



Exhibition & Trade Show Information

Introduction

This document has been produced by the Esplanade Hotel Fremantle with two purposes in mind, to increase the level of knowledge about the property and to assist in making the planning, bump in, event and bump out successful. The guidelines outline the various procedures and requirements of holding an exhibition or trade show at the Esplanade Hotel Fremantle.

This document is issued to all Professional Conference Organisers (PCO's), exhibition companies and clients whom have confirmed their intent to host an exhibition or trade show at the Hotel. It is intended to become part of the working document for those responsible for the organisation of the exhibition/trade show.

Should you have any queries regarding these guidelines or the venue itself, please contact your Event Coordinator by telephone on 08 9432 4805 or email Kiah_gibson@evt.com



1. Floor Plan and Approval

A copy of the exhibition, trade show or production floor plans must be submitted to the Banquet Sales Office for approval prior to the allocation of booths. Any amendments must be notified at least one month prior to the function for approval.

2. Floor Plan Considerations

Floor plans must take into consideration the type of food and beverages being offered during the conference/exhibition/trade show so as to allow sufficient service points for such items.

3. Booth Construction

Please ensure that your stand and display materials are of sound construction and will not cause harm or injury to staff or attendees.

4. Exhibitor Details

All exhibitions and trade shows are required to have a listing of exhibitors. This is to be submitted to the Banquet Sales Office one month prior to the bump-in, with updates as necessary. The list should include the following details:

- *exhibitor's company name and contact name*
- *contact telephone number and*
- *booth/stand number*

5. Exhibition Running Sheet

All exhibitions and trade shows are required to have a running sheet for bump in and bump out. This is to be submitted to the Banquet Sales Office for approval no less than two (2) weeks before bump in. In addition, the client should ensure that their staff or agent is at the venue to direct exhibitors and contractors during bump in and bump out.



6. Staffing Requirements

PCO's, exhibitors and production crews are ultimately responsible for the transfer of goods to and from the exhibition area or function room without obstructing the daily operation of the venue, this includes the delivery of goods by transport companies. The Hotel does not employ any staff for this purpose.

7. Trolleys

Exhibitors and production crews must provide their own trolleys for the transportation of heavy and bulky items.

8. Supervision

The bump in and bump out must be supervised by the organisers in order to avoid conflict between individual exhibitors and contractors and observe that the terms and conditions are upheld.

9. Disposal of Goods

All goods must be removed by the agreed time. Any goods remaining after such time will be disposed of immediately.

10. Care of Exhibition Space

Exhibitors are responsible for keeping their own stands clean and tidy for the duration of the event. The venue will not clean within the stands.

11. Removal of Waste

Rubbish, such as boxes and printed material must be removed from the Hotel completely by the client, exhibitor or contractor or a fee will be charged for the removal of said items. Waste paper basket rubbish may be placed in the aisles at the conclusion of each day's event and will be emptied.

12. Storage

The Hotel must be advised fourteen (14) days in advance of any items requiring receipt and storage by the Hotel. The Hotel has limited Banquet storage space and as such any storage requirements need to be coordinated in advance. Service corridors must be kept clear of all such materials at all times so as not to impede service flow and/or pose a safety hazard.



13. Delivery Directions

All incoming items for events will be accepted via the Hotel loading dock only (no deliveries will be accepted via the front desk or concierge unless prior arrangements or approval has been granted). The hotel reserves the right to refuse deliveries if these directions are not adhered to.

Deliveries should be addressed to:

**Esplanade Hotel Fremantle
Loading Dock
Collie Street
Fremantle WA 6160**

Deliveries can be made between the hours 8.30 am and 4.00 pm Monday through Friday. The hotel must approve any deliveries outside of these hours.

14. Delivery Dockets

Please find attached a delivery docket. All items delivered to the Hotel loading dock should be clearly marked and have the appropriate delivery docket attached. The hotel reserves the right to refuse deliveries should items not be clearly marked.

15. Pre Event Delivery & Post Event Collection

Goods delivered earlier than three (3) business days prior to the event commencement will not be accepted without prior arrangement. All goods must be removed from the Hotel premises or storerooms no later than two (2) business days after event completion, unless prior arrangements have been made. Charges will apply at the discretion of the Hotel if items not attempted to be timely couriered.

Large deliveries—such as those arriving on pallets—require prior approval and must be discussed with your Event Coordinator in advance, as specific storage areas may need to be reserved.

Consignment notes are the responsibility of the sender. These must be complete & attached correctly to all items. The Hotel under no circumstances can complete outgoing consignments.

16. Extension Leads

Exhibitors and production crews should ensure that they have adequate extension leads, double adapters etc. As any item supplied by the Hotel will be charged for and is subject to availability only.

17. Power Requirements

Where extensive electrical power supply is required for exhibition stands, other than normal mains power (e.g. 3 phase power), the exact requirements must be provided to the Banquet Sales Office for approval at least one (1) month prior to bump in and subject to additional charges.



18. Security/Insurance

The Banquet exhibition/tradeshow venue is not lockable. Security for the exhibition area is the responsibility of the organiser. Details of security arrangements must be made available to the Banquet Sales Office at least one (1) week prior to the event.

The Hotel will not take any responsibility for any loss or damages. It is the event organiser's responsibility to arrange all necessary insurance.

19. Liability for Damage

Organisers are financially responsible for any damage sustained to the Hotel by their staff, exhibitors or production crews. Missing Hotel items or any damage to the Hotel property or equipment will be charged to the master function account.

No items are to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the Hotel building. No gaffer, double sided tape, blue tack or other adhesive is to be used unless approved by the Banquet Sales Office.

20. Flammable Materials

Non-flammable or approved fire retardant material must be used for the lining of the booths. Blow torches, naked flames or any flammable substances are not to be used in any part of the Hotel.

21. Smoke Detection Devices

Smoke machines cannot be operated without prior authority from the Banquet Sales Office. Failure to advise the Banquet Sales Office of the proposed use of smoke machines and/or pyrotechnics in writing, in advance, will lead to any fire brigade charges incurred by the Hotel being on-charged to the client account.

22. Dangerous Fuels and Liquids

No vehicle or machine containing petrol or other flammable oil fuel can be displayed in the Hotel. Vehicles or machinery to be displayed should only contain enough fuel to bump in and bump out of the venue. No vehicle can be used or operated in the display area. Organisers are advised that they are liable for any damage to Hotel property sustained by leakage or such from the vehicle. Drip trays must be provided by the exhibitor and placed under such machinery.

No poisonous/dangerous liquids or powders are to be displayed or stored in the venue without proper containment and security. Any situations of such fuels, poisons etc. are to be notified in writing to the Banquet Sales Office no later than one (1) month prior to bump in.



23. Carpets

To protect the Hotel's carpets, all booth walls must have a footing and a vinyl or plastic strip should be laid on the carpet where the footing comes into contact with the carpet. This should ensure that deep impressions are not left in the carpet or that more serious damage does not occur.

24. Palette Jack & Scissor Lift

If the use of a scissor lift is required, then this must be hired and coordinated through AVPartners.

Forklifts and palette jacks are not available for use. Where deliveries are required to be lifted from trucks, instructions should be given to couriers to have tail-lift or Hiab-style trucks, when booking.

25. Furniture/Pot Plants

All furniture, pot plants etc, should be ordered through the contracted Exhibition Company, the Hotel will not provide any of these items.

26. Catering/Provision of Food and Beverage

Under **no** circumstances are exhibitors or delegates permitted to provide food and beverage in their booths unless it is provided by the Hotel. Failure to follow this will result in confiscation of the product until the conclusion of the exhibition.

All catering requirements for booths can be arranged with the Banquet Sales Department prior to the commencement of the event. Requests must be submitted via the main event organiser/contact, and any approved catering will be charged to the event's master account

27. WIFI or Cabled Internet Facilities

Should an exhibitor require internet facilities, please make arrangements in advance.

WIFI is offered complimentary to Conference Delegates and guests. Please contact the Event Manager for valid logon credentials.

Arrangements for wired internet lines must be made in advance of the event. Requests made on bump in will only be serviced after pre-booked services have been installed and will be subject to availability.

These arrangements must be made directly with the Banquet Sales Office. Contact the Esplanade Hotel Fremantle by telephone on 08 9432 4801.

28. IT Support

Should the Esplanade Hotel Fremantle be required to assist with IT support services whilst the exhibition is on site additional hourly charges will apply. This service includes (but not restricted to) assistance with setup and re configuring of any notebook computers to access either the hotels broadband network or the exhibitors own corporate VPN connections. Assistance with software and hardware issues will also attract an additional fee.



Currently the hourly rate is \$85.00 per hour.

These charges must be accepted by exhibitor and can only be charged to master account facilities upon approval.

29. Parking

Parking options: <https://www.rydges.com/accommodation/perth-wa/esplanade-hotel-fremantle-by-rydges/hotel-rooms/parking-directions/>

Please note the current rate is subject to change and availability.



30. Booth Construction/Breakdown Time Allowances

To assist you in your forward planning, the following guidelines should be used to determine the approximate times required for exhibition bump in and bump out. It is very important that the Esplanade Hotel Fremantle, your nominated Exhibition Company and organizer work together to determine the correct times required for a particular exhibition.

Booth #'s 3m x 2m	Exhibition Company Bump In (hours)	Exhibitor Bump In (hours)	Exhibitor Bump Out (hours)	Exhibition Company Bump Out (hours)
5	2.5	2	1	1
10	3.5	2	1	2
20	5	3	1.5	2.5
30	7	4	1.5	3.5
40	8	5	2	4

The times on the above schedule are to be seen as a general guide to the bump in and bump out times. Please note that the Exhibition Company construction should be virtually complete prior to exhibitor bump in. However, the nominated Exhibition Company generally begin their bump out at the same time as the exhibitors commence their bump out.

The Exhibition Company's own regulations are supplementary to the Esplanade Hotel Fremantle Terms and Conditions.

31. Access, Loading Bay and Service Lift Dimensions

- Southern Cross Collie Street Access Doors
 - Door Height: 260 cm
 - Door Width: 290 cm

- Southern Cross Gala Ballroom
 - Floor Loading Capacity: 1.5 tonne per sqm

- Indian Ocean
 - Floor Loading Capacity: 1.5 tonne per sqm

- Hotel Loading Dock
 - Height: 330 cm
 - Width: 340 cm
 - Depth: 900 cm
 - Floor Load Capacity: 4 tonne
 - Platform Height: 59 cm

- Service Lift (Island Suite Facilities)
 - Height: 250 cm
 - Width: 90 cm
 - Depth: 180 cm
 - Weight Capacity: 952 kg