



## 2024 National Bus and Coach Show Exhibitor Handbook

**Show location:** Brisbane Convention and Exhibition Centre (BCEC)  
Halls 2, 3 & 4  
Glenelg Street, South Brisbane Qld

**Show exhibition dates:** 17-18 September 2024

**Show organiser:** Bus Industry Confederation (BIC)  
Ph: 02 6247 5990  
E: [events@bic.asn.au](mailto:events@bic.asn.au)

<b>Exhibitors move in:</b>	Sunday, 15 September 2024.	07.00 – 13.00	(Hall 2 – Bus display vehicles ONLY)
	Sunday, 15 September 2024.	09.00 – 13.00	(Hall 2 – Custom build space only)
	Monday, 16 September 2024.	08.00 – 10.30	(Hall 3 – Bus display vehicles ONLY)
	Monday, 16 September 2024.	10.30 – 14.00	(Halls 3 & 4 – Custom build space only)
	Monday, 16 September 2024.	10.30 – 14.00	(Hall 4 – Bus display vehicles ONLY)
	Monday, 16 September 2024.	14.00 – 17.00	(Hall 3 – Expo Booths)
	Monday, 16 September 2024.	16.00 – 19.00	(Hall 4 – Expo Booths)
	Tuesday, 17 September 2024.	07.00 – 08.45	(Halls 2,3 & 4 – Expo Booths)

<b>Exhibitors move out:</b>	Wednesday, 18 September 2024.	16.15 – 18.00	(Halls 2,3 & 4 – Expo Booths)
	Thursday, 19 September 2024.	07.00 – 17.00	(Halls 2, 3 & 4 – Bus display ONLY)

**Exhibition Space:** Over 15,000 square meters of exhibition space

**NOTE:** *Bump in times, schedules and rosters MUST be strictly adhered to. Failure to do so may result in your material and/or vehicles not being accommodated and displayed at the show.*

**Accommodation:** [National Bus & Coach Show 2024/Accommodation](#) – AccommodationLink. The Bus Industry Confederation (BIC) does NOT make accommodation bookings.

### Useful links:

- Brisbane Convention and Exhibition Centre (BCEC - venue) [website](#)
- Bus Industry Confederation (BIC - show organiser) [website](#)
- National Bus & Coach Show [info site](#) and the [interactive floorplan](#)
- Exhibitor T&C's are available in the [Show Exhibitor Portal](#) and the Exhibitor Guide is available to download on the 2024 Show [info site](#)
- Partnership T&C's are available in the Show [Partner Portal](#) and the Show Partner Guide is available to download on the 2024 Show [info site](#)
- Harry the Hirer [website](#) and [booking form](#)
- GEL Events [website](#) and [online booking form](#)
- BCEC [exhibitor guide](#) and [vehicle display form](#).



## Venue (BCEC)

The BCEC's convenient location in downtown Brisbane in the heart of the arts and entertainment precinct at South Bank offers direct access to all forms of public transport, while the Centre provides undercover parking for 1500 vehicles. Please visit the BCEC website for information on:

- [Getting there and parking](#)
- [Conditions of entry and accessibility](#)
- [COVID-19 plan](#)
- [Free WiFi](#)

The BCEC offers exhibitor services including catering, cleaning, utility, Wi-Fi etc. Please use the [BCEC order portal](#) to request quotes and to book these services directly with the venue.

You will receive an email from the BCEC outlining the list of services available to pre-order. Please ensure all online orders are placed and paid for **seven days prior** to the event. For orders later than this please contact Exhibitor Services directly to enquire if your requirements can be accommodated.

### Contact BCEC - Exhibitor Services

Contact: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) 07 3308 3536

The BCEC has a "No Smoking" policy within all areas of the venue. Exhibitors, contractors and their staff are therefore requested not to smoke within the exhibition area or loading docks.

## Venue access

Brisbane Convention & Exhibition Centre  
Cnr Merivale and Glenelg Streets  
South Bank Qld 4101  
[Building map](#) and [access map](#)

[BCEC exhibitor guide](#)

Access to BCEC for exhibitors and contractors during build-up and pull-down is via Glenelg Street. The service road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic.

**Information Desks** are located in the Main Foyer and Grey Street Foyer. Services include printing, photocopying and the sale of stationery items. For Exhibitor Services enquiries outside of business hours, please proceed to the Information Desk for assistance.



## Stand and space allocation

All booth and space allocations will be made by BIC with priority (in order starting with the earliest EoI or booking received) will be extended to:

1. Show partners
2. Current BIC members
3. Members/partners of QBIC, BusNSW, TasBus, BusWA, or BusSA
4. Non-members.

Once final, the exhibitor company name and stand/space number will be published on the [National Bus and Coach Show website](#). Exhibitors may be asked to nominate their preferred stand/area, but BIC reserves the right to make the final decision.

## Bus Display Spaces

There is a choice of four exhibition bus display space packages.

- Extra Large: Approx. 450m2 space with power
- Large: Approx. 375m2 space with power
- Medium: Approx. 225m2 space with power
- Single: Approx. 75m2 space with power

For a full list of booth and bus display space inclusions, pricing and T&C's refer to the [Exhibitor Guide](#).

## Exhibition Booths

There is a choice of two exhibition booth packages with shell.

### Single booth with shell:

**National Bus & Coach Show 2024 – 3x2 Aspen Stand Package**

**Modular booth package**

The Aspen exhibition booth is a complete modular system with a flush white wall finish. Each wall panel is a complete set consisting of an aluminium frame skinned with 3mm white PVC. As a complete frame system, there are no extrusions resulting in a near-flush wall finish.

Exhibitors are requested to contact Harry the hirer should a wall display be required.

Screws, nails, bolts, glue, paint and double-sided adhesive tape and Velcro will permanently damage the panels, exhibitors are requested not to use them.

**Inclusions**

- All open aisle frontages will have a printed fascia sign with stand number and company name inserted in an aluminium frame. The clear height under the fascia is 2100mm.
- 2 x LED spotlights are supplied per 9sqm, mounted behind the fascia.
- 1 x single 4amp power point per stand
- Flooring consists of 1m x 1m tiles in Ash

**Stand name confirmation**

All fascia signage must be confirmed by **Wednesday 14<sup>th</sup> August 2024**.

Any Stand name signs not confirmed by the due date will be printed with the company name as supplied by the Show Organiser.

**Your Harrys contact**

[SalesExhibitionsSydney@harrythehirer.com.au](mailto:SalesExhibitionsSydney@harrythehirer.com.au)  
Tel: +613 9429 6666

**View our products online**

To view what we have on offer to elevate your brand, visit our website at <https://www.harrythehirer.com.au/hireshop/exhibition/products>

*3x2 Corner configuration shell scheme*

**Harry the hirer.**

**Aspen**

- Flush frame system
- White wall finish
- Tool less installation
- Light box fascia option

### Upgrade options

- Variety of panel finishes
- Printed wall panels
- Printed fabric banner inserts
- Fabric fascia inserts
- Wall shelving
- Slat walling
- Clothing rails
- Inbuilt cabinets
- Raised floors

# NATIONAL BUS & COACH

SHOW 2024

17-18 September 2024

Brisbane Convention and Exhibition Centre

[www.bic.asn.au/show](http://www.bic.asn.au/show)



Double booth with shell:



## National Bus & Coach Show 2024 – 6x3 Aspen Stand Package

### Modular booth package

The Aspen exhibition booth is a complete modular system with a flush white wall finish. Each wall panel is a complete set consisting of an aluminium frame skinned with 3mm white PVC. As a complete frame system, there are no extrusions resulting in a near-flush wall finish.

Exhibitors are requested to contact Harry the Hirer should a wall display be required.

Screws, nails, bolts, glue, paint and double-sided adhesive tape and Velcro will permanently damage the panels, exhibitors are requested not to use them.

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**Harry  
the hirer®**

### Aspen

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### Upgrade options

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## Exhibition Booth - Space only

- Single: Approx. 6m2 space with power
- Double: Approx. 18m2 space with power

Please note that space only requirements: No walls along aisles (1-2metres off aisles), must have signage/rigging displaying company name.

## Harry the Hirer (HtH)

HtH are the official exhibition suppliers for the show. They will build display booths according to the standard shell scheme. Any exhibitors wanting to engage their own stand builder MUST seek prior approval from the show organiser (BIC) and Harry the Hirer BEFORE engaging them.

The team at Harry's will be in touch directly with exhibitors to confirm fascia signage details, furniture and AV booking options for your booth/space. You must arrange for furniture and booth upgrades with them directly and additional costs may be incurred.

Failure to confirm your fascia signage by the nominated due date, will result in your signage being printed as per your exhibition booking company name. The BIC does not accept any liability for incorrectly printed material.

All rigging will be done by the appointed contractor, Harry the Hirer. Due to tight move in times and venue limitations rigging is only available to exhibitors who confirm an extra-large bus display space. Whilst all efforts will be made to meet exhibitor rigging needs, it is conditional on the submitted plans/proposals.

**Contact Harry The Hirer – Exhibitions** ([www.harrythehirer.com.au](http://www.harrythehirer.com.au))

Contact name: Cameron Trustum  
Contact email: [cameront@harrythehirer.com.au](mailto:cameront@harrythehirer.com.au)  
Contact phone: 0403 649 002  
Harry the Hirer [website](http://www.harrythehirer.com.au) and [order form](#)



## Custom spaces and booths

All custom stands and booths will require pre-approval from the Show organisers, Harry the Hirer and the BCEC.

All custom stands plans are to be received by the BIC Events team at [events@bic.asn.au](mailto:events@bic.asn.au) and the BCEC Safety department for approval. Custom stand plans must be **received no later than 1 August 2024**. The stand design must include the stand name, number and all measurements so the safety team can assess accordingly.

Please ensure that you discuss this with your custom stand builders if applicable.

## Motor vehicle (Bus and/or Coach) displays

All vehicles must be supplied with a drip-tray. The vehicle keys are to be left with Security Control, unless alternate arrangements have been made with the Event Planning Manager.

All vehicles displayed on a gradient (e.g. one set of wheels on a ramp) are to be locked and no access to be granted unless removing the vehicle from the display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

A **Vehicle Display permit is required** to display vehicles at BCEC. Print, complete and return the **Vehicle Display Form** to [events@bic.asn.au](mailto:events@bic.asn.au) and [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au).

## Temporary Structures

All temporary structures will be professionally designed, structurally sound and will contain reasonable provision for:

- Safety of persons to be accommodated in the event of fire, including means of egress.
- Prevention of fire.
- Suppression of fire.
- Health of persons accommodated.
- All structures over 2.4 meters in height, where persons either staff or guests gather, must be certified by an engineer.
- Patrons must give consideration for wheelchair access to the Stand (Building Code of Australia – Section D3.3).

The reduction of the existing level of fire protection is not permissible. Designers and builders have an obligation to design and construct to these principles and any relevant standards or legislation while meeting the special needs of their client.

Stands over 18sqm where roofing is fitted must have a “Smoke Detection Device” and have a fire extinguisher installed. The recommended material for the roofing is “shark tooth” type material that allows water penetration from sprinklers and fire canon.



## Move in, access and logistics

**GEL Events and Logistics** has been appointed the official logistics provider to the National Bus & Coach Show 2024. GEL Events specialises in exhibition domestic and international freight forwarding as well as materials handling services. GEL Events can arrange all local, interstate and international transport services including delivery onto each exhibitor's stand/space at the exhibition venue. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged.

The Show doors open and exhibition commences at 9am on Tuesday, 17 September 2024.

<b>Exhibitors move in:</b>	Sunday, 15 September 2024.	14.00 – 23.00	(Hall 2 – Bus display ONLY)
	Monday, 16 September 2024.	10.00 – 13.00	(Halls 3 & 4 – Bus display ONLY)
	Monday, 16 September 2024.	17.00 – 23.00	(Halls 2,3 & 4 – Expo Booths)
	Tuesday, 17 September 2024.	06.00 – 08.30	(Halls 2,3 & 4 – Expo Booths)

All exhibitors involved in the move in must bring and wear fluorescent high visibility jackets during move in times.

Forklift drivers may accept or reject loads based on safety considerations, at their absolute discretion.

Where practicable, exhibitors need to ensure that heavy loads and equipment are on pallets and are secure.

Hand pallet trucks will be available for the use of exhibitors during the move in times, these are used at the exhibitors own risk.

All rigging will be done by the appointed contractor, Harry the Hirer.

**Freight forwarding, forklifts and storage:** Prior to the exhibition GEL Events will contact all exhibitors to ascertain specific transportation and other requirements. There will be no onsite storage facilities for packing materials and boxes. It is recommended that exhibitors organise off-site storage with GEL Events for all packing crates and freight forwarding materials for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the Exhibition Display Area during the show. To request a quote to book transport, onsite forklift and/or off-site storage, please contact GEL Events directly.

**Notes:** *If you are using your own transport company, GEL Events cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider.*

*For safety reasons, oversized and/or unusual freight MUST have the weight and the centre of gravity indicated on the outside of the freight. This is to allow forklift and logistics staff to clearly identify the safest practice when lifting and moving freight.*

**Contact GEL Events** ([www.gelevents.com.au](http://www.gelevents.com.au))

Contact name: Brayden Rath  
 Contact email: [brayden@gelevents.com.au](mailto:brayden@gelevents.com.au)  
 Contact phone: 1300 013 533 / 0420 472 984  
 GEL Events [website](http://www.gelevents.com.au) and [online booking form](#)





## Deliveries

As the Show moves in / out on very tight parameters, deliveries will not be accepted at BCEC earlier than the times specified. It is recommended to use GEL Events as their service is door-to-stand and work outside normal business hours.

Deliveries and freight are not accepted at the Brisbane Convention and Exhibition Centre before Monday, 16th September. It is recommended to use GEL Events who will have staff onsite at the BCEC throughout move in and move out and are able to assist you 24/7 pre-event with any queries relating to your freight.

If not using GEL for transport to the show exhibitors can self-deliver, courier, or hand-carry items to the exhibition area during the event bump-in day (Monday, 16 September), as BCEC does not offer storage space prior to the event bump-in day. For courier service, a representative must be onsite to accept the delivery as BCEC cannot accept exhibitors' freight on behalf.

All items must be labelled clearly displaying a delivery label attached to every item, marked with 'consolidated freight', and include the following details:

- Company name and booth/space number
- Contact person's name and phone number (mobile preferred)
- Event name: National Bus & Coach Show 2024.
- Carrier and consignment note
- Destination address: Brisbane Convention and Exhibition Centre. Enter via the private service road (or as discussed with BCEC Event Manager)
- Total amount of pieces. eg. 1 of 3, 2 of 3 etc..

Plan for success - we recommend:

- You ensure all your goods are packed securely and appropriately for transportation.
- Consolidate items for a single delivery where possible. This will minimise the risk of items being misplaced and is likely more cost effective.
- Book your delivery in with GEL Events.

Remember:

- Don't forget, if you're not using GEL Events, you must include the BCEC delivery label which includes all the information required to ensure you receive your freight.
- Unscheduled deliveries will not be accepted and items delivered before Sunday 15<sup>th</sup> September will be turned away.

**Note:** BCEC staff are not authorised to sign for delivery of any goods, packages or other materials on behalf of any exhibitor. Delivery drivers and couriers must comply with all posted or verbally enforced speed restrictions and directives of BCEC staff, Show contractors or appointed representatives.



## Loading dock details Floor load and weight limits

BCEC loading dock doors (Halls 2, 3 & 4) are 10m wide x 6m high, accessed by private service road. There is a loading dock for each hall to provide easy access.

All floor areas within the BCEC have specified loading limits per square meter. Any equipment or item to be displayed, or used during an event weighing more than 500 kilograms must be assessed prior to the item or equipment being positioned. A current permit must be held for items over 500 kilograms, and BCEC requires the following information in advance of the commencement of the build:

The dimensions of the base of the item;

- The gross weight of the item;
- A picture or diagram of the item; and
- An indication on the floor plan where the item is to be located.

## Onsite handling

Exhibitors and/or their stand-builders, requiring a forklift during move in or move out, must pre-book these services in advance with GEL Events. To avoid disappointment, you must complete the [Online Materials Handling Form](#) and return it to GEL Events by the date specified on the form.

GEL Events will be operating a forklift service during move in and move out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. No charge will apply for the provision of these services. Please see the GEL Events staff at the loading dock for assistance.

## Venue parking

A discounted daily parking rate (\$18.00 per day per vehicle) is available for all Show exhibitors, this can be redeemed at the BCEC pay stations with an event specific QR code. Please note without this QR code, exhibitors will not be eligible to receive this discounted \$18.00 rate. The code will be emailed to you closer to the Show date.

The entrance to the BCEC Car Park is located at the end of the service road past Exhibition Hall 4.

## Exhibition cleaning

The BIC will provide the following cleaning for exhibitors during the Show. All other cleaning is the responsibility of the exhibitors:

Delivery & set up of bins for collection of general rubbish, cardboard and plastic recycling. A general pre-show cleaning and vacuuming of the exhibition space and aisles in preparation for Day 1 of the show (Tuesday, 17 September 2024).

Evening operational cleaning and emptying bins in the exhibition space and aisles after exhibition closes in preparation for Day 2 of the show (Tuesday, 17 September 2024).





Exhibitors are requested to clean up their display site prior to departing. Failure to do so, may result in additional charges.

Post show cleaning including removal of general rubbish, cardboard and plastic recycling will be undertaken in the evening after exhibition move out has occurred (Thursday, 19 September 2024).

## Food, Beverage and Catering

**Competition and gaming regulations:** Any competition, trade promotion or art union conducted at or in conjunction with an exhibitor's stand must comply with the Charitable and Non-Profit Gaming Act 1999, Regulations and Rules (Qld). For more information on conducting a competition, trade promotion or art union, exhibitors should contact:

[Queensland Office of Liquor and Gaming Regulation](#) Telephone: (07) 3872 0999 A/H (07) 3210 2906

**Food and Beverage sampling:** Your event organiser has agreed to the following terms:

Only BCEC Management and its representatives are entitled to (and Hirer will not) bring into or provide or sell in the event facilities or the centre, food and beverages (whether alcoholic or not). However, if the nature of the event is such as to require it, exhibitors at an event conducted by the Hirer may distribute food samples to visitors or guests at the Event with the prior written approval of BCEC Management (which will not be unreasonably withheld).

Exhibitors at Food & Beverage related events wishing to provide samples at BCEC must obtain prior approval from the Food & Beverage Service Director and/or Executive Chef. Clients without prior approval will not be able to provide samples.

A food & beverage sampling approval form should be submitted through the online Exhibitor Portal.

Once permission has been granted, the exhibitors must comply with legislative requirements, including acquiring a Temporary Food Stall Licence from Brisbane City Council (BCC). Please note the conditions of supply of liquor is governed by the Qld Liquor Act and Regulations.

The sampling activity must be the core business of the exhibitor, either demonstrating a food product or equipment. The sample must be given away free of charge to the patron.

Further:

- Items are those which registered members of the association buy wholesale in the normal conduct of business, or are produced by equipment used in the normal conduct of their business
- Liquid portions should not exceed 30% of what would be considered to be standard serving size.
- Solid food should be no larger than bite size; and
- The exhibitor must be fully self-sufficient in this endeavour, particularly in relation to the Health Regulations outlined on the following page.



## Electrical, Test & Tagging

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cables should be raised above the walkway. If this is not possible, cables need to be covered with carpet tile, matting or taped with gaffer tape or cable covers.

In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape. Where an event or exhibition has demonstrations using portable electrical equipment, the

Safety Manager must give special approval. Also, extra safety precautions must be taken to protect members of the public. These extra precautions must be complied with at all times or the demonstration will be stopped. A current permit to demonstrate must be held.

The BCEC Management reserves the right to request 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 portable electrical equipment, appliances and leads used on the BCEC site must be tested and tagged in accordance with Australian Standard 3760 and WH&S Act 2011. Any electrical equipment found not tested will have to be tested immediately or removed from the Centre. For safety reasons, double adaptors are not to be used in the Centre.

Where an Exhibition has demonstrations using portable electrical equipment, a work permit needs to be submitted to the BCEC Safety Department.

Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Centre's Security Department by dialling (8) on a wall phone.

[Jim's Test & Tag](#) will be available to exhibitors during the times below for test and tagging of electrical equipment.

Monday, 16 September 2024

- BCEC Hall 2: 9.30am – 12pm
- BCEC Halls 3&4: 3.00pm – 5.00pm
- BCEC Halls 3&4: 5.00 – 6.30pm

Tuesday, 17 September 2024

- BCEC Hall 3&4: 6am – 8.30am

To arrange a pre-show tag & test of your equipment please contact: Jim's Test & Tag Enoggera:

**Phil Wuersching**

Electrical License Number 167134, QBCC Contractor License 15318693

131 546      0406 429 872      [phil.wuersching@jimstestandtag.com.au](mailto:phil.wuersching@jimstestandtag.com.au)



## Health Regulations

The following health requirements are applicable for exhibitor's stands from which samples of food or drink are promoted to the public.

A Permit may be required from Brisbane City Council and can be arranged through the Council directly. If you are unsure of the best point of contact, please liaise with the Exhibitor Services team.

- Perishable packaged foods are required to be refrigerated.
- Where unpackaged food is to be given away, openly stored, displayed and handled, the following facilities and services need to be provided:
  - A hand basin with hot and cold water.
  - A refrigerated display and/or storage cabinet if the food is perishable.
  - Glass or Perspex screens or sneeze guards to protect food from contamination.
  - A washable impervious floor e.g. sheet vinyl.
  - Where serving implements or utensils are used, a separate sink with hot and cold water will be required.
  - Where drainage and water are required, stands must be located with access to the appropriate service pits.
- All eating and drinking utensils must be disposable (paper cups, plastic spoons, plastic wine glasses) and must not be reused.
- When food or drink samples are given away for promotional purposes:
  - They must be offered in such a manner as to avoid being handled by the public e.g. portioned and toothpicks inserted.
  - They should be protected from contamination, for example by the use of trays fitted with plastic covers.
  - Condiments such as sauces and mustards are to be contained in squeeze type dispensers or individual sealed packets.
- For other than food related exhibitions, cooking of food by Exhibitors is prohibited unless approved by the Centre. Early consultation with the BCEC Management is mandatory.
- Exhibitors must provide receptacles for rubbish collection. These receptacles must be located within or near to the stand and the contents shall be disposed of in a manner approved by Centre Management.

All stands involved in the presentation of Food & Beverage must abide by the "Food Hygiene Regulations 1989". Please note extra cleaning charges may be imposed for the disposal and cleaning of food and beverage waste.

## LPG Gas

The use of LPG on stands in the Exhibition Halls may be permitted if a current BCEC Naked Flames and Liquid Petroleum Gas permit is held, and all relevant statutory and regulatory requirements are met.

Permit forms can be [downloaded here](#).



## Exhibition move out

**GEL Events and Logistics** has been appointed the official logistics provider to the National Bus & Coach Show 2024.

The Show concludes at 4pm on Wednesday, 18 September 2024. Exhibitors are not permitted to commence packing up their stand/spaces before this time.

**Exhibitors move out:**    Wednesday, 18 September 2024.            16.15 – 21.00    (Halls 2,3 & 4 – Expo Booths)  
   Thursday, 19 September 2024.    06.00 – 17.00    (Halls 3 & 4 – Bus display ONLY)

GEL Events forklift drivers may accept or reject loads based on safety considerations, at their absolute discretion. Where practicable, exhibitors must ensure that heavy loads and equipment are on pallets and are secure.

GEL Events will make hand pallet trucks available for the use of exhibitors, and these are used at the Exhibitors' own risk.

Exhibitors are requested to clean up their display site prior to departing.

Exhibitors using their own courier must ensure that all freight requiring a pallet jack or forklift is secured, packed and labelled correctly as soon as possible on Thursday afternoon.

Please leave labelled goods at your stand/space for collection.

**Important:** It is the exhibitor's responsibility to ensure that all freight is labelled correctly with the following information on every item:

- Carrier and consignment note
- Destination address
- Company name
- Contact name and phone number
- Total amount of pieces. eg. 1 of 3, 2 of 3 etc..

Return of storage/empty packaging by GEL Events is not permitted until all delegates / public are off the floor. For safety, exhibitors need to be patient.

The BIC and BCEC will determine when the loading dock doors shall be opened, and when pallet jacks are permitted inside the halls. Pallet jacks, trolley and forklift assistance will not be available until it is safe to do so.

**Note:** All exhibitor freight must be removed from the venue by 10pm Thursday, 17 September 2024. Don't leave anything behind. All materials must be removed from the room by the end of tenancy, with no exceptions. Left over materials will be disposed of. Organise post-show storage and freight collection PRIOR to show date, particularly as the show concludes at 4pm on Wednesday. Most couriers do not operate after 5pm or on weekends so storage will need to be arranged for the interim.



## Safety and emergency evacuations at the BCEC

In an **emergency** situation or if **first aid** is required, please alert a BCEC staff member immediately. Contact Security on any BCEC fixed phone by pressing '8'.

The nearest Public Hospital Casualty Department:

Mater Misericordiae Hospital  
Annerley Road, South Brisbane  
Telephone: (07) 3840 8111

In the case of an **emergency evacuation** in the BCEC, please stay calm. Please follow the instructions given by BCEC staff who are fully trained for an emergency situation. Security and Building Services staff are qualified First Aiders.

The Centre has a 2-alarm system, which is as follows: 1st alarm sound... **BEEP BEEP**

This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound... **WHOO WHOO**

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire.

If we do need to evacuate, all exits are clearly marked with exit written in green. Centre staff will direct you to a Safe Assembly area.

## Fire regulations at the BCEC

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations.

The storage of any flammable liquids or fuel within the Exhibition is not permitted. Motor vehicles or other mechanical appliances displayed within the Exhibition venue must be free of leaks. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations available from the Centre. A permit is required.

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



## Safety Vests at the BCEC

All exhibitors and their staff must wear safety vests and closed-in shoes whilst on the loading dock, service road or in the Exhibition Hall during the construction, bump-in and bump-out of events.

Vehicle drivers and offsidiers or passengers utilising the service road or dock areas who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

Safety vests can also be purchased from the vending machines located down the Exhibition Hall concourse for \$10.00 each.

## Security at the BCEC

BCEC Security Officers will maintain security throughout the building. Whilst every responsible precaution is taken, the organisers and the BCEC and the Show organisers accept no responsibility for any loss or damage occurring to persons or property at the Exhibition.

## Permits at the BCEC

Permit forms are required to be submitted to Exhibitor Services for the below activities:

- Aerial Acts
- Amusement Rides & Devices
- Animals
- Child Care Facility
- Demonstration Product or Equipment
- Drones
- Electrical Work
- Excess Weight items (over 500Kg)
- Fire acts (fire twirling, fire breathing)
- Foggers and Hazers
- Hazardous Substances
- Heavily Themed Events
- High Risk Activity
- Laser Activity
- Medical Activities Permit Including Tattooing & Body Piercing
- Naked Flame & Liquefied Petroleum Gas
- Pyrotechnics & Air Cannon
- Two Storey Structures
- Stage Configuration-Alternation
- **Vehicle Displays**

BCEC permit forms can be [downloaded here](#)