



INDEPENDENT HARDWARE GROUP

2019 National Expo

Adelaide Convention Centre

18 - 20 February 2019

EXHIBITOR BUMP IN AND OUT

**THIS INFORMATION IS SUBJECT TO CHANGE - ALL UPDATES
WILL BE ISSUED ON THE EXPO WEBSITE**

A summary schedule for exhibitor bump in and out is provided below. More detail concerning the venue, documentation, maps and contacts is found in the Exhibitor Manual. All exhibitors are required to read the Exhibitor Manual and comply with any conditions therein.

EXHIBITOR MOVE IN

Vehicles on Display

All vehicles that are on display at the show must be delivered by 10am Saturday 16th February 2019

Custom Stand Builders Access

All Halls & Central Rooms: Saturday 16th Feb 10am - 10pm & Sunday 17th Feb 7am – 12pm

Custom Stand Exhibitor Access

All Halls & Central Rooms: Sunday 17th Feb 12pm – 10pm & Monday 18th Feb 7am - 10pm

Shell scheme / pre-built stands

All Halls & Central Rooms: Monday 18th Feb 7am - 10pm

Shared space / pre-built stands

All Halls: Monday 18th Feb 12.00pm – 5pm

If you require access to bump in on Monday the 18th of February 2019 after 7pm, you must contact Steve Hyman from the Independent Hardware Group on 0401 657 003 to obtain approval.

EXHIBITOR MOVE OUT

Shell scheme / pre-built stands

Thursday 21st February 7am – 3pm

Custom Stands/Space Only Builders Access

Thursday 21st February 12pm – 6pm

Exhibitors please note that there will be no bump out on Wednesday the 20th of February 2019.

Once registrations close a detailed floor plan showing exhibitor booth allocations and Halls will be available on the Exhibitors page of the website; www.ihgexpo.com.au

For those exhibitors requiring a forklift to unload / re-load, please ensure your transport company delivers / collects within these hours only. To assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys, Agility will be operating a forklift service during the above bump in and bump out delivery times. These are provided free of charge by the Independent Hardware Group as a service to exhibitors.

Please be aware that the Adelaide Convention Centre only has 1 loading dock and we envisage that there may be a delay in entering/exiting the venue.

The above access times relate to DELIVERIES ONLY. You must also refer to venue access time on the first page for when you can gain access to your stand/space. 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.

For special access and/or delivery queries or requirements, please contact Agility Fairs & Events on Phone: 03 9330 3303.

Please see the Agility staff at the loading dock for assistance.

The Independent Hardware Group Pty Ltd, the Adelaide Convention Centre and Agility Fairs and Events will not accept responsibility for any deliveries/collections outside of the designated times.

All stock/items remaining at the venue after the specified bump out time will be considered 'abandoned freight' and exhibitors will incur high penalties for any additional cartage and storage that is deemed required by the Independent Hardware Group Pty Ltd and the venue.

This information is subject to change; all exhibitors must ensure they are reading the most up-to-date version – check the www.ihgexpo.com.au site.
