

## EVENT INFORMATION - ORGANISER

### CONFERENCE & SOCIAL FUNCTIONS

Please visit the Event Website for details - [ntresourcesweek.com.au](http://ntresourcesweek.com.au)

### EXHIBITION SET UP & BREAKDOWN TIMES

#### EXHIBITORS

- **Move In:** Tuesday 26<sup>th</sup> October | 2:00pm – 5:00pm
- **Move Out:** Thursday 28<sup>th</sup> October | 2:15pm – 5:00pm

#### CUSTOM STAND CONTRACTORS (no Exhibitor Access during the below times)

- **Stand build:** Monday 25<sup>th</sup> October 12:00pm – 5:00pm | Tuesday 26<sup>th</sup> October | 7:00am – 2:00pm
- **Stand dismantle:** Thursday 28<sup>th</sup> October | 4:30pm – Midnight

Please note that these times are subject to change. Final confirmed times will be provided the week prior to the event.

### NOTIFY ORGANISOR CONDITIONS

Exhibitors must notify Informa Operations at least 14 days prior to the event, if intending to do any of the items listed; [www.informa.com.au/notify-exhibitions](http://www.informa.com.au/notify-exhibitions)

### OFFICIAL SERVICE PROVIDERS

Stand Builder / Custom Stands / AV /  
Furniture / Shelving / Flooring / Electrical

**Fusion Exhibitions**  
PO Box 150, Parap NT 0804  
[fusionexhibitions.com.au](http://fusionexhibitions.com.au)

**Jessie Rayson**  
+61 (0) 8 8947 1990  
[gm@fusionexhibitions.com.au](mailto:gm@fusionexhibitions.com.au)

Venue Enquiries / Rigging / Stand  
Cleaning / Wi-Fi / Forklift / Storage

**Darwin Convention Centre**  
Stokes Hill Road, Darwin NT 0800  
[www.darwinconventioncentre.com.au](http://www.darwinconventioncentre.com.au)

**Exhibitor Services | Event Planner**  
+61 (0) 8 8923 9018  
[jmejica@darwinconventioncentre.com.au](mailto:jmejica@darwinconventioncentre.com.au)

### ACCOMMODATION /TRAVEL \*\* Book early to avoid disappointment \*\*

Attendees should arrange their own travel and accommodation. For your convenience, a link to our recommended accommodation provider **HotelMap** is included on our website; [ntresourcesweek.com.au/accommodation-hotels](http://ntresourcesweek.com.au/accommodation-hotels).

Informa is not responsible for travel or accommodation if the event does not proceed for any reason.

## DEADLINES – ORGANISOR | DUE FRIDAY 1<sup>st</sup> OCTOBER

### CUSTOM STAND DETAILS \*\* Space Only Exhibitors \*\*

All Custom Stand Designs must be submitted for approval by the organiser and venue.

NO services are included, and power access at your stand must be booked direct with Fusion (see Supplier details pg 2).

### COMPANY LOGO & PROFILE

Check on our website to ensure we have the correct version of your company logo; [ntresourcesweek.com.au/exhibition](http://ntresourcesweek.com.au/exhibition).

Please also provide the following, which will be distributed to attendees electronically post event:

- PDF Digital Company Profile/brochure (up to 4 pages, supply as a PDF)

### EXHIBITOR INSURANCE ACKNOWLEDGEMENT

All Exhibitors are automatically covered for compulsory Exhibitors Public Liability Insurance. Please read details of this insurance, and complete the online acknowledgement; <https://www.informa.com.au/pli-exhibitions/>

### WHS CONTRACTORS ACKNOWLEDGEMENT

As part of Informa's Company Policy please click the below link and fill in the online form to acknowledge your understanding; [www.informa.com.au/WHS/Exhibitions](http://www.informa.com.au/WHS/Exhibitions)

### ONSITE CONTACT DETAILS

In case of any queries, it is important that we are able to contact the **onsite staff member responsible** for setting up your stand during Move In and for removing product during Move Out.

To ensure we reach the most appropriate contact person, please provide the below details;

**Name / Mobile / Email / Arrival time** | If contact person for move out is different, please also send their details

### PASS REGISTRATION

Informa Operations will be in contact directly to organise the Delegate/Exhibitor registrations which were included in your contract. Completed registration forms to be submitted to [operations@informa.com.au](mailto:operations@informa.com.au).

## VENUE INFORMATION

### VENUE SERVICES

The Venues Event Planning Guide contains key details about the Darwin Convention Centre and the facilities and services available to Exhibitors; [Event Planning Guide](#).

To order any venue services, download the forms; [www.darwinconvention.com.au/downloads.html](http://www.darwinconvention.com.au/downloads.html)

All completed forms to be returned direct to the DCC Exhibitor Services; [jmejica@darwinconvention.com.au](mailto:jmejica@darwinconvention.com.au)

### VENUE WI-FI

The venue offers free Wi-Fi service providing limited internet access in the venue at a speed of 2mbps.

If you require a fixed line connection or upgraded Wi-Fi connection, please complete the Exhibition Services Form D Application for IT Services - [Downloads | Darwin Convention Centre](#).

### VENUE DELIVERIES

It is your responsibility to book a courier for both **delivery AND collection**.

Please use the **delivery label provided** and complete your exhibiting details for all labels.

- Loading Dock, Darwin Convention Centre, Stokes Hill Road, Darwin NT 0800

Please note **Loading Dock hours of Operation: MONDAY – FRIDAY 08:30 – 16:30**

Deliveries can be sent to the Darwin Convention Centre no earlier than Tuesday 12<sup>th</sup> October.

Please contact the Darwin Convention Centre direct to ensure receipt of your goods:

**DCC Exhibitor Services**, T: +61 8 8923 9000, E: [exhibitor@darwinconvention.com.au](mailto:exhibitor@darwinconvention.com.au)

Goods are to be collected within 24 hours after the conclusion of the event.

- all goods/property brought into the Darwin Convention Centre is done so at the sole risk of the exhibitor
- Darwin Convention Centre will not be responsible for signing of freight nor held liable for loss or damage to goods
- Darwin Convention Centre reserves the right to dispose of any remaining goods three (3) days after the conclusion of the event. Disposal of any remaining good may incur a removal charge.

### VENUE COURIER COLLECTION

If you intend to dispatch your goods via a courier from the Convention Centre after the event, it is important for you to:

- Bring consignment note with you and make sure it is completed correctly
- Ensure that every package has a label with your return address and the number of items on it (e.g. package 3 of 5).
- Remove all obsolete labels from packages
- Keep a copy of the consignment note for your reference and tracking of goods through your courier company

## DEADLINES - VENUE & SUPPLIERS | DUE FRIDAY 8<sup>TH</sup> OCTOBER

### VENUE EXHIBITOR SERVICES

For any venue enquiries or to order venue services including Rigging / Stand Cleaning / Wi-Fi / Forklift / Storage etc.;

Download the forms; [www.darwinconvention.com.au/downloads.html](http://www.darwinconvention.com.au/downloads.html)

All completed forms to be returned direct to the DCC Exhibitor Services; [jmejica@darwinconvention.com.au](mailto:jmejica@darwinconvention.com.au)

### VENUE ONLINE INDUCTION

Nominate 1 person attending move in/out to complete on behalf of all exhibitors staff onsite, and they must have a copy of the certificate at hand. Click on Exhibitors & Contractors in the below link;

**Complete the Induction:** [www.darwinconvention.com.au/site-safety-induction.html](http://www.darwinconvention.com.au/site-safety-induction.html)

### OFFICIAL STAND CONTRACTOR - FUSION EXHIBITION & HIRE SERVICES

- Confirm your Fascia Signage and Shell Scheme stand requirements \*\* *Shell Scheme Exhibitors* \*\*  
> See page 3 for information on Shell Scheme Booth inclusions
- Order Power access at your stand \*\* *Space Only Stands* \*\*
- Order any Furniture, shelving, flooring
- Audio Visual
- Electrical & Lighting Services
- Signage

Please order direct with Fusion through their online service centre; [Fusion Service Centre link](#)

**Fusion Exhibitions contact:** Jessie Rayson, +61 (0) 8 8947 1990, [gm@fusionexhibitions.com.au](mailto:gm@fusionexhibitions.com.au)

## SHELL SCHEME EXHIBITORS - FUSION EXHIBITIONS BOOTH PROVISIONS;

# exhibition booth - octanorm

### fascia signage

Your fascia sign displays your company name and stand number and clearly identifies who you are amongst other exhibitors.

The sign consists of a high quality black vinyl lettering on a white background.

Custom fascias are available at an additional cost. Please see page 43 for options and pricing.

### display panel - do's & don'ts

Any damage or staining caused to display panels will be charged directly to the exhibitor at the discretion of Fusion Exhibition & Hire Services.

Please also note that if Velcro strips are left on the booth walls at the close of the exhibitor bump out, cleaning costs will be charged directly to the exhibitor.

#### Acceptable types of fixings:

Sticky back Velcro strips or dots (both male & female), Blu-tak

#### Unacceptable forms of fixings:

Screws; nails; pins; double-sided tape; oil/grease near panels

### booth information

#### Each exhibition booth contains:

2.4m high white Octaboard walls

1 x fascia board

1 x company signage (up to 25 characters)

2 x 150w spotlights

1 x 4amp powerboard (4 outlets)

*\*Please note that walls are NOT velcro compatible.*



#### ARTWORK SPECS PER PANEL

Panel Size: 970W x 2360H

View Size: 950W x 2340H

**SPAM WARNING:** List broking companies sometimes email exhibitors claiming to have attendee data. This is false and we advise you to delete this as it is spam.

**SUPPLIER CALLS & EMAILS:** Our official suppliers are detailed within this exhibitor manual. These suppliers may contact you directly to confirm your requirements for this event. You may experience other contractors pitching you for your business and advising you they are the preferred contractor, however, unless the company is included in the service providers list, then they are providing false information.