

# Exhibitors F&Qs

## Power and Utilities

All power within your exhibition must be organized with the event organizer and/or their appointed exhibition contractor. Under no circumstances are exhibitors or stand contractors permitted to access power services within the venue.

All services must be installed by qualified personnel to comply with the relevant statutory acts and regulations.

Services must not cross aisles or exhibits, or block operation of / or interfere with emergency exits, fire hydrants etc. Service pits must remain accessible at all times. Connections to facilities not approved by the Darwin Convention Centre will be disconnected. Services must not cross aisles or exhibits, or block operation of / or interfere with emergency exits, fire hydrants etc. Service pits must remain accessible at all times. Connections to facilities not approved by the Darwin Convention Centre will be disconnected.

## Test & Tag

It is a policy of the Darwin Convention Centre that all electrical power cords and appliances are to be tested and tagged prior to being bought and used at the Centre.

A testing and tagging fee will apply to all items that require this service.

The Centre reserves the right to remove any electrical equipment/appliances, power boards or extension cords it deems to be non-compliant or suspect that they do not have a current test and tag sticker.

## Can I bring in my own food or drink into the venue?

The DCC has sole catering rights for the sale and distribution of any article of food or drink for consumption on-site. Any exhibitors wishing to distribute food or beverage samples must seek prior approval from DCC to meet the Centre's ISO 22000 Food Safety Standards.

## FREIGHT - DELIVERIES, COLLECTION & STORAGE

Darwin Convention Centre will accept event freight on behalf of the Hirer or exhibitors seven (7) days prior to the commencement of the Licence period. The Centre will not be held liable for any losses or damages to goods received or accept *"Cash on Delivery"* deliveries.

Deliveries arriving without the correct delivery label or prior to the allocated move in will not be accepted. Deliveries will be secured in the Hirer's Store by Centre staff until commencement of the Licence period. **\*see label below**

Organisers and exhibitors **MUST** ensure transportation has been arranged for their goods with the appropriate consignment notes completed and attached within three (3) working days after the event. The Centre reserves the right to dispose of any goods after three (3) working days.

All event freight (deliveries or collections) should be directed to the Darwin Convention Centre Loading Dock, Stokes Hill Road, Darwin-NT 0800. Loading Dock operating hours are 830am - 530pm, Monday to Friday. Arrangements must be made with the Centre for any deliveries or collections outside these hours.

## EMERGENCY PROCEDURES

In the event of an evacuation Darwin Convention Centre staff will act as fire wardens to assist in the movement of patrons to the designated assembly point.

[https://www.darwinconvention.com.au/assets/pdf/dcc\\_emergency\\_procedures\\_sept\\_2009.pdf](https://www.darwinconvention.com.au/assets/pdf/dcc_emergency_procedures_sept_2009.pdf)

## WHO NEEDS TO COMPLETE THE CONTRACTOR INDUCTION

All persons working onsite at the DCC for an exhibition, including external contractors/ labourers/ hired help must complete the DCC's online induction via our website at <http://www.darwinconvention.com.au/site-safety-induction.html>

While not being mandatory, it is encouraged that all exhibitors complete the induction to increase their awareness of the environment in which they will be working.

## BUMP IN/OUT PROCEDURES

The Darwin Convention Centre accepts a duty of care for the health and safety of all people (Staff, Contractors and Visitors) in the workplace as required under WH&S Legislation. Implementing this duty of care requires everyone in the workplace to be aware of potential hazards and to take steps to prevent workplace accidents, injuries and illnesses.

Contractors/suppliers have 15 minutes to unload and must remove their vehicles from the loading dock once goods are unloaded. They are advised to park in one of the public car parks available within the Darwin Convention Centre or the Darwin Waterfront precinct.

In the interest of safety, children are not permitted in areas of the Centre during bump in/out of events.



All exhibitors **MUST** during bump in and out periods wear **closed toe shoes and high visibility vests**.

Entry will be denied to exhibitors not complying. Vests are available for purchase onsite.

# EXHIBITOR FREIGHT



<b>DELIVERY ADDRESS:</b>		<b>LOADING DOCK DARWIN CONVENTION CENTRE STOKES HILL ROAD, DARWIN NT 0801</b>		<b>TELEPHONE: +61 8 8923 9000</b>
<b>EVENT NAME:</b>				
<b>EVENT DATE/S:</b>				
<b>STAND NAME:</b>				
<b>EVENT ORGANISER:</b>				
<b>ON SITE CONTACT:</b>		<b>CONTACT PHONE:</b>		
<b>SENDER:</b>		<b>CONTACT PHONE:</b>		
<b>CONSIGNMENT NOTE NO. :</b>		<b>TOTAL NO. ITEMS:</b>		

DESCRIPTION OF ITEMS	
<b>COURIER NAME</b>	(i.e. 2 X PALLETS, BOXES, BANNERS, CRATE, SACHEL)
<b>NO GOODS WILL BE ACCEPTED BEFORE 7 Days PRIOR TO Event ALL GOODS ARE TO BE DELIVERED BETWEEN 0830 &amp; 1730 WEEKDAYS</b>	