

Please make yourself, and any of your staff who will be onsite, familiar with the below information.

Where: Gladstone Entertainment Convention Centre (GECC)

When: 8am-3pm Wednesday, 24 April 2024

Bump In: 6.30am **Bump out** 3.00-4:00pm 24 April 2023

Stallholders will have the opportunity to setup on **23 April 2023** - **Bump in:** 2.00pm **Bump out:** 4.00pm

The following is very important to all stall holders and has all the information you'll need to make the 2024 Supply Chain Expo a successful day for everyone.

- GECC take the health and safety of their staff and guests very seriously. It is imperative that exhibitors follow the directions of GECC Staff at all times when on site.
- For setup/ pack down the GECC carpark back entrance will be open as well as the front doors. The Lightbox Café will be open from 7am for breakfast and coffee.
- No items are to be left at the GECC without prior arrangements with the venue.
- You are required to wear fully enclosed shoes during setup and pack down on site.
- The Ground Level of the GECC Carpark is limited to a maximum of one (1) hour parking. This carpark is monitored regularly by Gladstone Regional Council Car Parking Inspectors, please don't get caught out. All other levels of the carpark are unlimited parking.
- Nothing is to be placed or stuck on any GECC walls. This includes blu-tack, velcro, sticky tape.
- The GECC Wi-Fi logon information will be provided to you upon arrival on the day.
- The GECC building is protected by a regularly tested RCD (safety switch) and therefore has exemption from test tagging office and service work equipment. This includes equipment for cleaning, cooking, health care, teaching and sales. Examples of exempt powered equipment includes:
 - DVD and CD players;
 - Portable printers;
 - Monitors and televisions;
 - Phone chargers;
 - EFTPOS machines and attachments (e.g. payWave scanners)
 - Computers;
 - Projectors;
 - Laptops and chargers;
 - Tablets and iPad chargers.
- If you are bringing electrical equipment into the GECC outside of the above list, you are required to have your equipment tested and tagged by a licensed person prior to visiting the GECC.
- There will be no TVs or computers/ laptops available on the day. Please bring your own or book one from the GECC.
- Your exhibition stall will have no walls (except for 3x3m stalls which will have back walls), so please respect your fellow exhibitors while setting up and exhibiting, especially in regards to space and noise. If you want to hang up any promotional material you will need to supply your own stands, blu-tack, pins, sticky tape etc. Nothing is allowed to be placed or stuck to GECC's walls.
- One table (1.8m) fitted with a black tablecloth and two chairs will be provided per stall.
- Exhibitor lanyards with your name and business name will be supplied. They will be available on the morning of the expo. Limited to two per stall.
- Please bring promotional merchandise or literature outlining your products/ services and capabilities for attendees. Expo bags will be provided (subject to sponsorship) for attendees.
- Please bring your own pads and pens as none will be provided on the day.
- An exhibition guide magazine will be made available on the day to exhibitors and attendees. The magazine will list stall holder's business name, phone number, web address or email address plus a brief description.
- To get the best out of the Expo we advise you have at least two people manning your stall, one to hold down the fort and the other to work the floor.
- Each stall will be allocated two (2) lunch tickets and two (2) drink vouchers to be redeemed at the GECC on the day of the expo against a set menu.

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