

**IHG  
EXPO  
20<sup>20</sup>**  
INDEPENDENT  
HARDWARE GROUP  
GOLD COAST  
10-12 FEBRUARY 2020

**WORKING  
TOGETHER**  
**THROUGH TOUGH TIMES**

## **EXHIBITOR BUMP IN AND OUT**

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**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**

#### **Custom Stand Builders Access**

All Halls: Friday 7<sup>th</sup> Feb 10am - 10pm & Saturday 8<sup>th</sup> Feb 7am – 5pm

#### **Custom Stand Exhibitor Access**

All Halls: Sunday 9<sup>th</sup> Feb 7am - 10pm

#### **Shell scheme / pre-built stands**

All Halls: Sunday 9<sup>th</sup> Feb 7am - 10pm

#### **Shared space / pre-built stands**

All Halls & Central Rooms: Sunday 9<sup>th</sup> Feb 12.00pm – 5pm

*If you require access to bump in on Sunday the 9<sup>th</sup> of February 2020 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 13<sup>st</sup> February 7am – 3pm

#### **Custom Stands/Space Only Builders Access**

Thursday 13<sup>st</sup> February 12pm – 6pm

Exhibitors please note that there will be no bump out on Wednesday the 12<sup>th</sup> of February 2020.

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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](http://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.

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 Gold Coast 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](http://www.ihgexpo.com.au) site.**

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