

SANCTUARY COVE INTERNATIONAL BOAT SHOW

MEMO TO EXHIBITORS: IMPORTANT PRE-EVENT INFORMATION

April 29 2008

TWO-PART EXHIBITOR ENTRY PASSES

1. Each exhibitor receives a plastic ID card on a lanyard. However, this card on its own, will NOT give access to the boat show site during the event – it simply identifies you and your company to customers.

2. For daily access to the Boat Show you will also receive an EXHIBITOR DAILY ENTRY PASS. This is made up of four perforated daily tickets.

These daily entry passes are valid ONLY on the designated day. Each day's ticket will be collected by traffic or ticketing staff as you arrive. You will also need to wear your plastic exhibitor ID pass.

If you need to leave the Boat Show site temporarily you can get a free PASS OUT at the exit.

So to confirm:

- The plastic ID cards are not valid for ENTRY to the Boat Show. They are for identification purposes only.
- Only the EXHIBITOR DAILY ENTRY PASS, together with your plastic exhibitor ID pass, will give you access.
- If you lose your EXHIBITOR DAILY ENTRY PASS you will have to buy an adult admission ticket at the entry, so please keep your pass safe.
- Please have the EXHIBITOR DAILY ENTRY PASS for each day ready to hand to the collector as you arrive.

COLLECTION OF CREDENTIALS & PASSES

Exhibitor ID cards and Exhibitor Daily Entry Passes, parking passes and guest passes will be packaged and available for collection from the Boat Show office from Thursday, May 1st. Credentials packages being sent by registered post are scheduled for mailing this week.

If you are collecting credentials when you arrive to set up your display, please ensure that you have done so before 6pm on Wednesday, May 21, because, if you have not collected them by then, you will not have access to the show on the opening day.

If it is impossible to collect them by that time, contact the Boat Show Office and we can arrange for them to be left at the **Accreditation Centre** located about 50 metres past the Santa Barbara roundabout on Caseys Road outside the entrance to Sanctuary Cove. You will be able to collect them from there.

EXHIBITOR MOVE-IN SCHEDULE

To move all our exhibitors in smoothly we need your co-operation and patience. The Marine Village has to continue normal trading while we turn it and the marina into the boat show site. Parking is very limited for exhibitors and their contractors, so everyone needs to comply with the directions of the traffic controllers.

Separate to this memo, you will receive by e-mail a colour-coded site plan which indicates your move-in date and time. This time slot will not be changed except in unavoidable circumstances. If it is impossible to keep to your scheduled time please email Adam McCann, the logistics supervisor at pagesqld@bigpond.com.

Do not contact the Boat Show office about schedule changes, because no one here will be able to deal with the issue.

You will need to adhere strictly to your designated move-in schedule so that we can minimise waiting and traffic congestion.

Remember also that **“stand down” of vehicles during move-in is restricted to 15 minutes in the Village and around the pavilions.** You need to unload and then remove your vehicle to the car park area you are directed to in order to avoid having it towed away.

BUMP-IN PASSES

As previously advised by email, Sanctuary Cove will provide BUMP-IN PASSES to bona fide workers and contractors, so that only people who have business in the display areas and on the marina have access. There is no charge for this pass. Your exhibitor ID card will also be valid for access.

Please make sure anyone who is working for you, and who does not have an Exhibitor ID Pass, is issued with a BUMP-IN PASS which is valid until the night of Wednesday, May 21.

You can get these passes from the Boat Show office or have them mailed to you. If you would like free lanyards and clear plastic pouches for the passes, you can pick these up from the Boat Show office.

SETTING UP YOUR DISPLAY

Check your Invitation to Exhibit brochure for more information. Please read the information before calling the Boat Show office with questions that can be answered by reference to that brochure.

As advised previously, our official freight and logistics supplier, **Agility Affairs & Events (previously Exposervice)**, is handling all crane and forklift services. Contact Rebecca Ledwell on +61 2 8755 8805 or at rlodwell@agilitylogistics.com

If you are using another freight company please advise them that neither Agility nor Boat Show Management will sign for goods. Your freight company should contact Agility direct on the number above to make delivery arrangements.

The exhibition site is open from 6 am to 8pm on Monday, May 19 to Wednesday, May 21.

DISPLAY COMPANIES

If your stand is being built by a display contractor please ensure that they have bump-in passes and have completed the OH & S forms required for working on-site. Your contractors should contact Adam McCann at pagesqld@bigpond.com if they have any queries.

FIRE AND SAFETY

If your display is in one of the pavilions please ensure that you and your staff are familiar with fire fighting equipment closest to your stand and the evacuation procedures which will be posted near your closest fire exit.

Up-to-date tag/testing is required for all electrical cables. Queensland OH&S regulations apply across the exhibition site.

REMOVING YOUR DISPLAY

Please look out for your Display Removal Form which will be in your Credentials Satchels.

The form needs to be completed and returned to the Boat Show Office by close of business on Friday May 23.

CAR PARKING FOR EXHIBITORS DURING THE BOAT SHOW.

Exhibitors' vehicles must have a Parking Pass (not transferable) affixed to the upper part of the windscreen on the driver's side. Each occupant must have an Exhibitor Daily Entry Pass or a One Day Guest Pass.

ARRIVING BY BOAT

If you are coming to the Show by boat **the only landing is at the Fuel Dock on H Pier**. There is no room for tenders on the marina.

Sanctuary Cove's harbours are closed to all traffic except those vessels landing passengers at the Fuel Dock. Please follow the instructions of our on-water security staff.

PARKING FOR EXHIBITOR GUESTS

If you have bought 1-Day Guest Passes (\$16 each plus GST) for clients, please advise them that they should park at Parklands off Smith St, Southport (Exit 66 from the Pacific Motorway), and catch Park'n'Ride bus. Parking and return bus transfer are included with the Guest pass.

There is no parking for exhibitor guests at Sanctuary Cove, unless you buy them a 1-Day Preferred Client Reserved Parking Pass (\$55 per day plus GST).

OUTSTANDING BALANCES

If you have ordered additional items since the March 31 payment deadline, please note that your account must be paid in full before your Credentials Satchel will be issued.

This year we have had another extraordinary response from companies wanting to be part of the show. You are one of the lucky ones who have display space here, and all of us on the management team wish you success at our 20th event.

Regards
Harry Davis
Boat Show Manager