



TroPro
10/254 Milperra Rd, Milperra NSW 2214
Phone: 02 9773 6028
info@tropro.com.au

EXHIBITOR'S INFORMATION PACK - MELBOURNE – 1st – 2nd June 2018

Venue: Melbourne Showground
Agricultural Hall
Cnr Epsom Rd and Langs Rd
Ascot Vale, Victoria 3032

Our normal hall is being renovated again and so we are back in the Agricultural Hall for this year. Same hall as in 2016.

Directions: Enter entry through **Gate 5 on Langs Rd.**

Follow the parking attendants instructions to get to the TroPro Building
Parking is \$15 per day

By Train – Newmarket Station on the Broadmeadows Line then catch the No 57 Tram.
By Tram – No 57 from the City

Show times: Friday 9am to 4pm Saturday 9am to 2pm
PLEASE NOTE: We are closing 1 hour earlier each day for all shows in 2018

Contact before show: 02 9773 6028 info@tropro.com.au

Contact at show: Geoff Warleigh 0418 202 516

Induction: Each year they tell us that we need to go through an induction process. Below is the link. In past years the link has not worked properly and nobody has ever checked.

<https://www.rapidinduct.com.au/contractorRegistration/RASV/OnlineRegistration.aspx?t=MSG>

- Set Up and Pack Up:** Set up from 11am to 7 pm on Thursday 1st of June and deliveries are **Via Gate 5**.
NO DELIVERIES BEFORE 1st June
Deliveries should be made in drop-down tailgate trucks to assist unloading. **There is no forklift** available. There is a pallet jack.
Pack up is from 3.05 pm on Saturday 2nd June. **All goods to be removed by 6 pm.**
- Everyone that will be there on set up and pull down must wear **hi-viz vests**
Everyone that will be there on set up and pull down at your display during the show must complete the on-line induction.
- Registrations:** All attendees will need to be registered. We have on-line registration. They will be able to register at the door but we are encouraging pre-registration.
Name tags will be supplied for all Attendees.
We will send you a list of the attendees as soon as possible after the show.
- Booth Details:** Each booth is a 3x3mtr carpeted square.
It comes with 2 tables and 2 table cloths and 2 chairs.
Partitions will be placed behind booths not on a wall space
Extra tables may be purchased to hire separately.
- Partitions:** Partitions will be placed behind booths not on a building wall space
Extra Partitions can be purchased for your booth. Partitions are carpeted and will take Velcro or pins depending on the venue Size = 2mtr high x 1800mm wide.
- Electricity:** Please bring power-boards and extension leads for your power needs.
- Electrical Equipment:** All electricals must be tested and tagged. This includes Lap Tops. If they are not, you will have to pay the Showground electrician on the day to tag your gear.
- Power:** 3 Phase power is provided at all venues. Splitter boxes will be placed in island areas in which you can bring a power cord to.
- Consolidated Freight:** We have a connection with Transcoast Express who can consolidate shipping. They will pick up on Saturday afternoon after the show and deliver to the next venue early on Thursday morning. If you would like to get a quote from them call Steve on 0433 112 971 or email him at shull@transcoast.com.au
- Parking:** Enter via gate 5. See the map in this document for the parking information. Parking is charged at \$10.00 per day. They have refused to discount this for exhibitors.

Catering: The on-site café will be in operation on both days of the show.

Internet Access: You can purchase Internet access directly from the Venue.

Accommodation Suggestion:

Quest Apartments Flemington
600 Epsom Road (Cnr of Epsom Rd and Smithfield Rd)
Flemington Victoria 3031
Email: bookings@questflemington.com.au
Phone: 03 9371 2200 Fax: 03 9371 2299

If you want somewhere really cool to stay try this place:

The Larwill Parkville (Art Series Hotel)
48 Flemington Rd
Parkville Vic 3052
03 9032 9111

Your Show Check List

- Decide if you require extra tables, chairs and clothes
- Decide if you require any extra wall partitions
- Decide if you require Exhibitor onsite parking and for how many cars
- Make a good call and sign up for sponsorship deals
- Book your space and Pay your 10% deposit (credit card is fine)
- Pay the 50% deposit payment no later than 1st of March
- Pay the balance no later than 30th April
- Send us your sponsorship brand Ad
- Send us your Gold Sponsors editorials

- Start advertising the event to your customers
- Read the Safe Work Statement
- Get all staff attending the show to read the Safe Work Statement
- Make sure you have enough Hi-Vis Vests for your entire team
- Make sure your electrical equipment has been tagged and approved
- Decide if you want to use the consolidated freight service and if so contact Transcoast
- Print this document out and bring with you to the show.
- Go online and print out the floor plan when it is published at the end of April.

MELBOURNE

TroPro Trade Show
Melbourne Showground
Agricultural Hall
(Deliveries via gate 5)
Langs Rd
Ascot Vale VIC 3032

(note: Drop-down tailgate truck required.)

Marketing Banners for promotional use:



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