



## **EXHIBITOR MANUAL**

**ICC Sydney  
11th and 12th March 2023**

## **Welcome!**

We would like to warmly welcome you to **Fully Charged LIVE Australia 2023**.

We are thrilled to bring the energy and excitement of our Fully Charged LIVE event series to Australia for its inaugural year.

We want your experience of working with us to be as positive as possible, and we will be here every step of the way to assist you in any way we can.

This exhibitor guide provides you with essential information to guide you through everything from pre-show support, build-up, onsite activity and breakdown.

This guide does not in any way replace our personal service to you, therefore if you have any questions or require any assistance or clarification, please contact the appropriate member of our team who will be more than happy to help.

For all general enquiries, please contact the Fully Charged Operations Team via email at [ops@fullycharged.show](mailto:ops@fullycharged.show).

We hope you enjoy, what is certain to be, a fantastic event experience for all!

**Yours Faithfully,**

**Robert Llewellyn & The Fully Charged Show Team**



**@FullyChargedShw**



**@fullychargedshow**

## EXHIBITOR CHECKLIST

This checklist provides an at a glance summary of the main actions you must take to ensure a smooth run-up to Fully Charged LIVE together with a schedule that indicates the latest date by which each action should be completed.

### Mandatory Forms - All Exhibitors

Form	Deadline	Return Form To
Book accommodation	ASAP	N/A
Health & Safety Declaration	17/02/2023	Fully Charged
Exhibitor Info Form <i>Please complete and email your logo.</i>	17/02/2023	Fully Charged
Exhibitor Public Liability Insurance Upload	17/02/2023	Fully Charged
Register for Exhibitor Tickets	08/03/2023	Via online ticket portal

### Indoor - Space Only Exhibitor Forms

Form	Deadline	Return Form To
Stand Plan	10/02/2023	Fully Charged
Risk Assessment	10/02/2023	Fully Charged
Method Statement <i>(Complete online and upload supplementary info if required)</i>	10/02/2023	Fully Charged
Custom Stand Plan Permits Form	20/02/2023	ICC Sydney
Electrical Order Form	27/01/2023	Moreton Hire

Carpet Order Form	27/01/2023	Moreton Hire
Furniture Order Form	27/01/2023	Moreton Hire
Stand Cleaning Form <i>If cleaning is required, please complete the form and return to ICC Sydney.</i>	10/02/2023	ICC Sydney
Freight Request Form	22/02/2023	Expo Freight
Vehicle Display Permit Form	15/02/2023	ICC Sydney

**Indoor - Shell Scheme Exhibitor**

<b>Form</b>	<b>Deadline</b>	<b>Return Form To</b>
Shell Scheme Name Board	27/01/2023	Moreton Hire
Shell Scheme Extras	27/01/2023	Moreton Hire
Electrical Order Form	27/01/2023	Moreton Hire
Furniture Order Form	27/01/2023	Moreton Hire
Stand Cleaning Form <i>If cleaning is required, please complete the form and return to ICC Sydney.</i>	10/02/2023	ICC Sydney
Freight Request Form	22/02/2023	Expo Freight

Outdoor – Space Only Exhibitor

Form	Deadline	Return Form To
Stand Plan	10/02/2023	Fully Charged
Risk Assessment	10/02/2023	Fully Charged
Method Statement <i>(Complete online and upload supplementary info if required)</i>	10/02/2023	Fully Charged
Construction Phase Plan	10/02/2023	Fully Charged
Electrical Order Form	27/01/2023	Moreton Hire
Flooring Order Form	27/01/2023	Moreton Hire
Furniture Order Form	27/01/2023	Moreton Hire
Freight Request Form	22/02/2023	Expo Freight
Vehicle Display Permit Form	15/02/2023	ICC Sydney
Event Deck Structure Permit Form <i>(required if not using Moreton Hire)</i>	20/02/2023	ICC Sydney

Outdoor – Marquee Exhibitor

Form	Deadline	Return Form To
Marquee Name Board	27/01/2023	Moreton Hire
Electrical Order Form	27/01/2023	Moreton Hire
Furniture Order Form	27/01/2023	Moreton Hire

Freight Request Form	22/02/2023	Expo Freight
Vehicle Display Permit Form	15/02/2023	ICC Sydney
Event Deck Structure Permit Form <i>(required if not using Moreton Hire)</i>	20/02/2023	ICC Sydney

**Outdoor – Vehicle Only Exhibitor**

<b>Form</b>	<b>Deadline</b>	<b>Return Form To</b>
Stand Plan	10/02/23	Fully Charged
Risk Assessment	10/02/23	Fully Charged
Electrical Order Form <i>If an electrical connection is required</i>	27/01/23	Moreton Hire
Furniture Order Form <i>If furniture is required</i>	27/01/23	Moreton Hire
Freight Request Form	22/02/2023	Expo Freight
Vehicle Display Permit Form	15/02/2023	ICC Sydney

## SHOW CONTACTS

<b>Event Operations</b>	Fully Charged Operations Team - <a href="mailto:ops@fullycharged.show">ops@fullycharged.show</a>
<b>Sales &amp; Sponsorship</b>	Gina Cowan - <a href="mailto:gina@fullycharged.show">gina@fullycharged.show</a>
<b>Marketing, Ticketing &amp; PR</b>	Marketing & Ticketing - <a href="mailto:susana@fullycharged.show">susana@fullycharged.show</a> PR - <a href="mailto:sophie@fullycharged.show">sophie@fullycharged.show</a>
<b>Indoor Shell Scheme enquiries including:</b> <ul style="list-style-type: none"> <li>- Nameboards</li> <li>- Electrics</li> <li>- Furniture Hire</li> <li>- Lighting and Power</li> <li>- AV</li> </ul>	Jade Cosgrove Moreton Hire T: 07 3010 4357 E: <a href="mailto:jade.cosgrove@moreton.net.au">jade.cosgrove@moreton.net.au</a>
<b>Outdoor Marquee Structure enquiries including:</b> <ul style="list-style-type: none"> <li>- Nameboards</li> <li>- Electrics</li> <li>- Furniture Hire</li> <li>- Lighting and Power</li> <li>- AV</li> </ul>	Jade Cosgrove Moreton Hire T: 07 3010 4357 E: <a href="mailto:jade.cosgrove@moreton.net.au">jade.cosgrove@moreton.net.au</a>
<b>Rigging Requirements</b>	ICC Sydney T: +61 2 9215 7373 E: <a href="mailto:exhibitionservices@iccsydney.com">exhibitionservices@iccsydney.com</a>
<b>Catering</b>	ICC Sydney T: +61 2 9215 7373 E: <a href="mailto:exhibitionservices@iccsydney.com">exhibitionservices@iccsydney.com</a>
<b>Cleaning</b>	ICC Sydney T: +61 2 9215 7373 E: <a href="mailto:exhibitionservices@iccsydney.com">exhibitionservices@iccsydney.com</a>
<b>Freight Forwarder/Logistics Provider</b>	Leona Blaine Expo Freight T: +61 488 703 708 E: <a href="mailto:admin@expofreight.com.au">admin@expofreight.com.au</a> Enquiries: <a href="https://expofreight.wufoo.com/forms/z19ef7k90z6mer7/">https://expofreight.wufoo.com/forms/z19ef7k90z6mer7/</a>

## SHOW TIMETABLE PAGE

### Schedule

Fully Charged LIVE Australia takes place on the 11th and 12th March 2023.

BUILD UP		
	Outside Exhibitors	Inside Exhibitors
Wednesday 8 March	10:00 – 18:00	
Thursday 9 March	09:00 - 18:00	9:00 - 18:00 (Space Only)
Friday 10 March	09:00 - 16:00	09:00 - 16:00 (Space Only) 11:00 - 16:00 (Shell Scheme)
OPEN HOURS		
	Exhibitor Entry	Show Opening Hours
Saturday 11 March	08:00 – 18:00	10:00 - 17:00
Sunday 12 March	08:00 – 18:00	10:00 - 17:00
BREAK DOWN		
	Outside Exhibitors	Inside Exhibitors
Sunday 12 March	17.30 – 22.00	17:30 – 22:00
Monday 13 March	08:00 - 18:00	08:00 - 18:00 (Space Only)

### Breakdown

No exhibit or stand fittings may be removed or dismantled before 17:30 on Sunday 12th March.

All vehicles and exhibits must be cleared from the event site by 18:00 on Monday 13th March.

Please contact the Fully Charged Operations team ASAP if you believe you need an extension to this time. Failure to request longer working hours in advance of the show could result in your request being denied.

Organisers will dispose of any materials or waste left on stands after 18:00 on Monday 13th March and charge back to the exhibiting company.

If you have any questions please do ask the Fully Charged Operations Team who will be happy to clarify.



## **Contractors' Desks**

The main contractors for the exhibition (shell scheme, marquees, electrics, furniture etc) will be onsite from Wednesday 8th March 2023.

### **Important notes:**

- **All stands must be dressed and completed by 9:00 on each day of the show. The show opens to visitors at 10:00.**

## **EVENT OPERATIONAL INFORMATION - INDOOR SHELL SCHEME EXHIBITORS**

Moreton Hire is the appointed contractor for all shell scheme stands.

As a shell scheme exhibitor you will be provided with a basic shell scheme stand consisting of the following:

- 2.5m High White Walls
- Fascia
- Name Board Sign
- 2 x 150 Watt Spotlights
- 1 x 4 amp Power Point
- Charcoal Grey Carpet

Name Board – all shell scheme stands are provided with a white name board with black lettering bearing your company name.

### **Shell Scheme Details**

Syma shell scheme has consistent walls and fascia structure. Both the walls and fascia have a matte anodized aluminium frame with white laminated infills. The full height of a standard syma stand is 2.4 m high.

### **Decorating your Stand**

If you wish to attach graphics to the panels of your shell scheme, we suggest using blu tac or 3M double sided tape, which will not damage the panels of the stand. Please note that these products must not be attached to the metalwork or fascia. Exhibitors must not velcro, glue, paint, staple, screw, nail or pin the panels to the stand or stick anything to the metalwork. Exhibitors must not use the ceiling grid system to hang any items. Any damage caused to panels or metalwork, will be charged. Should you wish to hang heavier items to your shell scheme stand, please contact Moreton Hire.

Please ensure your stand does not extend into the gangways.

**Name Board signs must be ordered from Moreton Hire no later than 27th January 2023.**

**Additional shell scheme and shell scheme graphics can be ordered as extras directly from Moreton Hire. Please contact Jade Cosgrove at Moreton Hire to request the relevant form(s) if you wish to order additional items.**

## Shell Scheme Image



Please note, the shell scheme provided will be white walling, with grey fascia and a white name board with black lettering. The carpet will be charcoal grey.

Should you wish to upgrade your shell scheme package, please see the Moreton Hire Shell Scheme Extras Form and contact Moreton Hire directly with your requirement.

Exhibitors are responsible for ensuring that all contractors employed are:

- Competent
- Operating a safe system of work
- Have submitted all relevant health and safety paperwork.
- Have test certificates for materials used.

Please also note the following:

- Please keep aisles and pathways clear and free from stand fittings and other goods.
- Power cables running across walkways for flooring must be sheathed with rubber ramping.
- Stands must comply with the rules and regulations in the Work, Health and Safety (WHS) Act 2011, National Construction Code 2019 (NCC) and Disability Inclusion Act 2014). Further information can be sourced from [www.safework.nsw.gov.au](http://www.safework.nsw.gov.au) and [www.safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au).
- Exhibitors must comply with the ICC safety regulations detailed [here](#)
- All materials used in the construction of stands, features and displays including signs, shall be inherently non-flammable or durably flame proofed. Night sheets used to seal off a stand shall meet the criteria of flame resistance under the National Construction Code 2019 (NCC)
- Under no circumstances shall fixings be made to the hall floors, hall walls, grass or bitumen floor.
- All stands will be monitored during build up by our health and safety team, stands that appear more complex and have not been submitted for approval will be challenged and construction may be stopped until satisfactory information has been received. All stands are subject to an onsite inspection and check for dimensions, height and general layout of the stand as well as non-structural elements. The responsibility for the safe construction of the stand remains with the exhibitor/contractor.

**Designs and plans must be submitted to the Fully Charged Operations Team no later than Friday 10th February 2023.**

**Moreton Hire can direct you to preferred companies that offer design and construction of indoor space only stands – if you require assistance in this area please contact Moreton Hire.**

#### **OPERATIONAL INFORMATION - OUTDOOR MARQUEE EXHIBITORS**

Moreton Hire is our official appointed contractor for outdoor marquee structures. For further information about the marquee options available, please contact Jade Cosgrove at Moreton Hire via email at [jade.cosgrove@moreton.net.au](mailto:jade.cosgrove@moreton.net.au) or by calling 07 3010 4357.

#### **OPERATIONAL INFORMATION - SPACE ONLY STANDS**

If you wish to build a space only stand, we request that you please advise the Fully Charged Operations Team no later than **Friday 10th February** so we can discuss the time you will require to build/breakdown.

Outdoor stands will be on tarmac. Our appointed contractor, Moreton Hire offers outdoor structures and flooring solutions.

**If you will not be using Moreton Hire for your outdoor stand, an Event Deck Structure Permit Form must be completed and returned to the ICC Sydney by the 20th February. The Event Deck Structure Permit Form can be found at the end of this Exhibitor Manual.**

We also politely request that you adhere to the following information provided:

Your space will be marked out for you prior to your arriving onsite. Please ensure your stand and signage does not extend beyond the boundaries.

Staking at the venue is strictly prohibited. All stands must be weighted. Under no circumstances are marquee spikes, banners, tent pegs, flags or any object of any description to be driven into tarmac, concrete, paving or grassed areas. Any damage caused will result in additional venue charges for which the exhibitor will be liable for.

The back of your stand should look as good as the front, and where walls are built adjacent to other stands, the stand decoration should be in good order.

Purpose built stands should ensure the end of the stands are panelled and painted as they may be on show to exhibitors.

**All space only exhibitors are required to complete and submit the additional following forms no later than Friday 10th February 2023.**

- Stand Plan – *a full set of design drawings and calculations for any structures and your stand showing three elevations and measurements and stating any restrictions for use*
- Method Statement – *details of how you plan to build your stand*
- Risk Assessment - *detailing any risk during build or exhibition days and breakdown*
- **INDOOR STANDS:** Custom Stand Plans Permit Form - *required by ICC Sydney*
- **OUTDOOR STANDS:** Event Deck Structure Permit Form - *this form is required by the ICC Sydney*

Exhibitors are responsible for ensuring that all contractors employed to design/build stands are competent, are operating a safe system of work and are registered with a professional body.

Space only stands may only be constructed with prior permission from the organisers, and must be constructed under the following conditions:

Exhibitors are responsible for ensuring that all contractors employed are:

- Competent
- Operate a safe system of work
- Have submitted all relevant health and safety paperwork
- Have test certificates for materials used

ICC Sydney requires temporary structures built for exhibitions or events to comply with relevant legislation, and are constructed with utmost concern for the safety of the public, employees and contractors.

To meet fire safety and National Construction Code (NCC) requirements, please pay careful attention to the following:

- A stand with a roof or ceiling is required to provide additional fire protection equipment, such as a smoke detector and portable CO2 or dry chemical extinguisher.
- Halogen lights are not permitted.
- Any custom-built stand with a floor area of more than fifty (50) square metres is to be provided with at least one (1) alternative means of egress to the walkways.
- Stands that are deemed by ICC Sydney to have significant ceilings may require a Fire Engineer signoff as nominated by ICC Sydney at the exhibitors expense.
- Any barriers incorporated into a custom-built stand are to be designed so that they yield to pressure without toppling.

- The National construction Code 2019 (NCC) requires that materials used for stand construction must comply with the Fire Hazard Properties set out in clause C1.10, volume 1 of the NCC.
- Maximum build height in Halls 1 - 4 is 5m.
- Maximum build height in Gallery is 4m.
- For other build heights in ICC Sydney please contact your Event Manager.
- ICC Sydney has a 20kPa slab loading within the Exhibition Centre Halls.
- ICC Sydney has a 5kPa slab loading within the Convention Centre.
- All custom stand designs must comply with all other relevant codes of NCC.
- Where scrim or sharktooth is used it must be 2mm flame retardant open weave.
- Please note that all Companies must be compliant on ICC Sydney Rapid Global Contractor Management System.
- All double storey stands require engineer certification with this permit and engineer sign off when the stand is built and prior to occupancy of the stand.
- Floor bolts or methods of fixing to the fabric of the venue are strictly prohibited.
- All workers must have a valid induction certificate prior to accessing ICC Sydney.

Please see the [Custom Stand Plans Permit Form](#).

Please also note the following:

- Please keep aisles and pathways clear and free from stand fittings and other goods.
- Power cables running across walkways for flooring must be sheathed with rubber ramping.
- All stands will be monitored during build up by our health and safety team, stands that appear more complex and have not been submitted for approval will be challenged and construction may be stopped until satisfactory information has been received. All stands are subject to an onsite inspection and check for dimensions, height and general layout of the stand as well as non-structural elements. The responsibility for the safe construction of the stand remains with the exhibitor/contractor.

**Moreton Hire offers design and construction of temporary outdoor structures – if you require assistance in this area please contact Moreton Hire.**

**Designs and plans must be submitted to the Fully Charged Operations Team no later than Friday 10th February 2023.**

## OPERATIONAL INFORMATION - GENERAL INFORMATION

### Accessibility

ICC Sydney is committed to providing a venue that is inclusive and equitable, where all feel welcome and have an enjoyable and comfortable experience.

#### [Accessibility | ICC Sydney](#)

A limited number of wheelchairs are available for hire free of charge. Wheelchairs can be collected from any customer service desk.

- Convention Centre Customer Service desk is located on the ground floor
- Exhibition Centre Customer Service desk is located on Level 2 next to Hall 4
- Aware Super Theatre Customer Service desk is located on Level 2 opposite door 2

Our customer service team members are happy to arrange the hire of wheelchairs complimentary, however, we do encourage that the hirer bring a friend or companion to the event, as it is the responsibility of the hirer to manage the movement of the wheelchair during the event, and return the wheelchair once the event has concluded. A form of photo identification is required for hire.

ICC Sydney complies with regulations and laws governing accessibility and the rights of persons with specific needs. Some of the venue's accessibility features include:

- accessible car parking spaces
- accessible pedestrian linkages to light rail and taxis
- accessible ramps
- centrally-located changing places toilets
- clear and intuitive circulation to key areas
- designated drop off points
- equitable and step-free access to every entertainment and conference venue
- first aid rooms in the exhibition halls and the theatre
- fully equipped first aid centre in the convention centre
- induction loop hearing augmentation system in the grand ballroom and foyer
- induction loop system in all reception desks, ticket offices, cloak rooms, merchandise and concession outlets
- infra-red emitted hearing augmentation systems in all meeting rooms and theatres except the grand ballroom
- guide dogs and other registered assistance animals are welcome in all areas
- lift access from car parks
- lowered counters at key retail and service points
- parent rooms in the Convention Centre, Exhibition Centre and the Theatre
- spacious passenger lifts for patrons
- wheelchair-accessible baby-change facilities
- wheelchair and ambulant-accessible sanitary facilities for patrons throughout venue
- wheelchair seating with adjacent carer seat in all theatre venues

### Accommodation

ICC Sydney is surrounded by more than 7,000 hotel rooms and serviced apartments offering the full spectrum of star ratings, all within a 10-minute walk.

[The Sofitel Sydney Darling Harbour](#) offers 590 luxurious rooms, including 35 lavish suites. Adjoining the ICC Sydney, the hotel officially opened on 6 October 2017.

## Alcohol and Drugs

The consumption of alcohol and/or drugs on the exhibition floor during build up and break down is completely prohibited.

## Animals

ICC Sydney welcomes assistance animals such as guide dogs, as defined in the Companion Animals Act 1998 (NSW).

## Audio Visual

The appointed AV supplier will be confirmed. Please consider the associated electrical requirements and costs prior to ordering AV.

## Balloons

All balloons are prohibited from Fully Charged LIVE.

## Car Parking

ICC Sydney has two car parks, providing patrons with access to a total of 826 parking bays, 365 days a year, 24 hours each day. The car park office is located in the Exhibition Centre (P1) car park.

The entrances to the car parks can be easily found by heading south along Darling Drive. Signage will assist and indicate how many bays are available or if the car park is full.

For convenience, one car park is located beneath the Exhibition Centre (referred to as P1) and the second is located next to the main theatre (referred to as P2). Both car parks have a height restriction of 2.1 metres and are controlled by auto pay machines.

The Exhibition Centre car park provides the following additional facilities:

- eight accessible parking bays
- 10 electric car chargers servicing 20 parking bays
- 25 motorcycle parking bays
- 50 bicycle racks.

0 - 1 hour	\$18.00
1 - 2 hours	\$30.00
2 - 3 hours	\$38.00
3 - 4 hours	\$44.00
4+ hours	\$49.00
Lost ticket	\$49.00 (Per entry, per day)
Night rate	\$49.00 (Entry after 5pm and exit before 4am)

\*Rates are subject to change without notice.

\*Trailers are not allowed in the car park.

For more information, please visit: [Getting Here | ICC Sydney](#)

## Carpet

The exhibition hall aisles will not be carpeted. It is mandatory for all space-only stands to order and pay for carpet. Our appointed contractor, Moreton Hire, offers a carpet and flooring service (see flooring order form).

Shell scheme stands will be provided with charcoal grey carpet.

Outdoor stands will be on tarmac. Please contact Moreton Hire for flooring and carpet enquiries.

## **Catering**

All catering must be organised through the ICC Sydney. ICC Sydney provides a wide variety of food and beverage services, from refreshment breaks to on-stand catering. Exhibitors must ensure that all equipment required for stand entertainment is held within their stand space. Equipment for catering functions must, where possible, be within the stand space. If this is not feasible, items must be positioned at the edge of the stand space and not create a flow or safety issue. Crowds resulting from such activities must not block the aisles at any time. To arrange food and beverage hospitality services, please speak to the ICC Sydney Exhibition Services Team.

[Stand Catering Menu](#)

[Order Form - Stand Catering](#)

**All stand catering order forms must be received by 17 February 2023.**

Email: [exhibitionservices@iccsydney.com](mailto:exhibitionservices@iccsydney.com)

Phone: +61 2 9215 7373

Please provide signage on your stand of any potential allergens or intolerances.

ICC Sydney will provide catering points throughout the event, which will accept both cash and card payments. You are welcome to bring your own food and snacks.

Venue water refill stations are available in the venue foyer if you wish to refill your water bottle.

## **Children**

The safety of all visitors to the venue is ICC Sydney's primary concern. During move in and move out periods, children under the age of 15 years are not permitted in the venue or the loading docks. At all other times children under the age of 15 years must be supervised by an adult in all areas within the venue.

## **Cleaning and Waste Management**

Exhibitors must keep their stands clean and free from rubbish at all times. Rubbish must be placed in bins located in walkways after hours where it can be collected by show cleaning staff.

Please ensure all boxes are flattened and put into bins. Large boxes and large quantities of rubbish are to be placed in skip bins at the show.

If you require stand cleaning through the event please complete the [Cleaning Services Order Form](#) and return to [exhibitionservices@iccsydney.com](mailto:exhibitionservices@iccsydney.com) no later than 17 February 2023.

ICC Sydney is committed to best practices in resource recovery and recycling. ICC Sydney will provide facilities to enable segregation of waste materials generated during event move in, operational and move out (such as mixed recyclables, cardboard and paper, food organics, glass, plastic wrap and untreated timber). Please assist ICC Sydney by using the waste facilities provided.

The cost of the appropriate disposal of any regulated waste including any toxic or bio-hazardous materials – during event move in, operation, and move out is the exhibitor's responsibility. Please note that discarding toxic chemicals or waste through the venue's drainage system or in general waste, is strictly prohibited and will incur



significant remedial costs. Hazardous waste must be removed safely and securely and must not remain on the premises after move out.

### **Code of Behaviour**

Aisles and pathways are public walkways and therefore must not be used to display goods or to approach visitors. Your exhibit must not exceed the boundaries of your site.

No material is to be distributed at the entrance, in the car park or throughout the Show.

### **Cooking**

You may not cook food on your stand without prior signed permission from the organiser. Please contact the Fully Charged Operations Team for enquiries.

### **Damage and Loss**

Neither the organisers, the exhibition venue owners nor the sponsors accept any responsibility for damage or loss of any properties introduced by the exhibitors and/or their agents or contractors. This includes any damage to your stand or product.

Exhibitors are especially warned that their exhibits are the sole responsibility of the person/company to whom they belong.

Exhibitors and associated contractors will be held responsible for any venue damage at ICC Sydney. Please ensure you take care and notice during both build/breakdown and the show open days. Any damage will result in a charge.

Exhibitors and associated contractors will be held responsible for any damage to the organisers temporary structures caused by themselves or contractors. Fixings must not be made to the building structure, tarmac, grass or fixed infrastructure such as fencing onsite.

We recommend exhibitors have appropriate insurance in place to cover damage/loss.

### **Data Capture**

No lead retrieval devices will be provided at Fully Charged LIVE. If you would like to acquire any attendee details, we advise that you organise a raffle or similar activity to gather attendee details.

### **Deliveries**

The event and venue organisers will **not** take responsibility for the delivery of any goods if the addressee is not available to sign for the delivery. It is important that all deliveries are made when a member of your staff is available to take receipt of your delivery.

Please ensure your deliveries are clearly labelled as follows:

F.A.O. Fully Charged LIVE - 11th and 12th March 2023

Your Contact

Your Company Name

14 Darling Drive

Sydney

NSW 2000

## Demonstrations

All ride-ons / vehicle demonstrations are permitted to take place within the designated test track area only. Any demonstrations outside of this area are strictly prohibited.

Please contact Fully Charged Operations if you would like to discuss running a demonstration at the show.

If you are planning any interactive games or simulator activities on your stand please ensure these are covered in your risk assessment and submitted for approval.

## Drones

The use of drones requires prior written permission from ICC Sydney and the Fully Charged Operations Team.

In the first instance, please email: [ops@fullycharged.show](mailto:ops@fullycharged.show)

ICC Sydney requires companies that use an Unmanned Aerial Vehicle (UAV) to have an operator certificate issued by the Civil Aviation Safety (CASA), and for the UAV operator to have a controller's certificate.

Please see the [Remote Operated Plant Permit Form](#).

## Electrical Contractor

Moreton Hire is the official electrical show contractor appointed to carry out electrical work for both indoor and outdoor exhibits. No other contractors are permitted to carry out electrical work at the show.

Electrics are included with indoor shell scheme stands only at the event. Each shell scheme stand will be provided with 1 x 500 watt plug socket. If you have any additional electrical requirements, please complete the electrical order form and return to Moreton Hire.

All other exhibits requiring power to your stand, please complete the electrical order form and return to Moreton Hire by the **27th January 2023**.

Power cables running across walkways for flooring must be sheathed with rubber ramping.

Daisy chaining of cables is not permitted, i.e. multiple extension leads joined together. During show open hours, reeled extension cables are not to be used.

## Electrical Equipment - Testing and Tagging

Prior to use, all electrical equipment must be tested and tagged in accordance with the NSW Work Health and Safety Regulations 2011, Codes of Practice and Australian Standards.

For events where no electrical contractor has been appointed, ICC Sydney may reject the untagged equipment or conduct the inspection on the client's behalf. Charges will apply.

Avoiding the following is critical to safety:

- use of damaged electrical leads or untagged/out of date, tools or equipment
- use of electrical leads, tools and equipment in damp or wet conditions unless they are specially designed for use in those conditions
- placement of electrical leads where they may be damaged (e.g. on vehicle access ways, over sharp edges etc.)
- overloading electrical circuits
- use of modified tools or equipment
- use of double adaptors.

## Electrical Works

All electrical works onsite should comply with:  
AS/NZ 3000: 2018 Electrical Installations “Wiring Rules”  
AS/NZ 3002: 2021 Electrical Installations Show, Carnivals and Events

## Emergency Procedures / Fire Safety

ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire and smoke and other emergencies. It is updated regularly and drills are conducted annually. A trained Emergency Response Team will lead the implementation of all procedures. Event organisers are briefed on emergency procedures pre-event. Please see the following [Safety and Security video](#).

To report an emergency or incident, call +61 2 9215 7660.

In the event of an emergency, one of two alarms may sound:

- Alert alarm – “Beep! Beep! Beep!” This is a warning alarm to notify everyone of a possible emergency. If it sounds, please stand by for further instructions.
- Evacuation alarm – “Whoop! Whoop!” This alarm means all occupants must evacuate. When it sounds, wardens will direct everyone to leave via the nearest exits quickly but calmly, and assemble at the nearest evacuation point where they are to remain until ICC Sydney staff advise that it is safe to return. Please see the [Evacuation Map](#).

All exhibitors are requested to note the location of their nearest exit when they arrive onsite. Exit signs will be displayed around the venue.

All stands/displays must be clear of fire hydrants, fire hose reels, roads and pathways. All fire hoses and emergency exit signs must be kept clear.

An evacuation will only occur in the interest of public safety i.e., in the event of a significant threat to visitors, exhibitors and staff. Should an evacuation occur, exhibitors are asked to ensure the safety of show visitors, their staff and themselves over and above any displays, stock or monies. Exhibitors are not to remove any product from their stands in the event of an evacuation.

## Environmental Obligations

ICC Sydney is committed to minimising adverse environmental impact. Please pay careful attention to activities that may cause harm to the environment, or cause pollution of the venue or its surroundings, including light, noise, waste and water aspects.

The venue has no provision for the disposal of toxic hazardous liquid substances such as paints, solvents, oils etc. Please contact your dedicated ICC Sydney event manager for further information.

## Exhibitor Information Form

Please complete the Exhibitor Information Form and let us know what you will be doing at the show. Information collated will be shared with visitors to promote exhibits.

## Exhibitor Staff Tickets

Fully Charged have appointed LUP, a ticketing organisation, to manage all ticketing requirements including exhibitor tickets for the people working on your stand at the event.

You can now request tickets for the staff working on your stand via the following link.  
[Request your Exhibitor Tickets Here](#)

Tickets will be exchanged onsite for wristbands which, when onsite, must be worn at all times.

Please contact the Fully Charged Operations Team if you have any ticketing issues.

### **First Aid**

There will be an appointed First Aider onsite. Any accident / incident needs to be reported onsite at the time to either the Fully Charged Operations Team or the Health & Safety Officer. Any injuries can be dealt with via the event First Aider who can be contacted by the Fully Charged Operations Team onsite.

ICC Sydney security and risk personnel are trained as first responders in fire/safety and first aid emergencies including the use of on-site defibrillators. In the event of a medical emergency, the venue's first aid attendants will be on hand to implement procedures and contact external agencies as required.

### **Forklift**

The use of forklift trucks and heavy mechanical lifting equipment is restricted to the exhibition organiser's official general contractor and their agents. No other company will be permitted to bring a forklift or mechanical lifting equipment to site.

### **Freight Forwarder/Logistics Provider**

Expo Freight Australia has been appointed the preferred logistic provider and freight forwarder for this year's event. Expo Freight can offer an end-to-end solution for any of your event logistic requirements. Specialising in event freight movements, utilising our service assures that your items are being handled with complete care and meet all operational deadlines.

Expo Freight can offer:

- Door to site, and site to door deliveries
- Tailgate and other special vehicle services
- Delivery and collection outside of standard business hours
- Residential collection and deliveries
- Time slot delivery and collections
- Short term or long-term storage solutions

For all freight related enquiries please use the following link – [Freight Enquiries](#)

Please note all enquiries must be submitted by **Wednesday 22<sup>nd</sup> February** and the below freight collection deadlines are applicable:

- VIC Metro = 6<sup>th</sup> March
- NSW Metro = 9<sup>th</sup> March
- SA Metro = 3<sup>rd</sup> March
- QLD Metro = 6<sup>th</sup> March
- WA Metro = 27<sup>th</sup> February
- For all other areas, please contact our team

Loading dock access and onsite services:

If you wish to transport your own freight but require onsite assistance such as forklifting or storage, then you must book in loading dock access via the following link – [Loading dock and Onsite Handling Requests](#) - All freight deliveries and pickups must have an ICC shipping label and have clear stand numbers stated.

Any bookings not received by **Wednesday 22<sup>nd</sup> February** can potentially incur a late handling fee. Any bookings that are taken onsite will incur further charges. We also cannot guarantee immediate service if your requirements are not scheduled in.

If you have onsite storage requirements it is vital that you book in this service to assure availability.

**Please note Expo Freight will not sign for deliveries on behalf of any stakeholder. If you are organising external deliveries, then you must either be present to accept your items or advise the carrier to leave without signature.**

## **Furniture Hire**

Furniture may be hired directly from:

Moreton Hire (indoor and outdoor exhibits) please contact Jade Cosgrove to discuss your requirements.

## **Gas**

Gas appliances are not permitted.

## **Insurance**

All *exhibitors* are required to have current public insurance for the duration of the show (including build-up and break-down) with a limit of no less than \$5,000,000 million public liability and suitable cover for loss or damage to exhibits or other property.

All *contractors* of exhibitors are required to have current public liability insurance with a limit of no less than \$20,000,000 million. Contractors are required to provide a copy in advance of the show.

**Please email a copy of your company and contractors Public Liability Insurance to: [ops@fullycharged.show](mailto:ops@fullycharged.show) no later than Friday 17th February 2023.**

## **Internet / wifi Access**

ICC Sydney proudly provides clients, exhibitors and visitors the ability to manage their own internet connection options via a self-managed Wi-Fi service, including the ability to upgrade and manage their own device speeds. Information about the options, cost and speeds available is available online [here](#).

## **Loading / Unloading**

If you will need to unload equipment for your stand directly via the hall loading dock and/or have a vehicle on your stand, please complete the [Expo Freight Enquiry Form](#). This form will give you permission to access the loading dock by the main hall.

If you do not require unloading access by the main hall and will be unloading via the venue car park, we highly recommend bringing a trolley with you to transport your equipment and exhibitor items to and from your stand.

## **Method Statement**

All space only, including outdoor exhibitors (or their appointed contractor), must submit a sufficient and relevant method statement at the time of submitting their stand plans and risk assessment.

A form with further information on submitting method statements is provided and should be submitted no later than **Friday 10th February 2023**.

## **Name Boards**

All shell scheme and marquee stands are provided with a white fascia name board with black lettering bearing your company name.

Please complete the form and return no later than **Friday 27th January 2023**.

## **Operating Machinery / Exhibits with Moving Parts**

Any exhibitor who wishes to incorporate moving machinery or equipment into their stand will need to ensure that the organisers are notified in advance on the Health & Safety Declaration and that it complies with all Health & Safety Regulations including the Provision and Use of Work Equipment Regulations 1998 (PUWER) and that its operation will be carried out safely and with no disturbances to surrounding exhibitors. Health & Safety will complete an onsite machine check to ensure that all procedures do not cause any hazards to the public or others.

It is important to ensure that all machinery is fitted with guarding, fencing, immobilisation locks and other safety devices. Signage above the machine is not considered as a protective method. If applicable, please see the [Hazardous Chemicals Permit Form](#) or the [Other Activities Permit Form](#).

If you have any questions, please contact the Fully Charged Operations Team.

## **Outdoor Vehicle Exhibitors**

All outdoor vehicle exhibitors are required to complete the following forms provided within the manual. Please complete and submit the following forms as per checklist above on page 6.

- Risk assessment (including details of your ride on/ vehicle demonstration)
- Health & Safety Declaration (activities taking place on your stand)

## **Personal Protective Equipment**

Personal protective equipment (PPE) is clothing and equipment worn as protection against workplace hazards including safety eye protection goggles, ear protection muffs, boots, helmets, long sleeved clothes, and harnesses. All PPE must comply with the relevant Australian Standard and must be worn when required. PPE must also be appropriate to the task and be well maintained. Exhibitors must be instructed in its proper use. High visibility vests and enclosed shoes – preferably safety boots, especially when operating machinery are to be worn during the move in, exhibition build and move out of events. No high heels or open toed shoes are allowed during these times.

## **Plant Machinery & Equipment**

Please ensure any plant and equipment brought onto site is appropriately maintained and compliant. ICC Sydney requires current certificates of inspection for certain types of equipment prior to the event. All machinery should be fitted with guarding, fencing or other controls to ensure safe operation and a safe environment for all. All electrical equipment is to be tagged and tested. Only qualified operators can operate plant and equipment. Make sure applicable licences are available.

All permits must be submitted to the Fully Charged Operations Team (details on page 27) no later than 20th February 2023. Failure to complete the required forms may result in a delay of your space build.

## Power Tools

Power tools include drop saws, circular saws, routers, planes, jigsaws, angle grinders, brick and tile cutting saws. ICC Sydney requires all portable electrical equipment, appliances and leads to be tested and tagged in accordance with Australian Standard AS 3760 – In Service Safety Inspection and Testing of Electrical Equipment.

The following conditions apply when using power tools:

- Power tools may not be used on ICC Sydney permanently carpeted areas
- When cutting or sanding wood within the venue, ensure dust extraction equipment and measures are in place.
- Protect building surfaces and carpet from dust generated by use of power tools.
- When angle grinders are used, have measures in place to control sparks and minimise the risk of fire.

Complete and return the [Welding and Hot Works Permit Form](#) to obtain prior ICC Sydney approval.

Brick and tile cutting saws are to be used in an appropriate location on the loading dock, not inside the venue. Ensure brick and tile slurry are contained and removed from the site. Contractors must eliminate any risk of slurry flowing into storm water drains.

## Public Address System

The Public Address System is for use by the organisers for official announcements only.

## Rigging

All primary (top point) rigging required throughout the venue is coordinated and installed by ICC Sydney.

Secondary rigging (attached to primary) including banner hanging in the convention centre is coordinated and installed by ICC Sydney. Secondary rigging in the exhibition halls and theatres (live entertainment only) can be provided by ICC Sydney or authorised rigging providers and contracted directly by the organiser or client.

For further information on secondary rigging, please refer to the [ICC Sydney Safety Guidelines](#). Detailed rigging plans are required no later than **10 February 2023**. All rigging must comply with the ICC Sydney Fire Engineer Report for the relevant space.

Please refer to the [Banner Hanging and Rigging Order Form](#) or your ICC Sydney AV project manager for further details.

## Risk Assessment

All exhibitors, both shell scheme, marquee and space only, are required to sign the Event Operations Risk Assessment Worksheet form prior to coming onsite.

All space only exhibitors, including vehicle exhibitors (or their appointed contractor), must submit a sufficient risk assessment, including fire hazards, and hazards associated with this event.

Risk assessments identify potential hazards; a thorough assessment ensures that measures are in place to minimise risks and ensure safety. Clients are responsible for assessing the risks associated with their event. ICC Sydney reviews and authorises risk assessments and safe work method statements (SWMSs), and monitors the control measures during the event. Please see the Event Operations Risk Assessment Worksheet.

Please complete and return the following documents - see also check list above on page 3.

- Event Operations Risk Assessment Worksheet – please complete and return
- Risk Assessment for open day activities (all exhibitors)
- Risk Assessment for build and break-down (space builds only)

- Method Statement for build and break-down (space builds only)
- Construction Phase Plan - only to be completed if you are building / constructing (defined as using tools and a ladder) your stand (space only builds)

For those who do not have a Risk Assessment, a template and guidance has been provided. The Risk Assessment should be submitted no later than **Friday 10th February 2023**.

## Security

Neither the organisers, Fully Charged Show or ICC Sydney, will accept any responsibility for damage or loss of any exhibitor properties or stands, although every effort is made to ensure the areas are secure. If you need to contact security please speak to the Organisers onsite.

Security will be onsite from 18:00 (6:00pm) Wednesday 8 March until 18:00 (6:00pm) Monday 13th March.

## Smoking

ICC Sydney – including all indoor and outdoor spaces - is a no-smoking zone. This applies to use of electronic cigarettes and vaporisers. All requirements outlined in Smoke-free Environment Act 2000 and the Smoke-free Environment Regulation 2016 apply.

## Sound Equipment

Amplification of music and/or voice reproduction and/or noise generated by demonstration of products will only be permitted subject to:

1. All speakers being directed inward on a stand
2. Not causing nuisance or interference to any other exhibitor

ICC Sydney has an obligation to control noise generated at the venue. In some instances, an acoustic consultant may be required to monitor noise levels emanating from the premises during an event. This is a chargeable cost. The maximum permissible sound level in any area of an exhibition or event is 82 dB (slow), measurable at a distance of three metres from the source of the sound using a directional decibel meter. Exhibitors showing films, generating excessive noise or using audio visual aids that could impact adjacent exhibitors may be requested to minimise noise levels.

Notification of any amplification and/or noise must be sent to Organisers by **Friday 10th February 2023**. Organisers reserve the right to lower the volume or switch off music at their discretion.

PPL licences need to be obtained if playing music which is not your own.

## Sponsorship

Fully Charged LIVE offers many additional sponsorship opportunities designed to help exhibitors meet their marketing objectives. For further information please contact our Australia Event Director, Gina Cowan.

## Staffing and Protocol

All stands must be fully staffed and operational, and exhibits must be displayed, for the duration of the show opening hours.

Exhibitors must not undertake any activity which, in the opinion of the Organisers, is likely to cause any annoyance to visitors or other exhibitors.

All activities of exhibitors and their staff must be confined to the site allocated.



No advertising or canvassing for business may take place elsewhere at the show.

## **Storage**

We will not be able to offer storage of exhibition equipment, packing cases or marketing collateral.

## **Substance and LPG**

Storage of LPG cylinders is permitted in the exhibition centre's dedicated storage cages only. Overnight storage within the exhibition halls is not permitted.

Use of LPG for cooking or exhibition displays requires ICC Sydney's permission. Hazardous substances are to be clearly labelled and stored. Safety Data Sheets (SDS) are required for all hazardous materials brought to the venue.

Please see the [Hazardous Chemicals Permit Form](#).

## **Sustainability**

We are aiming to make Fully Charged LIVE as sustainable an event as reasonably possible.

Moving forwards, we will be seeking a best practice approach to transport, energy, waste, water, responsible sourcing and pollution. Please see our Green Action Plan and note that we will be aiming to improve our standards each year.

Sustainability is at the core of ICC Sydney's business practices, alongside business operations and risk. The venue accepts and embraces its social responsibility as a corporate member of the Sydney community and practises responsible environmental management by the conservation of resources, prevention of pollution compliance with relevant legislation and by continually leading by example, adopting the best environmental practices.

Please note, the use of balloons, plastic straws, stirrers and plastic bags are prohibited for the 2023 event. Where possible, please try to use recycled or FSC certified paper for any literature.

## **Trolleys**

Exhibitors are advised to bring their own trolley.

## **Vehicles - Use and Operation**

A [Vehicle Display Permit Form](#) will need to be completed and returned for review by the ICC Sydney for all exhibitors who are displaying a vehicle on their stand. This applies to two wheel vehicles.

Due to the size limitations, vehicles on stands are only permitted with agreement from the organisers. If you plan to display a vehicle on your stand please contact the Fully Charged Operations Team as soon as possible. All vehicles will be given a specific access time and pass to display inside the vehicle.

If you do have a vehicle displayed you will need to provide a Risk Assessment containing: vehicle dimensions, make and model. Prior to the show we will require the vehicle number plate and a contact number for the driver.

Use and operation of vehicles or mobile equipment (including bikes, scooters, buggies etc.) within any area of the venue requires permission from ICC Sydney. Operators of vehicles are to comply with applicable safety and licensing requirements. ICC Sydney may require a Safety Management Plan relevant to the use of these vehicles.

## UNLOADING/LOADING INFORMATION

<b>Venue Information:</b>	International Convention Centre Sydney
<b>Address:</b>	International Convention Centre Sydney 14 Darling Drive Sydney NSW 2000
<b>Telephone:</b>	+61 2 9215 7100
<b>Website:</b>	<a href="http://www.iccsydney.com.au">www.iccsydney.com.au</a>
<b>Venue Parking:</b>	See car parking information above
<b>Exhibition Space:</b>	Halls 6 & 7, Event Deck - Level 4, ICC Exhibition Center
<b>Freight Forwarder:</b>	Expo Freight Australia

### Freight/Logistics Information:

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