

Asia Pacific Incentives & Meetings Expo

21 – 22 February 2012

CONTRACTOR INFORMATION



Venue: Melbourne Convention & Exhibition Centre

Official Show Contractors:

Shell Scheme:	Exponet	Ph: +61 3 9676 7777
Electrical:	Exponet	Ph: +61 3 9676 7777
Furniture:	Exponet & Moreton Hire	Ph: +61 3 9676 7777 Ph: +61 3 9300 5708
Rigging:	Clifton Productions	Ph: +61 3 9416 6844
Freight Forwarder/Forklifts:	Agility Logistics	Ph: +61 3 9330 3303
Cleaning:	IMK Event Exhibition Cleaning Services	
Security:	Bodyguard Security Services	Ph: +61 3 9380 9975
Signage:	Coleman Group	Ph: +61 2 9784 9222

Access Dates & Times

Move In:	Saturday 18 & Sunday 19 February 0600 – Midnight*	Monday 20 February 0600 – Midday
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(After midday, only cosmetic changes are permitted – no building/construction. This is an exhibitor set up day)

Move Out:	Wednesday 22 February 1800 – Midnight*	Thursday 23 February 0700 – 1400
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***midnight finish times can be extended upon request**

Please contact the Reed Exhibitions Operations department for the following:

- Updated floorplans
- Access times – special time requests/passes

Other Information:

- The stand number should be clearly displayed on at least two sides. Numbers should not be less than 100mm high
- All walling above 2.4m high must be cleanly clad in white when backing on to another stand. No cables, signage or build framework should be visible
- Any walling higher than 2m, built on the perimeter of the stand facing an aisle, must not exceed 3m in length without a 1m break.
- Final approval will not be given until stand is built on site.
- All workers on site are required to wear high visibility vests/clothing.

STAND DESIGNS MUST BE SUBMITTED FOR APPROVAL BY FRIDAY 13 JANUARY 2012

Operations Manager Contact Details:

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