

Exhibitor Manual

GP25

Friday 14 – Sunday 16 November 2025

Brisbane Convention and Exhibition Centre
Merivale Street
South Brisbane. Queensland



RACGP

Welcome

Welcome to the GP25 Conference Exhibition Manual.

Use this manual for the planning and delivery of your exhibition stand and time at the conference.

We look forward to welcoming you to the conference on the 14th – 16th November 2025.

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Exhibitor Checklist

- Custom Stands and stand upgrades: confirm build with RACGP and have custom stand review completed by Brisbane Convention and Exhibition Centre (BCEC) **by Thursday 30 October**
- If booking ExpoNet to build custom stand, order with ExpoNet **by Friday 3 October**
- If booking ExpoNet for stand upgrades, order with ExpoNet **by Monday 20 October**
- Book freight with GEL Events **by Wednesday 3 November**
- Upgrading stand fascia - order with ExpoNet, **by Monday 20 October**
- Order furniture or upgrade stand signage - order with ExpoNet, **by Monday 20 October**
- Seek RACGP and BCEC approval for any food and beverage sampling or the supply of food items. Submit your order request with BCEC **by Wednesday, 5 November** via the [BCEC Exhibitor online portal](#)
- Furniture, electrical and lighting - order with ExpoNet, **by Monday 20 October**
- Order any cleaning services with BCEC **by Wednesday 5 November** via the [BCEC Exhibitor online portal](#)
- Submit [BCEC Safety Permit forms](#) (where required) **by Thursday 30 October**
- Ensure all staff working at the conference complete the compulsory BCEC Safety Induction before arriving on site. [You can complete the BCEC Safety Induction here](#)
- Ensure any items (boxes etc) you are freighting to the BCEC have an Exhibitor Delivery Notice attached to them (obtain a delivery notice from your courier or GEL Events if using them for conference freight)
- Ensure company details and files are uploaded in the RACGP GP25 Exhibitor Portal i.e. exhibition staff names are registered, flyers, brochures or videos you want shared in the app are uploaded **by Friday 24 October 2025**
- Ensure all electrical equipment has been tagged and tested prior to coming onsite
- Ensure you have the required number of high visibility (vis) vests for staff bump in / bump out

Exhibition Stand Builder

ExpoNet have been appointed as the official exhibition stand builder and furniture supplier for GP25.

ExpoNet will be available to assist you with your custom stand designs, furniture hire, lighting, power, signage, and stand display requirements.

Through their **Online Exhibitor Kit (OEK)**, you can;

- place furniture orders and stand upgrade package orders
- access convenient online ordering
- access furniture brochures
- access stand package brochures
- ...and more

Once you have paid for your stand or sponsorship package, you will receive an email from ExpoNet with a link to set up and access to their **OEK**.

ExpoNet Deadlines	
Custom stand orders	Friday 3 October 2025
Stand upgrade orders	Monday 20 October 2025
Fascia signage orders	Monday 20 October 2025
Custom signage orders	Monday 20 October 2025
Furniture, electrical, lighting orders	Monday 20 October 2025
Flooring upgrade orders	Monday 20 October 2025

Exhibition Stand Builder

ExpoNet Exhibition and Events

Contact: Exhibitor Service Department

Phone: 02 9645 7000

Email: esd@exponet.com.au

Web: exponet.com.au/home.aspx

Hours: 09.00am - 17:00pm Monday to Friday

Exhibition Stand information

- there are four (4) stand sizes at GP25: 2m x 2m* | 3m x 3m | 6m x 3m | 6m x 6m
- 2.5mh octanorm with aluminum framed white melamine wall panel
- 2 x 120w spotlight mounted on track (per 9 sqm)
- 1 x 4amp power point (per 9 sqm) located in back corner
- standard carpet tiles (in situ)

* 2m x 2m only available for not-for-profit organisations.

* Reminder that stands do not come with furniture. Furniture orders must be made with ExpoNet

Exhibitor Access times

- Exhibitor bump in: 15:00pm – 17:00pm. Thursday 13 November
- Exhibitor bump out: 14:00pm – 16:00pm. Sunday 16 November

* Partners and Exhibitors are asked *not to* bump out or dismantle before 14:00pm on 16 November 2025



This image is for visual representation only. Image above does not represent your stand size, stand number or stand orientation. Stand number & stand size is in your booking with the RACGP.

Custom Stands

Custom designed stands are permitted at GP25, however **only for Platinum, Gold Partners and Silver Partners.**

All custom stands must be reviewed by the RACGP and Brisbane Convention and Exhibition Centre (BCEC) safety department. Please ensure if you have or book a custom stand that you discuss this with your custom stand builders (if applicable). Build approval is also subject to bump in times.

All custom stands plans are to be sent to exhibitorservices@bcec.com.au for review by 30 October 2025. Late submissions risk not being approved. Stand designs must include all measurements (width x length x height), including access/egress points and stairways, dimensional plan, elevations, details of construction materials and methods, so the safety team can assess accordingly.

Complex stands or structures may require the production of documentation to verify that the structure is safe to inhabit (production of engineer's certificate, load capacity, installation as per manufacturer's directions). If this is relevant, these details must be shared with the BCEC as well as ExpoNet.

If you need to discuss a customised stand build, you can contact ExpoNet on 02 9645 7000 or email esd@exponet.com.au

If you would like to learn more about ExpoNet [custom stands click here](#)

Stand Upgrades

Stand upgrade packages are available with ExpoNet for 3m x 3m, 6m x 3m and 6m x 6m stands.

Upgrades are subject to approval by RACGP, and the Brisbane Convention and Exhibition Centre (BCEC). Upgrade approval is also subject to bump in times.

All upgrade prices listed by ExpoNet are based on having an existing shell scheme package.

Rigging

Custom Stands often require rigging, and **rigging at GP25 is restricted to Platinum and Gold Partner stands only.**

Due to the conference short bump in time, any requests for rigging is subject to prior approval from the RACGP and Brisbane Convention and Exhibition Centre (BCEC).

All rigging for the Exhibition Hall is to be completed by BCEC approved contractors, rigging in all other spaces is completed by BCEC.

Please contact BCEC Exhibitor Services exhibitorservices@bcec.com.au to discuss rigging.

Important

If booking rigging, please download and read the BCEC Safety & Design Guidelines for more information.

Download the guidelines from the BCEC Event Resources [page here](#)

Octanorm Infills / Printing

Should you wish to add your company logo, branding etc. to your stand octanorm walls, order your artwork requirements through exhibition builder, ExpoNet.

Important

Applying posters, banners, core flute or any artwork directly to octanorm walls is prohibited. Any item applied directly to (pinned, pasted, 'bluetac') octanorm walls without prior/written approval from RACGP and ExpoNet will be removed.

Egress

Exhibition stands with internal aisle-ways are to be clearly marked as such with a minimum aisle width of 3 metres. At no time can these aisles be blocked from view by a custom-built stand.

- any custom-built stand with a floor area of more than 50m² is to be provided with at least one alternative means of egress back to the walkways.
- any door assembly in such a custom-built stand will comply with the Building Code of Australia requirements.
- any door incorporated into the stand, not providing an alternative means of egress is to have a sign affixed labelled: 'NO THOROUGHFARE.'
- any barriers incorporated into any custom stand are to be designed so they yield to pressure without toppling.
- items cannot be affixed to the floors, walls, or any other part of BCEC, using nails, screws or glue.
- any damage caused to the BCEC will be charged directly back to the exhibitor.

Raised Flooring, Ramps or Stairs

All raised floors, steps and ramps must comply with the relevant sections of the Building Code of Australia and applicable OHS requirements. Disabled access to the stand must be provided.

Raised floors with a height of less than 50mm are not regarded as a step and generally will not require a ramp. However, an approved stair nosing must be installed as per requirements for steps in public places.

All raised floors with a height greater than 50mm, but less than 190mm, from the main exhibition floor level or surrounding platform will be regarded as a step and these floors will require a suitable and clearly distinguishable ramp from the main exhibition floor level or surrounding platform to the raised section.

The ramp must be of a gradient no less than 1:3 and be contained within the Brisbane Convention and Exhibition Centre (BCEC). Ramps must not protrude into the nominated aisle way, so must be included in the stand space. The raised floor sections or ramps must not contain sharp or dangerous edges and must not cause a trip hazard as well as being clearly distinguishable from the surrounding area.

Electrical and Lighting

Stand electrical and lighting requirements can be ordered through ExpoNet via their **OEK** (**reminder:** access to ExpoNet's OEK will be emailed to you once you have paid for your partner or exhibitor package)

Brisbane Convention Centre (BCEC) reserve the right to disconnect electrical supply to any exhibitor whose installations are violating regulations, are dangerous or likely to cause annoyance to visitors or other exhibitors.

Tagging and Testing

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 BCEC..

For safety reasons, double adaptors are not to be used in the BCEC.

Please note BCEC does not provide Test and Tag service. Please consult with ExpoNet should you require tagging and testing.

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.

Stand Cleaning

It is the responsibility of the exhibitor to maintain their stand in a clean and tidy condition during the conference.

Exhibitors are to make their own arrangements for removal of items not needed for display and rubbish resulting from unpacking exhibits (such as cartons, boxes, crates, plywood etc.).

All rubbish is to be removed from the exhibition hall before the exhibition opens. As an exhibitor it is your responsibility to:

- ensure all waste is placed in the bins or aisles for disposal by the cleaning team.
- ensure no item is affixed to BCEC walls, doors, glass, floors etc. Any infractions will create a removal, cleaning and/or resurfacing cost to the exhibitor.
- notify the BCEC of specific waste requirements, especially toxic, grease, oil etc. Correct disposal methods should be discussed with the BCEC.
- ensure that the disposal of waste complies with all local, state and federal statutory requirements and Environmental Protection Authority guidelines.

You can book stand cleaning services [BCEC Online Exhibitor portal](#)

Freight and Storage

Please note that all sponsor and exhibitor freight can only be brought into the BCEC on the **bump-in day, Thursday 13 November 2025**.

The Brisbane Convention and Exhibition Centre (BCEC) will not accept delivery or sign for any goods, packages, or other materials on behalf of an exhibitor. BCEC will not accept any responsibility for any items that have been delivered to the site in the absence of the exhibitor, their agent or contractor.

Should you wish to book freight for conference bump in or bump out, book with **GP25 official contractor GEL Events**.

Bump in freight at BCEC - if you choose to use an external freight provider (other than GEL Events)

- Self-delivery and couriers (bulky items) - to be delivered on the day of bump in only (Thursday 13 November 2025)
- BCEC Loading docks can be accessed via the service road off Glenelg Street. Maximum of 15 minutes parking at dock.
- Exhibitors (or the contracted Freight Forwarder) is responsible in the transfer of goods from the dock to the exhibition space unless alternate arrangement has been pre-arranged by the exhibitor.
- BCEC Car Park (small items) - small items can be carried in by hand or small trolley. You must park at the BCEC and proceed to the exhibition space. Large trolleys and freight are not permitted in guest lifts. Bulky freight should be moved in through the Loading dock.

Bump out freight at BCEC - if you choose to use an external freight provider (other than GEL Events)

- Please note that all items must be removed from the venue during bump out day, Sunday 16 November 2025.
- Any items remaining after this time will be deemed to be waste and disposed of.
- Exhibitors must not leave their freight unattended.
- If you are using a courier company - they should be instructed to pick-up left-over freight at the conclusion of the conference, in the presence of the exhibitor. The venue will not take responsibility for freight left after this time.

Storage at BCEC

- **RACGP are not providing exhibitor storage within the exhibition area or at the BCEC.**
- It is recommended that exhibitors keep packing materials to a minimum. All materials required during the event must be stored on your stand, or you must make your own storage arrangements.
- Exhibitors may not leave boxes and packing materials in the exhibition area during the event.
- If storage space is required, please contact **GP25 official contractor GEL Events**.

GEL Events

GEL Events

Contact: Mira Luplow. GP25 Project Manager

Phone: 1300 013 533

Email: mira@gelevents.com.au

Web: www.gelevents.com.au/

Hours: 07:00am -16:00pm Monday to Friday

GEL Events is the official contractor for transportation of exhibitor freight as well as onsite services.

GEL provide partners and exhibitors with peace of mind by supplying a door-to-stand freight service, with complete tracking and email notification when the freight arrives onsite at the stand.

GEL can arrange all local, interstate and international transport services.

You do not need to be present at time of delivery when using GEL to transport your freight, the GEL onsite team will receive your freight and take it directly to your stand prior to your arrival.

At close of the event, GEL understands the pressure of packing up your freight, so as to catch flights or get home after what has been a long few days, GEL onsite representatives will come and see you to confirm your return freight requirements and provide you with return labels.

Once freight is packed up and labelled you are welcome to leave it at your stand for GEL to take care of the rest.

To request a quote please complete and return the quote request by Friday 10 October 2025.

[GEL online quote request form – GP25](#)

GEL Events

Important If not using GEL to transport your freight, GEL cannot sign for delivery of goods on your behalf. Please ensure you provide the courier you book, authority to leave without signature. If you have any questions, please do not hesitate to phone GEL Events.

GEL will only provide delivery labels/templates to those groups who book freight with GEL. **If using other freight providers, use the below delivery address;**

Brisbane Convention and Exhibition Centre
Exhibition Hall 1. Loading Dock via Glenelg Street.
South Brisbane Qld 4101

GEL Events Deadlines	
Pick up date (for interstate collection)	Wednesday 5 November 2025
Booking cut off date (for interstate orders)	Friday 31 October 2025
Pick up date (for WA only collections)	Monday 3 November 2025
Booking cut off date (for WA only orders)	Tuesday 28 October 2025
GEL bump in deliveries to the BCEC	Thursday 13 November 2025, from 08:00am
GEL bump out collections from the BCEC	Sunday 16 November 2025, between 19:00pm – 20:00pm

Conference Venue

Brisbane Convention and Exhibition Centre (BCEC)

Address: Cnr Merivale and Glenelg Streets South Bank, Brisbane Queensland

Phone: +61 7 3308 3536

Web: <https://bcec.com.au/>

Exhibition location: Exhibition Hall 1. Level 1 BCEC

Exhibitor Services

Email: exhibitorservices@bcec.com.au

Hours: 08:30am – 16:30pm Monday to Friday

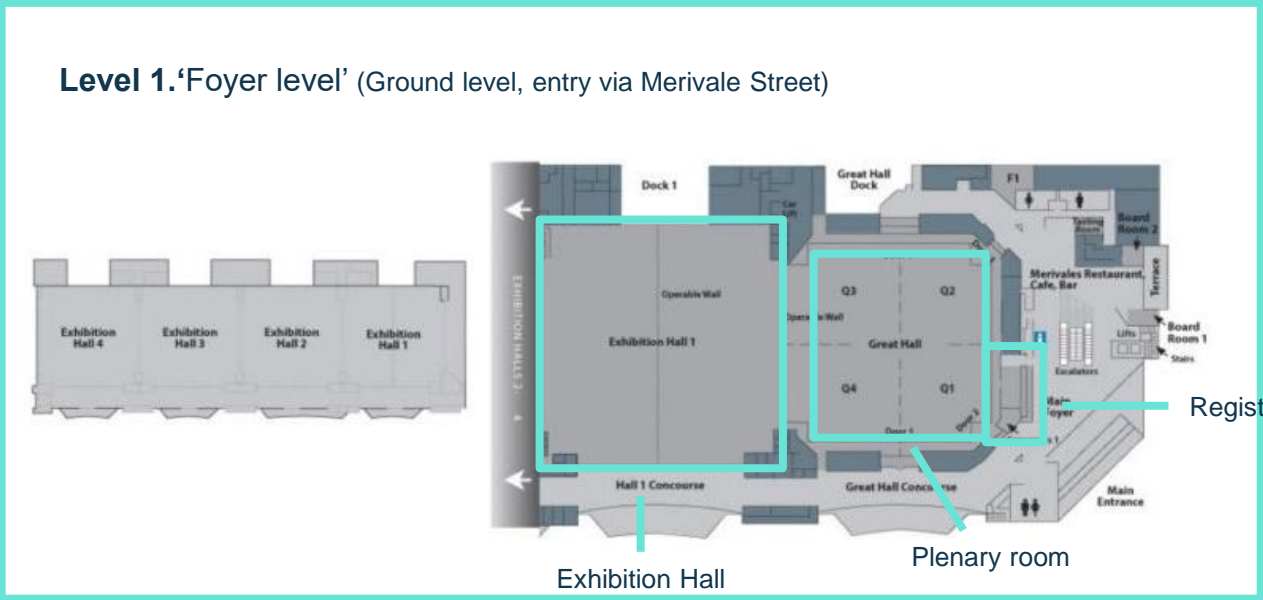
Essential BCEC links for Exhibitors

- [BCEC Online Exhibitor portal](#) (exhibitors can place orders and request service quotes via the BCEC online ordering service)
- [BCEC Exhibitor Information Guide](#)
- [BCEC Safety Information for event workers](#) (to be completed by all exhibitor, sponsor, and event staff by Friday 7 November 2025)
- [BCEC Safety Permit forms](#) (to be submitted by Thursday 30 October, where relevant)

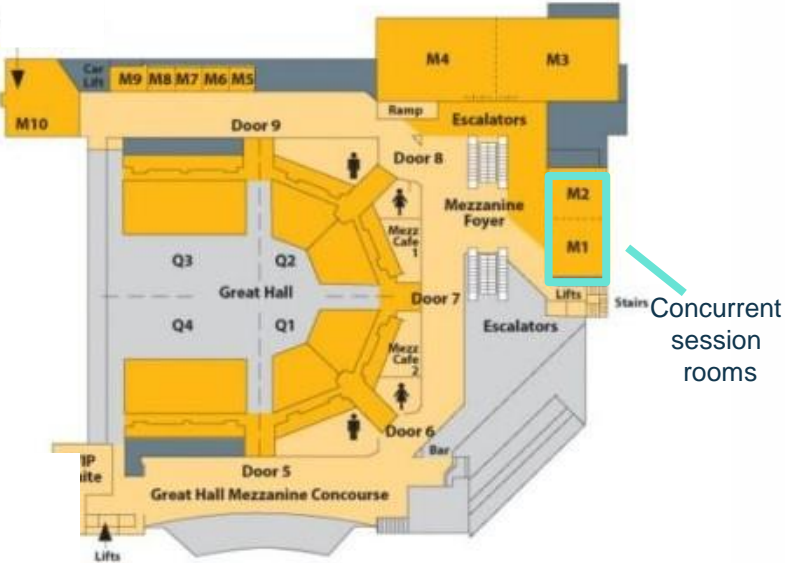


Brisbane Convention and Exhibition Centre Floor Plans

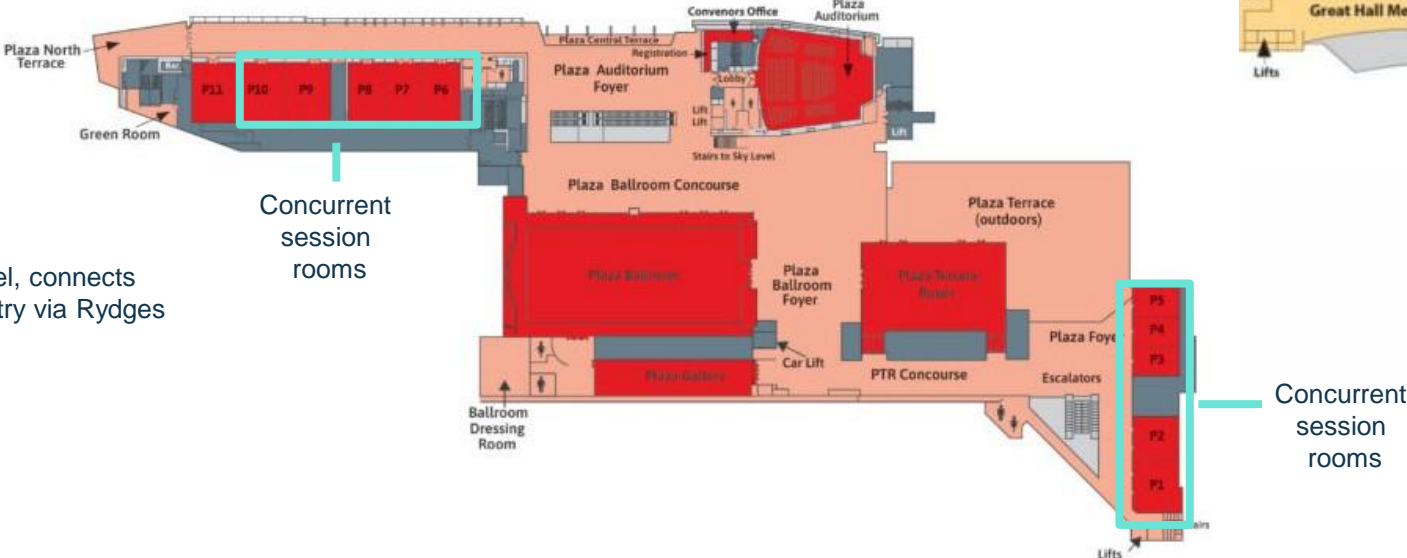
Level 1. 'Foyer level' (Ground level, entry via Merivale Street)



Level 2. 'Mezzanine level' (up one level from Foyer)



Level 3. 'Plaza level'
(up one level from Mezzanine level, connects with entry via Grey Street, and entry via Rydges Hotel)



Venue Forms and Due Dates

Brisbane Convention and Exhibition Centre (BCEC) provides a list of booking and order forms.

These are available to you in the BCEC Online Exhibitor portal [\(to open the portal click here\)](#)

Forms and details include;

- Food and beverage requests
- Cleaning services
- Use of compressed air (i.e. for balloons)
- Booking additional AV items (i.e. screens)

BCEC Deadlines	
On stand food & beverage requests	Wednesday, 5 November 2025
Final custom stand plan submissions	Thursday, 30 October 2025
Safety permits (where required)	Thursday, 30 October 2025
Complete the compulsory BCEC Safety Induction	before arriving on site

Loading Dock

For conferences or events within the Brisbane Convention and Exhibition Centre (BCEC) Exhibition Halls;

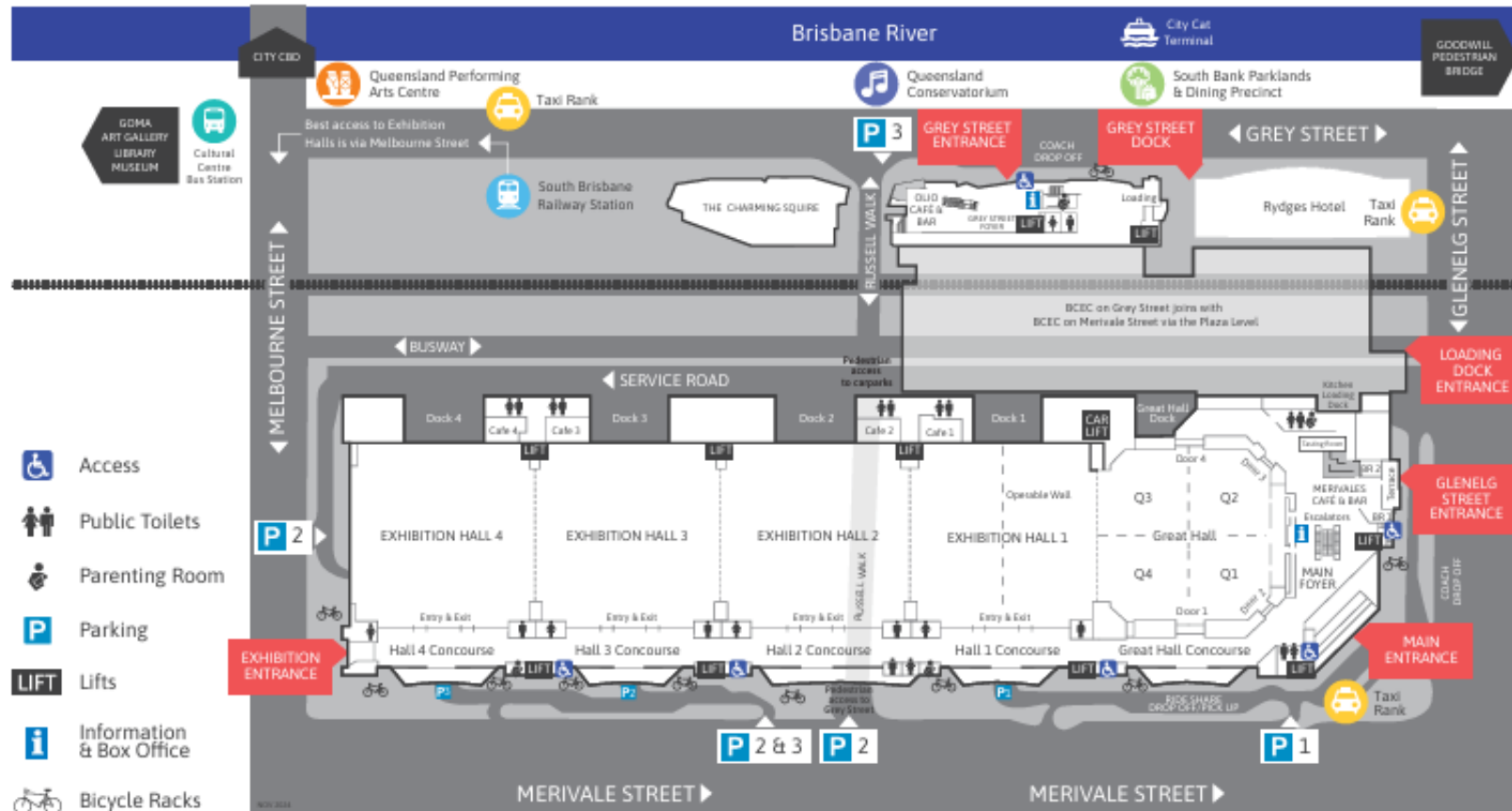
- Access to BCEC for exhibitors and contractors during bump in and bump out is via Glenelg Street.
- The service road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic. All traffic accessing the service road and loading docks must enter off Glenelg Street, South Brisbane and exit via Melbourne Street.
- Movement of vehicles on the service road is strictly one way. A 10km per hour speed limit applies for all areas within BCEC.
- Vehicles may only remain on the loading dock or the service road for a period of 15 minutes unless through prior arrangement with the BCEC Event Planning Manager.
- Vehicles are not permitted to park on the loading dock at any other time. Abandoned vehicles or those exceeding the unload time period may be towed from site if they are hindering access to the loading area. Vehicles and contents are the responsibility of the owner while on the loading dock.
- Parking for contractors, production companies and workers is available in the car park via Merivale Street.
- All conference partners and exhibitors and their contractors must wear safety vests or hi-visibility clothing while on the loading docks to ensure maximum visibility.
- 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.
- Enclosed footwear must be worn at all times in the loading dock. Thongs, sandals and open toed shoes are not permitted.

Loading Dock Map

[Click here to access and download map online](#)

Location and access map

BCEC ON MERIVALE STREET & GREY STREET



BCEC.com.au

NOV 2024

When is Approval Required?

There are a variety of items or activities that exhibitors and partners can undertake that require prior approval from either the RACGP, ExpoNet or Brisbane Convention and Exhibition Centre (BCEC).

An overview of these activities and the appropriate approval channels are outlined below.

For activities that require RACGP approval, please contact the RACGP Conference and Events team at events@racgp.org.au

Activity	RACGP approval required	ExpoNet approval required	BCEC approval required
Having a custom stand build	Yes	No, unless ordering custom stand through ExpoNet	Yes
Getting a stand upgrade	Yes	No, unless ordering custom stand through ExpoNet	Yes
On stand catering	Yes	No	Yes
External food and beverage supply/sampling/selling	Yes	No	Yes
Motor vehicles or large heavy items/machinery (includes games or activations on stands)	Yes	Yes	Yes
Rigging	Yes	No	Yes
Gas cylinders	Yes	No	Yes
Naked flame	Yes	No	Yes
Animals on site	Yes	No	Yes
Conducting a trade	Yes	No	No

Exhibitor On Stand Catering

BCEC has sole catering rights for the sale and/or distribution of any food or beverage product that will be consumed on-site. The BCEC also has approved 'External Suppliers' for food & beverage. Please find these details on the following page.

Exhibitors at Food & Beverage related events wishing to provide samples at Brisbane Convention and Exhibition Centre (BCEC) must obtain prior approval from the Food & Beverage Management. Exhibitors without prior approval will not be able to provide samples.

A BCEC food & beverage sampling request form should be submitted through the online Exhibitor Portal. External supply charges may be applicable for the provision or sale of full-sized samples.

Once permission has been granted, exhibitors must comply with legislative requirements, including acquiring a Temporary Food Stall Licence from Brisbane City Council (BCC).

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.

Each case will be considered on its merits in conjunction with the type of event and nature of the business. **Early consultation with RACGP, and the BCEC is essential.**

PLEASE NOTE: the service of, or distribution of alcohol is not permitted from any exhibition stand at GP25. RACGP and BCEC reserves the right to remove any food and beverage not authorised.

Applications for On Stand Catering

To organise catering for your stand please refer to the various service order and permit forms in the BCEC [Online Exhibitor portal – here](#) or email BCEC Exhibitor Services at exhibitorservices@bcec.com.au if you would like something different to the BCEC offerings.

IMPORTANT NOTE

As coffee carts at GP25 are part of sponsor packages, exhibitors are not permitted to have the below items on their stands without written permission from RACGP;

- juice and/or smoothie bar
- coffee cart or machine
- slushies/gelato

Exhibitor On Stand Catering continued

As instructed, BCEC has sole catering rights for the sale and/or distribution of any food or beverage product that will be consumed on-site. The BCEC also has approved 'External Suppliers' for food & beverage.

Under the circumstance where BCEC is not able to provide the desired stand catering option, an external Food & Beverage supplier may be engaged. Such activation, including the external supply of confectionery items, must be approved by BCEC prior by submitting a request form through the BCEC Online Exhibitor portal at least 7 days before the bump-in date.

You can access the BCEC Online Exhibitor portal [here](#)

External supply charges may be applicable for offerings that can be supplied by BCEC or a BCEC preferred supplier. Any exhibitor or partner without prior approval will not be able to provide food or beverage on-site.

Please contact BCEC Exhibitor Services at exhibitorservices@bcec.com.au for a list of the BCEC preferred suppliers.

Sustainability Compliance

For those Partners providing a beverage service (coffee, tea, water or juices in cups), in line with Queensland Government regulations and BCEC's sustainability policies, all exhibitors providing beverages must use reusable or certified compostable cups.

The use of single-use plastic cups is prohibited. Please ensure proper waste disposal methods are in place at your booth.

For more information on [single-use plastic items ban in Queensland click here](#)

Health Regulations for On Stand Catering

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

A reminder a permit may be required from Brisbane City Council (for certain catering) and can be arranged through the Council directly. If you are unsure of the best point of contact, please contact with the Exhibitor Services team on exhibitorservices@bcec.com.au

- 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 with on stand catering 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.

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**. **P:** 07 3872 0999. 9:00am – 16:00pm weekdays. **A/H:** 07 3210 2906

Examples of 'competition, trade promotions, art unions'

- Games of skill
- Games of chance
- Creative submissions (i.e. submit a photo, written work to claim a prize)
- 'Instant' wins
- Trade promotion lotteries

Parking at Brisbane Convention and Exhibition Centre

The Brisbane Convention and Exhibition Centre (BCEC) provides undercover parking for 1500 vehicles, with direct lift access to the centre's convention and exhibition facilities. Car Parks 1 - 3 are accessible via Merivale Street and Car Park 3 can also be accessed via Grey Street.

The BCEC offer a \$18.00 discounted daily parking rate for GP25 exhibitors, redeemed at our pay stations with an event specific QR code. Please note without this QR code, exhibitors will not be eligible to receive this discounted rate.

[Download the GP25 Exhibitor parking QR code here.](#)

Please note car parking prices are subject to change.

Alternative parking near BCEC

South Bank Parklands car park

Location: 186 Little Stanley Street, South Brisbane

Features: multi-level undercover parking with close proximity to BCEC, South Bank dining, and cultural venues.

Rates: ranges from \$6 to \$36, with potential for unlimited 24-hour weekday parking. [Online bookings available here](#)

Secure Parking – 17 Mollison Street

Location: 17 Mollison Street, South Brisbane

Features: open 24/7, suitable for short-term and monthly parking.

Rates: starting from \$4 per hour, with a daily maximum of \$16. [Pre-booking details available here](#)

Cultural Centre car park

Location: adjacent to the Queensland Cultural Centre, South Brisbane

Features: ideal for visitors to nearby galleries and museums, and within walking distance to BCEC.

Rates: approximately \$17 to \$40 per day. [Parking details here](#)

Workplace Health and Safety

In the case where the exhibitor employs or contracts out the work on their stand, making each stand its own separate workplace subject to all relevant laws and regulations. Exhibitors may have a larger work health and safety duty than that pertaining in their workplace. They have duties and responsibilities to each contractor and sub-contractor they engage to work on their stand (including their own employees or salespersons) but more importantly a duty to any person who may come into contact with the stand.

Exhibitors may become directly responsible for the safe use and maintenance of every element on their stand and its environs (ramping, stairs, wheelchair access, general safety of display items, moving parts of live displays etc.) this will usually include the visitor to the stand. Exhibitors should ensure that the persons they engage to undertake work on their stand are competent and have undertaken a suitable and sufficient risk assessment for the work to be undertaken.

Children under the age of 15 years are not permitted to enter high risk areas during move in and move out of an event. Children are not permitted on loading docks at any time. Children are not permitted to remain in any vehicle unattended by an adult while the vehicle is loading/ unloading. Children are not to be left unattended or unsupervised in any areas within the building.

All Partner and Exhibitor staff, including their contract staff working at GP25 must complete the compulsory BCEC Safety Induction before arriving at the conference.

[You can complete the BCEC Safety Induction here](#)

Safety Vests and Enclosed Footwear

All conference Partners and Exhibitors and their contractors must wear safety vests or hi-visibility clothing during bump in and bump out and while on the loading docks to ensure maximum visibility.

Safety/High Vis vests will not be supplied by RACGP or BCEC. Each partner and exhibitor is responsible for providing their own.

Vehicle drivers and offsideers 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.

Enclosed footwear must be worn at all times in the loading dock and exhibition hall areas during bump in and bump out. Thongs, sandals and open toed shoes are not permitted.

Your Checklist for Leaving the Centre

- Freight / boxes labelled correctly. Return address, contact name, phone number and items numbers in place i.e. box 1 of 5.
- Attached your con-notes and signed your Declaration of Dangerous Goods label supplied (if relevant).
- Booked GEL Events to collect bump out boxes / items for collection on Sunday 16 November. Bookings to be completed by Friday 31 October.
To book GEL for bump out freight use the online form [GEL online quote request form – GP25](#)
- Collected and disposed of all rubbish in your stand area, leaving a tidy space.



RACGP