



## GENERAL INFORMATION

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### Forklift

The hire of trolleys and / or forklifts should be organized prior to going onsite.

For bookings and hire charges contact our appointed freight company Agility on +61 2 8755 8899. Forklift Services are not available outside the hours of 10:00am – 5:00pm unless prior arrangements have been made.

### Storage

Exhibitors should make provision for offsite storage of surplus products or packing materials for the duration of the exhibition, as storage space is not specifically provided on our exhibition plan. From time-to-time, surplus space on the exhibition floor may arise, however this space is not guaranteed, and exhibitors should not have an expectation of storage space, based upon it being available at a previous exhibition.

### Cleaning

Basic stand cleaning will be provided. This will be done at night and we ask for co-operation in keeping your stand as tidy as possible. Rubbish should be bagged or boxed up and placed in the aisle at the front of your stand for removal at the end of each day.

Excess rubbish removal and cleaning will be charged at the contractor's rates. Some venues do supply recycling bins and we recommend you use these when disposing of rubbish. Any costs associated with excess rubbish removal will be passed on to the Exhibitor concerned. If you have any questions in relation to excess rubbish removal, please ask the Expertise Events onsite Event Planner. **Please note stands which are covered up (i.e. using 'Cover Ups' on their stand) will only be cleaned around the outside.**

### First Aid

If a visitor or exhibitor happens to injure/ have an accident, security or a member of staff from expertise must be notified. All incidents must be documented for insurance purposes.