



# AVALON2011

AUSTRALIAN INTERNATIONAL AIRSHOW  
AND AEROSPACE & DEFENCE EXPOSITION

1-6 MARCH 2011 GEELONG VICTORIA  
[www.airshow.com.au](http://www.airshow.com.au)

# EXHIBITION REGULATIONS

# PART D

## EXHIBITOR SUPPLIED STRUCTURES



AEROSPACE AUSTRALIA  
LIMITED



State Government  
**Victoria**  
AUSTRALIA

**GEELONG**  
AUSTRALIA



**DB SCHENKER**



Australian Government  
Department of Innovation,  
Industry, Science and Research

Australian Government  
Department of Defence  
Defence Materiel Organisation

Australian Government  
Department of Defence  
Defence Science and  
Technology Organisation

Australian Government  
Anstrade

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## D1 - APPLICATION OF REGULATIONS

- D.1 These Exhibitor Supplied Structures Regulations apply only to the Outdoor Sections of the Exposition.
- D.2 The provisions of *Part A (General Information, Compliance and Definitions)* and *Part E (Event Safety Guidelines)* also apply to the Exhibitor Supplied Structures Sections of the Exposition. Exhibitors, Contractors and Suppliers are advised to refer to them. They contain important provisions relating to releases, indemnities and exclusions.



## D2 - VENUE INFORMATION

### D2.1 Exhibition Operations Headquarters

- D2.1.1 The Exhibition Operations Headquarters, staffed by the Organiser's personnel, will be located in the rear East corner of Hall A. It is open during the Move-in, operational and Move-out stages of the Exposition.

### D2.2 Telephone and Telecommunications Services

- D2.2.1 The Exposition Site has a limited communications infrastructure in place to facilitate voice, fax, data, and internet solutions.
- D2.2.2 There is NO possibility of providing Telephone or Telecommunications services to the majority of spaces allocated for Exhibitor Supplied Structures.
- D2.2.3 If connection is possible, basic costs associated with Internet, telephone and communication lines (including Analogue, Digital, Dedicated and ADSL Broadband connections) are outlined in [Form EX3 – Telephone and Telecommunications Requirements](#). Requests for further information should be directed to the Organiser.



- D2.2.4 Additional costs may be incurred if ground works and conduit installations are necessary to provide the service.  
A quote for such works will be provided by the Organiser in such circumstances.
- D2.2.5 Orders for telephone, fax, dial-up modem or broadband lines should be made on the [Telephone and Telecommunications Requirements Form \(Form EX3\)](#).
- D2.2.6 Payment for telephone services must be made prior to connection.

### **D2.3 Gas Usage/Storage**

- D2.3.1 Exhibitors and their Contractors wishing to use gas cylinders or appliances must have approval from the Organiser.
- D2.3.2 Detailed conditions of use and operation are available from the Organiser. However, general guidelines are:
1. All installations must comply with all State and Federal statutory regulations and current Australian Standards covering installation, dangerous goods and equipment.
  2. The installations and connections are to be carried out by an installer licensed to carry out such work.
  3. Storage cylinders are not to exceed 45kg so that they can be manually relocated. The quantity stored is to be limited to an amount reasonably required for the Exposition.
  4. Cylinders and connections are to be protected from accidental damage and impact.
  5. Authorised personnel only are to operate control devices.
  6. All gas cylinders are to be removed from the Exposition Site at the end of each day.
  7. All sections of the gas storage and reticulation are to be inaccessible to the public.

### **D2.4 Water and Waste**

- D2.4.1 The 2011 Australian International Aerospace and Defence Exposition has NO facilities for dealing with water supply and waste removal in the External (Outdoor) Exposition Spaces available for Exhibitor Supplied Structures.

### **D2.5 Car Parking**

- D2.5.1 [Please refer to Section A8 of these regulations.](#)

### **D2.6 Cafés/Food Outlets**

- D2.6.1 Official Catering Contractors will be appointed by the Organiser and catering facilities will be provided, on a user pays basis, by the Official Catering Contractors to Exhibitors, Corporate Reception Chalet Holders, their Contractors and their respective Personnel during the set-up phase and dismantling phase prior to and after the Exposition respectively.
- D2.6.2 During the Exposition, numerous Cafés and Food Outlets will be operated by the Official Caterers to service Exhibitors, Corporate Reception Chalet Holders and their Contractors (still on site) and Visitors.
- D2.6.3 All catering within Exhibitor Supplied Structures during the Event period MUST be arranged through the Official Catering Contractors.
- D2.6.4 Further details regarding catering arrangements will be promulgated by the Organiser.

### **D2.7 Automatic Teller Machines**

- D2.7.1 The Organiser will ensure that Automatic Teller Machine's (ATM's) are located at the Exposition. It is however likely that they will only be operational during the Exposition period (Tuesday 1st – Sunday 6th March 2011).

### **D2.8 Contractor's Compound**

- D2.8.1 A Contractor's Compound will be established by the Organiser primarily for the use of the Organiser's Official Contractors. Other Contractors may make application to the Organiser to use space where available in the Contractor's Compound.
- D2.8.2 The Organiser will charge Contractors for services, facilities, structures and installations supplied to Contractors in the Contractor's Compound. Contractors must pay the cost of such



services, structures, facilities and installations to the Organiser forthwith upon issue by the Organiser to the Contractors of an invoice.

## D2.9 Site Amenities

- D2.9.1 The Organiser will provide the following site amenities for the use of Contractors, Suppliers and their employees:
1. Lunch Room
  2. First Aid Room
  3. Toilets
- D2.9.2 Office space is not provided for Contractors and/or Suppliers. Should office space be required, the Organiser may provide office space at the Contractor's/Supplier's expense.

## D2.10 Conversion Table

For those unfamiliar with the metric system, please find a conversion table below:

TO CONVERT	MULTIPLY BY
Feet to metres	0.3048
Metres to feet	3.2808
Sq metres to Sq feet	10.7639
Sq feet to Sq metres	0.0929

## D2.11 Smoking & Naked Flame Policy

- D2.11.1 The Exposition Halls, internal areas of Corporate Reception Chalets and internal areas of Exhibitor Supplied Structures are non-smoking at all times to clients, guests, visitors, staff and contractors (smoking is permitted outside Exhibitor Supplied Structures in suitable areas). The Organiser has a Non Smoking Policy for all internal areas, for its entire staff and for all Contractors or subcontractors.
- D2.11.2 No candles or any other form of naked flame are permitted within the Exhibitor Supplied Structure or associated Courtyards at any time. This includes candles/flame contained within a lantern.

# D3 - OUTDOOR EXHIBITION AREAS

## D3.1 Outdoor Section

- D3.1.1 An Outdoor Exposition area in the form of external raw space will be provided for exhibits which are too large or are unsuitable to be accommodated in the Indoor Section, such as large radar systems, ground support vehicles, mobile control towers etc.
- D3.1.2 Electricity will not be supplied by the Organiser to the Outdoor Exposition area. However, the provision of temporary power may be arranged by application to the Organiser, if the space is located within the sites available to generators and will be provided at the Exhibitor's expense.
- D3.1.3 Temporary structures other than those provided by the Organiser or ordered directly with the Official Structure Supplier will not be permitted.
- D3.1.4 However, if space is available, and subject to design approval by the Organiser, the Organiser may, in special circumstances, permit Exhibitors, at their own expense, to provide their own Exhibitor supplied buildings in the Outdoor Exposition area. Conditions including Structure wind ratings will apply.

## D3.2 Prohibited Structures

- D3.2.1 The weather and wind conditions at Avalon can be extreme. The Organiser wishes to ensure that all structures are of a proper standard, quality and appearance. Therefore :-
1. Exhibitors are prohibited from supplying their own external structures unless specifically approved by the Organiser.



2. All external structures must have a nominal wind rating of at least Region A Category 1 as described in Australian Standards AS/NZS1170.
  3. Small "shade type/backyard" gazebos and tents will not be approved under any circumstances.
  4. Market Umbrellas and Beach Umbrellas are also banned in the External Exhibition precinct.
- D3.2.2 Should approval for an "Exhibitor supplied structure" be given, the Exhibitor and their Contractors are required to obtain specific prior approval of the Organiser for any pinning/ staking of the structure before erection. Many unmarked power and telecommunications cables run under Exhibition sites at the Event.
- Serious consideration should be given to using weights to secure any Exhibitor Supplied Structure.
- D3.2.3 The Organiser may decline to approve such structures at its absolute discretion.

## D4 - CONTROL AND USE OF EXHIBITION STANDS

### D4.1 Control

- D4.1.1 Exhibitors' stands are provided for the sole purpose of displaying products and services and no provision for drainage or water supplies will be made. The preparation, cooking, serving or consumption on exhibition stands of food or beverages, other than that provided by the prescribed Official Catering Contractor, is prohibited.
- D4.1.2 The Organiser may, at any time, demand the removal or modification of any exhibits or fittings which are not permissible under the Regulations, which are unsuitable or which would be objectionable or dangerous to the Exposition, visitors or neighbouring Exhibitors. Should such a demand not be complied with, the Organiser may remove such exhibits or fittings without liability for damage. All costs involved in removal will be payable by the Exhibitor.
- D4.1.3 Smoking is strictly prohibited within all structures (including, Exhibitor Supplied Buildings) at all times.

### D4.2 Permitted Exhibits

- D4.2.1 The following categories of products may, subject to the other Regulations herein contained, be exhibited:
1. Aircraft;
  2. Aircraft engines and aerospace related power plants;
  3. Guided weapons;
  4. Space vehicles and satellites;
  5. Equipment, including avionics and ground equipment, components and materials for categories (1) - (4);
  6. Allied defence or high technology equipment;
  7. Allied equipment and services;
  8. Applicable research and development activities; and
  9. Equipment for airports and airport support services.
- D4.2.2 The exhibits listed above may be supplemented with the display of graphics and models of such products.

### D4.3 Demonstration or Working Exhibits

- D4.3.1 An Exhibitor intending to display demonstration or working exhibits must seek the prior approval of the Organiser.
- D4.3.2 Written application to exhibit demonstration or working exhibits should contain full details of all working machinery and equipment involved as well as the method of installation and the systems to be adopted to ensure secure installation and prevent base slippage.



- D4.3.3 Such application should also provide details of guards that will be attached to equipment to prevent injury by moving parts and details of the isolation of starting devices to prevent unauthorised operation.
- D4.3.4 No display demonstration or working equipment will be permitted which the Organiser considers in its absolute discretion would cause an intrusion into aisles or thoroughfares, interfere with other Exhibitors or otherwise prove hazardous.

#### **D4.4 Visual Aids**

- D4.4.1 Projectors, television sets and video display screens will be permitted provided they do not affect other Exhibitors and are positioned so that no crowding is caused in the aisles or thoroughfares. The Organiser reserves the right to remove any such visual aids or equipment about which complaints, justifiable in the absolute discretion of the Organiser, are received.

#### **D4.5 Sound Reproduction & Noise**

- D4.5.1 If sound is produced or reproduced, the level must not affect neighbouring Exhibitors. The Organiser reserves the right to remove any equipment about which complaints, justifiable in the absolute discretion of the Organiser, are received.
- D4.5.2 No equipment or machinery will be permitted which, in the opinion of the Organiser, produces excessive noise levels and fails to comply with all applicable Occupational Health and Safety (Noise) Regulations. The Organiser reserves the right to remove any such machinery or equipment about which complaints justifiable in the absolute discretion of the Organiser are, or may be, received.

#### **D4.6 Explosives and Chemicals**

- D4.6.1 Explosives, detonating, fulminating or flammable compounds and any dangerous, harmful or noxious substance must not be exhibited.
- D4.6.2 Substances which, in the opinion of the Organiser, are of a dangerous, explosive or objectionable nature must not be brought onto the Exposition Site without the formal approval of the Organiser. Materials data sheets will need to be submitted with every application for approval.
- D4.6.3 Where it is proposed to use toxic materials or fluids and the disposal of which requires notification to statutory authorities, Organiser approval must be sought at least two (2) months prior to the start of the Exposition. The application must be made in writing, outlining the nature of the material or fluid and the quantities involved.
- D4.6.4 If permission is granted by the Organiser, not more than one day's supply shall be stored inside the Exposition Site at any time with the remainder being stored offsite.
- D4.6.5 All Dangerous goods shall be placed in appropriate containers, marked accordingly and special arrangements shall be made with the Organiser regarding their disposal.

#### **D4.7 Radio and Radar Equipment**

- D4.7.1 Exhibitors and their Contractors intending to operate radio and radar equipment must advise the Organiser, in advance, with relevant details of exhibits to avoid any operational difficulties at the Exposition arising from the following:
1. Exhibits producing levels of electronic or other forms of emissions considered likely to be a potential hazard to human life.
  2. Conflict with frequencies used for essential air traffic and control of flying programmes or control of ground or emergency operations;
  3. The operation of any radio or radar equipment or both radio and radar equipment producing levels of electronic or other forms of emissions considered likely to be a potential hazard to humans or the operation of aircraft.
- D4.7.2 Exhibitors and their Contractors proposing to use radio transmitting equipment either for two way speech communication or for any other reason shall submit details of the equipment to



the Organiser, giving the frequency and power of the signal and a copy of the Transmitting License.

- D4.7.3 Australia has strict radio spectrum regulation. The Organiser can assist if approval needs to be sought from the statutory agency for operation of radio or radar equipment.
- D4.7.4 The Organiser may direct cessation of operation of any equipment capable of or actually making any radio frequency emission.
- D4.7.5 Exhibitors and their Contractors should contact the Organiser as soon as possible regarding the obtaining of approval in respect of such exhibits.
- D4.7.6 Exhibitors and their Contractors wishing to erect special antennae must advise the Organiser as soon as possible of their intentions and obtain approval from the Organiser prior to commencement of installation.

#### **D4.8 Obstructions and Projections**

- D4.8.1 No Exhibitors or their Contractors shall at any time obstruct, or allow to be obstructed, aisles, thoroughfares, walkways, taxiways, driveways or open spaces, and no sign or projection may be hung or projected over the aisles, thoroughfares, open spaces or affect in any way the display of neighbouring Exhibitors.

#### **D4.9 Works and Operations**

- D4.9.1 Exhibitors and their Contractors are required to obtain specific prior approval of the Organiser for any digging, drilling, pinning/staking, excavation or other earthworks.**
- D4.9.2 Exhibitors and their Contractors shall note that electricity cabling, telephone lines, water pipes and other underground conduits and facilities exist at the Exposition Site, and Exhibitors, Corporate Reception Chalet Holders and their Contractors are required to avoid interference or damage to the same.**
- D4.9.3 Exhibitors and their Contractors will at all times comply, and will ensure that their subcontractors and their respective Personnel comply, with all instructions, directions and orders issued by the Organiser or the owners or operators of Avalon Airport.

#### **D4.10 Prohibited Items**

- D4.10.1 The following are prohibited anywhere within the Exposition Site
  1. Live ordnance (being ammunition, bombs, rockets, explosives).
  2. Radioactive materials.

#### **D4.11 Environmental Protection and Management**

- D4.11.1 All Exhibitors and their Contractors must comply with all statutory and regulatory requirements in relation to environmental protection and all environmental management procedures and instructions as issued by the Organiser.
- D4.11.2 For detailed information in relation to environmental management including discharges to land, water and air, waste collection and disposal and recycling and relevant aspects of air traffic management, reference should be made to the Environmental Management Plan.
- D4.11.3 Without limiting the generality of the foregoing, Exhibitors will comply (and will ensure their Contractors and Agents comply) with the Environmental Management Plans for the Event and The Site, all statutory and regulatory requirements, provisions and policies, all relevant International Agreements and Conventions, and all instructions, directions and regulations which may be issued by the Organiser or by any other duly authorised official in relation to environmental management and protection.



## D5 OCCUPATIONAL HEALTH AND SAFETY (OH&S)

**D5.1** For all major topics covering OH&S and General Safety issues at AVALON 2011, please refer to *Exhibition Regulations - Part E - Event Safety Guidelines*

### D5.2 Additional OH&S requirements for Exhibitor Supplied Structures

#### D5.2.1 Temporary Fencing

1. The Exhibitors major Contractor must erect temporary fencing around the perimeter of the Exhibitor Supplied Structure prior to any construction taking place. This is to ensure no person not involved with the construction of the "Exhibitor Supplied Structure" can enter the "construction site" accidentally.

#### D5.2.2 Construction Site signage

1. Appropriate "Construction Site" signage must be placed on the temporary fencing on all four sides.
2. The signage MUST advise persons not involved in the construction of the "Exhibitor Supplied Structure" of the dangers associated with the work being carried out within the "Exhibitor Supplied Structure" construction site.
3. The sign must advise:
  - the name of the Exhibitor
  - the name of the "prime" Contractor company
  - the name and contact details of the main contact from the "prime" Contractor company
  - the name and contact details of the person from the "prime" Contractor, responsible for OH&S on the site (On-Site OH&S Manager - see D5.2.3 below)
  - Personal Protection equipment required to enter the "Exhibitor Supplied Structure" construction site

#### D5.2.3 On-Site OH&S Manager

1. Each Exhibitor constructing an "Exhibitor Supplied Structure" must appoint a suitably qualified OH&S Manager who MUST be on-site at all times during the construction period.
2. Should there be any issues with OH&S raised by either the Organiser or Worksafe Victoria, it will be this person who will be contacted.
3. The name and contact details of this person MUST be displayed on the "Construction Sign" attached to the temporary fencing around the building site.

#### D5.2.4 Inductions and Toolbox Meetings

1. Each member of the construction crew, including any sub-contractors entering the Exhibitor Supplied Structure construction zone inside the temporary fencing must complete and additional on-site induction based on the specific Safe Work Method Statements (SWMS) provided to the Organiser.
2. Safety Toolbox meeting should be held each day (or more frequently as necessary) by the Exhibitors On-site OH&S manager addressing any issues raised by any party from the previous days work or addressing a specific incident that may have occurred. Minutes signed by all members of the crew in attendance must be provided to the Organisers OH&S Manager after every meeting.

### D5.3 Personnel Safety

D5.3.1 The following minimum personnel safety standards are required at all times in the Exhibition Precinct and especially on Exhibitor Supplied Structure sites during Move-in and Move-out:

1. No children under the age of 16 years are permitted entry.
2. All personnel of Exhibitors, Contractors and Exposition Organisers must wear high visibility vests or clothing.
3. All persons must wear Approved Safety Footwear, i.e. Steel toe caps - no thongs, sandals or open-toed shoes.



4. No one is to work while under the influence of drugs or alcohol.
5. All persons are to comply with reasonable requests from Organiser representatives.
6. All Contractors personnel must be provided with appropriate personal protective equipment for the tasks they are performing.

#### D5.4 Controlling Risks

B5.4.1 The Organiser has been working towards an improved level of safety consistent with the National Standard for Construction and Victorian Occupational Health and Safety Regulation 2007. The Organiser has also been working closely with WorkSafe Victoria and will be introducing new working regulations to:

1. Where ever it is reasonably practicable, the Organiser must eliminate any risk to health and safety arising from construction work.
2. If it is not reasonably practicable to eliminate the risk, the risk must be reduced so far as is reasonably practicable by applying the following control measures, in descending order of priority:
  - (i) Substituting the hazard with a safer activity, procedure, plant, process or substance.
  - (ii) Using engineering controls, such as mechanical or electrical devices
  - (iii) Isolate the hazard from people, such as barricading, fencing or guard railing.
3. If there is still any risk, administrative controls must be used to reduce the risk so far as is reasonably practicable.
4. If there is still any risk, suitable Personal Protective Equipment (PPE), such as hard hats, protective clothing and sunscreen must be used to control the risk.

B5.4.2 **To achieve this the Organiser has introduced a zoning system for the Move-in and Move-out of the 2011 Australian International Aerospace & Defence Exposition. At the Organiser's discretion, some activities will require contractors to zone off their area of works.**

#### 1. Definitions

**For the purposes of the event, the following points form the Organiser's definition of works that require zoning off:**

***The delivery, building/installation and dismantling of portable buildings, tents and exhibition displays that involves:-***

- A risk of a person falling more than two metres
- Build/installation that involves any sort of temporary support to elevate into place or to avoid collapse
- More than one single ground floor level (ie double storey exhibition stands, multi level portable buildings)
- Where there is any operation of cranes, hoists, scaffolding or rigging
- Exhibition stands over 100sqm that include complex building systems
- Tents and Portable buildings that must have Building Commission Permit approvals

**All personnel working within zoned areas must:-**

- Have Completed a Construction Induction Course (approved by Worksafe Victoria, or equivalent), e.g. VIC White Card
- Have completed the Site Induction and accreditation process by the Organisers
- Wear a High Visibility safety vest
- Wear Approved Safety Footwear
- Wear hard hats for any overhead operations
- Wear any other Personal Protective Equipment or clothing appropriate for tasks being carried out.

**All portable buildings, tents, exhibition displays that are deemed as requiring zoning off by the Organiser must have the following supplied by the Master Contractor:-**

- A means to isolate the area from people by using barricading or fencing approved by the Organiser.



- A prominently displayed Construction Sign with contact details of the supervisor, company and contact phone number.

## 2. Schedule of Works

- **Monday 14 Feb – Sat 19 Feb – Move in Week 1 – Exhibition Contractors - restricted**
- **Monday 21 Feb – Monday 29 Feb – Move in Week 2 – Exhibition Contractors - unrestricted**

### **Monday 14 February – Saturday 19 February 2011**

*All exhibitors supplied portable buildings and display stands that are deemed as requiring zoning off and that have received final approved in writing from the Organisers will have scheduled access to commence build/installation from Monday 14 February. All works that are deemed as requiring zoning off must be completed, and where required, Building Commission Compliance forms signed, by COB Saturday 19 February 2011.*

### **Sunday 20 February 2011**

*Organiser Site Cleaning Day – No access to all exhibition contractors.*

### **Monday 21 February – Sunday 28 February 2011**

*Exhibition contractors of work deemed as not requiring zoning have access from Monday 21 February, e.g. single storey customs stands, furniture/AV/plant delivery etc. All stand build and installation must be completed by COB Sunday 28 February and all plant or equipment utilized for stand build/installation must be removed from the site.*

### **Monday 29 February 2011 – Site opens at 0900hrs – 1700hrs only**

*In accordance with Victorian Occupational Health and Safety Regulation 2007 Regulation 3.5.24*

- An employer must ensure that any risk associated with plant is eliminated so far as reasonably practicable by:-
  - o Substitution of the plant with plant which has a lower level of risk or
  - o Isolation of the plant from people

*To meet with this regulation, the Organisers shall be ceasing fork lift activity from the Expo Halls from 0900hrs Monday 29 February. All deliveries to be made to stands will need to be made by Schenker (Official Logistics Provider) by pallet jack or hand carried by the exhibitor/contractor between the hours of 0900 – 1700hrs OR pre booked with Schenker for the delivery and removal of crates to stands by forklift prior to 0900hrs.*

*The Expo Halls will open to all exhibitors and their contractors from 0900hrs to complete their stand dressing, cleaning, audio visual set ups etc. At 1700hrs the Expo Halls will be closed to allow for cleaning and full security check.*

### **Tuesday 1 March – Sunday 6 March 2011**

*Event Open – Limited access to contractors from 0800 hrs – 1000hrs only.*

*If an exhibitor requests their contractor to remain on site after this time the contractor must obtain an exhibitor badge from the exhibitors allocation and be in business attire at all times.*

### **Monday 7 March – Tuesday 8 March 2011**

*Bump out commences for all areas, with the exception of any work deemed as requiring zoning off.*

### **Wednesday 9 March – Friday 11 March**

*Bump out continues with areas of work requiring zoning off under the same conditions as for install, i.e. barricades, inducted personnel only, etc.*

Please refer [Exhibition Regulations - Part E \(Event Safety Guidelines\)](#) for more detail.



## D6 EXHIBITOR SUPPLIED STRUCTURE BUILDING APPROVALS AND DOCUMENTATION

- D6.1 Exhibitors must submit for the approval of the Organiser, dimensional drawings, showing the front and side elevations and plan view of their proposed display, including location of any electrical switchboard(s). A 3D impression of the finished display should also be provided.
- D6.2 Drawings accompanied by the relevant Application/Order Form must be submitted for approval by Friday 31st January 2011. The Organiser will not approve installations likely to interfere with other Exhibitors' displays. [Refer to Form EX?? – Exhibitor Supplied Structure Design] Refer also to D6.7 Victorian State Government, City of Greater Geelong (COGG) and Organiser approvals.
- D6.3 A Safe Work Method Statement (SWMS) document, specific to the particular Exhibitor Supplied Structure build must be provided with the drawings and designs. Approval for the design and build of the Custom display will not be given by the Organiser until the SWMS is received and approved.
- D6.4 All temporary structures built for exhibitions must comply with the Building Code of Australia and all other statutory regulations and standards current at the time of construction. This includes areas pertaining to egress, height, fire safety and fire retardency of materials.
- D6.5 The Organiser has identified a number of stand building contractors who have been appointed as Endorsed and Preferred Stand Building Contractors for the Exposition and which are recommended to Exhibitors as preferred stand building contractors. [Refer to Exhibition Regulation A28 – Directory of Official Contractors and Services].

It is recommended that Exhibitors consider using the services of such Endorsed and Preferred Stand-Building Contractors.

### D6.6 Victorian State Government, City of Greater Geelong (COGG) and Organiser approvals

#### D6.6.1 All Exhibitor Supplied Structures must provide the following documents to the COGG for building permit approval (with copies supplied to the Organiser).

- a) COCI (Certificate of Compliance Inspection)
- b) COCD (Certificate of Compliance Design)
- c) Floor Plans specific to the building.
- d) Computation Pack relevant to the build including wind loadings.
- e) Signed off by Registered Building Practitioner.

When a structure is greater than 100sqm in area, then the same documents must also be submitted to the Victorian Building Commission and an Occupancy Permit obtained. A copy of the Occupancy permit needs to be submitted to the COGG (and the Organiser) as well as the above documentation, and must be displayed within the Exhibitor Supplied Structure for the duration of the Event.

Documents a), b), c) and d) must also be submitted to the Organiser before any on-site work will be approved.

Proof of document submissions to the COGG and Victorian Building Commission (if necessary) will also be required prior to on-site works commencing.

## D7 EXHIBITOR SUPPLIED STRUCTURE CONSTRUCTION

### D7.1 Employment Regulations

- D7.1.1 Exhibitors, their Contractors and their subcontractors must comply with all statutory requirements and the provisions of these Regulations applicable directly or indirectly to their site activities.



- D7.1.2 Any person carrying out work or conducting activities contrary to such statutory requirements or to these Regulations may be asked to cease immediately and may at the discretion of the Organiser be directed to leave the Exposition Site.

## **D7.2 Employment of Labour**

- D7.2.1 **The Organiser has an agreement with the CFMEU that any structure over 100sqm will be either erected by CFMEU labour and/or workers will be paid at least current CFMEU rates. Exhibitors and their Contractors erecting Exhibitor Supplied Structures in excess of 100sqm WILL COMPLY with this agreement.**
- D7.2.1 Exhibitors and their Contractors will comply with (and will ensure that their subcontractors comply with) all applicable minimum terms and conditions of employment prescribed by Australian and Victorian laws in respect of work performed by their employees at the Exposition Site.
- D7.2.2 Exhibitors and their Contractors must ensure that they (and their respective subcontractors) comply with) all applicable minimum terms and conditions of employment prescribed by Australian and Victorian laws in respect of work performed by their employees at the Exposition Site.
- D7.2.3 Exhibitors and their Contractors warrant that all of their employees and the employees of their subcontractors working at the Exposition or at the Exposition Site will at all times be covered by applicable Workers' Compensation Insurance and agree that they and their subcontractors will carry all Work Cover, Workers' Compensation and other Employers Liability insurance required by the laws of Victoria or the Commonwealth of Australia and will, if required by the Organiser, provide to the Organiser written evidence of current insurance cover in relation to Work Cover, Workers Compensation and Employers Liability.

## **D7.3 Immigration / VISA's**

- D7.3.1 All Exhibitors and their Contractors must ensure that all Personnel entering Australia comply with Australian laws and requirements relating to Immigration and Visas.
- D7.3.2 Exhibitors and their Contractors should ensure their subcontractors' personnel entering Australia from overseas to undertake stand building or other work for Exhibitors obtain entry visas which enable such Personnel to work in Australia.
- D7.3.3 Exhibitors and their Contractors should note that tourist/visitor visas do not permit the holder to work in Australia.
- D7.3.4 Application for a short stay business visa can be made at the Australian Embassy or High Commission in the country of origin. (Applicants should allow sufficient time for visas to be processed.)
- D7.3.5 Information on visiting Australia can be obtained by visiting [www.immi.gov.au](http://www.immi.gov.au)

## **D7.4 Foreign Labour**

- D7.4.1 Where an Exhibitor, Contractor or any of their respective sub-contractors engages employees from overseas, the Exhibitor and subcontractor must ensure that it complies with all regulatory requirements and government guidelines governing the employment of overseas workers.
- D7.4.2 All companies working on the event (including Overseas Companies) must have relevant insurance and must use appropriate equipment and safe work practices.
- D7.4.3 It should be noted that Inspectors from the WorkCover Authority have the power to confiscate equipment and stop work on events, if they identify breaches of the OHS or Workers Compensation legislation.
- D7.4.4 Any non-Australian companies and contractors, involved in the onsite operation of the event or constructing stands, must ensure that they take out a workers compensation insurance policy that meets the statutory requirements applicable in Victoria.

**Note:** workers compensation policies with non-Australian insurers may not meet such requirements.



D7.4.5 The Organiser **STRONGLY SUGGESTS** that any foreign company involved in the construction of stands or other structures purchase or hire their tools and equipment in Australia.

It is common for tools and equipment (eg, scaffold, ladders and electrical tools) brought in from other countries to be non-compliant with the minimum safety standards in Australia.

Refer Sections E17 Ladders, E34 Working at Heights and E8 Electrical Equipment Testing and Tagging (in this document).

**D7.4.6 Every team of Foreign Workers MUST HAVE WITH THEM AT ALL TIMES an interpreter proficient in both the English language and all languages spoken by the team.**

Any instructions or directions issued by the Organiser or any other authorised person (eg Workcover) must be instantly translated to the foreign worker team.

If a special or on-site induction or tool-box meeting is required to be held by the Organiser, the "interpreter" must be available to translate and to sign a document stating that all members of his/her team have had the instructions passed onto all the team members in their native language and that the instructions have been understood and accepted.

## **D7.5 Personnel Conduct**

D7.5.1 Where in the opinion of the Organiser, any personnel of an Exhibitor or any of their Contractors (or sub-contractors) has demonstrated reckless conduct or unacceptable behaviour, the Organiser may (at its absolute discretion) exclude such personnel from the Exposition Site or impose on such personnel such conditions as to continued access to the Exposition Site as the Organiser may in its absolute discretion determine.

## **D7.6 Construction Start Date**

D7.6.1 Construction of Exhibitor Supplied Structures is negotiable, but if practical should not begin before Monday 14th February 2011.

Unless there are extenuating circumstances, access to the site will not be permitted prior to 0700 hours Monday 14th February 2011. However, the Organiser may approve requests for advance site inspections by Exhibitors or their contractors.

**Please refer to Section D5.4**

Please note that obviously not all stand builders will be able to begin work at 0700 hrs on Monday 14th February 2011. This is the time trucks will begin to be unloaded and long delays should be expected on Monday 14th February 2011. The Organiser will (in conjunction with the Official Logistics Supplier) prioritise the order that stands will be processed through the Loading Dock area.

## **D7.7 Construction Time Frame**

D7.7.1 During the Move-in and Move-out periods, the site will be open daily from 0700 hours – 1900 hours. PLEASE ENSURE YOU HAVE PLANNED YOUR DESIGN, MANPOWER AND SCHEDULE TO COMPLETE THE STRUCTURE WITHIN THE ALLOTTED TIME FRAME AS NO EXTENSIONS OF WORK HOURS WILL BE PERMITTED.

## **D7.8 Organiser's Structures and Installations**

D7.8.1 Alteration to the Organiser's installations, whether structural or otherwise, may not be undertaken by an Exhibitor, Contractor or Supplier without the written permission of the Organiser. Requirements of this nature must be notified to the Organiser who will decide on feasibility and acceptability. The cost of such alterations will be payable by the Exhibitor, Contractor or Supplier.

## **D7.9 Construction Materials**

D7.9.1 Any material used for stand construction or display purposes should be:

1. Non combustible material



2. Inherently non flammable material
3. Flame proof fabrics
4. Self extinguishing plastic material
5. Plywood, hardwood, pulpwood or fibreboard rendered flame resistant by a process of impregnation

### D7.10 Multi Storey Stands/Structures

- D7.10.1 Certification by an engineer is required for stands/structures of two storeys or more where the second or subsequent storey will be occupied.

A certificate of Compliance – Design (Form 11) approving the structural design AND the Building design (compliance with part D of the Building Codes of Australia) must be submitted to the Organiser before construction begins. When construction is completed an Engineer must certify the structure by completing a Certificate of Compliance – Inspection (Form 12). A maximum occupancy limit of the upper levels must also be provided, and this must be displayed on the structure.

- D7.10.2 Please note – The certificates of compliance must be signed by a registered building practitioner to ensure the structures comply with the Building Code of Australia and relevant standards.

- D7.10.3 Where a stand is erected that requires certification, as described above, or a stand with a roof area greater than 18 m<sup>2</sup> and more than 3 metres in width, the person responsible must:

- a) Install smoke detectors of the type which comply with Australian Standard AS 3786-1993 and relevant amendments.
- b) Install fire extinguishers which are of the A:B:(E) dry powder type. This extinguisher is safe to use in an environment where electricity may be present.

## D8 - ELECTRICAL SUPPLIES AND SERVICE

### D8.1 Official Electrical Contractors

- D8.1.1 The Organiser will appoint an Official Electrical Contractor for the Exposition to provide various electrical services to the Organiser.
- D8.1.2 All electrical work at the Exposition will come under the control of the Official Electrical Contractor and no person will be allowed to carry out electrical work on the Exposition Site without the authority of the Authorised Electrical Contractor. All Exhibitor Supplied Structure Exhibitors must complete [Form EX11ESP - Exhibitor Supplied Structure Generator Order Form].
- D8.1.3 Exhibitors and their Contractors are recommended to make use of the services of the Official Electrical Contractor and MUST use the Official Electrical Contractor to make the final connection to the Organiser Supplied Generators.

### D8.2 Supply Of Generated Electrical Power

- D8.2.1 **Electrical Supply is NOT provided as part of the Exhibitor Supplied Structure space package.**
- D8.2.2 The Exhibitor and their Contractor must calculate the size of the generator required to supply power to the Structure and order the appropriate generation capacity from the Organiser. [Form EX11ESP - Exhibitor Supplied Structure Generator Order Form](#).
- D8.2.3 The prices quoted on the Order form will include hire of the generator, plus fuel usage. The Exhibitor and/or their Contractor will need to nominate an installation date and the number of days the generator is required. The minimum number of days will be seven (7) from 28th February until 6th March.
- D8.2.4 The Organiser at its discretion may supply a larger shared generator servicing more than one Structure or a combination of Exhibitor Supplied Structures and other Exhibition products.



- D8.2.5 The Organiser will not be responsible for any loss of power or disruption to the Exhibitor if the Exhibitor and/or their Contractor under-estimates the required power supply. In such an occurrence the Organiser will do all it is capable of to help the Exhibitor overcome any such issues but replacement generators will be difficult and perhaps expensive to source at the last minute.
- D8.2.6 The provision of electrical reticulation and lighting within Exhibitor Supplied Structures will be the responsibility of the Exhibitor and their Contractor.
- D8.2.7 **Distribution boards or socket connections are available ONLY from the Official Electrical Contractor, at the expense of the Exhibitor, and must be ordered on Form EX11ESP - Exhibitor Supplied Structure Generator Order Form.**
- D8.2.8 Each Exhibitor will be forwarded an advance invoice representing the Organiser's charges for the provision of the agreed generated power and/or any other services requested. The amount of such invoice must be paid in advance to the Organiser no later than the due date for payment specified therein to ensure supply.
- D8.2.9 The provision of electrical reticulation and lighting within Exhibitor Supplied Structures will be the responsibility of the Exhibitor and their Contractor.
- D8.2.10 All Exhibitor, Contractor or Supplier electrical equipment shall be tested to Australian Standard AS/NZS 3760:2002 "In service testing of electrical equipment". **Please Refer to Section D9.9 Electrical Equipment Testing and Tagging**

### **D8.3 Maintenance of Supplies**

- D8.3.1 Where an electrical contractor other than the Official Electrical Contractor is employed to provide specialised electrical installation within Exhibitor Supplied Structures, the Exhibitor's contractor must provide a constantly available maintenance and repair service.
- D8.3.2 Except by prior arrangements, neither the Official Electrical Contractor nor the Organiser will be responsible for the maintenance of installations carried out by such other contractors.

### **D8.4 Electrical Installation Standards**

- D8.4.1 All electrical work at the Exposition will come under the control of the Official Electrical Contractor and no person will be allowed to carry out electrical work on the Exposition Site without the authority of the Authorised Electrical Contractor.
- D8.4.2 All electrical installations must conform to the appropriate Commonwealth, State and local regulations and standards. The Organiser and the Official Electrical Contractor will have the right to refuse connection or disconnect any installation that is not installed to the required standard.
- D8.4.3 All electrical installations on Exhibitor stands and displays must accord with Australian Standard 3000 – SAA Wiring Rules and the Building Code of Australia. All electrical work must be carried out by a State of Victoria certified electrical contractor.
- D8.4.4 **Exhibitors, Contractors and/or Suppliers shall submit to the Organiser the name/s and Victorian Electrician licence numbers of all electrical contractors they plan to engage for electrical work on their Exhibitor Supplied Structure. [Refer to Form EX14 – Registration of Electrical Contractor].**
- D8.4.5 All work carried out by Victorian certified electrical contractors must be inspected, tested and covered under the regulations of the relevant authorities.
- D8.4.6 **Before an Exhibitor will be allowed Occupancy of their Exhibitor Supplied Structure, their Electrical Contractor MUST provide an **Electrical Safety Certificate** to the Organiser.**
- D8.4.7 During the build and break-down process, there should be no work on live equipment. At all times, electrical circuits must be isolated prior to carrying out works.
- D8.4.8 At no time are aluminium ladders to be used for electrical work
- D8.4.9 **All leads and appliances used within the Exposition Site must have been tested and tagged as safe in accordance with workplace health and safety requirements and current Australian Standards.**



- D8.4.10 All services must not cross aisles, block exits or interfere with the operation of emergency exits or fire fighting equipment.
- D8.4.11 All connections must comply with the Occupational Health and Safety Act 2004 (Vic) (and all statutory re-enactments and amendments thereto) and all relevant regulations pursuant to that Act.
- D8.4.12 All maintenance of the Exposition installation must be carried out by a State of Victoria certified electrical contractor for the duration of the Exposition.
- D8.4.13 Power irregularities beyond the control of the Organiser have been known to occur. It is highly recommended that equipment sensitive to supply fluctuations be protected with appropriate surge protection equipment.
- D8.4.14 The Organiser will not take responsibility for disruption to power which may be incurred by faulty equipment supplied by external electrical contractors.
- D8.4.15 Exhibitor Supplied Structures which have internal electrical distribution switchboards:-
  1. Electrical distribution switchboards must be positioned in an unobstructed, readily accessible location, and
  2. Where an electrical switchboard is concealed behind a door, its location shall be readily identifiable. (The preferred method is by a label fixed to the door with the word "Switchboard" in 50mm high letters).

#### **D8.5 Connection to Organiser Supplied Generators**

- D8.5.1 The Organiser or the Official Electrical Contractor has the right to refuse connection of any electrical installation that is not installed to the required regulations and standards.
- D8.5.2 Only the Official Electrical Contractor can make the final connection from Exhibitor Supplied Structure electrics to the Organiser Supplied Generators.
- D8.5.3 A charge to the Exhibitor may be levied by the Organiser or the Official Electrical Contractor for this service.

#### **D8.6 Electrical Supplies**

- D8.6.1 Electrical supply will be provided by generator.
- D8.6.2 Voltage adaptors or regulators should be installed by Exhibitors, Contractors or Suppliers to all equipment as required. Power conditioners or uninterruptible power supplies (UPS) are recommended for micro-processor based equipment.
- D8.6.3 The standard supply will be 240v single phase 50Hz AC.
- D8.6.4 415v three phase neutral and earth 50Hz AC 32 amp supply will be available on application by and at the expense of Exhibitors. [Refer Form EX11ESP - Exhibitor Supplied Structure Generator Order Form.].
- D8.6.5 **Under normal circumstances and under the standard cost structure for the provision of Generators to Exhibitor Supplied Structures, there is NO provision for 24 hour power supply.**

#### **D8.7 Cost of Electricity**

- D8.7.1 The Exhibitor is responsible for the total cost of electricity used in their Exhibitor Supplied Structure.

#### **D8.8 Generators – Contractor Supplied Generators**

- D8.8.1 Where Contractors require electricity during the set-up phase in areas to which electricity is not reticulated by the Organiser, Contractors may, with the written approval of the Organiser, install and maintain their own generators for this purpose.
- D8.8.2 All Contractor-supplied generators, where permitted, must conform to all standards required by the Organiser.
- D8.8.3 Contractor-supplied generators will not be permitted if, in the opinion of the Organiser, they are likely to produce excessive noise, fumes or nuisance to other Contractors, Exhibitors, Suppliers or Participants.



- D8.8.4 All Contractor-supplied generators, if permitted, must be appropriately fenced and guarded to prevent danger and fitted with noise reduction equipment.
- D8.8.5 Where Contractor-supplied generators are permitted by the Organiser, such Contractor-supplied generators must only be used during the set-up phase before and the dismantling-phase after the Exposition. Contractor-supplied generators must not be used to power exhibits, or for any other purpose, during the Exposition.
- D8.8.6 All electrical supply required during the period of the Exposition will be provided by the Organiser through the Official Generator Supplier.

## D8.9 Electrical Equipment Testing and Tagging

- D8.9.1 All electrical items and equipment must be tested in accordance with AS/NZS 3760:2003 before it can be used on site.
- D8.9.2 The Organiser and/or the Official Electrical Contractor reserve the right to inspect all and any equipment, used by Contractors and Exhibitors, for **compliance with AS/NZS3760:2003**. Any equipment or items found to be untested or out-of-date will be removed from site. The electrical equipment will need to be tested, approved and tagged (by a person qualified under AS/NZS3760 or a qualified electrical tradesman) before use on site.
- D8.9.3 A tag should be visible somewhere on the equipment, such as the lead. On the tag there should be a test date and a date of expiry. The test should:
  1. Have been carried out within the last six months, and;
  2. Have been carried out by an electrician or someone qualified under AS/NZS 3760:2003
- D8.9.4 The equipment owner may produce a log book of test results to prove electrical compliance of their portable electrical equipment. Upon request, the log book must be presented to the Organiser with 24 hours. Failure to provide the log book within the allocated time will deem that the electrical equipment is non-compliant and will be removed from site.
- D8.9.5 A limited Testing service will be available on site the week prior to the Exposition. A charge per item will be applicable.

## D9 - CONSIGNMENT, INSTALLATION AND DISMANTLING OF EXHIBITS

### D9.1 Official Freight Forwarders

- D9.1.1 Schenker Australia Pty Ltd has been appointed as the Official Logistics Provider and Exclusive On-Site Handling Agent. [\[Refer to Exhibition Regulation A28 – Directory of Official Contractors and Service Providers\]](#).
- D9.1.2 Schenker Australia Pty Ltd is the Forwarding and Customs Liaison Agent preferred by the Organiser for the Exposition
- D9.1.3 Overseas Exhibitors or their agents should apply to the Official Logistics Provider for full information on Australian Customs Regulations and Procedures.
- D9.1.4 All on site storage and handling facilities will be under the control of Schenker Australia Pty Ltd as the Expositions Exclusive On-Site handling Agent. Exhibitors, Corporate Reception Chalet Holders and their Contractors not using Schenker Australia Pty Ltd as their freight forwarder should nevertheless liaise with Schenker Australia Pty Ltd concerning the use and availability of on site storage and handling facilities.
- D9.1.5 Additionally, the Official Freight Forwarder is able to provide, in conjunction with their offices and agents abroad, all operations for temporary importation of goods into Australia, installation at the Exposition and return to areas of origin. Any Exhibitors, Corporate Reception Chalet Holders and their Contractors requiring such services from the Official Logistics Provider should apply direct to Schenker Australia Pty Ltd. [\[Refer to Exhibition Regulation A28 – Directory of Official Contractors and Service Providers\]](#)



- D9.1.6 Exhibitors requiring on-site handling should contact the exclusive On Site Handling Agents.  
 Mrs. Fiona Ostoja  
 10 International Square  
 Tullamarine VIC 3043  
 Telephone: +61 3 9933-1625  
 Fax: +61 3 9335-3852  
 Email: fiona.ostoja@schenker.com

## D9.2 Exclusive On-Site Logistics Provider

- D9.2.1 Schenker Australia Pty Ltd has been appointed as the Exclusive On-Site Logistics Provider for the lifting and handling of exhibitor display equipment and stand building material from **0700 hrs Monday 14th February 2011 through till 1800 hrs 8th March 2011.**
1. All deliveries into the Exposition Site during this period that need the services of forklifts, pallet jacks, cranes or any other equipment must be organised prior to the Exposition and co-ordinated by Schenker Australia Pty Ltd.
  2. There will be a fee payable by the Exhibitor or their Contractors for these services.
  3. Please note that Exhibitor's or their contractors or suppliers will NOT be permitted to utilise their own lifting and handling equipment on site.
- D9.2.2 Mobile cranes and forklift trucks will be available from Schenker Australia Pty Ltd for the unloading and reloading of equipment and material.  
 Exhibitors and their Contractors should specify their lifting requirements in as much detail as possible.  
 It should be noted that Exhibitors and their Contractors may be required to provide any special equipment necessary for unloading installation or removal of extraordinary or unusual items.

### D9.2.3 Contractor Rates

Contractors should contact Schenker Australia Pty Ltd direct to book on-site handling equipment. Schenker Australia Pty Ltd is offering Official Contractors at the Exposition special rates for the use of this equipment and labour.

- D9.2.4 All other freight handling companies will need to contact Schenker Australia Pty Ltd for space allocation within the container compound. Unscheduled deliveries of containers to Avalon will be allocated sites at the rear of the container compound if space is available. If no space is available, these unscheduled container deliveries will be unloaded in the storage compound almost one kilometre from the Exposition Site and stay there for the remainder of the Exposition period.
- D9.2.5 In the light of security measures being implemented at the Exposition, it is imperative that all container deliveries are booked in advance with Schenker Australia Pty Ltd for identification and site allocation purposes.
- D9.2.6 No container unloading will be available around the Exposition Site. All unloading of containers will be performed from the designated Container Compound located within the Contractors Compound. Unidentified containers will be located at the storage compound.
- D9.2.7 Exhibitors and their Contractors requiring on-site handling, or lifting services, should contact the Exclusive On-Site Logistics Provider - Schenker Australia Pty Ltd. [Refer to Form EX5 – Lifting & Handling Services and A28 – Directory of Official Contractors and Service Providers].
- D9.2.8 Exhibitors and their Contractors delivering aircraft backup equipment to Avalon Airport Australia by air must notify the Official On-Site Logistics Provider - Schenker Australia Pty Ltd of their requirements no later than 11 January 2011 (and earlier if possible) to avoid unnecessary congestion and delay. It is important that the type of lifting equipment required should be specified as such equipment may not be readily available at Avalon Airport Australia and may have to be obtained from outside sources. As much advance notice as possible is advised so that alternative plans can be developed by Exhibitors and their Contractors should such equipment not be available.



### D9.3 Spotter Requirements For Forklifts and Moving Plant

- D9.3.1 **A mandatory forklift and Moving Plant spotter policy is in place for the 2011 Event. Please refer to Exhibition Regulations Part E - AVALON 2011 Event Safety Guidelines**

### D9.4 Container Handling

- D9.4.1 There will be three container-marshalling areas on site.

**Area 1 – located within the contractors compound adjacent to the 2011 Australian International Aerospace and Defence Exposition Pavilions.**

This location will be allocated to containers that have booked delivery of their container(s) through Schenker Australia Pty Ltd.

**Area 2 – located within the contractors compound but behind Area 1.**

This location will be allocated to containers shipped via a third party Freight Handling Contractor but have booked their container site through Schenker Australia Pty Ltd.

**Area 3 – located approx one kilometre from the 2011 Australian International Aerospace and Defence Exposition Pavilions.**

This location will be allocated to containers that arrive without any communication with either Schenker Australia Pty Ltd or the Organiser and thus are deemed as an unauthorised and unknown delivery. The container will stay in Area 3 until the client arrives on site and has organised the moving, and costs incurred by this move, of the container to Area 2, if space is still available.

- D9.4.2 Containers on trailers may need to be grounded for unloading and security / quarantine inspection.
- D9.4.3 All non-Official Freight Forwarding Contractor containers must leave Avalon Airport as soon as they are unloaded. Even if they are required at the end of the Exposition, they must still be removed from the site for the duration of the Exposition.
- D9.4.4 It may be possible to negotiate storage space with Schenker Australia Pty Ltd.
- D9.4.5 Freight unloaded from containers at the marshalling yard that has been inspected, can be hand delivered directly by the Exhibitors and their Contractors, or via The Official On-Site Logistics Provider compound by Schenker Australia Pty Ltd only.

### D9.5 Responsibility for Acceptance and Dispatch of Goods

- D9.5.1 Exhibitors and their Contractors must ensure that a member of its staff or its agent is available to accept delivery of its goods at the Exposition and dispatch afterwards.
- D9.5.2 The Organiser cannot undertake any responsibilities for deliveries or dispatch of goods for Exhibitors and their Contractors.
- D9.5.3 If the addressee is not present for the delivery, the Organiser may reschedule acceptance of delivery to alleviate congestion around the Exposition Site. Alternatively prior arrangements can be made with Schenker Australia Pty Ltd - the Official Logistics Provider, to receive goods into their security warehouse for screening and scheduled delivery to the exhibition stand.

### D9.6 Storage

- D9.6.1 Any unauthorised vehicles or containers found on the Exposition Site will be removed by the Organiser and the cost charged to the Exhibitors, Corporate Reception Chalet Holders and their Contractors.
- D9.6.2 Further Regulations will be promulgated by the Organiser as to the conditions of usage of such storage areas which will be under the control and authority of the Organiser.

### D9.7 Consignment Instructions

- D9.7.1 All goods forwarded to the Exposition must bear the name of the Exhibitor, Hall (A, B or C) & Stand Number (or the Corporate Reception Chalet number as applicable) and should be addressed to:
- “Exhibitor Name”  
 “On Site Contact Name”  
 “On Site Mobile Phone Number”



“Stand/Site Number”

2011 Australian International Aerospace and Defence Exposition  
Avalon Airport, Lara Vic 3212 Australia

- D9.7.2 Deliveries for Exhibitors and their Contractors will not gain access to the site prior to Monday 14th February 2011. Hours of delivery are between 0700 hours and 1800 hours from Monday 14th February 2011.
- D9.7.3 If the addressee is not on site to authorise the receipt of the delivery, the delivery will not be accepted and will be declined admission to the site.
- D9.7.4 Further Regulations, instructions or directions will be promulgated by the Organiser with regard to application for, and notification of, arrival of deliveries and with regard to site access by the Personnel of Exhibitors and their Contractors.

## D9.8 Installation

- D9.8.1 Exhibitor Supplied Structures that the Organiser has deemed as part of the zoning system will be required to commence work on Monday 14th February 2011 - Refer to Exhibition regulations Part B5.4.  
Stands not requiring “zoning” may commence work from Monday 21<sup>st</sup> February 2011.  
Erection of all stands must be completed by 1800 hours on Sunday 27th February 2011.  
NOTE: Stand “dressing” can still take place on Monday 28th February 2011, but all “erection” work must have been completed by Sunday 27th February 2011.
- D9.8.2 During the Exposition Move-in phase, all visitors, organisers, exhibitors, contractors and suppliers that are working or moving through the site must wear High Visibility Vests at all times.
- D9.8.3 The Move in Week 1 – Exhibition Contractors – Restricted Phase commences at 0700 hrs Monday 14th February 2011 through to 1800 hrs Sunday 27th February 2011.
1. Please note that at certain times during this period certain areas of the site may be a Hard Hat area.
  2. Appropriate PPE must be used for specific tasks as per SWMS. Pls note – all persons regardless within these zoned areas (regardless of their responsibility) must wear Approved Safety Footwear.
  3. Contractors who do not follow these guidelines risk delays in their work schedules while the issue is addressed.
  4. During the Move-in (Monday February 14th - Sunday February 27th) and Move-out (Monday 7th March - Friday 11th March) Phases all visitors, organisers, exhibitors, contractors and suppliers entering the Exposition site, must wear High Visibility Vests or clothing AND Approved Safety Footwear.
  5. Monday 28th February all visitors, organisers, exhibitors, contractors and suppliers entering the Exposition site, must wear High Visibility Vests or clothing AND Approved Safety Footwear.
  6. **Please note that High Visibility Vests/clothing are to be supplied by the Exhibitors, and their Contractors concerned.**
- D9.8.4 During the installation and removal of exhibits, or the construction of stands, Exposition roads, pathways and Pavilion aisles must not be used at any time for the storage of plant, materials or debris of any description. After 1900 hours daily, any materials or plant so deposited will be cleared from the site by the Organiser, who will not be liable for any resultant loss to the Exhibitors and their Contractors.
- D9.8.5 All vehicles, packing materials and surplus equipment or construction materials MUST BE REMOVED from the Exposition site by 1800 hours on Sunday 27th February 2011. Exhibitors must have completed final preparation of their stands for presentation by 1500 hours Monday 28<sup>th</sup> February 2011.**

**NOTE:**

**There will be no forktruck, boom lift or any other construction material access to the Site after 0900 hrs Monday 28<sup>th</sup> February 2011.**



## D9.9 Dismantling

D9.9.1 There will be a two hour period from 1700hrs until 1900hrs on Sunday 6 March for Exhibitors and their contractors to pack models and equipment to either hand carry to their cars or for removal by the On-Site Logistics Provider. All exhibitors and their contractors must be wearing high visibility clothing and closed in footwear during this time. No fork lift activity will commence until 1900hrs by which time all exhibitors and their contractors remaining on site must also be wearing Approved Safety Footwear. Those exhibitors or contractors not wearing the appropriate PPE will be asked to leave the site. The site will close to all exhibitors and their contractors at 2100hrs.

D9.9.2

### 1. Move out – Exhibition Contractors – UnRestricted

Monday 7 March 0700hrs – Tuesday 8 March 1800hrs – all exhibitors and their contractor entering the site must wear high visibility clothing and Approved Safety Footwear. All personnel must also have completed the Site Induction (on line) and be in possession of a Contractors Badge. Please note all other PPE appropriate to the tasks being performed must also be utilised.

### 2. Move out – Exhibition Contractors – Restricted

Wednesday 9 March 0700hrs – Friday 11 March 1700hrs - all exhibitors and their contractors entering the site must wear high visibility clothing and Approved Safety Footwear. All personnel must have completed the Site Induction (on line) and the Construction Induction and be in possession of a Contractors Badge. Please note all other PPE appropriate to the tasks being performed must also be utilised. (eg Hard Hats etc)

Before any work can commence the area of dismantle must be zoned off under the same conditions as for install ie barricades, fencing etc.

3. Contractors who do not follow these guidelines risk delays in their work schedules while the issue is addressed.

4. **Please note that High Visibility Vests are to be supplied by the Exhibitors, Corporate Reception Chalet Holders and their Contractors concerned.**

D9.9.3 Except for hand-carried items, no custom stand may be dismantled or exhibit removed, before 0700 hours Monday 7th March 2011.

D9.9.4 No dismantling of Exhibitor Supplied Structures is to take place before 0700 hours Monday 7th March 2011. **Any contractor or Exhibitor contravening these regulations risks permanent disbarment from the Exposition site.**

D9.9.5 The Organiser is not responsible for goods or equipment on exhibition stands that are left by the Exhibitors and their Contractors. Exhibitors and their contractors should take care to secure all equipment and other belongings. Portable or mobile items should never be left unsecured.

D9.9.6 Vehicles collecting goods will not be allowed to access the Exposition site before 0700 hours Monday 7th March. To reduce loss of equipment or goods, all Exhibitors and their Contractors should be on site at 0700 hours Monday 7th March to commence their Move-out.

D9.9.6 Vehicular access to Exposition Pavilions will be restricted. Exhibitors and their Contractors are reminded that the Organiser has appointed an Exclusive On-Site Logistics Provider.

D9.9.7 Exhibitors and their Contractors must ensure that their sites are left clean, in good condition and free of rubbish and debris.

D9.9.8 Exhibitors are responsible for the removal from the Exposition Site of all buildings, turf, sand, ballast, plant soil or peat, etc and all structures not provided by the Organiser, and must instruct their Contractors accordingly.

D9.9.9 A system for ordering and paying for skips to remove rubbish and scrapped stands will be put in place by the Organiser. Exhibitors and their contractor must order their own skips for stand removal. Should scrap and rubbish be left by exhibitors and their contractors, the Organiser will invoice the Exhibitor for any removal costs incurred by the Organiser.



- D9.9.10 Stand sites must be completely cleared by no later than 1800 hours, Tuesday 8th March 2011. After this period the Organiser may have any material found on stand sites removed and the cost will be charged to the Exhibitor. The Organiser will not be responsible for any damage to property in these circumstances.

## D10 - SAFETY, SECURITY AND CLEANING

### D10.1 Exhibitors' Responsibilities

- D10.1.1 Exhibitors are responsible for the safe demonstration of working exhibits. All such exhibits, which create a risk to visitors, must be protected with guardrails or other suitable protection.
- D10.1.2 Exhibitors must ensure that equipment being demonstrated does not emit radiations or gases that are potentially harmful to human life, eg lasers, nuclear equipment and equipment employing toxic substances or gases.
- D10.1.3 Exhibitors must ensure that prior permission to display exhibits having a security classification has been obtained from the relevant authorities. This regulation applies also to equipment installed in or on aircraft.
- D10.1.4 Each Exhibitor will be responsible for the security of its exhibits and property. The wearing of uniforms by Exhibitors' security personnel is prohibited, and the carriage of firearms by security personnel is strictly forbidden. (However, the wearing of corporate uniforms by Exhibitors' staff is permitted.)
- D10.1.5 Access to Displays and Exhibitor Supplied Structures must be provided at all times for inspection purposes to officers of the official Safety Services, other relevant Authorities and the Organiser.

### D10.2 Security Services

- D10.2.1 The Organiser will be appointing an Official Security Company to provide security services to the Exposition.
- D10.2.2 A security surveillance service will be provided by the Organiser at night. However, the Organiser cannot guarantee the protection of Exhibitors and their Contractors property and can accept no responsibility for it.
- D10.2.3 Exhibitors and their Contractors are reminded that there is a significantly increased risk of theft during the period of removal of exhibits. Accordingly, Exhibitors and their Contractors would be prudent to strengthen their own guarding and security at that time.
- D10.2.4 Exhibitors and their Contractors are reminded that before, during and after the Exposition, no portable items should be left unattended on exhibition stands. All Exhibitors and their Contractors must secure or lock the portable items away whenever the stand is unattended or remove portable items when leaving the stand.
- D10.2.5 Complete responsibility for the safety and security of the property of Exhibitors and their Contractors must be borne by the Exhibitors and their Contractors.
- D10.2.6 Exhibitors and their Contractors are welcome to engage the services of the Official Security Company if they require additional security at their Display. Please contact the Official Security Company direct. Refer to section A28 of these Regulations – Directory of Official Suppliers and Service Providers.
- D10.2.7 The Organiser may, from time to time, issue instructions, directions or regulations in respect of security. Exhibitors and their Contractors will be responsible for meeting any further security requirements issued by the Organiser.

### D10.3 Right to Search

- D10.3.1 The Organiser reserves the right to stop and search any person, aircraft, vehicle or container at, entering or departing from, the Exposition or the Exposition Site at any time



#### **D10.4 Fire Precautions**

- D10.4.1 Exhibitors and their Contractors must ensure that staff employed at the Exposition are acquainted with the position of the nearest fire extinguishers and the correct procedures to be followed in the event of fire.

#### **D10.5 Cleaning**

- D10.5.1 The Organiser only provides a basic cleaning service within the Expo Pavilions.
- D10.5.2 Please note that cleaning of Exhibitor Supplied Structures is the responsibility of the Exhibitor and/or their Contractor.
- D10.5.3 The Organiser will appoint an Official Exhibition Cleaner who may be able to offer a cleaning service to Exhibitors with an Exhibitor Supplied Structure. There would obviously be a fee for this service.

### **D11 - LIABILITIES AND INSURANCE REQUIREMENTS**

- D11.1 Exhibitors, Corporate Reception Chalet Holders and their Contractors are reminded of the application of the provisions of [Part A, Clauses A23.1 and A23.2](#) of these Exhibition Regulations.



## D12 - EXHIBITION CONSTRUCTION AND DISMANTLING SCHEDULE

Monday 14 <sup>th</sup> February	(0700 hrs)	<b>NOTE: - Move-in Phase</b> (0700 Monday 14 <sup>th</sup> February to 1800 Sunday 27 <sup>th</sup> February)  Safety equipment, Approved Safety Footwear and High Visibility clothing or vests <b>MUST</b> be worn by <b>ALL</b> persons on the Site.	Site opens for Exhibitors and their Contractors deemed to be part of the Zoning off process as nominated by the Organiser. Refer Exhibition Regulation B7.2
Saturday 19 <sup>th</sup> February	(1900 hrs)		All works that are deemed as requiring zoning off must be completed, and where required, Building Commission Compliance forms signed, by COB Saturday 19 February 2011.
Sunday 20 <sup>th</sup> February			Organiser only on site
Monday 21 <sup>st</sup> February	(0700 hrs)		Site opens for Exhibitors and their Contractors to commence construction of Corporate Reception Chalet interior Fit-out and installation of Exposition Pavilion Custom Stands only in the northern end of Halls A and B and C.
Tuesday 22 <sup>nd</sup> February	(1300 hrs)		Site opens for Custom Stand Exhibitors in the Southern end of Halls A and B and C
Friday 25 <sup>th</sup> February	(0700 hrs)		Site opens for Exhibitors and their Contractors to commence Move-in for Exposition Pavilion shell scheme stands (International Wall Stands) as well as Mini Display Cabins and Exhibitor Studios in the External Exposition area.
Sunday 27 <sup>th</sup> February	(1800 hrs)		<b>NOTE:</b> There will be no forklift access to the Expo Halls or Chalet Line after 0900hrs Monday 28 <sup>th</sup> February
All deliveries to be made to stands will need to be made by Schenker (Official Logistics Provider) by pallet jack or hand carried by the exhibitor/contractor between the hours of 0900 – 1700hrs Monday 28 <sup>th</sup> February OR pre booked with Schenker for the delivery and removal of crates to stands by forklift prior to 0900hrs.			
Monday 28 <sup>th</sup> February	(0900 hrs)	<b>Note:- Exposition Phase.</b>  High Visibility vests required by anyone on-site on Monday 28 <sup>th</sup> February.  High visibility clothing/vests no longer compulsory except in Loading Dock area.	Site opens for Exhibitors in all areas to “dress” their stands. Site opens for Exhibitors and their Contractors to commence Move-in to Flyers Market.
Monday 28 <sup>th</sup> February	(1500 hrs)		Exhibitors must have completed preparations to exhibition stands display areas by 1500 hours.
Monday 28 <sup>th</sup> February	(1700 hrs)		Site closes to all Exhibitors and Contractors to allow Organiser to complete Opening preparations
Tuesday 1 <sup>st</sup> March	(0700 hrs)		Security Sweep and lockdown prior to Exposition opening. There will be no access to the Exposition Pavilion or Corporate Reception Chalets until 0800 hours on Tuesday 1 <sup>st</sup> March 2011.
Tuesday 1 <sup>st</sup> March	(0900 hrs)		Exposition commences
Tuesday 1 <sup>st</sup> March to Sunday 6 <sup>th</sup> March			Exposition Period
Sunday 6 <sup>th</sup> March	(1700 hrs)		Exposition Concludes and Pavilion closed
Sunday 6 <sup>th</sup> March	(1700 – 1900 hrs)		Removal of hand held items from Expo Pavilion and Corporate Reception Chalets



Sunday 6 <sup>th</sup> March	(1700 – 1900 hrs)	<b>NOTE: - Move-out Phase</b>	Fork truck activity in the Expo Halls will resume and appropriate safety PPE is required by all persons remaining on site. - Note: Site closes for the evening at 2100 hrs.
Monday 7 <sup>th</sup> March Move-Out <b>Unrestricted</b>	(0700 hrs)	(1900 Sunday 6 <sup>th</sup> March onwards) Safety equipment, approved Safety Footwear, High Visibility clothing or vests and other appropriate PPE <b>MUST</b> be worn by <b>ALL</b> persons on the Site.	Site opens for commencement of removal of exhibits, furnishings, decorations and dismantling of stands, Corporate Reception Chalets and other facilities, <b>with the exception of any work deemed as requiring zoning off.</b> Refer Exhibition Regulation B7.2
Tuesday 8 <sup>th</sup> March Move-Out <b>Unrestricted</b> complete	(1800 hrs)		Completion of the removal of all exhibits and dismantling of stands and Corporate Reception Chalets
Wednesday 9 <sup>th</sup> March Move-Out <b>Restricted</b>	(0700 hrs)	Zoned Restricted in Place All personnel working within zoned areas must:- • Have Completed a Construction Induction Course (approved by Worksafe Victoria, or equivalent), e.g. VIC White Card	Wednesday 9 March – 11 March Move-out continues with areas of work requiring zoning off under the same conditions as for install, i.e. barricades, inducted personnel only, etc. Refer Exhibition Regulation B7.2
Friday 11 <sup>th</sup> March <b>Restricted</b> Move-out complete	(1700 hrs)	• Have completed the Site Induction and accreditation process by the Organisers • Wear a High Visibility safety vest • Wear approved Safety Footwear • Wear hard hats for any overhead operations • Wear any other Personal Protective Equipment or clothing appropriate for tasks being carried out.	Site closes to Exhibition contractors
Friday 20 <sup>th</sup> May 2011	(1700 hrs)		Site closes to Contractors.



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