term insurance for Expo's Australia, approx \$175 for 6 months. Call [132244](tel:132244) or visit [www.aami.com.au](http://www.aami.com.au) Fax your cover note to us on [30297777](tel:30297777) Fax: [30297797](tel:30297797) OR email: [expo@queenslandbrides.com.au](mailto:expo@queenslandbrides.com.au)

**EXHIBITORS MUST PROVIDE A LETTER OF CURRENCY FOR THEIR PUBLIC LIABILITY INSURANCE.** This needs to be returned by 9am Thursday prior to show commencement. [expo@queenslandbrides.com.au](mailto:expo@queenslandbrides.com.au) or fax (07) 3029 7797



## ORGANISERS OFFICE

QB Wedding Expo organisers office is located on the mezzanine level - visit the office for extra exhibitor ID badges or for any queries during set up or anytime over the weekend.

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## ATM

- The Brisbane Convention and Exhibition Centre provide an Automatic Teller Machine located on the Concourse between the Great Hall and Exhibition Hall.
  - This machine accepts all cards with the exception of Bank of Queensland.
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## CLEANING

- Public areas, foyers and exhibition aisles ONLY are cleaned and rubbish bins emptied daily by the Centre's cleaning staff.
  - Exhibitors requiring individual stand cleaning should contact Exhibitor Services [Click here to place an order for Queensland Brides](#)
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## CODE OF BEHAVIOUR & ATTIRE

- The aisles are deemed Public Walkways and Fire Egress and therefore must not be used to display goods or to approach exhibition visitors.
- Literature distribution of Exhibitor Promotional Material only can be carried out from the exhibitors' own stands/areas.
- Exhibitors must not display any other business outside of the exhibitors own. This includes the display of other business cards, promotional flyers or the circulation of the attendee's database to any other business.
- Exhibitors will not distribute their promotional material on the fashion parade seats. If found in breach of this, the exhibitor may be liable for cleaning costs from the Brisbane Convention & Exhibition Centre.



- Suitable footwear must be worn at all times while on site (this includes set up and down – when CLOSED footwear must be worn).
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**CANVASSING IS EXPRESSLY FORBIDDEN – IF YOU ARE CAUGHT YOU WILL BE REMOVED FOR THE DURATION OF OUR SHOW. WE DO NOT ALLOW EXHIBITORS TO HAND OUT ANY MATERIAL FROM THE AISLES.** You must give out all promotional material from within your stand. This keeps the show fair for all!

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## STAND - FURNITURE - ELECTRICITY

- All enquiries regarding your stand, furniture, additional power and lighting should be directed to Exponet, our official stand contractors via phone [3382 6055](tel:33826055) or email [esd@exponet.com.au](mailto:esd@exponet.com.au)



## EMERGENCY

- **Evacuation Procedures:** In the event of an emergency in the centre, please stay calm and follow the instructions given by BCEC staff, who are fully trained for an emergency situation and all our Security and Building Services staff are qualified First Aiders.
- **First Aid & Medical:** Ambulance: phone 000. The nearest Public Hospital Casualty Department is at the **Mater Hospital**, Annerley Road, South Brisbane, telephone 07 3840 8111.

## FIRE REGULATIONS

- All materials used in stand construction and decoration is to be fire retardant and conform to Local Statutory Building Regulations.
- The storage of any flammable liquids or fuel within the Exhibition is not permitted.
- No open flames permitted (eg: candles without covering).
- Motor vehicles or other mechanical appliances displayed within the Exhibition venue must contain a full tank of fuel.
- Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from its correct location.

## FOOD, DRINKS AND ALCOHOL SAMPLING

- All stands involved in the presentation of food & beverage must abide by the "Food Hygiene Regulations 1989"
- The centre management has sole rights for the distribution of any article of food and beverage.
- All Food & Alcohol sampling needs prior approval. Please use this online form [Click here to place an order for Queensland Brides](#)
- Exhibitors who do not seek prior approval will be forbidden to offer food and drink samples.

## FORK LIFT / MATERIAL HANDLING

- Fork Lifts are available for hire from the venue and must be operated by a licensed driver.
- Charges apply for forklift and driver.
- This service is available to all exhibitors by the BCEC and must be booked and paid for at least 48 hours prior to event build-up.
- Contact BCEC Exhibitor Services on 07 3308 3134 or email to [Click here to place an order for Queensland Brides](#)

# FLOOR PLAN

