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ACCESS

Sydney

Exhibitors and Contractors

Access to the ICC loading dock facilities are on two levels. Access is via a slip-lane from the south bound lane on Darling Drive. A vehicle inspection check point with a boom gate is located at the bottom of the ramp on Darling Drive. All vehicles must be given permission to proceed to the upper or lower docks. There is also a lane for unauthorised vehicles including those outside the approved access window.

-Each exhibition hall can be accessed via a 5.6 metres wide x 4.5 metres high loading dock door.
-Loading Dock Level one, servicing halls 1-4, is located on the eastern side of the venue. This fully covered dock is 14.85 metres wide with a clearance of 5 metres. The dock can accommodate 17 semi-trailers concurrently. The dock operates on a one way circulation system to maximise efficiency. An unload limit of 20 minutes per vehicle applies.

Occupational Health & Safety

Regulations strictly prohibit children from being on-site during the build-up and move-out periods. This means that children under the age of 15 are not permitted in the venue at any time during build-up and move-out, we apologise for any inconvenience.

Visitors

- During the Show visitors and exhibitors will have access to the exhibition via the front doors of the exhibition halls.
- Exhibitors can enter the show up to two hours before opening.
- Public car parking is located at the venue. Access if via Darling Drive

Perth

Exhibitors and Contractors

Access to the Perth Convention and Exhibition Centre (PCEC) for exhibitors and contractors during build-up and dismantling is via the loading dock at the rear of the exhibition halls. Access is via Spring Street, Freeway South or Freeway North. The access ramp and driveway is one-way and is deemed as a tow-away zone to ensure a continuous and clear flow of traffic to all exhibition halls. Parking other than for the transfer of goods to the halls is not permitted.

Occupational Health & Safety

Regulations strictly prohibit children from being on-site during the build-up and move-out periods. This means that children under the age of 15 are not permitted in the venue at any time during build-up and move-out, we apologise for any inconvenience.

Visitors

- During the Show visitors and exhibitors will have access to the exhibition via the front doors of the exhibition halls.
- Exhibitors can enter the show up to two hours before opening.
- Public car parking is located under the venue

Brisbane

Access to the Brisbane Convention & Exhibition Centre (BCEC) for exhibitors and contractors during build-up and dismantling is via the loading dock at the rear of the exhibition halls.

- All traffic must enter the service road from Glenelg Street and exit via Melbourne Street. Movement of vehicles on the service road is strictly one way.
- The loading dock is controlled by the BCEC, not the organisers. During high traffic periods, the BCEC Service Road controller will supervise entry to the service road at the boom gate on Glenelg Street.

- Parking other than for the transfer of goods to the halls is not permitted. Vehicles may remain on the loading dock or service road for a period of 15 minutes. Vehicles exceeding unload time period may be towed.
- Event contractor vehicles are permitted to drop off tools and equipment at loading docks.
- The vehicles must then be removed; parking is available in the underground car park (charges apply, please refer to 'Car Parking').

Occupational Health & Safety

Regulations strictly prohibit children from being on-site during the build-up and move-out periods. This means that children under the age of 15 are not permitted in the venue at any time during build-up and move-out, we apologise for any inconvenience.

Visitors

- During the Show visitors and exhibitors will have access to the exhibition via the front doors of the exhibition halls.
- Exhibitors can enter the show up to two hours before opening.
- Public car parking is located under the halls and can be accessed via the Melbourne Street ramp at the northern end of the service road area.

Melbourne

Exhibitors and Contractors

Access to the Melbourne Convention & Exhibition Centre for exhibitors and contractors during build-up and dismantling is via the loading dock at the rear of the exhibition bays. Access is via Normanby Road. To ensure a continuous and clear flow of traffic to the exhibition bays, parking is not permitted in the loading dock area. Handheld items should be delivered from the car park located directly underneath the exhibition bays. A lift near Door 1, 6 & 10 in the car park provides access to the public concourse – please note however that no trolleys are allowed on the concourse at any time.

Occupational Health & Safety

Regulations strictly prohibit children from being on-site during the build-up and move-out periods. This means that children under the age of 15 are not permitted in the venue at any time during build-up and move-out, we apologise for any inconvenience.

Visitors

- During the Show visitors and exhibitors will have access to the exhibition via the front doors of the exhibition halls.
- Exhibitors can enter the show up to two hours before opening.
- Public car parking is located under the bays. Access is via Normanby Road.

ACCOMMODATION & TRAVEL

Accommodation and Travel is available from our preferred supplier Show Group who has negotiated rates. Please review the Contact List under Event Information.

For the Perth Show our hotel partner is Parmelia Hilton. Rates and details on how to book will be in the accommodation section of the OEM. Accommodation details for other states may be updated in due course also.

ACCOUNTS

For any enquiries about your account or payments please contact Accounts Receivable on 03 7000 0500 or email: accounts@talk2.media

ADMISSION POLICY

Valid General Entry Ticket must be shown to gain access to the show. Concession tickets require valid student or pensioner concession ID to be shown upon entry. For more information on

admission to the show please visit the [event website](#) or contact the Organisers for more information.

ADVERTISING & MEDIA

Limited advertising opportunities may be available. If you are interested, please contact Marketing on info@goodfoodshow.com.au

ALCOHOL SAMPLING & SELLING

Sydney

The ICC has sole rights for the sale and distribution of any article of food or drink for consumption on-site.

Exhibitor's wishing to sell/sample wine, beer or spirits at any Talk2Media & Events show in Sydney must do the following:

- Notify the organisation of their intent to sell/sample wine, beer or spirits by completing the Alcohol – Sampling/Selling Regulations form in the Online manual
- Complete a Temporary Food Application form and submit directly to the City of Sydney by 3rd June. There is no fee for applying for a TFP but it is a requirement. Please note if you submit your application after the 3rd of June there is a late fee.
- Ensure all staff have a valid NSW RSA certificate. (Qualifications from other states do not apply in NSW).
- Supply a valid copy of all liquor licences and staff RSA certificates to the exhibition coordinator no later than 1 month out from the event. Upload all staff RSA certificates on the Online Manual.
- Supply a roster of all staff working on the stand, detailing dates, times and competency card number. A template is available for you on the Online Manual.
- Supply a valid copy of all liquor licences and staff RSA certificates to the exhibition coordinator no later than 1 month out from the event.
- Have appropriate liquor signage displayed on your stand at all times. If you do not have your own this will be available to purchase from the organisers office during bump in.

For any questions relating to exhibitor liquor licenses please contact your show coordinator.

Please note exhibitors are not permitted to drink whilst on duty at the Event. You are required to nominate one (1) person on your stand as the RSA Qualified Representative who cannot consume alcohol, and as such assess patrons. This person can be decided onsite when the RSA marshal checks your certificates during bump in.

An alcohol briefing will be held on Thursday 22nd June in the Riedel Drinks Lab, exact time to be advised.

RSA certificates

All staff sampling or selling alcohol at a Sydney event must have a NSW RSA certificate. Qualifications from other states do not apply in NSW and bridging courses are no longer offered.

To get a NSW RSA certificate applicants must complete a course through an approved training provider. A list of approved training providers can be found on www.olgr.nsw.gov.au/courses_rsa

The NSW Office of Liquor and Gaming has introduced new legislation in relation to RSA certificates. NSW RSA certificates obtained prior to 30 Jun 2007 are no longer valid. If your RSA was obtained before 2011 please log onto the NSW Office of Liquor and Gaming website and

complete a new RSA course and obtain a competency card for your RSA to be valid. Online RSA course providers can be found here: http://www.olgr.nsw.gov.au/courses_rsa_online.asp

Incident Management

For all liquor related incidents (underage drinkers, visitors helping themselves to alcohol, aggressive behaviour, intoxication) please ensure all incidents are reported to security and your RSA Manager is contacted immediately.

Signage

All exhibitors will need to bring the required liquor licensing signage on site for display on their stand. If you do not have one it is available to purchase [here](#) or you can purchase at the organisers office during bump in.

Alcohol - Sales

Companies that would like to sell their alcohol are able to do so from their stand, for consumption offsite only (all bottles sold must be unopened). Please note that sale of alcohol by the glass is prohibited. All bottles sold must be sold in the sealed bags provided by Talk2Media & Events.

Sampling

Samples of alcohol must not be more than the following:

- Beer – 50ml
- Wine – 30ml
- Spirit - 10ml

Perth

The PCEC has sole rights for the sale and distribution of any article of food or drink for consumption on-site.

Exhibitor's wishing to sell/sample wine, beer or spirits at any Talk2Media & Events show in Perth must do the following:

- Notify the organisation of their intent to sell/sample wine, beer or spirits by completing the Sampling – Alcohol Form in the Online manual
- Supply a copy of your liquor licence and all staff RSA certificates to the exhibition coordinator no later than 1 month out from the event and keep a copy on site at the exhibition
- Have appropriate liquor signage displayed on your stand at all times
- Attend onsite Alcohol briefing prior to show open.

Liquor Licences and Australian RSA certificates from any state in Australia are valid in Western Australia providing they meet they come with a nationally recognized statement of attainment and are valid in the home state.

Exhibitors sampling alcoholic products are responsible for adhering to Government regulations and responsible service of alcohol guidelines. Staff working on the stand must also be aware of and abide by these regulations at all times. Western Australia has particularly strict liquor licensing and RSA requirements and a pre event briefing will be held with all exhibitors to communicate your obligations. Failure to comply with WA liquor and RSA guidelines may result in closure of your stand by the WA Liquor Enforcement Unit.

An alcohol briefing will be held on Thursday 20 July in the Riedel Drinks Lab, exact time to be advised.

Incident Management

For all liquor related incidents (underage drinkers, visitors helping themselves to alcohol, aggressive behaviour, intoxication) please ensure all incidents are reported to RSA Manager on site. For any visitors that are aggressive or intoxicated, please contact your RSA Manager straight away.

Alcohol - Sales

Companies that would like to sell their alcohol are able to do so from their stand, for consumption offsite only (all bottles sold must be unopened). Please note that sale of alcohol by the glass is prohibited. All bottles sold must be sold in the sealed bags provided by Talk2Media & Events.

Sampling

Samples of alcohol must not be more than the following:

- Beer – 50ml
- Wine – 30ml
- Spirit - 10ml

Brisbane

The BCEC has sole rights for the sale and distribution of any article of food or drink for consumption on-site.

Exhibitor's wishing to sell/alcohol at any Talk2Media & Events show in Brisbane must do the following:

- Upload a copy of their company liquor licence (please note licence must be an Australian liquor licence - if you do not have an Australian one please contact your account manager). This must be uploaded on the Online Manual.
- Complete the Alcohol Sampling Form on the Online Manual and submit it no later than 6 weeks out from the event
- Ensure they have a valid liquor licence displayed on their stand at all times.
- Have a valid copy of all staff RSA certificates onsite.

The liquor licence must be one of the following;

- QLD Wine Producer Licence
- QLD Wine Merchant Licence
- Interstate Liquor Licence

- To apply for a licence please visit www.olgr.qld.gov.au and follow the directions
- Please note that QLD wine producers and merchants may be required to apply for a wine permit to allow them to sell their product away from their licensed premises for a one off event
- Any exhibitor without a valid liquor licence will not be allowed to sell or sample alcohol at the show

An alcohol briefing will be held on Thursday 26 October in the Riedel Drinks Lab, exact time to be advised.

Brisbane RSA Requirements

- Any RSA issued after 1 July 2013 in any state is valid provided that it is nationally accredited.
- An online QLD RSA course can be complete at: <http://www.hia.edu.au/responsible-service-of-alcohol/queensland/>

Exhibitors sampling alcoholic products are responsible for adhering to Government regulations and responsible service of alcohol guidelines. Staff working on the stand must also be aware of these regulations.

Incident Management

For all liquor related incidents (underage drinkers, visitors helping themselves to alcohol, aggressive behaviour, intoxication) please ensure all incidents are reported to the RSA Manager onsite.

Alcohol - Sales

Companies that would like to sell their alcohol are able to do so from their stand, for consumption offsite only (all bottles sold must be unopened). Please note that sale of alcohol by the glass is prohibited. Alcohol does not require to be sold in sealed bags but these will be available if you require.

Sampling

Samples of alcohol must not be more than the following:

- Beer – 50ml
- Wine – 30ml
- Spirit - 10ml

Melbourne

The MCEC has sole rights for the sale and distribution of any article of food or drink for consumption on-site.

Exhibitor's wishing to sell/sample alcohol at any Talk2Media & Events show in Melbourne must do the following:

- Complete the following documentation and send it to Talk2Media & Events.
 - a. A Major Event Licence Application
 - b. A copy of all staff RSA certificates
- Log onto Streatorader and complete a Statement of Trade as Class 4, (those sampling wine/alcoholic beverages are considered a Class 4 by Streatorader) please note that your statement of trade as a class 4 business will incur NO FEE. Business registrations must be submitted no later than 21 days out from the show. For interstate or international exhibitors, please register your business under the council where the event will take place, which is City of Melbourne.
- Signage; display the Under 18 & Disorderly posters.

Once all applications have been received these will be forwarded to Liquor Licensing Victoria. Applications must be submitted by the **30th March 2023**. Exhibitors will be contacted if there are any queries.

An alcohol briefing will be held on Thursday 18 May in the Riedel Drinks Lab, exact time to be advised.

Vigneron or Wine and Beer licences

Please note that exhibitors with a Vigneron or Wine and Beer Licence (Vic only) will still need to apply for a major events licence

RSA Certificates

a. Victorian Exhibitors

For a Victorian RSA qualification to be valid it must have been issued within the last 3 years. If your RSA was issued before 2016 you must complete a refresher course.

b. Interstate Exhibitors and exhibitors who need to do a refresher course

Providing your RSA certificate has been issued in the past 3 years interstate exhibitors can complete an online refresher course to obtain a Victorian RSA by using the link below and following the directions:

- Access the RSA online refresher course website at https://liquor.justice.vic.gov.au/rsa_refresher
- When you successfully complete the course, print out your certificate of completion and submit with your Major Event Licence Application

Signage

All exhibitors will need to display a copy of the Major Event liquor licence on their stand at all times during the event and all relevant liquor licensing signage. The Organiser will provide you with a copy of your Major event license and relevant RSA signage to be collected during bump in.

Certificate of Temporary Food Registration

All exhibitors sampling or selling food and drinks (alcoholic and non-alcoholic) must have a temporary food registration within the State of Victoria. Registrations are valid across all Victorian municipalities annually. To obtain a Temporary Food Registration please do the following:

- Log onto Streatrader via www.streatrader.com.au
- Register your food premises by clicking on "Apply for a new registration/notification" and completing the form
- For interstate or international exhibitors, please register your business under the council where the event will take place, which is City of Melbourne.

Businesses that are already registered with a council in Victoria do not need to do this step.

Statement of Trade

Once you have lodged your registration, or for those exhibitors who already have a registration, you will need to lodge a Statement of Trade notifying your council that you will be operating a temporary premise. To do this please do the following:

- Log onto Streatrader via www.streatrader.com.au
- Lodge a Statement of Trade by clicking on "Lodge a Statement of Trade" and completing the form

All Statement of Trade forms must be submitted no later than 14 days out from the show. For more detailed information regarding these regulations, contact Streatrader via the website: www.streatrader.com.au, contact your Local Council if located in Victoria.

Exhibitors sampling alcoholic products are responsible for adhering to Government regulations and responsible service of alcohol guidelines. Staff working on the stand must also be aware of and abide by these regulations at all times.

Incident Management

For all liquor related incidents (underage drinkers, visitors helping themselves to alcohol, aggressive behaviour, intoxication) please ensure all incidents are reported to security/RSA manager on site

Alcohol – Sales

Companies that would like to sell their alcohol are able to do so from their stand, for consumption offsite only (all bottles sold must be unopened). Please note that sale of alcohol by the glass is prohibited. All bottles sold must be sold in the sealed bags provided by Talk2Media & Events.

Sampling

Samples of alcohol must not be more than the following:

- Beer – 50ml
- Wine – 30ml
- Spirit - 10ml

ANIMALS ON SITE

Animals (including fish) are not allowed onsite or on stands without the express written permission from both the organiser and venue. If you would like to bring an animal onsite or on your stand please notify your show Operations Manager as early as possible to discuss further.

AUDIO VISUAL EQUIPMENT

Audio visual, staging equipment and computer hire is available from our preferred suppliers. Please refer to the Contact List and Order Forms in the Online Exhibitor Manual.

BUSINESS SERVICES

Sydney

The Exhibitor Service Desk is situated at the southern end of level two of the exhibition centre. It is operated by ICC Sydney staff and is open during the move in, operational and move out stages of exhibitions in halls one to seven. Exhibitors may order services including food and beverage, internet and telecommunications, water and waste facilities, banner hanging and rigging, stand cleaning and audio visual at the service desk. Online ordering can be accessed from the exhibitors' page on the venue's website.

Internet

The venue can provide a wide range of services including, wifi and data lines. Please refer to Additional Services section in the Online Manual for a full list of Venue Service Order Forms for more information.

Perth

The PCEC Concierge Desk is located on Level 2 next to the Espresso Café and offers a wide range of stationery and business services to exhibitors including faxing, photocopying and laminating. Hours of operation are 8:30am-5pm Monday – Friday.

Internet

The venue can provide a wide range of services including, wifi and data lines. Please refer to Additional Services section in the Online Manual for a full list of Venue Service Order Forms for more information.

Brisbane

Exhibitor Services is situated in the concourse between Exhibition Halls 2 & 3. It is open during move-in, operational and move-out stages of the exhibition. Services provided include faxing, photocopying and the sale of stationery items

Internet

The venue can provide a wide range of services including, wifi and data lines. Please refer to Additional Services section in the Online Manual for a full list of Venue Service Order Forms for more information

Melbourne

Free WiFi is available throughout the MCEC via M Connect. Services such as stand catering, telephone/internet connections and café accounts can be organised by contacting Exhibitor Services or ordering through the MCEC website. For further information contact the MCEC.

Internet

The venue can provide a wide range of services, including wifi and data lines. Please refer to Additional Services section in the Online Manual for a full list of Venue Service Order Forms for more information.

CANVASSING

Exhibitors are permitted to have promotional staff on their stand space only. Exhibitors and promotional staff must not canvass or distribute promotional material other than from their own stand.

CAR PARKING

Sydney

ICC Sydney has two car parks, providing patrons with access to a total of 826 parking bays, 365 days a year, 24 hours each day. The car park office is located in the exhibition centre car park. -The entrances to the car parks can be easily found by heading south along Darling Drive. Signage will assist and indicate how many bays are available or if the car park is full. For convenience, one car park is located beneath the exhibition centre and the second is located next to the main theatre. Both car parks have a height restriction of 2.1 metres, are controlled by auto pay machines and provide convenient lift access to the venue. The exhibition Centre car park provides the following additional facilities:

- eight disabled parking bays
- 10 electric car chargers servicing 20 parking bays
- 25 motorcycle parking bays
- 50 bicycle racks

There are several other parking garages also available around Darling Harbour

Perth

The venue car park is located below the Perth Convention & Exhibition Centre and is owned and operated by the City of Perth. Parking is difficult during the week and the organisers strongly recommend you pre-purchase a car park space from show move-in through to move-out via the City of Perth Website

Access to the car park is via Mill Street, Mounts Bay Road and the Mitchell Freeway, Riverside Drive-Off Ramp. Disabled parking and lift access is located centrally in the Perth Centre car park. Please note that vehicle access is limited to cars only; with a ceiling height of 2.1 metres and NO trailers will be permitted entry into the car park.

Brisbane

The Centre provides undercover parking for 1500 vehicles, with direct lift access to the Centre's convention and exhibition facilities. For more information, head to their website - <https://www.bcec.com.au/visit/car-parking/>

Melbourne

Please refer to the MCEC Parking page for parking options in and around the venue - <http://mcec.com.au/parking-options/>

CLEANING

Stand cleaning is included in the charge for exhibition space. Stand floors are cleaned and rubbish bins are emptied daily by the contracted cleaners.

Rubbish Bins

The Organisers will provide rubbish bins in the aisles for visitor waste. However exhibitors generating excess waste should provide additional bins for their own stand either by their own supply or through the furniture hire company. Please refer to the Contact List.

COMPETITIONS/LOTTERIES

Sydney

Exhibitors conducting a lottery must obtain a permit from the NSW Gaming & Racing Authority. Applications require a minimum of five working days to process and may be obtained through the Department of Gaming & Racing on Tel: 02 9995 0666 or visit their website: www.olgr.nsw.gov.au.

Perth

Exhibitors conducting Trade Promotion Lotteries are required to obtain a permit from the Department of Racing, Gaming and Liquor in Western Australia. This can be downloaded from their website, www.rgl.wa.gov.au without cost so long as exhibitors ensure their lottery meets all of the requirements outlined in the permit. For further information on these and other permits, please contact the Department of Racing, Gaming & Liquor WA on tel: 08 9425 1888 or visit www.rgl.wa.gov.au.

Brisbane

Any competition, trade promotion or art union conducted at or in conjunction with an exhibitors' stand must comply with the Charitable and Non-Profit Gaming Act 1999, Regulations and Rules (Qld).

For more information on conducting a competition, trade promotion or art union, exhibitors should contact the Queensland Office of Gaming Regulation on (07) 3872 0999 A/H (07) 3210 2906 to obtain an information sheet or visit their web site: <http://www.qogr.qld.gov.au>

Melbourne

Exhibitors who are conducting a lottery for the purpose of promotion of a trade or business with a value in excess of \$5,000 must obtain a permit from the Director of Gaming and Betting. For further information please contact the Minor Gaming Unit, Victorian Commission for Gambling Regulation on tel: 03 9651 3630 or email: minor.gaming@vcgr.vic.gov.au , alternatively visit <http://www.vcglr.vic.gov.au>

CONTRACTORS

The services specified in the online exhibitor manual are available for use by exhibitors but the Organisers are not the agent of either contractors or subcontractors, and can accept no liability of any contract entered into between exhibitors and contractors for the negligence or default of any such person, their servants or agents.

The Organisers have appointed official contractors in order to control the number of people at the exhibition venue. They are given special facilities, however an exhibitor may appoint their own contractor if they wish. Any contractors other than the official contractors must be approved by the Organisers.

Unless otherwise stated exhibitors are responsible for making their own arrangements for services required. It is the responsibility of all exhibitors to see that their contractors or agents are familiar with the Rules and Regulations of the exhibition, which can be found in the Information Section of this online manual.

A full list of contractors can be found in the Contacts List in the online manual.

COVID-19 HEALTH & SAFETY PLAN

Along with providing a safe environment, Talk2 Media & Events' (T2M) key focus is to instil consumer confidence to attend the 2023 events and provide an enjoyable visitor experience. Each exhibition centre across Australia have dedicated VenueSafe Advisors to assist organisers with their COVID-19 plan incorporating health and safety measures.

Talk2 Media are following the VenueSafe operating plans that each exhibition centre around Australia have released.

The plans cover:

- Crowd Control & Queue Management
- Personal Safety & Hygiene
- Incident Management Training
- Food & Beverage
- Communication
- Event Set-Up & Pack Down

Prior coming onsite, all exhibitors must complete the COVID-19 Health Declaration – found in the compulsory forms section of the online manual.

DELIVERIES TO THE EXHIBITION

Neither the venue nor the Organisers will take delivery of any goods, packages or other material on behalf of exhibitors, nor will the Organisers accept responsibility for the safety or well-being of any such items delivered to the site in the absence of the exhibitor, his/her agent or contractor.

For further information on freight forwarding and the booking of storage or forklifts refer to Freight Forwarding & Shipping Agent; GEL on the Contact List.

Please refer to the Deliveries to the Exhibition Venue document under Event Information in the Online Manual.

DEMONSTRATIONS & MACHINERY ON SITE

Product demonstrations or pieces of machinery are not allowed onsite without permission. Please notify your show Operations Manager as early as possible to discuss and gain approval.

EMERGENCY EVACUATION PROCEDURES

All Emergency services need to be coordinated through the Event security to ensure that the emergency vehicles are given the correct information. All security staff are qualified in First Aid procedures. For any first aid requirements please visit security on the show floor or go to the Organiser's Office where security can be contacted.

Sydney

ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire and smoke and other exigencies. It is updated regularly and drills are conducted annually. A trained Emergency Response Team will lead the implementation of all procedures.

In the event of an emergency, one of two alarms may sound:

- Alert alarm – “Beep! Beep! Beep!” This is a warning alarm to notify everyone of a possible emergency. If it sounds, please stand by for further instructions.
- Evacuation alarm – “Whoop! Whoop!” This alarm means all occupants must evacuate. When it sounds, wardens will direct everyone to leave via the nearest exits quickly but calmly, and assemble at the nearest evacuation point where they are to remain until ICC Sydney staff advise that it is safe to return.

Perth

In the event of a decision to evacuate, the following announcement will be made Emergency Warning System:

“Ladies and Gentlemen, a situation has arisen which necessitates our interrupting your event. There is no cause for alarm, but we request you quietly and calmly leave the building by the exit nearest to you. Our staff will direct you from there. Please do not collect any personal belongings from the cloakroom, you will be advised when it is safe to return to the building.”

Following this announcement, the Evacuation Tone (loud whooping alarm) will sound. Staff, Clients, Exhibitors, Agents and Patrons will immediately make their way to the nearest emergency exit and report to Assembly Points No.1 and/or No.2 at the front and/or side of the building.

Assembly Point Locations

There are 2 assembly areas in case of an emergency. These are located at:

1. Level 1 in front of the Medina Hotel.
2. Level 2 on the grassed area to the East of the Busport entrance (Winter Garden).

Please leave all main doors clear for emergency personnel. All Clients of PCEC are requested to familiarise themselves with the emergency exits within the building and the nearest assembly area.

Brisbane

In the case of an emergency in the Centre, please stay calm. Please follow the instructions given by BCEC staff, fully trained for an emergency situation and all venue Security and Building Services staff are qualified First Aiders.

The Centre has a 2-alarm system, which is as follows:

1st alarm sound.....

BEEP BEEP This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound...

WHOOOP WHOOOP

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire.

If there is a need to evacuate, all exits are clearly marked with exit written in green. Centre staff will direct you to a Safe Assembly area. Assembly area is South Bank Institute footpath, which is directly across the road from our bus waiting area in Glenelg Street.

If there is an emergency while in the Centre, dial "8" on an in-house telephone to contact security.

Melbourne

The following are Melbourne Convention and Exhibition Centre Emergency Procedures
For fire, medical and security emergencies Dial ext. 6666 (or +61 3 9235 8333 from any phone)
In any emergency, notify your event security provider immediately or dial 6666 from the nearest internal phone. Melbourne Convention and Exhibition Centre (MCEC) Security Control Centre will dial 000 to co-ordinate emergency service response as required. For non-emergency security enquiries dial ext. 8333 (or 9235 8333 from any phone).
Fire Familiarise yourself with the nearest fire exit and follow the warden's instructions. Do not use the lifts. Please note that only trained security personnel or wardens are permitted to use fire extinguishers.
Medical emergencies In any medical emergency notify your event security or first aid provider immediately. You can also report first aid/medical incidents to the Security Control Centre by calling 6666 from an internal phone or +61 3 9235 8333.
Shelter within the venue If there is an emergency that requires you to stay indoors, find a safe place away from windows or doors and wait for instruction from the wardens or security.
Evacuation In the event of an emergency one of two alarms may sound. Alert alarm: "Beep! Beep! Beep!" If you hear the alert alarm, remain where you are and wait for further instructions
Evacuation alarm: "Whoop! Whoop!" If you hear the evacuation alarm you must leave the building immediately. A warden will direct you to the safest evacuation point and let you know if/when it is safe to return.

EVENTS/FUNCTIONS

We encourage you to come and join your fellow exhibitors at the exhibitor drinks which will be held, when possible, at the venue to unwind and enjoy some refreshments courtesy of the Good Food & Wine Show.

FAIR GUIDE

Please be aware of FAIRGuide, Event-Fair, Expo Guide or Construct Data Verlag. It has come to our attention again that the above-mentioned organisations, which uses very unfair selling practices, is targeting exhibitors involved in Australian exhibitions. FAIRGuide has already begun making contact via email with our current exhibitors. Under no circumstances should you sign anything indicating you will become part of an "exhibition directory" that will list your company's products and services, if the letter is sent to you by FAIRGuide, Event-Fair, Expo Guide or Construct Data Verlag of Vienna, Austria. This company is not connected to our shows or Talk2Media & Events in any way.

If you have already signed for such a service, you may find helpful information here: [Fair Guide](#)

FIRE REGULATIONS

CHARCOAL COOKING

Charcoal cooking is NOT permitted at any GFWS

Sydney

ICC Sydney's permission is required for the use of naked flames or candles. Naked flames or candles can feature in a stand or booth if they are part of the product range or used for product demonstration. Make sure naked flames are safely positioned and cannot be knocked over or come into contact with any person or flammable item. A fire extinguisher is required on the stand or booth and ICC Sydney may place a limit on the number of candles

Hot work intended to be carried out at the venue requires permission from ICC Sydney.

Storage of LPG cylinders is permitted in the exhibition centre's dedicated storage cages only. Overnight storage is not permitted. Use of LPG for cooking or exhibition displays requires ICC Sydney's permission. Please make sure hazardous substances are clearly labelled and stored. Safety Data Sheets (SDS) are required for all hazardous materials brought to the venue.

ICC Sydney requires temporary structures built for exhibitions or events to comply with relevant legislation, and are constructed with utmost concern for the safety of the public, employees and contractors.

Due to fire engineering restrictions, the maximum permissible stand height is five (5) metres in the lower exhibition halls.

It is illegal to do any of the following:

- Block or congest emergency exits. (These can be recognised by green and white exit signs over the doors)
- Block the access route to an emergency exit.
- Obscure or cover emergency exit signs.
- Store equipment or any other item in the fire stairs.
- Chock open fire or smoke doors or any doors leading to fire stairs

Any materials used for construction of your stand or display must conform to the following minimum standards:

- Non-combustible and inherently non-flammable material
- Durable, flame-proof fabric
- Self-extinguishing plastic
- Plywood, hardwood or fibre-board rendered flame-resistant by a process of impregnation acceptable to the Authorities

Fire Extinguisher Requirements:

Fire extinguishers and/or fire fighting equipment must at all times be visible and accessible, and must not be removed from its correct location. Motor vehicles or other mechanical appliances displayed within the exhibition venue must contain a full tank of fuel, their batteries must be disconnected and a drip tray placed under the sump. A spare set of keys must be handed to the organiser and they will be returned at the conclusion of the show. It is the responsibility of the exhibitor to provide a fire extinguisher with any vehicle in the hall and it must be visible on the stand at all times during show open hours.

Perth

Any materials used for construction of your stand or display must conform to the following building code of Australia:

- Non-combustible and inherently non-flammable material;
- Durable, flame-proof fabric;
- Self-extinguishing plastic;
- Any wood or fibreboard rendered flame-resistant by impregnation acceptable to the Authorities; Fire extinguishers and fire fighting equipment must at all times be visible and accessible, and must not be removed from its correct location. Motor vehicles or other mechanical appliances displayed within the exhibition venue must contain a full tank of fuel and their batteries must be disconnected, with a drip tray placed under this and a set of keys given to centre management.
- All stands using cooking appliances must have a fire extinguisher supported on a wall by a bracket 1.2m above the floor. The installation of any fuel burning appliances must conform to the Uniform Building Regulations and the Theatre & Public Works Act 1901 (Appendix D 1987).

Should construction of stands or exhibits create a potential smoke-locked area or create an area not serviceable by the existing sprinkler systems, the management of the exhibition venue, under advice from the Insurance Council of Australia, may require the smoke detection, emergency lighting, and exit lighting systems to be extended to cover the stand or exhibit areas.

Brisbane

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations.

The storage of any flammable liquids or fuel within the Exhibition is not permitted. Motor vehicles or other mechanical appliances displayed within the Exhibition venue must contain a full tank of fuel and be free of leaks.

Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations available from the Centre.

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

- Non-combustible and inherently non-flammable material
- Durable flameproof fabric
- Self-extinguishing plastic
- Plywood, hardwood, pulp board or fibreboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities

Melbourne

Any materials used for construction of your stand or display must conform to the following minimum standards:

- Non-combustible and inherently non-flammable material
- Durable, flame-proof fabric
- Self-extinguishing plastic
- Plywood, hardwood or fibre-board rendered flame-resistant by a process of impregnation acceptable to the Authorities

Fire extinguishers and firefighting equipment must at all times be visible and accessible, and must not be removed from its correct location. Motor vehicles or other mechanical appliances displayed within the exhibition venue must contain a full tank of fuel, their batteries must be disconnected and a drop tray placed under the sump. It is the responsibility of the exhibitor to provide a fire extinguisher with any vehicle in the hall.

All stands using cooking appliances must have a fire extinguisher supported on a wall by a bracket 1.2 metres above the floor. The installation of any fuel burning appliances must conform to the Uniform Building Regulations and the Theatre & Public Works Act 1901 (Appendix D 1987). See also Gas in this section..

Should construction of stands or exhibits create a potential smoke-locked area or create an area not serviceable by the existing sprinkler systems, the management of the exhibition venue, under advice from the Insurance Council of Australia, may require the smoke detection, emergency lighting, and exit lighting systems to be extended to cover the stand or exhibit areas.

FIRST AID & EMERGENCY

All Emergency services need to go through the Event security to ensure that the emergency services are given the correct information. All security staff are qualified in First Aid procedures. For any first aid requirements please visit security on the show floor or go to the Organiser's office where security can be contacted.

For the further information on emergency evacuation procedures, review Emergency Evacuation Procedures in this section.

FLOORING

Raised flooring can help to differentiate your stand and hide cables. However, it presents safety issues and you must ensure that your stand-builder complies with the Building Code of Australia and applicable OHS requirements. Any stands with raised flooring must send their stand designs to nick.clarke@talk2.media for approval. Disabled access to the stand must be provided. Specific requirements for each venue is available on request.

FOOD & NON-ALCOHOLIC BEVERAGE SAMPLING & SELLING (FOOD SAFETY)

Sydney

To be able to sample/sell food and non-alcoholic beverages at the ICC you MUST have a Temporary Food Premises (TFP) number. If you do not already have one, please fill in the [Temporary Food Premises](#) Form and submit directly to City of Sydney by the 3rd of June. Once approved the City of Sydney will issue a TFP number. Please advise the organisers of this number as soon as you receive it.

There is no fee to apply for your TFP number, if submitted by the deadline, there will be a late fee of \$250 charged by the city of Sydney if the application is received after this date. There is an inspection fee which is charged if you are inspected. If you are onsite without a TFP number the City of Sydney will issue infringement notices up to \$880. If you have exhibited at the Good Food & Wine Show from 2018 onwards or operated other temporary food stalls in the City of Sydney recently you should have an existing TFP number.

If you are preparing / cooking / handling high risk foods* (see below), you must nominate a Food Safety Supervisor below. This person must be available throughout the Event – however they do

not have to be on site for the duration of the Show. They must have an NSW Food Safety Supervisor Certificate. This certificate must include competency codes SITXFSA101 – Use hygienic practices for food safety and SITXFSA201 – Participate in safe food handling practices.

High risk foods include:

- raw or cooked meat
- small goods
- dairy products
- seafood (excluding live seafood)
- processed fruit and vegetables
- cooked pasta and rice
- food containing eggs, beans, nuts or other protein rich foods
- food containing the above, such as sandwiches, rolls and pizza.

The City of Sydney has a list of those food items that fall into the high and low risk categories, please [click here](#) for further information.

Additionally, all food must be labelled correctly adhering to the labelling requirements set by the NSW Food Authority. [Click here](#) for further information.

If you have any issues please contact our local food safety advisor Lisa Hughes on lisa@gtkconsulting.com.au or 0437 670 601

Perth

Sampling of products by exhibitors is permitted providing exhibitors notify Talk2Media & Events of their intent to sample food/alcohol and ensure they meet local and state government food safety regulations.

Exhibitors who intend to sample/sell food or non-alcoholic beverages at the Perth Show must complete the Temporary Food Vendor application form can be completed online. To apply, [click here](#).

Note: If you are not a WA based exhibitor you must complete the [Food Business Registration form](#) (no fee is applicable).

Please refer to the Health regulations for further information regarding your onsite obligations.

Please Note:

- Samples must be items which relate to the normal business operations of the exhibitor
- Exhibitors who submit forms late risk not being able to sample their products
- Extra cleaning charges incurred through spillage or the removal of food/wet waste will be the responsibility of the Exhibitor

Brisbane

The BCEC has sole rights for the sale and distribution of any article of food or drink for consumption on-site.

Food Shows only

Sampling/Selling food products on site

Sampling and selling of food products by exhibitors is permitted providing exhibitors notify Talk2Media & Events of their intent to sample/sell food/alcohol by completing the Sampling –

Food & Beverage form in the manual; and ensure they meet local and state government food safety and liquor licensing regulations.

Depending on the food and/or non-alcoholic beverage you are sampling and/or selling, you may be required to submit an Application for a Temporary Food Stall Licence. To view the Brisbane City Council's criteria to check whether you are required to apply for a licence, please visit: <http://www.brisbane.qld.gov.au/laws-permits/laws-and-permits-for-businesses/food-business-licences/starting-a-new-food-business/market-food-stall/index.htm>

Application for a Temporary Food Stall Licence can be completed online. To apply, please visit: <https://forms.business.gov.au/aba/qldlg1/temporary-food-stall-licence-application/>

Please note applications will take between 4-6 weeks to process and must be returned directly to the Brisbane City Council. For further details contact the Brisbane City Council on tel: 133 263.

Please Note:

- Samples must be items which relate to the normal business operations of the exhibitor
- Exhibitors who submit forms late risk not being able to sample their products
- Extra cleaning charges incurred through spillage or the removal of food/wet waste will be the responsibility of the Exhibitor

Melbourne

Sampling and Selling food products on site

Sampling and selling of food products by exhibitors is permitted providing exhibitors notify Talk2Media & Events of their intent to sample/sell food/alcohol and ensure they meet local and state government food safety and liquor licensing regulations.

Exhibitors who intend on sampling/selling at the show must have a Temporary Food Premises Registration in the State of Victoria and lodge a Statement of Trade advising of their intent to run a temporary stall.

For more detailed information regarding these regulations, contact Streatrader via the website: www.streatrader@health.vic.gov.au or tel: 1300 085 767 or your Local Council if located in Victoria.

Certificate of Temporary Food Registration

All exhibitors sampling or selling food and drinks must have a temporary food registration within the State of Victoria. Registrations are valid across all Victorian municipalities. To obtain a Temporary Food Registration please do the following:

- Log onto Streatrader via www.streatrader.health.vic.gov.au
- Register your food premises by clicking on "Apply for a new registration" and completing the form
- For interstate or international exhibitors, please register your business under the council where the event will take place, which is City of Melbourne.

Businesses that are already registered with a council in Victoria do not need to do this step.

Statement of Trade

Once you have lodged your registration, or for those exhibitors who already have a registration, you will need to lodge a Statement of Trade notifying your council that you will be operating a temporary premise. To do this please do the following:

- Log onto Streatrader via www.streatrader.health.vic.gov.au
- Lodge a Statement of Trade by clicking on "Lodge a Notification" and completing the form

All Statement of Trade forms must be submitted no later than 5 days out from the show.

Dairy and Meat producers

Dairy & Meat producers will need to register as a temporary food premises in their council area and lodge a Statement of Trade in order to be allowed to sample meat and dairy products on site. Their current registrations with Dairy Food Safety Victoria and PrimeSafe do not cover them for operation of a temporary stall only for their fixed premises.

Alcohol exhibitors

Alcohol exhibitors will also need to register their business and submit a Statement of Trade via Streatrader before coming on site

Costs

A fee is charged when an exhibitor obtains their Certificate of Temporary Food Registration. The fee charged is dependent upon the council where the food premise is located. You can access City of Melbourne's guide to Temporary Food Registrations on the Online Manual.

Please Note:

- Samples must be items which relate to the normal business operations of the exhibitor
- Exhibitors who submit forms late risk not being able to sample their products
- Extra cleaning charges incurred through spillage or the removal of food/wet waste will be the responsibility of the Exhibitor

FORKLIFTS / MATERIALS HANDLING

All fork lifts and material handling will be operated by the official freight forwarder, GEL.

To order these services review the Freight/Storage/Forklift form under Additional Services or refer to the Contact List in the online manual

FREIGHT / SHIPPING

GEL have been appointed the official contractor for both domestic and international freight forwarding.

GEL specialises in exhibition freight forwarding - both domestic and international. GEL can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. GEL provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using GEL, your goods will automatically be delivered to your exhibition booth.

GEL offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue.
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements.

Prior to the show, GEL will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please refer to the Contact List under Event Information in your Manual.

Onsite Materials Handling

Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with GEL. Charges apply. To avoid disappointment, you must complete the Materials Handling Form (refer to Home: Additional Services in your Manual) and return it to GEL at least 2 weeks prior to the show.

To order services offered by GEL review the Freight/Storage/Forklift Form or Materials Handling Form on the Home page of the Online Manual under Additional Services or contact directly, you can find these details on the contact list.

Quarantine Regulations

Australia has stringent quarantine regulations. Any goods manufactured from plant materials and foodstuffs are subject to quarantine inspection upon arrival in Australia. For further information on these regulations, please contact GEL.

GAS

All exhibitors who wish to use gas must notify the Organiser prior to the commencement of the Event.

All orders for gas services must be made through the approved plumbing supplier, F Wood & Son. This ensures that all installations and use of Gas Appliances and Gas Cylinders are undertaken in accordance with Australian Standard AS/NZS 1596:2008 The Storage and Handling of LPG Gas and AS 5601-2004 - Gas Installations. To place your gas order please contact F Wood & Son on Tel: 03 9459 6628 or email: fwoodson@netspace.net.au. Alternatively, an order form is located under Plumbing in Additional Services on the Online Exhibitor Manual.

GAS TYPE

Only LP gas is permitted. Exhibitors cannot operate off butane gas.

GAS CYLINDER CAPACITY

LPG cylinders are limited to 9kg per cylinder with a maximum of 1 per stand unless the Organiser approval additional bottles.

CERTIFIED APPLIANCES

All gas appliances shall be certified for indoor use and display their approval badge (i.e., compliance plate) as proof of certification.

DISTANCE FROM IGNITION SOURCE

Cylinders in use shall be separated at least 1.5m away from ignition sources such as electrical equipment or other objects that may produce sparks, ignition or excessive heat.

MAXIMUM OPERATING PRESSURE

The maximum operating pressure supplied to any appliance shall not exceed 3kPa

SAFETY DEVICES

All appliances must have a method of shutting-off gas supply to the appliance. For example, flame safeguard system or gas shut-off system.

RING BURNERS & PORTABLE WOK BURNERS

Ring burners or portable wok burners must be installed in accordance with manufacturer's instructions. The burner must be certified with an integral pan support to ensure it is sturdy and capable of supporting the weight of the gas appliance. Maximum operating pressure cannot exceed 3kPa.

BARBECUES

Only solid plate barbecue, certified for indoor use, may be located in well-ventilated, indoor location.

DISCONNECTION & STORAGE

All gas cylinders are to be removed by the organiser's licensed plumber (F Wood & Son) from the exhibition area overnight to be stored in the locked gas cage situated on the loading dock

RE-FILL

All gas cylinders are only to re-filled by the organiser's licensed plumber, F Wood & Son.

MOBILE CATERING VEHICLES

All mobile catering vehicles are to be fitted with compliance plates (valid within 12-month period), as well as a smoke detector. Refer to gas cylinder capacity.

FIRE SAFETY

All stands using LP gas must have a 4kg CO2 or 4kg Dry Chemical fire extinguisher and fire blanket in a clearly visible and accessible location at all times.

Sydney

Exhibitors wishing to use LP gas are required to complete the ICC Hazardous Substances and LPG Permit Form and submit to the venue prior to the commencement of the Event. The form can be downloaded [here](#). Should you require any assistance please contact the Organiser.

Perth

Exhibitors wishing to use LP gas are required to complete the PCEC Hazardous Substances and LPG Permit Form and submit to the venue prior to the commencement of the Event. The form can be downloaded [here](#). Should you require any assistance please contact the Organiser.

Brisbane

Exhibitors wishing to use LP gas are required to complete the BCEC Hazardous Substances and LPG Permit Form and submit to the venue prior to the commencement of the Event. The form can be downloaded [here](#). Should you require any assistance please contact the Organiser.

Melbourne

Exhibitors wishing to use LP gas are required to complete the MCEC Hazardous Substances and LPG Permit Form and submit to the venue prior to the commencement of the Event. The form can be downloaded [here](#). Should you require any assistance please contact the Organiser.

HEALTH REGULATIONS

Refer Food & Non Alcoholic Beverage Sampling (Food Safety) in this document.

HEIGHT RESTRICTIONS

Stands must not exceed 2.5m in height without permission of the Organisers. Where permission is given for perimeter walls above this height, then the wall must be solid and dressed on both sides to the satisfaction of adjoining exhibitors. All space only exhibitors should contact the Organisers if you have any queries.

HELIUM BALLOONS

Exhibitors planning to use helium balloons as part of their exhibit are required to obtain approval from the Event Organiser. There is a charge to retrieve loose balloons from the venues ceiling.

ICE

The Organisers will provide a quantity of ice on a daily basis for use by exhibitors serving chilled alcohol. Ice will be available in the refrigerated storage area at the Show.

INSURANCE

Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that the goods are delivered to the exhibition venue and should remain in force until their exhibits are removed. All Exhibitors (including exhibitors sharing on stands) are required to take out adequate insurance cover against the kinds of risks they will incur in connection with the exhibition, especially Public Liability, All Risks on Property, Employer's Liability and Personal Accident to Staff. Exhibitors sharing your stand are also required to be adequately covered.

LIGHTING / POWER

The official stand builder, Exponet is responsible for all lighting and electrical requirements.

Shell Scheme

Shell Scheme stands are supplied with 2 spotlights per 9m². Power, electrics and additional lighting can be ordered from the official service provider. Power Points are not included in the stand cost. Credit card facilities will be available on-site to settle accounts for electrical services provided at the exhibition. Any on-site changes will incur a fee for late bookings. See Contact List in online manual for details.

Space Only

Space only exhibitors may use their own electrical contractor. However regulations require that you advise us of your contractor and order the basic power supply by completing the Lighting and Power Order Form. Only the official service provider may access the electrical pits. Please note that all stand contractors must order power for use during bump in and out in addition to your own requirements for use during the show.

Power Supply

The power supply to the exhibition venue is 240V, single phase 50Hz and 415V, 3 phase 50Hz. For more information or if you require 24 hour power you will need to contact the official stand builder.

Lighting Safety

All lighting must be at least 2.2m above floor level. High powered lights must not be placed within 500mm of flammable material. All portable light fittings must have a Certificate of Approval from Australian or New Zealand Electrical Safety Regulators.

Tungsten Halogen Floodlights

To minimize the risk of fire, Tungsten Halogen floodlights are banned.

MEDIA OFFICE

For all your media queries please visit the Organiser's Office located within the exhibition.

MOVE IN & MOVE OUT

For the Move in and Move out times please see the Key Dates & Times under Event Information on the Online Manual, for further information.

NOISE LEVEL

The maximum permissible total sound level in any area of the show is 82dB (slow), measurable at a distance of three (3) metres from the source of the sound using a directional decibel meter. Exhibitors showing films or creating excessive noise or using audio visual aids which disturb adjacent exhibitors may be asked to cease such activities in the interest of the overall exhibition.

Excessive noise as deemed by the Organisers to cause a disturbance is not permitted. The Organiser shall be regarded as the sole arbiter in the case of dispute and the Exhibitors shall follow the directions of the Organiser in order to resolve any such dispute.

OCCUPATIONAL HEALTH & SAFETY

Occupational, Health & Safety (OHS) is a major priority for Talk2Media & Events and the venue. Talk2Media & Events will aim to create and maintain a safe working environment for all contractors, exhibitors and visitors.

To comply with these standards please note the following requirements in relation to your participation in the Expo.

In particular we have implemented the following:

- The wearing of safety vests will be enforced by the organiser and security staff during move in and move out. It is expected that stand contractors will supply safety vests for their own staff. Talk2Media & Events will provide loan safety vests for exhibitors and will have a supply of these at each open loading dock and concourse door during move in and move out.
- No children of 15 years or under will be allowed on site during move in and move out.
- No open toe shoes to be worn during move in and move out in the exhibition centre or on the loading dock.
- The consumption of alcohol is strictly forbidden during move in and move out.

Please ensure that if you are booking a SPACE ONLY site that you provide the name of your stand builder for custom built stands by completing the **Stand Design Requirements Form in the online manual**. All Stand builders must forward a copy of their OH&S policy to Talk2Media & Events before they will be permitted on site.

Sydney

Note that as a requirement of the International Convention & Exhibition Centre, all Stand Builders/Contractors employed by exhibitors must complete the relevant induction course annually, prior to arriving on site for any event. To complete, please refer to the [ICC Website](#).

As this is a venue requirement, all enquiries can be directed to the ICC on telephone (02) 9215 7100

Perth

The venue's pavilions are considered construction zone areas during the build and break-down phases leading up to and following an Exhibition (Construction Phase). Worksafe WA requires that all persons entering a construction zone area hold the correct permit - referred to as a "Blue" or "White" Card.

If you do not currently hold the correct permit, please go to <https://bluedogtraining.com.au/> to obtain a white card. A white/blue card is not required for Exhibitors – this is only required for custom stand builders during the construction phase.

As this is a venue requirement, all enquiries can be directed to the PCEC on telephone (08) 9338 0318.

Brisbane

The venue's halls are considered construction zone areas during the build and break-down phases leading up to and following an Exhibition (Construction Phase).

Queensland Work Health and Safety requires that all persons entering a construction zone area hold a general construction induction card - referred to as "White" Card.

Construction Safety Awareness Training is both accessible and simple. For more information regarding how to obtain a white card and what other Australian state cards are recognised in QLD, [Click Here](#).

A White Card is not required for Exhibitors – provided they do not require access to halls during the Construction Phase.

As this is a venue requirement, all enquiries can be directed to the BCEC on telephone 07 3308 3138

Melbourne

Note that as a requirement of the Melbourne Convention & Exhibition Centre, all Stand Builders/Contractors employed by exhibitors must complete the relevant induction course annually, prior to arriving on site for any event. To complete, please refer them to the [MCEC website](#) and ensure they complete both the MCEC Site Induction and MCEC Health & Safety Induction links under Site Induction.

As this is a venue requirement, all enquiries can be directed to the MCEC on telephone (03) 9235 8385.

ONSITE ORDERS

Furniture Hire

Furniture and display equipment is available from the official furniture contractors. Order forms are available on the online manual under additional services or please refer to the Contact List for details.

Valiant Hire are the Secondary furniture supplier for furniture Melbourne, Sydney and Brisbane – bundling discounts are available.

Hire Society are the Secondary furniture supplier for furniture for Perth.

Plant Hire

A wide variety of plants and flowers are available from the preferred plant supplier. Please refer to Contact List or order forms on the online manual.

Temporary Staff

If you require onsite temporary staff, please contact our preferred supplier. The link to arrange this is under additional services in the online manual or you can contact them directly, details can be found on the Contact List.

ORGANISERS' OFFICE

The Organisers' Office at the exhibition is located within the exhibition and will be open from the Thursday of move-in to the Sunday of move-out.

PHOTOGRAPHER

Exhibitors wishing to use their own photographer must seek permission from the Organisers.

PUBLIC ANNOUNCEMENTS / PA SYSTEM

The public address system is for use by the Organisers for official announcements only. It is not available for exhibitors or visitors and will only be used in emergencies.

REFRIGERATION

A range of refrigerated display cabinets are available for hire for the duration of the exhibition from our preferred suppliers. Please review the Contact List under Event Information or view order form in Additional Services.

RETAIL SALES

Retail sales of packaged goods are permitted in the exhibition, however official receipts must be attached to all goods sold and be clearly visible to Security personnel when the goods leave the exhibition. Exhibitors must notify the Organisers if they intend to sell products from their stand.

RIGGING

The rigging of any overhead structure or signage must remain within the perimeter of the stand space. Banners must be single sided when rigged on the perimeter of the stand that adjoins another stand otherwise the banner must be stepped in by 1m. No advertising material may overlook an adjoining stand. Review the Rigging Order form in the Additional Forms Section in the online manual.

RULES & REGULATIONS

Exhibitors are bound to adhere to all terms and conditions of your contract, all WHS regulations and COVID-19 Safe Event requirements that are detailed in the online manual

SAFETY VESTS

It is mandatory for all exhibitors during move – in and out periods, to wear closed toed shoes and approved safety vests at all times. Exhibitors and contractors will not be allowed entry to the exhibition floor unless closed toed shoes and safety vests are worn. We suggest you bring your own vest, however some will be available from the loading dock - please return them when you leave.

SECURITY

Security will be maintained by guards for the duration of our tenancy. Whilst every reasonable precaution is taken, the Organisers accept no responsibility for any loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

SMOKING

All venues are smoke free. Exhibitors are not permitted to smoke whilst inside the exhibition halls.

STAFF WRISTBANDS

To assist visitors and security personnel, it is essential that all stand personnel wear exhibitor wristbands, which are valid for individual event open days. They must be collected from the Organiser's Office, from 8am on the final day of move in. Please note that new measures will be in place to ensure only genuine exhibitors are utilizing wristbands. Wristbands should never be issued in lieu of tickets to friends and family. Exhibitors who misplace the wristband or require additional wristbands onsite will be charged a set price per person.

Complete the **Staff Wristband** form located under compulsory forms in the online manual.

STAND DESIGN

Space Only

To assist with planning for your stand please refer to the Stand Design Submission form. For a list of preferred Custom Stand Builders please refer to the Contact List.

Carpet

Carpet is provided as part of the Shell Scheme package. Space only exhibitors are required to provide their own floor covering. For floor covering options, please contact the Official Stand Builder.

Shell Scheme

Shell Scheme stands are automatically supplied with a fascia panel that shows your company name and stand number. This is called the Name Board and it is supplied in a uniform style that may not be altered or covered in any way. To confirm the company name to be printed, please complete the Name Board form in this manual. Companies sharing a stand are required to contact the Event Coordinator to ensure they are represented on the Name Board correctly (refer to Contacts List under Event Information in the Online Manual)

STORAGE

A replenishment storage service for dry and refrigerated goods is available and can be booked through Gaffneys Event Logistics. There is no onsite storage available at this event for packing and stand build materials. For offsite storage please contact Gaffneys Event Logistics. Review the Materials Handling Form. A replenishment service for dry and refrigerated goods is available through Gaffneys Event Logistics. Please refer to the form located under Additional Services in the Online Manual.

TESTING & TAGGING

All electrical equipment must be tested and tagged in accordance with the State Work Health & Safety Regulations and Australian Standards prior to use on site.

This applies to all contractors working on site and exhibitors who bring in electrical leads and appliances for their stands during exhibitions. When you order your power, please remember to order your testing and tagging. Please review the Power & Lighting Order Form in the Online Manual.

VEHICLE ON DISPLAY

An exhibitor who is planning to include a vehicle on their stand must notify the Organisers their intentions no later than 28 days prior to commencement of the exhibition.

The Organisers requires details of the delivery of the vehicle together with details of the dimensions and weight of the vehicle. Upon arrival a set of keys must be supplied to the Organisers Office for the duration of the event. Venue Security retains the right to inspect any vehicle leaving the premises after unloading/loading before, during and after the exhibition.

The following conditions apply for flammable liquid powered motor vehicles:

- The fuel tank must contain more than 90% of the fuel capacity
- The fuel filler cap must be either sealed or secured to prevent the easy removal of the fuel cap by unauthorised persons
- Drip trays are required
- 1 X 2.3 kg A:B(E) dry powder fire extinguisher mounted in a prominent location in accordance with AS2444:2001 Portable Fire Extinguishers.

The following conditions apply for flammable gas (LPG) powered motor vehicles:

- Systems must be fitted in accordance with AS/NZS1425:2007 LPG Gas Fuel Systems for Vehicle Engines.
- The LPG Fuel tank must be isolated from the engine mechanically by closing the 'Service Tap' on the fitted fuel tank.

- The engine is to be run until all fuel in the fuel line and converter is exhausted.
- 1 X 2.3 kg A:B(E) dry powder fire extinguisher mounted in a prominent location in accordance with AS2444:2001 Portable Fire Extinguishers.

VISA & PASSPORT REQUIREMENTS

Australia has strict visa requirements for many overseas visitors. Please check with your travel agency or Australian Consulate to confirm your visa requirements at least six weeks before travelling. For further details visit [Dept of Immigration](#).

Please Note:

- Refunds will not be given to exhibitors who fail to obtain a Visa.
- International exhibitors requiring an invitation letter to obtain a visa are to contact the Exhibition Coordinator
- Invitation letters will be written for those exhibitors working on the stands only.
- Invitation letters will not be written for visitors

VISITOR TICKETS

Exhibitors will be provided with a certain number complimentary general admission tickets per stand you can find your code to redeem these tickets under the Marketing & PR tab on the online manual. Additional tickets are available to be purchased, please contact info@goodfoodshow.com.au

WASH AREAS

The organisers will provide a number of communal wash areas which include sinks and prep space. Drums for waste oils and fats will be available in these areas. Refer to the floor plan for locations.

WATER, WASTE & COMPRESSED AIR

Melbourne / Sydney / Brisbane

Water and waste services are available on some stands. Compressed air is available for hire through the water & waste supplier. Please note it is the responsibility of the exhibitor to supply all labour and materials required for connection of display equipment and reticulation of water/air services within the stand area. If you require these services you should check with the Organisers that they are available on your stand.

Perth

Exhibitors require a licensed plumber to connect from the water/waste access pit to their equipment who must be a preferred supplier of the PCEC. Please be ready at the time requested or additional plumber service fees may apply. Please attach a floor plan indicating required location for sink/tap & connections and notify the PCEC if there is a stand or location change. A relocation fee will apply once plumbing is installed. All exhibitors requiring water & waste connections will need to check with the organisers to ensure your stand space is located over a water/waste pit. In addition a raised floor of 150mm will be required to ensure pipes run under the stand to the designated area.