



EXHIBITOR PLANNING & SERVICES GUIDE



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WELCOME

Welcome to the Cairns Convention Centre Exhibitor Planning & Services guide. We look forward to welcoming you to Cairns and hope your experience with us is memorable. Should you have any questions in relation to this document, the planning or delivery of your exhibition, please contact your event organiser.

CONTACT DETAILS

Cairns Convention Centre
Cnr Wharf & Sheridan Streets,
CAIRNS QLD 4870 AUSTRALIA

PO Box 8084
CAIRNS QLD 4870 AUSTRALIA

T: +61 7 4042 4200

E: events@cairnsconvention.com.au

W: www.cairnsconvention.com.au

DEFINITIONS

The following definitions apply to this document:

‘Event organiser’ means the person hiring the Event Facilities.

‘Centre’ means the building known as the Cairns Convention Centre at cnr Warf Street and Sheridan Street, Cairns, Queensland, together with any associated facilities, areas and equipment and other areas as the Owner and the Manager from time to time agree are included in the expression ‘the Centre’ for the purpose of this document.

‘Exhibitor’ means the person engaged with the client to promote a product or service at an exhibition trade during an event.

ACCESS

Room	Dimensions	Capacity
Auditorium	5m wide / 4.2m high	
Arena	8m wide / 4.1m high	
Mezzanine Lift (Lift 4&5)	2m deep / 1.75 wide / 2m high	Capacity 1564 kgs
Loading Dock	5.8m wide x 4.2m high (32m long)	
Mezzanine Exhibition	2.4m high	
Vehicle Lift	2.8m wide x 2.4m high x 6m depth	4000kg
Plenary 1 & 2	2.04m wide x 2.34 m high	

LOADING DOCK

Freight delivery and exhibition builds access is to and from the loading dock is via ramps and is on the flat. Please note that all vehicles are required to unload and move into the car park or on street parking.

For oversized items, exhibitors must advise Event Planner a minimum of four (4) weeks prior to the event to coordinate access via the loading dock.

PARKING

The Cairns Convention Centre (Centre) has an underground car park underneath the Centre. Access to the Centre's car park is via Sheridan Street. The car park is open to the public when not being used exclusively for events. It is operated by way of a ticket operated boom gate, with a per exit fee of \$7.00.

Hours of Operation

Non-Event Days Monday to Friday: 7am to 6pm (Excluding public holidays)

Event Days Carpark will be open for patrons during events

Parking Rates (GST inc.) Up to 4 hours \$4.00
Per Same Day Exit \$8.00

Vehicles not to be left over night Lost Ticket \$30.00
24hr Period \$30.00

Conditions of Entry

Please read the following conditions of entry of Carpark before proceeding to park your vehicle. You accept these conditions by entering the carpark.

1. Vehicles parked at sole risk of owner/customer.
2. The Centre is not liable for loss or damage to any vehicle, accessories, attachments, and contents or for injuries or death suffered by any person is excluded for liability that the Centre cannot exclude because of law.
3. Vehicles must not be left overnight. The Centre may move or drive a vehicle at your own expense, if at our discretion, the vehicle is parked in the wrong place, causes an obstruction, constitutes a safety hazard or nuisance or an emergency occurs.
4. Owner/customer shall indemnify us from and against any loss or damage arising directly or indirectly from use of the carpark by the customer.
5. The Centre can in our absolute discretion, ask you to leave the carpark.

PLAN OF THE CENTRE



PLANNING YOUR FREIGHT & DELIVERIES

DELIVERIES

Courier deliveries can only be made during regular business hours (Monday – Friday, 09:00 – 17:00). Should deliveries and pickups be required outside these hours, arrangements can only be made with prior notice. Please advise the Client Services Department on events@cairnsconvention.com.au.

The loading dock is located along the Sheridan Street side of the building and access is via security gates which all have intercoms.

HANDLING EQUIPMENT

Please advise the Centre if any of your deliveries (via couriers or other transport) will require the use of a forklift. Applicable charges may apply.

If you require any specific storage (i.e., cold/hazardous material) please note on the [Freight Forwarding Notification form](#).

FREIGHT STORAGE

The Centre provides storage of freight up to 7 working days prior to the event and only 72 hours after your event. Freight of up to 30 square meters, for general freight, will be accepted on a complimentary basis. Freight more than 30 square meters will incur additional charges. Should you require temperature controlled or specialised freight, please speak to your Event Planner, additional charges may apply.

Please complete the [Freight Forwarding Notification form](#) and attach the included [label](#) completed to each item.

FREIGHT COLLECTIONS / RETURNS

All goods must be removed/dispatched 72 hours of the event conclusion. After this period the Centre reserves the right to dispose of uncollected items.

It is the responsibility of the exhibitor to make all arrangements and contact with your courier company and that all paperwork is completed by the exhibitor.

Our staff internal 'Outgoing Freight' Document will be delivered to your stand on the day of bump out. Please complete this and leave it with your sealed and labelled items for collection by your courier.

Please note the Centre cannot sign any consignment notes on your behalf including the dangerous goods declaration.

Courier companies will not collect goods unless there is a completed and signed consignment note attached to your freight. Our Centre Staff can't sign any consignment notes on your behalf.

The Centre accepts no responsibility for freight left without completed consignment notes or incorrectly completed consignment notes.

YOUR CHECKLIST before you leave the Centre – have you:

- ☐ Labelled your freight correctly (return address, contact name, phone number, item numbers, i.e., 1 of 5)
- ☐ Attached your con-note/s & signed your Declaration of Dangerous Goods supplied by your courier
- ☐ Contacted your freight company to collect your goods
- ☐ Completed the Centre's 'Outgoing Freight' document (green form) and left it with your goods for collection.

ON SITE DELIVERY

Please note the Centre provides delivery of received goods to your booth. This service is provided on a complimentary basis up to the maximum of 30 square meters of general freight. Should your general freight exceed this allocation, additional freight handling charges will apply.

This applies only to goods not requiring a forklift or specialised lifting equipment.

Notice of storage requirements is preferred and can be included in your Freight Forwarding Notification form.

ABOUT CATERING

FOOD & BEVERAGE POLICY

The Centre is ISO 22000 and complies with all mandatory food safety standards as detailed in Food Standards Code of FSANZ (Food Standards Australia and New Zealand).

The Centre has exclusive rights for the sale and distribution of all food and beverage. No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors without the prior written approval of the Centre. Generally, Centre management will not object to the distribution of food or beverage used as a means of demonstrating any product by an exhibitor forming part of an exhibition. Sale of food and beverage products is not permitted.

As a rule, guidelines for the distribution of sample food or beverages are as follows:

- All exhibitors wishing to distribute food or beverage must hold the appropriate permit from the Cairns Regional Council and or Liquor Licensing.
- Food licences must comply with the Centre's Food Safety Program.
- Liquor licences must be in line with the Liquor Act 1992.
- Samples must be given away free of cost.
- Sample portions must be of tasting style and size only (30ml).
- Sneeze guards are required for finished food sample items.
- Eating and drinking utensils must be disposable (i.e., disposable plates, wine taste cups, cutlery) and must not be re-used.
- Promotional food and drink samples to be given away must be protected from contamination with plastic covers and any condiments offered should be portion control – one use only.
- The Centre must approve any cooking or food sample preparation and any equipment 10 business days prior to the event. Please note some equipment is available for hire from the Centre.

Written applications for third-party catering, food & beverage sampling or food preparation & cooking need to be made using the applicable application form below.

- [Third-Party Catering Application](#)
- [Food & Beverage Sampling Application](#)
- [Food Preparation & Cooking Application](#)

All applications must include copies of the appropriate permits and licences. Completed applications must be return to events@cairnsconvention.com.au no later than 10 days prior to the bump in of the event.

STAND CATERING

For any instances where the above guidelines are not able to be met, or if exhibitors would like to have snacks and confectionery available for delegates at your stand, the Centre is able to provide for you.

Please complete the attached [Exhibitor Snacks & Confectionery form](#) and return to the Client Services Department on events@cairnsconvention.com.au no later than 10 days prior to the bump in of the event.

RESPONSIBLE SERVICE OF ALCOHOL (RSA)

All alcohol service at the Centre will be in strict compliance with the Centre's alcohol policy which is in line with Queensland liquor licensing laws.

The Centre undertakes regular compliance checks, and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by the Centre to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, the Centre representative's reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

ADDITIONAL UPGRADES TO YOUR EXHIBITION STAND

The Centre offer a range of additional upgrades to your exhibition stand, please see the list below. Please note, a maximum of 2 (two) options below per exhibition will be permitted.

- Juice and smoothie bar
- Gelato bar
- Coffee cart
- Cocktail/ mocktail
- Popcorn
- Slushie

Please speak to your Event Planner about upgrading your package and further details.

EXHIBITORS & BOOTHS

STAND DESIGN

The Centre reserves the right to request modification or close any stand which is deemed to be a safety hazard.

Custom stand plans and upgrades will need to be approved by the event organiser and Facilities Management Director. For more in-depth information around stand design please liaise with the event organiser directly.

STAND MATERIALS

- Must not cause dampness, stain or be readily ignitable
- Must not be capable of emitting toxic fumes should ignition occur
- Crepe paper, corrugated cardboard, straw, hay, untreated hessian, untreated material fabrics or PVC sheet requires prior approval from the Centre
- Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, with the below considerations:
 - A protective membrane is laid first and chips are kept slightly moist at all times
 - A fire extinguisher must be provided by the exhibitor and be placed in a prominent location on the stand
- Any fabric used in the construction or decoration of a stand, including the stand ceiling, must be treated with a fire retardant. The Centre will require proof of treatment
- Moving machinery or equipment likely to injure a member of the public or a swimming pool or spa containing water, must be separated from the public by a physical barrier and supervised at all times
- Fountains, aquariums, spas, rock pools and swimming pools can be displayed without water
- No core drilling or fixing into any floor or wall is permitted

STAND HEIGHT

Any stand with a height greater than 2.4m must be approved by the event organiser and the Centre.

CEILING HEIGHTS

Ceiling heights vary throughout the Centre's exhibition areas. If any part of the booth/display exceeds 2.5 metres, please contact the Client Services Department at events@cairnsconvention.com.au to ensure the ceiling height is adequate.

STAND FLOORING

Flooring that is between 32mm and 115mm high requires a bevelled edge which does not exceed an angle of 30 degrees or a grading of 1:1.4. This bevelled edge is to be incorporated within the stand space and not encroach into the aisle.

All flooring that exceeds 115mm in height is deemed to be a step. If the stand is to be occupied by the general public or exhibition attendees, a ramp must be provided within the allocated stand space.

FLOOR LOADING

Throughout the building there are restrictions on weights. All dimensions, weights and details of heavy equipment to be displayed are to be advised in writing to the Client Services Department for approval by the Facilities Management Director.

STAND VISIBILITY

- The Centre requires all stands to be open for visual inspection at all times
- No stands are to be covered or blocked by fabric or material at any time as this can be a fire safety hazard
- The Centre will conduct regular stand visual safety inspections and need to be able to sight the stand build

RIGGING & BANNERS

As ceiling heights vary across the centre from 5 metres to 18 metres, all rigging must be performed by qualified and licensed riggers. Rigging will only be provided and performed with written prior notice. The Centre has inhouse riggers who will be happy to provide a quotation for this service.

EGRESS & PUBLIC AISLE WAYS

All trade floor plans are approved in accordance with the Queensland Fire Service Act. As such, exhibitors are not permitted at any time to obstruct or allow the obstruction of any aisles and emergency exits, emergency lighting, fire extinguishing equipment and fire alarms, nor suspend or allow any items to be suspended from them. Any encroachment into public aisle ways from an assigned booth area is strictly prohibited.

ELECTRICAL EQUIPMENT

All portable electrical equipment used by contractors/exhibitors must comply with current Workplace Health and Safety Regulations and Advisory Standards. Centre Management, in line with these regulations and standards, reserves the right to refuse any equipment used by contractors/exhibitors or clients. Points to note:

- Electrical equipment and leads must have a current test and tag or
- Be connected to a tested and tagged Type II RCD (Residual Current Device) Australian Standard compliant.
- Damaged / faulty equipment will not be permitted to be used in the Centre.
- Frayed electrical cables and leads will not be permitted to be used at the Centre.
- Use of double adaptors is not permitted.

LIGHTING

All stand lighting must be 2.2 metres above the floor level. Any variation must be approved through the event organiser.

High-powered lights such as floods or spots must not be placed within 500mm of flammable material. All portable light fittings must have a Certificate of Suitability or a Certificate of Approval from Australian Electrical Safety Regulators.

FIRE RETARDANT DISPLAY MATERIAL

All flammable display materials (e.g., hay bales, signage etc) used in a booth or display must be made of flame retardant materials or treated for fire retardation.

CLEANING

Cleaning of all exhibition sites and stands is the responsibility of the exhibitor. The Centre can provide a cleaning service that includes vacuuming, mopping and dusting. See 'Order form' for pricing and booking.

WASTE & WATER

Only certain floor pits have access to water and waste. These services are strictly only provided with prior notice. Charges will apply, please consult with your booth builder.

GAS CYLINDERS

Exhibitors requiring the use of gas cylinders must submit full details to their event organiser at least 7 days prior to their event. Each application will be assessed by the event organiser for approval and to confirm if there is adequate storage available at the Centre.

Gas cylinders delivered on-site may be refused if the delivery was made without prior approval or if the representative of the exhibition stand is not present to accept the cylinders.

LPG cylinders shall not exceed 9kg in size with a maximum of two per 3m x 3m stand.

The installation and use of gas appliances and gas cylinders shall be undertaken in accordance with the relevant acts, regulations and Australian standards as amended from time to time.

STORAGE OF LPG CYLINDERS

All LPG cylinders and flammable liquids need to be removed from the exhibition area overnight and stored in the gas cage in the Exhibition Centre loading dock. The exhibitor is responsible for moving the cylinders to and from the gas cage in conjunction with the Centre Logistics team.

NAKED FLAME

The Centre does not normally allow the use of naked flames during an event, any activity requiring the use of a naked flame including cooking demonstrations and Welcome to Country requires approval from

your event organiser prior to the event. A Fire Warden may also be required, please liaise with your event organiser to discuss any applicable charges.

ANIMALS ON-SITE

Animals or pets are not permitted in the Centre, with the exception of Seeing Eye Dogs and companion dogs. In special circumstances, approval may be granted to approve exhibitors for an activity or performance where the use of an animal is legitimately required. Event organiser approval must be sought prior to the event. If approval is granted, the exhibitor must provide a copy of their animal management plan to the organiser.

DISPLAY VEHICLES / MACHINERY

All vehicle and Machinery displays within the Centre must seek approval from Centre Management.

Please contact the Client Services Department on events@cairnsconvention.com.au

For reasons of safety:

- No cleaning of vehicles is to be done onsite e.g., polishing or tyre shining;
- Fuel tanks are to be locked and sealed with a fuel cap;
- Fuel should be kept at a minimum and not exceed one third of the tank.
- All vehicle displays on City Terrace areas must be protected e.g., carpet tiles under all tyres.
- Drip trays must be used with all vehicle displays, exhibitor to supply.
- A spare set of keys for each vehicle must be left with the Centre at all times

HELIUM

The use of helium in the Centre is prohibited.

CONFETTI

The use of confetti in the Centre is prohibited.

CONDUCTING A TRADE PROMOTION LOTTERY

A trade promotion lottery includes any scheme that gives away prizes by any means that include an element of chance at any stage. Even if partially skills-based, the scheme will still have to be conducted in accordance with the regulations.

ALCOHOL CONSUMPTION DURING MOVE IN AND MOVE OUT

Due to WH&S compliance, alcoholic beverages cannot be consumed during move-in and move-out of exhibitions at the Centre. All service of alcohol must cease 30 minutes prior to show close.

PROHIBITED AND CONTROLLED WEAPONS

The Centre bans carriage, display or possession of all firearms, prohibited and controlled weapons onsite including exhibitions and all other events. This includes but is not limited to:

- Knives/daggers
- Spear guns
- Batons
- Machetes
- Axes/tomahawks
- Swords
- Imitation firearms

WHEN IS APPROVAL REQUIRED?

There are a variety of activities that exhibitors can undertake that require prior approval from either the event organiser, the Centre or both. An overview of these activities and the appropriate approval channels are outlined below:

Activity	Event Organiser Approval Required	Centre Approval Required
Stand Catering	Yes	Yes
External food and beverage supply/sampling/selling	Yes	Yes
Motor vehicles or large/heavy items into event space	Yes	Yes
Gas cylinders	Yes	Yes
Naked flame	Yes	Yes
Animals on site	Yes	Yes
Conducting a trade	Yes	No

For those activities that require event organiser approvals, please contact the event organiser directly.

EXHIBITOR CHECKLIST

Task	Due	Completed
Determine additional services required e.g lighting, furniture, AV, rigging, plumbing and stand cleaning	Approx 1 month prior	
Ensure you obtain a copy of the delivery label from the event organiser, and this is affixed to all items for delivery	Approx 1 month prior	
Order appropriate services required through the Centre <ul style="list-style-type: none"> • Stand Catering • Food and beverage outlet account cards • Communication services • Technology services • Stand cleaning • Utilities pit access for water and waste access 	10 business days prior to the event	

Seek Centre and event organiser approval for any food and beverage sampling (if applicable)	10 business days prior to the event	
Ensure all electrical equipment (including new equipment) has been tested and tagged	Prior to coming on-site	

ENVIRONMENTAL SUSTAINABILITY

When hosting your event in Tropical North Queensland we ask you to consider our beautiful natural environment with two world heritage listed sites at our door. The Great Barrier Reef and Wet Tropics Rainforest are home millions of unique ecosystems and it is important to preserve the environment around them and reduce unnecessary waste.

The Centre encourages exhibitors to think sustainably about the products that you bring into the exhibition and how they impact our unique environment.

We encourage you to use recyclable materials where possible and reduce the number of materials that you bring and please note the following:

- Foam and Plastic wrap – we have no facilities in Cairns for recycling these products so encourage you not to bring or to take back with you.
- Please let us know if you have displays that you do not wish to take back with you and instead of going to landfill, we will look to re-purpose or donate.
- There will be charges for excessive rubbish.
- Please make an effort to sort your waste into the labelled bins provided.
- Bring a refillable water bottle with you.

Thank you for working with us to protect our natural environment.



WORKPLACE HEALTH & SAFETY

HIGH VISIBILITY VESTS / SAFETY VESTS

It is a mandatory requirement that all venue staff, contractors, exhibitors and organiser staff wear high visibility shirts or vests meeting AS/NZS 4602 to minimise risks associated with plant and vehicle movement within the Centre and its loading docks during bump in and bump out of events.

High visibility clothing must be worn at all times during bump in and out. Anyone not wearing high visibility shirts/clothing will be asked to leave the room and will not be permitted in bump in/out areas or the loading dock until such time as they are wearing the correct clothing.

High visibility vests are available for purchase at a cost of \$12.00 per vest. Vests can be pre-ordered via the [Exhibitor Equipment Order Form](#) attached or purchased during bump in/out at the Centre.

Please contact the Client Services Department for further information on events@cairnsconvention.com.au

FOOTWEAR

Appropriate footwear must be worn at all times during bump in and bump out of events. No open-toe footwear i.e., sandals, thongs and the like are permitted during these times.

CHILDREN ON SITE DURING BUMP IN & BUMP OUT

Any person under the age of 15 years is not permitted in any exhibition area loading dock during bump in and bump out times.

REPORTING ALL INCIDENTS

During your time on site any incidents such as injury, damage to property and equipment must be immediately reported to a Centre staff member.

EMERGENCY EVACUATION PROCEDURES

ALARM SYSTEM

The Alarm System at the Centre emits two types of signals:

ALERT SIGNAL

- This is an intermittent tone (beep sound) which will be audible throughout the building and indicating that an alarm has been activated. All staff to be on stand-by and clients should advise their guests to remain where seated until notified by an announcement or by the evacuation alarm.

- The following announcement will be made *“Your attention please – our early warning alarm system has been activated. The source is currently being investigated. We will advise you further. Thank you”*.
- Upon discovering that the alarm was a false alarm and evacuation is not required a further announcement will be made *“Your attention please. The source of our early warning alarm has been located, rectified and cleared. No further action is required. Thank you”*.
- Please note that when an alert signal is activated the air-conditioning in the building will cease to function and some extraction fans may be activated. Once the alarm system has been cleared, previous settings for air-conditioning will be restored.
- Please note that control of the PA will be over-ridden by the Early Warning System PA. This function will be restored once all systems have been cleared and re-set.

EVACUATION SIGNAL

- This alarm is a loud, undulating intermittent (whoop) tone indicating that the premises are to be evacuated by patrons, performers and Centre staff.
- Upon hearing this alarm, all patrons are to make their way to the nearest exit and are to exit the building in an orderly manner.
- Centre ushers and staff will assist in directing patrons to the nearest exit. Once all patrons have left the premises staff will leave via the closest exit.
- Patrons and staff are to proceed to the assembly area.
- Should the area be plunged into darkness the ushers and ticket collectors are to stand beside the exits, crack their cylume sticks and hold these in the air so that patrons can see where the closest exits are.
- Elderly and disabled patrons are to exit with the assistance of Centre staff.
- Once areas have been evacuated all doors to be closed as staff exit the building.



Exhibitor Order & Payment Form

Mandatory: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. **Please complete and return this form with your order to the Cairns Convention Centre Client Services Department.**

Location Address:

Cairns Convention Centre
Cnr Wharf & Sheridan Street
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:

Date(s):

To

EXHIBITOR / COMPANY DETAILS

Stand Name:

Stand #:

Company:

Address:

Contact Name:

Email:

Telephone:

Mobile:

CHARGE SUMMARY DETAILS

ITEMS	DESCRIPTION (If Applicable)	AMOUNT
Audio Visual Equipment		\$
Banners		\$
Business Support Services		\$
Cleaning		\$
Communications		\$
Computer Equipment		\$
Catering – Food		\$

Catering – Beverages		\$
Handling Equipment		\$
High Visibility Vest		\$
Water & Waste		\$
Other		\$

CREDIT CARD DETAILS

PLEASE NOTE: The following credit card charges are applicable. We do not accept Diners Club.

→ **Mastercard 1.5%**

→ **American Express 1.65%**

→ **Visa 1.5%**

Card Holders Name:

Card Number:

Expiry Date:

Amount to be debited: \$

Card Holders Signature:

Conditions:

- This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.

Should you have any questions regarding payment please call the Cairns Convention Centre Finance Department on +61 7 4042 4200 during business hours.

Exhibitor Snacks & Confectionery Order Form

Mandatory: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. **Please complete and return this form with your order to the Cairns Convention Centre Client Services Department.**

Location Address:

Cairns Convention Centre
Cnr Wharf & Sheridan Street
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:	
Date(s):	To

EXHIBITOR / COMPANY DETAILS

Stand Name:	Stand #:
Company:	
Address:	
Contact Name:	
Email:	
Telephone:	Mobile:

Snacks

ITEMS	UNIT	MIN ORDER	TOTAL	PRICE	QTY	AMOUNT
Fruit Bowl (Apple, Banana, Pear, Mandarin)	1	1 Unit	20 pcs	\$20.00		\$
Red Rock Deli Selection (4 Flavour)	10x28g	6 unit	60 Packet	\$60.00		\$
JC Pop Fiction Cheddar	13g	30 Unit	-	\$30.00		\$
JC Pop Fiction Sea Salt	13g	30 Unit	-	\$30.00		\$
Crispy Fruit Freeze Dried Apple or Strawberry	10g	12 Unit	-	\$24.00		\$
Crispy Fruit Freeze Dried Strawberry	10g	12 Unit	-	\$24.00		\$

JC's Rosemary & Garlic Chickpea Mix	35g	18 Unit	-	\$50.00		\$
JC's Healthy Mix	45g	18 Unit	-	\$54.00		\$
JC's Energy Mix	45g	18 Unit	-	\$54.00		\$
Carman's Salted Caramel & Coconut Bliss Balls	80g/8pcs	8 Unit	64 pcs	\$44.00		\$
TOTAL						\$

Confectionery						
ITEMS	UNIT	MIN ORDER	TOTAL	PRICE	QTY	AMOUNT
Allen's Minties	1kg	1 Unit	320+ pcs	\$22.00		\$
Allen's Milko Sticks	0.800kg	1 Unit	80+ pcs	\$22.00		\$
Allen's Sherbies	0.850kg	1 Unit	110+ pcs	\$22.00		\$
Allen's Mixed Chews	0.830kg	1 Unit	-	\$22.00		\$
Mentos Pillow Pack Spearmint	0.540kg	1 Unit	200 pcs	\$15.00		\$
Mentos Pillow Pack Peppermint	0.540kg	1 Unit	200 pcs	\$15.00		\$
Mentos Pillow Pack Fruit	0.540kg	1 Unit	200 pcs	\$15.00		\$
Kit Kat Mini	17g	72 Unit	72 pcs	\$32.00		\$
Kinder Bueno Mini	108g/20pcs	12 Unit	120 pcs	\$78.00		\$
Bounty Fun Size	164g/16pcs	12 Unit	192 pcs	\$102.00		\$
Dairy Milk Sharepack	144g/12pcs	14 Unit	168 pcs	\$112.00		\$
Toblerone Mini Pouch	120g/15pcs	8 Unit	120 pcs	\$70.00		\$
Celebration	320g/40pcs	6 Unit	240 pcs	\$99.00		\$
Ferrero Rocher	200g/16pcs	5 Unit	80 pcs	\$100.00		\$
Lindt Assorted Bag	125g/12pcs	8 Unit	96 pcs	\$96.00		\$
TOTAL						\$

CREDIT CARD DETAILS

PLEASE NOTE: The following credit card charges are applicable. We do not accept Diners Club.

→ **Mastercard 1.5%**

→ **American Express 1.65%**

→ **Visa 1.5%**

Card Holders Name:

Card Number:

Expiry Date:

Amount to be debited: **\$**

Card Holders Signature:

Conditions:

- This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.

Should you have any questions regarding payment please call the Cairns Convention Centre Finance Department on +61 7 4042 4200 during business hours.

Exhibitor Equipment Order Form

Mandatory: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. **Please complete and return this form with your order to the Cairns Convention Centre Client Services Department.**

Location Address:

Cairns Convention Centre
Cnr Wharf & Sheridan Street
Cairns Qld 4870
Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:	
Date(s):	To

EXHIBITOR / COMPANY DETAILS

Stand Name:	Stand #:
Company:	
Address:	
Contact Name:	
Email:	
Telephone:	Mobile:

Audio Visual

ITEMS	4-7 DAYS	PER DAY	QTY	AMOUNT
42 Inch LCD Flat Screen	\$388.00	\$97.00		\$
50 Inch LCD Flat Screen (inc. 2m stand)	\$872.00	\$218.00		\$
65 Inch LCD Flat Screen	\$1168.00	\$292.00		\$
70 Inch LCD Flat Screen	\$1452.00	\$363.00		\$
LCD Stand: Baseplate & Truss (2m)	\$55.00	\$55.00		\$
TOTAL				\$

Communications			
ITEMS	\$ PER DAY	# DAYS	AMOUNT
Cabled Internet - Single Line 50mbps	\$90.00		\$
Wireless 100mbps	\$110.00		\$
Wireless 200mbps	\$220.00		\$
Wireless 300mbps	\$330.00		\$
Wireless 400mbps	\$440.00		\$
Wireless 500mbps	\$550.00		\$
TOTAL			\$

IT Equipment			
ITEMS	\$ PER DAY	QTY	AMOUNT
Desktop PC - Min 4GB Ram 250GB HDD, Keyboard, Mouse, 24 Inch LCD & All Cabling	\$121.00		\$
30 Inch LCD (Flat Screen)	\$49.00		\$
16 Port Switch	\$25.00		\$
Labour Charge - for Set Up & Installation (if applicable) Per Hour	\$140.00		\$
TOTAL			\$

Other			
ITEMS	\$ PER DAY	QTY	AMOUNT
Hi Vis Vest	\$12.00		\$
Forklift Hire (Per Hour) Including Driver	\$143.00		\$
Forklift Hire (Per Day) No Driver	\$540.00		\$
Water & Waste	POA		\$
Administration - Printing	POA		\$
Booth Cleaning (Per Sq Metre) Per Day	\$8.00		\$
TOTAL			\$

CREDIT CARD DETAILS

PLEASE NOTE: The following credit card charges are applicable. We do not accept Diners Club.

→ **Mastercard 1.5%**

→ **American Express 1.65%**

→ **Visa 1.5%**

Card Holders Name:

Card Number:

Expiry Date:

Amount to be debited:

\$

Card Holders Signature:

Conditions:

- This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Event/Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.

Should you have any questions regarding payment please call the Cairns Convention Centre Finance Department on +61 7 4042 4200 during business hours.

Third-Party Catering Application

All third-party catering within the Centre must seek approval from Centre Management **no later than 10 days prior** to the bump in of the event. **Please complete and return this form with your order to the Cairns Convention Centre Client Services Department.**

Location Address:

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Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Name:	
Date(s):	To

EXHIBITOR DETAILS

Stand Name:	Stand #:
Company:	
Contact Name:	
Email:	
Telephone:	

PURPOSE & SCOPE OF CATERING

[applies for relevant food/beverage sampling & third-party catering requests]

Back of House Catering [artists and crew only]:	
Temporary Food Stall [food truck, pop up etc.]:	
Business Meeting/Event [attendees only]:	

Mandatory Requirements:

- The FOOD ACT 2006 food safety regulations that cover all distribution of food & beverage products, apply to all events held at Cairns Convention Centre.
- Third-Party catering providers must provide proof of a current food business licence under the Cairns Regional Council & appropriate insurance.

- Pop-Ups & food trucks are required to register for a [Cairns Regional Council Temporary Food Business Licence](#) which must be provided with your Cairns Convention Centre application. Please visit the Cairns Regional Council website for further information.
- Food safety standards must be adhered to, including hygiene, temperature control, cleaning & sanitation.
- For on-site cooking not using the Cairns Convention Centre facilities, an Application for Food Preparation/Cooking must also be submitted with this application.
- Details of the ingredients in food & beverage products shall be available including the presence of any allergens.
- All persons preparing or serving food must be competent in food handling and food safety practices.
- All persons serving alcohol samples must hold a current Responsible Service of Alcohol (RSA), a copy of which must be supplied to the event organiser and Cairns Convention Centre prior to tenancy.
- Mandatory RSA signage shall be clearly displayed at each location / stand serving alcohol.
- It is the responsibility of all persons conducting a business or undertaking (PCBU) and their staff to ensure that Workplace Health and Safety (WHS) legislation and safe work practices are followed to ensure, as far as reasonably practicable, the health and safety of all persons that may be affected by the activity.

Permit Agreement

[to be completed by the person responsible for the work to be performed]

This activity has not been authorised to occur at the Cairns Convention Centre until written confirmation of its approval is provided by the Cairns Convention Centre, and in such circumstance, the Cairns Convention Centre makes no representation, warranty or guarantee about the safety or legality of the activity or the completeness or accuracy of the information provided within this form, which is at all times the sole responsibility of the person listed in the Contact Details.

The Cairns Convention Centre undertakes regular compliance checks, and you may be required to provide evidence in relation to those requirements. If at any time, an activity or operation is considered by the Cairns Convention Centre to be non-compliant with any legal or regulatory obligation, inconsistent with the information provided on this form, unsafe or placing persons, the venue or the environment at risk, the Cairns Convention Centre representative's reserve the right to postpone or cancel the activity in its sole discretion until it is completely satisfied that its concerns are addressed and any issues are rectified.

Any approval by the Cairns Convention Centre for this activity to occur does not give rise to an acceptance of any liability, loss, or damage caused by the activity.

Full Name:

Signature:

Date:

VENUE USE ONLY

Authorization:	Culinary Services	Client Services	Facilities Management
Permit Issued By:		N/A	N/A
Reviewed By:			
Comments:			

Signature:			
Date:			

PERMIT NUMBER:

Food & Beverage Sampling Application

All third-party catering within the Centre must seek approval from Centre Management **no later than 10 days prior** to the bump in of the event. **Please complete and return this form with your order to the Cairns Convention Centre Client Services Department.**

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Australia

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:	
Date(s):	To

EXHIBITOR DETAILS

Stand Name:	Stand #:
Company:	
Contact Name:	
Email:	
Telephone:	

PURPOSE & SCOPE OF SAMPLING

[applies for relevant food/beverage sampling & third-party catering requests]

Food or beverage items for sampling:	
Reason for sampling & relevance to your business:	
Quantity of items for distribution per day:	
Samples sizes of items for distribution:	
Is cooking required for any items for sampling?	<div>YESNO</div> <p>If YES, please complete a Food Preparation/Cooking Request Application.</p>

Mandatory Requirements:

- Items to be sampled must be directly related to the exhibitor's core business & served as bite-size pieces or in maximum 50g portions.
- Beverage portions are limited to:
 - non-alcoholic beverage (100ml or less) - liquor spirit (20ml or less) wine & beer (50ml or less).
- All persons serving alcohol samples must hold a current Responsible Service of Alcohol (RSA), a copy of which must be supplied to the event organiser & Cairns Convention Centre prior to tenancy.
- Mandatory RSA signage shall be clearly displayed at each location / stand serving alcohol.
- Food safety standards must be adhered to, including hygiene, temperature control, cleaning, & sanitation.
- Details of the ingredients in food & beverage products shall be available including the presence of any allergens.
- The FOOD ACT 2006 food safety regulations that cover all distribution of food & beverage products, apply to all events held at Cairns Convention Centre
- Businesses are required to register for a [Cairns Regional Council Temporary Food Business Licence](#) which must be provided with your Cairns Convention Centre application. Please visit the Cairns Regional Council website for further information.
- It is the responsibility of all persons conducting a business or undertaking (PCBU) & their staff to ensure that Workplace Health & Safety (WHS) legislation & safe work practices are followed to ensure, as far as reasonably practicable, the health & safety of all persons that may be affected by the activity.

Permit Agreement

[to be completed by the person responsible for the work to be performed]

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Full Name:

Signature:

Date:

VENUE USE ONLY

Authorization:	Culinary Services	Client Services
Permit Issued By:		N/A
Reviewed By:		
Comments:		
Signature:		
Date:		

PERMIT NUMBER:

Food Preparation & Cooking Application

All third-party catering within the Centre must seek approval from Centre Management **no later than 10 days prior** to the bump in of the event. **Please complete and return this form with your order to the Cairns Convention Centre Client Services Department.**

Location Address:

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Australia

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EVENT DETAILS

Name:	
Date(s):	To

EXHIBITOR DETAILS

Stand Name:	Stand #:
Company:	
Contact Name:	
Email:	
Telephone:	

PURPOSE & SCOPE OF CATERING

[applies for relevant food/beverage sampling & third-party catering requests]

Why is food preparation/cooking an integral part of food/beverage sampling?	
What items will be prepared for food/beverage sampling?	
What method of cooking will be used? LPG or electric?	

Mandatory Requirements:

- Food safety standards must be adhered to, including hygiene, temperature control, cleaning & sanitation.
- It is the responsibility of all persons conducting a business or undertaking (PCBU) & their staff to ensure that Workplace Health & Safety (WHS) legislation & safe work practices are followed to ensure, as far as reasonably practicable, the health & safety of all persons that may be affected by the activity.
- No food preparation equipment, including hot surfaces, shall be left unattended when in use.

- Signage advising persons of a hot surface must be displayed adjacent to any cooking surface.
- All sharp implements shall be always kept out of reach of attendees.
- Naked flames & hot surfaces must be located so that they are clear of all flammable surfaces & cannot be knocked over or reached by event participants or attendees.
- Electrical equipment must be tested & tagged as per AS/NZS 3760 & maintained in good working order.
- Where cooking requires gas, canisters, coals, or other hazardous substances, prior approval from the Operations Director is required.
- If the cooking process involves large amounts of smoke, please supply further information.
- Equipment must be disconnected from its fuel source at the end of each day and the fuel source must be stored in a location and method approved by the Cairns Convention Centre overnight.
- Equipment must be emptied of fuels & liquids before being moved around the site. The Client/Event Organiser is responsible for arranging the removal of used cooking fuels.
- No fats or oils are permitted to be poured into the venue's drainage system.
- All items used in cooking with fats or oils must be disposable or washed off-site.

Permit Agreement

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Full Name:

Signature:

Date:

VENUE USE ONLY

Authorization:	Culinary Services	Client Services	Facilities Management
Permit Issued By:		N/A	N/A
Reviewed By:			
Comments:			

Signature:			
Date:			

PERMIT NUMBER:

Freight Forwarding Notification

Mandatory: It is essential that exhibitors and freight forwarding requirements are notified to the Centre two (2) weeks prior to the event. **Please complete and return this form with your order to the Cairns Convention Centre Client Services Department.**

Location Address:

Cairns Convention Centre
Cnr Wharf & Sheridan Street
Cairns Qld 4870

P: +61 7 4042 4200

E: events@cairnsconvention.com.au

EVENT DETAILS

Event Name:	
Date(s):	To

EXHIBITOR / COMPANY DETAILS

Stand Name:	Stand #:
Company:	
Contact Name:	
Email:	
Telephone:	Mobile:

FREIGHT SENDER'S DETAILS

Company:	
Contact Name:	
Email:	
Telephone:	Mobile:

FREIGHT COMPANY DETAILS

Freight Company:	
Telephone:	
Consignment Number:	
Estimated Delivery Date:	

ON SITE RECIPIENT CONTACT DETAILS				
Contact Name:				
Email:		Mobile:		
DESCRIPTION OF FREIGHT				
Goods are:				
Special Instructions: [please detail e.g., hazardous materials, requires refrigeration etc.]				
Approx. cubic measurements:		H:	W:	L:
Is a forklift required to move?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
ITEMS	TOTAL QUANTITY	DESCRIPTION (If Applicable)		
Banners				
Boxes				
Pallets				
Other [Description Required]				

Conditions:

- It is essential that exhibitors and freight forwarding requirements are notified to the Centre two (2) weeks prior to the event.
- The Cairns Convention Centre does not accept responsibility for the safety of any items delivered or dispatched to the site in the absence of the Exhibitor, his Agent or Contractor.
- Deliveries can only be accepted Monday to Friday 9:00am to 5:00pm. For deliveries outside these hours, please contact the event organiser as labour charges may apply.
- Exhibitors should ensure airway bill numbers/consignment numbers are carried with them at all times. This enables goods and equipment to be readily traced at customs and freight forwarding companies.
- All goods must be removed/dispatched within 72 hours of conclusion of the event. The Centre reserves the right to dispose of any goods after fourteen (14) days.
- **All material dispatched to the Cairns Convention Centre must be clearly marked with the following information as a minimum. Detailed and preferred address label attached for your convenience.**
- **Event Name • Company Name • Stand Number**
- **Event Dates • Company Contact Person on Site (or Room Name)**

Should you have any questions regarding freight please call the Cairns Convention Centre Client Services Department on +61 7 40424200 during business hours.

VENUE USE ONLY

Reviewed By:		Signature:	
Comments:		Date:	

TO: CAIRNS CONVENTION CENTRE

Corner of Wharf & Sheridan Streets

CAIRNS QLD 4870

AUSTRALIA



**CAIRNS
CONVENTION
CENTRE**

PASSION IS IN OUR NATURE

EVENT NAME:	
EVENT DATE/S:	

COMPANY NAME:		EXHIBITION STAND #:	
COMPANY CONTACT: [ON SITE AT EVENT]		CONTACT MOBILE:	
		CONTACT EMAIL:	

ITEM NUMBER: [e.g., 1 of 2]	OF	CONSIGNMENT NOTE #:	
DELIVER TO: [Please circle]	Exhibition	Satchel Packing	Organisers Office

By signing for delivery of this shipment the Centre does not take any responsibility for the condition of the goods or quantity received. All responsibility remains with the sender.
Goods to be delivered during business hours (09:00-17:00, Monday-Friday). Please call the Client Services Department on +61 7 4042 4200 on arrival at the Centre.