

**2018**  
AUSTRALIAN  
COTTON  
CONFERENCE

**PUSHING  
BOUNDARIES**

**Tuesday August 7 to Thursday August 9, 2018**

# TRADE DISPLAY

**Gold Coast Convention and Exhibition Centre  
next door to Star Casino, Broadbeach, Qld**



Dear Exhibitor,

Thankyou for joining us at the Gold Coast Convention and Exhibition Centre, August 7–9, for the 2018 Australian Cotton Conference.

There have been significant changes made to the conference trade display floor plan for 2018 reflecting the very strong demand from sponsors and exhibitors. We are very pleased to confirm that this conference will see a record number of displays in an extended trade hall. However the emphasis is still on maximising exhibitor exposure. All delegates emerge from the plenary sessions into the extensive foyer which then delivers them directly to the trade display hall.

Catering points are located around the outer edges of the trade display space which encourages delegate traffic to flow past all exhibitor sites. The Cotton Club and delegate lounges will again provide for comfortable and centralised networking. The high standard of in-house facilities ensures that delegates have no need, nor desire, to leave the display area.

Over the past few decades this event has deservedly become an industry institution. We are working to ensure that the 19th Conference further enhances this reputation.

This Exhibitor Checklist is provided for your information – please contact me if you have any further questions.

Best regards,

Brian O'Connell,  
Trade Display Co-ordinator

Contact details:  
Mob: 0413 130 777

Email: [brianoconnell@bigpond.com](mailto:brianoconnell@bigpond.com)

Organised by:  
Cotton Australia  
Australian Cotton Shippers Association &  
Australian Cotton Trade Show



## ACCOMMODATION

Recommended accommodation options are available at [www.australiancottonconference.com.au](http://www.australiancottonconference.com.au). Broadbeach offers a wide range of competitively priced rooms and apartments.

## ADDRESS, ACCESS AND DELIVERIES

A delivery label must be affixed to each item sent to the GCCEC.

The delivery label form can be downloaded from the GCCEC website: [www.gccec.com.au/downloads.html](http://www.gccec.com.au/downloads.html)

**PLEASE NOTE:** As GCCEC has limited storage facilities, delivery of items earlier than 24 hours prior to the event will require prior approval from the organisers.

Loading dock hours Monday to Friday 7.30am–4.00pm.

## CATERING

There will be a number of coffee stations and food outlets located in the exhibition hall.

GCCEC has the sole catering rights to all food and beverage products. Exhibitors are not permitted to bring food and beverage into the venue from outside caterers. Exhibitors may serve food and beverage from their stand, but it must be purchased from GCCEC.

## CLEANING AND RUBBISH REMOVAL

It is the exhibitors' responsibility to remove large crates and other packing material from the venue.

Exhibitors are required to remove all displays immediately after the event finishes. If additional costs are incurred in cleaning the site these costs will be passed on to the exhibitor.

**COLLECTION OF GOODS:** Goods must be collected within 24 hours of conclusion of event.

## COMMUNICATIONS (wifi, telephone & data)

Conference has secured a wifi package from GCCEC to provide improved internet access within the venue for exhibitors and delegates. Those seeking individual packages can request (no later than 21 days prior to the event) wifi, telephone, fax, Foxtel and data connections. There is a charge for these connections.

Connection forms can be downloaded from the GCCEC website: [www.gccec.com.au/downloads.html](http://www.gccec.com.au/downloads.html)

## CONTACT US

**If you have any questions contact:**

**BRIAN O'CONNELL** Mob: 0413 130 777

Email: [brianoconnell@bigpond.com](mailto:brianoconnell@bigpond.com)

Website: [www.australiancottonconference.com.au](http://www.australiancottonconference.com.au)

## ELECTRICAL (power and lighting)

Each site is provided with a single-phase power outlet (240 volt) and a track lighting system.

Three-phase power can be supplied upon request (no later than 7 days prior to the event) there is a charge for this service.



All electrical appliances must be tested and tagged.

**NOTE: Exhibitors with custom built stands must ensure their power is turned off overnight.**

## EQUIPMENT HIRE

Each site comes standard with — covered floor; white laminate wall panels, fascia, company sign, track lights, power outlet, table, tablecloth and two chairs.

Exhibitors can hire additional furniture and fittings directly from the Conference Supplier, ExpoNet (phone 02 9645 7000, or online at [www.exponet.com.au](http://www.exponet.com.au)). An online exhibitor kit will be emailed to exhibitors.

## FAX AND PHOTOCOPIER FACILITIES

The venue contact fax number is 07 5504 4001. To ensure prompt delivery, please ensure that any faxes sent to you display your company name, site number and contact details.

Exhibitors requiring photocopy or fax services should see the GCCEC Reception desk. There is a charge for these services.

## FINAL PAYMENTS

Full payment must be received by July 10, 2018. Exhibitors will not be able to occupy a site until full payment has been made.

## FIRE REGULATIONS

Materials used on the stands must not be readily ignitable or capable of emitting toxic fumes should ignition occur.

Exhibitors intending to use any toxic or flammable substance are required to advise the organisers. All fire equipment should be visible and accessible at all times.

## FREIGHT

Freight to and from the venue is the responsibility of individual exhibitors.

Storage of early consignments will only be through arrangement with the Gold Coast Convention and Exhibition Centre.

The GCCEC Logistics Manager can assist with freight enquiries: **Andrew Bell: 07 5504 4074** or [abell@gccec.com.au](mailto:abell@gccec.com.au)

## HOURS OF OPERATION

This year we have another conference moving out of the venue on the Sunday. We will have some limited parking access on the loading bay on the Sunday afternoon but no access to the trade hall.

**Monday August 6:** 4.00am Heavy machinery will begin to move into the trade hall  
1pm to 10pm Exhibitors access to install displays

**Tuesday August 7:** 7am to 9am Exhibitors access to finalise displays. **ALL DISPLAYS TO BE COMPLETED BY 9am**  
10am to 8pm Trade Display Open (Welcome drinks 6–8pm)

**Wednesday August 8:** 8am to 7pm Trade Display Open

**Thursday August 9:** 8am to 5pm Trade Display Open

**5pm to midnight:  
EXHIBITORS BUMP OUT**  
6.30pm Pre Dinner Drinks  
7.30pm Conference Dinner

## INFORMATION

Information and directions will be available at the venue's main foyer entrance.

**Trade Display Exhibitor Contact:**

**BRIAN O'CONNELL** Mob: 0413 130 777

Email: [brianoconnell@bigpond.com](mailto:brianoconnell@bigpond.com)

**GCCEC Contact:**

**KASEY CLARKE** Ph: (07) 5504 4028

Email: [kclarke@gccec.com.au](mailto:kclarke@gccec.com.au)

## INSURANCE

All exhibitors must organise their own public liability and general insurance (see Terms and Conditions). The movement and display of all the exhibits or other goods shall be at the risk of the exhibitor. Exhibitors must have public liability insurance (minimum \$10,000,000) in respect of their individual stands, displays and exhibits and indemnify and hold indemnified the Cotton Conference.

Exhibitors will need to have supplied to the organisers their certificate of currency in regard to their public liability insurance before occupying their site.

## MOVING IN / MOVING OUT

(See Hours of Operation above)

**Operators of heavy vehicles accessing the venue should be advised that there is now a light rail service operating on the Gold Coast Highway in front of the venue. We are advised that the overhead light rail power lines are 5.8m high. If vehicles use the Braodbeach-Nerang Road to approach the venue they should be able to avoid passing under the lines.**

**The main machinery/loading entrance to the Exhibition Hall is 6.5m high x 5.8m wide.**

*We look forward to seeing you at the Australian Cotton Conference in August 2018*

**All day Monday August 6 during 'moving in' all exhibitors must wear a high visibility vest and enclosed shoes. If an exhibitor does not have a vest these can be purchased via security at a charge of \$10.00 per vest. The vest must be worn from midnight Sunday to 10.00pm Monday.**

**On Thursday August 9 during 'moving out' all exhibitors must wear a high visibility vest and enclosed shoes from 5.00pm to midnight.**

## PARKING

Parking facilities are available at the conference venue – \$12 per entry parking fee.

## SAFETY CHECKLIST

On arrival for 'move in/out' exhibitors will complete a safety check list with the Safety Guard at the entrance to the exhibition and receive a wristband that must be worn during the move in/out.

## REGISTRATION

Each site comes with two delegate registrations which include:

- Access to all plenary sessions
- Morning and afternoon tea
- Lunches
- Welcome reception

Additional exhibitor delegate day passes are also available online – [www.australiancottonconference.com.au](http://www.australiancottonconference.com.au) – or at the venue.

Delegate and exhibitor day registrations do not include entry to the Conference Industry Awards Dinner.

**Exhibitors and sponsors are encouraged to use this special link for their "complimentary" delegate allocations – <https://platinumevents.eventsair.com/cotton-conference-2018/complimentary> An invoice will be raised for any additional registrations, Awards Dinner tickets, accommodation, etc.**

## SECURITY

The premises are professionally guarded and monitored at night. If you have any special security needs please contact the organisers. The organisers suggest that valuable items are stored carefully.

## SITE DISPLAYS & BUILDS

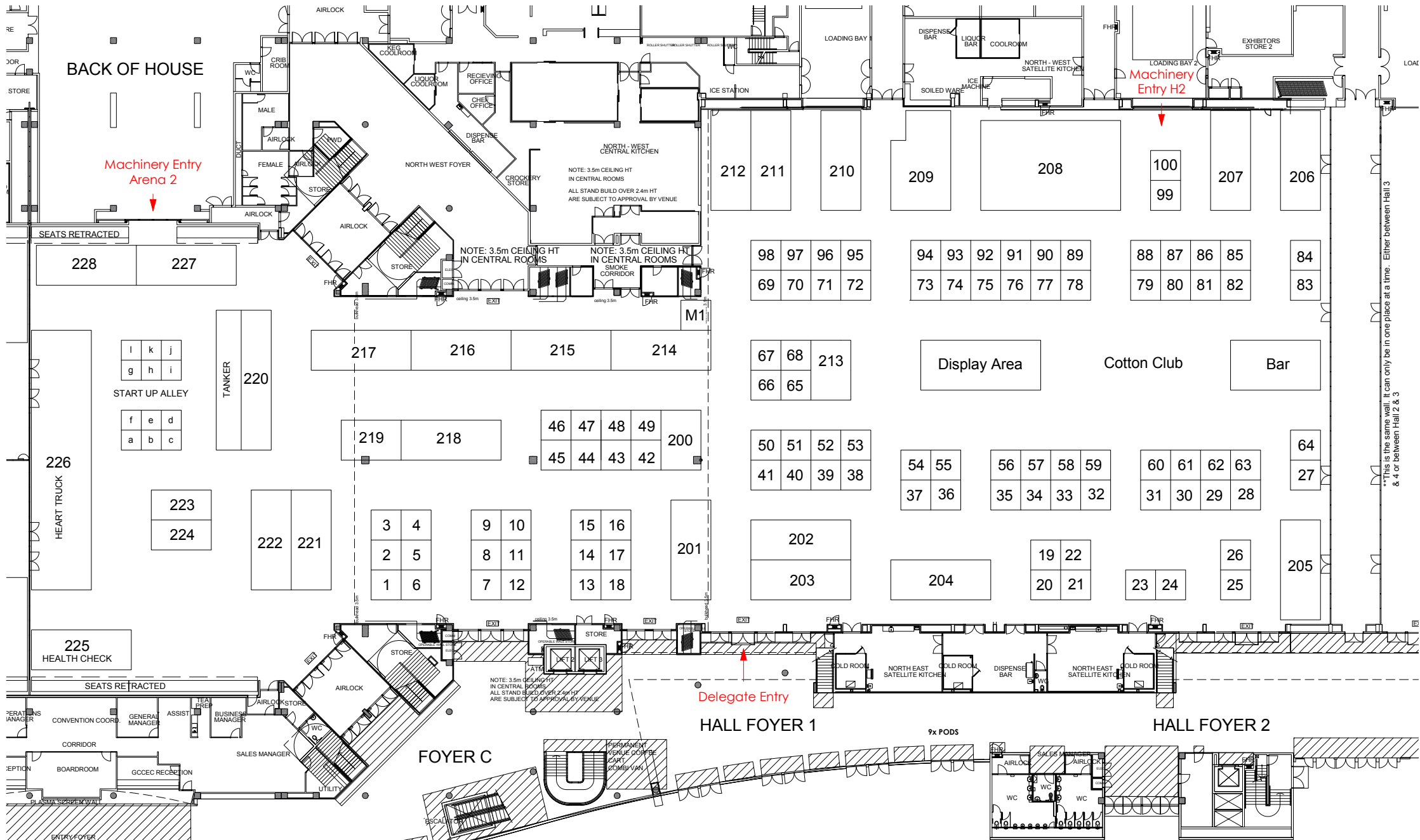
- Displays must not exceed the height of the paneling in the booths (2.5 metres) without the express permission of the organisers.
- Custom built site display plans must be submitted to the organisers for approval by July 12,

## STORAGE

Exhibitors should arrange off-site storage for any shipping containers, machinery crates and packing material that they are likely to require again during move-out.

There is a room available near the Trade Display area for storage of smaller items.

# 2018 COTTON CONFERENCE – SITE SALES PLAN



\*\*This is the same wall. It can only be in one place at a time. Either between Hall 3 & 4 or between Hall 2 & 3