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1 OVERVIEW

Exhibitors should take the time to read this information as it will affect the way you operate within the Hotel Grand Chancellor Hobart.

Please ensure that you understand all bump in and bump out procedures within the Hotel Grand Chancellor Hobart.

There are two delivery points within the Hotel, please take note of the specific instructions for size limits for each area etc. Macquarie Street Loading bay is the preferred delivery point for all goods.

All forms for equipment / Hotel services arranged must be accompanied by an Exhibitors Payment form for all items to be supplied. All payments are required 7 working days prior to the commencement of the Conference all order forms must be returned 21 working days prior to the first day on Conference starting.

All prices supplied are inclusive of GST.

Completed forms must be returned to:

HOTEL GRAND CHANCELLOR HOBART

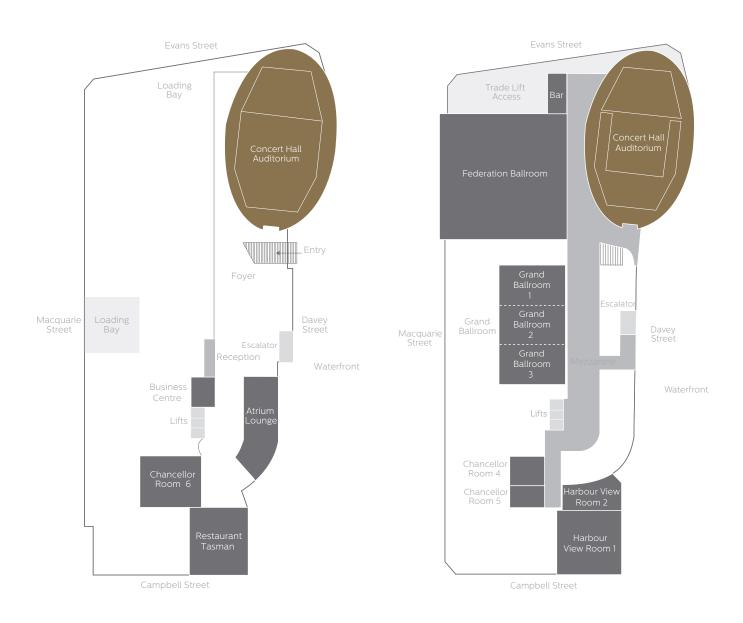
Conference & Events Department

GO Box 1601 Hobart TAS 7001

Tel: (03) 6235 4535 Fax: (03) 6235 4563

2 VENUE OUTLINE

The Hotel Grand Chancellor's function and exhibition space is spread over two levels. These are the Mezzanine and Lobby Levels. The Federation Ballroom and Grand Ballroom are on the Mezzanine Level as is the Mezzanine Foyer and Federation Foyer. Chancellor Room 6 is situation on the Lobby level. Please refer to the below diagram for function room locations.



3 KFY DATES

Date To Send Delivery Advice Form:5-7 Days prior

Date To Send Over Sized / Fork Lift Request Form: 5-7 Days prior

Macquarie Street Loading Dock Earliest Delivery Date: 3 days prior

Macquarie Street Loading Dock Latest Collection Date: Within 24 hours of event conclusion

Evans Street Loading Dock Delivery Date: On Request

Evans Street Loading Dock Collection Date: On Request

4 MACQUARIE STREET LOADING DOCK

General deliveries should be sent to this dock. All deliveries need to be labelled correctly using the delivery advice label. Goods that are not labelled clearly will not be accepted. HGCH may sign for goods but accepts no responsibility for the security or safety of goods delivered into the venue. Goods should not be delivered to HGCH any earlier than three days prior to the first day of hire. HGCH reserves the right to refuse delivery of items prior to this. All items must be collected from the loading dock no later than 24 hours after the conclusion of an event.

Only standard sized pallets will be accepted and items must stay within the confines of the pallet size and not overhang. Incorrectly packed palettes will not fit in HGCH's lifts. Pallets that do not fit in the lifts will be left on the loading bay until there is a representative from the sender to witness unpacking to accept responsibility of the goods and ensure their safety and security.

Deliveries will only be accepted a maximum of three days prior to the start of the venue hire. Goods must be collected no later than 24 hours after the event has concluded, or the following business day.

All items delivered to and from the Evans Street loading dock must be delivered and collected within the event venue hire period.

Deliveries are limited to the following size:

1.20m wide by 2.04m high by 1.20m deep

Maximum weight:

1800kg (service lift access)

Loading Dock height:

Ground to platform 1.20m

5 EVANS STREET LOADING DOCK

Deliveries to the Evans Street loading dock can be arranged by prior agreement and specific delivery time, this is usually used for items too large for the lifts and larger volumes to be delivered direct to the conference floor. They are limited to $2.3m\ H \times 2.4M\ W$ and $1.2M\ deep$.

Trade Shows and Custom Trade Booth Builders should contact Scene Change (03 6234 2266) to arrange for the loading dock to be available. A tall mast fork lift is required

to provide access to the dock and charges may apply if the event organiser has not already arranged for this facility to be available.

Where the Evans Street loading dock is required conference organisers should liaise directly with the hotel and Scene Change to coordinate trade bump in and bump out.

6 TRADE SHOWS & CUSTOM TRADE BOOTH BUILDERS

For those suppliers who need to bump in large quantities of road cases and other gear to the Federation Ballroom arrangements should be made with Scene Change to have the Evans Street Loading Dock made available, charges may apply.

7 DELIVERY OF VENDOR & TRADE BOXES TO BOOTHS

Deliveries will be made to the loading dock and these will be moved as part of the room hire to a staging area adjacent to the trade space where exhibitors can collect their items from. Alternatively the Hotel can sort the marked boxes and deliver them to the respective trade booths, however labour charges will apply.

8 STORAGE

HGCH has minimal storage areas for exhibitor boxes, supplies and packaging. Event Organisers must plan for storage of smaller boxes, crates and essential items. All other items as well as custom build trade crates must be stored off the premises, if no storage area has been allocated in the exhibition space by the event organiser, as pre-arranged with HGCH.

9 CAR PARKING

HGCH has a car park on site which can be accessed via Macquarie Street. Charges apply. Vehicle access is limited to cars only, with a maximum vehicle height of 1.9m.

10 CONFERENCE ROOM MEASUREMENTS

FUNCTION ROOM	DIMENSIONS	AREA	HEIGHT
Federation Ballroom	35 x 35m	1225m²	5.2m
Grand Ballroom	34 x 17m	578m²	4.8m
Grand Ballroom - Two Thirds	22.6 x 17m	385m²	4.8m
Grand Ballroom - One Third	11.3 x 17m	192m²	4.8m
Chancellor Room 4	8.2 x 8.6m	70.5m ²	3.0m
Chancellor Room 5	5.7 x 8.6m	49m²	3.0m
Chancellor Room 6	13.2 x 10.5m	138m²	2.67m
Harbour View Rm 1	14.25 x 19m	270m²	2.6 - 4m
Harbour View Rm 2	17 x 6.3m	107m²	3.0m
Mezzanine Grand Booths			2.3m
Mezzanine Fed Foyer Booths			2.3m

11 RIGGING

HGCH has access to qualified riggers for all requirements within the venue via our in-house contractors Scene Change. You may supply your own rigging company but it is a requirement to supply all supporting work place safety / licence information and insurance documentation before entry to HGCH. All Riggers need to include a minimum of \$20m public liability with supporting documentation.

The function spaces have multiple rigging points and can be supplied by Scene Change. Cross hire of rigging points will incur charges and must be submitted to Scene Change for pre-approval. Loading certification for rigging points can be supplied by Scene Change.

12 AV & PRODUCTION REQUIREMENTS

Scene Change, our in-house partners can provide all your AV and production requirements onsite but you may wish to use your own AV supplier. Your supplier will need to provide HGCH with all relevant insurance documentation before entering the venue. Documentation will need to include public liability and workers compensation certificates.

If you choose a third party supplier some equipment may be cross hired with the approval of Scene Change.

All equipment cross hired will need to be returned in the same condition as when it was hired. If AV technicians are required a minimum staff call out fee of three hours applies.

Scissor lifts can be hired with an operator at an hourly rate dependant on availability.

WiFi is available throughout the conference floor. Scene Change can arrange access for individual users or multiple user packages.

13 FURNITURE HIRE

No furniture is included with any shell scheme or exhibition space hire unless organised directly with the trade booth supplier.

HGCH has a variety of tables available for hire at an additional charge. Please note that the number of tables is limited and will be subject to availability. If you would like to hire furniture from HGCH the "Booth Furniture Form" and the "Method of Payment Form" must be completed and returned 30 days prior to the conference and full payment

must be received no later than 7 working days prior to the conference. A range of furniture including bar stools, a variety of tables, tub chairs, lockable cupboards and shelves can be arranged directly through Scene Change – please contact them on 03 6234 2266 or visit their web site

www.scenechange.com.au/exhibitions

Lobby and foyer furniture cannot be used as booth furniture as they are for guests' comfort.

14 EXTRA POWER REQUIREMENTS

Any existing wall mounted GPOs within HGCH are available for use without charge. Charges apply for any power dropped from the ceiling into trade booths or where distribution panels are used to extend into multiple trade booths.

Scene Change can provide additional 15amp and 20amp by prior arrangement. Charges apply. The use of extension cords and power leads must be approved by Scene Change as they need to be verified for 'test and tag'.

15 BOOTH CLEANING

HGCH provides cleaning of the public areas and walkways of the venue. Additional charges apply for cleaning of booths. Please complete the Booth Cleaning Form supplied and forward to HGCH if additional cleaning is required for your booth. Form supplied must be completed and returned 30 days prior to the conference and full payment received 7 working days prior to the conference.

16 RUBBISH REMOVAL

General and small rubbish will be removed at no charge. Removal of large rubbish, bubble wrap, large wrapping material, debris, saw dust and custom trade building materials may incur additional cleaning charges.

17 LABOUR REQUEST

If exhibitors require assistance for set up & pack down, based on your requirements charges may apply. Please complete the Labour Request form supplied and return to HGCH if staff is required. The form supplied must be completed and returned 30 days prior to the conference and full payment received 7 working days prior to the conference.

Labour hired through HGCH can only assist with general duties, under supervision and have no trade qualifications or technical experience.

18 PHONE LINE & HANDSET

HGCH can provide limited phone lines and handsets, depending on booth location. Please complete the form supplied and forward to HGCH if phone lines and hand sets are required. Form supplied must be completed and returned 30 days prior to the conference and full payment receive 7 working days prior to the conference.

19 WIRELESS/BROADBAND INTERNET CONNECTIONS

Dedicated WIFI can be supplied by Scene Change by prior arrangement. Estimated bandwidth and IP address requirements must be expressed correctly prior to the exhibition to ensure Scene Change can provide the correct service for the activity being undertaken.

EFTPOS terminals will only work for ABN registered organisations and only by 3G/4G or WIFI.

Forms supplied must be completed and returned 30 days prior to the conference and full payment received 7 working days prior to the conference.

20 STAND SAMPLING/SELLING

HGCH hold the sole rights for the sale and distribution of any article of food or drink for consumption.

Generally HGCH will have no objection to the provision by exhibitors of foodstuffs as a means of demonstrating any plant or equipment forming part of the exhibition, or a product manufactured or supplied by the exhibitor. However, the sale of such products will not be permitted.

Samples to be given away free to patrons must be:

- · Items which exhibitors or registered members of the association buy wholesale in the normal conduct of their business
- · Food must be handled following HACCP principles
- Items which are produced by equipment used in the normal conduct of their business
- Items that are related to their normal business operations
- · Portions to be of normal tasting size only
- Non-alcoholic beverage samples should be no more than 100mls
- · Liquor samples are to be no more than 50mls for wine, 100mls for beer and 20mls for spirits
- · Food items should be no larger than bite size and should not be a replacement to HGCH's catering

Storage of equipment and food items by HGCH may incur charges.

The forms supplied must be completed and returned 30 days prior to the conference and the exhibitor must receive approval from HGCH for any food and beverage being supplied to delegates.

21 PAYMENT OF SERVICES

For all additional services it is HGCH policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. Orders must be placed 30 days prior to an event and payment received no later than 7 days prior to bump in.

22 TRANSPORT COMPANIES

Both Toll and Cope are able to provide dedicated services for the delivery of freight to HGCH.

Toll Tasmania 03 6221 3888

Cope 03 6248 5303



23 SECURITY

Function rooms can be locked up after trade show hours. However, trade booths in foyer areas can be accessed by the public and cannot be secured.

24 PORTERAGE

HGCH is willing to arrange the transfer of standard amounts of deliveries to booths. For large events and trade, additional staff will need to be rostered, charges will apply.

25 BUMP OUT & REMOVAL OF GOODS

To ensure a smooth bump out and that all goods are delivered to their correct destination could you please abide by the following guidelines.

Contact your preferred freight company on the day of pack down to collect freight and ensure they arrive with your organisations name and number of items to collect. Goods are to be collected from The Hotel Grand Chancellor Hobart – Macquarie Street loading bay, Hobart 7000 or if specifically arranged for large freight, The Hotel Grand Chancellor Hobart – Evans Street loading bay, Hobart 7000.

Leave all boxes for courier collection in your trade booth. We would be grateful if you could inform the HGC staff that has been appointed for boxes collection which loading bay your boxes are to go to.

Please have signed consignment notes from your preferred courier with you to use for return freight. All outgoing freight must have a signed consignment note with any dangerous goods declared. Please note that HGCH staff cannot sign for outgoing goods.

Please have appropriate labels with your return freight and ensure they clearly state which courier company you are using.

Ensure your booth provider has clear instructions on the use and safety of Evans Street loading bay.

Freight is to be collected on the day the exhibition concludes unless otherwise pre-arranged with HGCH. HGCH does not offer storage facilities for items left on site after the conclusion of the exhibition. Any exhibition goods not collected within 72 hours of conclusion of the event will be deemed abandoned and disposed of at HGCH's discretion unless by prior arrangement with HGCH (storage fees may apply).

HGCH does not take responsibility for missing or damaged deliveries so please ensure your deliveries are packed correctly and clearly labelled and please alert one of our staff if you foresee any issues. Please contact your freight company in the first instant, before contacting HGCH, to clarify if collection has occurred. HGCH will be unable to answer any freight enquiries within 48hours of the conclusion of the exhibition.

EXHIBITORS DELIVERY LABEL

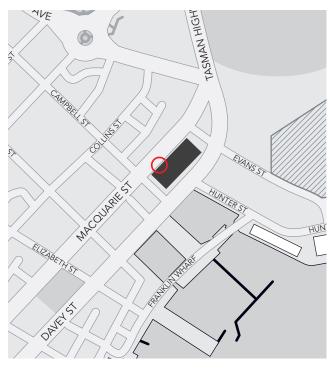
MAXIMUM SIZE FOR DELIVERIES 2.04m high x 1.20 wide x 1.20 m deep and 1800kg

Deliver to:

Hotel Grand Chancellor Hobart Macquarie Street Hobart TAS 7000 Phone: 03 6235 4535 Monday - Friday 7am - 5pm

Total Boxes:

MACQUARIE STREET LOADING BAY



Company:
Contact Name:
Mobile:
Courier Company:
Courier Phone:

SENDER DETAILS

Company Name:	
Address:	
State:	Postcode:
Contact Name:	
Phone:	
Mobile:	
Fax:	
Email:	
Name of Conference:	
Start Date of Conference:	
Number of Items/Boxes:	
☐ Exhibitors Display Items	□ Satchel □ Other

HGC Coordinator: Sarah Gopal







DELIVERY ADVICE FORM

Please email this form to your allocated Hotel event coordinator. Sarah Gopal: cescoordinator@hgchobart.com.au

Date of Collection:
Intended Date of Delivery:
LOADING DOCK Items Sent To:
Qty of Individual Boxes:
Qty of Pallets/Dimensions:

SENDER DETAILS

Company Name:		Phone:
Company Address:		Mobile:
State:	Postcode:	Fax:
		Email:







BOOTH FURNITURE HIRE

Please note that HGCH does not supply any furniture for trade booths, however we can arrange this for an additional charge on completion and return of this form along with the method of payment form. The hotel has a limited supply of different furniture types which are all subject to availability A range of furniture including bar stools, a variety of tables, tub chair, lockable cupboards and shelves can be arranged directly through Scene Change — please contact them on

03 6234 2266

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event.

Services will not be available at your stand until payment has been received. Orders must be placed 30 days prior to an event and payment received no later than 7 days prior to bump in. Please note: Each table comes clothed and with up to 2 x banquet chairs (optional)

FURNITURE	DIMENSIONS	COST PER EVENT	DATES REQUIRED	QUANTITY	TOTAL \$AU
Trestle Table	2.4m x 75cm	\$29.00			
Classroom Table	2.4m x 45cm	\$18.00			
Square Table	85 x 85cm	\$16.00			
·			TOTAL		\$

The standard shell booth arranged by the conference organiser do not generally provide any booth furniture; however we recommend you check this as part of your booking to exhibit. If you require booth furniture please complete this form, booth furniture is not confirmed until you have received notification in writing from the hotel. If the

hotel does not receive a floor plan of the booth indicating where furniture is required then the furniture will be delivered at the hotels discretion.

The hotel does not guarantee provision of furniture until you have received confirmation

Please return this form to:

The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001







BOOTH CLEANING

HGCH provides general cleaning of all public areas and exhibition walkways. Reasonable levels of rubbish will be removed from the exhibition during the event. It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed**30 days prior to an event and payment received no later than 7 days prior to bump in.

Exhibition/Conference:		Phone:
Stand Number:		Mobile:
Company Name:		Fax:
Company Address:		Email:
State:	Postcode:	

BOOTH CLEANING

CASUAL LABOUR DESCRIPTION	NUMBER OF DAYS REQUIRED	COST	TOTAL COST (Rate x Days)
Standard 3 x 3m or 3 x 2m Expo Booth		\$50.00 per clean	
Custom Booth		\$100.00 per clean	
	TOTAL		\$

General Booth Cleaning includes vacuum, dusting, spot cleaning of walls, glass and counters, detailing of furniture.

Please return this form to:

The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001

Fax to: 03 6235 4563







LABOUR - CASUAL

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in.

Exhibition/Conference:		Phone:
Stand Number:		Mobile:
Company Name:		Fax:
Company Address:		Email:
State:	Postcode:	

A minimum charge of 3 hours is required for the hire of general casual labour

CASUAL LABOUR

CASUAL LABOUR DESCRIPTION	COST PER HOUR (GST INCLUSIVE)	NUMBER REQUIRED	HOURS REQUIRED	TOTAL (AUD) (No. Required x Cost P/H x Hours Required)
Casual Labour Per Person (Monday to Friday) Min 3 hours	\$45.00 per hour			
Casual Labour Per Person (Saturday to Sunday) Min 3 hours	\$55.00 per hour			
Casual Labour Per Person (Public Holidays) Min 4 hours	\$65.00 per hour			
	TOTAL			\$

Please provide a brief description of duties:

Please return this form to:

The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001

Fax to: 03 6235 4563







PHONE LINE & HANDSET

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in.

Exhibition/Conference:		Phone:
Stand Number:		Mobile:
Company Name:		Fax:
Company Address:		Email:
State:	Postcode:	

PHONE LINE & HANDSET

Including local calls up to 45 minutes per call, each extra minute charged at 25c per minute. Cannot be used for fax/modem access

DESCRIPTION	PRICE	QUANTITY	TOTAL AU\$
Set-up and usage charge per line			
Please attach floor plans indicating required locatio **NB On-site relocation fee applie	· ·	TOTAL	

PHONE LINE & HANDSET

Including local calls up to 45 minutes per call, each extra minute charged at 25c per minute.

Cannot be used for fax/modem access

DESCRIPTION	PRICE	QUANTITY	TOTAL AU\$
Device Type: Modem # Required			
Fax # Required			
EFTPOS # Required			
Set-up and usage charge per line			
Please attach floor plans indicating required locati	on of cable positions	TOTAL	
**NB On-site relocation fee appl	ies	TOTAL	

Please return this form to:

The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001







WIRELESS / BROADBAND INTERNET

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in.

Exhibition/Conference:		Phone:
Stand Number:		Mobile:
Company Name:		Fax:
Company Address:		Email:
State:	Postcode:	

ACCESS	1DAY RATE	FULL EVENT RATE (NO. OF DAYS)	QUANTITY REQUIRED	TOTAL AU\$
Wireless	\$33.00			
TOTAL	\$			\$

The system run a ADSL2+ at 24000kps down and 1000kps up. HGCH can supply both wireless and cabled broadband via Scene Change. Wireless is available in all function spaces, mezzanine and lobby levels only and will not provide adequate coverage or speed in the accommodation areas of the Hotel.

A total "branded" WI-FI system can be tailored to your function / conference at a daily rate for open access to all your delegates up to a maximum of 1000 people - Please contact Scene Change Directly for pricing of this option.

Require a tailored quo	to for additions	I notwork and	cabling works.	□ Vac	\cap No	
Require a tailored quo	ne ioi audiliona	ii iietwork and	Cabillia works.	U 165	U 110	

Please return this form to:

The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001







STAND SAMPLING/SELLING REQUEST

Exhibition/Conference:				
Stand Number:		Phone:		
Company Name:		Mobile:		
Company Address:		Fax:		
State:	Postcode:	Email:		
of food or drink that is NOT supplied Generally HGCH will have no objecti	directly by HGCH. on to the provision by exhibitors of tanufactured or supplied by the exhibitors must be: d members of the association act of their business pment used in the normal	HGCH) will the exhibitors be permitted to distribute, sell or give away items foodstuffs as a means of demonstrating any plant or equipment forming pitor. However, the sale of such products will not be permitted. Portions to be of normal tasting size only Non-alcoholic beverage samples to be no more that 100ml Liquor samples are to be no more than 50ml for wine, 100ml for beer and 20ml for spirits Food items should be no larger that bite size		
Description of core activities o	f your company:			
Description of what will be coo	ked and how:			
Description of how samples wi	ll be served and by whom:			
against any liability, claim or expense name of your company), including an	arising in connection with any activy y activities or work authorised by th ns of the Hotel Grand Chancellor Ho	on, I will indemnify and hold harmless the Hotel Grand Chancellor Hobart ities or work carried out by or on behalf of (insert the e Grand Chancellor Hobart. I also agree that both my representatives and obart and any instructions issued by its officers or employees. I also agree permission being granted.		
Signature of ACO:		Signature of Witness:		
Name of ACO:		Name of Witness:		
Date:		Date:		

Please return this form to:

The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001

Fax to: 03 6235 4563







EXHIBITOR SERVICES & PAYMENT DETAILS

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in. **To be completed and sent to HGCH with the Service Request form.**

Exhibition/Conference:		Phone:		
Stand Number:		Mobile:		
Company Name:		Fax:		
Company Address:		Email:		
State:	Postcode:			
This form is to be completed	in FULL and returned to HGCH n	o later than 30 days	prior to your eve	nt
DETAILS OF SERVICE	CES TO BE CHARGED			
S	ERVICES REQUIRED		CHARGE	TOTAL
Type of Account: Bank	card	a 🗆 Diners Card	□ AMEX	
Type of Account: □ Bank Card Number:	card	a 🗆 Diners Card	□ AMEX	
	card	a Diners Card	□ AMEX	
Card Number:	card			

Please note that orders will not be confirmed until all credit card payments are processed and cleared in full.

Please return this form to:

The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001











1 Davey Street, Hobart 7000

Phone: +61 (3) 6235 4535
Fax: +61 (3) 6223 8175
cesmsales@hgchobart.com.au
grandchancellorhotels.com