

# WORKPLACE HEALTH, SAFETY & ACCESS GUIDE

Gold Coast Convention & Exhibition Centre (GCCEC)  
Sunday 14<sup>th</sup> July 2019 to Tuesday 16<sup>th</sup> July 2019



2019

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### ACCESS TO GCCEC – GENERAL ACCESS

The GCCEC has an obligation to all personnel and visitors to protect their health and safety whilst on site. In addition, as event organisers, contractors or individuals accessing the site, there is a reciprocal obligation to ensure that work activities do not endanger the safety of workers or others.

The GCCEC places a responsibility on the event organiser to ensure all persons undertaking work are inducted into the workplace. In addition, contractors are required to provide certificates of currency for workers' compensation and public liability insurance policies.

All contractors are required to report to the designated area on each and every visit on-site and must wear visitor or contractor identification, such as wrist bands where required.

All contractors must undertake a 'contractor induction' before commencement of work; this is mandatory and can be located online at [www.inductee.com.au/gccec/login.php](http://www.inductee.com.au/gccec/login.php)

The GCCEC also requires that the contractor induct all those entering the centre with the purpose of performing any work on their behalf.

### ALCOHOL/DRUGS/SMOKING

All persons working on the event must ensure that they are not affected by drugs and/or alcohol, which could endanger their own health and safety at work or the health and safety of any other person at work. The GCCEC is government-owned and therefore a total non-smoking venue. Smoking is only permitted in the designated smoking areas.



### ANIMALS ON SITE

Australian and Queensland laws prohibit animals from areas where food is prepared, served and consumed. With the exception of support dogs in public places and public passenger vehicles – this includes cafes, restaurants, clubs, sports venues, buses and taxis.

### BADGES & SECURITY

When you pass through any of the entrances or exits throughout the entire bump-in and out process, as well as during the show times, you may be asked to identify yourself. Your registration name badge and any bump-in or out badges must be worn at all times.

Security staff will be on hand throughout the exhibition. They are on hand to safeguard the plant, equipment and stock on show. All exhibitors will be provided with an appropriate name badge, and security staff will be asked to check them as necessary.

Please wear this name badge at all times during the event.

### BANNERS & RIGGING

Rigging and banner hanging must be carried out by the Centre's riggers. ALL rigging top points must be installed and removed by a GCCEC licensed rigger (charges will apply for this service). All rigging plans must be submitted to the GCCEC for venue approval no later than 21 days prior to an event.

### BUMP-IN SCHEDULE

All registered exhibitors will be contacted with their bump-in times for the Saturday 13th July. For the comfort and safety of all exhibitors, it is most important for you to stick to your bump-in time to minimise congestion. If the bump-in time is unsatisfactory, please lodge a request to have it changed by sending the Metcash Supermarkets & Convenience Expo team an email through our contact page on the Exhibitor website: <https://metcashexpo.com>

Please adhere to your bump-in times specified; early arrival will only cause unnecessary congestion and in most cases you will be asked to wait. Stand set-up for all exhibitors will be from 7:00am Saturday 13th July 2019.

## CAR PARKING

The GCCEC operates an automated car parking system. The cost is \$12.00 per vehicle per entry, payable upon exiting the centre. There are four (4) pay stations positioned throughout various locations in the centre. These machines accept both cash and credit card.

A 30 minute grace period applies to all vehicles, whereby payment is not required.



Should this period be exceeded, a \$12.00 fee will apply. Car parking will revert to a manual system on occasions where high volume traffic is expected (e.g. concerts and entertainment events) to avoid major delays and traffic congestion.

### Who pays for parking?

All guests, exhibitors, suppliers and contractors are required to pay for parking. Should any specific arrangements be required regarding car parking, please contact your event manager.

## CEILING HEIGHTS

Ceiling heights within the GCCEC are as follows:

- Arena 14m to catwalk
- Central Rooms A, B, C = 3.6m
- Halls = 10m
- Rooms 1-4 = 2.6m
- Rooms 5-9 = 3.8m
- Room 10-12 = 3.0m

## CHILDREN

Please be aware that during bump-in and -out, the GCCEC venue is considered a construction zone. Please do not under any circumstances bring children into the venue as they will be asked to immediately leave the premises.

## DANGEROUS GOODS

Persons utilising chemicals as part of their undertaking must comply with the legislative requirements for storage, handling and transportation. Federal and State legislation identifies those requirements and where possible, the need for hazardous chemicals should be eliminated.

Anyone using hazardous chemicals as part of their event must seek approval from the event manager prior to the event and must:

- Have a current copy of the Safety Data Sheet and kept on site during the event
- Wear appropriate Personal Protective Equipment (PPE) when handling hazardous chemicals
- Ensure that all chemical containers, including those decanted are clearly labelled as per SDS information
- Be familiar with potential hazards of the chemical (listed in the SDS)
- Follow the safety instructions in the SDS
- Any spillage must be reported to GCCEC safety and security immediately
- Have spill kits and firefighting equipment made available (if required)
- Eliminate ignition sources where chemicals are used and stored

## DELIVERIES

The GCCEC has five (5) loading docks which can be accessed from the Gold Coast Highway at the northern end of the GCCEC. The access ramp and driveway is one-way directional system accessible via the signed entrance. Please refer [Appendix 1](#). Goods will not be accepted at any other point. It is the responsibility of the organiser of the event to ensure upon parcel drop off that a clear signature is obtained from the GCCEC loading dock representative. GCCEC Logistics Manager Andrew Bell - 0437 164 953 [abell@gccec.com.au](mailto:abell@gccec.com.au)

Access ramp and driveways is one-way directional system via the signed entrance.

### Delivery Times

Loading Dock Hours: Monday to Friday  
7.30am – 4.00pm

**PLEASE NOTE:** Arrangements outside these hours would need to be organised with your event manager. A labour surcharge may apply. It is the responsibility of the contractor or sub-contractor to supply sufficient staff for the unloading of transport vehicles in the loading bay in a timely, safe and non-disruptive manner.

On Friday 12th and Saturday 13th July, security staff will direct your vehicle to the rear of the building where Metcash marshals and GCCEC staff will assist you. Pallet jacks and trolleys will be on hand. Loading dock access is via the Gold Coast Highway, entering via the undercover car park. Please note that there is limited space on the dock.

No vehicles at all are to be left unattended on the loading dock at any time.

It is essential that all deliveries and equipment are clearly marked and identified with your company name and phone number, as well as your booth number. Please ensure this information is securely attached and visible. Please also ensure the contact person is going to be available at all times (not just business hours) should we need to contact them.

### Labels

For safe delivery, storage and return of your items a delivery label must be affixed to each item sent to the GCCEC. Please refer [Appendix 2](#) for the delivery label form. All labels must be marked with the name of event, booth details and date of event.

### Storage

As GCCEC has limited storage facilities, delivery of items earlier than 24 hours prior to the event will require prior approval from your event manager. All items will be placed into the appropriate area prior to client access on the first day of the event.

Additional storage and labour charges may be incurred for goods stored or relocated by the GCCEC outside the contracted booking period. Road case storage is not guaranteed and must be arranged prior to arrival.



Those exhibitors wishing to store items will be required to contact Metcash Supermarkets & Convenience personnel to log your storage requirements. These storage areas are impossible to secure properly; please do not leave brief cases or any valuable items in these locations (including prizes or giveaways). Items to be stored will need to be packed up and clearly labelled. We are not liable for security of your personal possessions.

**Under no circumstances leave valuables such as ANY laptops unattended on your stand at any time.**

### Collection of Goods

Goods must be collected from the loading dock within two (2) days of the conclusion of the event. Storage charges will apply for goods remaining after this time.

The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

For collection of goods, please ensure all items are clearly labelled with the name of your company, address, collection date and collector's details. Goods must be collected within two (2) working days of the conclusion of the event.

### EXHIBITOR/EVENT PERSONNEL

The GCCEC places a responsibility on the event organiser to ensure all persons entering the GCCEC to perform Bump in, being contracted workers, or others, comply with access controls. It is a standard prerequisite for all persons working at the GCCEC to complete the health and safety contractor induction.

All persons including exhibitors must ensure that they have a safe system of work in place for all their activities for the duration of the expo. Unsafe practices such as overloading equipment (including power boards), standing on chairs or tables and the like will not be permitted.

High visibility clothing (or vests) and enclosed footwear must be worn during the construction, bump-in and bump-out of events.

Vests will not be supplied by Metcash Supermarkets & Convenience or by the venue. If you do not bring your own, you will be able to purchase one for \$10 from the Metcash Supermarkets & Convenience security control desk.

All people working on an event must enter and leave via the GCCEC Security Control room each day. Contractor passes / wrist bands (with different colours changing each day) will be issued by the GCCEC after verification that they have submitted the required documentation and completed the induction.

The pass must be clearly visible at all times when on GCCEC property, unless otherwise authorised by the GCCEC. All exhibitors and event personnel must wear a pass supplied by the event organiser at all times when entering the GCCEC.

The induction must be completed in advance, onsite and online through [www.inductee.com.au/gccec/login.php](http://www.inductee.com.au/gccec/login.php)

### Non-compliance

Failure by any party to comply with the access controls of the GCCEC may result in persons being stopped from undertaking any work, or expulsion from the GCCEC.

### ELECTRICAL APPLIANCES

Electricity has great potential to seriously injure and kill. It is the exhibitor's responsibility to ensure the electrical equipment and leads brought into the GCCEC are safe and have a current test and tag attached in accordance with Australian Standards and Queensland Electrical Safety Regulations.



### EMERGENCY EXIT LIGHTS/DOORS

The illuminated emergency exit signs cannot be removed, tampered with or turned off. Emergency exit doors are not to be blocked by any exhibition booth, food stations or any other equipment, as clear access is required to these doors in case of an emergency. No equipment can be left in the stairwells or corridors of an emergency exit route at any time.

### EMERGENCY PROCEDURES

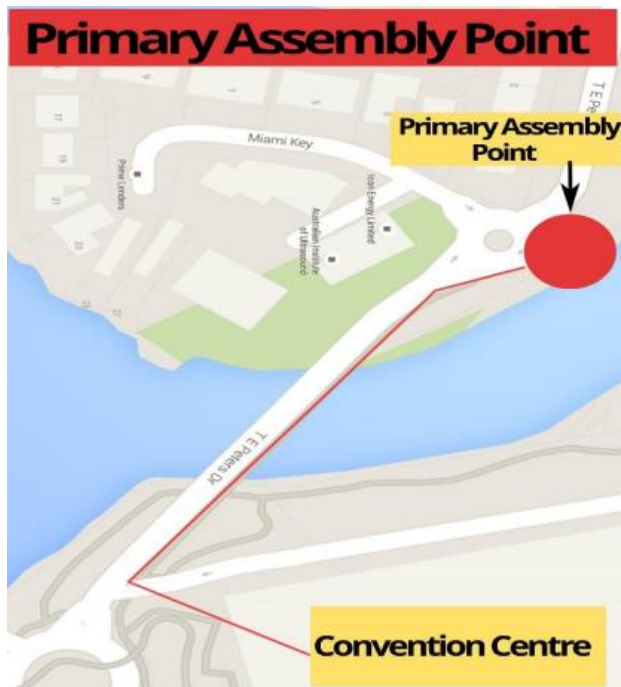
If you need to raise the alarm in the event of an emergency call the security control office on Ext. 999 or 4050 (internal phones) or 5504 4050 (from a mobile phone) or break the glass at a manual call point or call Emergency Services on 000.

In the event of an emergency there are two tones:

**ALERT TONE:** beep, beep, beep – this means stop what you are doing and await further instructions as to whether an evacuation will be required. Observe your surroundings and advise if there is any visible cause of the alert in your area.

**EVACUATION TONE:** whoop, whoop, whoop – remain calm and evacuate to emergency assembly area through emergency exits as directed by the Emergency Wardens. The GCCEC assembly area is over the TE Peters Drive Bridge, in the park near the Senior Citizens club. (see evacuation diagram). In case of a fire, only use equipment and fight a fire if you have been trained to do so.

GCCEC management has the authority to make emergency announcements over any sound system and internal video monitor system at any time. Event organisers must allow free access and not hinder or obstruct any member of the medical, police, fire, ambulance, first aid or other emergency services or any authorised safety and security officer while performing their duties.



### FIRE PROTECTION

The GCCEC is equipped with a state-of-the-art fire protection system. These systems consist of the following:

- Fire detection and alarm system
- Fire sprinklers, fire hose reels, fire extinguishers

- Wall wetting sprinklers
- Emergency warning and intercommunication system such as break glass alarm
- Computer graphic system
- Fire indicator panels
- Qualified fire wardens

### FIRE SAFETY

All plant, machinery and exhibits must comply with statutory requirements as to safety, particularly in the case of stored fuels required by this equipment.

The use of heaters, heat producing devices, open flames, candles, lamps or lanterns etc. as part of an exhibition is forbidden by fire prevention law. Exhibitors may not bring anything of an explosive nature onto the exhibition site.

An exhibitor must not bring in or use at the exhibition site dangerous and hazardous goods and equipment such as poisonous gas, fuel, noxious materials and other flammables and equipment using such flammable materials as gas stove, and electric stoves without prior consent from Metcash. Even if consent is given, it will be subject to adequate precautionary measures being taken and will comply with all ordinances and laws of Queensland and the Commonwealth of Australia.

No equipment, fittings or materials may be placed in any aisle walkway or in such a position that the access to any designated exit is in any way obstructed.

### FIRST AID

A fully equipped first aid room is located on site and all safety and security officers are first aid trained. For any events with specific hazards and where the risk assessment identified the need for further first-aid services, the GCCEC requires that these events are provided with medical and first aid facilities appropriate to the nature and throughout the duration of an event at the event organiser's cost. Please discuss further with the event manager.

### FLOOR PLAN

All floor plans are to be submitted to the events manager for acceptance prior to the build.

Any changes made to the accepted plan must again be submitted to the events manager for re-approval.

### Raised Floor, Steps, Ramps and Flooring

It is vital to give careful consideration to the provision of safe and equitable access for everyone.

All raised floors, ramps and steps must comply with the relevant sections of the National Construction Code and Australian Standards, and be treated in such a way to reduce trip or slip hazard and be clearly distinguishable from the surrounding floor area. This can be achieved by the use of marking contrasting edge, tactile surface indicators, non-slip materials and effective lighting.

Where possible, all corners on aisles and walkways must be rounded and tapered down from stand floor level to existing floor levels to ensure that no trip hazard exists.

It is recommended that raised flooring be avoided wherever possible.

All floor surfaces should be constructed to ensure safety through the use of firm, slip-resistant material and should be traversable by all users.

All floor covering including carpet must be securely attached, and any exposed edging fastened to floor surface and have trim along the entire length of the exposed edge. Any loose carpeting should be taped or secured to floor surface.

### Temporary Structures

All structures over 2.4 metres in height must receive approval from the GCCEC as builds above this height could obstruct fire exit signs, which will be obtained and confirmed by the Expo Operation Team.

### FORKLIFT & LIFTING EQUIPMENT HIRE

The GCCEC has a forklift for hire (subject to availability). This service needs to be organised

through your event manager no later than twenty-one (21) days prior to your event by completing the Lifting Equipment Hire Form located on the [www.metcashexpo.com](http://www.metcashexpo.com) website. Charges are outlined on this form.

Please note: Only licensed drivers are permitted to operate the GCCEC forklift. The maximum load capacity is 1.5 tonne. The quoted prices are inclusive of a licensed GCCEC driver.



### If hiring GCCEC forklift

- Report any fault to security immediately
- Conduct prestart check of the machine as per vehicle prestart checklist and log book checklist, including full range of movement of machine tested, e.g. lift, tilt, side shift
- Understand the limitations of the machine as per the load chart
- Fasten seat belt before travelling
- Operate controls from within cabin
- Travel with load at correct height
- Ensure load is stable
- Travel correctly up/down inclines
- Use horn when approaching blind corner or entry
- Leave fork with tines flat on ground when parking
- Park outside without affecting fire exits, etc.
- Leave in a clean state
- Return key to Security Control
- Operator to inform security of change of gas bottles



### Forklift operation whilst on site

Forklifts operate under the follow conditions at all times:

- The GCCEC site max speed limit for forklift is 5km per hour (walking pace).
- Forklift cannot be left unattended at any time with a key in the ignition.
- Seat belts must be worn.
- Forklift drivers are to wear safety vest at all times. They are also responsible for ensuring spotters working with them are wearing a safety vest.
- Drivers to reverse when the load obscures vision.
- Drivers to sound horn at intersections and blind corners.
- Drivers are not permitted to lift any person on forklift tines or carry passengers.
- Drivers must stop and switch forklift off whilst speaking on radios or mobile phones.
- Hands-free radios or phones are not permitted whilst operating equipment.
- When travelling without a load, the tines must be as low to the ground as possible.
- Forklifts are not to be stored in exhibition halls or docks; a forklift parking area is allocated on the loading docks.

### Scissor Lift

The GCCEC has a scissor lift for hire (subject to availability). This service needs to be organised through your event manager no later than twenty-one (21) days prior to event. Scissor lift operators must hold evidence of training in use of a scissor lift.

### Boom Lift

The GCCEC has a boom lift for hire (subject to availability). This service needs to be organised through your event manager no later than twenty-one (21) days prior to event. A high risk work licence is required for use of the boom lift.

### Using an Outside Operator

All operators must be licensed to operate the relevant equipment. A copy of the licence must be shown to Security Control before equipment is permitted onto the property.

Operators must operate at all times in a safe manner and in accordance with current industry standards. Daily pre-start inspections must be completed by the first operator each day, and these records kept with the equipment during the day for inspection.

Any non-compliance with operating requirements will result in the operator's authority to operate the equipment being revoked.

### Using Hired Equipment

Any vehicle hired to be used within the centre must be fitted with non-marking tyres.

## GAS CYLINDERS

Please notify the event organiser if your stand will have a gas cylinder. All gas cylinders must be secured to prevent falling, be leak tested prior to operations and spare cylinders must be stored & secured in a well-ventilated caged area externally, to prevent damage or interference until required. Gas cylinders on forklifts will be made safe at the end of each day by closing the wheel valve.

## HIGH VISIBILITY CLOTHING



All organisers, contractors, exhibitors and their staff must wear high visibility clothing or safety vests and enclosed footwear in a construction

zone. A construction zone is during an exhibition bump-in and bump-out or during a production set-up and pull-down.

Contractors and exhibitors will not be allowed entry to the area unless high visibility clothing is worn. Safety vests are available for purchase at a cost of \$10 per vest from Metcash Supermarkets & Convenience Security Control.

### HOT WORKS

Hot work is a process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes are welding, soldering, cutting and brazing. To ensure that any hot work is properly assessed prior to commencing work ensuring it is carried out safely, so as not to produce sources of ignition in areas where flammable gases or dusts may be present. **NO** hot works is permitted without a permit, please ensure the [SAFE 311.3 permit](#) to complete hot work has been completed and given to WHS officer onsite.

### INCIDENT REPORTING

All incidents, including injuries, illnesses, hazards, property damage and environmental issues must be immediately reported to the Metcash Supermarkets & Convenience event manager who will also report to GCCEC events manager or security as soon as practicable.

### INTERNET ACCESS

Internet connections can be arranged through the GCCEC. For pricing and connection information, download a copy of the '**F6 Cabled Internet Connection Form**' at <http://www.gccec.com.au/downloads.html>; for any **additional or further enquires** please email [exhibitorservices@gccec.com.au](mailto:exhibitorservices@gccec.com.au)

### INSURANCE

Please refer to your booking sheet regarding necessary insurances for your exhibit. It is most important that your company fully insures your equipment, stock and liability during Expo. If you have not done so, please ensure this is completed before the commencement of Expo.

You may be asked for this information at any time before, during and after the event.

### Safety/Rules/Regulations

All exhibitors have a responsibility to conform to the Gold Coast City Council health regulations. This is especially relevant to those exhibitors who are preparing and sampling food.

At all times outside of the Expo opening (prior to 11am Sunday) and after closing (4pm Tuesday), the venue is considered a construction zone.

A safe work method statement (SWMS) or equivalent must be available on site for the work being undertaken and provided to the Metcash Supermarkets and Convenience event manager. Where a SWMS is not available work will cease until an appropriate document is provided.

All display equipment must conform to the GCCEC safety regulations. If you have any queries regarding this, please contact Exponet 07 3442 4100.

### LIABILITY

The exhibitor is responsible for all personal injury or damage to property (including injury or damage to property of any third party) arising in connection with the exhibitor's participation in the exhibition howsoever caused directly or indirectly by it or any of its officers, employees, contractors, servants, agents, licensees or invitees or any act or omission of any such person or by any exhibit, machinery, or other article or thing in the possession of or use of by it or any of its officers, employees, contractors, servants, agents, licensees or invitees. The exhibitor will indemnify Metcash in respect of each and every such claim and all actions, proceedings, costs, claims and demands in respect thereof.

The exhibitor must take out adequate insurance policies in respect of all such claims, including but not limited to a Public & Product Liability policy with a sum insured of not less than \$20M (which is the standard sum insured) and produce evidence of the policies upon demand.

Certain Federal and State legislation including the Competition and Consumer Act 2010 contains rights, which cannot be excluded, restricted or modified.

The Terms and Conditions must be read having regard to such legislation to the extent that it may be applicable and nothing in the Terms and Conditions shall have the effect of excluding, restricting or modifying such rights. Should Metcash be liable for breach of a condition or warranty implied by the Act, Metcash's liability for such breach shall be limited to:

In the case of goods, any one or more of the following as determined by Metcash:

- The replacement of the goods or the supply of equivalent goods; or
- The repair of the goods; or
- The payment of the cost of replacing the goods or of acquiring equivalent goods.

In the case of services any one or more of the following as determined by Metcash:

- The supply of the services again; or
- The payment of having the services supplied again.

### NOISE IN VENUE

Consideration must be given to limit the noise levels of machinery and vehicles used at the centre to ensure others are not adversely affected. The loading dock is overlooked by residential tenancies that may be impacted by activities in the dock area and within the centre.

Please inform the event manager prior to the event if you envisage high level noise associated with your event.

### NOISE LEVELS

Consideration must be given to limit the noise levels of machinery and vehicles used at the Centre to ensure others are not adversely

affected. The loading dock is overlooked by residential tenancies that may be impacted by activities in the dock area and within the centre. Please inform the event manager prior to the event if you envisage high level noise associated with your event.

- GCCEC guidelines include:
  - Assess potential high noise levels when planning events.
- Locate loud equipment away from people where possible.
- Notify patrons if an event is to involve sudden load noises.

### PLANT AND EQUIPMENT

All plant and equipment brought onto the GCCEC site must be maintained in line with manufacturer's instructions. All portable electrical equipment shall be tested and tagged and in valid test date. Double adaptors are not permitted to be used. When faulty equipment is identified it must be tagged – 'out of service'.

Users of the facilities may not bring anything of an explosive, poisonous, corrosive or radioactive nature into the GCCEC. Please note the GCCEC will not loan or hire out ladders for use.

### PRIZE GIVEAWAYS

Any supplier giving away prizes at Expo must ensure they abide by the Qld Gaming Department regulations. If you have any questions on this, please contact us through the General Queries and Request email on the contact page at [www.metcashexpo.com](http://www.metcashexpo.com)

We would appreciate your input prior to Expo 2019 should you have any special events planned during the show. Any build-up of special events will enhance your sales opportunities.

Personalities and/or demonstrations should be made known to us prior to the Expo. Please advise us by 24<sup>th</sup> May 2019, so we may help utilise and promote such initiatives.

### RULES OF EXHIBITION

The exhibitor is at all times during the exhibition:

- Required to keep their stand open and operational when the Expo is open, to enable retailers to interact with exhibitor
- Required to properly staff the stand with competent representatives at all times
- Required not to deconstruct stand or remove items without prior consent from Expo Operation Manager (particularity at 4.00pm on last day of Expo, Tuesday 16<sup>th</sup> July 2019).
- Responsible for the maintenance of its stand/s and display space in a clean and tidy condition
- Required to conduct any business only from its display space and to keep passageways in front of its display space free from obstruction
- Prohibited from parting with any goods on display for cash payment. Should the exhibitor wish to distribute samples of manufactured food or beverage products, it must put such request to Metcash in writing and receive written approval from Metcash prior to the commencement of the exhibition
- Prohibited from sub-licensing, sharing or parting with possession of its display space

- Prohibited from operating any type of machinery or equipment which, in Metcash's opinion, is likely to cause nuisance or annoyance to neighbouring exhibitors or visitors to the exhibition
- Prohibited from doing anything which, in the opinion of Metcash, may bring discredit upon the exhibition
- Responsible for the security of all stock, equipment, plant, machinery and all other items involved in the exhibit of the exhibitor wheresoever located

### STOCK REMOVAL PASS



As part of our ongoing security measures and to ensure the safety and security of all stand holder equipment and stock, all exhibitors will now be required to obtain a Stock Removal Pass if they or any merchandise team members wish to remove

stock from their stand on Tuesday 16<sup>th</sup> July 2019.

If a pass is not presented at the time of departure they will be asked to leave the merchandise behind and it will be returned to the supplier or donated to Foodbank.

#### **Additional security will be in place to enforce this.**

Please ensure that your staff and anyone invited by you to work on your stand are aware of the guidelines.

Security, Metcash and Foodbank staff will visit all stands during Expo to issue passes if required; if you have missed out on a pass they will be available from the Expo Concierge Desk on the Tuesday morning.

If you don't require your stock after Expo, please consider donating it to Foodbank.

Unless you are carrying a stock removal pass or wearing a retailer lanyard, GCCEC security will be instructed to stop anyone leaving the venue.

## SUBSTANCE DISPOSAL



Under no circumstances will any chemicals be disposed of into the GCCEC drainage system. Persons found disposing of chemicals in this way will incur any cost involved to rectify this situation. All chemical substances and paints must be contained, taken off site and disposed of in an appropriate manner by the contractor.

## VEHICLE SCHEDULE

The event organiser is required to provide the GCCEC event manager with a list of vehicles coming on site including the type (truck, car, van, 5 tonnes etc.) and the time when the vehicle is expected for both the bump-in and bump-out. Parking space in the loading dock area is limited. The maximum loading on the sandstone area is 20 tonnes per square metre. Only licensed driver can move vehicles and an escort must be present at all times; fuel tanks are to be full (vapours are explosive), and oil drip trays to be used under vehicles. Provide two spare sets of keys to the event manager so vehicle can be moved in an emergency.

## WASTE & REMOVAL

It is extremely important that your designated area is kept clear of rubbish build up. Industrial bins will be made available Saturday and Sunday. Please ask your staff to make use of these bins after you have set up your display.

## WORK PERMITS

Where work on site involves hot work e.g. welding, entry into a confined space or work at height (over 2m) a work permit must be completed. Work cannot commence on any of the above activities e.g. refrigeration build / hook up without the appropriate work permit.

Contractors performing ANY hot works must be able to produce a copy of their Safe Work Method Statements (SWMS) on the day prior to receiving the work permit from GCCEC security, events manager or safety and security officer.

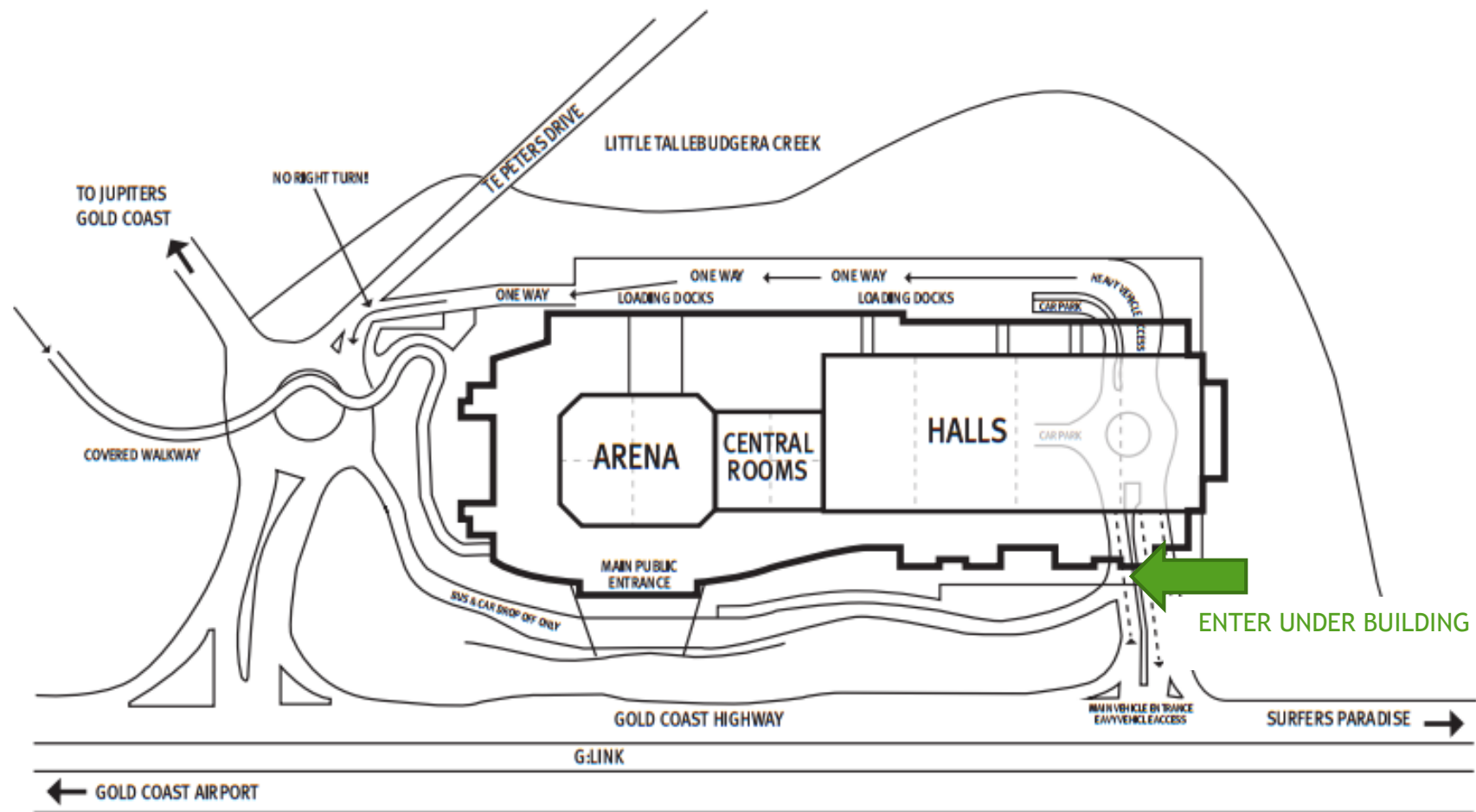


## Note


The laws of Queensland govern the Terms and Conditions. The parties submit to the non-exclusive jurisdiction of the courts in Queensland.

For any questions not answered in this document, please lodge a query through the contact page at our website [www.metcashexpo.com](http://www.metcashexpo.com)

# Appendix 1 GCCEC Delivery Instructions



Appendix 2 – Delivery Label

  <b>DELIVERY LABEL</b>					
<b>DELIVER TO:</b>	<b>Gold Coast Convention &amp; Exhibition Centre</b> Corner TE Peters Drive & Gold Coast Highway, Broadbeach QLD 4218 Loading Dock via Western Service Ramp Off Northern Carpark Entrance				
<b>EVENT NAME:</b>	<b>METCASH SUPERMARKETS &amp; CONVENIENCE EXPO</b>				
EXHIBITOR BOOTH NAME:					
BOOTH NUMBER:					
DOCK:					
BUMP IN DATE:					
BUMP IN TIME:					
EXHIBITOR CONTACT NAME:					
EXHIBITOR CONTACT NO:					
SPECIAL INSTRUCTIONS: <table border="1" style="float: right; margin-left: 20px;"> <tr> <td style="padding: 5px;">ITEM</td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> <td style="padding: 5px;">OF</td> <td style="width: 30px; height: 20px; border: 1px solid black;"></td> </tr> </table>		ITEM		OF	
ITEM		OF			

## Appendix 3 – Return Label



DELIVER TO: (Company Name)	
DELIVERY ADDRESS:	
ATTENTION: (Owner Of Stock)	
CONTACT NUMBER: (Owner Of Stock)	
DEPARTMENT: (If Applicable)	
TRANSPORT COMPANY: (Collecting Stock)	

PICKUP DATE:		ITEM	<input type="text"/>	OF	<input type="text"/>
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