

Part A: EXHIBITION REGULATIONS



These Exhibition Regulations must be read in conjunction with, and subject to, the General Conditions of Exhibition and the Venue Event Guidelines. The Exhibitor, its agents, contractors, and respective Personnel will be subject to, comply with and be bound by the Exhibition Regulations. The Organiser may at any time promulgate such amendments to the Exhibition Regulations, as the Organiser may consider reasonable for the conduct of Indo-Pacific 2022, and such amendments will be binding on the Exhibitor, its agents, contractors, and their respective Personnel. To the extent of any inconsistency between the Exhibition Regulations and the General Conditions of Exhibition, the provisions of the General Conditions of Exhibition shall prevail. Any non-compliance or deviation from these Exhibition Regulations requires the prior express written approval of the Organiser.

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1. Definitions

The Organiser of the Exhibition is AMDA Foundation Limited .

The Authorities include the Commonwealth of Australia, the State Government, the local authorities and the lessor or operator of the Exhibition Venue.

The Exhibition is Indo-Pacific 2022 International Maritime Exposition.

The Exhibition Venue is the International Convention Centre (ICC) Sydney.

The Exhibitor is the applicant whose details are set out in the Exhibition Order Form.

Where not inconsistent with the context, a reference to Exhibitor includes all its officers, employees, agents, or contractors.

2. Stand Completion

The Stand/Display must be ready by the commencement of the Exhibition and be properly staffed and maintained throughout the opening hours of the Exhibition.

3. Removal of Exhibits

The Exhibitor must not remove any items on display or commence dismantling of their stand before the end of the Exhibition, as detailed in the Schedule, without the prior written approval of the Organiser.

4. Stand Limits

No part of the stand or displays may extend or project beyond the allotted dimensions of the contracted space. Stands must not exceed a maximum height of 2.4 metres without the prior written approval of the Organiser. Maximum stand height is 5 metres.

5. Shell Scheme Stands & Showcase Pods

Shell Scheme stands and Showcase Pods will be provided with walls, carpet, lighting, power and a standard, non-customizable fascia panel with the Exhibitor's name and stand number.

The stands will be available to the Exhibitor from the time and date specified in the schedule. The Exhibitor is liable for any damage to the stand structure incurred during the Exhibition.

6. Raw Space

Any Exhibitor booking a raw space is responsible for the construction of the stand or display on that site. The stand must meet all the requirements of the Organiser and the Authorities, including the following requirements:

- i. The Exhibitor is responsible for erecting a dividing wall, 2.4 metres in height between the Exhibitor's site and any adjoining site. If the Exhibitor wishes to erect partitions exceeding 2.4 metres, the Exhibitor must obtain the prior written approval of the Organiser. Where permission is granted, the Exhibitor becomes responsible for both sides of the wall above 2.4 metres. The wall must be of solid construction with the rear being suitably finished in a plain white and may not be branded in any way when overlooking an adjoining stand.
 - ii. Multistorey stands are not permitted without the prior written approval of the Organiser. All applications to build a multistorey stand will be assessed by the Organiser and where approval is granted, all further requirements by the Organiser and Authorities must be met. Except with the prior written approval of the Organiser,
 - iii. All stands must have at least three quarters (75%) of each aisle frontage open.
 - iv. All stand designs must be submitted to the Organiser for approval no later than 60 days prior to the commencement of the Exhibition.
- v. The Organiser reserves the right to reject any design.

7. Noise, Vapours, Light

Excessive or objectionable emissions of any type, including but not limited to noise, vapours, light, and smoke, from stands and displays are not permitted. Any PA, theatre, audio visual systems or displays must be used in such a way as to not unreasonably affect neighbouring Exhibitors. The Organiser reserves the right to turn down or off any equipment, systems and displays deemed, by the Organiser, to be in breach of this regulation.

8. Contractors

- i. The Exhibitor must notify the Organiser at least 60 days prior to the commencement of the Exhibition of the name of their stand contractor.
- ii. The Exhibitor is responsible for ensuring that any Contractors (including sub-contractors, agents, and their staff) they contract are eligible to work in Australia and agree to comply with these regulations and any regulations promulgated by the Authorities.
- iii. Contractors are not permitted to fabricate stands/displays at the venue. Only erection of prefabricated components is allowed. All materials used must be acceptable to the Organisers and Authorities for use at the Venue.
- iv. All Contractors are required to complete the ICC Sydney Venue Induction before access to the venue is permitted, along with holding a valid Indo-Pacific Contractor badge.
- v. Contractors that need to remain in the Venue during the event for servicing reasons must be dressed appropriately (dark, non-ripped trousers, collared shirt, clean shoes) and have organiser approval.

9. Power

- i. All electrical supply requirements must be provided by the Official Electrical Contractor.
- ii. Wall Stands – One 2400W power point (240v 10A) will be provided per 9m² wall stand. This will be placed on the rear wall of the stand by default. To specify the position of power points, or to enquire about/order extra power, please contact the official Shell Scheme Provider.
- iii. Showcase Pod- One 2400W power point (240v 10A) will be provided per Showcase Pod. This will be placed on the rear wall of the stand by default. To specify the position of power points, or to enquire about/order extra power, please contact the official Shell Scheme Provider.
- iv. Raw Space – There is no power allocation included with space only stands. Please contact the Official Electrical Contractor to arrange the required supply. Late fees may apply for orders received after the cut-off date (see online manual). A compulsory electrical safety certificate must be provided before the opening of the Exhibition for all space only stands. This can be provided by the Official Electrical Contractor



(recommended) or by a suitably licensed electrician.

10. Rigging

- i. All primary rigging points will be installed by ICC Sydney all secondary points and attachments to the venue must be ordered through, and completed by, the Official Contractor for Rigging Services
- ii. All rigged items must fall within the footprint of the contracted stand space and be a maximum height of 7 metres. There must a minimum of 1 meter clearance between the rigged item and the highest point of the structure/floor below.
- iii. Plans for all rigging detailing, positions, dimensions, substrate, weight, and height, must be sent to the Organiser and the Official Contractor of Rigging Services for approval no later than 30 days prior to the commencement of the Exhibition. The organiser reserves the right to reject any design
- iv. At their discretion, the Official Contractor of Rigging Services has the final decision of suitability of any item or structure to be rigged at the Venue.

11. Telecommunications

Fixed Lined internet, telephone, fax and WIFI services are available from the Venue. All costs incurred to use these services are the Exhibitors responsibility.

12. Water and Waste

Water and waste services are available in certain areas of the Exhibition Venue. If required, the Exhibitor must, when booking space, verify that these are accessible in the desired location. All costs incurred to use these services are the Exhibitors responsibility.

13. Floor pits, Exit Signs, Fire Equipment, etc.

Pits and other service openings in the floor of the Exhibition Venue must be left accessible at all times and where they are situated under the stand, provision must be made for free access. Fire fighting equipment, exit signs, etc must not be blocked, moved, or altered in any way.

14. Cleaning and Rubbish Removal

Exhibitors are responsible for the removal of all rubbish created during the move in/move out. During the event, the Venue will provide cleaning to all public areas, and overnight removal of general rubbish if left in the aisles. It is the Exhibitors responsibility to remove all stand building material from the venue at the end of the Exhibition. Any material left can be removed for disposal by the Organiser or Venue, and all costs charged to the exhibitor.

15. Storage

There is no provision for storage of any items at the Venue. Exhibitors should make arrangements for storage either on their stand, off site, or through the official Freight and Logistics provider.

16. Catering

The Venue has sole rights to all catering within the Exhibition, and as such, any on stand catering must be booked through the Venue. In accordance with the Venue COVID-19 Safe Guidelines, all catering outlets will be accepting cashless payments only.

17. Prohibited Weapons

The Exhibitor is responsible for ensuring that items on display are compliant with the Authorities regulations regarding Prohibited Weapons and that all relevant permits have been issued. Please contact the Organiser for further details if required. Please note applications for permits need to be lodged at least 60 days prior to the exhibition.

18. Safety

Safety is of utmost importance at the Exhibition and Exhibitors are required to understand and comply with all Australian and State legislation and regulations regarding Occupational Health and Safety (OH&S). Exhibitors are also bound by the Industry Defence Security Australia Limited Exhibition Safety Regulations (see separate document) and the Venue Event Safety Guidelines.

19. Security

The Organiser will provide security services for the duration of the Exposition. However, all responsibility for the safety and security of the property of Exhibitors must be borne completely by the Exhibitor. The Organiser reserves the right to stop and search any person, vehicle, container, equipment, or other item at, entering or departing from the Exposition at any time.

20. Consignments and Deliveries

- i. An Official Logistics Provider has been appointed for the Exposition. The Official Logistics Provider is the exclusive provider of lifting and handling equipment, and Exhibitors (and Contractors) are not permitted to operate their own forklifts on site.
- ii. Lifting services and loading dock access times should be booked with the Official Logistics Provider prior to the bump in of the Exposition.
- iii. No exhibits will be allowed into the Exhibition Venue after the commencement of the Exhibition except with the prior approval of the Organiser.
- iv. The Organiser will not under any circumstances accept or sign for any deliveries on behalf of the Exhibitors.

21. The Venue

The Exhibitor may not attach any fixture or fitting to the floors, ceilings or walls of the Exhibition Venue. No nail, screw or other fixing is to be driven into any part of the Exhibition Venue.

22. Dilapidations

The Exhibitor is responsible for the cost of making good, restoring, or renewing any case of serious dilapidation to the Exhibition Venue or any part thereof. The Exhibitor should satisfy itself as to the condition of the site both before erection and after removal of the stand.

23. Floorplan

The Organiser reserves the right to alter the Floorplan, layout, stand positions and features as it deems necessary.

24. Flooring

- i. Wall Stands & Showcase Pods- Carpet tiles will be provided as standard flooring to all

Wall Stand and Pod products. Any upgrade to flooring will be at the cost of the Exhibitor.

- ii. Raw Space- No flooring is provided to Raw Space stands. Flooring is at the discretion of the Exhibitor and not the responsibility of the Organiser.
- iii. All flooring must meet Australian Standards. Please refer to the Building Code of Australia for further information.
- iv. All flooring must be contained within the contracted space.

25. COVID-19 Safe

The Exhibition will be working in accordance with the current Venue guidelines.

All persons onsite are expected to conform with the necessary COVID-19 measures put in place.