

Part A: INTERNAL EXHIBITION REGULATIONS



Regulations are subject to change

These Exhibition Regulations must be read in conjunction with, and subject to, the General Conditions of Exhibition and any other regulatory documentation promulgated by the Organiser. 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 RotorTech (the "Exhibition"), 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, and the local authorities.

The Exhibition refers to RotorTech.

The Venue is RACV Royal Pines Resort, Gold Coast, and shall mean all areas, premises or structures utilised by or

made available to the Organiser for the purposes of the Exhibition.

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 of its officers, employees, agents, or contractors.

The Exhibition Regulations refers to a series of four documents:

- Internal Exhibition Regulations
- External Exhibition & Static Display Regulations
- Exhibition Safety Regulations
- Helicopter Arrival and Departure Instructions

These must all be read in conjunction with each other.

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.

5. Shell Scheme Stands

Shell Scheme stands will be provided with walls, power, lighting and a standard, fascia panel with the Exhibitor's name and stand number. The shell scheme stand 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. Custom Builds

Any Exhibitor upgrading to a custom build 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:

- 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 plain white and may not be branded in any way when overlooking an adjoining stand.

- Multistorey stands are not permitted.
- Except with the prior written approval of the Organiser, all stands must have at least three quarters (75%) of each aisle frontage open.
- All stand designs must be submitted to the Organiser for approval no later than 60 days prior to the commencement of the Exhibition. 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

- The Exhibitor must notify the Organiser at least 60 days prior to the commencement of the Exhibition of the name of their stand contractor.
- The Exhibitor is responsible for ensuring that any Contractors they contract (including sub-contractors, agents, and their staff) are eligible to work in Australia and agree to comply with these regulations and any regulations promulgated by the Authorities.
- 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 Organiser and Authorities for use at the Venue.
- Contractors that need to remain at 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

All electrical supply requirements must be provided by the Official Electrical Contractor.

- i. Shell Scheme Stands – 1x 10amp power outlet will be provided per 9m². 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.
- ii. Custom Build – Please contact the Official Electrical Contractor to arrange any additional power requirements. Late fees may apply for orders received after the cut-off date.

10. Telecommunications

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

11. Floor Pits, Exit Signs, Fire Equipment

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

12. Cleaning and Rubbish Removal.

Exhibitors are responsible for the removal of all rubbish created during the bump-in and bump-out. During the event, the Organiser 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 will be disposed of, and all costs charged to the Exhibitor.

13. Storage

There is no provision for storage of any items at the Venue. Exhibitors should make arrangements for storage either on their stand or off site.

14. Catering

The Venue has sole rights to all catering and as such, any on stand catering must be booked through them.

15. Prohibited Weapons

Prohibited Weapons are not permitted at the Exhibition. Please contact the Organiser for further details if required.

16. Safety

Safety is of utmost importance at the Exhibition and Exhibitors & Contractors are required to understand and comply with all Australian and State legislation and regulations regarding Work Health and Safety (WHS). Exhibitors & Contractors are also bound by the

Organisers' Exhibition Safety Regulations (see separate document).

17. Security

The Organiser will provide security services for the duration of the Exhibition. 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 Exhibition at any time. Additional security services can be arranged via the Venue at the cost of the Exhibitor.

18. Consignments and Deliveries

- i. The Venue is the exclusive provider of lifting and handling equipment; Exhibitors and Contractors are not permitted to operate their own forklifts on site.
- ii. Lifting services and loading dock access times should be booked through the Venue prior to the bump in of the Exhibition.
- iii. There is no forklifting permitted inside the Venue.
- iv. No exhibits will be allowed into the Venue after the commencement of the Exhibition except with the prior approval of the Organiser.
- v. The Organiser will not under any circumstances accept or sign for any deliveries on behalf of the Exhibitors.

19. The Venue

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

20. Dilapidations

The Exhibitor is responsible for the cost of making good, restoring, or renewing any case of serious dilapidation to the 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.

21. Floorplan

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

Stand numbers are indicative only and subject to change until final floorplan is released.

22. Flooring

- i. The Venue is carpeted and cannot be removed.
- ii. Raised flooring is permissible at the discretion of the Exhibitor. Please refer to the Building Code of Australia for further information

- iii. Raised flooring, flooring that is between 0mm to 32mm must have edging with a grading of 1:1.3.

Flooring above 33mm to 115mm high requires a bevelled edge, which does not exceed an angle of 30 degrees or a grading of 1:1.8.

If the flooring exceeds 115mm it is deemed a step and must have accessible ramp access within the stand.

- iv. All flooring must be contained within the contracted space.