

SYDNEY GIFT FAIR

AUSTRALIAN GIFT & HOMEWARES ASSOCIATION
DESIGN • LIFE • STYLE

THE SEASON'S ESSENTIAL GIFT & HOMEWARES TRADE EXHIBITION



NOW STARTS FRIDAY

21-24 FEB 2020

SYDNEY OLYMPIC PARK

EXHIBITOR
MANUAL

TABLE OF CONTENTS

| | |
|---|----|
| ABOUT THE EXHIBITOR MANUAL | 4 |
| ONLINE EXHIBITOR PORTAL..... | 4 |
| FAIR PLANNER APP – EXHIBITOR DASHBOARD..... | 4 |
| WHERE TO START | 4 |
| AGHA CODE OF ETHICS..... | 5 |
| EXHIBITORS..... | 5 |
| CONTRACTORS..... | 5 |
| CONTACT US | 6 |
| ORGANISER..... | 6 |
| VENUE..... | 6 |
| AGHA APPOINTED CONTRACTORS | 6 |
| EXHIBITOR ACCESS TIMES..... | 7 |
| MOVE-IN:..... | 7 |
| EXHIBITION OPEN DAYS:..... | 7 |
| MOVE-OUT: | 7 |
| MOVE-IN / MOVE-OUT | 8 |
| EARLY ACCESS | 8 |
| LOADING DOCK..... | 8 |
| FORKLIFT HIRE | 9 |
| BOX & PALLET STORAGE | 9 |
| FREIGHT & LOGISTICS..... | 9 |
| USING YOUR OWN FREIGHT SUPPLIER..... | 10 |
| ABANDONED FREIGHT | 10 |
| PALLET PACKING ADVICE | 10 |
| STAND PACKAGES & STAND DESIGN | 11 |
| SPACE-ONLY STANDS | 11 |
| PACKAGE INCLUDES..... | 11 |
| IMPORTANT NOTES | 11 |
| SHELL SCHEME STANDS | 12 |
| IMPORTANT NOTES | 12 |
| INTERNAL DIMENSIONS..... | 13 |
| HARRY THE HIRER STAND REQUIREMENTS | 14 |
| STAND UPGRADES & HIRE ITEMS | 14 |
| OVERHEAD RIGGING OF BANNERS & LIGHTING | 14 |
| STAND CONDITIONS & REGULATIONS..... | 14 |
| STAND REGULATIONS..... | 14 |
| TEMPORARY STRUCTURES / CUSTOM BUILT STANDS..... | 14 |
| OVER-HEIGHT WALLS..... | 15 |
| WALLS ON THE OPEN SIDES OF YOUR STAND | 15 |

| | |
|---|----|
| CUSTOM ROOF OR CEILING | 15 |
| FLOOR COVERINGS | 15 |
| RAISED FLOORING | 16 |
| ELECTRICAL & LIGHTING | 16 |
| LIGHTING REGULATIONS | 16 |
| TESTING & TAGGING..... | 17 |
| DAMAGES | 17 |
| PUBLIC LIABILITY INSURANCE | 17 |
| SUBLETTING | 18 |
| BALANCE OF PAYMENTS..... | 18 |
| FAILURE TO ATTEND | 18 |
| FIRE SAFETY REGULATIONS | 18 |
| EXHIBITION REGULATIONS & PROCEDURES | 19 |
| ALCOHOL..... | 19 |
| BALLOONS..... | 19 |
| CANDLES/NAKED FLAMES | 19 |
| CHILDREN..... | 19 |
| CLEANING | 19 |
| ENCROACHMENT | 20 |
| HAWKERS..... | 20 |
| MOTOR VEHICLE ON-STAND..... | 20 |
| NAME BADGES..... | 20 |
| EXHIBITOR BADGES..... | 20 |
| VISITOR BADGES | 20 |
| PHOTOGRAHY | 21 |
| PRODUCT SAMPLES | 21 |
| SALES BY EXHIBITORS | 21 |
| SCAMS..... | 22 |
| SECURITY..... | 22 |
| SOUND SYSTEMS | 22 |
| STOCK REMOVAL | 22 |
| FOOD & BEVERAGE..... | 22 |
| CAFES/BARS/FOOD TRUCKS | 22 |
| CATERING ACCOUNT CARDS..... | 22 |
| ON-STAND CATERING | 23 |
| PRODUCT SAMPLING | 23 |
| WORKPLACE HEALTH & SAFETY (WHS) | 23 |
| FIRST AID..... | 24 |
| ON-SITE SERVICES AND DETAILS..... | 24 |
| VENUE SERVICES | 24 |

| | |
|--|----|
| CLOAKROOMS..... | 25 |
| INFO TRACKER HIRE | 25 |
| EXHIBITOR EVENTS | 25 |
| AGHA GENERAL MEETING BREAKFAST | 25 |
| EXHIBITOR NETWORKING HOUR | 25 |
| PARKING | 25 |
| ACCOMODATION | 25 |
| AGHA AIRPORT SHUTTLE | 25 |
| EXHIBITOR MARKETING | 25 |
| STANDARD MARKETING PACKAGE | 26 |
| ENHANCED BUYER EXPOSURE PACKAGES | 26 |
| WHAT ELSE CAN YOU DO TO PROMOTE YOUR STAND?..... | 26 |
| EMERGENCY & EVACUATION PROCEDURES..... | 26 |
| SYDNEY SHOWGROUND EMERGENCY PROCEDURES | 26 |
| TERMS & CONDITIONS FOR EXHIBITING..... | 28 |

ABOUT THE EXHIBITOR MANUAL

The Exhibitor Manual is your GO-TO document for stand and exhibition information, rules, regulations and conditions relating to your experience with AGHA Gift Fairs. All exhibitors must read through the details of the Exhibitor Manual to ensure all details are understood with regards to exhibiting at Sydney Gift Fair 2020.

ONLINE EXHIBITOR PORTAL

Your Online Exhibitor Portal contains important event and marketing information and updates as well as compulsory forms which all exhibitors must complete online before the required deadlines. Your username and password will be emailed to you. [Click here to login.](#)

FAIR PLANNER APP – EXHIBITOR DASHBOARD

The Fair Planner App is a new and exciting initiative first launch in August 2019 at the Melbourne Gift Fair and includes everything from event information, exhibitor listings, product images, interactive floorplans and more. For Sydney Gift Fair 2020, you will use the **Fair Planner Exhibitor Dashboard** to complete your exhibitor listings for the Industry Catalogue, App and website. This includes submitting:

- Company contact details
- Product categories
- Brand names
- Product images and company logo
- Exclusive Fair Offer (optional)

If you wish to make the Industry Catalogue deadline you must submit the above by **Friday 8th November.**

WHERE TO START

We understand exhibiting can sometimes be a daunting process. Knowing where to start in your planning and ensuring you have covered all bases is difficult. AGHA have put together an **Exhibition and Marketing Checklist** to assist you with knowing what to complete and when in the before, during and after phases of exhibition planning. Your checklists will be available on the Online Exhibitor Portal for download. All exhibitors will also receive a monthly checklist email to help you keep on track.

AGHA CODE OF ETHICS

The Australian Gift and Homewares Association (AGHA) is a not-for-profit Member based organisation, constituted under the Corporations Act 2001 as a company limited by guarantee. The Board of Directors govern the business and affairs of the Association.

The AGHA is committed to upholding the highest industry standards and therefore all members must abide by the [AGHA Code of Ethics](#). If you wish to discuss our Code of Ethics, please contact the team on contact@agha.com.au or call 1300 441 384.

EXHIBITORS

- Must not enter or interfere with another exhibitor's stand without the express permission of that exhibitor.
- Ensure your exhibits and stand presentation is in the style attune to the industry and not that of a 'market' stall.
- Ensure that persons in your employment and any others affected by your actions and omissions are safe and without risk to their health and safety.
- Ensure that the relevant risk assessments have been carried out relating to your own stand area during move-in and move-out.
- Co-operate and co-ordinate your actions with the organiser/contractors on-site.
- Make parties aware of any potential risks during move-in and move-out through risk assessments.
- Ensure that your staff/contractors are both competent and following safe systems of work.
- Seek advice where necessary from the health and safety advisors on-site, this will enable you to comply with the relevant statutory provisions.
- Ensure that all persons in your employment (staff, suppliers, contractors, subcontractors) have been made aware of all necessary exhibitor collateral (i.e. Exhibitor Manual, WHS policies, procedures and guidelines, operational newsletters, etc.)
- Stand design and product should only be placed within your space confine and NOT placed anywhere in the surrounding aisle-ways or in a position where it impedes visions to your surrounding exhibitors.

CONTRACTORS

- Act in a manner that is not offensive to others in the surrounding environment.
- Must be competent i.e. have the necessary skills, knowledge and experience pertaining to stand design backed up by the relevant qualifications.
- Ensure that erection and maintenance of the design has the ability to be carried out safely and in accordance with the relevant legislation by the contractors & in the time available.
- Comply with all construction design regulations
- Ensure the health, safety and welfare of any persons including subcontractors on-site during the move-in and move-out period.
- Comply with Work Health Safety Legislation, during move-in and move-out period.
- Where significant risks are involved ensure that risk assessments and safe work method statements detailing the company's methods of work are completed and provided to the organiser.
- Ensure that risk assessments and method statements are produced in pre-exhibition meetings and/or when requested to do so.
- Ensure competence of employees and subcontractors to carry out the designated work.
- Co-operate and co-ordinate your actions with the organiser & other contractors on-site.

CONTACT US

ORGANISER

Australian Gift & Homewares Association (AGHA)

Locked Bag 103, Silverwater NSW 1811

Phone Toll Free: 1300 441 384

Phone: 02 9763 3222

Fax: 02 9746 9955

Website: www.agha.com.au

Event & Operation enquiries: events@agha.com.au

Sales & Advertising enquiries: sales@agha.com.au

Marketing enquiries: marketing@agha.com.au

Account & Balance enquiries: accounts@agha.com.au



AUSTRALIAN
Gift & Homewares
ASSOCIATION

VENUE

Sydney Showground, Sydney Olympic Park

Venue Address: 1 Showground Road, Sydney Olympic Park, NSW

Loading Dock: Gate 13, Australia Avenue, Sydney Olympic Park

Phone: 02 9704 1265

Fax: 02 9704 1337

Email: venueservices@sydneyshowground.com.au



AGHA APPOINTED CONTRACTORS

Harry the Hirer

Contact: Melissa Hinton

Phone: 02 9666 8699

Email: agha@harrythehirer.com.au

Stand Build

Power & Lighting

Carpet / flooring

Furniture hire

AV & shelving



Gaffney's Event Logistics

Contact: Andrew Schiavon

Phone: (03) 8402 6911

Mobile: 0405 490 949

Email: andrews@gaffneys.com.au

Freight delivery

Freight forwarding

Fork-lift hire



Clifton Productions

Contact: Giulietta Daniele

Phone: 02 8335 9324

Giulietta.Daniele@cliftonproductions.com.au

Rigging:

Overhead banners

Overhead lighting



Info Salons Australia

Phone: 02 9211 7344

Email: agha@infosalons.com.au

Visitor
Info Trackers



EXHIBITOR ACCESS TIMES

A reminder to all exhibitors that Sydney Gift Fair 2020 will **open on a Friday and close on a Monday**. Previously Saturday to Tuesday. Please review the access times below for all changes to move-in, move-out and event access times.

MOVE-IN:

Monday 17 February: 8.00am – 6.00pm Early Access for Exhibitors (Permission Required)

Tuesday 18 February: 8.00am – 6.00pm Early Access for Exhibitors (Permission Required)

Tuesday 18 February: 12.00pm – 6.00pm Exhibitor Freight Deliveries (Large Freight Companies)

Wednesday 19 February: 8.00am – 9.00pm Exhibitor Move-in & Exhibitor Freight Deliveries

Thursday 20 February: 8.00am – 6.00pm Exhibitor Move-in **strict closing time of 6.00pm applies.*

EXHIBITION OPEN DAYS:

Friday 21 February: 8.30am Exhibitor access / **9.00am – 6.00pm** Exhibition Trading Hours

Saturday 22 February: 8.30am Exhibitor access / **9.00am – 6.00pm** Exhibition Trading Hours

Sunday 23 February: 8.30am Exhibitor access / **9.00am – 6.00pm** Exhibition Trading Hours

Monday 24 February: 8.30am Exhibitor access / **9.00am – 5.00pm*** Exhibition Trading Hours

**Move-out will commence once all visitors have left the trade floor & all Exhibitors have safety vests & closed-in shoes on.*

MOVE-OUT:

Monday 24 February: 5.00pm – 10.00pm Move-out

Tuesday 25 February: 7.00am – 2.00pm* Move-out & freight collection

**Any freight not collected by 2.00pm on Tuesday 25 February will be taken to Gaffney's depot at the Exhibitors expense.*

MOVE-IN / MOVE-OUT

The official move-in and move-out days and times for Sydney Gift Fair 2020 are outlined in the exhibitor access details above. If you require access out of these times, please request via the Stand Information Form on your Online Exhibitor Portal.

Please ensure you adhere to the following requirements for move-in and move-out:

- **Safety vests and closed toe shoes must be worn at all times.**
- **Children under the age of 14 are not permitted onsite. It is considered a work site and legally children cannot be onsite.**
- **When setting up your stand please be mindful of clear aisleways and aim to have your boxes and pallets moved to storage as soon as possible (See 'Box & Pallet Storage').**

Please send a copy of this Exhibitor Manual to all staff and contractors working on your stand during move-in and move-out including your freight provider (if not using Gaffneys) so they understand the schedule requirements, rules and regulations. It is the exhibitor's responsibility that all staff/contractors are made aware of the WHS requirements for the exhibition.

A move-out newsletter containing important operational details will be handed to you onsite. Please ensure you read through this before the end of the exhibition. Once the exhibition closes at 5pm, **the loading dock doors will not be opened until all visitors have left and all exhibitors are wearing safety vests and closed toe shoes.** Under no circumstances will exhibitor cars, vans or trucks be allowed onto the loading dock until all boxes and pallets have been delivered back to exhibitors from storage.

Any freight not collected by 2.00pm on Tuesday 25 February will be taken to Gaffney's depot at the Exhibitors expense. See 'Abandoned Freight' for more information.

EARLY ACCESS

Early access for move-in is on **Monday 17 February** and **Tuesday 18 February** by approval only. To request early access please email your preferred date and time to events@agha.com.au or submit a request in the Stand Information Form. **The early access schedule fills fast so please put your request in asap.**

LOADING DOCK

Access to the loading dock at Sydney Showground is via **Gate 13** on **Australia Avenue**. **A left turn into gate 13 is not permitted**, if coming that direction please continue on to the U-turn section and enter via the holding lane. The loading dock is a one-way system. Enter from Australia Avenue and exit at Murray Rose Avenue (Gate 15). Sydney Showground has a vehicle checkpoint at the dock entry to monitor access and ensure orderly unloading.

- A **30-minute unloading limit** applies to all vehicles on the loading dock. Times for larger vehicles are at the loading dock attendant's discretion.
- Access to the venue **outside the scheduled hours** must be approved from the venue through the event organiser at least 24 hours in advance.
- **No parking** is available to exhibitors on the loading dock at any time. See 'Exhibitor Parking'.
- The security company contracted to the event is responsible for allowing access from the loading dock to the Exhibition Halls.
- By law, the venue is required to maintain **clear access** for egress from all emergency exit doors leading onto the loading dock

- There will be a **holding lane** where vehicles can wait for loading dock access when required. All drivers must stay within their vehicles whilst in the holding lane.
- There may be delays in accessing the loading dock due to the scale of the event and the amount of freight delivered and collected during move-in and move-out. Please be patient during this time.

FORKLIFT HIRE

AGHA pay for your forklift and pallet jack services from Tuesday to Thursday of move-in and during move-out to get goods to and from your stand. **Forklift services are not included during early access on Monday so please** contact Gaffney's on 03 8402 6911 or andrews@gaffneys.com.au to book.

BOX & PALLET STORAGE

AGHA provide a service for you to store your empty boxes, pallets and crates during the fair. When your boxes are ready for storage, please visit Gaffney's at a loading dock door to collect your coloured stickers and plastic pallet covers. Attach these to your boxes and Gaffneys will come around and collect your storage.

Please note: You will not be able to access boxes during the exhibition days, please ensure any items you require (stock, safety vests etc) are taken out before this is stored. Under no circumstances should product or valuables be stored in your boxes or crates.

FREIGHT & LOGISTICS

Gaffney's Event Logistics is the appointed contractor for the transportation of exhibitor freight and onsite logistics. Gaffney's supply exhibitors with a door-to-stand freight service, providing peace of mind to exhibitors with complete tracking and email notification when the freight arrives onsite at the stand. Gaffney's provide customers with delivery labels, barcodes and consignment notes to attach to your freight. Gaffney's is the recommended freight provider however; exhibitors can also use their own.

All incoming and outgoing freight will be managed by Gaffneys including all exhibitor self-appointed freight companies, couriers & private vehicles. To ensure a smooth move-in for all exhibitors, it is imperative that you complete the compulsory Freight & Logistics Form on your Online Exhibitor Portal, even if you are not using Gaffney's, as the more movements they are aware of the better they can manage the logistics of the loading dock.

For deliveries of freight to and from the exhibition, please include and clearly display your consignment notes and the AGHA freight labels (download via your Online Exhibitor Portal).

AGHA does not take any responsibility for any lost, stolen or damaged freight. To be covered for this please discuss with your insurance company or seek advice from AGHA's Business Partner – Austbrokers.

USING YOUR OWN FREIGHT SUPPLIER

If you are not using Gaffneys for freight transportation and using your own external freight company:

1. Ensure they are aware of the move-in and move-out schedule at the start of this document. If they don't collect your freight on time after the event, it will be classified as abandoned freight and will be taken back to the Gaffneys depot at the exhibitor's expense. See 'Abandoned Freight' below.
2. You must clearly display a consignment note on all pallets/crates to be collected and an emergency contact number.
3. The truck driver must have a copy of the consignment for all items and correct information regarding your company otherwise they will not be able to collect the items.
4. Download the Freight Manual & pass on to your freight provider/courier.

ABANDONED FREIGHT

Any freight that is left behind at the venue after 2pm on Tuesday 25 February is classified as abandoned freight. AGHA have a responsibility to get ALL freight off the floor by this time in order to have the space cleaned and handed back to the venue by a specific time. Therefore, all abandoned freight is sent off to the Gaffney's depot at an additional cost to the exhibitor for transport and storage.

Exhibitors with abandoned freight will receive a phone call before this happens. **Please have a contact number on your freight label of someone who will not be in transit at the time of move-out.**

Unfortunately, there is only so long we can wait until we need to make a call for the pallets/crates to be removed from the floor so if there is someone back in the office you can have as a contact, that is ideal.

In the past, reasons for abandoned freight has been due to external freight companies either turning up late onsite after 2pm OR turning up and not having a consignment note for the client they are there to collect for. If you are using an external freight provider, please ensure they understand that a consignment note is required when collecting freight and that they **MUST** collect before 2pm Tuesday 25 February. Any items left behind that are not labelled will be deemed as rubbish and disposed of.

PALLET PACKING ADVICE

Gaffney's provided the following advice for packing pallets to ensure the safe delivery of your freight. During transit, your delivery could be exposed to severe weather and transport vibration. If you package your pallet correctly, you limit any opportunity for goods to be affected during transit.

DO:

- ✓ Use pallets that are in good condition – they need to be strong enough to support your goods.
- ✓ Where possible, place wooden sheets on top of your pallet to protect it from the weight of other loads which may be stacked on top of it.
- ✓ It is always recommended that you wrap your goods well (e.g. bubble wrap or cardboard) before you wrap your pallet.
- ✓ If you're sending heavy goods, it is recommended that you strap these items to the pallet in order to prevent movement.
- ✓ If your boxes have old labels on them, please remove them or put a score through them. This is in the event that your boxes become dislodged from your pallet.
- ✓ Goods should be banded and shrink wrapped to the pallet. Please ensure that your shrink wrap goes around the pallet base as well as the goods, in order to secure your items to the pallet.

DON'T:

- ✘ Don't overload your pallet, as this may cause the load to collapse or tip.
- ✘ Don't make your pallet top heavy – this may cause the pallet to become unstable and may tip over.
- ✘ Don't allow your goods to hang over the pallet.
- ✘ Please ensure that the shrink wrap goes around the base of the pallet as well as the goods.

STAND PACKAGES & STAND DESIGN

[Click here for further information about all stand packages & types](#)

SPACE-ONLY STANDS

Exhibitors with a "SPACE-ONLY" stand package must organise their own custom-built stand or book lineal walls via Harry the Hirer directly.

PACKAGE INCLUDES

| | |
|----------------|--|
| Power Point | 1 x 4 Amp |
| Carpet | (Optional) Plum colour |
| Walls | Not included - Do not rely on neighbouring exhibitors to provide walls. |
| Lighting | Not included |
| Fascia (named) | Not included |

IMPORTANT NOTES

- The design of all custom-built stands must be approved by the organiser prior to construction.
- Stand design applications must include a detailed plan showing dimensions, cross-sectional and elevational views. Details of construction materials, methods and an illustration of intended stand build. This must be an image /outline and not a product display outline as the structural integrity of the stand will be assessed, not product placement.
- Displays that immediately adjoin another stand must provide an acceptable dividing wall (2.4m minimum height) between both stands. Do not rely on the neighbouring exhibitor to provide walls.
- Solid walling or panelling must not be placed along more than 50% of any aisleway. Any walling along any aisleway must also be set back at least 25cm from the aisle. Read more on page 15.
- The organiser or venue may insist that a structural engineer's certificate be obtained where it is ascertained that the integrity of the structure is not compliant with the Building Codes of Australia.
- All construction, installation and dismantling shall be carried out at the expense of the exhibitor and in such a manner as not to cause unnecessary disturbance or disruption to the activities of others.
- Materials used to construct stands and associated signage must comply with the requirements of the Building Code of Australia and must comply with the indices set in AS/NZS 1530 methods for fire tests on building material components and structures.
- Materials in construction must not cause dampness, stain, be readily ignitable or be capable of emitting toxic fumes should ignition occur.
- Crepe paper, corrugated cardboard, straw, hay, untreated hessian, untreated material fabrics or PVC sheet must not be used without the express approval of the Organiser. Sawdust, tanbark or wood chips of reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are always kept slightly moist.
- The Organiser reserves the right to reject any stand designs.
- Onsite stand construction will not be permitted for any unapproved stand designs.

COMPULSORY FORMS THAT MUST BE SUBMITTED (SEE ONLINE PORTAL)

1. STAND INFORMATION FORM
2. CUSTOM STAND APPROVAL FORM
3. HARRY THE HIRER COMPULSORY FORM

SHELL SCHEME STANDS

“Shell scheme” is a walk-on stand package provided by the Organiser. The package is purchased at the time of booking and constitutes part of the contract to participate. There are two ways to have your shell scheme setup:

A. Shell scheme with fascia



B. Shell scheme without fascia



| | |
|------------------|---|
| Power Point | 1 x 4 Amp |
| Carpet | (optional) plum colour |
| Walls | Black Corinthian Panels |
| Lighting | 2 spotlights per 9m ² |
| Fascia Structure | Included |
| Fascia Sign/s | Included (aisle facing) |

| | |
|-------------|---|
| Power Point | 1 x 4 Amp |
| Carpet | (optional) plum colour |
| Walls | Black Corinthian Panels |
| Lighting | 1 spotlight (on arm) per 9m ² |
| Fascia Sign | Named sign on rear wall |

IMPORTANT NOTES

- Contracted dimensions are the external dimensions of the stand. Allow 20mm thickness for each Corinthian panel wall.
- Standard height of the walls is 2.4 metres. The reverse side of any walls or signs exceeding this height must have a clean finish in either black or white.
- To remove or modify any part of a shell scheme stand the official display contractor must be notified directly and charges may apply
- For stands without fascia structure, it is a mandated safety requirement that a 50cm support panel (“nib”) is placed every 3 metres of a lineal wall and will project into stands. These nibs MUST NOT be moved or removed under any circumstances for safety reasons.

**Items which CAN be used on
CORINTHIAN walls:**

- Velcro
- Staples
- Pins
- Shelving and display grids
- Angle drive picture hooks
- Thumb tacks
- Small nails (up to 25mm long)

**Items which CANNOT be used on
CORINTHIAN walls:**

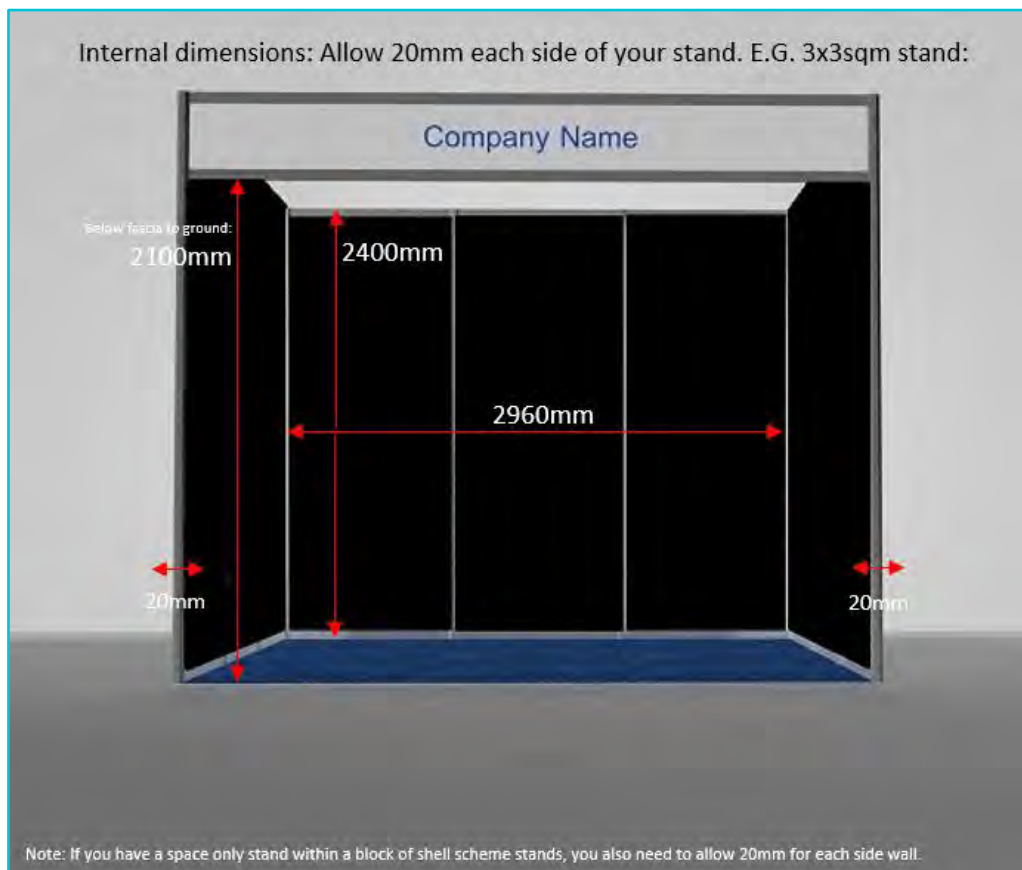
- Screws, Nails or Bolts
- Blue Tac
- Paint
- Double-sided tape
- Marker, pen or pencil mark
- Liquids
- No Cutting
- No Drilling

COMPULSORY FORMS THAT MUST BE SUBMITTED (SEE ONLINE PORTAL)

1. STAND INFORMATION FORM
2. HARRY THE HIRER COMPULSORY FORM

INTERNAL DIMENSIONS

If you have custom walling for your stand or shelving units across your entire back wall etc, you must consider the internal dimensions of your stand - **Please allow 20mm each side of your stand** to ensure your custom build will fit within the standard Corinthian walls. Even if you have a space only stand, you still need to consider this if you are surrounded by shell scheme.



HARRY THE HIRER STAND REQUIREMENTS

Harry the Hirer (HTH) is the official stand builder for AGHA Gift Fairs. Whether you have a shell scheme or space only stand, HTH will have some involvement in your stand requirements whether it be carpet, power, walls etc.

Please ensure you finalise your stand details with HTH before the required deadline. Failure to respond will be deemed as accepting the plan. Any changes to the stand made onsite that have not been previously confirmed with HTH prior to move in, will incur a late fee.

It is imperative that you communicate your stand requirements clearly, so the onsite build is correct. Making changes onsite, without any prior details being sent to Harry the Hirer, not only causes frustration and delays to set-up for yourself but effects the delivery of other builds throughout the Fair.

For safety reasons, exhibitors are strictly prohibited from removing any support walling (nibs) put in place by HTH. If you have any issues with support nibs affecting your stand design, please contact Harry the Hirer prior to the exhibition or approach the staff onsite to see if nibs can be removed. This is not something we can always do but will attempt to assist your preferences onsite as best possible.

Utility outlets may be located wholly, partially within or adjacent to your stand. Please inform Harry the Hirer directly if you do not want a power box on your stand. They will aim to address your preferences as best they can, however sometimes depending on the block of stands a power box location is unnegotiable.

STAND UPGRADES & HIRE ITEMS

There are a number of stand upgrade options available through HTH or simply upgrade specific items of your stand such as custom flooring or signage. These little things can enhance the image of your stand and make you stand out from the competition. To discuss options contact HTH directly on 02 9666 8699 or agha@harrythehirer.com.au or visit www.harrythehirer.com.au to browse.

OVERHEAD RIGGING OF BANNERS & LIGHTING

Clifton Productions is the official contractor for rigging of banners and overhead lighting at AGHA Gift Fairs. Please note, rigging may not be available in some areas due to venue height restrictions or limited rigging points. This service can be requested via the **Clifton's Rigging Form - Banners and Lighting** on your Online Exhibitor Portal or contact Giulietta Daniele on 02 8335 9324 or Giulietta.Daniele@cliftonproductions.com.au.

STAND CONDITIONS & REGULATIONS

STAND REGULATIONS

The Organiser and all exhibitors are bound by the rules and regulations of the venue which include:

- All aisles must be a minimum of 3 metres wide with no encroachment
- All displays must be fully contained within the area of the stand. At no time during the exhibition can the aisles be blocked, either partially or completely.

TEMPORARY STRUCTURES / CUSTOM BUILT STANDS

All temporary structures built for exhibitions must comply with the Building Code of Australia and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, height, fire safety and flammability ratings of materials. All stands must be designed and constructed in accordance with all relevant Australian Standards.

OVER-HEIGHT WALLS

Stands with walls or any structures over 2.4m in height and/or custom-built stands must be approved in writing by AGHA. The reverse side of any walls exceeding 2.4m in height must be of a clean image in either black or white. Loose material will not be accepted as a cover up. AGHA reserves the right to request the exhibitor to change, modify or reduce the height of any wall specified in the stand design.

WALLS ON THE OPEN SIDES OF YOUR STAND

It is highly recommended that you do not have walls on any open sides of your stand as having an open stand increases your aisle exposure as well as provides a more inviting environment for visitors. However, if you require walling on an aisle frontage for display purposes the following details must be adhered to:

- There must be a minimum 2m wide access into your stand on each aisleway.
- Walling must be recessed a minimum of 250mm to lessen the impact of congestion in the aisleways.
- All walls on an aisleway should be dressed by displays/product to lessen the impact of a blank wall opposite neighbouring stands.

If you require walling on an aisle frontage for purposes other than to display your product, the following details must be adhered to:

- Walling must not be placed along more than 50% of any aisleway.
- Walling must be recessed a minimum of 250mm to lessen the impact of congestion in the aisleways.

Examples of open sides:

| | | |
|---|---------------------------------------|---------------------------------------|
| Peninsular Stand (3 open sides) | In-Line Stand (1 open side) | Corner Stand (2 open sides) |
| | | |



CUSTOM ROOF OR CEILING

Any stand with a roof or ceiling must be approved by AGHA and meet the requirements for certification by an engineer. Where there is a roof, smoke detectors are to be fitted and a portable fire extinguisher visible & accessible to the general public.

FLOOR COVERINGS

The venue flooring must be left in the original condition after move-out. If you will be **painting on your stand**, you must have an appropriate drop sheet to cover the venue flooring and brushes must be cleaned in the dedicated wash up room (not the bathrooms). Ask the organiser where these rooms are located.

Carpet tiles are included in all stand packages (including space only stands), however are optional. This is laid over the top of the venue flooring which is concrete. Any flooring being laid over the top of the carpet tiles or venue carpet must be taped down to avoid trip hazards.

RAISED FLOORING

Flooring that is between 32mm and 115mm high requires a bevelled edge which does not exceed an angle of 30 degrees or a grading of 1:1.4. This bevelled edge is to be incorporated within the stand space and not encroach into the aisle or neighbouring stands.

All flooring that exceeds 115mm in height is deemed to be a step. If the stand is to be occupied by the general public or exhibition attendees, a ramp must be provided within the allocated stand space.

- The edge of a stand must comply with the BCA if it has a step of any size
- The edge of a stand must comply with AS 1428.1, plus the DDA for people with disabilities.
- Any step/edge, ramp or any other part of the display must be wholly within the stand and not extend into the aisle.
- Temporary floors used in custom stands must comply with AS 3661.1 and AS4663

ELECTRICAL & LIGHTING

All exhibitors receive a 4amp power point and shell scheme exhibitors will receive lights (as per the shell scheme package inclusions). If you require additional power or lighting please contact Harry the Hirer directly or complete the Harry the Hirer forms on the Online Exhibitor Portal.

Electrical power for stands is sourced from pits in the venue flooring. If your stand has an electrical distribution board, we will endeavour to inform you as soon as possible. If power is required to be connected via a power floor pit on your stand, access must be possible to rectify any power issues. This must be factored into your stand display, flooring and walling type. Access is essential for power to be turned off at night to minimise fire risks.

NOTE: switchboard locations cannot be determined ahead of stand bookings, nor can this be placed on another stand. To minimise inconvenience to our exhibitors, switchboard options can be discussed with Harry the Hirer prior to move-in.

LIGHTING REGULATIONS

The following rules apply to all exhibitor lights:

- All lights must be 2.2 metres above floor level.
- High powered lights such as flood lights or spot-lights must not be placed within 500mm of flammable material.
- All lights must be tested and tagged prior to the event.
- All portable light fittings must have a Certificate of Suitability or a Certificate of Approval from Australian or New Zealand Electrical Safety Regulations.

Due to high risk of fire and to ensure the safety of all personnel within AGHA Gift Fairs, exhibitor lighting policies have been updated with effect from January 2017. AGHA and Harry the Hirer have invested time, planning and money to minimise fire & safety hazards including a full investment into a total LED shell scheme lighting system. All electrical switchboards will also be programmed to switch off overnight at the click of a button.

A major concern is exhibitors bringing their own halogen or tungsten globes, as the heat emitted from this style of globe has a very high risk of fire when in contact with flammable materials. AGHA understand that some exhibitors have invested in their own lights and therefore this new policy has been phased in. Eventually, our desire is to be solely an LED-powered event which not only reduces our risk of fire, but also improves our green footprint.

If you are unsure whether your lighting complies with the above guidelines, please contact Reanna Bryce at Harry the Hirer (02 9666 8699) to confirm.

AGHA acknowledge that this new policy has been finalised with full consultation with our two venue partners, our event build partner (Harry the Hirer), and the AGHA Board.

TESTING & TAGGING

It is a legal requirement in all temporary exhibition work sites that all electrical equipment be tested & tagged in accordance with AS/NZS 3000 Electrical Installations, AS/NZS 3760 In-Service Safety Inspection and Testing and Managing Electrical Risks at the Workplace Code of Practice. Checks will be carried out to ensure all equipment on-site within the venue meets with Australian Standards. Non-compliance will result in the Exhibitor being required to remove the equipment, this includes all lighting, power boards, extension cords, laptops, printer cables, phone charges & product cables etc. **Double adapters are not permitted and will be removed if found.**

AGHA provide a test and tag service on-site Thursday 20 February of move-in for limited items. If you require this service during move-in, visit your nearest AGHA Information Counter during move-in to put your name on the list. The electrician may not get around to everyone on the list so we highly recommended you test and tag prior to the fair. This service is not meant for excessive amounts of equipment, only for last minute items you did not have time to get tested before arriving on-site.

All electrical product and equipment displayed must meet Government requirements. Be aware that the Department of Fair Trading visit exhibitions on a regular basis to check that these regulations have been complied with ensuring any electrical product and equipment has the correct licencing and certifications. Fines can be upwards of \$110,000 at the department's discretion and have the authority to cease any business-like activity on your stand for the remainder of the exhibition.

DAMAGES

Exhibitors will be responsible for any damage they cause and have to bear any charges levied by the venue for damages to the property and / or flooring. Exhibitors are responsible for the cost of making good or replacing any damage or dilapidation to the exhibition premises, whether caused by them, their agents, contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

No attachment, fitting, fixture or defacement is to be made to the flooring, ceilings, internal or external walls of the building. Display material of any kind is not to be affixed to or wired from the walls, nor is any ladder or other device whatsoever to be affixed to or suspended from any overhead wiring without prior written consent from AGHA. No nail, screw or other device is to be driven into, nor are holes to be bored into any pillar or other part of the building.

PUBLIC LIABILITY INSURANCE

Each exhibitor is required to be covered by \$20 million of Public Liability Insurance (PLI). Exhibitors under a Member Loyalty Agreement with AGHA will have PLI included in your contract.

PLI does not cover your products or any material being transported to or from the event or during the exhibition - your freight provider can include insurance for movements to and from the exhibition. Each exhibitor is advised to check with their own insurer as to the status of insuring their products and product liability during the exhibition.

The Organiser is not responsible or liable under any circumstances for damages to exhibits by loss, damage, theft, fire, water, storms, strikes, riots or any other cause whatsoever.

If you want to ensure your full insurance requirements for the exhibition are covered, we recommend contacting AGHA's business partner, **Austbrokers ABS**.

SUBLETTING

Exhibitors are not permitted to sublet, sublease or co-occupy any part of their contracted stand without the express written permission of the organiser. Exhibition Directory entries and participant listings will only include the company's name and details shown on the original signed agreement.

BALANCE OF PAYMENTS

It is a contractual requirement that all instalments are paid as per the agreed and contracted schedule. Late payment of any instalment could result in the forfeiture of all discounted Loyalty Rates and possible cancellation of space whereby cancellation penalties will apply.

It is an AGHA Board directive that all outstanding amounts including membership fees must be paid prior to the move-in date of the Fair. Any exhibitor with any amount outstanding whatsoever will be deemed as cancelled and not permitted to occupy space at the Fair. Cancellations fees will apply.

If you have any difficulty with payments please do not hesitate to contact your account manager to discuss options. Do not leave this until the last minute!

FAILURE TO ATTEND

Exhibitors are reminded that it is a contractual requirement to attend and occupy the space at the exhibition and to ensure their display meets or exceeds the standards and regulations as set out in this manual.

If any exhibitor fails to occupy their stand space at the exhibition without terminating their agreement and prior notification, the organisers may occupy or cause the space to be occupied in such a manner as it deems best in the interest of the exhibition. The exhibitor must pay to the Organiser 100% of their total stand cost and in addition an administration charge of \$185 (incl. GST) per square metre of space for preparing and presenting the space.

FIRE SAFETY REGULATIONS

If you intend to use any naked flame on your stand, you **MUST** follow the below safety precaution guidelines:

- Have a fire extinguisher and/or fire blanket on your stand in an area easily accessible to the general public 24 hours a day. The fire extinguisher must be properly signed.
- Under no circumstances can the stand be left unattended while the flame is lit, no exceptions.
- All flammable material must not be within 1 metre of the flame. This includes hung material product.
- Flames must be blown out 15 mins prior to your stand being vacated at the end of the day.
- Flames must be isolated from hanging material and the public at all times
- Facilities used for cooking must have an automatic emergency cut-off switch.
- All flammable material used in the decoration of your stand must be sprayed with a fire-retardant material such as TYCO.
- Flammable building material used for stand walls must be fire proofed. The use of readily flammable material in displays, such as crepe paper, corrugated cardboard, straw, untreated hessian, or PVC sheet (except on floors as a protective membrane) is strictly prohibited without the express approval of the venue.

- If you have any doubt about the appliance you plan to use, permission should first be obtained by contacting the Exhibition Organiser who will seek permission from the venue.
- The storage of any flammable liquids or fuels within the Exhibition halls is not permitted.

Important: You must note on your Stand Information Form if you wish to display lit candles or any naked flame. You will be placed on the flame register which is sent to both the venue and security.

If at any time you are found to have a naked flame without the appropriate safety precautions adhered to, you will be asked to put out the flame immediately and will not be granted permission to re-light for the duration of the exhibition.

Materials used in your stand construction must not cause dampness or stains, must not be readily ignitable or be capable of emitting toxic fumes should ignition occur. **Sawdust, tanbark or wood chips** of a reasonable size may be used to decorate floors provided a protective membrane is laid first and chips are kept slightly moist at all times.

EXHIBITION REGULATIONS & PROCEDURES

ALCOHOL

Alcohol is served at selected cafes throughout the exhibition and can only be consumed within the venue. Alcohol must not be purchased from outside of the venue and taken into the exhibition halls as you are in a Licenced Premises. **The venue has sole catering rights for all food and beverage products. Exhibitors are not permitted to bring food and beverage into the venue from outside sources.** Exceptions only apply in circumstances related to food and/or beverage tastings. To submit a request for approval of any sampling please go to the venue/exhibitor services section.

BALLOONS

The use of balloons within your stand is permitted however please seek approval from the venue. Balloons should be weighted down to stop them floating to the ceiling. Should balloons accidentally activate any part of the venue's fire protection system, all costs incurred, including the attendance of the Metropolitan Fire Brigade will be the responsibility of the exhibitor. Exhibitors will be charged for the removal of any balloons remaining in the venue. A minimum charge of \$300 (+ GST) may be incurred if a scissor lift is required to retrieve loose balloons from the ceiling of the venue.

CANDLES/NAKED FLAMES

Naked flames include candles, burning incense, gas fires, sparklers, fuel lanterns, fire breathing/juggling, or any other flames used for display, set design or theatrical purposes. Any Exhibitor who wishes to use a naked flame as part of their display must seek approval from the venue through the event organiser. **Please complete the Stand Information Form on your Online Exhibitor Portal to be added to the Flame Register.** Please ensure you follow the 'Fire Safety Regulations' on page 19.

CHILDREN

Children 14 years & under will not be permitted access into the exhibition halls at any time. Exhibitors' children are not permitted to be working on the stand, nor can they stay on the stand at any time. During move-in/move-out, the exhibition halls are considered a work site. It is a legal requirement that NO children are on-site. NO exceptions.

CLEANING

The cleaning contractor is responsible for the cleaning of aisle ways, public areas, and removing rubbish during the exhibition. AGHA provides a service for your stand to be vacuumed each night, please ensure

your stand is easily accessible for the cleaners if you would like it vacuumed. If you block access to your stand after hours, your stand will not be vacuumed.

Any exhibitors who abandon stock, stand displays or flooring after move-out will be charged a cleaning and waste fee.

ENCROACHMENT

Exhibitors must not place any display materials, sales or promotional material nor extend their stand structure or fittings beyond their contracted boundaries including catering areas and entry / exit doors. WHS requirements will be strictly enforced by organisers and the venue. All aisle-ways must be minimum 3m wide and not obstructed in any way, at any time.

HAWKERS

It is common practice for some external salespeople (not associated with AGHA Gift Fairs) to sell and market to exhibitors. These salespeople and hawkers take the opportunity of having all the industry leaders in one place to target for sales purposes. This is an activity that is strictly prohibited within the exhibition. AGHA Gift Fairs exhibitors have paid to sell or promote their products, not to be sold to. We ask all exhibitors to please inform the organisers if they are approached by a 'non-exhibitor' salesperson or hawker.

MOTOR VEHICLE ON-STAND

If an exhibitor intends to have a vehicle as part of their stand display, approval from the venue is required. The exhibitor must follow the below guidelines:

- A fire extinguisher must be located next to the vehicle
- Vehicle keys must be left with a stand representative and contact details are to be given to the venue and Organiser
- Drip trays must be put under the body of the vehicle

NAME BADGES

EXHIBITOR BADGES

All staff working on stands must wear and display an exhibitor badge during trading hours of the exhibition. Availability is limited to staff working on your stand in order to protect the integrity of the Gift Fair being a trade only event.

To ensure easy access to the exhibition halls on Friday 21 February, **it is advisable that you pre-order your exhibitor badges via your Online Exhibitor Portal**. Delays can occur on the opening morning if an excessive number of exhibitors still need to order badges. Pre-ordered Exhibitor badges can be collected by the main exhibitor contact from 12.00pm on Wednesday of move-in at the AGHA Information Counters.

NOTE: additional badge printing will not available on the last day of the Gift Fair (Monday 24 February).

VISITOR BADGES

As the peak industry body representing Australian businesses and individuals in the gift and homewares sector, AGHA takes the privacy of all members, visitors and exhibitors with the highest priority and respect. Consequently, the AGHA privacy policy strictly adheres to the requirements of the Commonwealth Privacy Act 2010 and commits to securing the data of all stakeholders. AGHA urges other organisers within the sector to respect the same strict conditions of privacy of their visitors and stakeholders.

Following discussions with exhibitors and providers of third-party inventory software, the 2D barcode on the visitor name badges for AGHA Gift Fairs in 2020 will be revised to contain:

- Registration ID number
- First Name
- Last Name
- Company Name
- Street Name
- Suburb
- Postcode
- *Phone
- *Email

*In a few instances where the privacy of individuals may be considered at risk, personal phone numbers and email addresses may be omitted from the name badge barcodes. Obviously, where the individual has specifically requested privacy, all demographic data will be restricted.

As a result of the adherence by AGHA to the national privacy legislation there may be some instances where inconvenience to exhibitors and members may occur. AGHA reserves the right to implement new future technologies that may render current name badge technology redundant.

PHOTOGRAPHY

Due to privacy laws and the sensitive nature of product on display and stand design, photography and videography is banned within the exhibition halls except in the following situations:

- Written approval has been obtained from the organisers.
- You are photographing your own display stand.
- You have permission from the exhibitor.

There will be an official AGHA photographer during the exhibitions, wearing an AGHA media pass. The AGHA Events and Marketing teams will also take photos of each stand before and after hours for operational and marketing purposes.

PRODUCT SAMPLES

If you wish to provide buyers with small product samples to take home, please ensure you inform AGHA prior to this occurring so we can inform security of the details and minimise issues for your customers at the door. It is advised if you do give away product samples to attach a coloured sticker or branded sample box/bag, so security can easily identify the samples. **Please provide details in the special requests section of your Stand Information Form on your Online Exhibitor Portal.**

SALES BY EXHIBITORS

AGHA Gift Fairs are trade-only events and no cash sales on stands are permitted. No stock or product is allowed to leave the building during the opening hours of the exhibition; your customer will be stopped by security.

Exception: Cash sales are permitted on the last day of the exhibition from 4pm to 5pm. Please ensure you provide buyers with a receipt as they will be checked upon departure. For those exhibitors who will be doing cash sales on the last day, please be respectful to your neighbours who do not wish to partake in the cash sales. Do not allow your customers to impede their stand space. **Please also be mindful that there are still**

valuable buyers wanting to make genuine orders on the last day of the fair. If you do not wish to make cash sales on the last day, you can collect a 'no cash sales' sign from the information counter.

SCAMS

Exhibitors should be aware of "organisations" such as Expo Guide, Exhibition Guide and others. Representatives may approach exhibitors before or after the fair for advertising commitments that is disguised as an offer of a free directory listing. Be wary of any offers for "free directory listings" and also companies selling visitor databases. If you are unsure about an email, please contact AGHA for clarification.

SECURITY

Security guards will be on duty 24 hours a day from Monday of move-in and ceasing the last day of move-out. Below are some helpful tips to avoid any breach of security for the exhibition, you or your product and personal belongings:

- Do not leave stock or fittings on your stand outside of these times.
- AGHA provide overall exhibition security and not individual stand security. Under no circumstances should exhibitors leave personal valuables on stands.
- During the exhibition, it is best to have someone on your stand 30 minutes before opening times and until all buyers have left the building.
- Report any missing items immediately to the organiser, information counter or security guard, so an incident report can be written should you need to lodge a claim with your insurer.
- The best security is the diligence of your staff.
- During move-out, ensure someone is on your stand at all times to ensure the security of your product and valuables.

SOUND SYSTEMS

Exhibitors must not operate any amplified sound equipment or equipment capable of generating sound or noise that is likely to annoy or be a nuisance to other exhibitors or buyers. Organisers will be the sole judge of whether the exhibitor's equipment or activities cause or is likely to cause annoyance or a nuisance. Exhibitors must obey all directions given by the organiser with respect to noise and interference with other exhibitors.

STOCK REMOVAL

AGHA takes all measures to prevent theft during the exhibition. Exhibitors are not permitted to remove stock during the exhibition, except for security reasons each evening i.e. for valuables such as jewellery. To remove goods from the exhibition each night, exhibitors must obtain permission from the organiser prior to close and complete an Authority to Remove Stock form signed by an AGHA staff member to hand to security on your way out.

FOOD & BEVERAGE

CAFES/BARS/FOOD TRUCKS

There are cafés and food trucks located inside the exhibition halls. All cafes have selective vegetarian and gluten free meals. The prices, food and management of the cafés are run by the venue, not AGHA.

CATERING ACCOUNT CARDS

Exhibitors can purchase coffee, lunch and snacks from the café outlets and charge back to a pre-paid Account Card. These can be pre-ordered via the venue / exhibitor services at Sydney Showground. For more information from Sydney Showground download the [Venue Exhibitor Information here](#).

ON-STAND CATERING

On-stand catering must be ordered directly through the venue as the venue has the sole catering rights of all food and beverage products onsite. External food and beverage products are not permitted to be available on stands during the exhibition, unless it is for your own personal consumption.

The venue offers a range of catering options on stands such as champagne or canapes if you wish to provide a nice experience for your customers. For more information from Sydney Showground download the [Venue Exhibitor Information here](#) or contact the team on 02 9704 1265 or venueservices@sydneyshowground.com.au.

PRODUCT SAMPLING

Any food and beverage selling or sampling must be approved by the venue. Please contact the Sydney Showground exhibitor services team to request a sampling application form on 02 9704 1265 or venueservices@sydneyshowground.com.au.

The following health requirements are applicable for exhibitors stands from which samples of food or drink are promoted to the public:

- Perishable packaged foods are required to be refrigerated.
- Where unpackaged food is given away, openly stored, displayed and handled, the following facilities and services need to be provided:
 - A hand wash 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 is required.
 - Where drainage and water are required, stands must be located with access to appropriate service pits
- All eating and drinking utensils must be disposable 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. toothpicks
 - They should be protected from contamination e.g. trays with plastic covers
 - Condiments such as sauces and mustards are to be contained in squeeze type dispensers or individually sealed packets.

For more information from Sydney Showground download the [Venue Exhibitor Information here](#).

WORKPLACE HEALTH & SAFETY (WHS)

It is the exhibitor's responsibility that all staff are made aware of the WHS requirements for the exhibition. AGHA requires a nominated person as the emergency contact for every stand. In the case of an emergency relating to your stand, this person needs to be contactable 24/7, especially in the event of an emergency happening overnight. **Complete the Stand Information Form which includes your On-site Emergency Contact Form on your Online Exhibitor Portal.**

Work Health Safety (WHS) is an extremely important area that must be addressed by all exhibitors, contractors and participants of the exhibition. All exhibitors, contractors, subcontractors and other persons working within the confines of the stand, including the loading dock must abide by the provisions of the WHS regulations. Persons responsible for each stand display must ensure that any persons contracted by the exhibitor also comply.

Under no circumstances must any exhibitor, contractor or other persons' block or impede any of the following: aisle-ways, roadways, doors, ramps, stairs, emergency exits, fire hose reels, fire extinguisher access or fire detection systems.

Any accidents, dangerous occurrences or injuries must be reported to the organiser as soon as possible. The organisers will ensure all the WHS policies and guidelines below are strictly adhered to:

- Children under the age of 15 years are not allowed on-site during move-in, move-out or during the exhibition trading days.
- All exhibitors, their staff and contractors must wear safety vests during move-in and move-out. Vests will be available for exhibitors at the information counters during move-in and move-out. Contractors must supply their own.
- Closed-toed shoes must be worn at all times. Open-toed shoes, thongs, sandals or bare feet are NOT permitted during move-in and move-out.
- Exhibitors must comply with all Local, State and Federal Statutory Regulations, including the Building Codes of Australia and all current Australian Standards.
- Persons operating equipment during the event must be a current holder of the relevant certificate or license as required by law to operate such equipment. Machinery, equipment or substances likely to jeopardise the health or safety of any person are prohibited.
- In the event of a fire or evacuation, follow AGHA and venue staff to the assembly area and check all staff are present. If a member of your staff is missing, advise security immediately.
- Doors will be closed by security when the exhibition area is cleared, and an announcement will be made when it is safe to return.
- In the event that first aid assistance is required contact either Security or AGHA for assistance.

FIRST AID

In the event that first aid assistance is required, please approach either security, an AGHA staff member or your nearest Information Counter.

DO NOT CALL 000 – all requests for an ambulance **MUST** go through the venue to ensure correct location & access is provided, please direct through venue security.

ON-SITE SERVICES AND DETAILS

VENUE SERVICES

Sydney Showground offers a range of services for Exhibitors including:

- On Stand Catering & Catering Debit Accounts
- Telecommunication & Internet Services
- Water/waste, gas connections, compressed air
- Parking Pre-bookings
- Food Sampling & Selling
- On Stand Cleaning

Order via the online ordering system [here](#) or contact the venue on 02 9704 1265 or email venueservices@sydneyshowground.com.au if you have any questions.

For more information download the **Sydney Showground Exhibitor Information Guide** [here](#).

Forms must be complete, and orders finalised with the venue by **Friday 14 February 2020**. If you require services onsite the venue services desk is located in the Dome Foyer behind the stairs.

CLOAKROOMS

Any bags that exceed 25cm deep x 50cm high x 40cm wide will not be permitted access to the exhibition and must be cloaked if the buyer/exhibitor wishes to enter. The cloakrooms are not for exhibitors to store empty boxes or excess stock & nothing may be left there overnight. Cloakrooms open from 8.30am – 6.30pm each day and are located at the Dome & Hall 4 entries at Sydney Showground.

INFO TRACKER HIRE

Info Trackers are a great way to follow up on sales leads after the exhibition. By scanning buyer's badges on your stand, you can create a buyer list to follow up and collect statistics. Hand held scanners can be ordered from Info Salons via your Online Exhibitor Portal or contact Info Salons on 02 9211 7344 or agha@infosalons.com.au.

EXHIBITOR EVENTS

AGHA GENERAL MEETING BREAKFAST

Join us at the AGHA General Meeting for an Association update by the AGHA President. The GM will be held in the Hubs (access via Dome Foyer) on Sunday 23 February from 7:30am. Please view your Online Exhibitor Portal for updated information. You will receive an email to RSVP closer to the event.

EXHIBITOR NETWORKING HOUR

Help us celebrate the opening of Sydney Gift Fair by attending the Exhibitor Networking Hour to be held on Saturday 22 February at The Brewery from 6:15pm. Here you can meet the AGHA team and network with your fellow exhibitors. Sponsored by the AGHA, this is strictly reserved for exhibitors only. RSVP's required via the form on your Online Exhibitor Portal.

PARKING

Exhibitors can pre-purchase parking tickets for P5 parking station online via Sydney Showground Venue Services. A link is available on the forms page of the Online Exhibitor Portal.

AGHA provide shuttle buses between P5 and the exhibition halls during Wednesday and Thursday of move-in and all exhibition days.

ACCOMMODATION

AGHA has organised discounted accommodation rates in Sydney Olympic Park for exhibitors and visitors. We highly recommend booking as soon as possible. There are a number of large events happening within the precinct during Sydney Gift Fair meaning accommodation rates will dramatically increase the closer to the event. For all offers visit the Sydney Gift Fair website here:

<https://aghagiftfairs.com.au/info/sydney/about-sydney-gift-fair/discounted-accommodation-rates>

AGHA AIRPORT SHUTTLE

The AGHA sponsored airport shuttles runs from Sydney Domestic Airport (T3) to Sydney Showground every 2 hours during operational days of the Gift Fair. Due to high demand exhibitors and buyers must pre-book a seat on the shuttles. [Click here](#) to book or visit the Transport Hub onsite to assist with your booking.

EXHIBITOR MARKETING

As an exhibitor, it is vital that you promote your presence at Sydney Gift Fair through as many mediums as possible to your current database and encourage people to visit your stand. AGHA develop comprehensive marketing plans to get visitors to the show; it is the exhibitor's responsibility to get visitors directly to their stands. To assist you with stand promotion, AGHA include a standard marketing package in your contract as

well as provide marketing tools and advice on the Online Exhibitor Portal. Look at ways in which you can expand your marketing plan further than this through additional advertising, EDMs, social media etc.

STANDARD MARKETING PACKAGE

Exhibitors receive a Standard Buyer Exposure package as a part of exhibiting at AGHA Gift Fairs. This package includes:

- Industry Catalogue listing
- Industry Catalogue ¼ page advert
- Digital Industry Catalogue listing
- Online listing with logo (desktop version of the App)
- Online company profile
- Gift Fair App listing plus upload of logo and four product images
- Onsite floorplan listing
- Marketing resources for pre-fair promotion

In order to be eligible for the Industry Catalogue listings you must login to the Fair Planner App Exhibitor Dashboard and confirm your listing details as well as submit your ¼ page advert by Friday 8th November 2019.

ENHANCED BUYER EXPOSURE PACKAGES

Boost your profile and stand out from the competition with one of our enhanced buyer exposure opportunities. Each package has been designed to help you reach our active and engaged community of tens of thousands of buyers before, during and after the Gift Fair. Some of these packages are already sold out so get in quick if you are interested.

View prices and inclusions for each package [here](#) or on the marketing page of your Online Exhibitor Portal. Contact your AGHA Account Manager if you have any questions.

WHAT ELSE CAN YOU DO TO PROMOTE YOUR STAND?

There are many other ways you can promote to your existing database of customers. AGHA have put together a marketing checklist available on the Online Exhibitor Portal for your guidance. Please do not hesitate to contact us if you require further assistance.

EMERGENCY & EVACUATION PROCEDURES

SYDNEY SHOWGROUND EMERGENCY PROCEDURES

Fire, medical and security emergencies:

Dial: 02 9704 1020 (or ext.: 1020 from any SSG phone)

In any emergency notify your event security provider immediately, or dial 1020 internally from the nearest wall phone. Requests for an Ambulance are to be communicated to Sydney Showground Security Control via radio or 9704 1020. Details of the patient, location and a contact will be required. Sydney Showground will communicate with Ambulance Service of NSW (ASNSW) and provide spotters to escort the ambulance on site to the patient.

Fire:

Familiarise yourself with the nearest fire exit and follow the warden's instructions. Do not use the lifts. Only trained security personnel or wardens may use fire extinguishers if it is safe to do so.

Medical emergencies:

In any medical emergency notify your event security or first aid provider immediately, or report first aid/medical incidents to the Security Control Centre by calling either of the emergency phone numbers provided.

Evacuation:

In the event of an emergency one of two alarms may sound.

Alert alarm: “Beep! Beep! Beep!”

The alert alarm is operated from the building’s emergency warning intercommunication system. It is designed to alert everyone in the vicinity of a possible emergency. This is only a warning alarm – if it sounds please standby for further instructions.

Evacuation alarm: “Whoop! Whoop!”

The evacuation alarm is designed to notify all occupants that an evacuation is necessary. When the evacuation alarm sounds all occupants will be directed by wardens to leave via the emergency exits. Everyone must follow directions issued by the wardens and meet at the nearest evacuation assembly area.

TERMS & CONDITIONS FOR EXHIBITING

The following terms and conditions are based on a standard Member Loyalty Contract:

INTERPRETATION

- In this Contract, except insofar as the context or subject matter otherwise indicates or requires:
 - "Organiser" means Australian Gift and Homewares Limited ("AGHA") ABN 49 061 196 290.
 - "AGHA Member" means a wholesaler, manufacturer, agent, importer or retailer who from time to time is a financial member of AGHA in accordance with AGHA's Constitution.
 - "AGHA Gift Fairs" means any exhibition held anywhere in Australia and organised and owned by AGHA.
 - "Amount Payable" means the total costs payable to the Organiser by the Exhibitor as specified in the Contract to participate in the Exhibition.
 - "Commencement Date" means the first day that Exhibitors may occupy their Space in the Exhibition and as specified by the Organiser.
 - "Exhibition" means the Exhibitions, Fairs, Expos or Events specified in the Contract
 - "Exhibitor" means company or business identified in the Contract to participate in the Exhibition.
 - "Exhibitors' Personnel" means the Exhibitor's staff, directors, any employee, agents, sub-agents, contractors and invitees or any of them.
 - "Exhibitor Manual" means the Organiser's manual of rules and regulations governing Exhibitors' participation in the Exhibition, use of the Hall and the services and equipment provided for Exhibitors' use, as amended from time to time by notice in writing by the Organiser to the Exhibitor.
 - "Exhibition Rate Card" means any document presented to the Exhibitor by the Organiser at the time of signing of the Contract that specifies the rates, costs and charges of participating in the Exhibition.
 - "Hall" means the exhibition hall or venue specified in the Contract or any substitute nominated by the Organiser.
 - "Licence Fees" means the fee payable by the Exhibitor to the Organiser to occupy the exhibition Space as specified in the Contract.
 - "Shell Scheme" means the Organiser provided standard display construction consisting of 2.4-metre-high walls, named fascia, carpet, spotlights (2 per every 9 square metres of Space) and 4 Amp power point.
 - "Space" means the exhibition space allocated to and used by the Exhibitor in the Exhibition as specified in the Contract or any substitute space nominated by the Organiser. Space does not include any construction or supply of materials for the purpose of presenting a display.
 - "Standard Rate" means the base cost of occupying the Space in the Exhibition by the Exhibitor as published in the Exhibition Rate Card as of the date of Contract being signed and before any discounts or adjustments are applied.
- Where the context words denoting the singular number include the plural and vice versa; words denoting individuals include corporations and vice versa; words denoting any gender include all genders; references to any party include that party's successors and permitted assigns; any promise or agreement on the part of two or more persons binds all of them jointly and each of them severally.
- Headings are used as a guide only and do not form any part of the context.
- A Contract exists between the Organiser and the Exhibitor on these General Conditions when the Organiser accepts the Contract signed by the Exhibitor or by written notice to the Exhibitor from the Organiser.
- Upon the making of this Contract the Organiser, in consideration of payment of the agreed fees, grants to the Exhibitor a Licence to occupy the Space for promotion of the product(s) / service(s) specified overleaf from the Commencement Date to the time specified by the Organiser for completion of dismantling of the Exhibitor's display.

PAYMENTS

- The Exhibitor must pay the Organiser the Licence Fee by instalments specified by the Organiser on or before the agreed date as indicated in the Contract.
- If the Exhibitor has any instalment that is more than 21 days overdue from the agreed payment date the Organiser may at its discretion withdraw any benefits, discounts or adjustments that were applied to the calculation of the Licence Fee and after which the Licence Fee will be recalculated using the Standard Rate and that amount will be payable by the Exhibitor.
- The Organiser may at its discretion and by written notice to the Exhibitor deem that the Exhibitor has terminated the Contract if any instalment or agreed payment is not received within 30 days of the agreed payment date and then the provisions of Clauses 9-11 shall apply.

CANCELLATIONS

- The Exhibitor may terminate this Contract at any time prior to the Commencement Date of the Exhibition by giving the Organiser written notice of termination.
- If the Exhibitor terminates the Contract the Exhibitor agrees to pay the Organiser liquidated damages calculated at the date of receipt of notice of termination as specified as follows:
 - more than 90 days prior to the Commencement Date – 50% of the Standard Rate
 - more than 30 days and less than 90 days prior to the Commencement Date – 100% of the Standard Rate
 - less than 30 days prior to the Commencement Date - 100% of the Standard Rate plus an administration charge not exceeding 20% of the Amount Payable
- In addition to any damages specified in Clause 10, if the Exhibitor terminates the Contract any discounts or adjustments that have been applied to the

calculation of the Licence Fee for any previously held exhibition specified in this Contract the Exhibitor agrees to refund the difference between each Licence Fee for each exhibition and the Standard Rate specified for each exhibition as applicable at the time the Contract was signed.

- In addition to any other rights of the Organiser, if the Exhibitor fails to occupy the Space at the Exhibition without terminating the Contract, the Organiser may occupy or cause the Space to be occupied in such manner as it deems best in the interests of the Exhibition and without releasing the Exhibitor from any liability hereunder. In addition, the Exhibitor shall pay to the Organiser the amount specified in Clause 10(iii) plus a display charge of \$440 (incl GST) per square metre of Space for preparing and presenting the Space in the Exhibitors' absence.

INSURANCE

- The Organiser, on behalf of the Exhibitor and in the joint names of the Organiser and the Exhibitor, will purchase, effect and keep current at all times during the move in, operational and move out period of the Exhibition a Public Liability Insurance Policy in respect of the Exhibitor's participation in the Exhibition for not less than Twenty Million Australian Dollars (AUD\$20,000,000) cover with an insurance office or company selected by the Organiser.

USE, ASSIGNMENT & SUBLETTING

- The Exhibitor may not use the Space for promotion of any product(s) or service(s) other than those specified in the Contract and may not assign, share, transfer, sub-let, sub-license or otherwise dispose of any part of the right granted to the Exhibitor by the Organiser without the prior consent of the Organiser in writing.

ORGANISER OBLIGATIONS & RIGHTS

- The Organiser makes no warranties or representations as to the performance of the Exhibition in regard to the number of visitors attending the Exhibition or any level of business generated by the Exhibition.
- The Organiser reserves the right in its absolute discretion to change the name, dates, location and times of the Exhibition, the Hall and the location of the Space and shall not be liable to the Exhibitor for any loss, damage, cost or expense incurred by the Exhibitor in consequence of any such change.
- The Organiser shall have complete discretion to determine the dates and times when the Exhibition shall be opened to the Exhibitor and to the attendees.
- The Organiser will be responsible for the general cleaning of aisles and passages in the Hall daily.
- The Organiser shall not be liable for damage to or loss of any exhibits howsoever caused (including, without limiting the foregoing, damage or loss caused by loss, theft, fire, water, storms, strikes, riots or direct forcible interference by or negligence of any person) except for damage or loss caused by direct forcible interference with the exhibits by the Organiser otherwise than in an emergency or in case of breach of this Contract by the Exhibitor.
- The Organiser will use its reasonable endeavours to ensure the supply of the Space and services mentioned in this Contract and in the Organiser's brochure for the Exhibition but it shall not be liable to the Exhibitor for any losses, damages or expenses arising out of total or partial failure of such services caused by strike, lock out, accident, force majeure or any other cause beyond the control of the Organiser including, but without limiting the generality of the foregoing, the cancellation and / or revocation at any time of the Organiser's right and/or licence to use or occupy the Exhibition site or any part thereof for the purpose of holding the Exhibition (hereafter called "the occurrences"). In the event of total or partial failure of any services or the prevention or abandonment of the Exhibition as a result of any of the occurrences the Exhibitor shall not be entitled to a refund of any amounts paid by it nor shall it be relieved of the obligation to pay any amount due under this Contract nor shall the Organiser be liable in any way for any expenditure or liability or loss including consequential loss incurred or sustained by the Exhibitor.

EXHIBITOR RIGHTS & OBLIGATIONS

- If the Exhibitor breaches or fails to comply with any term of this Contract or the rules and regulations set out in (a) the Exhibitor Manual, (b) any written correspondence from the Organiser to the Exhibitor, or (c) specified by the owner or operator of the Exhibition venue, then the Organiser may terminate this Contract by notice in writing to the Exhibitor and may retain all monies paid in whole or partial (as the case may be) compensation for any loss incurred by the Organiser. The Organiser shall have the right to re-license the Space to any other person on such terms as the Organiser may in its discretion think fit. The Exhibitor shall be liable to the Organiser for any loss suffered by the Organiser on the re-licensing of the Space to the extent that it exceeds then money retained by the Organiser.
- The Exhibitor must be a financial member of the AGHA with no outstanding amounts due to the AGHA at the Commencement Date of the Exhibition. If the Exhibitor fails to be a financial member of the AGHA at the Commencement date the Exhibitor will be deemed to have cancelled the Contract whereby Clauses 9-12 shall apply.
- The Exhibitor indemnifies and must keep the Organiser indemnified against any claims for property damage, personal injury or death caused by, or in connection with any breach of this Contract by the Exhibitor; and any negligence by the Exhibitor or the Exhibitor's Personnel.
- The Exhibitor warrants to the Organiser that the display of any product, brand, mark, name or other material will not infringe the copyright or other intellectual property or contractual rights of any other person or corporation, or defame anyone, or constitute a breach of any statutory or common law obligation owed to any other party.

25. The Exhibitor must not visit another Exhibitor's stand, or take another Exhibitor's brochures or price lists, without permission. No photographs may be taken at the Exhibition without the written approval of the Organiser.
26. The Exhibitor must not operate any amplified sound equipment or equipment capable of generating sound or noise that is likely to annoy or is likely to be a nuisance to other exhibitors or visitors. The Organiser will be the sole judge of whether the Exhibitor's equipment or activities causes or is likely to cause annoyance or a nuisance and the Exhibitor must obey all directions given by the Organiser with respect thereto.
27. The Exhibitor must keep the Space clean and tidy to the satisfaction of the Organiser at all times during the course of the Exhibition.
28. If the Exhibitor sells any goods from its stand it agrees to issue to every purchaser an official receipt clearly describing the goods sold and the amount paid. The receipt must be in a format acceptable to the Australian Taxation Office.
29. If the Exhibitor sells any goods it agrees to indemnify the Organiser against any claim or action by any of its purchasers arising out of any failure by the Exhibitor or the purchaser to comply with the preceding paragraph.
30. The Exhibitor shall not remove any goods or display materials during the course of the Exhibition without the prior written approval of the Organiser.
31. The Exhibitor shall not conduct or permit to be conducted any lottery, raffle, guessing competition, game of chance or side show during the Exhibition without appropriate Government approvals and license permits. Permits must be produced on demand by the Organiser.
32. The Exhibitor must ensure that all displays, demonstrations and activities comply with the terms of a) the Contract, b) the Exhibitor Manual and c) the rules and regulations of the owner or operator of the Exhibition venue and are in keeping with the standard, character, demeanour, quality, dignity, and atmosphere of the Exhibition. The Organiser reserves the right to reject any display or demonstration and to take all necessary remedies to make good the display.
33. The Exhibitor must ensure that their display structure, display materials, and all demonstrations, sales and promotional activities are strictly contained to the confines of their Space. The Exhibitor's Personnel must also operate entirely within their Space. Any Exhibitor operating outside of their Space will incur an additional facility charge of \$1,100 per hour (inclusive of GST) for the use of non-licensed areas.
34. No installation, dismantling or removal of electrical, water, gas, drainage and telephone services or banner hanging for the Space may be carried out except by contractors previously approved in writing by the Organiser. The Exhibitor must pay all costs of such installation, dismantling and removal as they fall due.
35. The Exhibitor agrees to pay all proper charges for electricity, gas, water, waste disposal and telephones used on the Space.
36. The Exhibitor is required to provide a display stand designed for the Space. If the Exhibitor's stand has common boundaries with another exhibitor the Exhibitor is required to provide walling of minimum height of 2.4 metres along the common boundaries. If the Exhibitor's Space is less than 28 square metres in area the Organiser will supply Shell Scheme at an additional cost unless the Exhibitor provides the Organiser plans and designs of a custom-built display stand suitable for the Space. For Space 28 square metres and greater in area the Organiser does not supply Shell Scheme and the Exhibitor is required to provide a custom design stand built either by the Exhibitor or an appointed display contractor. The Exhibitor may contract the Organiser to provide Shell Scheme at an additional charge. All designs of custom-built stands must be submitted by the Exhibitor to the Organiser for approval prior to 30 days of the Commencement Date.
37. Solid wall (non-transparent) stand construction with a height exceeding 1.2 metres is not permitted to extend more than half of the distance along any aisle facing side of any Exhibitor's Space. After half the distance is reached with solid wall construction then open side or transparent construction is mandatory.
38. The Exhibitor shall not paint, mark, damage, deface or otherwise alter the floors, walls or any part of any building housing any part of the Exhibition without the consent in writing of the Organiser. The Exhibitor will be solely responsible for any damage they cause to the venue.
39. Any floor loading set out in the plan annexed or otherwise advised to the Exhibitor shall not be exceeded by the Exhibitor and in the event of its being exceeded by the Exhibitor all floor damage shall be made good at the Exhibitor's expense.
40. The Exhibitor shall be liable for all floor, walls or any damage caused by the Exhibitor's personnel, agents or contractors in going to or from the Space or in carrying any goods or exhibits to or from the Space.
41. At least fourteen (14) days before the Commencement Date the Exhibitor must provide the Organiser with a list of the names of each of the Exhibitor's Personnel who will be engaged in setting up, staffing and dismantling the Exhibitor's display (in this clause called "Exhibitor's Exhibition Staff"). The Organiser will provide name badges for each of the Exhibitor's Exhibition Staff. Such name badges remain the property of the Organiser at all times; are non-transferable; must be worn by the people named on them at all times when at the Exhibition site; must not be used by persons other than those named on them; and may be seized by the Organiser in case of misuse and not reissued.
42. The Exhibitor shall comply with all laws, regulations ordinances and by-laws from time to time in force and issued by any governmental, statutory or other authority including those having responsibility for public health, fire and safety.
43. The Exhibitor must commence setting up its display stand by no later than 10am on the day prior to the opening of the Exhibition or at such later time as may be approved in writing by the Organiser and must totally complete the setting up of its display no later than 6pm on the day prior to the opening of the Exhibition. If the Exhibitor requires additional time after 6pm to setup their display the Organiser will charge a facility fee of \$550 (inc gst) per hour to cover the cost of ancillary staff and services for the extended setup period. The Exhibitor must occupy the Space and must cause its display to be attended by the Exhibitor's Personnel at all times during official Exhibition opening times.
44. If any item is left by the Exhibitor, its agents or invitees at the Exhibition, AGHA may immediately without notice and without any need to account to the Exhibitor, remove any such property and treat it as if the Exhibitor had abandoned its interests in it and it had become the property of AGHA and the Exhibitor must indemnify AGHA from any claims made by any third party claiming an interest in any such property.

WARRANTIES & LIABILITIES

45. The Exhibitor indemnifies the Organiser against all actions, claims, demands, loss, liability, cost and expense arising out of any damage to the walls, floors, ceilings, fixtures and fittings of the building in which it occupies space unless such damage has not been caused by any act or omission of the Exhibitor's Personnel, proof of which shall lie on the Exhibitor.
46. The Exhibitor agrees to occupy and use the Space at the risk of the Exhibitor and hereby releases the Organiser to the full extent permitted by law from all claims demands of every kind and from all liability which may arise in respect of any accident or damage to property or injury to any person in the Space or elsewhere in the Exhibition. The Exhibitor indemnifies the Organiser from and against all actions, claims, demands, loss, liability, damages, fines, costs and expenses, including but not limited to legal costs and expenses (as between solicitor and client) incurred by the Organiser or for which the Organiser may become liable in respect of any damage to property or loss or injury to any person which may be suffered or sustained in or upon and in relation to any part of the Space or arising out of or in consequence of any act or omission of the Exhibitor's Personnel in relation to the Exhibition or its site.

GENERAL

47. This Contract contains the entire understanding of the parties in relation to its subject matter and there is no representation, warranty, promise, term, condition, right or obligation (whether oral or written, express or implied) which has been made, given, agreed, acquired, accepted or relied upon by either party other than those contained herein. No amendment to this Contract shall be effective unless it is in writing to the Exhibitor by the Organiser.
48. Nothing herein contained shall or shall be deemed to preclude or restrict the right of the Organiser from time to time, to make any alterations or amendments to the annexed plan without the consent of the Exhibitor provided that the area of Space shall not be less than that specified overleaf.
49. The Organiser may at its own option at any time as the agent of the Exhibitor remedy any default by the Exhibitor under this Contract and the full amount of any expenses incurred by the Organiser in so doing shall constitute a liquidated debt due and owing by the Exhibitor to the Organiser and shall be paid by the Exhibitor to the Organiser on demand.
50. The Organiser shall have the right from time to time on giving written notice to the Exhibitor to make, vary and enforce such rules and regulations as it may think desirable for the proper running of the Exhibition and breach by the Exhibitor of such rules and regulations shall be deemed to be a breach of this Contract. Such rules and regulation shall be deemed to be a breach of this Contract. Such rules and regulation shall be sent to the Exhibitor by pre-paid post or electronically to the address of the Exhibitor referred to in this Contract or by delivery to the Exhibitor to its stand during the exhibition.
51. This Contract shall be governed by the laws of the State of New South Wales and the Commonwealth of Australia. In relation to any legal action or proceedings arising out of or in connection with this Contract, the parties irrevocably submit to the jurisdiction of the Courts of the State of New South Wales and the Commonwealth of Australia and waive any objection to proceedings in any such Court on the ground of venue or on the grounds that the proceedings have been brought in an inconvenient forum.
52. If for any reason a provision of this Contract or part of one shall be illegal, invalid or unenforceable in any jurisdiction it shall be read down or severed to the extent necessary so that it may not be so construed. The illegality, invalidity or unenforceability of any provision, or part of one, in any jurisdiction shall not affect the legality, validity or enforceability of any other provision, that provision in any other jurisdiction.