



## Storage Decisions Australia 2010 Exhibitors Information

WFEvents has engaged ActionBrands as event logistics manager for Storage Decisions Australia 2010 to be held on Level 01 of the new [MCEC - Melbourne Convention and Entertainment Centre](#).

- [Click here for an overview of the MCEC.](#)

An integral component of the Storage Decisions Australia 2010 conference is the exhibition featuring sponsor companies. ActionBrands has been engaged by WF events to ensure your involvement is both rewarding and runs smoothly.

The exhibition is being held in the foyer on Level 01 outside conference rooms 103 - 106. A floorplan will be available in March 2010.

### How do I find the Conference Venue?

## MELBOURNE CONVENTION AND EXHIBITION CENTRE LOCATION MAP



- ➡ **SITE X EXHIBITOR CAR PARK** – Enter via corner of Montague and Munro Streets.
- ➡ **FREEWAY CAR PARK** – Enter via Munro Street under the Westgate Bridge.
- ➡ **WORLD TRADE CENTRE CAR PARK** – Enter via Siddeley Street
- ➡ **MCEC CAR PARK** – Enter via Normanby Road

[Click the MCEC image below.](#)



### Display Booths

The exhibition booths are being built by Moreton Hire and are constructed using white melamine walls. The booth design is indicated below. Moretons Hire staff will be in touch with you regarding

- any exhibition furniture you require,
- any additional electrical requirements for power points or lights,
- the details of your fascia signage.



## Syma Shell Scheme

### What is included with the exhibition booths?

The exhibition booths are constructed as follows

- White Melamine **walls 2.4m high (booths will be constructed with three sides unless otherwise requested)**
- Existing carpeted flooring in the venue
- 1 x 240V power supply rated to 4 amps
- 2 x overhead floodlights
- 1 x white syma sign with black lettering per booth.

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## Where do I arrange additional exhibition equipment?

Click on the links to download the catalogues and price lists.

- [Exhibition Equipment and Furniture Catalogue](#)
- [Exhibition Equipment and Furniture Price List](#)

If you wish to contact Moreton Hire direct, please call Danielle Paten, Exhibition Account Co-ordinator, Moreton Hire on

p 03 9300 5700

d 03 9300 5708

f 03 9300 5733

e [danielle.paten@moreton.net.au](mailto:danielle.paten@moreton.net.au)

or [www.moretonhire.com.au](http://www.moretonhire.com.au)

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## Can I send my exhibition equipment to the MCEC?

If you need to send bulky exhibition equipment to the venue, this needs to be arranged via the freight forwarder. Large trolleys, pallet jacks or other methods of moving bulky objects are not allowed access to the venue.

**Items you cannot comfortably carry or those in excess of 20kgs, will need to be delivered to the nominated freight forwarder, Agility Fairs & Events. Who will deliver your equipment to the exhibition floor.**

If the item can be carried, or moved using your own small box trolley (ie to move small cartons), you will be able to transport your equipment from the parking bays to the exhibition area via the foyer and elevators. **Do not transport any equipment via the escalator.**

Agility Fairs & Events (a specialised exhibition and event logistics provider) has been appointed as the official logistics contractor to Storage Decisions Australia 2010. The venue has very strict guidelines regarding delivery and loading dock access times and deliveries will not be accepted at the MCEC prior to 12th May. We highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours. Agility Fairs & Events will deliver your equipment to the exhibition floor on, **Level 01 of the MCEC**, ready for set up at 6am on May 12<sup>th</sup>.

Agility Fairs & Events can arrange all local, interstate and international transport services including delivery onto each exhibitors' stand at the exhibition venue. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged.

Prior to the exhibition, Agility Fairs & Events will contact all exhibitors to discuss individual transportation and other logistics requirements.

In the meantime, to request a quote please,

- [Click to download and complete and return the Transport Request Form.](#)

For further information please contact:

### **Agility Fairs & Events**

28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045

Tel: +61 3 9330 3303

Fax: +61 3 9330 3337

E-mail: [Expoeasy@agilitylogistics.com](mailto:Expoeasy@agilitylogistics.com)

Agility Fairs & Events standard trading conditions apply for services provided - it is important that you are aware of these. Services include: transport, crantage, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.

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## Public liability insurance requirements

Exhibitors must hold adequate Public Liability Insurance cover for their stand, products and personnel. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand. This must include the bump-in and bump-out times of the exhibition as well as for the duration of the exhibition.

Public liability insurance must also be included to the value of \$10 million. Westwick Farrow cover general aisle way and gangway areas. This must be provided prior to personnel being allowed access to the exhibition.

In the interests of Occupational Health and Safety it is important to recognise that during move in and move out the exhibition is a CONSTRUCTION ZONE and extreme care must be taken at all times.

**Exhibitors need to forward a copy of your certificate of currency for Public Liability Insurance by email to [lcrossley@westwick-farrow.com.au](mailto:lcrossley@westwick-farrow.com.au) or fax attention Lisa Crossley on 02 9489 1265.**

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### **When are the bump-in (set up) and bump-out (pack up) times?**

**Bump-in:** Exhibitors can setup from

- 6am to 8am – Wednesday May 12<sup>th</sup>

**Bump-out:** Exhibitors can commence break down of their display only after the conference closes.

- 6pm to 8pm on Wednesday May 12<sup>th</sup>

For OHS compliance, it is important that exhibitors do not commence display breakdown while conference attendees are still in attendance.

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### **Who do we seek assistance from regarding our exhibition setup?**

ActionBrands staff will be in attendance at the venue during the bump in, conference and bump out. Ask for either Ron McGregor or Jessica Walker. Ron can be reached on 0400 156 414.

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### **How do I arrange wireless internet access?**

MCEC Wireless can be purchased by credit card via the MCEC Wireless portal. Open your internet browser and follow the instructions to access the connection to the MCEC broadband.

The service is available via two usage plans:

- Plan 1 - 1 hour access or 75MB download - \$10 (including GST)
- Plan 2 - 8 hours access or 250MB download - \$20 (including GST)

If you need a dedicated broadband line contact Ron McGregor on 02 4353 5885 ext 1 by May 1st 2010.

Access time is the cumulative time you are logged into the service over one or more sessions. When you have used the specified access time or download allowance (whichever comes first) for your plan, your access to the service will expire. All access hours must be used within 48 hours from time of purchase. The maximum bandwidth of the service for both plans is 256Kb/s.

### **PLEASE NOTE:**

Wireless is not a secure network and download speeds will vary, depending on the number of users on the service at any one time. Wireless signal strength can also vary depending on geographical location and other items interfering with the signal.

Exhibitors who require a secure network to download continuous information over a longer period of time are advised to order a dedicated fixed-line service, which can be tailored for their individual needs.

Please refer to section 2.2.3 of the MCEC exhibitors manual available by [Clicking Here](#).

MCEC Wireless is ideally suited for sending and receiving emails, basic internet browsing and downloading small mounts of information. This service is best suited to be used by delegates and visitors to the MCEC who want to access information in short time periods.

A full set of MCEC Wireless Terms of Use are available from the MCEC Wireless portal.

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### **Where do we book accommodation for our representatives?**

The Hilton Hotel Melbourne, South Bank is adjacent to the venue. A number of rooms have been set aside in anticipation of your requirements. You will need to make your own booking.

- [Accommodation can be booked via the following link.](#)

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### **What car parking is available at the MCEC?**

All day parking is available for \$10 under the MEC (via Normandy Rd) carpark as indicated on the map above. Park at the MEC undercover carpark and retain your ticket as normal. Once on site, visit the registration desk to receive a validation ticket which you take to the pay station on departure and follow the instructions. Take your original ticket and insert it in the pay machine. When prompted for payment, insert the validation ticket and the payment amount will be reduced to \$10 and payment can be processed. The machine will provide an exit ticket which you can insert at the barrier gate to leave.

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### **Who do we contact regarding our exhibition enquiries?**

Ron McGregor will be your contact at ActionBrands. Ron can be contacted on

t 02 4353 5885 ext 1

m 0400 156 414

e [ron\\_mcgregor@actionbrands.com.au](mailto:ron_mcgregor@actionbrands.com.au)

ActionBrands staff look forward to assisting your successful involvement at Storage Decisions Australia 2010. [Click here](#) to download the MCEC exhibitor manual with complete details regarding the use of this venue.

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Click here for more information regarding [Storage Decisions Australia 2010](#), or contact Paul Davis on 02 9487 2700.