



snow travel expo 2019

PRESENTED BY **UNITED AIRLINES**

EXHIBITOR INFORMATION

SYDNEY SNOW TRAVEL EXPO

International Convention Centre, Sydney

Sunday May 26, 2019 - Hall 5 Expo open to visitors 9am – 4pm

www.iccsydney.com.au

EXPO ORGANISER CONTACTS

Panadanus Promotions Pty Ltd, T/A Snow Travel Expo

PO Box 899 Avalon 2107 Australia.

ABN: 24 117 464 016

Website www.snowtravelexpo.com.au

Director Phil Osborn: Ph 040 309 1515 phil@snowtravelexpo.com.au

Event Director Melinda Mak: Ph 040 709 1511 melinda@snowtravelexpo.com.au

Event Manager & Accounts Zorana Osborn 0488 090 500 zorana@snowtravelexpo.com.au

STAND CONTRACTOR and FURNITURE AND AV CONTACT

Exhibit Systems Pty Ltd PO Box 709, Brookvale NSW 2100 Australia.

Ph: +61 2 9982 5511 Fax: +61 2 9982 9899

Account Manager: Martin Davey: martind@exhibitsystems.com.au ; www.exhibitsystems.com.au

VENUE

International Convention Centre, Darling Harbour Drive, Darling Harbour NSW 2000 Australia.

www.iccsydney.com.au

Exhibitor Services Department - **Sydney International Convention Centre**

Phone + 61 2 9215 7373 exhibitionservices@iccsydney.com

EXHIBITOR STAND BUILDING & BUMP IN (SET UP) INFORMATION

Saturday May 25, 5am – 3pm Exhibit Systems carry out stand building.

Saturday May 25: 2pm – 8pm Exhibitor move-in and set up.

Sunday May 26: 6.30am – 8.30am Exhibitor move-in and set up.

SYDNEY EXPO OPEN

Sunday May 26: 9am – 4pm

EXHIBITOR MOVE-OUT

Sunday May 26, 4.15pm – 5.30pm (Exhibit Systems dismantle 6pm – 10pm)

No exhibitor will be permitted to remove goods prior to this time.

During Move-out, exhibitors are urged not to leave their stand unattended during this period until all their valuable exhibits have been moved or made secure.

Pandanus Promotions Pty Ltd and the International Convention Centre will not accept any responsibility for missing goods.

DELIVERIES

INTERNATIONAL CONVENTION CENTRE LOADING DOCK - Hall 5

Entrance off Darling Drive, Darling Harbour Sydney.

*** All deliveries are to be sent to the International Convention Centre (Hall 5)**

*** Saturday May 25 - 7am until 9pm (Hall 5)**

OR

Sunday May 20 - 6am until 8am (Hall 5)

*** All deliveries MUST be addressed with this [Delivery Label](#)**

[Loading Dock Information and Maps](#)

No goods will be accepted on behalf of exhibitors by ICC venue management.

No deliveries will be permitted prior to Saturday May 25.

There is no storage for exhibitors at the International Convention Centre.

All vehicles entering the International Convention Centre Loading Dock will be issued with a 30 minute unloading permit. Please advise loading dock staff if a longer time is required. Trolleys will not be allowed on the concourse or in the car park, all goods must enter through Loading Dock, hand held items only to be carried through the concourse doors.

FREIGHT FORWARDING/ TRANSPORT/ LOGISTICS

Official logistics contractor to the 2018 Snow Travel Expo: [Freight Order Form](#) Agility Fairs & Events - a specialized exhibition & event logistics provider. Agility offers a door-to-stand service. Agility work weekends and outside normal business hours, required for our weekend event.

Agility arrange all local, interstate and international transport services to the venue. Prior to the exhibition, Agility will contact all exhibitors to discuss specific transportation and other logistics requirements. Agility is not onsite at the Expo. Therefore, exhibitors are responsible for making their own arrangements for the movement of their goods from the loading dock to the exhibition stand. In the meantime, to request a quote please complete and return the "Transport Request Form" provided [here](#) For further information please contact:

Agility Fairs & Events - Rebecca Ledwell, Exhibition Coordinator

28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045

Tel: +61 3 9330 9013

E-mail: kbarracough@agility.com

INTERNET ACCESS - WIFI

Wireless connectivity is readily available throughout the venue. Visitors have access to free public Wi-Fi, for basic browsing, email and social media.

High bandwidth, high density and robust wireless connectivity. Speeds of up to 2mb/s per device.

Premium service and event specific network services for clients and exhibitors can be requested by completing an Internet Services Order Form.

HIGH VISIBILITY VESTS

It is mandatory for all exhibitors during move-in and move-out periods to wear approved safety vests at all times. Exhibitors and contractors will not be allowed entry to the exhibition floor unless safety vests are worn.

Safety vests will be supplied by Snow Travel Expo organisers during Exhibitor move-in & move-out. All vests need to be returned to the Expo organisers.

Closed-toe shoes must be worn at all times.

Any person under the age of 15 years is prohibited from accessing **ICC** hall 5 and loading dock during move-in and move-out periods.

CAFÉ

The café inside the hall will be open during Expo hours and 1hr prior to expo open. There will be hot and cold food & beverages as well as a cappuccino machine for exhibitors and visitors. Café hours are 8am – 4pm.

EXHIBITORS REQUIRING APPROVAL

Exhibitor displays that include animals, helium balloons or food tastings/sampling/selling as part of their exhibit are required to submit a proposal in writing to the ICC briefly outlining the purpose of the display and how it will be used. Please note written approval must be received before proceeding with any of the above.

Food and Beverage sampling approval - [Food and Beverage Sampling Approval Form](#)
Permits [here](#) to be completed and submitted to ICC for review and approval.

INTERNATIONAL CONVENTION CENTRE EXHIBITOR SERVICES

Exhibitor Services Department - **Sydney International Convention Centre**
Phone + 61 2 9215 7373 Email: exhibitionservices@iccsydney.com

INTERNATIONAL CONVENTION CENTRE DIRECTIONS & PARKING

[Getting to the ICC and ICC Parking Information](#)

[Alternate cheaper weekend all day parking](#)

ACCOMMODATION

[Where to Stay](#)

**WE LOOK FORWARD TO WORKING WITH YOU TOWARDS A SUCCESSFUL
SNOW TRAVEL EXPO. THANK YOU FOR YOUR SUPPORT!**