

## The Australian Awards and Recognition Industry Trade Show

TroPro is managed by: ProBlast PhotoEtch System Pty Ltd

Contact before show: 02 9773 6028 [info@tropro.com.au](mailto:info@tropro.com.au)

Contact at show: Geoff Warleigh 0418 202 516

Accounts: Sarah Bagshaw – 02 9773 6028

## TroPro National 2019

### Friday May the 24<sup>th</sup> and Saturday May 25<sup>th</sup> – Bump in Thursday May 23<sup>rd</sup>

#### Hours

Thursday (day before event) – Bump in 11am to 7pm

Show times – Fridays – 9am to 7pm Saturdays – 9am to 3pm

Saturday (directly after event closure) bump Out – 3:05pm to 7pm

#### Venue:

**QUAYCENTRE** - (formerly known as the Sydney Olympic Park Sports Centre)

Corner of Olympic Boulevard and Sarah Durack Avenue

Sydney Olympic Park NSW 2127

#### 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. See map in this Document

#### Payments:

50% Deposit before March 1 2019. Balance to be paid before April 15th

#### Events

Friday Morning 8:30am to 9:30am – Key Note Speaker: Wayne Pearce on Leadership, Teamwork and achievement

Friday 4pm Industry Awards Presentation

Friday 4:30pm Industry Cocktail Party

#### Set Up and Pack Up:

Set up from 11am to 6:30pm on Thursday 23rd May.

**NO DELIVERIES BEFORE 23rd MAY**

A Forklift and pallet jack are available on site

Pack up occurs 5 minutes after the show concludes

**All goods to be removed by 7 pm.**

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

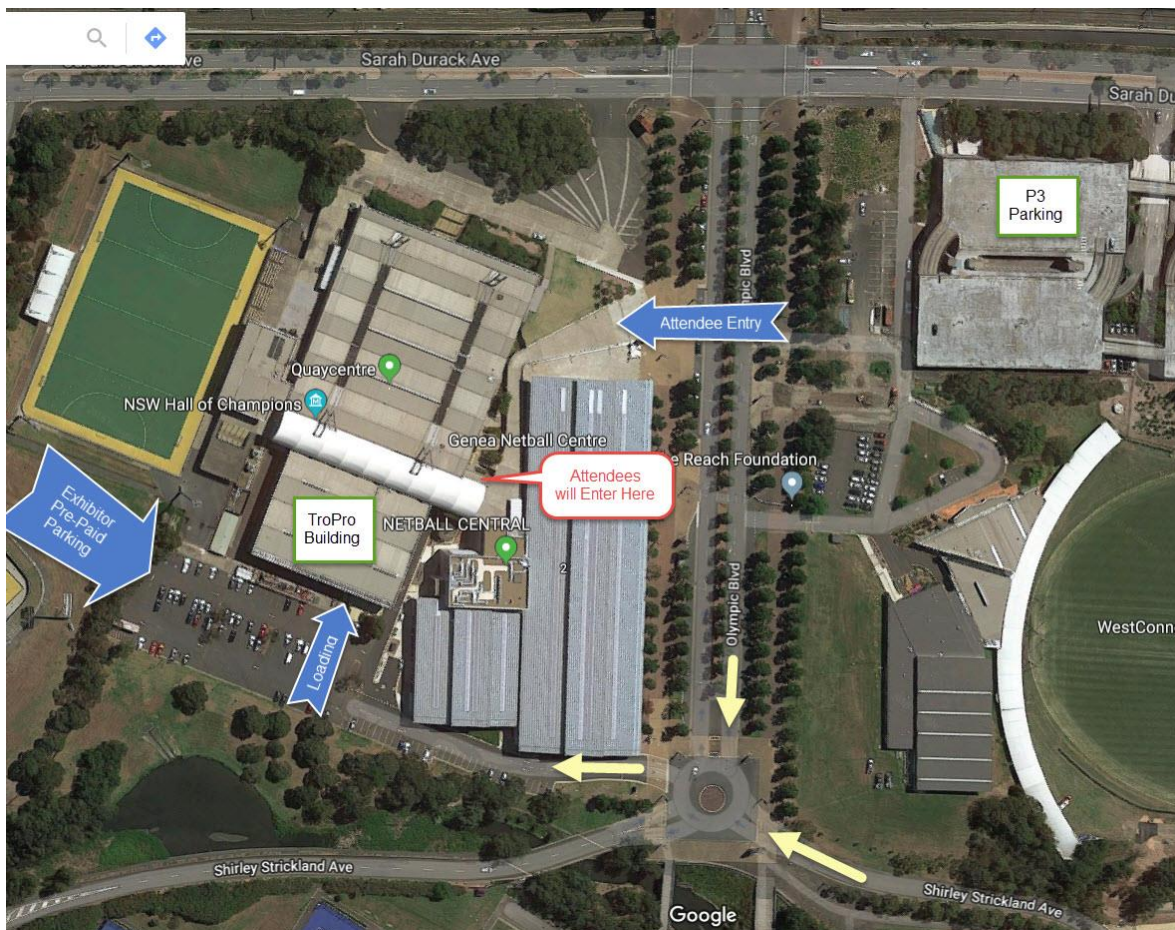
# TroPro National Deliveries:

TAKE THE DRIVEWAY ON THE ROUNDABOUT  
Cnr Olympic Boulevard and Shirley Strickland Ave  
Sydney Olympic Park

**Consolidated Freight:** We have a connection with Transcoast Express who can consolidate shipping. They will pick up on Saturday Afternoon after the show. If you would like to get a quote from them call Steve on 0433 112 971 or email him at [shull@transcoast.com.au](mailto:shull@transcoast.com.au)

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## **Parking:**

### **Exhibitor Discounted Parking**

Exhibitors have the option to purchase discounted parking right behind the building making it cheaper and easier than parking in P3 up the road. 35 spaces have been allocated to TroPro Exhibitors in a secured drop gated parking area. To purchase the parking you need to call us on 02 9773 6028 and purchase over the phone by credit card.

To Park in Back of house parking you must display the TroPro Authorised parking permit. Un-authorized parking may result in a fine.

Onsite Exhibitor parking costs:

- Standard Vehicles \$30.00 for all 3 days
- Standard vehicles with trailer \$60.00 for all 3 days
- Trailers only \$30.00 for all 3 days
- Trucks \$50.00 for all 3 days

### **Leaving vehicles overnight**

Vehicle can be left overnight but they must have the TroPro Authorized Parking Ticket on display. Only vehicles with Authorized parking tickets and registered rego number will be allowed in the parking area.

### **Alternative Parking**

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>

### **Attendee Parking**

We recommend Attendees Park in P3

### **Parking during bump in**

For loading in you can leave your vehicle there while you are loading but without the parking ticket you must remove the vehicle and park in P3 up the road.

### **TroPro Safe Work Statement and Risk Assessment**

Please download the TroPro Safe Work Statement and Risk Assessment document from the Exhibitors page on the TroPro website. You are required to ensure all staff at your booth 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.

### **Quay Centre Exhibitor Induction Form**

TroPro website. You are required to ensure all staff at your booth has read the document and signed it. Exhibitors page on the TroPro website. Please bring it with you on set up day and keep handy in case QC officers request it.

### **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.

## 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.

## 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.

Please Note: Food purchased from outside the venue cannot be consumed inside the venue

A cocktail party serving beer, wine and finger food is planned for Friday Afternoon

**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: <a href="mailto:h2732@accor.com">h2732@accor.com</a> Phone: 02 8762 1111	Pullman Hotel  Cnr <b>Olympic Blvd</b> & Herb Elliot Ave  Sydney Olympic Park NSW 2127  Email: <a href="mailto:h6411@accor.com">h6411@accor.com</a> Phone: 02 8762 1700
Quest at Sydney Olympic Park  6 Edwin Flack Avenue  Sydney Olympic Park NSW 2127  <a href="http://www.questatsydneyolumpicpark.com.au">www.questatsydneyolumpicpark.com.au</a> Phone: 02 9033 2000	

# 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

