

PERTH MOTOR SHOW EXHIBITOR KIT

EXHIBITOR INFORMATION

Venue

Perth Convention Exhibition Centre

Trading Hours

Tuesday	22 April 2008	10am to 9pm
Wednesday	23 April 2008	10am to 9pm
Thursday	24 April 2008	10am to 9pm
Friday	25 April 2008	12pm to 9pm
Saturday	26 April 2008	10am to 9pm
Sunday	27 April 2008	10am to 6pm

Move-In

Wednesday	16 April 2008	7am to 6pm (Marque & Contractor)
Thursday	17 April 2008	7am to 6pm (Marque & Contractor)
Friday	18 April 2008	7am to 6pm (Marque & Contractor)
Saturday	19 April 2008	7am to 6pm (Marque & Contractor)
Sunday	20 April 2008	7am to 6pm (Marque, Contractor & Accessory)
Monday	21 April 2008	7am to 6pm (Marque, Contractor & Accessory)

PLEASE NOTE - SAFETY VESTS MUST BE WORN ON SITE FROM WEDNESDAY 16 APRIL TO MONDAY 21 APRIL INCLUSIVE)

A move in schedule and loading bay plan will be forwarded to you soon. In the meantime, if you have any specific requirements please telephone Anne on 08 9386 9666 or email anne@premiereevents.com.au.

Move-Out

Monday	28 April 2008	7am to 6pm
Tuesday	29 April 2008	7am to 6pm
Friday	30 April 2008	7am to 6pm

All stock must be removed by 6pm Friday 30 April 2008

CONTINUED ON REVERSE

Show Office

A Show Office will operate on site from Wednesday 16 April to Friday 30 April in Exhibition Hall 4.

This office should be your main point of contact during the Show.

Exhibitor Lounge

An exhibitor lounge is located next to the Show Office. Tea and coffee facilities will be available in the exhibitor lounge during move in & move out as well as the Show days.

Security

A dedicated security team will provide overnight security, however, we advise exhibitors to take reasonable precautions when leaving stock overnight and all stock must insured. The organisers accept no liability for any loss or damage at the Show.

Public Liability Insurance

Exhibitors are required to hold a minimum of AUD\$10 million public liability insurance for the duration of the Show including move in and out.

A copy of your public liability insurance or cover note should be sent to Motor Show Management by Friday 21 March 2008.

Telephone, Fax and EFTPOS facilities

Telephone, Fax and EFTPOS facilities can be arranged through the booking forms in the Perth Exhibition and Convention Centre manual which will be sent out by email.

Stand Operation / Staffing

All stands must be fully staffed, operational and exhibits displayed during all hours that the Show is open to the public. Exhibitors must not, under any circumstances, dismantle any exhibit or display before the close of the Show.

Re-Stocking during the Show

Exhibitors who wish to re-stock during the Show must do so during the hour prior to the daily opening. No bulk stock is to be moved whilst the Show is open to the public.