

# Exhibitor Manual

## GP24

21 – 23 November 2024

Perth Convention and Exhibition Centre

21 Mounts Bay Road. Perth. Western Australia



RACGP

# Welcome

Welcome to the GP24 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 21<sup>st</sup> - 23<sup>rd</sup> November 2024.

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# Exhibition Stand Builder

**Perth Expo** have been appointed as the official exhibition stand builder and furniture supplier for the GP24 Conference.

Perth Expo will be available to assist you with your furniture hire, lighting, power, signage, and stand display requirements.

Through their online ***Exhibitor Service Centre***, 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 Perth Expo with a link to set up access to the *Exhibitor Service Centre*.

Perth Expo Deadlines	
Custom Stand orders	Friday 16 August 2024
Stand Upgrade orders	Tuesday 1 October 2024
Fascia signage	Wednesday 16 October 2024
Custom Signage orders	Wednesday 16 October 2024
Exhibitor orders (furniture, electrical, lighting etc)	Monday 4 November 2024
Flooring orders	Tuesday 12 November 2024

# Exhibition Stand Builder continued

## Perth Expo

**Contact:** Jennifer Hume. Senior Exhibition Project Manager  
27 Belmont Avenue. Belmont. WA. 6104

**T:** 08 9475 2046

**E:** [JenniferHume@perthexpo.com.au](mailto:JenniferHume@perthexpo.com.au)

**W:** [www.perthexpo.com.au](http://www.perthexpo.com.au)

**Hours:** 07:30am - 16:00pm AWST Monday to Friday

## Exhibition Booth Information

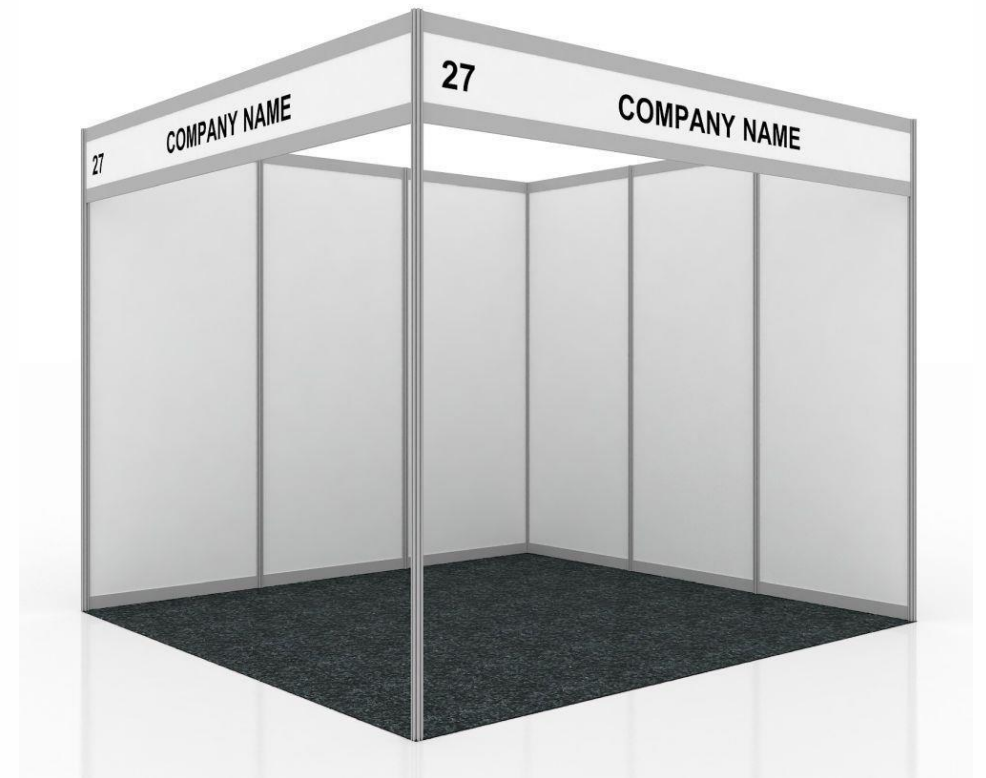
- there are three (3) stand sizes at GP24 > 2m x 2m\* | 3m x 3m | 6m x 3m
- 2.5m high aluminum framed white wall panels
- aluminum framed fascia
- 2 x 120 w spotlight mounted on track (per 9 sqm)
- 1 x 4amp power point (per 9 sqm)
- carpet tiles

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

## Exhibitor Access Times

- Exhibitor bump in: 14:00pm - 17:00pm. Wednesday 20 November
- Exhibitor bump out: 14:00pm\* - 15:30pm. Saturday 23 November

\* Exhibitors are asked to *not* bump out or dismantle before 14:00pm on 23 November



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 GP24.

Stand designs are subject to approval by RACGP, and the Perth Convention and Exhibition Centre (PCEC). Build approval is also subject to bump in times.

If you would like to discuss having a customised stand please contact Perth Expo on 08 9475 2022 or email [JenniferHume@perthexpo.com.au](mailto:JenniferHume@perthexpo.com.au)

If you would like to review Perth Expo custom stands [click here](#)

# Stand Upgrades

Stand upgrade packages are available with Perth Expo for 3m x 3m and 6m x 3m stands.

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

All upgrade prices listed by Perth Expo based on having an existing shell scheme package.

# Rigging

Custom Stands and Stand Upgrades often require rigging.

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

AVPartners is the PCEC in-house exclusive rigger and must be used to carry out all primary rigging to venue infrastructure within the centre.

If your request for rigging is approved, contact AVPartners.

## **AVPartners Perth**

**P:** +61 8 7082 0560

**E:** [perth@avpartners.com](mailto:perth@avpartners.com)

**W:** [www.avpartners.com](http://www.avpartners.com)

# Conference Venue

## Perth Conference and Exhibition Centre (PCEC)

21 Mounts Bay Road. Perth. Western Australia

**T:** +61 8 9475 3318 *or* +61 458 477 636

**W:** <https://www.pcec.com.au/>

## Exhibitor Services

**E:** [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)

**Hours:** 08:30am – 17:00pm AWST Monday to Friday

**PCEC Exhibitor Manual** - [click here](#)

**PCEC Exhibitor Portal** - [click here](#)

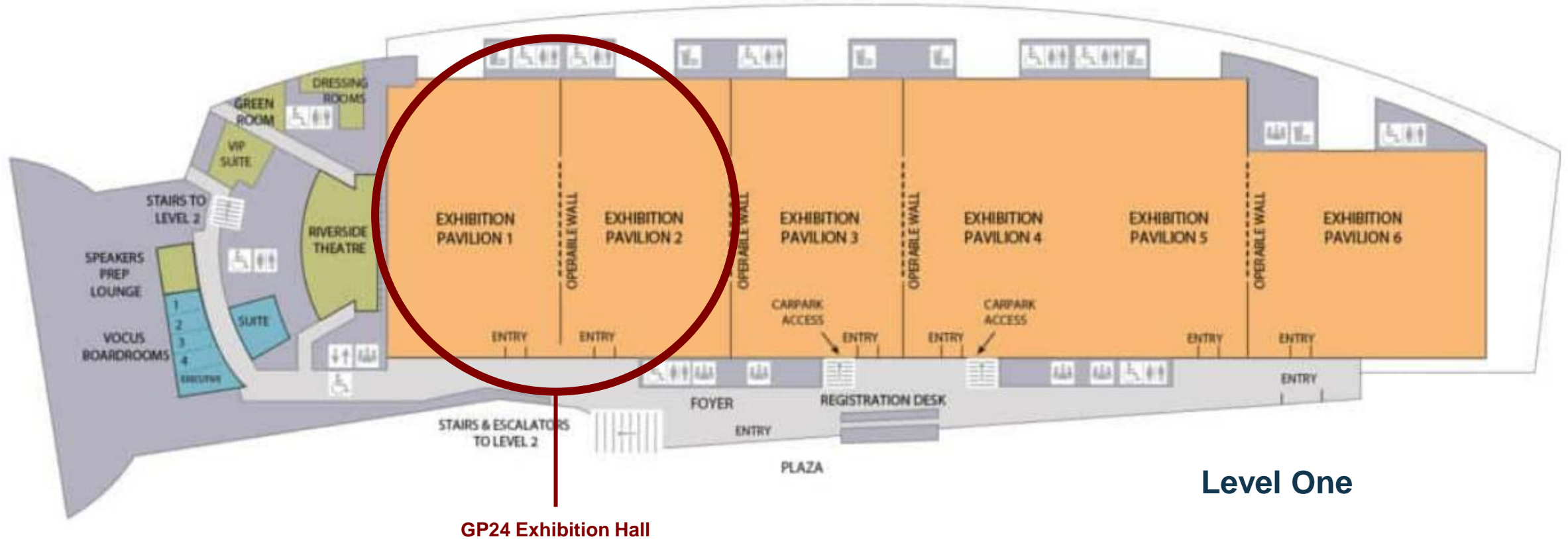
We recommend that all sponsors and exhibitors access the exhibitor portal and ensure they set up a login.

The site contains useful information, order forms and due dates to support your attendance at the conference.

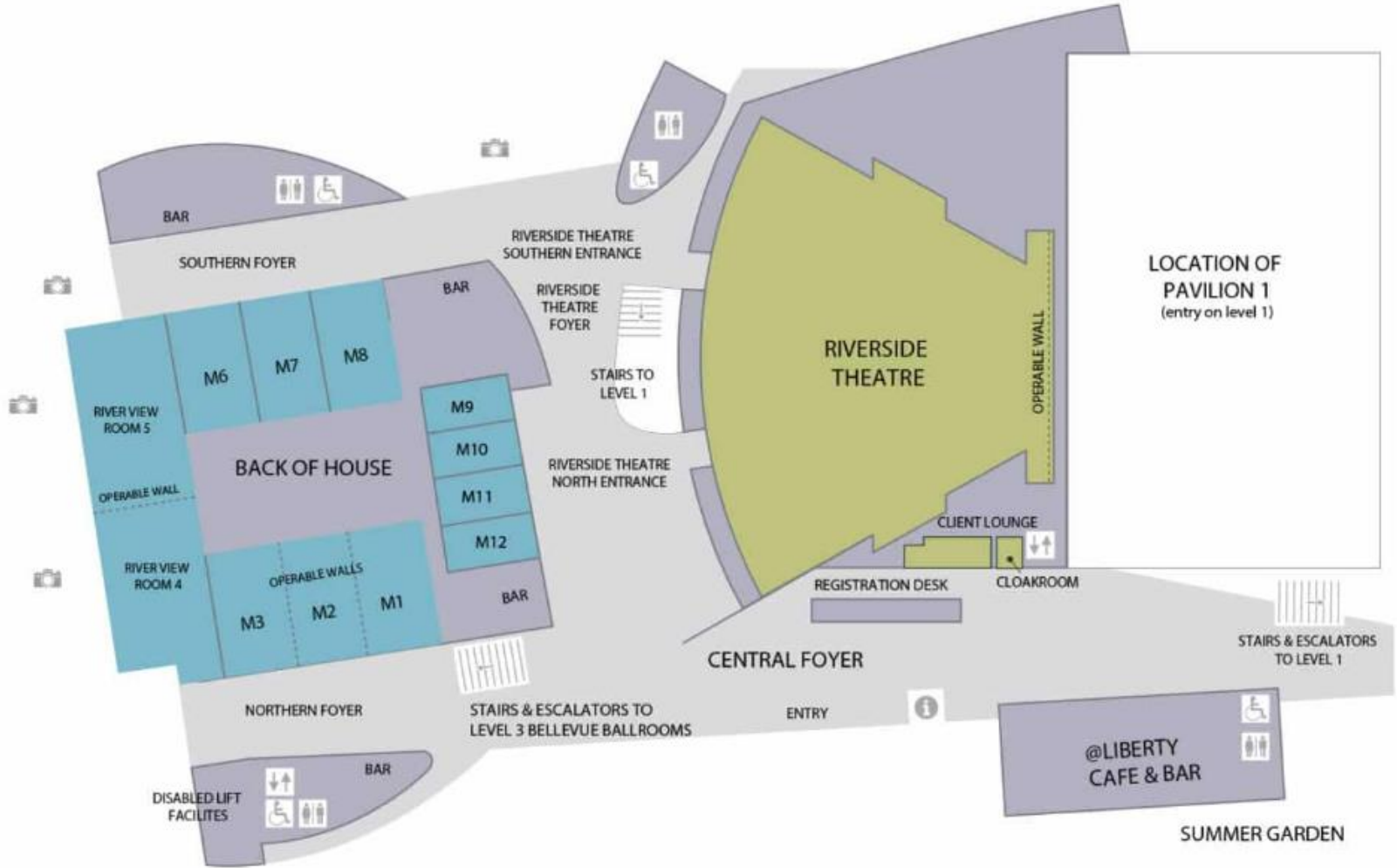


# Perth Conference and Exhibition Centre Floor Plans

To access floorplans online [click here](#)

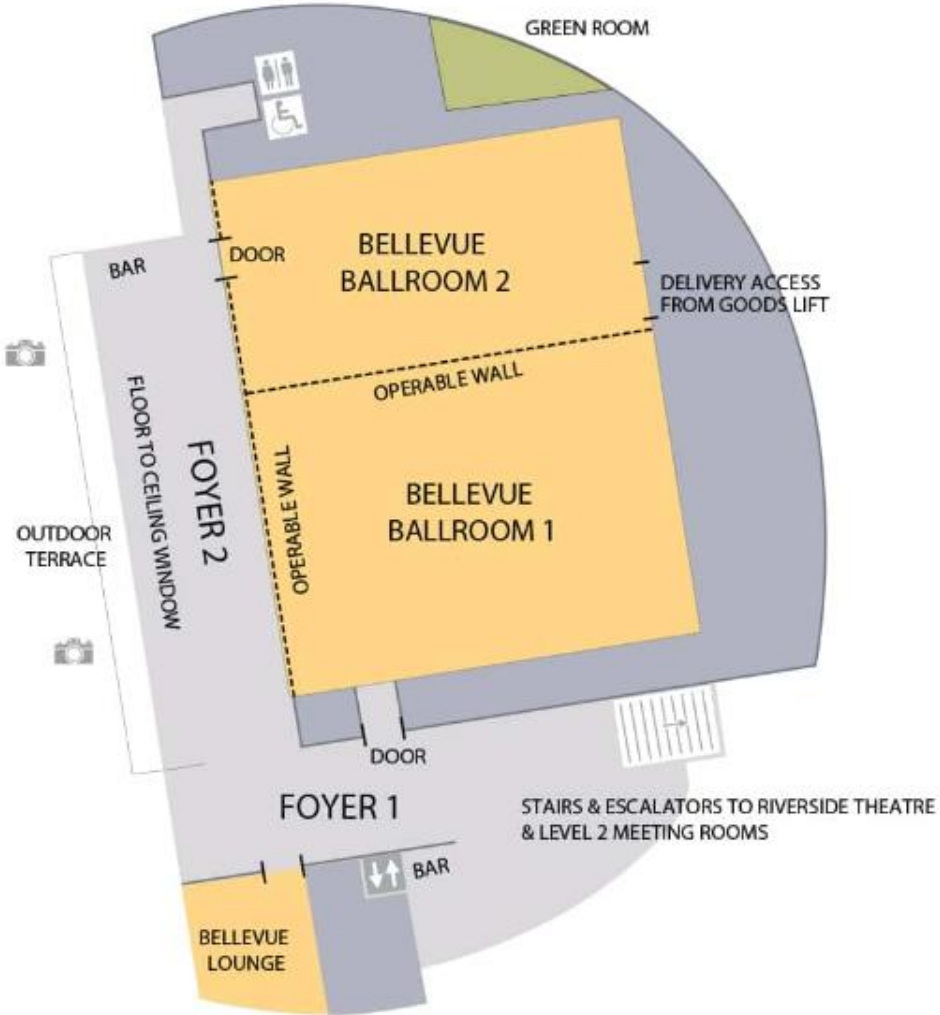


# Perth Conference and Exhibition Centre Floor Plans



**Level Two**

# Perth Conference and Exhibition Centre Floor Plans



**Level Three**

# Venue Forms and Due Dates

Perth Convention and Exhibition Centre (PCEC) provides a list of booking and order forms on their website.

Forms include;

- Food and Beverage sampling (giveaways) form
  - Balloons and Inflatable Devices form
  - Logistics and Storage form (*for couriers and freight arriving before conference bump in*)
- ....and many more

You can [find the venue forms here](#)

## PCEC deadlines for exhibitor services

- **Catering and beverages:** Friday 25 October 2024
- **Cleaning services:** Saturday 9 November 2024
- **Internet services:** Tuesday 12 November 2024

# Exhibitor Checklist

- Custom Stands - confirm build with RACGP and Perth Convention and Exhibition Centre (PCEC). Order with Perth Expo *via their* Exhibition Service Centre, **by Friday 16 August**
- Stand Upgrade - confirm upgrades with RACGP and PCEC. Order with Perth Expo *via their* Exhibition Service Centre, **by Tuesday 1 October**
- Book courier (if required) - approx 4 – 6 weeks prior
- Upgrading stand fascia - order with Perth Expo *via their* Exhibition Service Centre, **by Wednesday 16 October**
- Upgrading furniture or stand signage - order with Perth Expo *via their* Exhibition Service Centre, **by Wednesday 16 October**
- Seek RACGP and PCEC approval for any food and beverage sampling. If required, order with PCEC **by Friday 25 October** using the relevant permit form at <https://www.pcec.com.au/plan/venue-forms/>
- Furniture, electrical and lighting - order with Perth Expo *via their* Exhibition Service Centre, **by Monday 4 November**
- Order any cleaning services with PCEC **by Saturday 9 November** using the relevant permit form at <https://www.pcec.com.au/plan/venue-forms/>
- Ensure any items (boxes etc) you are couriating to PCEC have an Exhibitor Delivery Notice attached to them. You can find the [Exhibitor Delivery Notice here](#).
- Ensure company details and files are uploaded in Exhibitor Portal i.e. exhibition staff names are registered, flyers, brochures or videos you want shared in the app are uploaded **by Friday 15 November**
- 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 bumping in / bumping out

# When is Approval Required ?

There are a variety of items or activities that exhibitors can undertake that require prior approval from either the RACGP, Perth Expo or Perth Convention and Exhibition Centre (PCEC).

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](mailto:events@racgp.org.au)

Activity	RACGP approval	Perth Expo approval	PCEC approval
Stand Catering	Yes	No	Yes
External food and beverage supply/sampling/selling	Yes	No	Yes
Motor vehicles or large heavy items into event space	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

Perth Convention and Exhibition Centre (PCEC) reserves sole rights for the supply, sale and distribution of all food and beverage for consumption on-site. Catering from external suppliers is not permitted without prior written consent, and catering rights charges may apply.

If an exhibitor holds any catering on their stand, it is imperative that all service ceases 15 minutes prior to the published exhibition closing time. This enables the stand to be cleared in a timely manner and the exhibition secured.

Generally, PCEC will allow exhibitors to provide food and beverage samples as a means of demonstrating any plant or equipment forming part of their exhibition, or a product manufactured or supplied by the exhibitor; however, exhibitors are not permitted to distribute, sell, or give away any other items of food or beverage without RACGP and PCEC prior written approval.

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 PCEC is essential.

RACGP and PCEC reserves the right to remove any food and beverage not authorised by them.

The service of, or distribution of alcohol is not permitted from any exhibition stand at GP24.

## Applications for Stand Catering

To organise catering for your stand please refer to the various service order and permit forms at <https://www.pcec.com.au/plan/venue-forms/>

### NOTE

As the hydration station and coffee carts are sponsored, exhibitors are not permitted to have the below items on their stands

- Juice and/or smoothie bar
- Coffee cart or machine
- Slushies / Gelato

# Exhibitor On-Stand Catering continued

All stands involved in the presentation of food and beverages must abide by the Food Act 2008 and Food Standards Code. Health requirements for an exhibitor's stand, from which food and/or beverage is distributed to the public include:

- perishable packaged foods are required to be refrigerated.
- where unpacked food is to be given away, openly stored, displayed and handled, the following facilities and services must be provided:
  - a hand basin with hot and cold water.
  - a liquid soap dispenser.
  - a paper towel dispenser.
  - glass or perspex screens or sneeze-guards to protect food from contamination.
  - a washable impervious floor and walls (e.g., sheet vinyl) where food preparation or cooking is taking place
  - where serving implements or utensils are used, a separate double sink with drainer providing hot and cold water, as well as a liquid soap dispenser and paper towel dispensers 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 (e.g., paper cups, plastic spoons, plastic wine glasses etc.) and must not be reused.

When food or beverage 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., apportioned and toothpicks inserted).
- they should be protected from contamination, (e.g., use of trays provided with fitted plastic covers).
- condiments such as sauce, mustard, etc., are to be contained in squeeze type dispensers or in individual sealed packs.

Exhibitors approved to promote food and/or beverage must provide receptacles for the collection of rubbish. Such receptacles shall be located at or near the stand and the contents shall be disposed of in a manner approved by PCEC.

**NOTE:** Extra charges may be imposed for the cleaning of wet areas and the disposal of food waste.



# Exhibition and Stands

## Stand Design

Perth Convention and Exhibition Centre (PCEC) requires that engineering approval must be obtained from a structural engineer for any stand/exhibit that:

- is a multiple-story construction over 2.4 metres in height; or,
- contains a roof or ceiling with an area greater than 18m<sup>2</sup>.

To seek approval, the exhibitor must submit full design drawings for these stands/exhibits to Perth Convention and Exhibition Centre (PCEC), Exhibitor Services, email: [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au) no less than 20 business days prior to the start of the conference.

Drawings must show all features; including access/egress points and stairways, dimensional plan, elevations, details of construction materials and methods. Artist's impressions are not acceptable.

PCEC will apply its best effort to advise the exhibitor of approval/disapproval within 10 business days of receipt of drawings. PCEC may at its absolute discretion require the client to provide, at their expense, a structural engineer's certificate for any other stand/exhibit regardless of its size or design.

## 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 50m<sup>2</sup> 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 PCEC, using nails, screws or glue.
- any damage caused to The Centre will be charged directly back to the exhibitor.

# Exhibition and Stands continued

## 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 Perth Convention and Exhibition Centre (PCEC). 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.

## Machinery

The operation or use of machinery, equipment or substances likely to be hazardous to the health or safety of any person is prohibited.

Machinery must be appropriately fitted with guards, fencing, locks etc., to ensure a safe environment to all. Signage alone is not an acceptable method of protection.

Persons operating equipment or machinery during an exhibition must be the current holder of the relevant certificate or license as required by law to operate such equipment.

# Electrical and Lighting

Stand electrical and lighting requirements can be ordered through Perth Expo.

Perth Convention Centre (PCEC) 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.

Only approved and accredited WA electricians may operate in PCEC.

# Testing and Tagging

All portable electrical equipment, appliances and leads used on site must be tested and tagged in accordance with the Occupational Safety and Health Regulations 1996 and Australian Standard 37602000 prior to entering PCEC.

Untested and tagged electrical equipment found on the premises must be tested and tagged prior to use and/or connection to PCEC's electrical distribution system and/or be removed immediately from the premises.

Whether tested and tagged or not, PCEC reserves the right to demand removal from the site of any electrical equipment it deems to be non-compliant or suspect.

# Gas Storage

Exhibitors wishing to utilise gas cylinders or appliances must obtain written approval from Perth Convention and Exhibition Centre (PCEC) no less than 20 business days prior to conference.

Please refer to the **Gas Usage form** [here](#).

Each application will be assessed with the safety of patrons as its prime concern. Details and conditions of use are available from PCEC Exhibitor Services.

# 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.). Storage for this material can be arranged through a Logistics and Storage form. **You can [find the Logistics and Storage Request form here](#)**

All rubbish is to be removed from the trade 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 PCEC walls, doors, glass, floors etc. Any infractions will create a removal, cleaning and/or resurfacing cost to the exhibitor.
- notify the PCEC of specific waste requirements, especially toxic, grease, oil etc. Correct disposal methods should be discussed with the PCEC.
- ensure that the disposal of waste complies with all local, state and federal statutory requirements and Environmental Protection Authority guidelines.

To organise more specific and detailed stand cleaning, please refer to the Cleaning section in the **PCEC Exhibitors Manual**, [see page 11 here](#)

# Freight and Deliveries

If you require deliveries for the conference, we strongly recommend you locate and book a courier well ahead of time as couriers to Perth (particularly from eastern Australian states) can take longer than expected. Couriers will likely only operate during regular business hours (Monday - Friday, 09:00am - 17:00pm AWST).

Deliveries will only be received by the Perth Convention and Exhibition Centre (PCEC) during the bump in / bump out period (14:00pm – 17:00pm Wednesday 20 November) unless prior arrangement has been made with PCEC via the Logistics and Storage Request form.

You can [find the Logistics and Storage Request form here](#).

It is essential that all goods, equipment or packages are clearly marked when delivered to PCEC. Any exhibitor deliveries to PCEC must have an Exhibitor Delivery Notice attached to all items. You can find the [Exhibitor Delivery Notice here](#).

PCEC reserves the right to refuse deliveries not using the correct delivery labels.

Neither RACGP or PCEC take any responsibility for any delivery, and it is strongly advised that the exhibitor has someone present on your stand to receive any delivered goods. PCEC will not sign for receipt of goods on behalf of exhibitors.

Any item delivered outside the official bump in / bump out period *without prior arrangement* will be removed from PCEC premises at the exhibitor's expense. Clients, agents and exhibitors shall indemnify and hold harmless PCEC and its agents from any and all liability connected with deliveries.

PCEC can provide contact details of recommended suppliers who can provide a complete service including transport, materials handling and storage service and can assist in planning, preparation, pickup, customs clearance, transportation to PCEC, direct delivery to stand, full storage and return forwarding.

If you require services (i.e. a forklift) to get your deliveries to and from PCEC and your stand, please refer to the **Materials Handling** section of the [PCEC Exhibitor Manual](#)

# Freight Storage

Perth Convention and Exhibition Centre (PCEC) will neither offer storage, nor accept delivery of goods outside the conference dates.

Exhibitors must remove all items related to the conference from PCEC at the end of the conference. Charges will apply for disposal of items left behind.

PCEC has storage facilities available, pending availability, and fees do apply. Exhibitors requesting storage must return a Logistics and Storage form at least 20 days prior to the conference, to PCEC Exhibitor Services, email: [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)

You can [find the Logistics and Storage Request form here](#)

# Freight Collection

Freight collection must occur during the bump out of the conference; from 14:00pm - 15:30pm, Saturday 23 November.

Ensure each box / item being collected has a Pick-Up Notice attached. You can [find the Pick-Up Notice here](#)

It is the responsibility of the exhibitor to make all arrangement and contact with your courier company and that paperwork is completed. The PCEC staff are unable to sign any consignment notes on your behalf.

Courier companies will not collect goods unless there is a completed and signed consignment note attached to your freight.

PCEC accepts no responsibility for freight left without completed consignment notes or incorrectly completed consignment notes.

# Loading Dock

Traffic flow to the access ramp and across the loading dock is strictly one-way only.

Access to the loading dock is via a ramp located adjacent to the intersection of Mounts Bay Road and Spring Street. The dock exits onto Riverside Drive at the eastern end of the building. A vehicle checkpoint is located at the entry of the one-way access ramp.

Vehicles traversing the dock must not exceed a speed of 10km/h and hazard lights must be active at all times whilst engines are running.

Vehicles may only stand temporarily on the loading dock for loading / unloading purposes and are not to be left unattended at any time.

No parking is permitted, and Perth Convention and Exhibition Centre (PCEC) reserves the right to have fines issued by parking officers of the City of Perth and/or have offending vehicles removed from the premises at the Owner's expense. PCEC accepts no responsibility for the safety of vehicles and/or their contents.

## Loading Dock Rules

Access to PCEC for bump in / bump out will be via the loading dock only.

- all drivers of vehicles accessing the loading docks must provide their current driver's license to PCEC security staff upon request to verify their identity.
- under no circumstances will conference equipment be permitted to move in or out via foyers or other public areas.
- high visibility vests and enclosed shoes must be worn at all times during the bump in / bump out period.
- no access will be permitted via the loading dock bi-fold doors during the operational hours of the conference.

# Loading Dock Map

## Key



Vehicle holding area to loading dock



Direct access routes to loading dock (if holding area is not required)



Traffic lights

## ACCESS ROUTES TO VEHICLE HOLDING AREA AND LOADING DOCK



### VIA SPRING STREET

At the bottom of Spring St turn right at the traffic lights onto Mounts Bay Rd. Once you are past the intersection turn left into the Vehicle Holding Area.



### VIA PLAZA

Exiting the plaza turn left onto Mounts Bay Rd. Turn left at intersection to access loading dock.



### VIA FREEWAY SOUTH

Take the Mounts Bay Rd exit. Turn right into Mounts Bay Rd, stay in the right hand lane. Approx 10 metres before the Spring St lights turn right into the vehicle holding area.



### VIA FREEWAY NORTH

Take the Mounts Bay Rd exit. Turn left at Mounts Bay Rd then an immediate left into the vehicle holding area.



## VEHICLE HOLDING AREA TO LOADING DOCK

One-way exit onto Mounts Bay Rd. Once on Mounts Bay Rd continue through the first set of traffic lights positioned in the right hand lane. Approx 30 metres through the lights use the U Turn area to change direction on Mounts Bay Rd. Continue to the Spring St lights turn right and veer left to the loading dock gatehouse.





# Parking

A 1,500-bay car park is accessible via Mill Street, Mounts Bay Road and the Riverside Drive off-ramp of the Mitchell Freeway. Access is restricted to cars and motorcycles with a maximum clearance of 2.1 metres. No trailers are permitted.

Payment for parking can be made by cash, or all major credit cards and EFTPOS at <https://www.cityofperthparking.com.au/convention-centre>

There are no service lifts from the car park, and all unloading and loading of materials for the conference is via the loading dock.

Perth Convention and Exhibition Centre (PCEC) and the RACGP accepts no responsibility for theft of, or damage to vehicles parked in the car park, and it is in the owner's interest to remove all valuables from vehicles.

## Alternative Parking

There are approximately 5,000 car parking spaces within 10 minutes' walk of PCEC; early bird parking or long stay parking is available at the following locations:

- Westralia Square 141 St Georges Terrace - entrance via Mounts Bay Road
- His Majesty's Theatre 377 Murray Street - entrance opposite His Majesty's Theatre Council House
- 27 St Georges Terrace - entrance via St Georges Terrace

# Workplace Health and Safety

## High Visibility Clothing

It is mandatory that all venue staff, contracts, exhibitors, sponsors and organising staff wear a high visibility vest or shirt during bump in / bump out.

Anyone not wearing a high visibility vest or shirt will be asked to leave the room and will not be permitted in the bump in / bump out areas or the loading dock until such time as they are wearing the correct clothing.

## Footwear

Appropriate, closed in footwear must be worn at all times during bump in and bump out. No open toe footwear (i.e. sandals, slides) is permitted during these times.

## Children on site

Any persons under the age of 15 years are not permitted in any exhibition areas or the loading dock during bump in and bump out.

## Reporting incidents

During your time on site any incidents such as injury, damage to property or equipment must be immediately reported to Perth Convention and Exhibition Centre staff.

## Emergency Evacuation Procedures

There are 4 assembly areas in case of an emergency;

1. Level 1 in front of the Adina Hotel.
2. Level 1 in between PCEC and the Train Station (by the Spotless Office).
3. Level 2 on the grassed area in front of the PCEC Café (Summer Garden).
4. Level 2 on the grassed area to the East of the Busport entrance (Winter Garden).

Please ensure you read the Exhibition Emergency Plans section in the PCEC Exhibitors Manual, [see page 15 here](#)

# Your Checklist for Leaving the Centre

- Freight / boxes labelled correctly. Return address, contact name, phone number and items numbers in place i.e. 1 of 5
- Attached your con-notes and signed your Declaration of Dangerous Goods label supplied by your courier
- Contacted your courier and arranged collection
- Completed the PCEC Pick-Up Notice and attached this to all items being collected. **You can [find the Pick-Up Notice here](#)**
- Collected and disposed of all rubbish in your stand area, leaving a tidy space.



RACGP