

2011 Townsville Fishing & Outdoor Expo



EXHIBITORS MANUAL



Townsville Turf Club - Racecourse Road
Cluden

28th & 29th May 2011

This manual contains information to assist you in achieving maximum results from the Townsville Fishing and Outdoor Expo.

Please read this manual and return completed forms on or before the deadline dates

IMPORTANT CONTACTS

ORGANISER

Access All Areas Event Management

Event Manager –	Jeff Jimmieson
Phone	07 4773 6611
Fax	07 4773 9348
Mobile	0419 546 516 (on-site)
E-mail	jeff@aaaem.com.au

Townsville Sportfishing Club Inc

President –	Morry Suffield
Mobile	0428 717 779
Secretary/ Treasurer –	Joy Dobe
Phone	07 4774 5621
Mobile	0418 722 591

VENUE

Townsville Turf Club	Phone	07 4778 2400
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**NB: An Exhibitors meeting will be held ON SITE
at 5:30pm, Thursday May 26th.**

ACCESS TIMES

Exhibitor Site Meeting – 5:30pm, Thursday, May 26th.

BUMP-IN:

Friday 27th May 8.00am – 8.00pm (All Exhibitors)

SHOW DAYS: (Access for Exhibitors)

Saturday 28 th May	7.00am – 6.00pm
Sunday 29 th May	7.00am – 8.00pm

SHOW DAYS: (Open to the Public)

Saturday 28 th May	8.00am – 5.00pm
Sunday 29 th May	8.00am – 4.00pm

DO NOT start pulling stands down until after 4pm Sunday.

BUMP-OUT:

Sunday 29 th May	4.00pm – 8.00pm
Monday 30 st May	8.00am – Noon ONLY

ACCESS TO VENUE

For the purpose of Bump-in and Bump-out, Exhibitors and display contractors can drive directly onto the venue via 3 access gates as indicated on the site plan. Access on show days is through the front entrance.

ADMISSION

Exhibitors will be given Exhibitor wrist-bands for themselves and their staff (working on their site) to enter the Exhibition for the duration of the Exhibition. Each Exhibitor is entitled to **(5) wrist-bands** per standard site. A maximum of **(10) wrist-bands** will be issued for larger sites.

ANIMALS

No animals or pets, with the exception of Guide dogs, are permitted in the Townsville Turf Club except as an approved exhibit, activity or performance legitimately requiring the use of animals. All animals, which are permitted in the venue, must be on a leash or in an enclosed pen under the control of owner at all times.

AUDIO-VISUAL

Television, videos and all other audiovisual equipment are available for hire from Talkin' Audio. Please phone Matt Reagan on 4724 0384, for more information.

BANNERS & FLAGS – Special Note for Trackside Exhibitors

All banners, flags and advertising material can only be installed after final trackwork (after 7.00am Saturday 28th May) to ensure safe working conditions for the livestock and jockeys. **All banners and advertising material must be removed on Sunday 29th May before leaving the venue.**

BUMP-IN / BUMP-OUT

Refer above for access times.

Stands are NOT to be dismantled NOR merchandise removed before the official closing time of the show (4pm Sunday). Exhibitors are advised to remove all valuable and portable exhibits at the close of the Exhibition. Vehicles **WILL NOT** be allowed onto the site until 30mins after the show has closed, or at the direction of event management, for safety reasons. **Please heed and obey this as there will be NO exceptions. Security will be enforcing this, as vehicles on site against direction void all insurance coverage.**

SPECIAL NOTE FOR BUMP-IN/OUT

- **No children or animals** are to be permitted inside the venue during bump in or bump-out.
- All personnel including contractors, sub contractors and exhibitors must be in the correct clothing and **footwear (no open toe shoes)**.
- Access All Areas, Townsville Sportfishing Club Inc and Townsville Turf Club accept no responsibility for goods left onsite outside of the indicated security hours.
- **All exhibits must be completely dismantled and cleared by Noon Monday.**
- Please be advised that a member of your staff, agent or contractor should remain with your merchandise until it is collected and note that there is no on-site storage after Noon on Monday.
- An after hours telephone contact must be provided with your booking info in the case of any problem with your site overnight.

CANVASSING

Exhibitors shall not canvass or distribute promotional material other than from their own stand.

CATERING & ALCOHOL

Lions & TPI Clubs will be providing the bulk of the catering for the public and we encourage you to support these suppliers. **As the TSV Turf Club is a licensed premise, NO alcohol can be brought onto or taken from the site.**

CAR PARKING

There is limited number of Exhibitor parking bays available in designated area. **THIS EXHIBITOR CAR PARK IS AT THE RAILWAY LINE END OF THE VENUE, BEHIND THE STABLES.**

CLEANING OF STAND

All exhibitors are responsible for their areas and we ask for your cooperation by ensuring that your stand is kept as clean and tidy as possible. At the end of each exhibition day, all rubbish should be placed in the industrial bins provided. Event, venue and cleaning staff are NOT permitted onto your site out of hours.

COMPETITIONS

All competitions and prize draws must be approved by the Townsville Sportfishing Club Inc. prior to the Expo.

Exhibitors wishing to conduct a competition or lottery may do so if the appropriate approval is gained from relevant State Authorities. As the gaming authority regularly visits exhibitions, it is in your best interest to visit the Queensland Office of Gaming Regulations web site www.qogr.qld.gov.au to get the latest information on Category 4 Promotional Games.

The major prize draws will take place at **3:00pm Sunday** on the main stage. If you would like your competition drawn then, please present to the stage at 2:50pm Sunday.

CONTRACTORS

It is the responsibility of the Exhibitor to see that their contractors or agents are familiar with the Rules and Regulations of the Exhibition.

DISPLAY GUIDELINES

Exhibitors are required to ensure attention is given to the overall visual presentation of their display. A flea market image will not be tolerated. Stands must not exceed the said dimensions as per your invoice

DISPLAY MATERIAL

Any material used for stand construction or display purposes must conform to the following standards:

- Must be safe and in good working order.
- Must not present open flame, hotplates, gas, or any combustible material so as to cause burns or electric shock.

EFTPOS FACILITY

There is no EFTPOS facility at the Townsville Turf Club. We recommend that you confer with your bank to ensure EFTPOS purchasing procedures.

ELECTRICAL EQUIPMENT

The Venue reserves the right to inspect any electrical equipment or materials brought into the Venue. **All electrical equipment brought into the Venue *MUST* have a current test and tag and must comply with Workplace Health & Safety Standards.** This includes all leads, power boards, lights and electrical appliances. Any equipment found to be below standard must be removed immediately or test and tagged onsite.

FAX & PHOTOCOPYING

Please contact the Venue direct for further details on telephone 4778 2400.

FURNITURE HIRE

Equipment for your stand can be hired through Doug Ede's Party Hire please phone Graham Ede on 4772 6611 for prices.

GENERAL REGULATIONS

No attachment, fitting, fixture or defacement is to be made to the flooring, roof or the internal or external walls. Display material of **any kind is not to be affixed to or hung from the walls, fences, trees or signage**, nor is any device or display material whatsoever to be affixed to, or suspended from, any overhead wiring. No nail, screw or other device is to be driven or bored into any pillar or other part of the building. All Exhibitors are responsible for their stand and any damage to the Venue will be charged to the Exhibitor.

FIRE

The installation of any fuel-burning appliance with liquid or solid fuel shall conform to the Uniform Building Regulations. The installation of LPG appliances for demonstrations shall comply with the LPG Act 1957. A CO2 extinguisher is to be provided by the Exhibitor for each appliance using LP gas. The storage of flammable liquids or fuels is not permitted in the Exhibition areas. Fire extinguishers and fire fighting equipment must at all times be visible and accessible and must not be removed from their correct location.

Fire alarms, fire exits and fire hydrants must remain readily accessible at all times. Any permanent or temporary obstruction to these areas is a breach of the Townsville Turf Club Regulations.

FOOD AND BEVERAGE

- No person shall distribute or give away any item of food or drink not supplied by the Venue to members of the public or trade exhibition visitors without the express consent of the Venue.
- The Venue may at its own discretion charge a franchise fee or commission for distribution of food or drink.
- No alcoholic beverage sales can take place on the Venue's licensed premises.
- The Venue reserves the right to remove food and beverage not authorised in the Venue.
- **As the TSV Turf Club is a licensed premise, NO alcohol can be brought onto or taken the site.**

FOOD & BEVERAGE SAMPLING

Sampling is only allowed under strict guidelines and with permission from the Townsville Turf Club. Guidelines for the distribution of sample servings of food and beverages are as follows:

- Samples must be given away free of cost to the patron.
- Such samples must be items, which registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business.
- Portions must be of a tasting style and size only.

Please note: The Townsville City Council has guidelines for the operation of Food establishments at Carnivals, Festivals, Fetes or markets. Please contact the Venue or Council for details.

INSURANCE

Whilst necessary security will be provided during the Exhibition, neither Access All Areas, nor Townsville Sportfishing Club Inc, nor the Townsville Turf Club, nor any of their staff, employees, agents or other representatives shall be accountable for or liable for, and the same are released from accountability or liability for any damage, loss, harm or injury to the person or any property of the Exhibition, however caused, or any of its staff, employees, agents or other representatives, nor for

goods sent to the site before or remaining after the Exhibition, nor whilst in transit to or from the Exhibition or during the Exhibition.

PLEASE NOTE: Exhibitors should consult their own insurance companies for proper coverage of their exhibits and displays.

Exhibitors are required to ensure that they have Public Liability Insurance in respect of bodily injury to persons, or property damage, as per item 8 of the Terms and Conditions of Participation. This refers to damage or injury caused to visitors on or in the vicinity of your Exhibition stand.

<p style="text-align: center;">EXHIBITORS MUST PROVIDE A COPY OF 'CERTIFICATE OF CURRENCY' OR TAKE OUT INSURANCE FOR THE DURATION OF THE EXHIBITION.</p>

MARQUEES, TABLES, CHAIRS, DISPLAY BOARDS

Exhibitors will be required to provide their own equipment for their stand (tables, chairs, lighting etc) unless otherwise agreed with the organisers. Equipment for your stand can be hired through Doug Ede's Party Hire please phone Graham Ede on 4772 6611 for prices.

EXHIBITOR WRISTBANDS

Each Exhibitor is entitled to (5) wristbands per standard site (10 max for large sites). Wristbands offer easy identification by staff and also act as **Exhibitor security passes**. Therefore wristbands must be visible and worn at all times.

PLEASE NOTE: Family members and friends will not be entitled to wristbands as they are solely for the use of STAFF working the show.

NOISE

Microphones, sound amplification and machine demonstrations and videos will be permitted where the level of sound causes no annoyances to neighboring Exhibitors. Access All Areas and the Townsville Sportfishing Club Inc. shall be the judges as to whether there is any annoyance to the other Exhibitors or the visiting public.

PAYMENT

All sites must be fully paid for by the due date. Possession of the site will not be allowed if all fees are not paid in full by the due date.

PIGGYBACK SITES

Your site is for the contracted site holder only. No sharing or subletting to other exhibitors is permitted. Exhibitors who allow the non approved exhibitors to share their site will be directed to leave.

POWER

Power connection is included in your exhibit fee but will only be connected if you have completed the Site power form.

SPECIAL NOTE FOR POWER:

- If you require 24-hour power supply you must specify this requirement by indicating this on your site power form.
- Additional power or lighting requirements ordered will not be connected unless payment is received with the order.
- To comply with safety and electrical regulations, **ALL electrical items must be** checked and tagged by a certified electrician before use at the exhibition. This includes all leads, power boards, lights and electrical appliances.

SECURITY

Access to the Exhibition on the show days will be as per detailed in the Access Times in this manual. For security reasons it is advised that you don't leave your stand unattended during the exhibition times. Whilst every precaution is taken, Access All Areas, Townsville Sportfishing Club Inc. and the Venue cannot accept responsibility for any loss or damage, which may occur to persons or property at the Exhibition, from any cause whatsoever. Event and Asset security will be provided by the Townsville Sportfishing Club Inc. during the hours of closure to the public.

SECURITY HOURS

Security will be on site :

Friday Night 8:00pm – Saturday 8:00am Saturday 5:00pm – Sunday 8:00am

Sunday 4:00pm – Monday NOON.

Roving Security will also be on site during the public hours of the event.

STAND PERIMETER

All material, furniture and selling aids **MUST** be kept within the perimeter of your stand due to strict Fire Regulations within the site and the Exhibitions Rules and Regulations. Access All Areas reserve the right to direct the removal of ANY stock protruding into the aisle without notice to the exhibitor.

STORAGE

Limited storage space is available at the Townsville Turf Club. Cartons should not remain on the stands and should not hinder access in aisle ways and doorways during set-up and pull-down or throughout the duration of the exhibition. Exhibitors will be responsible for the removal of packaging cases from the exhibition area to the storage area. Access All Areas and Townsville Turf Club are not responsible for storing boxes and display material, and cannot be held responsible for the security of items left in any storage area. If storage area is available, the exhibitor is solely responsible for goods placed in this area. You should clearly mark your packaging cases etc with your company name and site number.

VEHICLE MOVEMENT AND DAMAGE TO THE GROUNDS

This event takes place at the Turf Club during their busiest time of year – The Winter Racing Carnival. Accordingly it is our undertaking to the Turf Club that every care will be taken to minimise the impact of the event on the Club's grounds, so that the Turf Club can be presented in nothing less than perfect condition for the race meetings following the Fishing & Outdoor Expo.

With this in mind the following directions **MUST** be observed by ALL exhibitors.

- All vehicle movement on the grounds **MUST** be at the Direction of Event Staff.
- All Directions of Event Staff **MUST** be followed in regard the movement and parking of all vehicles, boats, trailers and any other vehicle.
- A Safe speed **MUST** be adhered to at all times on the grounds and all vehicles **MUST** use hazard lights & reversing signals (if fitted) while moving.
- Wet or unstable ground is to be avoided and all signs, roped off areas and fencing must be observed, **especially the 5m buffer along the race track.**
- **All vehicles, boats & trailers MUST be removed from the grassed display area BY NOON on Monday 30th May. A holding area in the carpark will be established to facilitate this.**

Your complete cooperation with these conditions will be expected as any damage to the venue jeopardises the future of the event at this location. Any damage caused by your disregard of these conditions will be billed to you.

WATER & WASTE SERVICES

If you require hot or cold water and/or waste services ***please contact the Venue direct for further details on telephone 4778 2400.***



2011 Townsville Fishing & Outdoor Expo

Exhibitor Confirmation Form

Complete and return to Access All Areas

Fax back to: 07 4773 9348

DEADLINE – FRIDAY 13TH MAY 2011

Confirmation

*I from
acknowledge and confirm that I have read the document "Exhibitors
Manual" for the 2011 Fishing and Outdoor expo and agree to abide
by the terms and conditions outlined in this document.*

*I confirm and acknowledge that I have in particular, read the clause
regarding vehicle movement and damage to the grounds and
accept total responsibility for any damage to the grounds that my
vehicle or company cause. I also acknowledge that any damage caused
by my disregard of these conditions will be billed to me.*

Signed *Date.....*