



AVALON 2009

**AUSTRALIAN INTERNATIONAL AIRSHOW
AND AEROSPACE & DEFENCE EXPOSITION**

10-15 MARCH 2009 GEELONG VICTORIA

www.airshow.com.au

2009 AUSTRALIAN INTERNATIONAL
AEROSPACE & DEFENCE EXPOSITION

**EXPOSITION
EXHIBITION REGULATIONS
PART C**

CORPORATE RECEPTION CHALET REGULATIONS



AEROSPACE AUSTRALIA
LIMITED



Supported by



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C1 - Application of Regulations

- C1.1 These Corporate Reception Chalet Regulations apply to the Corporate Reception Chalets at the Exposition.
- C1.2 The provisions of *Part A (General Information, Compliance and Definitions)* also apply to Corporate Reception Chalets. Corporate Reception Chalet Holders, their Contractors and Suppliers are advised to refer to them. They contain important provisions relating to releases, indemnities and exclusions.



C2 - Venue Information

C2.1 Exhibition Operations Headquarters

C2.1.1 The Exhibition Operations Headquarters, staffed by the Organiser's personnel, is located outside the 2009 Australian International Aerospace and Defence Exposition Pavilion on the East side. It is open during the Move-in, operational and Move-out stages of the Exposition.

C2.2 Telephone and Telecommunications Services

C2.2.1 The Site has a limited communications infrastructure in place to facilitate voice, fax, data, and internet solutions.

C2.2.2 Costs associated with Internet and 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.

C2.2.3 Orders for telephone, fax, dial-up modem or broadband lines should be made on the *Telephone and Telecommunications Requirements Form (Form EX3)*.

C2.2.4 Payment for telephone services must be made prior to connection.

C2.3 Gas Usage/Storage

C2.3.1 Exhibitors, Corporate Reception Chalet Holders and their Contractors wishing to use gas cylinders or appliances must have approval from the Organiser.

C2.3.2 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.

C2 - Venue Information

C2.4 Water and Waste

C2.4.1 The 2009 Australian International Aerospace and Defence Exposition has NO facilities for dealing with water supply and waste removal in the Exposition Pavilion, Corporate Reception Chalets or External (Outdoor) Exposition Spaces.

C2.5 Car Parking

C2.5.1 Please refer to [Section A8](#) of these regulations.

C2.6 Cafés/Food Outlets

C2.6.1 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.

C2.6.2 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.

C2.6.3 All catering must be arranged through the Official Catering Contractors.

C2.6.4 Further details regarding catering arrangements will be promulgated by the Organiser.

C2.7 Automatic Teller Machines

C2.7.1 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 10th – Sunday 15th March 2009).

C2.8 Official Contractor's Compound

C2.8.1 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.

C2.8.2 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.

C2 - Venue Information

C2.9 Site Amenities

C2.9.1 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

C2.9.2 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.

C2.10 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

C2.11 Smoking & Naked Flame Policy

C2.11.1 The Exposition Halls and internal areas of Corporate Reception Chalets are non-smoking at all times to clients, guests, visitors, staff and contractors (smoking is permitted in the Corporate Reception Chalet courtyards).

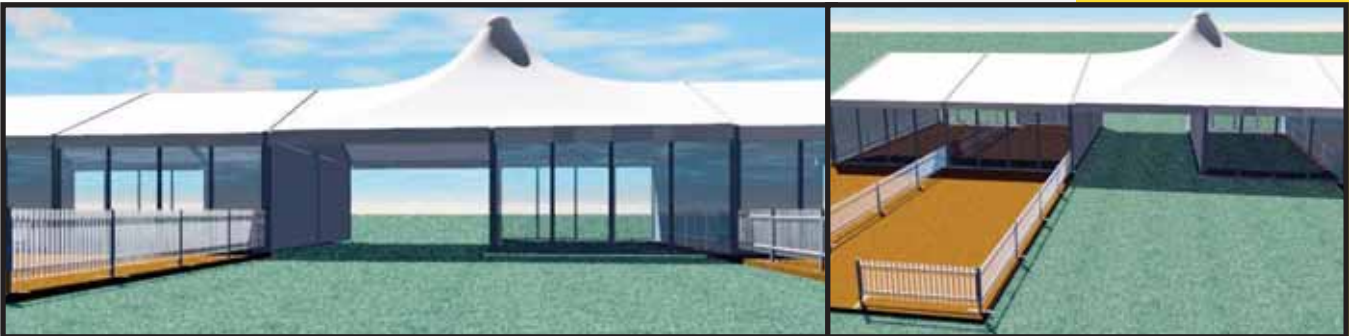
The Organiser has a Non Smoking Policy for all internal areas, for its entire staff and for all Contractors or subcontractors.

C2.11.2 No candles or any other form of naked flame are permitted within the Corporate Reception Chalet Structure or Courtyard at any time. This includes candles/flame contained within a lantern.

C3 - Corporate Reception Chalet Specifications

C3.1 Basic Corporate Reception Chalet

C3.1.1 Each Corporate Reception Chalet will be constructed from modern high technology temporary structures with clear span aluminium roof beams and high-grade white PVC roofs, constructed on a carpeted timber floor.



C3.1.2 If required by weather conditions, a standard air conditioning package will be available and installed in each Corporate Reception Chalet and operated by, and at the discretion of, the Organiser.

C3.1.3 Each standard single Corporate Reception Chalet will be equipped with four 10 amp power points, an entrance sign bearing the Corporate Reception Chalet Holder's name, and a flagpole from which companies may fly their corporate flag.

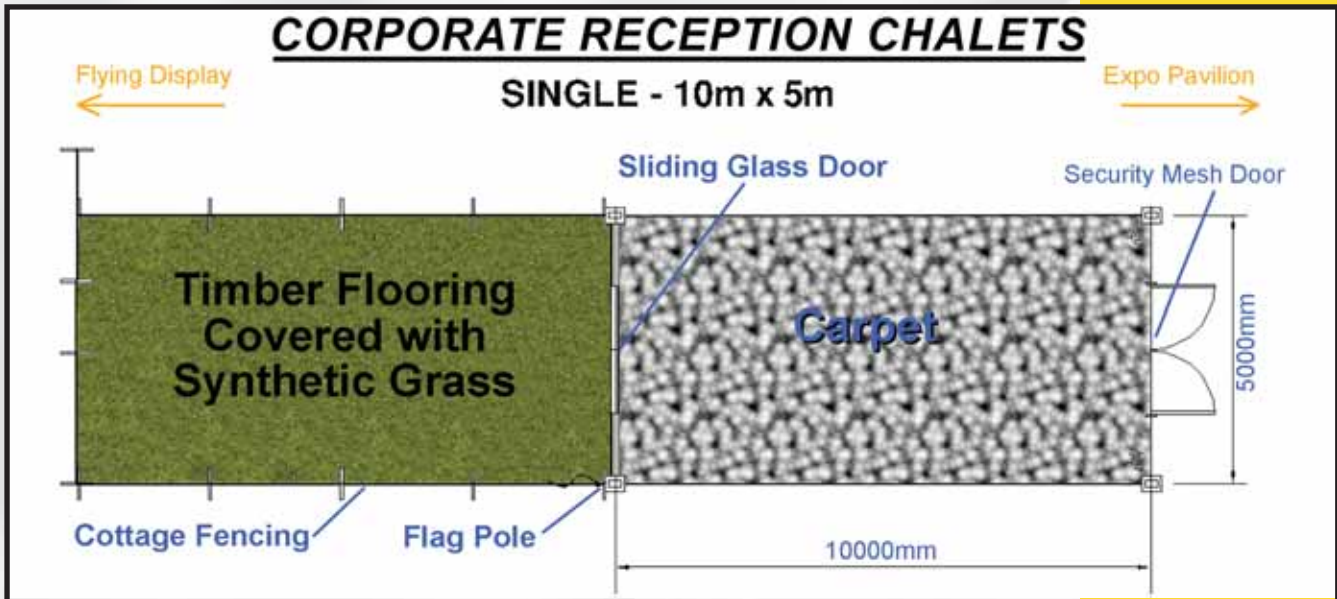
C3.1.4 The inside section of each standard Corporate Reception Chalet will be lined with white fabric on the walls and ceiling, and lighting will be provided.

C3.1.5 The front wall of each Corporate Reception Chalet, facing the runway, will be equipped with clear double doors to provide guests with the best view of the Flying Display and to gain easy access to the private outdoor garden where smoking is permitted.



C3 - Corporate Reception Chalet Specifications

C3.1.6 Single Corporate Reception Chalet units comprise an internal entertainment area of 5m x 10m together with an outside garden area measuring 5m x 10m. The outside area is timber floored and covered with synthetic grass provided by the Organiser. Multiple Corporate Reception Chalets are available.



C3.1.7 If the timber floor and synthetic grass in the courtyard are not required (i.e. Corporate Reception Chalet Holder will be landscape the courtyard) then notice needs to be given to the Organiser by January 16th 2009. Note:- courtyard floors and grass cannot be removed once in place.

C3.1.8 The provision of all additional furniture and equipment will be the responsibility of Corporate Reception Chalet Holders, who may individually furnish and equip Corporate Reception Chalets to their requirements.

C3.1.9 Single or multiple Corporate Reception Chalets will be of a standard layout, details of which will be sent to each Corporate Reception Chalet Holder after the initial deposit is received. Corporate Reception Chalet Holders must ensure stand contractors are aware of layouts before design work commences. (Such layout designs will indicate the position of access doors, windows, air conditioning vents, power points and lighting. Note:- window and door positions are fixed and immovable.)

C3.2 Catering

C3.2.1 A central service area will be located immediately behind the Corporate Reception Chalet line, containing catering facilities for use by the Official Catering Contractor – Peter Rowland Major Events. *Refer to Section C9 for more Catering details.*

C3.3 Toilets

C3.3.1 Toilet facilities are located in the Corporate Reception Chalet enclosure for the exclusive use of Corporate Chalet Holders and their guests.

C4 CONTROL AND COMPLIANCE FOR CORPORATE RECEPTION CHALET CUSTOMISATION

C4.1 Control

C4.1.1 **All Corporate Reception Chalet Holders wishing to customise the interior of a Corporate Reception Chalet are required to submit for the approval of the Organiser, the interior design of their Corporate Reception Chalet**, with dimensional drawings showing front and side elevations and a plan of the structures and fittings proposed including the location of any electrical switchboard, in addition to those provided as standard by the Organiser, no later than 10th February 2009. *[Refer Form EX1 – Corporate Reception Chalet Design and Customisation]*
No customisation of, or alteration to, a Corporate Reception Chalet may be undertaken without the prior approval in writing of the Organiser. Such approval may be withheld by the Organiser at the Organiser's absolute discretion.

C4.1.2 Unauthorised removal or adjustment of any section of the framework or PVC roofs, walls, flooring, carpeting, doors, ceilings, lighting or electrical fittings is prohibited without the approval of the Organiser, and will result in all remedial work being charged to the Corporate Reception Chalet Holder.

C4.1.3 All Corporate Reception Chalet interior structures additional to those provided by the Organiser and enumerated above will be the responsibility of the Corporate Reception Chalet Holder. Without the consent of the Organiser, such structures must not be supported by, suspended from, or otherwise attached to, any part of the metallic structure of the Corporate Reception Chalets.



C4.1.4 Any material used for stand or internal Corporate Reception Chalet 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

C4 - Control and Compliance for Corporate Reception Chalet Customisation

- C4.1.5 There is NO provision for rigging at the 2009 Australian International Aerospace and Defence Exposition. No exhibit, item of stand building, banners, flags or any form of lighting may be supported or suspended from any part of the Exposition Pavilion or Corporate Reception Chalet structures.
- C4.1.6 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.
- C4.1.7 **Particular attention must be given to provide regulatory disabled access through the rear of the Corporate Reception Chalet.**
- C4.1.8 Interior Corporate Reception Chalet building may commence from Monday 2nd March 2009. Access to the Site will not be permitted prior to 0700 hours Monday 2nd March 2009. However, the Organiser may approve requests for advance Site inspections by Corporate Reception Chalet holders or their contractors.
- C4.1.9 During the Move-in and Move-out periods, the Site will be open daily from 0700 hours – 1900 hours. Applications may be considered by the Organiser for permission to work past the standard closing time. The following procedure (and costs) will apply to such applications:
1. The Application must be made to Exhibition Operations 24 hours in advance requesting the extension of working hours.
 2. If approved, full payment for the anticipated security cost and electrical generation cost of such extension as estimated by the Organiser must be paid in advance.
- C4.1.10 The Organiser has identified a number of stand building contractors who have been appointed as Endorsed and Preferred Stand Design & Building Contractors for the Exposition and which are recommended to Exhibitors and Corporate Reception Chalet holders as preferred stand building contractors. [Refer to [Exhibition Regulation A28 – Directory of Official Contractors and Service Providers](#)].

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

C4.2 Employment Regulations

- C4.2.1 Exhibitors, Corporate Reception Chalet Holders, 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.
- C4.2.2 Any person carrying out work or conducting activities contrary to such

C4 - Control and Compliance for Corporate Reception Chalet Customisation

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.

C4.3 Employment of Labour

C4.3.1 Exhibitors, Corporate Reception Chalet Holders and their Contractors will comply with (and will ensure that their subcontractors comply with) all statutory requirements relating to the employment of labour applicable directly or indirectly to their activities at the Exposition or at the Exposition Site.

C4.3.2 Exhibitors, Corporate Reception Chalet Holders 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.

C4.3.3 Exhibitors, Corporate Reception Chalet Holders 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.

C4.4 Immigration / VISA's

C4.4.1 All Exhibitors, Corporate Reception Chalet Holders and their Contractors must ensure that all Personnel entering Australia comply with Australian laws and requirements relating to Immigration and Visas.

C4.4.2 Exhibitors, Corporate Reception Chalet Holders 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.

C4.4.3 Exhibitors, Corporate Reception Chalet Holders and their Contractors should note that tourist/visitor visas do not permit the holder to work in Australia.

C4.4.4 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.)

C4.4.5 Information on visiting Australia can be obtained by visiting www.immi.gov.au

C4 - Control and Compliance for Corporate Reception Chalet Customisation

C4.5 Foreign Labour

C4.5.1 Where an Exhibitor, Corporate Reception Chalet Hodler, Contractor or any of their respective sub-contractors engages employees from overseas, the Exhibitor, Corporate Reception Chalet Holder and sub-contractor must ensure that it complies with all regulatory requirements and government guidelines governing the employment of overseas workers.

C4.5.2 All companies working on the event (including Overseas Companies) must have relevant insurance and must use appropriate equipment and safe work practices.

C4.5.3 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.

C4.5.4 Any non-Australian companies and contractors, involved in the on-site 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.

C4.5.5 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 C7.5 Ladders, C7.6 Working at Heights and C8.9 Electrical Equipment Testing and Tagging.

C4.6 Personnel Conduct

C6.6.1 Where in the opinion of the Organiser, any personnel of an Exhibitor, Corporate Reception Chalet Holder 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.

C5 - Corporate Reception Chalet Exteriors

C5.1 External Appearance

C5.1.1 Alteration to the external appearance of Corporate Reception Chalets will not be permitted. Entrances to Corporate Reception Chalets must be compatible with the general external appearance and must not intrude upon the roadways and pathways servicing Corporate Reception Chalets.

C5.2 Name Signs

C5.2.1 The Organiser will provide a standard Corporate Reception Chalet name sign at the courtyard entrance bearing the Corporate Reception Chalet Holder's name and a flagpole from which companies may fly their corporate flags.

No other form of advertising on Corporate Reception Chalets is permitted.

[Refer Form EX1 – corporate Reception Chalet Design and Customisation].

C5.3 Fencing

C5.3.1 Courtyard fencing around Corporate Reception Chalet garden areas will be provided by the Organiser. No other form of fencing will be permitted. Any alteration to the fencing provided by the Organiser is prohibited.

C5.4 Flooring, Paving and Gardens

C5.4.1 Outdoor garden flooring will be timber and lined with synthetic grass and will be provided by the Organiser.

C5.4.2 Optional flooring, paving or turfing may only be laid in the garden areas with the prior consent of the Organiser. Only flooring, paving or turfing which is unlikely to cause permanent damage will be permitted.

C5.4.3 Notice of the Corporate Reception Chalet Holders intention to alter the courtyard must be given to the organiser by January 19th 2009.

C6 - Use and Allocation of Corporate Reception Chalets

C6.1 Corporate Reception Chalets

- C6.1.1 Single or multiple Corporate Reception Chalets, with a view of the Flying Display, are available for business discussions and the entertaining of guests.
- C6.1.2 The furnishing and equipping of Corporate Reception Chalets is the responsibility of the Corporate Reception Chalet Holder and is not included in the price charged by the Organiser. Corporate Reception Chalet Holders must make their own arrangements for their Corporate Reception Chalets to be equipped and furnished. The Official Furnishing Contractors will be able to supply, or source supplies, to meet the Corporate Reception Chalet Holder's requirements.
- C6.1.3 Catering in the Corporate Reception Chalet (including a Corporate Reception Chalet catering set-up fee) is the responsibility of the Corporate Reception Chalet Holder and is not included in the price charged by the Organiser. Corporate Reception Chalet Holders must use the Official Corporate Reception Chalet Caterer – Peter Rowland Major Events, for all food and beverage. *Refer to Section C9 of these regulations.*
- C6.1.4 Corporate Reception Chalets are provided solely for the private entertainment of guests, customers and Trade Visitors. They may not be used for any purpose which would constitute an extension of the areas allotted for the display of exhibits.
- C6.1.5 Corporate Reception Chalets must be vacated no later than 1730 hours on each evening during the period of the Exposition, except for Friday 13th March, when Corporate Reception Chalets may remain open until 30 minutes after the completion of the Night Flying Display.

C6.2 Allocation of Corporate Reception Chalets

- C6.2.1 Corporate Reception Chalets are available for companies Exhibiting at the Exposition to provide their guests with private corporate entertainment. The Organiser will allocate Corporate Reception Chalet sites in order of receipt of application forms and deposit payments. They reserve the right, to allocate space according to availability and such considerations as the Organiser may in its absolute discretion determine.
- C6.2.2 Companies who are not Exhibitors at the Exposition may be able to purchase a Corporate Hospitality Chalet, but only after Exhibitor requirements are filled and if Corporate Hospitality Chalets are still available. Any such companies will be placed on a waiting list and may not have their application accepted or declined until very close to the event.

C6.3 Control

- C6.3.1 Corporate Reception Chalets are provided for the sole purpose of the private entertainment of guests, customers and Trade Visitors, and no provision for drainage or water supplies will be made. The preparation, cooking, serving or consumption in Corporate Reception Chalets of food or beverages, other than that provided by the prescribed Official Catering Contractor, is prohibited.

C6 - Use and Allocation of Corporate Reception Chalets

C6.3.2 The Organiser may, at any time, demand the removal or modification of any Corporate Reception Chalets 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 Corporate Reception Chalet Holders. Should such a demand not be complied with, the Organiser may remove such objects or fittings without liability for damage. All costs involved in removal will be payable by the Corporate Reception Chalet Holder.

C6.3.3 Smoking is strictly prohibited within all temporary structures (including the International Aerospace Expo, Corporate Reception Chalets, Flyers Market, Display Gazebos, Meeting Rooms and Conference Rooms) at all times. Smoking is permitted in the Corporate Reception Chalet courtyards.

C6.4 Guest Management

C6.4.1 It is the responsibility of the Corporate Reception Chalet Holder to manage and control guests entering their Corporate Reception Chalet and the Corporate Reception Chalet Enclosure.

C6.4.2 Corporate Reception Chalet Holders should provide all their invited guests with an official company invitation to the Chalet.

C6.4.3 Three copies of the official company invitation should be provided to the Organiser prior to the event or should be delivered to the Expo Headquarters Office on arrival at the event. (Prior to 10th March 2009).

C6.4.4 The Organiser will provide each Corporate Reception Chalet Holder with numbered Chalet Guest Cards that can be used by the Corporate Reception Chalet Holders staff to invite guests at the event to the Chalet.

These cards will allow access to the Chalet Enclosure but DO NOT provide free entry to the Event.

C6.4.5 It is suggested these Chalet Guest Cards are redeemed from guests at the Chalet Holders Reception counter as the guest enters. This will ensure that Chalet Guest Cards are not passed around without the Corporate Reception Chalet Holders knowledge or approval.

C6.5 Visual Aids

C6.5.1 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.

C6.6 Sound Reproduction & Noise

C6.6.1 If sound is produced or reproduced, the level must not affect neighbouring Exhibitors. The Organiser reserves the right to remove

C6 - Use and Allocation of Corporate Reception Chalets

any equipment about which complaints, justifiable in the absolute discretion of the Organiser, are received.

C6.6.2 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.

C6.7 Explosives and Chemicals

C6.7.1 Explosives, detonating, fulminating or flammable compounds and any dangerous, harmful or noxious substance must not be exhibited.

C6.7.2 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.

C6.7.3 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.

C6.7.4 If permission is granted then not more than one day's supply shall be stored inside the Exposition Site at any time with the remainder being stored offsite.

C6.7.5 All Dangerous goods shall be placed in appropriate containers, marked accordingly and special arrangements shall be made with the Organiser regarding their disposal.

C6.8 Radio and Radar Equipment

C6.8.1 Exhibitors, Corporate Reception Chalet Holders 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.

C6 - Use and Allocation of Corporate Reception Chalets

- C6.8.2 Exhibitors, Corporate Reception Chalet Holders 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.
- C6.8.3 Australia has strict radio spectrum regulations. The Organiser can assist if approval needs to be sought from the statutory agency for operation of radio or radar equipment.
- C6.8.4 The Organiser may direct cessation of operation of any equipment capable of or actually making any radio frequency emission.
- C6.8.5 Exhibitors, Corporate Reception Chalet Holders and their Contractors should contact the Organiser as soon as possible regarding the obtaining of approval in respect of such exhibits.
- C6.8.6 Exhibitors, Corporate Reception Chalet Holders 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.

C6.9 Obstructions and Projections

- C6.9.1 No Exhibitors, Corporate Reception Chalet Holders 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.

C6.10 Works and Operations

- C6.10.1 Exhibitors, Corporate Reception Chalet Holders and their Contractors are required to obtain specific prior approval of the Organiser for any digging, drilling, pinning/staking, excavation or other earthworks.
- C6.10.2 Exhibitors, Corporate Reception Chalet Holders 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.
- C6.10.3 Exhibitors, Corporate Reception Chalet Holders 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.

C6.11 Prohibited Items

- C6.11.1 The following are prohibited anywhere within the Exposition Site
1. Live ordnance (being ammunition, bombs, rockets, explosives).
 2. Radioactive materials.

C6 - Use and Allocation of Corporate Reception Chalets

C6.12 Environmental Protection and Management

C6.12.1 All Exhibitors, Corporate Reception Chalet Holders 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.

C6.12.2 For further 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.

C6.12.3 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.

C7 - Occupational Health and Safety

C7.1 Compliance

- C7.1.1 All Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors and Personnel), must comply with all statutory and regulatory requirements in relation to Occupational Health and Safety.
- C7.1.2 Without limiting the generality of the foregoing, Exhibitors, Corporate Reception Chalet Holders and their Contractors will (and will ensure that their subcontractors and their respective Personnel comply) at all times with the provisions of the Occupational Health and Safety Act 2004 (Vic) (and all statutory re-enactments and amendments thereto) and all regulations pursuant to that Act.
- C7.1.3 Exhibitors, Corporate Reception Chalet Holders and their Contractors will comply (and will ensure that their subcontractors and their respective Personnel comply) with all directions issued by appropriate Officials appointed pursuant to the Occupational Health and Safety Act 2004 (Vic) (and all statutory re-enactments and amendments thereto) or the Regulations thereunder and all reasonable directions or instructions issued by the Organiser in respect of Occupational Health and Safety relating to their activities at the Exposition or at the Exposition Site or in respect of public safety at or, in respect of, the Exposition.
- C7.1.4 Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors and agents), must operate in accordance with (and if required, submit evidence of) a system of work, which encompasses all necessary safety requirements and controls.
- C7.1.5 Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors and agents), shall ensure (and if required) must provide evidence that they hold all licences or permits typically required by companies and/or individuals in order to conduct the businesses in which they are involved or to undertake the risks associated with their operations at the Exposition Site or in respect of the Exposition.
- C7.1.6 Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors and agents), shall ensure (and, if required, shall provide evidence) that all plant and equipment used at the Exposition is approved for the required tasks and is maintained in a safe condition.
- C7.1.7 Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors and agents), shall ensure (and, if required, provide evidence) that all employees are adequately trained, experienced and aware of safety factors pertaining to the tasks to be undertaken at the Exposition Site and in respect of the Exposition.

C7 - Occupational Health and Safety

- C7.1.8 Exhibitors, Corporate Reception Chalet Holders and their Contractors will ensure the provision to, and use by, their Personnel and the Personnel of their subcontractors of all necessary protective clothing and equipment required to safely undertake their work or activities at the Exposition or at the Exposition Site. During the Move-in and Move-out periods in particular, the Exposition Halls are considered a "Construction Site". As such it is important to consider protective clothing, headwear and foot wear when entering the Halls during these periods. Any person entering the site and not adhering to OH&S requirements will be asked to leave the site immediately. Open toe shoes, sandals, thongs etc are strictly prohibited.
- C7.1.9 Exhibitors, Corporate Reception Chalet Holders and their Contractors (and their respective subcontractors) will, on request by the Organiser, provide the Organiser with an outline of any emergency procedure to be adopted during the course of work or activities by the Exhibitor, Corporate Reception Chalet Holder or Contractors at the Exposition or at the Exposition Site.
- C7.1.10 Exhibitors, Corporate Reception Chalet Holders and their Contractors must advise the Organiser of any accident or incident involving the Personnel of the Exhibitor, Corporate Reception Chalet Holder, Contractor, the Organiser or their respective subcontractors or any other person or which results in property damage, conduct a thorough investigation of the same and (if required by the Organiser) provide the Organiser with a comprehensive written report of such investigation.

C7.2 Incident Reporting

- C7.2.1 Contractors and/or Suppliers must advise the Organiser of all injuries, serious safety incidents and building damage immediately.
- C7.2.2 All "Incidents" as stipulated under the Occupational Health and Safety Act 2004 (Victoria) will be reported to the WorkCover Authority immediately by the Organiser.
- C7.2.3 Where there has been a serious incident, the Organiser in conjunction with the Contractor/Supplier will ensure that the "Non-disturbance" provision of the Occupational Health and Safety Act 2004 (Victoria) for the incident site is not breached.

C7.3 Personnel Safety

- C7.3.1 The following minimum personnel safety standards are required at all times on the loading dock and in the Exposition Halls during Move-in and Move-out:
1. No children under the age of 16 years are permitted entry.
 2. All personnel of contractors and Exposition Organisers must wear high visibility vests or clothing.
 3. All persons must wear covered footwear, i.e. no thongs, sandals or open-toed shoes.

C7 - Occupational Health and Safety

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.

C7.4 High Visibility Clothing

C7.4.1 All personnel of Exhibitors and their Contractors working within the Exposition Precinct and Corporate Reception Chalet Areas, during the Move-in and Move-out phases (when the site is considered to be a Construction Site), must wear high visibility clothing, to minimise risks associated with plant and vehicle movements.

C7.4.2 Such high visibility clothing can be in the form of high visibility vests or uniforms and must meet the requirements of AS/NZS 4602.

C7.4.3 Specifically, high visibility clothing must be worn:

1. At all times in the loading dock area
2. At all times inside the Exposition Halls during the Move-in or Move-out of the Exposition (refer C7.4.7 & C7.4.8)
3. At all times at the Corporate Reception Chalet area during the Move-in or Move-out of the Exposition (refer C7.4.7 & C7.4.8)
4. At all times in the External Exposition precinct during the Move-in or Move-out of the Exposition (refer C7.4.7 & C7.4.8)

C7.4.4 High visibility clothing must be worn correctly and be appropriate to the tasks the individuals must perform.

C7.4.5 Without exception, the above requirements must be observed by exhibitors, contractors and their staff working on the Exposition.

C7.4.6 High visibility vests may be available for purchase at the Exposition Headquarters Office for anyone wishing to enter the loading dock or "construction" areas during Move-in and Move-out, but who does not have suitable clothing. Further advice on availability will be published in due course.

C7.4.7 The Move-in period of the Exposition is classified as from 0700hrs Monday 2nd March until 2100hrs Sunday 8th March.

C7.4.8 The Move-out period of the Exposition begins at 0700hrs Monday 16th March and continues until the site is cleared.

C7.5 Ladders

C7.5.1 All ladders brought on-site and used must comply to the following Australian Standards:

1. AS/NZS1892.1 relating to Aluminium and metal ladders
2. AS/NZS1892.3 relating to Fibreglass ladders.

C7 - Occupational Health and Safety

C7.5.2 Ladders used on-site should be industrial rated

1. Industrial ladders are “any ladder other than a domestic ladder” (AS/NZS1892.1:1996), generally intended for trade and commercial use where strength, durability and dependability are a premium.
2. Two identifiers must be visible on all ladders on-site:
 - a. A stamp or sticker showing that the ladder complies with the relevant Australian Standard.
 - b. A stamp or sticker that displays that the ladder is industrial rated

C7.5.3 Fibreglass ladders must be used when working in an electrical environment.

C7.6 Working at Heights

This section refers to mezzanine levels on Custom Stands and also any work over 2.5m in height.

C7.6.1 From a risk assessment perspective, it would be far better to arrange the construction process so that the majority of the work at mezzanine level could be done from underneath, from a ladder or work platform.

C7.6.2 All harnesses, lanyards, anchor points and static lines must comply with AS1891.4, Industrial fall arrest systems and devices - Selection, use and maintenance.

C7.6.3 Use of harnesses must be in such a way that they serve only as travel restraint, in that they will only allow someone to get near an unprotected edge, but not over it.

C7.6.4 Contractors should consider the use of roofing mesh spanned across the upper deck. This would serve as fall protection prior to the floor being laid.

C7.6.5 Flooring materials should be placed as close as possible to the access point, thereby reducing the need to be exposed to unprotected edges without a stable work platform.

C7.6.6 Wherever possible, perimeter guardrails, either permanent or temporary, should be fitted prior to persons gaining access to upper decks.

C7.6.7 Where ladders are used to gain access to mezzanine levels, Step or A-frame ladders must not be used. Use only extension or one sided ladders. Ensure that they are either footed by someone else or otherwise secured to the structure.

C7.7 Power Tools

C7.7.1 Power tools include drop saws, circular saws, routers, planes, jigsaws, angle grinders, brick and tile cutting saws.

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C7.7.2 The following regulations apply when using power hand tools and brick cutting saws:

1. All operators should be sufficiently trained so as to reduce the risk of injury.
2. Noise management provisions must be made so that noise levels do not become a risk to hearing or health.
3. Eye protection must be worn.
4. All aspects of electrical safety must be considered.
5. To reduce dust emissions, a dust extraction system must be fitted when power hand tools are used within the Exposition Pavilion or Corporate Reception Chalets.
6. Building surfaces and carpet must be protected from dust when power hand tools are being used.
7. Contractors and sub-contractors are responsible for the disposal of dust generated by the use of power hand tools. Dust should be gathered in piles, wetted down or bagged and disposed of into the garbage bins provided. Dust should never be swept into the aisle ways.
8. When angle grinders are used, consideration must be given to the generation of sparks and the risk of fire hazard. A hot work permit should be issued by the Organiser.
9. Brick and tile cutting saws are not permitted within the Exposition Halls. Approval by the Organiser is required before brick or tile cutting can occur on-site.
10. Brick and tile slurry must be contained and removed from site by the sub-contractor or stand builder, in accordance with the current Environment Protection Authority requirements. Under no circumstances is slurry or residue to flow into stormwater drains.
11. Brick and tile slurry must be contained in order to prevent surfaces becoming a slip hazard.

C7.8 Risk Assessments / Safe Work Method Statements / Job Safety Analysis Documents

C7.8.1 Risk assessments and / or safe work method statements may be required by the Organiser for specific activities conducted within the Exposition or for high risk work performed by Exhibitor's contractors.

C7.8.2 All Customisation of display and Corporate Reception Chalets will require the Exhibitors Contractor to provide the Organiser with a Job Safety Analysis (JSA) document, specific to the particular task and customisation being undertaken. Approval for the design and build of the Custom display will not be given by the Organiser until the JSA is received and approved.

C7.9 Alcohol and Drugs

C7.9.1 It is prohibited for any Exhibitor, Corporate Reception Chalet Holder or their Contractors Personnel to be under the influence of alcohol or illegal drugs while working on the site or while performing site activities, including operating vehicles or equipment.

C7 - Occupational Health and Safety

C7.9.2 The manufacture, distribution, possession, use or sale of illegal drugs or alcohol on-site during the Exposition is strictly prohibited.

C7.9.3 Persons determined to be in a state that is hazardous to themselves or others will be asked to cease work and leave the site, and will not be allowed to return to the site until they are determined by their Responsible Officer and the Organiser to be able to work in a safe manner.

C7.10 Emergency Procedures and Evacuation

C7.10.1 The Organiser will produce Emergency and Evacuation Procedures for all areas of the Exposition. These procedures will be provided to all Exhibitors, Corporate Reception Chalet Holders and their Contractors who must familiarise themselves with the procedures and strictly adhere to them in the event of an Emergency or Evacuation situation.

C7.11 Induction and Badges

C7.11.1 All Exhibitors, Corporate Reception Chalet Holders, their Contractors (together with all of their respective agents, contractors and Personnel) and Participants who wish to work on the Exposition Site during the Move-in and Move-out phases must complete a Safety Induction conducted by the Organiser that covers safety issues, rules and regulations of the site, and tarmac restrictions.

1. The Induction will take approximately 15 minutes and at the successful completion of that Induction, contractors will receive a booklet covering all topics, and a plastic pouch.
2. They will then need to proceed to the Exposition Headquarters to pickup their Contractor badge.
3. Proof of participation/completion of the Safety Induction session will be required before Contractor Badges (enabling access to the work site) will be issued by the Organiser.
4. Photo ID and the induction booklet will be required to pick up the badge.
5. Whilst the badge need not be worn, it must be available to be presented when requested at all times when on-site.
6. **No Badge, No Induction book – means NO work!**
7. After the first day on-site, the Badge and Induction book will need to be shown by all persons entering the site to gain access via the security gate at Pousties Road and also at the Contractors Car Park.
8. Once a Contractor has had an Induction Book and Badge issued, they are free to enter and exit the site during normal Move-in hours as and when required. There is no need to enter via Exposition Headquarters – they may go direct to the area they are working on.
9. Contractor staff must remember to carry Photo ID at all times as random security checks on the ID of all persons on-site will be taking place.

C7 - Occupational Health and Safety

C7.11.2 Contractor Badge Order Forms & Induction Booking Forms

1. Contractors should order all required contractor badges on the appropriate form as early as possible and a minimum of 48 hours prior to arriving on-site.
2. Induction Booking forms should also be submitted to ensure no delays in processing contractor staff members through the induction process.
3. NOTE:- no contractor staff member is permitted to begin work or enter the site until they have completed an induction session and picked up their Contractor Badge.



C8 - Electrical Supplies and Service

C8.1 Official Electrical Contractors

- C8.1.1 The Organiser will appoint an Official Electrical Contractor for the Exposition to provide various electrical services to the Organiser.
- C8.1.2 All electrical work at the Australian International Aerospace and Defence 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 Custom Stand Exhibitors must complete the ["Form EX11C – Corporate Reception Chalet Electrical Power Order Form"](#).
- C8.1.3 Exhibitors, Corporate Reception Chalet Holders 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 Exposition electrical supply.

C8.2 Electrical Requirements

- C8.2.1 The Organiser will provide general overhead lighting throughout the Corporate Reception Chalets.
- C8.2.2 Each basic Corporate Reception Chalet will be equipped with four single-phase 240 volt 10 amp power points or if required two 20 amp 240 volt supplies.
- C8.2.3 Additional electrical power and lighting supplies to Corporate Reception Chalets may be available on request to the Organiser and at the expense of the Corporate Reception Chalet Holder. [\[Refer Form EX11C – Corporate Reception Chalet Electrical Power Order Form\]](#)
- C8.2.4 The provision of electrical reticulation and lighting within Customised Corporate Reception Chalets will be the responsibility of the Corporate Reception Chalet Holder.
- C8.2.5 Corporate Reception Chalet Holders, with the assistance of their own electrical contractor or the Official Electrical Contractor, should calculate their total power requirements and include this estimate with their stand design and on [Form EX11C – Corporate Reception Chalet Electrical Power Order Form](#)
- C8.2.6 The provision of electrical reticulation and lighting within Custom Stands will be the responsibility of the Exhibitor.
- C8.2.7 All Exhibitors, Corporate Reception Chalet Holders and their Contractors electrical equipment shall be tested to Australian Standard AS/NZS 3760:2002 "In service testing of electrical equipment".

C8.3 Maintenance of Supplies

- C8.3.1 The Organiser will maintain for the duration of the Exposition the general electrical supply throughout the Corporate Reception Chalet area.

C8 - Electrical Supplies and Service

- C8.3.2 Where an electrical contractor other than the Official Electrical Contractor is employed to provide specialised electrical installation within Customised Corporate Reception Chalets, the Corporate Reception Chalet Holder's contractor must provide a constantly available maintenance and repair service.
- C8.3.3 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.

C8.4 Electrical Installation Standards

- C8.4.1 All electrical work at Australian International Aerospace and Defence 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 Corporate Reception Chalet Holders must complete the "Form EX11C – Corporate Reception Chalet Electrical Power Order Form".
- C8.4.2 All electrical installations must conform to the appropriate Commonwealth, State and Local Government 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.
- C8.4.3 All electrical installations in Corporate Reception Chalets 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 (Australia) certified electrical contractor.
- C8.4.4 Corporate Reception Chalet Holders, 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 stand/s. (Refer to Form EX14 – Registration of Electrical Contractor).
- C8.4.5 All work carried out by Victorian certified electrical contractors must be inspected, tested and covered under the regulations of the relevant authorities.
- C8.4.6 Before a Corporate Reception Chalet Holder will be allowed Occupancy of their Corporate Reception Chalet, their Electrical Contractor MUST provide a Certificate of Electrical Safety to the Organiser.
- C8.4.7 All leads and appliances used within the Corporate Reception Chalet must have been tested and tagged as safe in accordance with workplace health and safety requirements and current Australian Standards.

C8 - Electrical Supplies and Service

C8.4.8 All services must not cross aisles, block exits or interfere with the operation of emergency exits or fire fighting equipment.

C8.4.9 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.

C8.4.10 All maintenance of the Exposition installation must be carried out by a State of Victoria certified electrical contractor for the duration of the Exposition.

C8.4.11 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.

C8.4.12 The Organiser will not take responsibility for disruption to power which may be incurred by faulty equipment supplied by external electrical contractors.

C8.4.13 Corporate Reception Chalets 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).

C8.5 Connection to Corporate Reception Chalet Line Power

C8.5.1 The Organiser or the Official Electrical Contractor have the right to refuse connection of any electrical installation that is not installed to the required regulations and standards.

C8.5.2 Only the Official Electrical Contractor can make the final connection from Customised Corporate Reception Chalet electrics to the Corporate Reception Chalet electrical supply.

C8.5.3 A charge may be levied by the Organiser or the Official Electrical Contractor for this service

C8.6 Electrical Supplies

C8.6.1 Electrical supply will be provided by generator.

C8.6.2 Voltage adaptors or regulators should be installed by Corporate Reception Chalet holders, Exhibitors, Contractors or Suppliers to all equipment as required. Power conditioners or uninterruptible power supplies (UPS) are recommended for micro-processor based equipment.

C8 - Electrical Supplies and Service

C8.6.3 The standard supply will be 240v single phase 50Hz AC.

C8.6.4 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 EX11C – Corporate Reception Chalet Electrical Power Order Form].

C8.6.5 Availability of Electricity

1. Electricity supplies will not be available at all locations throughout the Exposition Site.
2. Electricity supplies will be provided by the Organiser generally to service the needs of the Organiser, Exposition Pavilions, external exhibits, corporate hospitality, merchandisers, caterers and public facilities.

C8.6.6 Electrical supplies on the Exposition Site are limited and will only be provided where written application has been approved by the Organiser. Electricity supplies are subject to the following:

1. A voltage fluctuation of plus or minus ten per cent (+ or - 10%) can be expected.
2. Voltage adaptors or regulators should be installed to all equipment. Power conditioners are recommended for micro processor-based equipment.

C8.6.7 Availability of Electrical Supplies

1. For the Exposition Pavilions, and Corporate Reception Chalets a temporary (generator) 240 volt supply will be available between the hours 0700 and 2000 from Monday 9th March 2009 until Sunday 15th March 2009. (Corporate Reception Chalet power will be available until 30 minutes after the conclusion of the Flying Display on Friday 13th March 2009).
2. A temporary (generator) supply of 240 volts will be available during construction and installation periods at distribution point socket outlets in Exposition Pavilions for stand construction purposes and in the Corporate Reception Chalet line for Corporate Reception Chalet installation from Monday 2nd March 2009.
3. Exhibitors, Corporate Reception Chalet Holders, Contractors, Suppliers and subcontractors should be self-sufficient in respect of electrical extension leads.
4. The general overhead lighting throughout the Exposition Pavilions will be provided by the Organiser.

C8.6.8 **There is NO provision for 24 hour power supply to the Corporate Reception Chalets.**

C8.7 Cost of Electricity

C8.7.1 The Organiser will be responsible for the cost of electricity involved in the general lighting, miscellaneous power, standard air-cooling of the

C8 - Electrical Supplies and Service

Corporate Reception Chalets and basic “standard” power and lighting for each Corporate Reception Chalet as described in [C3.1](#) and [C8.2](#). The cost of electricity required for extra lighting and power requested by the Corporate Reception Chalet Holders for their Corporate Reception Chalets will be at their expense.

C8.7.2 Each Corporate Reception Chalet Holder will be forwarded an advance invoice representing the Organiser’s charges for the cost of extra electricity and/or 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. [Refer C8.2.5](#).

C8.8 Generators – Contractor Supplied Generators

C8.8.1 Where Contractors require electricity during the set-up phase in areas to which electricity is not reticulated by the Organiser, Contractors may, with the approval of the Organiser, install and maintain their own generators for this purpose.

C8.8.2 All Contractor-supplied generators, where permitted, must conform to all standards required by the Organiser.

C8.8.3 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, Corporate Reception Chalet Holders, Exhibitors, Suppliers or Participants.

C8.8.4 All Contractor-supplied generators, if permitted, must be appropriately fenced and guarded to prevent danger and fitted with noise reduction equipment.

C8.8.5 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.

C8.8.6 All electrical supply required during the period of the Exposition will be provided by the Organiser through the Official Generator Supplier.

C8.9 Electrical Equipment Testing and Tagging

C8.9.1 All electrical equipment must adhere to Australian Standards and be tested and tagged before using on-site.

C8.9.2 All Exhibitor, Contractor or Supplier electrical equipment shall be tested to Australian Standard AS/NZS 3760:2002 “In service testing of electrical equipment”.

A limited Testing service will be available on-site the week prior to the Exposition.

A Site charge per item will be applicable.

C9 - Corporate Reception Chalet Catering

C9.1 Official Catering Contractor

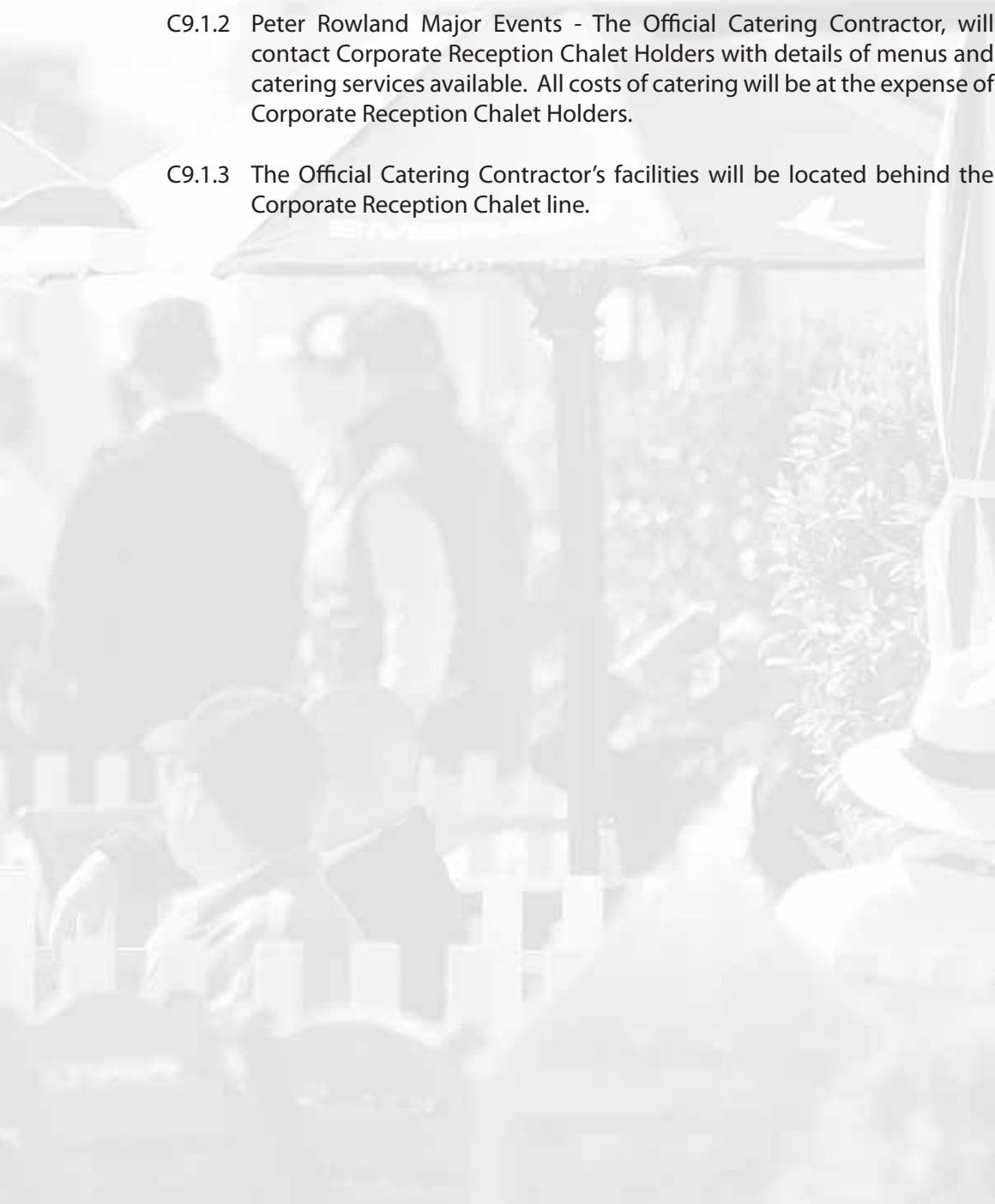
C9.1.1 Peter Rowland Major Events has been appointed as the Official Catering Contractor by the Organiser. The Official Catering Contractor will have the exclusive rights to provide catering services to the Corporate Reception Chalets. No other Catering Contractor may be employed by Corporate Reception Chalet Holders.

Self catering is also not permitted and no food or beverage may be bought into the Corporate Reception Chalet that is not provided by the Official Corporate Reception Chalet Caterer.

[Refer to Exhibition Manual A28 – Directory of Official Contractors and Service Providers].

C9.1.2 Peter Rowland Major Events - The Official Catering Contractor, will contact Corporate Reception Chalet Holders with details of menus and catering services available. All costs of catering will be at the expense of Corporate Reception Chalet Holders.

C9.1.3 The Official Catering Contractor's facilities will be located behind the Corporate Reception Chalet line.



C10 - Corporate Reception Chalet Vehicles

C10.1 Limited Vehicular Access

C10.1.1 Because of Security and Safety requirements the number of vehicles permitted on-site will be strictly limited and direct access will not be available for Corporate Reception Chalet Holder vehicles to their Corporate Reception Chalets.

C10.2 Parking Restrictions

C10.2.1 No private motor vehicles will be allowed in the vicinity of Corporate Reception Chalets. No vehicle will be permitted to park in any area other than a designated car park. Special arrangements for disabled persons are available through the Organiser.

C10.3 Reserve Car Park

C10.3.1 Corporate Reception Chalet Holders with Reserve Car Park passes will park their vehicles in the designated Reserve Car Park and proceed through the main entrance to the Site. Mini buses will be located near this entrance and will be available to transport Corporate Reception Chalet holders and their guests to the main entrance of the Corporate Reception Chalet line.

C10.3.2 Mini buses and Golf Buggy's will operate from the main Corporate Reception Chalet entrance throughout the day to return Corporate Reception Chalet Holders and their guests to the main Exposition entrance and access to the car parks.

C10.4 Golf Buggy's

C10.4.1 The use of Golf Buggy's by Corporate Reception Chalet Holders will be strictly controlled by the Organiser.

Any Corporate Reception Chalet Holder who wishes to use Golf Buggy's must seek and obtain permission for their use from the Organiser.

Corporate Reception Chalet Holders will have to prove to the Organiser that their specific need for a Golf Buggy is genuine.

Just being the Holder of a Corporate Reception Chalet does not in itself justify the use of Golf Buggy's.

C10.4.2 Should a Corporate Reception Chalet Holder be granted permission by the Organiser to use a Golf Buggy, strict rules will be in place regarding driving and speeding. Any infringements will incur severer penalties and the loss of the Golf Buggy.

C10.4.3 Golf Buggy Parking

There will be designated Golf Buggy Parking areas at each Corporate Reception Chalet entrance.

Golf Buggy's must not be parked at the rear of the Corporate Reception Chalet Holders own Chalet.

C11 - Consignment, Installation and Dismantling of Chalets

C11.1 Official Freight Forwarders

C11.1.1 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](#)].

C11.1.2 Schenker Australia Pty Ltd is the Forwarding and Customs Liaison Agent preferred by the Organiser for the Exposition

C11.1.3 Overseas Exhibitors or their agents should apply to the Official Logistics Provider for full information on Australian Customs Regulations and Procedures.

C11.1.4 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.

C11.1.5 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](#)]

C11.1.6 Exhibitors requiring on-site handling should contact the exclusive On-site Handling Agents.
Ms Sabine Schlosser
Schenker Australia Pty Ltd
72-80 Bourke Road
Alexandria NSW 2015 Australia
Phone: +61 2 9333 0312 Fax: +61 2 9333 0496
E-mail: sabine.schlosser@schenker.com

C11.2 Exclusive On-Site Logistics Provider

C11.2.1 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 2nd March 2009 through till 1800 hrs 17th March 2009.

- 1. All deliveries into the Exposition Site and the Corporate Reception Chalets area during this period that need the services of forklifts, pallet jacks, cranes or any other equipment**

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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 Exhibitors or their contractors or suppliers will NOT be permitted to utilise their own lifting and handling equipment on-site.**

C11.2.2 Mobile cranes and forklift trucks will be available from Schenker Australia Pty Ltd for the unloading and reloading of equipment and material. Exhibitors, Corporate Reception Chalet Holders and their Contractors should specify their lifting requirements in as much detail as possible. It should be noted that Exhibitors, Corporate Reception Chalet Holders and their Contractors may be required to provide any special equipment necessary for unloading installation or removal of extraordinary or unusual items.

C11.2.3 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.

C11.2.4 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.

C11.2.5 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.

C11.2.6 No container unloading will be available around the Exposition Site or to the rear of the Corporate Reception Chalets. 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.

C11.2.7 Exhibitors, Corporate Reception Chalet Holders and their Contractors requiring on-site handling, or lifting services, should contact the Exclusive On-site Logistics Provider - Schenker Australia Pty Ltd. [\[Refer to Form EX5 – Lifting & Handling Services and A28 – Directory of Official Contractors and Service Providers\]](#).

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C11.2.8 Exhibitors, Corporate Reception Chalet Holders 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 not later than 16 January 2009 (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, Corporate Reception Chalet Holders and their Contractors should such equipment not be available.

C11.3 Spotter requirements for forklifts

C11.3.1 A forklift spotter policy has been introduced for the 2009 Event.

C11.3.2 Move-in:

Spotters are required from when shell scheme or custom stand construction commences within the Expo Pavilion. The use of spotters is also required at any time the forklift operator's vision may be impaired. This may include, but is not limited to, when carrying wide loads or when large plant has commenced moving onto the event site.

C11.3.3 Move-out:

Spotters are required while shell scheme or custom stand walls remain erected within the Expo Pavilion, or at any time that the forklift operator's vision is impaired. This may include, but is not limited to, when carrying wide loads or large plant anywhere on the event site.

C11.3.4 Please note that the Organiser also has a mandatory requirement for spotters to accompany all elevated work platforms and cranes at all times.

C11.4 Container Handling

C11.4.1 There will be three container-marshalling areas on-site.

Area 1 – located within the contractors compound adjacent to the 2009 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 2009 Australian International Aerospace and Defence Exposition Pavilions.

This location will be allocated to containers that arrive without any

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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.

C11.4.2 Containers on trailers may need to be grounded for unloading and security / quarantine inspection.

C11.4.3 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.

C11.4.4 It may be possible to negotiate storage space with Schenker Australia Pty Ltd.

C11.4.5 Freight unloaded from containers at the marshalling yard that has been inspected, can be hand delivered directly by the Exhibitors, Corporate Reception Chalet Holders and their Contractors, or via The Official On-Site Logistics Provider compound by Schenker Australia Pty Ltd only.

C11.5 Materials Handling Equipment (MHE) / Moving Plant and Elevated Work Platforms (EWP)

C11.5.1 General

C11.5.1.1 Companies which require MHE / Moving Plant and EWPs for use onsite during the Exposition must notify the Organiser in writing prior to the Exposition, giving details of the equipment to be used and a proposed schedule.

C11.5.1.2 All the following equipment will require the submission of the above form:

- Cranes
- Man Lifts
- Scissor Lifts

C11.5.1.3 Please note that Forklifts, Cranes, Man Lifts and Scissor Lifts may only be operated and delivered on-site by the Official On-Site Handling Agent.

C11.5.2 Delivery of MHE / Moving Plant and EWPs

C11.5.2.1 MHE / Moving Plant and EWPs must not be delivered to the site before March 2nd 2009 and must be removed from the site prior to the opening of the Exposition on Tuesday 9th March 2009. Delivery for "Bump-out" should not take place until Monday 16th March 2009.

C11.5.2.2 Any machinery left on-site (without prior arrangements)

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outside of the above times may incur a daily storage fee for each machine.

C11.5.2.3 Notification of equipment deliveries should be forwarded to the Organiser at least two (2) days prior to the delivery of that equipment. Failure to provide this information may result in denied access to the site.

C11.5.2.4 When delivered, materials handling equipment must be labeled with the user company's identification details.

C11.5.3 Elevating Work Platforms (EWP)

C11.5.3.1 Elevating Work Platforms (EWP) include items such as boom lifts, scissor lifts and licensed forklift cages.

C11.5.3.2 It is the responsibility of the Contractor/Supplier operating EWP to ensure that:-

- All persons using EWP are trained and / or hold the relevant certificate of competency or national licence
- All operators of EWP are not under the influence of alcohol or any other substance or drug, including prescription or non-prescription drugs, which may affect their ability to operate the EWP in a safe manner
- All operators are instructed in the hazards associated with EWP and carrying out work on this site
- The EWP operator is employing systems of work that ensure the safety of persons who are working with EWP, as well as persons in the vicinity of or below EWP

C11.5.4 Safe Work Method Statements (SWMS)

Systems of work must ensure that no persons are at risk when working with or near EWP. Safe work method statements should be developed to assist in ensuring the safety of all persons where EWP is being used.

C11.5.5 Basic Safety When Working with EWP

It is the responsibility of each operator and their supervisor to:

- Ensure the operator has read and understood the machine's operating instructions and is aware of the limitations before use
- Carry out pre-operation safety checks before the machine is used and record all faults in the relevant log book
- Make sure the area of operation is free from obstructions, such as equipment, materials and pedestrians
- Ensure a competent person is in the immediate area to assist in case of an emergency.
- Ensure Operators should never work in total isolation from another person
- Make sure that each occupant in a boom lift or forklift cage is wearing a safety harness, which should be attached to the anchorage point within the basket

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- Ensure that there are controls for pedestrians working near the EWP. These controls include the use of a competent spotter, warning signs and safety barriers
- **Ensure that all EWP should be accompanied by a spotter. (The duty of the spotter is to forewarn the operator and those working in the vicinity of the EWP of the possibility of danger). (See B10.3.4 above).**

C11.5.6 Speed Limit on-site but outside the Exposition Halls

A speed limit of 5kph is applicable on the Exposition Site.

C11.5.7 Speed Limit inside the Exposition Halls

A speed limit equivalent to walking pace is applicable inside the Exposition halls.

C11.6 Responsibility for Acceptance and Dispatch of Goods

C11.6.1 Exhibitors, Corporate Reception Chalet Holders 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.

C11.6.2 The Organiser cannot undertake any responsibilities for deliveries or dispatch of goods for Exhibitors, Corporate Reception Chalet Holders and their Contractors.

C11.6.3 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.

C11.7 Storage

C11.7.1 An open-air facility will be established either on the Exposition Site, or within close proximity, for the storage of packing cases, containers, etc or for the overnight or extended parking of trailers, containers or associated vehicles.

C11.7.2 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.

C11.7.3 No materials, tools, packing materials or any other equipment is to be stored behind Shell Scheme in the Exposition Pavilion. Anything found stored behind Shell Scheme will be removed and disposed of by the Organiser, who will not be liable for any resultant loss to the Exhibitors, Corporate Reception Chalet Holders and their Contractors.

C11.7.4 Further Regulations will be promulgated by the Organiser as to the

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conditions of usage of such storage areas which will be under the control and authority of the Organiser.

C11.8 Consignment Instructions

C11.8.1 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 Mobile Phone Number”

“Stand Number or Corporate Reception Chalet Number”

2009 Australian International Aerospace and Defence Exposition
Avalon Airport, Lara Vic 3212 Australia

C11.8.2 Deliveries for Exhibitors, Corporate Reception Chalet Holders and their Contractors will not gain access to the site prior to Monday 2nd March 2009. Hours of delivery are between 0700 hours and 1800 hours from Monday 9th March 2009.

C11.8.3 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.

C11.8.4 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, Corporate Reception Chalet Holders and their Contractors.

C11.9 Installation

C11.9.1 Installation of Custom Stand exhibits and Corporate Reception Chalet Fitout may begin on Monday 2nd March 2009. Construction of all stands must be completed by 1900 hours on Sunday 8th March 2009.

C11.9.2 During the Exposition construction phase, all visitors, organisers, exhibitors, contractors and suppliers that are working or moving through the site must wear High Visibility Vests at all times.

C11.9.3 The Exposition Construction Phase commences on Monday 5 January 2009 through to Sunday 8th March 2009.

1. Please note that at certain times during this period the site will be a Hard Hat area.
2. Appropriate footwear and clothing must also be worn.
3. Contractors who do not follow these guidelines risk delays in their work schedules while the issue is addressed.
4. During the Exhibitor Move-In Phase all visitors, organisers, exhibitors, contractors and suppliers entering the Exposition site, must wear High Visibility Vests or clothing.
5. The Exhibitor Move-In Phase commences at 0700 hrs Monday 2nd March 2009 through to 1800 hrs Sunday 8th March 2009.

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6. **Note that High Visibility Vests/clothing must be supplied by Corporate Reception Chalet Holders and their Contractors .**

C11.9.4 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, Corporate Reception Chalet Holders and their Contractors.

C11.9.5 All vehicles, packing materials and surplus equipment or construction materials **MUST BE REMOVED from the Exposition site by 1800 hours on Sunday 8th March 2009.** Exhibitors must have completed final preparation of their stands for presentation by 1200 hours Monday 9th March 2009.

NOTE: There will be no forktruck, boom lift or any other construction material access to the Site after 1800 hrs Sunday 8th March 2009.

C11.10 Dismantling

C11.10.1 There will be a 2 hour period from 1700 hrs until 1900 hrs Sunday 15th March for Exhibitors to dismantle models and pack up Shell Scheme stands ready for removal by the On-Site Logistics Provider overnight.

C11.10.2 During the Exhibitor Move-Out Phase, all visitors, organisers, exhibitors, contractors and suppliers entering the Exposition site, must wear High Visibility Vests/clothing.

1. The Exhibitor Move-Out Phase commences at 0700 hrs Monday 16th March 2009 through to 1800 hrs Tuesday 17th March 2009.
2. During the Exposition Construction Move-Out Phase, all visitors, organisers, exhibitors, contractors and suppliers entering the Exposition site must wear High Visibility Vests/clothing at all times.
3. The Exposition Construction Move-Out Phase commences on Wednesday 18th March 2009 through to Friday 22nd May 2009.
4. Please note that at certain times during this period the site will be a Hard Hat area.
5. Appropriate footwear and clothing must also be worn.
6. Contractors who do not follow these guidelines risk delays in their work schedules while the issue is addressed.
7. **Please note that High Visibility Vests are to be supplied by the Exhibitors, Corporate Reception Chalet Holders and their Contractors concerned.**

C11.10.3 Except for hand-carried items, no custom stand may be dismantled or exhibit removed, before 0700 hours Monday 16th March 2009.

C11.10.4 **No dismantling of Corporate Reception Chalets is to take place before 0700 hours Monday 16th March 2009.**

C11 - Consignment, Installation and Dismantling of Chalets

Any contractor or Corporate Reception Chalet holder contravening these regulations risks permanent disbarment from the Exposition site.

- C11.10.5 The Organiser is not responsible for goods or equipment on exhibition stands that are left by the Exhibitors, Corporate Reception Chalet Holders 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.
- C11.10.6 Vehicles collecting goods will not be allowed to access the Exposition site before 0700 hours Monday 16th March. To reduce loss of equipment or goods, all Exhibitors, Corporate Reception Chalet Holders and their Contractors should be on-site at 0700 hours Monday 16th March to commence their move out.
- C11.10.6 Vehicular access to Exposition Pavilions will be restricted. Exhibitors, Corporate Reception Chalet Holders and their Contractors are reminded that the Organiser has appointed exclusive On-Site Logistics Provider.
- C11.10.7 Exhibitors, Corporate Reception Chalet Holders and their Contractors must ensure that their sites are left clean, in good condition and free of rubbish and debris.
- C11.10.8 Exhibitors and Corporate Reception Chalet Holders 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.
- C11.10.9 Stand sites must be completely cleared by no later than 1800 hours, Tuesday 17th March 2009. 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.

C12 - Safety, Security and Cleaning

C12.1 Corporate Reception Chalet Holders & Exhibitors Responsibilities

C12.1.1 Each Corporate Reception Chalet Holder and Exhibitor will be responsible for the security of its exhibits and property.

C12.1.2 The wearing of uniforms by Corporate Reception Chalet Holder's or Exhibitors' security personnel is prohibited, and the carriage of firearms by security personnel is strictly forbidden. (However, the wearing of corporate uniforms by Corporate Reception Chalet Holders staff is permitted.)

C12.1.3 Access to Corporate Reception Chalets must be provided at all times for inspection purposes to officers of the official Safety Services, other relevant Authorities and the Organiser.

C12.2 Security Services

C12.2.1 The Organiser will be appointing an Official Security Company to provide security services to the Exposition.

C12.2.2 A security surveillance service will be provided by the Organiser at night. However, the Organiser cannot guarantee the protection of Exhibitors, Corporate Reception Chalet Holders and their Contractors property and can accept no responsibility for it.

C12.2.3 Exhibitors, Corporate Reception Chalet Holders and their Contractors are reminded that there is a significantly increased risk of theft during the period of removal of exhibits. Accordingly, Exhibitors, Corporate Reception Chalet Holders and their Contractors would be prudent to strengthen their own guarding and security at that time.

C12.2.4 Exhibitors, Corporate Reception Chalet Holders and their Contractors are reminded that before, during and after the Exposition, no portable items should be left unattended on exhibition stands. All Exhibitors, Corporate Reception Chalet Holders and their Contractors must secure or lock the portable items away whenever the stand is unattended or remove portable items when leaving the stand.

C12.2.5 Complete responsibility for the safety and security of the property of Exhibitors, Corporate Reception Chalet Holders and their Contractors must be borne by the Exhibitors, Corporate Reception Chalet Holders and their Contractors.

C12.2.6 Exhibitors, Corporate Reception Chalet Holders 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.](#)

C12.2.7 The Organiser may, from time to time, issue instructions, directions

C12 - Safety, Security and Cleaning

or regulations in respect of security. Exhibitors, Corporate Reception Chalet Holders and their Contractors will be responsible for meeting any further security requirements issued by the Organiser.

C12.3 Right to Search

C12.3.1 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.

C12.4 Fire Precautions

C12.4.1 Exhibitors, Corporate Reception Chalet Holders 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.

C12.5 Cleaning

C12.5.1 The Organiser will provide a cleaning service for aisles, communal areas and all Exposition display areas within the internal Exposition Pavilions and Corporate Reception Chalet enclosure.

C12.5.2 Please note that cleaning of Exhibition Stands within the Exposition Pavilion and within Corporate Reception Chalets is limited to vacuuming carpet (including the Corporate Reception Chalet courtyards) and emptying of "visible" rubbish bins.

C12.5.3 Exhibitors, Corporate Reception Chalet Holders and their Contractors are free to contact the Official Cleaning Contractor to organise extra and more detailed cleaning of stands. This extra cleaning will be at the Exhibitors, Corporate Reception Chalet Holders and their Contractors expense.

C12.5.4 Exhibitors are responsible for the maintenance and cleaning of External Exposition areas. The Organiser will on application, provide at the expense of Exhibitors, cleaning services for Exhibitors' external display areas.

C13 - Liabilities and Insurance Requirements

C13.1 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.



C14 EXHIBITION CONSTRUCTION AND DISMANTLING SCHEDULE (Draft)

C14 - Exhibition Construction and Dismantling Schedule

Monday 2nd March	(0700 hrs)	<p>NOTE: - Move-in Phase (0700 Monday 2nd March to 1800 Sunday 8th March)</p> <p>The Site is considered to be a Construction Site.</p> <p>Safety equipment, enclosed shoes and High Visibility clothing or vests MUST be worn by ALL persons on the Site.</p>	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 C and B.	
Tuesday 3rd March	(1300 hrs)		Site opens for Custom Stand Exhibitors in the Southern end of Halls A and C and B	
Friday 6th March	(0700 hrs)		Site opens for Exhibitors and their Contractors to commence Move-in for Exposition Pavilion shell scheme stands (International Wall Stands) and Gazebos in the External Exposition area.	
Sunday 8th March	(1800 hrs)	<p>NOTE: There will be no forklift access to the Expo Halls or Chalet Line after 1800hrs Sunday</p>	Construction of Exposition Pavilion stands and Corporate Reception Chalet Fit-out must be complete. All sites must be cleared of vehicles, packing, building materials and all other surplus equipment so initial contract cleaning can commence.	
Monday 9th March	(0700 hrs)	<p>Note:- Exposition Phase.</p> <p>Site is no longer considered to be a Construction Site.</p> <p>High visibility clothing/vests no longer compulsory except in Loading Dock area.</p>	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 9th March	(1200 hrs)		Exhibitors must have completed preparations to exhibition stands display areas by 1200 hours.	
Monday 9th March	(1800 hrs)		Site closes to all Exhibitors and Contractors to allow Organiser to complete Opening preparations	
Tuesday 10th 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 10th March 2009.	
Tuesday 10th March	(0900 hrs)		Exposition commences	
Tuesday 10th March to Sunday 15th March			Exposition Period	
Sunday 15th March	(1700 hrs)		Exposition Concludes and Pavilion closed	
Sunday 15th March	(1700 – 1900 hrs)		Removal of hand held items from Expo Pavilion and Corporate Reception Chalets	
Monday 16th March	(0700 hrs)		<p>NOTE: - Move-Out Phase (0700 Monday 16th March onwards)</p> <p>Site is considered to be a Construction Site. Safety equipment, enclosed shoes and High Visibility clothing or vests must be worn by all persons on the site</p>	Site opens for commencement of removal of exhibits, furnishings, decorations and dismantling of stands, Corporate Reception Chalets and other facilities.
Tuesday 17th March	(1800 hrs)			Completion of the removal of all exhibits and dismantling of stands and Corporate Reception Chalets
Friday 22nd May 2009	(2000 hrs)	Site closes to Contractors.		

