



VENUE EXHIBITION GUIDE

Your Trade Exhibition will be held in the Maritime 4 & Maritime Pre Function of the Four Points by Sheraton Sydney, Darling Harbour.

Early and late access to the exhibition area

There will be no extension to the published exhibition opening times. Request for an extension of opening times needs to be made with the Conference organiser prior to two weeks before the commencement of the conference.

Please contact your Catering & Events Manager to confirm your bump in time (contact details on the last page of this document). Please arrange your loading dock and/or lift access with your conference organizer and/or Catering & Events Manager.

All excess boxes, material and equipment not required for your exhibition must be removed from the Four Points by Sheraton Sydney, Darling Harbour as no storage facilities are available.

INCOMING FREIGHT

All incoming freight should be directed to the Hotel Loading Dock, with a copy of the delivery label clearly displayed. The delivery label can be found on the last page of this manual.

NB: to avoid disappointment and ensure materials arrive on time, it is the responsibility of exhibitors to confirm with their courier service that the goods have arrived and items will be collected at the completion of the conference.

DELIVERY OF GOODS

- Organisers and the hotel will not accept any responsibility for the safety or well being of such items on, or delivered to the site in the absence of the exhibitor or his/her agent contractor.
- To assist the smooth delivery of goods to your stand, all deliveries must be accompanied by the delivery label attached on the last page of this manual.
- Four Points by Sheraton Sydney, Darling Harbour and the conference organisers will not take responsibility for the clearance of goods through Australian Customs.
- Four Points by Sheraton Sydney, Darling Harbour will not accept delivery of display goods prior to the date below. Goods will be rejected if delivered prior to this date.

Deliveries will be accepted no earlier than (2 days prior date of event)

Operating Hours of the Loading Dock are between 7.00am – 3.00pm Monday to Friday. Courier deliveries will only be accepted after 11.00am. For any deliveries arriving after standard operating hours, please contact the Hotel on 9290 4000 or arrange prior with your Catering & Events Manager.

Please note that pallet deliveries will only be accepted with a minimum of 48 hours prior notice. Four Points by Sheraton Sydney, Darling Harbour does not have a forklift on site. Hotel staff will not be responsible for moving plate deliveries from the Loading Dock to the Exhibition Area.

Any damage to part of the exhibition venue must be reported immediately to the conference organisers.

ACCEPTANCE OF GOODS

It is the responsibility of the exhibitor to ensure goods have arrived at the venue. To avoid delays during move-in, we suggest you confirm with your freight company that all goods have been delivered as scheduled.

UNPACKING OF GOODS

Any unpacking within the exhibition area must take place in your stand area and not in the aisle ways or at another exhibitors stand. AISLES MUST BE KEPT CLEAR AT ALL TIMES. All packing crates are to be removed from the Four Points by Sheraton Sydney, Darling Harbour via courier and stored off-site.

STORAGE

If exhibitors have large boxes, pallets etc which require storage during the event, these must be transferred off-site once the stand is set up.

Hand held goods should be in boxed form, clearly labelled, including stand number/s.

GENERAL VENUE INFORMATION

INTERNET ACCESS

Wireless Internet at \$20.00 each (per day)

All requests for Internet must be received by the Hotel in advance

Refer to Exhibitor Internet Form.

PARKING

- Parking is available at a Wilson Public Car Parking Station directly opposite the hotel, 168 Sussex Street, Sydney.
 - Self Parking is available at Secure Parking located at 383 Kent Street. Kindly note that casual rates apply.
 - The appropriate terms and conditions of Secure Parking and Wilson Parking applies.
 - Four Points by Sheraton shall not be liable for any loss or damage to your car.
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CARPET

The Grand Ballroom, Maritime Ballroom and All other Meeting Spaces, including Pre Function area on is carpeted.

Heritage Atrium on Lower Ground is not carpeted.

ACCESSIBILITY

Direct lift access via escalator or lift from the Ground Floor.

Toilets are located on the Ground Floor and in the Grand Ballroom & Maritime Ballroom Pre Function Area.

No bathroom facilities are available in the Lower Ground Heritage Atrium.

HERITAGE ATRIUM

Please note that the sandstone floors of the Atrium and all external walls, doors and windows of the Corn Exchange building are Heritage Listed. No items are to be fixed in any way to the building walls.

REGISTRATION DESK

The Hotel can arrange a Registration desk upon request.

BLOCKAGE OF DOORS

Under no circumstances (unless prior confirmation from the Hotel has been received) are any of the wooden doors of the Corn Exchange Building in the Heritage Atrium, or Emergency Exits in the Heritage Atrium & Grand Ballroom Pre Function area to be blocked. The Four Points by Sheraton Sydney, Darling Harbour reserves the right to demand removal of any object blocking any of these entryways which require permanent 24 hour access

CLEANING

Cleaning is included for general public areas. Stand floors and rubbish needs to be maintained by the Exhibitors. Should you feel that your stand would require additional cleaning facilities or services a charge may be incurred.

FIRE PROOF MATERIALS

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

- Non combustible and inherently non-flammable material
- Durable flame-proof fabric
- Self-extinguishing plastic
- Plywood, hardwood, pulpboard or fireboard is to be rendered flame resistant by a process deemed acceptable by fire authorities.

FIRE FIGHTING EQUIPMENT

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

POWER BOARDS / EXTENSION CORDS & ELECTRICAL APPLIANCES

The Four Points by Sheraton Sydney, Darling Harbour reserves the right to demand removal from the site of any electrical equipment that deems to be a non-compliant or suspect. Four Points by Sheraton Sydney, Darling Harbour management can call upon internal specialists to assist when the circumstances require it.

All portable electrical equipment, appliances and leads used on the hotel must be tested and tagged in accordance with Australian Standard 3760 – 1990 and when used, must be connected to a type 1 or type 2 safety switch complying with Australian “Standard 3190 -1990.

NB: Any person who suffers an electric shock from any electrical equipment **MUST** report the incident **IMMEDIATELY** to the Four Points by Sheraton Sydney, Darling Harbour.

THREE PHASE POWER

This can be arranged through Four Points by Sheraton Sydney, Darling Harbour prior to the event. Pricing is on application.

FOOD & BEVERAGE

Four Points by Sheraton Sydney, Darling Harbour retains the right to provide all catering on its premises, and no food or beverage may be brought onto the premises.

DAMAGE OR LOSS

Four Points by Sheraton Sydney, Darling Harbour will not accept responsibility for damage or loss of goods left in the hotel prior to, during or after an exhibition. All goods belonging to exhibitors must be claimed and removed from the hotel on the final day of the conference. Four Points by Sheraton Sydney, Darling Harbour also reserves the right to inspect vehicles leaving the hotel during move-in/move-out of the exhibition.

NOISE LEVELS

The maximum permissible total sound level in any area is 82dB (slow), measurable at a distance of 3m from the source of the sound using a direction decibel.

NO SMOKING POLICY

Four Points by Sheraton Sydney, Darling Harbour is a “*no smoking*” hotel. Smoking is permitted outside the hotel.

SECURITY

While every reasonable precaution is taken, the Conference organisers and the Four Points by Sheraton Sydney, Darling Harbour accept no responsibility for any loss of damage that may occur to persons or property at the exhibition resulting from any cause whatsoever.

Dedicated security must be booked for overnight hold of exhibition area and any evening event (post 6.00pm) over 300 guests. Should you wish to arrange for private overnight security, please contact the hotel directly

Exhibitors must make provisions for the safeguarding of their goods, materials, equipment and displays at all times. Please be security conscious. Do not leave wallets, laptops, mobile telephones or any easily portable items unattended, at any time, in your stand. **THE PROTECTION OF YOUR PROPERTY IS YOUR RESPONSIBILITY.**

We ask your assistance in our security effort. Please be aware of the following rules and guidelines:

- During move-in, please escort your goods to your stand
- During move-out, stay with your exhibit until your empty cartons are delivered and your exhibition is packed, sealed and properly labelled.
- It is the responsibility of the exhibitor to monitor attendee movement throughout the exhibition