



# **Exhibition & Trade Show Information**



## **Introduction**

This document has been produced by the Esplanade Hotel Fremantle with two purposes in mind, to increase the level of knowledge about the property and to assist in making the planning, bump in, event and bump out successful. The guidelines outline the various procedures and requirements of holding an exhibition or trade show at the Esplanade Hotel Fremantle.

This document is issued to all Professional Conference Organisers (PCO's), exhibition companies and clients whom have confirmed their intent to host an exhibition or trade show at the Hotel. It is intended to become part of the working document for those responsible for the organisation of the exhibition/trade show.

Should you have any queries regarding these guidelines or the venue itself, please contact your Event Coordinator by telephone on 08 9432 4846 or email [kandace\\_boyd@evt.com](mailto:kandace_boyd@evt.com)

### **1. Floor Plan and Approval**

---

A copy of the exhibition, trade show or production floor plans must be submitted to the Banquet Sales Office for approval prior to the allocation of booths. Any amendments must be notified at least one month prior to the function for approval.

### **2. Floor Plan Considerations**

---

Floor plans must take into consideration the type of food and beverages being offered during the conference/exhibition/trade show so as to allow sufficient service points for such items.

### **3. Booth Construction**

---

Please ensure that your stand and display materials are of sound construction and will not cause harm or injury to staff or attendees.

### **4. Exhibitor Details**

---

All exhibitions and trade shows are required to have a listing of exhibitors. This is to be submitted to the Banquet Sales Office one month prior to the bump-in, with updates as necessary. The list should include the following details:

- *exhibitor's company name and contact name*
- *contact telephone number and*
- *booth/stand number*

### **5. Exhibition Running Sheet**

---

All exhibitions and trade shows are required to have a running sheet for bump in and bump out. This is to be submitted to the Banquet Sales Office for approval no less than two (2) weeks before bump in. In addition, the client should ensure that their staff or agent is at the venue to direct exhibitors and contractors during bump in and bump out.



## **6. Staffing Requirements**

---

PCO's, exhibitors and production crews are ultimately responsible for the transfer of goods to and from the exhibition area or function room without obstructing the daily operation of the venue, This includes the delivery of goods by transport companies. The Hotel does not employ any staff for this purpose.

## **7. Trolleys**

---

Exhibitors and production crews must provide their own trolleys for the transportation of heavy and bulky items.

## **8. Supervision**

---

The bump in and bump out must be supervised by the organisers in order to avoid conflict between individual exhibitors and contractors and observe that the terms and conditions are upheld.

## **9. Disposal of Goods**

---

All goods must be removed by the agreed time. Any goods remaining after such time will be disposed of immediately.

## **10. Care of Exhibition Space**

---

Exhibitors are responsible for keeping their own stands clean and tidy for the duration of the event. The venue will not clean within the stands.

## **11. Removal of Waste**

---

Rubbish, such as boxes and printed material must be removed from the Hotel completely by the client, exhibitor or contractor or a fee will be charged for the removal of said items. Waste paper basket rubbish may be placed in the aisles at the conclusion of each day's event and will be emptied.

## **12. Storage**

---

The Hotel must be advised fourteen (14) days in advance of any items requiring receipt and storage by the Hotel. The Hotel has limited Banquet storage space and as such any storage requirements need to be coordinated in advance. Service corridors must be kept clear of all such materials at all times so as not to impede service flow and/or pose a safety hazard.



### **13. Delivery Directions**

---

All incoming items for events will be accepted via the Hotel loading dock only (no deliveries will be accepted via the front desk or concierge unless prior arrangements or approval has been granted). The hotel reserves the right to refuse deliveries if these directions are not adhered to.

Deliveries should be addressed to:

**Esplanade Hotel Fremantle  
Loading Dock  
Collie Street  
Fremantle WA 6160**

Deliveries can be made between the hours 8.30 am and 4.30 pm Monday through Friday. The hotel must approve any deliveries outside of these hours.

### **14. Delivery Dockets**

---

Please find attached a delivery docket. All items delivered to the Hotel loading dock should be clearly marked and have the appropriate delivery docket attached. The hotel reserves the right to refuse deliveries should items not be clearly marked.

### **15. Pre Event Delivery & Post Event Collection**

---

Goods delivered earlier than three (3) business days prior to the event commencement will not be accepted without prior arrangement. All goods must be removed from the Hotel premises or storerooms no later than two (2) business days after event completion, unless prior arrangements have been made. Charges will apply at the discretion of the Hotel if items not attempted to be timely couriered.

**Consignment notes are the responsibility of the sender.** These must be complete & attached correctly to all items. The Hotel under no circumstances can complete outgoing consignments.

### **16. Extension Leads**

---

Exhibitors and production crews should ensure that they have adequate extension leads, double adapters etc. As any item supplied by the Hotel will be charged for and is subject to availability only.

### **17. Power Requirements**

---

Where extensive electrical power supply is required for exhibition stands, other than normal mains power (e.g. 3 phase power), the exact requirements must be provided to the Banquet Sales Office for approval at least one (1) month prior to bump in and subject to additional charges.



## **18. Security/Insurance**

---

The Banquet exhibition/tradeshow venue is not lockable. Security for the exhibition area is the responsibility of the organiser. Details of security arrangements must be made available to the Banquet Sales Office at least one (1) week prior to the event.

The Hotel will not take any responsibility for any loss or damages. It is the event organiser's responsibility to arrange all necessary insurance.

## **19. Liability for Damage**

---

Organisers are financially responsible for any damage sustained to the Hotel by their staff, exhibitors or production crews. Missing Hotel items or any damage to the Hotel property or equipment will be charged to the master function account.

No items are to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the Hotel building. No gaffer, double sided tape, blue tack or other adhesive is to be used unless approved by the Banquet Sales Office.

## **20. Flammable Materials**

---

Non-flammable or approved fire retardant material must be used for the lining of the booths. Blow torches, naked flames or any flammable substances are not to be used in any part of the Hotel.

## **21. Smoke Detection Devices**

---

Smoke machines cannot be operated without prior authority from the Banquet Sales Office. Failure to advise the Banquet Sales Office of the proposed use of smoke machines and/or pyrotechnics in writing, in advance, will lead to any fire brigade charges incurred by the Hotel being on-charged to the client account.

## **22. Dangerous Fuels and Liquids**

---

No vehicle or machine containing petrol or other flammable oil fuel can be displayed in the Hotel. Vehicles or machinery to be displayed should only contain enough fuel to bump in and bump out of the venue. No vehicle can be used or operated in the display area. Organisers are advised that they are liable for any damage to Hotel property sustained by leakage or such from the vehicle. Drip trays must be provided by the exhibitor and placed under such machinery.

No poisonous/dangerous liquids or powders are to be displayed or stored in the venue without proper containment and security. Any situations of such fuels, poisons etc. are to be notified in writing to the Banquet Sales Office no later than one (1) month prior to bump in.



### **23. Carpets**

---

To protect the Hotel's carpets, all booth walls must have a footing and a vinyl or plastic strip should be laid on the carpet where the footing comes into contact with the carpet. This should ensure that deep impressions are not left in the carpet or that more serious damage does not occur.

### **24. Palette Jack & Scissor Lift**

---

The Hotel is able to supply a palette jack for use during bump in and bump out with prior notification by the organiser.

If the use of a scissor lift is required then this must be hired and coordinated through AVPartners.

Forklifts are not available for use. Where deliveries are required to be lifted from trucks, instructions should be given to couriers to have tail-lift or Hiab-style trucks, when booking.

### **25. Furniture/Pot Plants**

---

All furniture, pot plants etc, should be ordered through the contracted Exhibition Company, the Hotel will not provide any of these items.

### **26. Catering/Provision of Food and Beverage**

---

Under **no** circumstances are exhibitors or delegates permitted to provide food and beverage in their booths unless it is provided by the Hotel. Failure to follow this will result in confiscation of the product until the conclusion of the exhibition.

All catering requirements for booths can be arranged with the Banquet Sales Department prior to the commencement of the event.

Payment for these requirements can be settled in three ways:

- *settlement by credit card, authorisation in writing on company letterhead must be provided seven (7) days prior*
- *full pre-payment seven (7) days prior or*
- *charged to your guest room account, authorisation in writing on company letterhead must be provided seven (7) days prior*



## **27. WIFI or Cabled Internet Facilities**

---

Should an exhibitor require internet facilities, please make arrangements in advance.

WIFI is offered complimentary to Conference Delegates and guests. Please contact the Event Manager for valid logon credentials.

Arrangements for wired internet lines must be made in advance of the event. Requests made on bump in will only be serviced after pre-booked services have been installed and will be subject to availability.

These arrangements must be made directly with the Banquet Sales Office. Contact the Esplanade Hotel Fremantle by telephone on 08 9432 4801.

## **28. IT Support**

---

Should the Esplanade Hotel Fremantle be required to assist with IT support services whilst the exhibition is on site additional hourly charges will apply. This service includes (but not restricted to) assistance with setup and re configuring of any notebook computers to access either the hotels broadband network or the exhibitors own corporate VPN connections. Assistance with software and hardware issues will also attract an additional fee.

Currently the hourly rate is \$85.00 per hour.

These charges must be accepted by exhibitor and can only be charged to master account facilities upon approval.

## **29. Parking**

---

The Esplanade Hotel Fremantle valet parking service is currently provided at fee of \$20.00 per vehicle per day, provided a reservation is made with the concierge desk at least 24hrs prior to use. Please note the current rate is subject to change and availability.

Alternative parking is available in the secure, undercover, multi story Collie Street Car Park situated adjacent to the Esplanade Hotel Fremantle in Collie Street. A third party runs the car park and parking rates are subject to change without notification.



### 30. Booth Construction/Breakdown Time Allowances

---

To assist you in your forward planning, the following guidelines should be used to determine the approximate times required for exhibition bump in and bump out. It is very important that the Esplanade Hotel Fremantle, your nominated Exhibition Company and organizer work together to determine the correct times required for a particular exhibition.

<b>Booth #'s 3m x 2m</b>	<b>Exhibition Company Bump In (hours)</b>	<b>Exhibitor Bump In (hours)</b>	<b>Exhibitor Bump Out (hours)</b>	<b>Exhibition Company Bump Out (hours)</b>
5	2.5	2	1	1
10	3.5	2	1	2
20	5	3	1.5	2.5
30	7	4	1.5	3.5
40	8	5	2	4

The times on the above schedule are to be seen as a general guide to the bump in and bump out times. Please note that the Exhibition Company construction should be virtually complete prior to exhibitor bump in. However, the nominated Exhibition Company generally begin their bump out at the same time as the exhibitors commence their bump out.

**The Exhibition Company's own regulations are supplementary to the Esplanade Hotel Fremantle Terms and Conditions.**







July 19, 2019

Dear Exhibitor,

We hope that your participation in this event has been successful. To assist with a streamlined exhibition bump out, we wish to draw your attention to the following points:

1. As the Hotel has very limited storage facilities, all exhibitor items can only be held until the Monday following the event. Exhibitor items are the responsibility of each exhibitor.
2. Should a courier/freight company be collecting goods, these should be clearly labeled with a contact name and telephone number, full collection and delivery information plus the name of the courier/freight company collecting the items. If the courier/freight company has not arrived by the time you depart the Hotel; it is essential that the Banquet Supervisor be contacted, the goods identified to the Supervisor along with a consignment note completed in full.

*\* please note that goods cannot be left in the care of the Hotel for collection by a transport company unless a consignment note has been completed by an authorized person \**

This service is provided in good faith by the Esplanade Hotel Fremantle and as such, the Hotel, and/or its employees cannot be held liable for any damage or loss suffered.

3. Please note that due to the volume of business at this Hotel, there are subsequent events following this exhibition. We will be unable to provide any variation or leniency to the above conditions.

Thank you for your cooperation in this matter. We trust your stay at the Esplanade Hotel Fremantle has been successful and enjoyable.

Yours sincerely

**Management**