

### **Where is the Showcase being held?**

Our showcase will be held in the Gymnasium of Bendigo Senior Secondary College, accessed via Gaol Road, Bendigo. A floor plan will be available for viewing upon arrival to assist.

### **Car Parking**

Vehicles will be able to park close to the gymnasium for set up and pack up but vehicular access to the area will be restricted over the course of the event.

### **Electrical Items**

All items to be plugged into an electrical outlet in any part of the exhibition must be tested and tagged before use. Any item without the tag, applied by a registered electrical contractor, will not be able to be plugged in to an electrical power point in the exhibit.

### **Registration of exhibitors**

Two registration lanyards, specific to the Showcase, will be supplied to all registered exhibitors and will be required to be worn at all times. If you require additional personnel on your site they will be required to register for the additional fee of \$50/pp – for which they will be entitled to morning/afternoon teas and lunch on Saturday. A lanyard will be supplied. All Showcase personnel are required to wear their lanyard throughout the event.

### **Opening Times**

The showcase is open to visitors at the following times:

Saturday – 8.00 am to 4.00 pm

Sunday – 8.00 am to 11.00am

### **Booths to be open and manned**

Saturday      Pre-Conference - from 8.00am

Saturday      Morning Tea

Saturday      Lunch

Saturday      Afternoon Tea

Sunday      Pre-Conference - from 8.00am

Sunday      Morning Tea

### **Bump in arrangements**

Bump in and access to your booth will be available between 4.00pm and 5.00pm on Friday, 27th March, 2020. If you only have hand held items, you are welcome to set up your booth from 7.00am on Saturday, 28th March but the showcase will be open from 8.00 am, so please ensure one hour is enough for your set up. You will need to wear high visibility safety vests at all times during move in and move out of all exhibitions. If you do not have a High Vis Vest, we have limited supplies to lend you. Closed toe shoes are also required and children under 15 are not permitted.

### **Bump out times**

Booths can be packed up from 11.00 am on the Sunday.

### **What can I use to attach things to the walls of my booth?**

The walls of the booths are not made to hang heavy items on. You are welcome to hang up posters and brochures but no heavy items.

### **Any other questions?**

If you think of any other questions, please feel free to contact the Showcase coordinator Maurice Woodburn on 0437 978 433 or by email [woodburn56@bigpond.com](mailto:woodburn56@bigpond.com)

We are looking forward to seeing you at the conference and to having a most successful conference and showcase.