

SUSTAINABLE COUNCILS 2011

A PRACTICAL APPROACH TO LOCAL GOVERNMENT AND SUSTAINABILITY

BUILDING A SUSTAINABLE FUTURE

Brisbane Convention and Exhibition Centre
5-6 September 2011

www.sustainablecouncils.com.au



Exhibitors' Manual

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Elissa Duck
Event Manager
Sustainable Councils 2011

INTRODUCTION

Thanks for booking an exhibit at Sustainable Councils 2011; it is shaping up to be a fantastic event.

This Exhibitor Information Services Manual has been prepared with the intention of providing you with all necessary information to answer your pre-event and onsite enquires and to ensure your participation in the Sustainable Councils exhibition is successful.





It includes contact information, locality maps, delivery docket, forms and general information. To ensure all your requirements are met, please carefully read all the information contained in this manual and return completed forms where appropriate.

This guide also includes options for you to register your complimentary registrations as well as extra registrations; you can also book tickets to the social functions.

It is important to meet the return deadlines set out on the order forms so that we can supply you with the best service possible. Failure to do this may result in our inability to give you the appropriate service.

We look forward to seeing you in Brisbane in September.

LIST OF CONTACTS

PROVIDER	SERVICE PROVIDED	CONTACT DETAILS
 <p>Great Southern Press</p>	Event Manager	<p>Elissa Duck</p> <p>T: 03 9248 5170</p> <p>F: 03 9602 2708</p> <p>W: www.sustainablecouncils.com.au</p> <p>E: educk@gs-press.com.au</p>
 <p>MORETONHIRE experience is everything</p>	Exhibition Hire	<p>Samantha Grace</p> <p>T: 07 3010 4360</p> <p>F: 07 3307 4449</p> <p>W: www.moreton.net.au</p> <p>E: samantha.grace@moreton.net.au</p>
 <p>Agility Project Logistics</p>	Freight & Deliveries	<p>Kylie Curran</p> <p>T: 03 9330 3303</p> <p>F: 03 9330 3337</p> <p>W: www.agilitylogistics.com</p> <p>E: expohelp@agilitylogistics.com</p>
 <p>BRISBANE convention & exhibition CENTRE</p>	<p>Venue</p> <p>Catering</p> <p>Cleaning</p> <p>Communication</p>	<p>T: 07 3308 3138</p> <p>F: 1800 063 302</p> <p>W: www.bcec.com.au</p> <p>E: exhibitorservices@bcec.com.au</p>

FORMS AND DEADLINES

DEADLINES COMPULSORY

FORM	SUPPLIER	PAGE	DEADLINE	COMPULSORY
Exhibitor Registration	Great Southern Press	14	5 August 2011 	
Extra Delegates	Great Southern Press	15	5 August 2011 	
Description of Business/ Services	Great Southern Press	7	5 August 2011 	
Provide copy of Public Liability Insurance (Please ensure insurance will cover exhibitions/events to the value of \$20,000,000)	Great Southern Press	Supplied by exhibitor via fax or email	5 August 2011  Send to: educk@gs-press.com.au or fax (03) 9602 2708.	
Contractor's Contact Details	Great Southern Press	18	5 August 2011	 (For custom built stands only)
Exhibition Hire Catalogue	Moreton Hire	click here*	16 August 2011	
Exhibitor Kit Forms	Moreton Hire	click here*	16 August 2011	
Exhibitor Services Order Form	Brisbane Convention and Exhibition Centre	click here*	16 August 2011	

If you have any questions regarding these forms please contact
Elissa Duck from Great Southern Press at educk@gs-press.com.au or call (03) 9248 5170.

*Click the link for more information.

CHECKLIST

EACH ITEM MUST BE CHECKED OFF BEFORE ATTENDING THE EVENT

I have:

- Read and understood the Exhibitors Manual.
- Organised my company's Public Liability Insurance (Please ensure the insurance will cover your company at exhibitions/events to the value of \$20,000,000).
- Completed and returned the exhibition stand form to Moreton Hire.
- Completed and returned Lighting and Power form, Furniture form, AV form, and Plant form to Moreton Hire.
- Completed and returned the Exhibitor Registration form to Great Southern Press.
- Completed and returned the 100 word description of my business/services.
- Completed and sent my contractor's details and plans for custom builds to Great Southern Press (if required).
- Sought approval from the Brisbane Convention and Exhibition Centre regarding food and beverage sampling should it apply to my stand.
- Arranged and confirmed any deliveries for the expo with Agility or other Freight Forwarding company.
- Arranged transport, flights and accommodation for the event.
- Alerted the venue (BCEC) of machinery over 500 kgs that I plan to display.
- Organised safety vests and closed in footwear during bump in and bump out for contractors and staff.



DESCRIPTION OF BUSINESS/SERVICES

Please provide a brief description (100 words) of your business/ services for inclusion in the Sustainable Councils 2011 Conference Handbook. It may also be used in the *Ecogeneration* magazine and online to promote your participation in the event.

EXHIBITING AT SUSTAINABLE COUNCILS 2011

EXHIBITOR ENTITLEMENTS

- Two complimentary booth worker registrations per 9 sqm of booth space
- Booth worker includes: Morning and afternoon tea and lunch Monday, Tuesday
- Listing on website
- Booth location listed in the official conference handbook, together with a description of your company's products/ services.

SHELL SCHEME BOOTHS

- Back and side walls
- Lighting: 2 x spotlights
- 1 x 4 amp power point
- 1 x corflute fascia sign with black text as well as carpet and cleaning.

Note: Equipment will need to be laid on another surface (ie. timber or mats to protect the carpet). For further information please refer to Moreton Hire's kit.

CUSTOM DISPLAY BOOTHS

All Space Only booths are classified as 'Custom Display Booths'.

For your custom display requirements, please contact:

Chloe Mitchell
Moreton Hire
T: 07 3307 4486

EXHIBITION REGULATIONS

- No attachments, fitting, fixture or defacement is to be made to flooring, ceilings or to the internal or external walls of the venue
- No adhesive is to be used to mark layout of stands
- No hole, nail, screw or other contrivance is to be driven into any part of the building
- Emergency exits and fire equipment must be visible and accessible at all times and must not be removed from their correct location unless for an emergency
- All electric lighting must be 2.2 m from the floor level to prevent injury from hot light fittings
- All electrical wiring must conform to the statutory requirements
- The use of glitter and confetti products is prohibited
- Nothing is to be placed along the air vents, this area must remain clear at all times
- Materials used in stand construction and decoration must not be readily ignitable or be capable of emitting toxic fumes should ignition occur. The use of crepe paper, corrugated cardboard, straw, untreated Hessian or PVC sheet is strictly prohibited
- All signs are to be professionally produced. Where necessary all signs must be backed.

CONTRACTORS

If you are using an outside contractor please make sure they follow the same safety requirements as stated in this manual and have the relevant qualifications.

DATES AND HOURS

ACTIVITY	DATE	TIME
Move-in	Sunday 4 September	Exhibitors will move-in from 12.00pm – 6.00pm
Exhibition Open Hours	Monday 5 September – Tuesday 6 September	5 September: 8.00am – 5.00pm 6 September: 8.00am – 5.00pm
Conference Breaks	Monday 5 September	10.00am – 10.30am (delegates morning tea) 12.00pm – 1.30pm (delegates lunch break) 3.00pm – 3.30pm (delegates afternoon tea)
Conference Breaks	Tuesday 6 September	10.00am – 10.30am (delegates morning tea) 12.00pm – 1.30pm (delegates lunch break) 3.00pm – 3.30pm (delegates afternoon tea)
Gala Dinner and Awards Evening Dress Code: Business Attire	Tuesday 6 September	7.00pm – 11.00pm

MOVE-IN/MOVE-OUT

ACTIVITY	DATE	TIME
Move-in – Custom Stands	Saturday 3 September	Custom stands will build and move in from 3.00pm – late evening
	Sunday 4 September	Custom stands will continue to build and move in from 7.00am – 12.00pm
Move-in – Shell Scheme Booths	Sunday 4 September	Exhibitors will move in from 12.00pm – 6.00pm
		Shell Scheme and furniture will be ready to occupy at this time. All stands must be completely dressed and excess rubbish removed by 6.00pm on Sunday 4 September 2011
Move-out	Tuesday 6 September	5.00pm – 9.00pm No exhibitor will be permitted to remove products prior to this time. Courier/Freight Forwarding Companies should be instructed to pick up from the Kitchen Loading Dock via Glenelg Street from 5.00pm – 9.00pm.

ACCESS

The Brisbane Convention & Exhibition Centre is located at Corner of Merivale & Glenelg Street, South Bank, Brisbane.

Access to the Brisbane Convention & Exhibition Centre for Exhibitors and Contractors during build-up and pull-down is via Glenelg Street. The Service Road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic.

The Entrance to the Brisbane Convention and Exhibition Centre Car Park is located at the end of the service road past Exhibition Hall 4.

Exhibitor access to the venue on exhibition days is from 8.00am. For times regarding move-in and move-out please see above table.

ACCOMMODATION

Rydges Southbank is conveniently located right next to the Brisbane Convention and Exhibition Centre. To make a booking you will need to book online at our special event accommodation website www.rydges.com/cwp/ecogen. A deposit of one night's accommodation or a credit card number is required to secure the booking.

AUDIO VISUAL

Moreton Hire is the appointed supplier of audio and visual equipment to the exhibition.

Please contact Moreton Hire to place any orders or visit their website www.moreton.net.au for their full range of products.

BANKING FACILITIES

The following Banking Facilities are located in the South Bank precinct.

Bank of Queensland
88 Boundary Street
West End, Qld, 4101
Telephone: 07 3844 8750

Commonwealth Banking Corporation
Corner Mollison & Boundary Streets
South Brisbane, Qld, 4101
Telephone: 07 3844 4505

National Australia Bank
Boundary Street
South Brisbane, Qld, 4101
Telephone: 07 3844 1323

Westpac Banking Corporation
91 Boundary Street
West End, Qld, 4101
Telephone: 07 3844 4861

The Brisbane Convention and Exhibition Centre provide an Automatic Teller Machine located on the Concourse between the Great Hall and Exhibition Hall. This machine accepts all cards with the exception of Bank of Queensland.

CAR PARKING

The Centre provides undercover parking for 1500 vehicles, with direct lift access to the Centre's convention and exhibition facilities. The flat rate for exhibitor parking is \$13.00 per day/per vehicle.

CLEANING

Public areas, foyers and exhibition aisles are cleaned and rubbish bins are emptied daily by the Centre's cleaning staff.

Exhibitors requiring individual stand cleaning should complete the applicable section under "Utility Services" of the Exhibitor Services Form.

COMMUNICATION

If you require a telephone, fax, EFTPOS, ISDN or ADSL line please contact Brisbane Convention Centre for arrangement and cost. Internet connection will also be available at the Net Café within the Exhibition.

DELIVERIES/FREIGHT GUIDELINES/FREIGHT FORWARDING/TRANSPORT/LOGISTICS

The Organisers and the Venue will not accept any responsibility for the safety or well being of any items on, or delivered to, the site in the absence of the Exhibitor or his/her agent or contractor.

No goods will be accepted prior to Friday 2 September. Small goods such as boxes and signage are to be delivered between 7.00am and 4.30pm Friday.

All deliveries of oversized items must be delivered on Sunday the 4th September

All deliveries must be addressed with Delivery Note (page 20) to assist with the smooth delivery of goods.

If you are delivering more than a couple of boxes to your stand, **it is strongly recommended you use a freight forwarding company.**

Agility Fairs and Events has been appointed the official logistics provider to Sustainable Councils 2011.

Agility specialises in exhibition freight forwarding – both domestic and international. Agility can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition booth.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements
- Customs clearance, Tariff classification & advice, Duty & Sales Tax assessments and all relevant documentation.

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

Agility Fairs & Events
28–32 Sky Rd, MELBOURNE AIRPORT VIC 3045
Tel: +61 3 9330 3303
Fax: +61 3 9330 3337
E-mail: expohelp@agilitylogistics.com

As the show bumps in on a Sunday and deliveries of all oversized items (including but not limited to pallets and display machinery) will not be accepted at the venue prior to this day, we highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours. Please refer to the insert "Benefits of using Agility" which outlines the services provided and will assist you in making an informed decision.

Onsite Materials Handling

Agility will be operating a forklift service during bump in and bump out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. These are provided free of charge by Great Southern Press as a service to exhibitors. Please see the Agility staff at the loading dock for assistance.

Forklifts are operating during the following times only:

Move In

Sunday 4 September 7.00am – 7.00pm

Move Out

Tue 6 September 5.00pm – 9.00pm

Storage

There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show. Agility can arrange off-site storage at a cost of \$40.70 per m³ or part thereof.

Please note:

- If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider

and/or ensure you have a representative onsite at the time of delivery

- Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, cramage, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.

Why should you use Agility Fairs & Events? Refer to the '**Benefits of Using Agility**' [click here](#).

Post Event Collection of Freight

Freight must be removed from the function room immediately at the conclusion of the event within the aforementioned 'movement of freight' criteria.

Courier companies should be instructed to pick up post event freight from the Kitchen Loading Dock on the following working day. Great Southern Press and the BCEC will not take responsibility for items left after this time.

Freight that has not been collected and has remained in the freight cage for over one month will be deemed as abandoned freight and will be disposed of accordingly.

EMERGENCY FIRST AID & MEDICAL

Emergency telephone numbers are: Ambulance – 000, Dental – 3830 4157. The nearest Public Hospital Casualty Department is at the Mater Misericordia Hospital, Annerley Road South Brisbane, telephone 07 3840 8111.

EXHIBITOR SERVICES

Exhibitor Services is situated in the concourse between Exhibition Halls 2 & 3. It is open during move-in, operational and move-out stages of the exhibition. Services provided include faxing, photocopying and the sale of stationery items.

EVACUATION PROCEDURES

If we do have an emergency in the Centre, please stay calm. Please follow the instructions given by BCEC staff who are fully trained for an emergency situation. BCEC Security and Building Services staff are qualified First Aiders.

The Centre has a 2-alarm system, which is as follows:

1st alarm sound.....

BEEP BEEP

This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound...

WHOOOP WHOOOP

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire.

If we do need to evacuate, all exits are clearly marked with exit written in green.

Centre staff will direct you to a Safe Assembly area.

Assembly area is South Bank Institute footpath, which is directly across the road from the bus waiting area in Glenelg Street.

If you do have an emergency while in the Centre, all you have to do to obtain help is to pick up an in-house telephone and dial "8". Let Security know the details/location of the emergency and they will respond.

FIRE REGULATIONS

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations.

The storage of any flammable liquids or fuel within the Exhibition is not permitted. Motor vehicles or other mechanical appliances displayed within the Exhibition venue must contain a full tank of fuel and be free of leaks.

Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations available from the Centre.

Fire Proof Materials

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

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

FLOOR COVERINGS

Please ensure that if you are installing any landscape style flooring/features such as pebbles, bark, dirt etc that it is steady under foot and must not be deemed to be a trip hazard. Please ensure that durable plastic is placed under any areas where this occurs. The exhibitor will be responsible for removal of their floor coverings.

FOOD AND BEVERAGE

The Centre Management has sole rights for the sale or distribution of any article of food and beverage, therefore no food or beverage may be brought into the Centre without the consent of the Brisbane Convention & Exhibition Centre's Management.

The food and beverage sampling guidelines are as follows:

Samples to be given away free of cost to the patron must be:

- Items which registered members of the association buy wholesale in the normal conduct of business or
- Are produced by equipment used in the normal conduct of their business.

The sale of such sample products is not permitted.

Portions must be of tasting size only:

- Liquid portions should not exceed 30% of what would be considered to be standard serving size
- Solid food should be no larger than bite size
- Health regulations apply
- Exceptions to the above require written approval.

FREIGHT AND FORKLIFTS

Forklifts are available for hire from the venue and must be operated by a licensed driver. Charges apply for forklift and driver.

This service is available to all Exhibitors and must be booked and paid for at least 48 hours prior to event build-up.

FURNITURE

Moreton Hire has been appointed as the preferred supplier of furniture for EcoGen 2011.

T: 07 3307 4486

HEALTH REGULATIONS

The following health requirements are applicable for exhibitor's stands from which samples of food or drink are promoted to the public.

- Perishable packaged foods are required to be refrigerated
- Where unpackaged food is to be given away, openly stored, displayed and handled, the following facilities and services need to be provided:
 - » Hand basin with hot and cold water
 - » A refrigerated display and/or storage cabinet if the food is perishable
 - » Glass or Perspex screens or sneeze guards to protect food from contamination
 - » A washable impervious floor e.g. sheet vinyl
 - » Where serving implements or utensils are used, a separate sink with hot and cold water will be required
 - » Where drainage and water is required, stands must be located with access to the appropriate service pits.
- All eating and drinking utensils must be disposable (paper cups, plastic spoons, plastic wine glasses) and must not be reused
- When food or drink samples are given away for promotional purposes:
 - » They must be offered in such a manner as to avoid being handled by the public e.g. apportioned and toothpicks inserted.
 - » They should be protected from contamination, for example by the use of trays fitted with plastic covers.
 - » Condiments such as sauces and mustards are to be contained in squeeze type dispensers or individual sealed packets.
- For other than food related exhibitions, cooking of food by Exhibitors is prohibited unless approved by the Centre. Early consultation with the Brisbane Convention and Exhibition Centre Management is mandatory
- Exhibitors must provide receptacles for rubbish collection. These receptacles must be located within or near to the stand and the contents shall be disposed of in a manner approved by Centre Management
- All stands involved in the presentation of food & beverage must abide by the "Food Hygiene Regulations 1989".

Please note extra cleaning charges may be imposed for the disposal and cleaning of wet and food waste.

OCCUPATIONAL HEALTH & SAFETY - STAND CONSTRUCTION & EXHIBITS

1. Cables

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cables should be raised above the walkway. If this is not possible, cables need to be covered with carpet tile, matting or taped with gaffer.

In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape.

2. Demonstration of Equipment

Where an event or exhibition has demonstrations using portable electrical equipment, the Safety Manager must give special approval. Also extra safety precautions must be taken to protect members of the public. These extra precautions must be complied with at all times or the demonstration will be stopped.

3. Electrical Equipment

The BCEC Management reserves the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary.

All portable electrical equipment, appliances and leads used on the BCEC site must be tested and tagged in accordance with Australian Standard 3760 and Workplace Health & Safety Legislation. Any electrical equipment found not tested will have to be done immediately or removed from the Centre. For safety reasons, double adaptors are not to be used in the Centre.

Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Centre's Security Department.

4. Fire Regulations

All materials used in stand construction and decoration must be fire retardant to conform to local statutory building regulations.

The storage of any flammable liquids or fuel with the exhibition is not permitted. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations.

5. Floor Load Weight Limits

All floor areas within the BCEC have specified loading limits per square metre. Any equipment or item to be displayed, or used during an event weighing more than 500 kilograms must be assessed prior to the item or equipment being positioned. BCEC requires the following information in advance of the commencement of the build:

- The dimensions of the base of the item
- The gross weight of the item
- A picture or diagram of the item
- Indication on the floor plan where the item is to be located.

6. LPG Gas – Use on Stands

The use of LPG on stands is allowed in the Exhibition Halls, however, the following policies apply:

- All installations must be carried out in accordance with the relevant statutory acts and regulations
- All appliances must be approved for use in accordance with the relevant acts and regulations
- The quantity of LPG held within a stand is to be limited to that amount reasonably consumed in one day.
- Maximum Cylinder Size = 45kg
- One cylinder per appliance
- Centralised cylinders with appliances connected to a reticulation system are not permitted
- Cylinders must be fitted securely to appliances to prevent the cylinder from falling
- Cylinders and connections must be protected from damage
- Control of cylinders must be accessible by the stand but not by the public
- Each evening at the close of show the LPG must be turned off at the bottle and all cylinders must be removed from the building overnight to designated areas.
- Security and provision of storage facilities at designated areas is the responsibility of the Event Organiser
- The LPG supply must be connected and disconnected by a certified tradesman.

7. Motor Vehicle Displays

All vehicles should have a full tank of fuel when left in the Centre to reduce the vapour space in the tank as per Queensland Fire

Service advice (Workplace Health & Safety, Risk Management Advisory Standard 2000). All vehicles must be supplied with a drip-tray. The vehicle keys are to be left with Security Control, unless other arrangements have been made with the Event manager.

All vehicles displayed on a gradient (e.g. one set of wheels on a ramp) are to be locked and no access to be granted unless removing the vehicle from the display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

8. Temporary Structures

All temporary structures will be professionally designed, structurally sound and will contain reasonable provision for:

- Safety of persons to be accommodated in the event of fire, including means of egress
- Prevention of fire
- Suppression of fire
- Health of persons accommodated
- All structures over 2.4 metres in height, where persons either staff or guests gather, must be certified by an engineer.
- Patrons must give consideration for wheelchair access to the Stand (Building Code of Australia – Section D3.3).

The reduction of the existing level of fire protection is not permissible. Designers and builders have an obligation to design and construct to these principles and any relevant standards or legislation while meeting the special needs of their client. These principles include:

- Stands over 18sqm where roofing is fitted must have a "Smoke Detection Device" and have a fire extinguisher installed. The recommended material for the roofing is "shark tooth" type material that allows water penetration from sprinklers and fire canon.

LIGHTING AND POWER

Moreton Hire has been appointed the exclusive electrical contractor for the exhibition.

Please note all power must be ordered through Moreton Hire by an appointed electrical contractor, under no circumstances can connections be made directly to any pit power. Any direct connection to pit power, not managed through Moreton Hire, will result in the power being cut off and access denied. Please complete and return the Lighting and Power order form included in the Exhibitor kit [click here](#).

MOVE-IN/MOVE-OUT

See page 9.

NOISE

Open audio systems such as PA systems and stereos are not recommended at Sustainable Councils 2011. Please seek approval from Great Southern Press.

POST OFFICE

The nearest Post Office is located at 75–77 Russell Street, West End, Brisbane.

PUBLIC LIABILITY/INSURANCE

Exhibitors should arrange for adequate insurance cover over the period of the exhibition.

This refers to damage or injury caused to third parties/visitors on or in the vicinity of your exhibition stand. In most cases this can be achieved by extending your existing policy through

your insurance broker or insurance company, in the form of a "Certificate of Currency". Great Southern Press and the Brisbane Convention Centre expressly declines responsibility for any loss or damage which may befall the person or property of any exhibitor from any cause whatsoever.

(Please ensure insurance will cover exhibitions/events to the value of \$20,000,000)

RIGGING

For safety reasons all rigging of overhead banners and signage will be completed by the BCEC and must be pre-arranged with the Centre prior to build up of the Exhibition.

To book rigging, tick the appropriate box on the exhibitor services form.

SAFETY VESTS

All organisers, contractors and exhibitors and their staff must wear safety vests whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events.

Vehicle drivers and offside passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

SECURITY

At every event there is a risk of theft and whilst the Brisbane Convention & Exhibition Centre will take all reasonable precautions by providing security, exhibitors can help to minimise the risk to themselves and others by remembering the following guidelines:

DON'T leave small, valuable items unattended. Lock all personal property – coats, briefcases, handbags, mobile phones, etc away.

DON'T leave your stand unprotected while there are valuables on view.

DON'T think you have nothing worth stealing.

DON'T leave valuables in plain view in your car while parked in the car park.

DO have staff on your stand while the venue is open.

DO wear your Exhibitor pass at all times.

DO report any thefts and be sure to get an incident report sheet.

DO be sure to have adequate insurance to cover your stand. Your stand and goods are not covered by the organisers' insurance.

DO protect your list of visitors recorded for follow up.

DO cover all items of value overnight.

SMOKING

The Brisbane Convention & Exhibition Centre has a "No Smoking" policy within all areas of the Venue. Exhibitors are therefore requested not to smoke within the Exhibition Area.

SOCIAL PROGRAM

**EcoGen 2011 GALA DINNER AND AWARDS NIGHT
TUESDAY 6 SEPTEMBER 7.00PM – 11.00PM
THE GABBA, GATE 7, VULTURE STREET,
WOOLLOONGABBA**

\$187.00 or complimentary with full registration.

The EcoGen 2011 Gala Dinner will be the night of nights for Australia's clean energy industry.

The glamorous evening held at Brisbane's iconic Gabba will include an awards ceremony, top-class entertainment and a sumptuous three course meal. This highly enjoyable and lively night is not to be missed and provides a great opportunity to socialise before the event concludes.

The EcoGen 2011 Clean Energy Awards will also be announced at the Gala Dinner, promoting and celebrating innovation, achievement and success.

ACTIVITY	DATE	LOCATION	TIME
EcoGen 2011 Gala Dinner & Awards Evening	Tuesday 6 September	The Gabba, Gate 7, Vulture St, Woolloongabba	7.00pm – 11.00pm

To make bookings for the Social Program see the Exhibitor Registration Form, page 14. Numbers are limited so be quick!

STORAGE ONSITE

As limited on site storage facilities for packing materials and boxes are available, it is recommended that exhibitors keep packing materials to a minimum.

Exhibitors may not leave boxes and packing material in the Exhibition Display Area during the event.

TELEPHONES

Telephones on Stands

The Brisbane Convention and Exhibition Centre has a central PABX system that is capable of facsimile data access for key link and external databases via modems. All telephone outlets have the facility for local, STD and IDD connection. All lines will be metered and automatically billed to the Exhibitor together with a detailed statement following the Exhibition. Please refer to the Exhibitor Services Form.

Public Telephones

Public telephones are located in the Main Foyer, Mezzanine & Plaza Levels and on the Concourse outside each Exhibition Hall.

TRADE VISITORS

Free passes for trade visitors will be sent to all exhibitors closer to the event, allowing you to invite current and potential clients. In order to keep these free, and to ensure that you get value for money from your exhibition by spreading out the flow of traffic, free access to trade visitors will only be allowed during non-meal times.

VENUE

Sustainable Councils 2011 exhibition will be in Exhibition Hall 1 of the Brisbane Convention & Exhibition Centre, corner of Merivale and Glenelg Streets, South Bank Qld 4101.
Telephone: 07 3308 3000
Facsimile: 07 3308 3500

EXHIBITOR REGISTRATIONS FORM

Contact:

Company:

Email:

Stand Number: Phone:

You are entitled to 2 booth worker registrations per 9 sqm of exhibition space booked. **Only include the complimentary bookings here. If unsure please contact Great Southern Press at conferences@gs-press.com.au or call (03) 9248 5174**

Full registration includes: entry to the conference sessions, lunches and breaks throughout the event and **Gala Dinner**.

Booth worker registration includes: lunches and breaks throughout the event.

Booth Worker

	FIRST NAME	LAST NAME	COMPANY	EMAIL
1				
2				
3				
4				
5				
6				

EXTRA DELEGATES FORM

PLEASE RETURN BY 5 AUGUST

IF YOU WOULD LIKE TO PURCHASE ANY EXTRA REGISTRATIONS PLEASE FILL OUT BELOW:

Additional booth worker registration (full delegate) is available at \$290.00 for all staff from exhibiting companies.

Extra Booth Worker \$290.00

	FIRST NAME	LAST NAME	COMPANY	EMAIL
1				
2				
3				
4				

Extra Delegates/Booth Workers
Sub Total

\$

PAYMENT METHOD ON PAGE 17
Email form to Great Southern Press at conferences@gs-press.com.au OR Fax to 03 9602 2708

EcoGen 2011 Gala Dinner

PLEASE RETURN BY 5 AUGUST

IF YOU WOULD LIKE TO PURCHASE ANY EXTRA TICKETS PLEASE FILL OUT BELOW:

Tickets to the EcoGen 2011 Gala Dinner are available to exhibitors at a discounted rate. If you would like to book tickets for the EcoGen 2011 Gala Dinner, fill in the below:

Gala Dinner – \$150.00 **Table of ten for the Gala Dinner** – \$1,350.00

	FIRST NAME	LAST NAME	COMPANY	EMAIL
1				
2				
3				
4				

Table of 10 for Gala Dinner

	FIRST NAME	LAST NAME	COMPANY	EMAIL
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Total

\$

PAYMENT METHOD ON PAGE 17
 Email form to Great Southern Press at conferences@gs-press.com.au OR Fax to 03 9602 2708

PAYMENT METHOD

Request an Invoice
 Pay by cheque, payable to Great Southern Press Pty Ltd
 Credit card
 Charges as per this form are to be debited to:

Mastercard
 Visa
 American Express*

Cardholder's Name _____ Expiry date: _____ / _____

Credit card number

Cardholder's Signature _____ Total Payment AUD _____

Please note: Payment must be made in Australian dollars. *All prices in this brochure are in Australian dollars and include 10% GST.*

*Payment made by AMEX will incur a 3.5% surcharge on total (inc. GST).

Please return completed application form to Great Southern Press:

GPO Box 4967, Melbourne, Victoria 3001 Australia T: 03 9248 5174 F: 03 9602 2708 E: conferences@gs-press.com.au

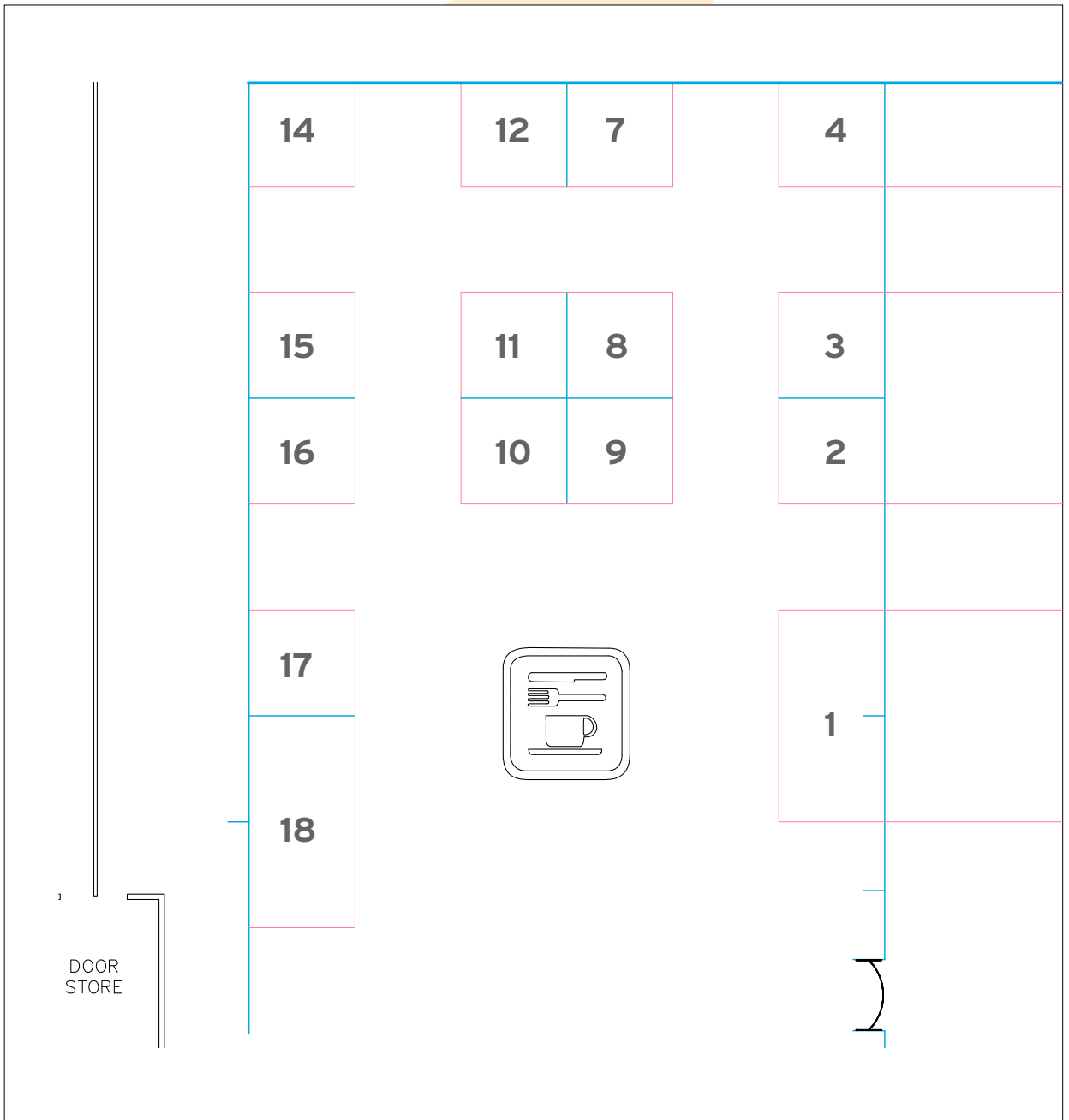
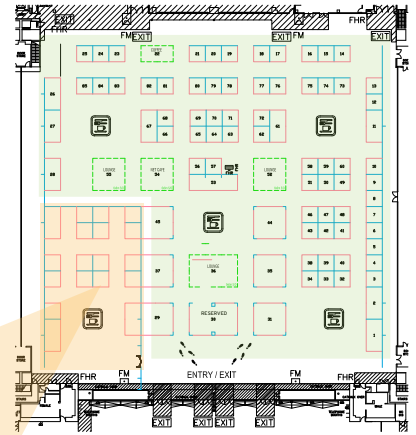
FLOOR PLAN





Catering station

 EcoGen 2011 Exhibition

 Sustainable Councils 2011 Exhibition



* subject to change

DELIVERY ADDRESS: KITCHEN LOADING DOCK BRISBANE CONVENTION & EXHIBITION CENTRE GLENELG STREET SOUTH BRISBANE QLD 4101 TEL 07 3308 3000					
EVENT NAME:	SUSTAINABLE COUNCILS 2011		EVENT NUMBER:	26252	
EVENT DATE:	SATURDAY 3 RD – THURSDAY 8 TH SEPTEMBER 2011				
ROOM/ HALL:	Exhibition Hall 1				
EVENT PLANNING MGR:	Sally Levis		AV PROJECT MGR:	Rebecca Bell	

CONSIGNMENT DETAILS		
SENDER:	STAND #	
CONTACT NAME:	PHONE:	(0)
Courier Name	Description of Items (eg cartons, signage, boxes)	Item No. of
NO GOODS WILL BE ACCEPTED PRIOR TO Friday 2nd September 2011 ALL GOODS TO BE DELIVERED BETWEEN 7.00 AM & 4.30 PM FRIDAY		

TRANSPORT QUOTE REQUEST FORM

*Agility Fairs & Events is able to offer a full door to stand transport service. If you would like a quote for this service, please complete Sections A and B below.
If you require any on-site services (ie. forklift and storage) please complete Sections A, C and D.*

AGILITY FAIRS & EVENTS.....*The easy way to exhibit!*

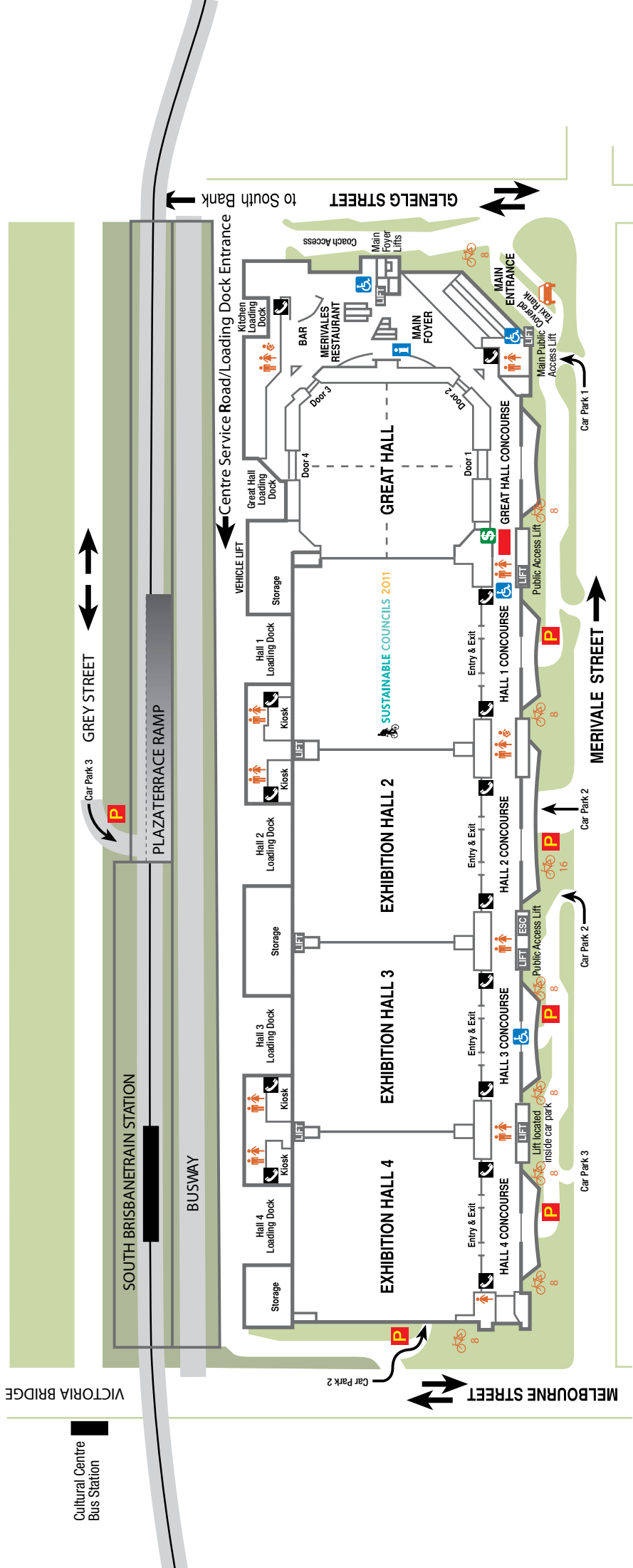
Section A – BILLING DETAILS									
Company:					ABN:				
Address:									
Suburb/Town:			Post Code:		Tel:		Fax:		
Contact Name:					Mobile:				
Email Address:					Agility Customer Code #				
Section B – TRANSPORT REQUIREMENTS									
Description of Consignment:									
		Pallets <input type="checkbox"/>		Crates <input type="checkbox"/>		Loose Cartons <input type="checkbox"/>		Other <input type="checkbox"/>	
No. of Items:	Weight (approx.):	kgs	Volume (m ³):	(L)	x (W)	x (H)	=	m ³	
Available for Pick-Up / Preferred Date for Pick-Up:									
Day & Date:				Time:		Close:			
Pick-up address (if different to address above):									
Company:									
Address:									
Suburb/Town:					Post Code:				
Contact:			Telephone:			Mobile:			
Forklift available at pick-up point?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is a Tailgate Vehicle Required:		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Special Requirements/Instructions:									
Deliver to:									
Hall:			Stand:			Delivery Date:			
Do you require us to return freight after the exhibition? YES <input type="checkbox"/> NO <input type="checkbox"/>									
Section C – FORKLIFT SERVICES									
Day/Date:			ETA:		Estimated time required:				
Estimated weight of heaviest piece (kgs):					Extended tyres required?			Yes	No
Section D – STORAGE									
Pre-Show <input type="checkbox"/>			During Show <input type="checkbox"/>			After Show <input type="checkbox"/>			
Description/Details:									
Approximate volume:		(L)	x (W)	x (H)	=	m ³			

I have read and accept Agility's Standard Terms & Conditions (refer to page 2).

Accepted by (Signature):

PLEASE COMPLETE THIS FORM AND RETURN TO AGILITY FAIRS & EVENTS BY FRIDAY 19TH AUGUST, 2011 ON FAX (03) 9330 3337 OR EMAIL expoeasy@agilitylogistics.com FOR FURTHER INFORMATION CALL (03) 9330 3303.

Access / Centre Location



- LEGEND**
- Disabled Access
 - Taxi Rank
 - ATM
 - Public Toilets
 - Mother's Room
 - Public Telephones
 - Public Parking
 - Lifts
 - Information
 - Exhibitors Service Centre
 - Bike Racks