



EXHIBITOR'S INFORMATION PACK
SYDNEY 25th – 26th MAY 2018
Set up 24th May from 11am

WE HAVE A NEW SYDNEY VENUE

Venue: **QUAYCENTRE**
(formerly known as the Sydney Olympic Park Sports Centre)
Corner of Olympic Boulevard and Sarah Durack Avenue
Sydney Olympic Park NSW 2127

Deliveries:
TAKE THE DRIVEWAY ON THE ROUNDABOUT
CNR OLYMPIC BOULEVARD AND SHIRLEY STRICKLAND AVE
SYDNEY OLYMPIC PARK

Directions: Sydney Olympic Park Sports Centre has been re-branded and is now known as QUAYCENTRE
It is down the eastern end of Olympic Boulevard, down past the Aquatic Centre and before the Tennis and Hockey Centre.



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

Contact at show: Geoff Warleigh 0418 202 516

Show times: Friday 9am to 4pm Saturday 9am to 2pm

PLEASE NOTE: WE ARE CLOSING 1 HOUR EARLIER EACH DAY

Registrations: Name tags will be supplied for all attendees. A data base is sent out to all exhibitors.

Exhibitor Parking

Exhibitors can park in P3 and pay \$25.00 per day or you can purchase an Exhibitor parking Permit for the entire show for just \$35.00. This will give you access to the secure parking directly behind the building. You must display your exhibitor parking ticket on the dashboard of your car. There are only 35 parking space at \$35.00 for exhibitors so first in first served.

Onsite parking costs (When booked with your exhibition booking)

- Standard Vehicles \$35.00 for all 3 days
- Standard vehicles with trailer \$70.00 for all 3 days
- Trailers only \$35.00 for all 3 days
- Trucks \$70.00 for all 3 days

Vehicle can be left overnight but they must have the TroPro Authorized Parking Ticket on display.

You will need to provide us with the vehicle make and rego number before the event. Only vehicles with Authorized parking tickets and registered rego number will be allowed in the parking area.

Alternatively you can simply use P3 parking each day which is a short walk from the venue. The cost is \$25.00 per day. <https://www.sydneyolympicpark.com.au/Parking/Event-Parking>

Set Up and Pack Up: Set up from 11am to 6:30pm on Thursday 24th May.

NO DELIVERIES BEFORE 24th MAY

Deliveries should be made in drop-down tailgate trucks to assist unloading. There may be a forklift available but we can't guarantee. There is a pallet jack.

Pack up is from 2.05 pm on Saturday 26th May. **All goods to be removed by 7 pm.**

Everyone that will be there on set up and pull down must wear Hi-Viz vests

Safe Work Statement TroPro Management will issue a safe work statement that all Exhibitors and Staff must comply with this. You will be required to ensure all of your staff has read the document and comply during set up and pack up. On set up day you will be required to sign a group statement saying your team has read the document

Booth Details: Each booth is a 3x3mtr carpeted square.

Table Allocation is:

1 Booth – 2 Tables

2 Booths – 3 Tables

3 Booths – 4 Tables

4 Booths – 5 Tables

Partitions will be placed behind booths not on a wall space. Extra tables may be purchased to hire separately.

Electricity: Please bring power-boards and extension leads for your power needs.

Electrical Equipment: Please have all power items tested and tagged. (Including Lap Tops)
The venue MAY check tagging and will prevent you using power equipment unless it has a current tag.

Power: 3 Phase power is provided at all venues. Splitter boxes will be placed in island areas which you can bring a power cord to.

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.

Consolidated Freight: We have a connection with Trans coast 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

Catering: There is a good café inside the venue selling coffee, cold drinks, and lunch and morning tea items. Alcohol will NOT be available at the café or venue.
Food purchased from outside the venue cannot be consumed inside the venue

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

Accommodation Suggestion:

Novotel/Ibis Sydney Showground Cnr Olympic Boulevard & Herb Elliot Ave Sydney Olympic Park NSW 2127 Email: h2732@accor.com Phone: 02 8762 1111	Pullman Hotel Cnr Olympic Blvd & Herb Elliot Ave Sydney Olympic Park NSW 2127 Email: h6411@accor.com Phone: 02 8762 1700
Quest at Sydney Olympic Park 6 Edwin Flack Avenue Sydney Olympic Park NSW 2127 www.questatsydneyolympicpark.com.au Phone: 02 9033 2000	

What else is on at Sydney Olympic Park while you are there?

Gabs Beer, Cider and Food Festival

Saturday 26 May 2018, Sydney Olympic Park

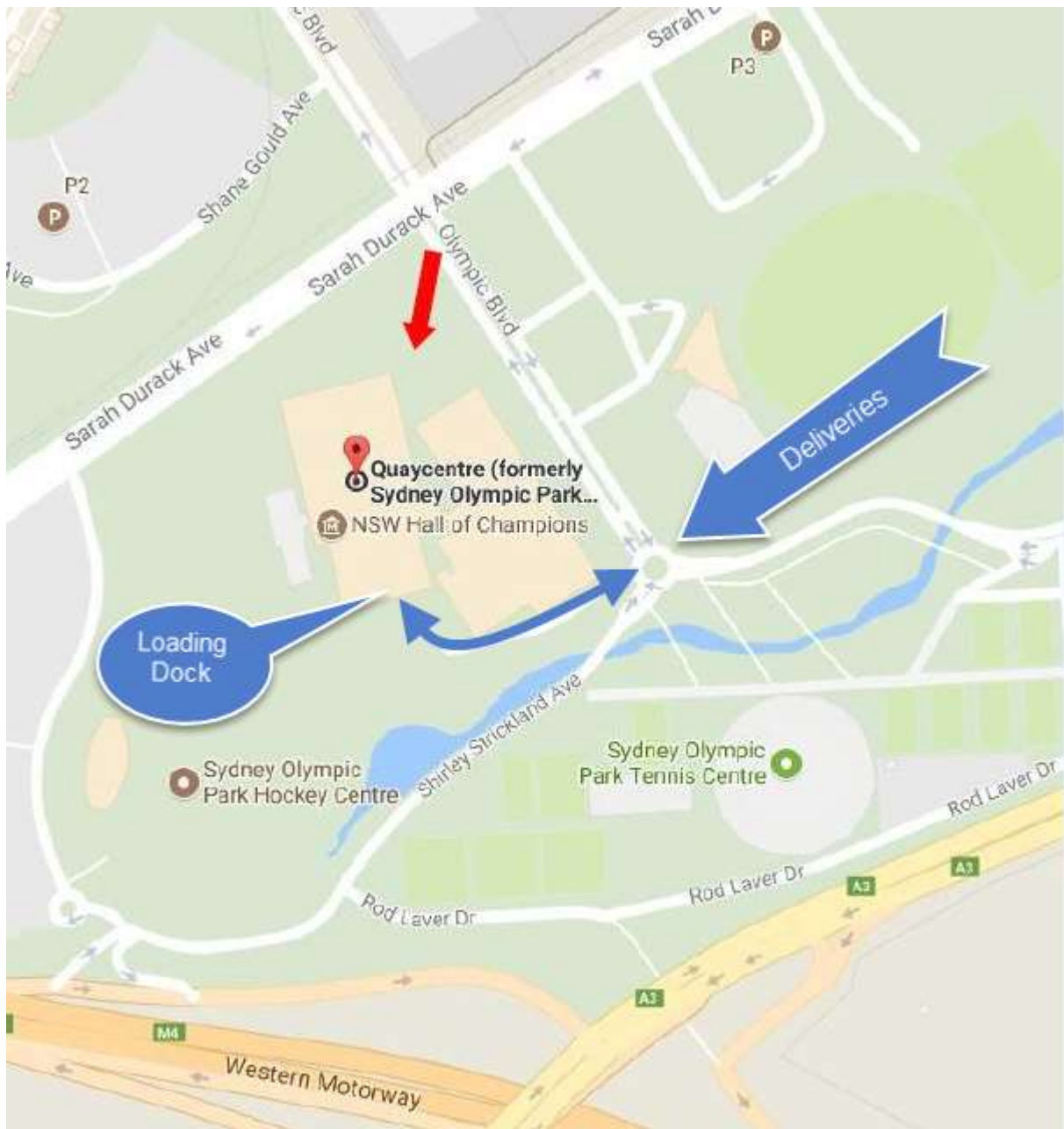
Your Show Check List

- 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.

DELIVERIES

TAKE THE DRIVEWAY ON THE ROUNDABOUT
CNR OLYMPIC BOULEVARD AND SHIRLEY STRICKLAND AVE
SYDNEY OLYMPIC PARK

PROCEED TO GATED AREA
PRESS BUZZER – MENTION TroPro DELIVERY



TroPro Trade Show

Quaycentre

(Formerly known as the Sydney Olympic Park Sports Centre)

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**CNR OLYMPIC BOULEVARD AND
SHIRLEY STRICKLAND AVE
SYDNEY OLYMPIC PARK**

PROCEED TO GATED AREA

(note: Drop-down tailgate truck required. A FORK LIFT MAY BE AVAILABLE)