

EXHIBITOR MANUAL

October 1-2, 2022
Melbourne Conference & Exhibition Centre

To all Exhibitors,

Welcome to the **2022 OZDive Show** incorporating the **OZTek Advanced Diving Conference**. This year is a little different - due to the massive demand for events, we have been told we will be bumping in on the morning of Saturday October 1st... **DON'T PANIC!**

They do it all the time and although it is NOT great for us, nor convenient, nor what we are used to, we **ARE** doing the absolute best to ensure bump-in works like clockwork and everyone is ready stress-free when the doors open at 10am on Saturday.

[Expo Direct](#) is our build contractor, also providing furniture, screens etc. *PLUS* they can print the booth wall panels, which might be a good option because it saves time taken to put up banners etc. and Expo Direct build it for you. They will start building stands from 8pm Friday night.

[GEL Events](#) will be handling freight, they offer overnight storage and can ensure your freight is taken directly to the stand ready for you to start setting up when you arrive.

Last but not least, we have **Steve Swift**, our bump-in production manager, who will be taking all your specific build and freight requirements, creating a schedule between Expo Direct, Gel and yourself to ensure you have:

- a) enough time
- b) all your equipment at your stand when you need it
- c) a time schedule and directions ahead of time
- d) a go-to for anything you need

We will also have some extra hands to help you unpack if required. Food on hand and a place to wash up for those starting very early. Your freight and time requirements are critical in helping us make sure your bump-in is as painless as possible. To assist, this Exhibition Manual contains all the relevant information you need. Please study it carefully and, where necessary, ensure the prompt return of the necessary service application forms.

I'll be available prior and throughout the show to answer any questions. I look forward to meeting you all at the event and wish each of you a successful and enjoyable show.

Sue

Sue Crowe

Convener OZTek | OZDive Show2022

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SECTION 1

GENERAL INFORMATION

1.1 KEY DATES & TIMES

Friday 30th October 2022:

14.00 – 19.00: OZTek|OZDive Help Desk/Reception Open for help, exhibitor registration & speaker testing

Saturday 1st October 2022: (Show opens at 10am)

Bump In times. 00:03 –09.30

Note: Delivery of booths and panels by Expo Direct Exhibitions & Events

20.00 – 03.00 Building of booths and panels by Expo Direct (starting 8pm on Friday night)

03.00 – 09.30 Booth set-up by Exhibitors (*More specific times and details closer to bump in*)

03.00 – 18.30: OZTek Help Desk/Reception Open

10.00 – 18.00: OZDive Show Opens to Public

10.00 – 18.00: OZTek Advanced Dive Conference

Sunday 2nd October 2022: 09.00 – 18.00

08.00 – 18.00: OZTek Help Desk/Reception Open

09.00 – 18.00: OZDive Show Opens to Public

09.00 – 18.00: OZTek Advanced Dive Conference.

Monday 3rd October 2022

08.30 - 14:00 : Tear-down of booths & Bump-out.

1.2 ADMISSION COSTS TO OZTek Advanced Diving Conference 2022

Gold Pass

Full 2-day access to Show, Speaker Presentations, workshops and seminars.

AUD \$295.00

Silver Pass

Single day access to Exhibition, Speaker Presentations, workshops and seminars.

AUD \$195.00

Single speaker tickets AUD \$45 on top of OZDive show entry available at registration desk over the weekend

1.3 ADMISSION COSTS TO OZDive Show

Single day access to the Show, workshops and free talks. AUD \$45.00

1.3 CONTACT DETAILS

1.3.1 OZTek Organisers

Routine communications should be addressed to:

OZTek | OZDive Show Pty Ltd

Telephone: +61 498 964 963

e-mail: info@diveoztek.com.au websites: www.OZTek.com.au www.ozdiveshow.com.au

1.3.2 Venue

Melbourne Convention & Exhibition Centre (MCEC)

Tel: +61 3 9235 8000

Contacts:

MCEC Courier Delivery Labels must be used on your freight if delivering directly to the MCEC. If you are using the recommended freight forwarder, they may prefer you use their labels. Check with GEL Events. [Click here to download your labels](#)

1.3.3 Exhibition Build Contractor

Expo Direct

Unit C4, 20-28 Carrington Road
Marrickville, NSW 2204

Contact: David Webster

P: 1300 869 311

E-mail: info@expodirect.com.au Web: www.expodirect.com.au

[Expo Direct Exhibitor Manual - click here](#)

1.3.4 Freight/Materials Handling

GEL Events

P: 1300 013 533

A: Head Office – Melbourne

W: www.gelevents.com.au

Contact: Francisco Sanchez, Project Manager

E: francisco@gelevents.com.au

M: +61 434 516 331

[Online Freight Request Form - click here](#)

1.3.5 Local Melbourne specialist for POS material, signage, self standing pullup displays etc

POS Visual Solutions

W: <https://www.posvisualsolutions.com.au/services>

Contact: Nick Walker, OZDive Account Manager

M: 0448 049 906

1.3.6 Hotels

Please book your accommodation as soon as possible.

Pan Pacific Melbourne Booking Ref: <https://book.passkey.com/go/OZTekOZDiveShow>

2 Convention Centre Place South Wharf, Melbourne Victoria 3006 Australia

Telephone: +61 3 9027 2000

E-mail: enquiry.ppmel@panpacific.com/

Website: www.panpacific.com/en/hotels-and-resorts/pp-melbourne

Scape Aurora Booking Ref: **OZTEK15**

236 La Trobe Street, Melbourne

Tel: +61 (03) 9492 5355

E-mail: bookings.aurora@scape.com.au

Website: www.livingbyscape.com.au/aurora

Scape Franklin Booking Ref: **OZTEK15**

99 Franklin Street, Melbourne

Tel: +61 (03) 9977 8020

Email: bookings.franklin@scape.com.au

Website: www.livingbyscape.com.au/franklin

1.4 VENUE LOCATION

Melbourne Convention & Exhibition Centre (MCEC)

Tel: +61 3 9235 8000

Cosmopolitan Melbourne, Australia's international cultural centre is Australia's most social, vibrant and innovative destination. The Melbourne Convention & Exhibition Centre is located on the Yarra River in the heart of Melbourne's bustling and eclectic CBD.

More details - <https://ozdiveshow.com.au/OZDive-Venue>

1.5 HOW TO GET THERE



[Click here for details](#)

1.6 EXHIBITOR PARKING

The Convention Centre is accessed from Normanby Road and located on the lower ground level of the Convention Centre, this loading dock is completely weather protected. Three dock levelers enable vehicles to load and unload at floor level for the Plenary and a truck lift enables easy access to all levels of the Convention Centre. A 30-minute parking limit applies for drop-off/pick-up of goods during the move-in/move-out process. Vehicles are not permitted to park on either loading dock at any time.

The Exhibition Centre is accessed from Normanby Road and located at the rear of the Exhibition Centre, this loading dock runs the full length of the building. Traffic on the dock flows in one direction. A 30-minute parking limit applies for drop-off/pick-up of goods during the move-in/move-out process. Vehicles are not permitted to park on either loading dock at any time.

The MCEC has multiple car parks within the vicinity. Please be advised these car parks are not managed by MCEC. For inquiries, please contact the carpark management [here](#).

The [South Wharf Retail Car Park](#) offers special prices, especially if you do some shopping or book online

ahead of time. Plus if you are a holder of a **Decompression Party** ticket - this will enable you to get 50% off your parking ticket IF you park in the South Wharf Retail Car Park

We will have more car parking details for exhibitors bumping in - please stand by

1.7 INTERNATIONAL VISITORS

Overseas exhibitors to **OZTek2022** are reminded Australia has varying visa and passport requirements. Please check with your local travel agent in advance of departure to arrange necessary visas and ensure your passport is valid for at least six months after the date of arrival.

(Please see the website at: <http://www.oztek.com.au/Travel-Info> for more detailed information.)

SECTION 2 - EXHIBITOR INFORMATION

2.1 OZTek2022 FLOOR PLAN

The latest floor-plan is available for viewing and download at: <https://ozdiveshow.com.au/floor-plan>
Please check back frequently for latest updates.

2.2 EXHIBITOR HELP DESK (Exhibition Centre, MCEC)

OZTek team will be on hand to assist exhibitors who have questions and queries throughout the entire period of the event. The reception/help desk will be manned from:

- 14.00 – 19.00 on Friday 30th September 2022.
- 03.00 – 18.30 on Saturday 1st October; and from
- 08.00 – 18.00 on Sunday 2nd October 2022.

The HELP desk will be located at the Registration Desk at the top of the entrance to Hall. We will be sending a map closer to the event

4. 2.2.1 ATMs are conveniently located in different areas.

Convention Centre: located adjacent to the customer service desk
Exhibition Centre: Between Doors 3 and 4

MCEC now operates as an entirely cash-free venue, we encourage visitors to exclusively use electronic payment.

2.3 EXHIBITOR INSURANCE - COMPULSORY FOR ALL EXHIBITORS!

It is a venue requirement and a condition of exhibiting that **all** stand holders have a certificate of currency demonstrating that a **Public Risk Liability policy** for AUD\$20,000,000 for any one occurrence has been affected and is current for the duration of the event from the first set-up day until the final dismantling.

While the Organiser has endeavoured to source competitively priced quotes, it is the responsibility of those companies and organisations not already in possession of a Public Liability policy to secure their own insurance coverage.

Exhibitors without the necessary policy will be unable to occupy their stand.
 (See [Insurance Form](#) details in Section 6 of this Manual.)

2.4 EXHIBITION SECURITY

The MCEC provides in-house security professionals to ensure the maximum level of security is maintained at all times. Although entry to the exhibition venue will be monitored during visiting hours and secured overnight throughout the exhibition period, neither the organisers of OZTek2022, nor the venue management can provide for every contingency that may arise.

CERTIS Security

Sonny Sawhney +61 0402 915 921 au_mcecooperations@certisgroup.com au.certisgroup.com

No responsibility will be accepted for any loss or damage to exhibitors' property.

2.5 STAND / SPACE PAYMENTS

Exhibitors are reminded to observe the payment terms and conditions as specified in the [exhibitor terms & conditions](#). Non-compliance may result in the letting of their space to another exhibitor. Please note also there are no refunds on services ordered or not utilised due to cancellation or failure to collect the same.

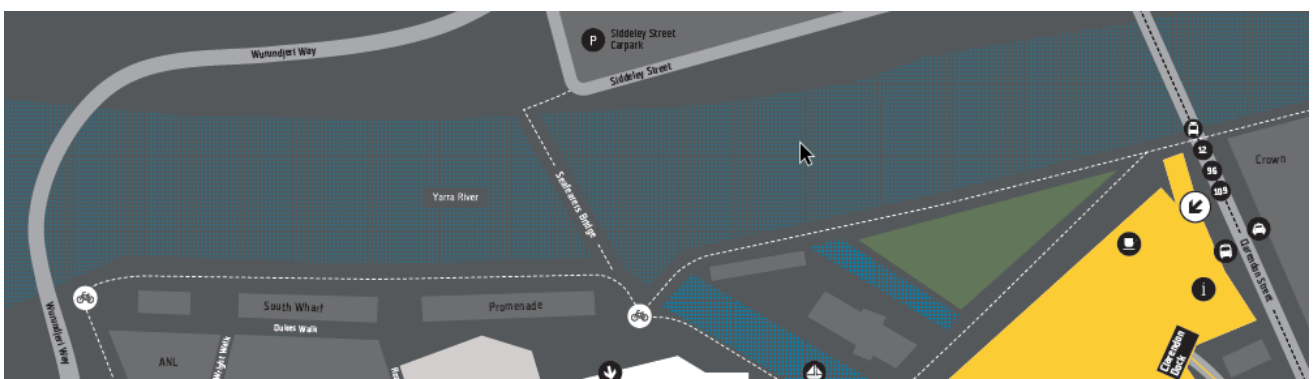
2.6 SUBLETTING or PIGGYBACKING of SPACE

No exhibitor is allowed to sub-let or allocate space on their stand to another company without prior consent from the OZTek2022 Organisers.

2.7 LOADING AREA ACCESS

The loading area for Exhibition Centre MCEC may be accessed directly from Normandy Road and located at the rear of the Exhibition Centre, this loading docks runs the full length of the building – Access will be clearly signposted. Please see below image for instructions or go <https://mcec.com.au/exhibitors/deliveries> for more details.

Times and specifics will be provided via email closer to bumping-in.



2.8 DELIVERY & PICK UPS

Deliveries and freight shipments are only permitted after the contracted period begins. We recommend you use our preferred freight handlers [GEL Events](#). They have storage facilities and will have delivery access to the venue and exhibition halls from midnight. Contact details at the front of this document.

If you are freighting directly to the venue, please use [MCEC Delivery Label](#). Correct labeling is important to prevent delays and returns.

MCEC is not able to accept delivery of any goods on behalf of clients or exhibitors, nor is the venue responsible for the safety of items delivered to the venue. Refer to the [Loading Dock Access Map](#) for delivery points.

Should any item not be addressed as stated above, the courier may be refused entry and the delivery will not be accepted. At the conclusion of the Hire Period, all equipment, display material and all other items must be removed, or additional hire charges will apply. **As the MCEC does not have storage facilities neither they, nor the OZTek Organisers, will be held responsible for any items left in the venue at the conclusion of the event.**

2.9 EXHIBITION MOVE-IN

Specific exhibitor move-in times will be allocated and advised in mid September.

Registration and help will begin at 14.00 on Friday 30th September 2022 at the reception desk.

Stand building should be completed by 03.00 on Saturday 1st October and booths manned and ready for the Opening of the OZDive Show at 10.00 on Saturday 1st October 2022.

Please inform service providers, couriers or delivery staff of the following information:

- Name of Exhibitor / Exhibition Name
- Stand Number / Stand Coordinators Name
- Copy of the latest Floor-plan / Site Layout
- Copy of Venue location map

It is critical the above information is given to your courier, or the person responsible for delivering your exhibition equipment, in order for the move-in to run as smoothly as possible. Steve Swift will be in touch with everyone to ensure proper time is provided to everyone to get their stand prepared with the maximum time

MCEC reserves the right to request the name of any supplier company requiring access to the Venue.

Important: High visibility vests are required on Saturday 1st bump in for anyone entering the Hall and Monday 3rd bump-out.

Francisco Sanchez of GEL Events will be present on delivery of goods, to sign and take charge of the delivery, ensure everything is correct and nothing goes astray. **Steve Swift** will be on site to ensure our stand is built and your freight delivered in time for your allocated arrival time slot.

2.10 TROLLEYS/HOUSE ASSISTANCE

GEL Events will be supplying pallet jacks, trolleys and a forklift truck for exhibitors as well. Whilst the MCEC has a limited number of complimentary trolleys during move in/ move out, they are available on a first come, first serve basis. Kindly liaise with Loading Dock staff on arrival for availability.

2.11 RIGGING

Kindly contact OZTek Organisers for more information about the rigging company engaged to complete these services. Please note, Rigging can only be completed by an MCEC approved Rigging company.

2.12 STORAGE AREAS

MCEC does not have on-site storage areas. Contact OZTek Organisers or GEL Events if you need storage.

2.13 EXHIBITION BREAKDOWN AND MOVE-OUT

Exhibit breakdown may begin at 8am on Monday 3 October 2022. Exhibitors must be completely moved out by 2pm on Monday afternoon.

Any goods remaining on the exhibition floor after the exhibition booths have been removed could be deemed as rubbish and will be removed accordingly. Excessive rubbish will be removed at the exhibitors' cost.

All large building materials, pallets etc. must also be taken away or charges for disposal will apply to those exhibitors responsible (**identification via CCTV footage**).

2.14 CLEANING

Each exhibitor is responsible for the clean appearance of their stand and removal of any rubbish to the bins provided. Plus, the removal of any rubbish from the stand at breakdown, otherwise exhibitors will be charged a cleaning bill. **Note:** Aisles will be vacuumed each morning before opening.

IKON Services Australia (IKON) is MCEC's sole cleaning and waste management provider for Licensed Areas and must be engaged for your entire tenancy within your licenced area including, move-in, event days and move-out.

For other cleaning services requirements, you may reach out to OZTek organiser or contact:

Tel: +61 3 9235 8110 E-mail: exservices@mcec.com.au

2.15 EXHIBITOR PASS ALLOCATIONS

Exhibitor Staff Pass Holders will receive free admission to the Exhibition on both days. Gold Pass Holders will receive admission to Exhibition, Conference, Workshop and Seminar areas on both days. Visitor Pass Holders will receive free admission to the exhibition. These passes are valid for single day use only.

EXHIBITOR PASS ALLOCATIONS are as follows:

- 3 x 6 sq.m stands - 4 Exhibitor Passes
 - 3 Gold Passes
 - 20 Visitor Passes
- 3 x 3 sq.m stands - 3 Exhibitor Passes
 - 2 Gold Passes
 - 10 Visitor Passes
- 3 x 1.5 sq.m stands - 2 Exhibitor Passes
 - 1 Gold Pass
 - 5 Visitor Passes

All Stand personnel must be registered with the organisers prior to the event and Exhibitors are asked to complete the [EXHIBITOR Badges form](#) in **Section 6** of this manual. The completed form must be returned to the OZDive Show no later than the 1st September in order to gain access to the Show floor.

2.16 WHERE TO PICK UP YOUR EXHIBITOR PASSES

On arrival ALL exhibitors must report to the OZDive Show Registration Desk. This is located at the entrance to the Exhibition Centre, MCEC. Please bring suitable identification with you in order to collect your passes. Exhibitors will be required to wear an Exhibitor Badge at all times throughout the show.

2.17 VISITOR PASSES

Visitor Passes will be given to Exhibitors at the time of registering. It is up to the Exhibitors to give the passes to guests prior to the opening of the Show or arrange to meet their guests outside the venue. If you need your passes beforehand please contact Sue Crowe.

2.18 LOST PASSES

If you lose your pass, please report it immediately to the OZDive Show Staff at the Registration Desk for a replacement.

2.19 SHELL SCHEME STANDS

What is Included:

A basic shell scheme stand/booth is equipped with:

- Walls: 2.5 m high **white** walls in an aluminium Octanorm frame
- Fascia: 300mm high, fascia board across aisle frontages
- Sign: One corflute sign (1800mm long by 200mm high) per booth. Computer cut vinyl lettering (max. 30 characters.)
- 2 x premium exhibition spotlights per booth on swivel arm

- 1 x 240 volts/100 watt/4amp general purpose outlet per booth regardless of size.
- Carpet

Additional furniture and fittings other than those specified above are available through the official contractors, Expo Direct. ([See Expo Direct Exhibitor Manual for Furniture & AV hire](#)).

NB. Any additional electrical work required, including additional lights, single phase power points, 3 phase power or 24-hour power for refrigeration or computers should be directed to the stand contractors, using the approved service form and will be at the exhibitors' cost.

2.20 POWER

All electrical installations or connections must be in accordance with both the Australian Standard 300 (SAA wiring rules) and the code of practice for Temporary Electrical Installations on building and construction sites (Occupational Health and Safety Act 1985). All work must be carried out or under the control of a certified electrical Event Contractor as agreed and approved by MCEC.

2.21 COMMUNICATION & INTERNET ACCESS

Wireless connectivity is readily available throughout the venue. Visitors have access to free public Wi-Fi, for basic browsing, email and social media.

Premium service and event specific network services for clients and exhibitors can be requested by completing the Internet **Services Order Form** [located here](#). Contact info: +61 3 9235 8110
exservices@mcec.com.au

Custom solutions can be tailored to suit the event needs by working with our event ICT services team.

The venue does not allow the use of wireless access points other than the venue's fixed wireless infrastructure and reserves the right to disable wireless transmitting devices found to be causing interference.

Please refer to the linked and [MCEC services form](#) for details and instructions of ordering these facilities.

2.22 CATERING

The MCEC can provide all catering requirements through their core caterer. Menus are available for all events including on-stand catering, cocktail parties, lunches etc. Individual quotes may be supplied upon request.

2.23 DISABLED FACILITIES

There are accessible toilets, ramps and lifts throughout our venue, including lift access from the car parks. If you'd like to hire a wheelchair from MCEC, call their Customer Service team on +61 3 9235 8000 or email them at customerservice@mcec.com.au.

2.24 BANNERS

There are a variety of banner hanging opportunities available throughout the venue. To arrange a quote, please note your requirements on the Banner Hanging and Rigging Order Form. [More info here:](#)

2.25 WORKSHOP/SEMINAR ROOMS

Exhibitors wishing to do so may – contingent upon availability - make application to conduct workshops or seminar sessions during OZTek2022 Opening Hours. The room set-aside for this purpose feature classroom-style seating. A TV and full AV are provided. The Exhibitor workshop attracts an hourly charge. Rooms will be allocated by the Organisers on a first-come-first-served basis.

(Exhibitors wishing to conduct workshops or seminars are requested to complete the Workshop Application form in Section 6 - [Workshop / Seminar Form 6.4](#) - of this manual and return it to the Organisers as soon as possible.)

SECTION 3 - EXHIBITION CONDITIONS

3.1 DISPLAY SIZE LIMITATION

No exhibit may extend above stand height (2.4 metres) unless prior approval has been obtained from the organisers. Exhibits must remain within the confines of the assigned stand at all times. Signs and easels are not permitted in aisles. Custom stands must receive prior approval from the Organisers.

3.2 DISPLAY GUIDELINES

The organisers may, at their discretion, disallow exhibits that violate established principles of good taste and deemed to be offensive. All exit aisles and doorways must be left clear at all times and exit lights or signs must be clearly visible above the shell scheme height of 2.4m.

3.3 SOUND ABATEMENT

The use of sound equipment etc. must be restricted to volume levels in keeping with those of normal conversation.

3.4 PROTECTION OF VENUE WALLS, FLOOR AND CEILING

Under no circumstances may Exhibitors or members of the general public; paint, drill, nail, screw or stick, anything to the walls, doors, floors, pylons or any other part of the venue. The Exhibitor is to meet the cost of any extra cleaning required or property damage caused as a result of such activities. Signs or other exhibit materials cannot be affixed to any column, venue wall, door, etc. in the exhibition area. Sign writing or painting in the exhibition area is prohibited.

Floor coverings are to be protected at all times. The Exhibitor agrees to make good any damage attributable to exhibits/property and personnel under the exhibitors' control. Exhibitors are not permitted to suspend, attach or affix any material or item to ceilings, ceiling fixtures, pipes, ducts, sprinkler heads, lighting fixtures or speakers without authorisation of the exhibition organisers or venue management.

3.5 PROTECTION OF STAND WALLS

Exhibitors may use Velcro dots, blue or white tack and wall mounted shelving only on their display panels.

3.6 MOVING MACHINERY

Displays that include any type of moving machinery or equipment likely to cause injury to a member of the public, must be separated from the public by a physical barrier and must be attended at all times.

3.7 CONTROL OF VENUE

It is the Exhibitor's responsibility to ensure all display material and other imported objects are kept within the perimeter of the hired space. The Floor Plan allows for emergency access and Fire Prevention requirements.

3.8 CONDUCT

It is the Exhibitors' responsibility to ensure all staff under their control conduct themselves in an orderly and proper manner and do not interfere with or overload any fittings or other equipment relating to the supply of water, electricity, gas, heating, cooling or lighting.

All instructions given by MCEC personnel and the OZTek | OZDive Show Organisers or their representatives must be strictly adhered to.

Persons under the age of 18 years are the direct responsibility of the parent/guardian and must not be served alcohol under any circumstances.

All persons departing from the Venue and the area immediately surrounding the MCEC are requested to do so in an orderly and proper manner. The MCEC reserves the right to remove from the premises any person who is drunk or involved in offensive, illegal or improper conduct.

3.9 PORTABLE LIGHT FITTINGS

Any exhibitors bringing their own portable lights or using stand contractors other than Expo Direct must ensure their lighting meets the appropriate requirements.

All electrical equipment must be tested and tagged before being used on site.

3.10 POSSIBLE CHANGES TO EXHIBITION.

The floor plan, times and conditions of entry to OZTek2022 may change. Where changes are deemed necessary, all exhibitors will be notified as soon as they occur.

3.11 RETAIL POLICY

The retailing of Exhibitor products and services is to comply with the "Exhibition Sale of Goods – Terms & Conditions" as established by the Organisers. Wholesalers and Distributors may not sell directly to the public but may do so through retail exhibitors. Receipts must be issued for all goods sold. The OZDive Show Organisers will not permit the removal of any item from the exhibit hall by anyone other than the exhibitor if a sales receipt or merchandise removal pass is not provided.

3.12 'AISLE SELLING' BY NON-EXHIBITORS

This is strictly prohibited and will be rigidly enforced with the removal from the Exhibition of any individual or organisation that is not an exhibitor attempting to sell, canvas or solicit business from other exhibitors or expo visitors.

Please report instances of non-exhibiting individuals, companies or organizations conducting aisle-selling to the organiser!!

SECTION 4 - SAFETY PROCEDURES

4.1 EMERGENCY GUIDELINES

Please read the following information prior to the event and keep it readily available for the duration of OZDive Show 2022.

MCEC has an Emergency Response Plan in the event of medical, weather, fire and smoke and other emergencies. It is updated regularly, and drills are conducted annually.

A trained Emergency Response Team will lead the implementation of all procedures. Event organisers are briefed on emergency procedures pre-event. 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 MCEC staff advise it is safe to return.

4.2 FIRST AID

MCEC's main first aid room is located off the Convention Centre foyer, adjacent to the security control room. A smaller first aid room is located off the Exhibition Centre foyer. Please contact security for first aid assistance on +61 3 9235 8333.

4.3 FIRE RETARDANT MATERIALS

All materials used for exhibition stands and displays, must conform to the following minimum standards:

- Non-combustible material
- Flame proof fabric
- Flame resistant woods

All Event Holders are issued with MCEC Event Safety Guidelines as part of event pre planning. A mandatory emergency response briefing is held prior to every event.

4.4 FIRE REGULATIONS

Proposals for use of flammable liquids, gas and/or naked flames or any hazardous material must be forwarded in writing for approval not less than twenty (20) days prior to the commencement of the Exhibition. The MCEC reserves the right to refuse the use of any display deemed dangerous and/or hazardous.

Should a display be seen to create a potential smoke lock area or create an area not serviceable by the existing sprinkler systems, the MCEC management reserves the right to request the installation of additional smoke detection, sprinkler system, emergency exit and exit lighting and exits systems within the applicable area. All display material and all other items must be kept within the venue or perimeter of your exhibition stand due to the requirements of the Fire Regulations Act.

4.5 NO SMOKING

Please note that all rooms, foyers and public amenities at the MCEC are deemed non-smoking areas. Your cooperation is greatly appreciated.

4.6 IMPORTANT CONTACT NUMBERS

MCEC Office +61 3 9235 8000

First Aid +61 3 9235 8333

OZDive Show Organiser +61 498 964 963

Expo Direct Contact: David Webster +61 141 144 118

Gel Events Contact: Francisco Sanchez +61 434 516 331

SECTION 5 - ADDITIONAL SERVICES

5.1 STAND CONTRACTOR, FURNITURE, ELECTRICAL CONNECTIONS AND PLANT HIRE.

The contractor responsible for all shell scheme stand construction is Expo Direct. Expo Direct is also the recommended contractor for furniture hire, shelving, signage, plant and electrical connections. Their contact details are:

Expo Direct

Exhibitions and Event Solutions

Sydney Office: Unit C4, 20-28 Carrington Road (Enter Via Warren Rd) Marrickville, NSW 2204

Tel: 1300 379 634

Contact: David Webster

E-mail: info@expodirect.com.au Website: www.expodirect.com.au

5.2 MATERIALS HANDLING & FORKLIFTS

Only MCEC approved, licenced and experienced forklift drivers may operate forklifts at the venue. Forklifts and pallet jacks are not allowed on carpeted areas such as the ballroom and foyers. Please let your organiser know on the Bump in form if you require a forklift.

OZDive show is contracting Gel Events for logistics, any specific detail will be handled by with Gel or Steve Swift

5.3 FREIGHT FORWARDER, TRANSPORT & MATERIALS HANDLING

GEL Events

P: 1300 013 533

A: Head Office – Melbourne

W: www.gelevents.com.au

Contact: Francisco Sanchez

M: +61 434 516 331

E: francisco@gelevents.com.au

Exhibitor Terms & Conditions

Please Ensure you have read our Terms & Conditions

<https://ozdiveshow.com.au/exhibitor-terms-and-conditions>

SECTION 6 - OZDive SHOW SERVICE FORMS

Exhibitor Move-In Form (**Compulsory**): <https://forms.gle/UXS3uY1Ghjvmcmcn7>

Public Liability Insurance Form (**Compulsory**): [Click to Download](#)

Exhibitor Name Badge Form (**Compulsory**): <https://forms.gle/KLnW293v9egQsbdm6>

Seminar workshop Room Application Form: <https://forms.gle/xsDHvoE74Y53RvjX8>

Exhibitor Speaker Form: <https://forms.gle/uG7vjNoTxvYrDGVm9>

Decompression Party: [Click to book](#)

Note: Except the Insurance Liability Form – all Forms can be filled in online

If you would prefer and email version, contact Sue Crowe
Telephone: +61 498 964 963 | E-Mail: AskMe@diveoztek.com.au