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<td>Exhibitor Delivery Label</td>
<td>19</td>
</tr>
</tbody>
</table>
### Key Contact

| **Exhibition organiser** | **Think Business Events**  
Unit 17, 3 Westside Avenue  
Port Melbourne VIC 3207  
Australia  
| **Contact:** Lawrence Li  
**T:** +61 3 8658 4045 or +61 3 9417 1350  
**M:** +61 413 526 318  
**E:** lawrencel@thinkbusinessevents.com.au |
| **Exhibition venue contact** | **Perth Convention and Exhibition Centre**  
21 Mounts Bay Road  
Perth WA 6000  
| **Contact:** Exhibitor Services  
**T:** +61 8 9338 0318  
**F:** +61 8 9338 0309  
**E:** exhibitor@pec.com.au |
| **Exhibition builder** | **Perth Expo Hire**  
27 Belmont Avenue  
Belmont WA 6104  
Australia  
| **Contact:** Ellyce Wake  
**T:** +61 8 9475 2050  
**E:** ellycewake@perthexpo.com.au |
| **Freight forwarder** | **Agility Fairs and Events Logistics Pty Ltd**  
28-32 Sky Road,  
Melbourne Airport VIC 3045  
Australia  
| **Contact:** Seamus Campbell  
**T:** +61 3 9330 9014  
**F:** +61 3 9330 3337  
**E:** scampbell@agility.com |
Important Dates and Times

<table>
<thead>
<tr>
<th>Date required</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 6 September</td>
<td>Balance of sponsorship and exhibition payment due</td>
</tr>
<tr>
<td>Send now, if you haven’t</td>
<td>Fifty-word company overview and contact details - send to <a href="mailto:sally.gatenby@idp.com">sally.gatenby@idp.com</a></td>
</tr>
<tr>
<td>already sent</td>
<td></td>
</tr>
<tr>
<td>Send now, if you haven’t</td>
<td>Company logo in both EPS and JPEG high-resolution files (300dpi)</td>
</tr>
<tr>
<td>already sent</td>
<td></td>
</tr>
<tr>
<td>Friday 6 September</td>
<td>Exhibitor Response Form due</td>
</tr>
<tr>
<td>Friday 6 September</td>
<td>Complete your conference registrations</td>
</tr>
<tr>
<td>Friday 6 September</td>
<td>Book your accommodation</td>
</tr>
<tr>
<td>As per the contractor</td>
<td>Submission of AV and furniture orders</td>
</tr>
<tr>
<td>Friday 6 September</td>
<td>Submission for custom stands (stand dimensions, drawings, stand</td>
</tr>
<tr>
<td>Friday 6 September</td>
<td>Virtual insert required</td>
</tr>
</tbody>
</table>

Exhibition contractors

Standard shell scheme – Perth Expo

Exhibition bump-in – Monday 14 October, 8.00am-7.00pm
Exhibition bump-out – Friday 18 October, 2.30pm-midnight

Custom exhibition stands

Exhibition bump-in – Monday 14 October, 10.00am-7.00pm and Tuesday 15 October, 7.00am-midday
Exhibition bump-out – Friday 18 October, 2.30pm-midnight

Exhibitors

Exhibition bump-in – Tuesday 15 October, midday-3.00pm
Exhibition bump-out – Friday 18 October, 12.00-2.30pm
Exhibition Details

Venue

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth WA 6000

The AIEC Exhibition will be held in the Level 1 Pavilions. The Welcome Reception will be on Tuesday evening, and all catering and conference breaks will be in the exhibition area.

Exhibition times

<table>
<thead>
<tr>
<th></th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15 October</td>
<td>16 October</td>
<td>17 October</td>
<td>18 October</td>
</tr>
<tr>
<td>Exhibition opens*</td>
<td>6.00pm</td>
<td>8.00am</td>
<td>8.00am</td>
<td>8.00am</td>
</tr>
<tr>
<td>Morning tea break**</td>
<td>NA</td>
<td>11.00-11.30am</td>
<td>10.15-10.45am</td>
<td>10.15-10.45am</td>
</tr>
<tr>
<td>Lunch**</td>
<td>NA</td>
<td>12.45-2.00pm</td>
<td>1.30-2.30pm</td>
<td>12.00-1.30pm***</td>
</tr>
<tr>
<td>Afternoon tea break**</td>
<td>NA</td>
<td>3.15-3.45pm</td>
<td>3.45-4.15pm</td>
<td>NA</td>
</tr>
<tr>
<td>Welcome Reception</td>
<td>6.00pm</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Exhibition closes</td>
<td>7.30pm</td>
<td>5.00pm</td>
<td>5.00pm</td>
<td>12.00pm</td>
</tr>
</tbody>
</table>

* Please note all exhibitors must have their booth set up by Tuesday 15 October, 3.00pm

** Exhibition breaks indicated above are a guide only and were correct at time of collating. Break times are subject to change without notice. For updates, visit the conference website (www.aiec.idp.com/program-schedule).

*** Lunch is not served in the exhibition hall
Exhibitor information

Your exhibition booth

Each exhibition space booked includes:

- standard full shell scheme booth (6m²) or exhibition pod (2m²) for the duration of the conference
- fascia signage for company name
- two spotlights per stand
- one power point access per stand
- standard furniture package (if space booked before Friday 1 June).

It is important that you contain your display to your allocated space and keep it out of walkways. If it proves to be an occupational health and safety issue you will be asked to rectify this by the conference organiser.

IMPORTANT: Furniture is available for hire and is not included in the cost of the exhibition package unless you have arranged for it to be part of your package.

You can also upgrade and customise your booth to provide a focal point for attracting delegates. Please discuss with the conference organiser (Think Business Events), which will provide advice.

Registration

You may have conference passes included as part of your package:

- A standard exhibition booth includes two full conference registrations.
- A standard exhibition pod includes one full registration.

For sponsors: refer to your sponsorship entitlements or contact lawrencel@thinkbusinessevents.com.au to confirm the number of registrations included in your package. All participating attendees must be registered to staff the booth or attend sessions and social events.

To register your staff, use the Sponsorship and Exhibition Registration Form: https://app.certain.com/profile/form/index.cfm?PKformID=0x3023737abcd

Through this form you are also able to:

- purchase additional passes and social event tickets
- purchase additional registrations (not included in your package).

*Note that only full 6m² exhibition booth holders are allowed to purchase a maximum of one additional pass per exhibiting company. Exhibition pods are not entitled to purchase additional passes. For sponsors, refer to your entitlements.*

Please register all your conference attendees no later than Friday 6 September. If you are a speaker in the conference program, note that you must be registered by 1 August.

You will be sent a QR code via email for each registration made closer to the conference date. You will need to print and bring these onsite or save them to your mobile device so you can print your name badge.
Freight Forwarding, Deliveries and Logistics

Freight forwarder

Agility Fairs and Events

Agility Fairs and Events (a specialist exhibition and event logistics provider) is the recommended freight forwarder for domestic and international freight for AIEC 2019. Agility Fairs and Events will assist with the timely delivery and removal of exhibitor goods.

All event-related items must be delivered by courier or freight forwarder to the loading docks of Perth Convention and Exhibition Centre (PCEC). Think Business Events and Agility will not sign for possession of goods from couriers on behalf of exhibitors. Agility Fairs and Events specialises in exhibition freight forwarding, domestic and international. It can ensure that your products, displays and merchandise are in the right place at the right time, providing a complete transport, materials handling and storage service.

Agility Fairs and Events’ service includes monitoring of freight from your doorstep 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.

The company offers the following services:
- all local, interstate and international transport services including delivery to each exhibitor’s stand
- 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.

Before the show, Agility will make contact to discuss and determine your individual freight and logistics requirements.

Note that as PCEC has very strict guidelines regarding delivery of freight, we highly recommend using Agility as it works weekends and outside normal business hours.

To request a quote from Agility for transport of your materials to PCEC or for more information, contact:

Seamus Campbell
Phone: +61 3 9330 9014
Fax: +61 3 9330 3337
Email: scampbell@agility.com

Agility will make contact to discuss and determine your individual freight and logistics requirements. An email containing your unique login and password to the Agility Event Services Portal will automatically be sent to the designated contact for booking freight. Please contact the conference organiser if you have not received the email.

Alternatively, you can register by clicking on the following link: Agility Event Services Portal – Australian International Education Conference 2019

Refer to the insert ‘Benefits of using Agility’, which outlines the services provided and will assist you in making an informed decision.
Other freight/courier companies

It is highly recommended that you use our preferred freight forwarder Agility Fairs and Events. However, if this is not an option, make arrangements for your goods to arrive on the exhibitor bump-in day, which is Tuesday 15 October. Goods sent before that date will not be accepted by Perth Convention and Exhibition Centre.

All exhibition goods being forwarded to the Perth Convention and Exhibition Centre must use the PCEC Delivery Label enclosed at the back of this manual. Any goods received earlier or not displaying the correct delivery label will not be accepted by PCEC.

To avoid issues with the delivery of your goods always ensure there is a representative onsite to take possession and to sign for any items received. PCEC and Think Business Events WILL NOT sign for delivery of any goods received on behalf of exhibitors and WILL NOT take responsibility for the safety of any such items delivered to the site in the absence of the exhibitor.

Please note that deliveries are only accepted between 7.30am and 3.00pm.

Self-freight/delivery

If you are bringing in materials via front-of-house (main entrance points of PCEC), you can either carry these items or use the two trolley types as noted below. Any trolley that is larger than a standard wheeling suitcase should come through the loading dock and will not be allowed front-of-house. Refer to the loading dock instructions and bump-in/out time frames.

![Suitcase with wheels](image1)

![Collapsible luggage trolley](image2)

Storage facilities

There will be no storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (for packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes, crates or packing material in the exhibition display area during the show.

Agility can arrange offsite storage for a fee (please contact Agility for costing). Exhibitors or stand builders requiring offsite storage during the show must pre-book these services in advance with Agility or make arrangements with PCEC.
Collections

To ensure a smooth bump-out and that all goods are delivered to their correct destination, please abide by the following guidelines.

- All goods must be collected by the end of the official bump-out time. As there are no storage facilities available for exhibitors, all goods must be removed once the conference concludes.

- Any exhibition goods not collected within 72 hours of the conclusion of the event will be deemed abandoned and disposed of at PCEC’s discretion unless by prior arrangement with PCEC (storage fees may apply).

- It is recommended that you organise your return goods to be collected via Agility Fairs and Events and you must have this booked before bump-out. Your goods can be left at your booth. Agility Fairs and Events will collect and take them to the loading area ready for your courier to pick up or for Agility Fairs to deliver (if arranged). Ensure your courier arrives with your organisation’s name and number of items to collect.

- All exhibition goods must be wrapped and packed ready for pick-up by Agility Fairs and Events or your courier.

- Note that a completed consignment note must be attached to boxes for prompt collection and all items must have a return label attached to each box that clearly states which courier you are using for each box.

- If you are using your own courier service, we advise you to book a pick-up time before the bump-out time.

- The conference organiser and PCEC will not take responsibility for missing or damaged deliveries. Please ensure your deliveries are packed correctly and clearly labelled and alert PCEC if you foresee any issues.

- Consignment notes should be organised before the end of the conference. Note that the conference organiser and PCEC staff will not sign any consignment notes on behalf of exhibitors.
Loading Dock

All deliveries must be directed to the PCEC Loading Dock (Exhibition Centre Loading Dock 1 and 2).

Exhibition Centre Loading Dock 1 and 2

Each pavilion has a dedicated loading dock. Traffic flow to the access ramp and across the loading dock is strictly one-way only. Access to the loading dock is via a ramp located adjacent to the intersection of Mounts Bay Road and Spring Street. The dock exits onto Riverside Drive at the eastern end of the building.

A vehicle checkpoint is located at the entry of the one-way access ramp. A truck holding area is located off Mounts Bay Road, below the Mitchell Freeway, and may be used during major move-ins/move-outs subject to approval by the City of Perth. PCEC can assist in arranging approval. Vehicles traversing the dock must not exceed a speed of 10km/h and hazard lights must be active while engines are running.

Vehicles may only stand temporarily on the loading dock for loading/unloading purposes and must not be left unattended at any time. No parking is permitted and PCEC reserves the right to have fines issued by parking officers of the City of Perth and/or to have offending vehicles removed from the premises at the owner’s expense. All directional and speed signage is to be strictly adhered to, and marked thoroughfares must be kept clear at all times. By law, egress for all emergency exits leading to the loading dock must remain clear at all times. PCEC accepts no responsibility for the safety of vehicles and/or their contents.

Pavilions 1-6 loading dock bi-fold door dimensions are:

- width - 10 metres
- height - 5.5 metres.
Exhibition Booth Contractors

Exhibition builder

Perth Expo Hire has been appointed as the official provider for the shell scheme exhibition booths, lights, power, furniture and signage at the 2019 AIEC.

Furniture hire

No furniture is included with any shell scheme or exhibition space unless organised directly with the provider or is included in your package. Your contact details have been sent to Perth Expo Hire where you will be added to its database. You will then be contacted by Perth Expo Hire directly for furniture requirements, booth upgrade or signage.

Custom-built stand builders

You must send a copy of your custom stand design to Lawrence Li, lawrencel@thinkbusinessevents.com.au, by no later than Friday 6 September. All custom stands must be approved by the conference organiser before the conference.

Access for custom-built stand builders for bump-in is from:

- Monday 14 October, 10.00am-7.00pm
- Tuesday 15 October, 7.00am-noon.

All custom stand builds must be complete by 12 noon as other exhibitors will bump-in from this time. No forklifts are to be used in the exhibition area during exhibitors’ bump-in.

Please note: all structures more than 2.4 metres in height where either staff or guests gather must be certified by an engineer.

Contact Lawrence Li at Think Business Events, lawrencel@thinkbusinessevents.com.au, for details.

Rigging

All primary rigging required must be done by PCEC only. This can be arranged directly with PCEC. Please take some time to read through the Exhibition Services Kit, which contains further information on exhibiting at the Perth Convention and Exhibition Centre. You can download this via the PCEC website.

Onsite Material Handling

Exhibitors or stand-builders requiring a forklift during bump in or out, must pre-book these services in advance with Agility. Charges apply.

To book you must complete the Onsite Materials Handling Service Request, via the Agility Event Services Portal - Australian International Education Conference 2019
Floor plan
General Information

Venue details

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth
WA 6000

Parking

There are approximately 5000 car parking bays within a 10-minute walk of PCEC. The City of Perth Convention Centre Car Park is located directly under the centre.

City of Perth Convention Centre Car Park

- Open: 24 hours, 7 days a week
- Access: via Mill Street, Mounts Bay Road or the Riverside Drive off-ramp from the Mitchell Freeway
- Payment: cash, credit card, or City of Perth Parking Card
- Centre access: direct access to PCEC during opening hours via central foyer lift and staircases
- Contact: 1300 889 613

For further information on City of Perth parking visit: www.cityofperthparking.com.au

To reserve parking at Westralia Square, visit: www.secureparking.com.au/westraliasquare

Safety vests

It is mandatory for all exhibitors during bump-in and bump-out periods to wear approved high-visibility safety vests and closed-toe shoes. Exhibitors and contractors will not be allowed entry to the exhibition floor unless safety vests are worn.

Electrical equipment

PCEC reserves the right to request the 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 electrical equipment and electrical leads used at the exhibition must be tested and tagged and comply with the AS/NZS 3760.
Fire regulations

Any materials used in the construction or decoration of a stand must be treated with a fire retardant.

Note: It is illegal to block emergency exits, block the access route to an emergency exit, obscure or cover emergency exit signs and to store equipment or any other items in fire stairs.

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 must be rendered flame-resistant by a process deemed acceptable by fire authorities.

Food and beverage

PCEC has exclusive rights for the sale and distribution of all food and drink. No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors to the venue without the prior written approval from PCEC.

Public liability insurance – this section is important

All exhibitors at AIEC 2019 must have public liability insurance in place. Please send a copy of your certificate of currency for public liability insurance to Andrea Dyer, andread@thinkbusinessevents.com.au, by no later than Friday 6 September.

Exhibitors will not be allowed to exhibit at AIEC unless they have public liability insurance in place. It is also recommended that you have insurance for exhibition goods that should take effect from the day your goods are delivered to PCEC and continue until the goods are removed from PCEC.

Exhibitors should make their own decisions as to whether additional fire and theft cover is required. Think Business Events and PCEC shall not be responsible for any loss, damage or injury that may occur to the exhibitor’s employees or property from any cause whatsoever prior, during and subsequent to the exhibition.

The exhibitor, on contracting for space or an exhibition stand, expressly releases Think Business Events and PCEC from, and agrees to indemnify same against, any and all claims for such direct and indirect loss, damage or injury.

Exhibitors shall indemnify and hold harmless Think Business Events, PCEC and their agents from all liability (damage or accident) that might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits.
Internet and phone line booking

AIEC does not provide any internet connection, phone lines or communication equipment to exhibitors.

To order internet or a phone line at your exhibition booth, contact PCEC via the Pricing and Booking Form, which can be found on the PCEC Exhibition Services website at https://www.pcec.com.au/plan/venue-forms/

Name badges

Name badges must be worn at all times to gain entry to the exhibition area or attend sessions and social events.

Accommodation

If you require accommodation for your staff, visit the AIEC website at www.aiec.idp.com to view your options. You can email aiec@thinkbusinessevents.com.au or you can book your accommodation during your registration process. All accommodation must be booked by Friday 6 September. Accommodation may sell out.

Registration Desk

The AIEC Registration and Information Desk will be located at the Concourse area. It will be open:

- Tuesday 15 October, 8.00am-7.30pm
- Wednesday 16 October, 8.00am-5.00pm
- Thursday 17 October, 8.00am-5.00pm
- Friday 18 October, 8.00am-1.30pm

*Please note hours are subject to change*

All exhibition and registration materials may be collected from the Registration Desk during the times listed above.

Security

While every reasonable precaution will be taken, the conference organiser accepts no responsibility for any loss or damages that may occur to anybody or any property at the exhibition from any causes whatsoever. The exhibition area will be locked once the exhibition is closed. However, no security will be provided overnight.

Booth cleaning

PCEC provides cleaning of the public areas and walkways of the venue. Additional charges apply for cleaning of booths. For more information please contact PCEC.
Rules and Regulations

1. **Exhibitor responsibilities.** Principal(s) and/or employee(s) of the exhibitor must be present in the exhibit space at all times during the opening hours of the exhibition.

2. **No dismantling** or packing may start before the official close of the exhibition without the written permission of the conference organiser.

3. **Displays and decorations.** Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls. No exhibit, merchandise, equipment, trunks, cases or packing materials shall be left in any aisle but shall be confined to the exhibit space. No trunks, cases or packing materials shall be brought into or out of the exhibit space during exhibit hours. No signs, advertising devices or merchandise shall be displayed outside the exhibit space or project beyond the limits of the exhibit space.

4. **Construction.** Standard booth construction can only be supplied and constructed by the approved exhibition builder. The reverse side of any wing panel extending from the back wall of the display must be draped in order to avoid a raw exposure to a neighbouring booth. If the exhibitor does not comply with the above standards, the organiser will have the exhibition contractor drape the area and bill the exhibitor.

5. **Exhibit personnel.** All participants affiliated with exhibits must be registered. Each person will be issued with an exhibitor’s badge and must be employed by the exhibitor or have a direct business affiliation. Complimentary entitlements are outlined in correspondence to your representative and reflect overall space size and sponsorship support.

6. **Amendments to exhibition layout.** While every effort is made to preserve the published layout of the exhibition, the organiser shall be entitled to vary the layout if this is in the general interest of the exhibition.

7. **Subletting of exhibit space.** Exhibitors are prohibited from assigning or subletting their exhibit space or any part of the space allotted to them. Exhibitors cannot exhibit or permit any merchandise or advertising materials to be exhibited in their space that are not part of their own regular products.

8. **Noise.** Exhibitors may not use audible electronics, mechanical apparatus or open audio systems that may be heard outside the exhibitor’s assigned space. The organiser reserves the right to require any exhibitor to discontinue any activity that may cause annoyance or interference with others.

9. **Exhibitor conduct.** The exhibitor and its representatives shall not congregate or solicit trade in the aisles or other common areas of PCEC.

10. **Exhibitors shall refrain** from any action that will distract delegates from attendance at any official meeting or function of the conference. An exhibitor shall not enter another exhibitor’s space without invitation or when unattended.
11. Exhibitors are to respect the rights assigned to sponsors. These rights include (and are not restricted to) lanyard naming rights. Using, making available or handing out alternate branded lanyards is forbidden, although exhibitor staff may use a product-neutral lanyard supplied by the organiser.

12. Social events. Social events may not be arranged for delegates during the program (including the satellite meetings) or during the Welcome Reception without the full consent of the organising committee.
AIEC 2019 Exhibitor Response Form

Organisation: __________________________________________

Display name on exhibition listing/conference app (if left blank then the organisation name used for the booking will be used): __________________________________________

Onsite contact name: ____________________  Onsite contact number: ______________

Please tick the boxes that are relevant:

☐ I will be using the standard shell scheme booths provided by the conference organiser.

☐ I will have a custom-built stand and I have sent/will send through my stand design for approval.

Please specify the custom stand building company: ____________________________

☐ I have ordered my exhibition furniture from Perth Expo Hire:  ☐ Yes  ☐ No  ☐ N/A

☐ I have organised my freight with Agility Fairs and Events:

☐ Yes  ☐ No, I have arranged my own freight  ☐ N/A

☐ I will require and have arranged my own storage of exhibitor goods/crates:

☐ Yes  ☐ No  ☐ N/A

Public liability insurance

☐ Yes, I have sent my public liability insurance certificate

☐ No, I have not sent my certificate yet

(Note that you cannot exhibit without proof of public liability insurance.)

Entitlements

(Please refer to your confirmation email. Select NA if the entitlement does not apply to you.)

☐ I have sent my company overview and contact details to the conference organiser:

☐ Yes  ☐ No  ☐ N/A

☐ I have sent my company logo to the conference organiser:

☐ Yes  ☐ No  ☐ N/A

☐ I have sent or will be sending a virtual satchel insert:

☐ Yes  ☐ No  ☐ N/A

☐ I have sent all the details required and confirm they are up-to-date:

☐ Yes  ☐ No  ☐ N/A

☐ I will have registered our company’s exhibition/sponsor passes:

☐ Yes  ☐ No  ☐ N/A

By signing below, I hereby confirm I have read the Exhibitor Manual and agree to all conditions outlined within. I also understand that it is my/our organisation’s responsibility to meet all the deadlines outlined in the Exhibitor Manual.

Signature________________________________________  Date: ______________

Please return this form to Lawrence Li, lawrencel@thinkbusnessevents.com.au, by no later than Friday 6 September.
EXHIBITORS DELIVERY NOTICE

Administration Loading Dock hours are **7.30am to 3.00pm Monday to Friday**.
If the loading dock is unattended, please call Security on 08 9338 0334.

<table>
<thead>
<tr>
<th>DELIVERY DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perth Convention and Exhibition Centre</td>
</tr>
<tr>
<td>21 Mounts Bay Road</td>
</tr>
<tr>
<td>PERTH WA 6000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOADING DOCK NUMBER:</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>STAND NUMBER:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SENDER DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name:</td>
</tr>
<tr>
<td>Company Address:</td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Contact Number:</td>
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</tbody>
</table>

<table>
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<th>FUNCTION DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Name:</td>
</tr>
<tr>
<td>Event Date:</td>
</tr>
<tr>
<td>Event Location:</td>
</tr>
<tr>
<td>Onsite Contact Name:</td>
</tr>
<tr>
<td>Onsite Contact Mobile:</td>
</tr>
</tbody>
</table>

Please note the below:

- Deliveries **MUST** occur during the official move in period of the event and PCEC will not accept deliveries of any goods on behalf of Exhibitors.
- PCEC accepts no responsibility for the safety of any such items delivered to the site in the absence of the Exhibitor.
- PCEC does not provide storage for any Exhibit items delivered or provide forklifting services – please contact Agility Fairs and Events directly on +61 8 9338 0341 to organise these services.
- Whilst making deliveries you **MUST** be in high-visibility clothing and enclosed shoes.
- **There is NO PARKING** available on the loading dock.

Clients, Agents and Exhibitors shall indemnify and hold harmless PCEC and its agents from any and all liability connected with deliveries.