



# EXHIBITOR INFO PACK

ENCLOSED:  
BROWZACON MANUAL  
BCEC EXHIBITOR INFO GUIDE

**BROWZA**  
*Con*

# BROWZA Con

## WELCOME TO BROWZACON 2023

We ask that you please read through this manual thoroughly to ensure a smooth operation on the day.

### Contact details

**Organiser** - Dan Prance [contact@browzacon.com](mailto:contact@browzacon.com)

**Organiser** - Nic Prance [contact@browzacon.com](mailto:contact@browzacon.com)

**On the day** - Stage Manager Mandy Bullen 0421 477 677

**On the day** - Event Organiser Nic Prance 0452 579 114

### Dates & times

#### BUMP IN

**Friday 26th May 12:00-17:00**

#### BUMP OUT

**Saturday 27th May 17:00-19:00**

#### SHOW DAY

**Saturday 27th May 09:00-17:00** (Exhibitor access from 08:00)

**No access before or after times stated.**



# BUMP IN/OUT INFO

**Please do not try to access the venue before or after the times shown.**

Bump in and out times are non-negotiable. You will need to ensure that your stall is packed up and cleared by 19:00 on Saturday 27th May. If you have transport helping you to move items, please ensure that you arrange drop offs and collections during the bump in times.

**All guests will need to register.** If people are helping you on your stall, they need to register for a ticket using your code.

High-visibility safety vests and closed-toe shoes **must** be worn at all times during move-in and move-out periods. You will not gain access to the loading dock or venue without these. You can bring your own or purchase a vest onsite for \$10.00

No alcohol is to be consumed in the hall or loading dock during move-in and move-out. Smoking is strictly prohibited.

Children under the age of 15 are not permitted in the loading docks or inside the venue during move-in or move-out.

**No access will be permitted via the loading dock during the operational hours (09:00-17:00) of the event.**

## THE VENUE

**Brisbane Convention & Exhibition Centre Cnr  
Merivale and Glenelg Streets  
South Bank  
Brisbane  
Qld 4101**

## CAR PARKING

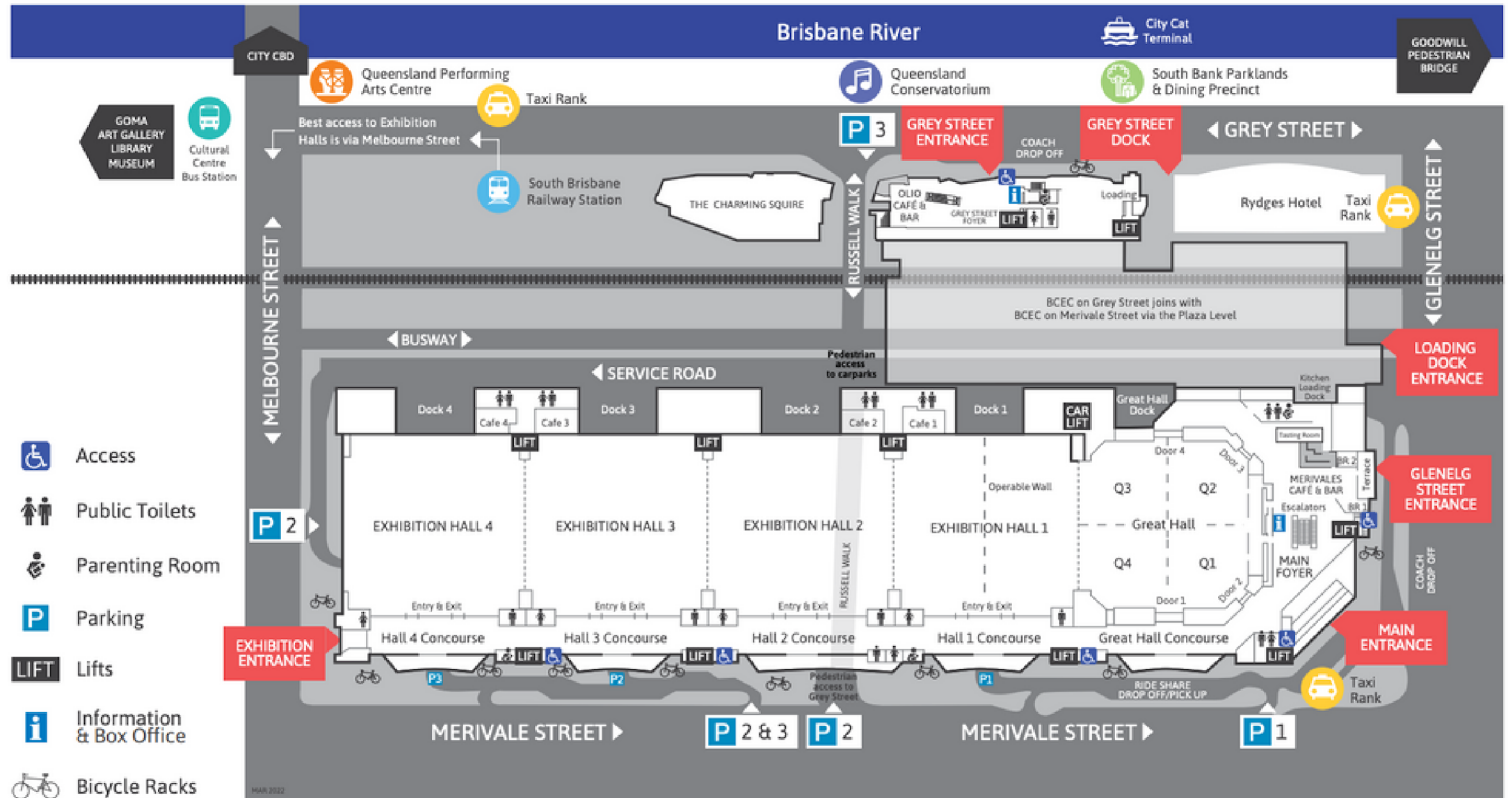
The Brisbane Convention & Exhibition Centre (BCEC) operates a Southbank parking facility for exhibitors, visitors, guests and the general public. The car park is conveniently located undercover with direct lift access to the Centre's convention and exhibition facilities and event spaces. BCEC provide undercover parking for up to 1,500 vehicles to both our event guests and the general public. The car park is open 24 hours a day.

**We are also pleased to offer a \$18.00 discounted daily parking rate for exhibitors,** redeemed at the pay stations with an event specific QR code. Please note without this QR code, exhibitors will not be eligible to receive this discounted \$18.00 rate.

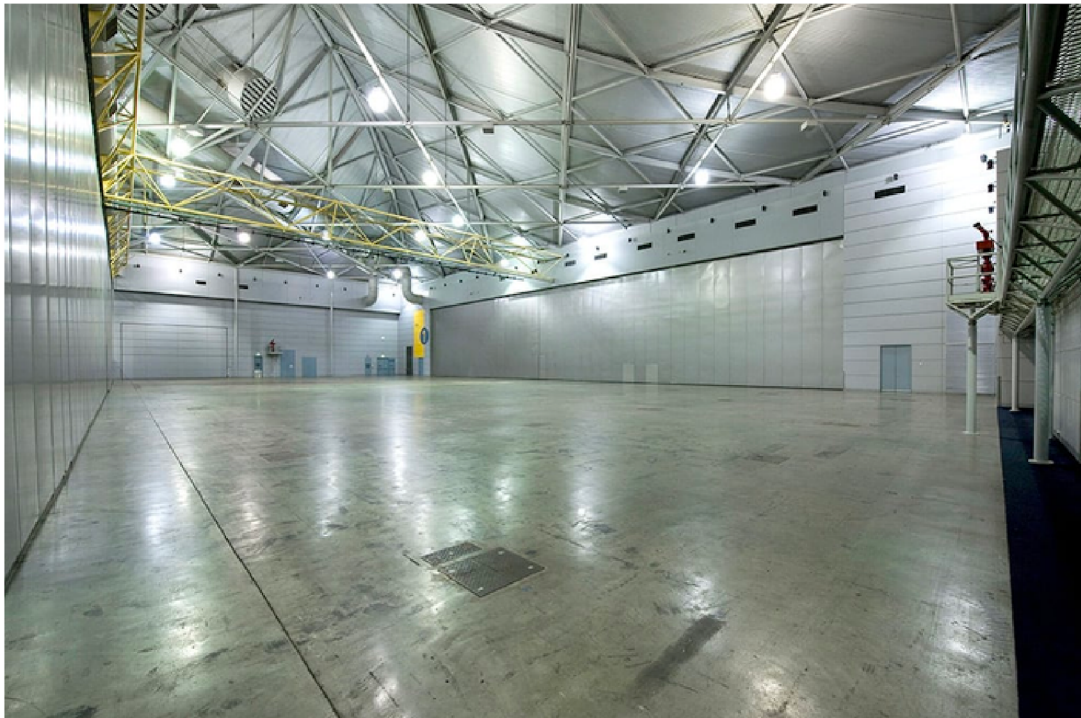
The code will be sent to all exhibitors by the BCEC one week prior to BrowzaCon.

# BUILDING MAP

BCEC ON MERIVALE STREET AND GREY STREET



**BROWZACON IS LOCATED IN:**  
**EXHIBITION HALL 3**





# STANDARD STALL

This is our most popular type of stall. Our standard stall offers exhibitors to be as creative as they like by providing a space and a basic furniture package - this also helps keep prices competitive for everyone.

We recommend bringing roller banners, signage, furniture or anything you think we help dress your stage and attract attention. This is creative space, meaning you need to dress it. There is no structure to create space stalls (no walls, sides or roof).

**1/2 STALLS** If you have one of our 3x1.5m 'half stalls', please note your table size will be smaller to fit the smaller space.

**Please check your invoice or contact us if you unsure what type of stall you have booked.**

## STALL TYPE

# Standard



### STALL SIZES - 3X3 or 3X6 METRES

#### 1 X TRESSEL TABLE

1800mm W x 750mm D

3 x 6 M stalls will be provided with  
2 x Tressel Tables

#### 1 X WHITE TABLE CLOTH

#### 2 X WHITE CHAIRS

### OPTIONAL EXTRAS

Power sockets, wash basins and lighting may be available, subject to availability and exhibitor type. Additional options will be displayed during the booking process.

## Get creative

BrowzaCon will provide you with the basics to get you started on your stall. Treat it like a blank canvas and get creative! We strongly encourage exhibitors to bring branding materials, pull up signs, pop up banners or anything else you can think of to fill your space and sell your business or service.

Need some branding materials? Try [easysigns.com.au](https://easysigns.com.au)

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# STANDARD PMU DEMO ONLY

These stalls are limited to PMU and tattoo stalls only due to the infection control BrowzaCon needs to provide. You need to provide your own bed, stool, light, trolley and tattoo consumables. Please check your booking to see that you have ordered extra items if you are not bringing them with you. There are NO items available for hire on the day.

**Please check your invoice or contact us if you unsure what type of stall you have booked.**

## STALL TYPE

# Standard

## DEMONSTRATOR (PMU) ONLY



### STALL SIZES - 3X3 or 3X6 METRES

#### 1 X TRESSEL TABLE

1800mm W x 750mm D

3 x 6 M stalls will be provided with  
2 x tressel tables

#### 1 X WHITE TABLE CLOTH

#### 2 X WHITE CHAIRS

#### 1 X HAND WASH STATION

#### 1 X 3M WHITE BACK WALL

### IMPORTANT

BrowzaCon will provide you with a Council approved space for you to demonstrate from.

It is the demonstrators responsibility to ensure they have ALL the equipment, certifications and required insurances.

Before booking please ensure you visit **[browzacon.com/demonstrator](http://browzacon.com/demonstrator)** for a full list of what is required for you to attend and demonstrate safety and legally at BrowzaCon.

## Get creative

BrowzaCon will provide you with the basics to get you started on your stall. Treat it like a blank canvas and get creative! We strongly encourage exhibitors to bring branding materials, pull up signs, pop up banners or anything else you can think of to fill your space and sell your business or service.

Need some branding materials? Try [easysigns.com.au](http://easysigns.com.au)

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# PREMIUM STALLS

Also known as Standard +

Our Premium Stalls (previously known as 'Standard+') include a white back wall and two 1m side walls. Please note: the side walls will not form a full shell as the space, as standard is 3x3m and our structure is 3x1m.

Upgrades to Premium are subject to availability. Please contact us to discuss.

**Please check your invoice or contact us if you unsure what type of stall you have booked.**

## STALL TYPE

# PREMIUM



### STALL SIZES - 3X3 or 3X6 METRES

#### 1 X TRESSEL TABLE

1800mm W x 750mm D

3 x 6m stalls will be provided with  
2 x Tressel Tables

#### 1 X WHITE TABLE CLOTH

#### 2 X WHITE CHAIRS

#### 3M WIDE / 1M SIDE WALLS

Consisting of x5 1m white wall panels

#### 2 X LED ARM LIGHTS

#### 1 X 4AMP POWER ACCESS

#### 1 X FASCIA NAME SIGN

#### REAR CARPET

### OPTIONAL EXTRAS

Additional power sockets, wash basins and lighting may be available. Please contact us directly if you would like to discuss additional options.

Please note: Our Standard + package has 2 x 1m side walls to divide up our 3x3m stall spaces, therefore your table will be 2m in front of the shell unit.

## Get creative

BrowzaCon will provide you with the basics to get you started on your stall. Treat it like a blank canvas and get creative! We strongly encourage exhibitors to bring branding materials, pull up signs, pop up banners or anything else you can think of to fill your space and sell your business or service.

Need some branding materials? Try [easysigns.com.au](http://easysigns.com.au)

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# ACCESS INFO

Access to BCEC for exhibitors and contractors during build-up and pull-down is via Glenelg Street. The service road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic.

The entrance to the BCEC Car Park is located at the end of the service road past Exhibition Hall 4.

## ORDER STALL EXTRAS

### Have you ordered all your extras?

Now is the time to check you have everything you need for your stall. Your stall will include some items as standard, details can be found further down in this document. You may have also ordered additional items when you booked, please check your invoice as you may have already paid for extras when booking your stall.

*If you need extra items we have a number of suppliers that can help you with this, see details below. All extra orders must be placed at least 14 days in advance of the expo day.*

### PMU & BEAUTY DEMO STALL EXTRAS

Extra Items: Beds, ring lights, stools, trolleys.

Contact: [contact@browzacon.com](mailto:contact@browzacon.com)

### STALL SERVICES VIA THE BCEC

You can also order additional services via the online portal provided by the BCEC.

These include:

- Catering & drinks for your stall
- High Speed Internet access
- Additional tables & chairs
- Video monitors & AV systems.
- 

Please ensure all online orders are placed and paid for seven days prior to the event. For orders later than this please contact Exhibitor Services directly to enquire if your requirements can be accommodated.

T: +61 7 3308 3536

E: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

W: [Visit the Exhibitor Services Portal](#) - the link can be found at [browzacon.com/infopack](http://browzacon.com/infopack)



## PLEASE NOTE

**ALL stalls (except Premium and PMU Demo) are creative spaces ONLY.**

**This means there is NO structure, walls, backs or ceilings. We recommend bringing banners, décor (flowers), shelving. Dress your stall to sell your brand!**

### STALL BUILDING SERVICES

If you would like additional structures on your stall, please contact our supplier Exhibition Display Services. **Items need to be ordered at least 14 days in advance of show day.**

T: +61 73216 2512

E: [info@exhibitiondisplayservices.com.au](mailto:info@exhibitiondisplayservices.com.au)

W: [exhibitiondisplayservices.com.au/expo-ordering-forms/](http://exhibitiondisplayservices.com.au/expo-ordering-forms/)

## GOODY BAGS

We will be providing goody bags to the first 100 visitors and, if stock allows, throughout the show day. If you would like to include products in our goody bags please contact BrowzaCon directly to arrange this. **This is a great way to advertise your brand.**

## FREIGHT FORWARDING

If you are interested in sending items ahead of time please reach out. We will be able to connect you with a freight forwarding company. This is to be managed by you and the company at additional cost to you

## ELECTICAL TESTING

All electrical equipment that will be plugged in and brought into the hall by exhibitors **must** be tested and tagged before it can be used in the hall. Power is an additional service to your booth. If you need to book power, please do so asap.

**Our testing company TagRite will be in the hall from 12:00 until 16:00 on Friday 26th May.**

There is no charge for this service.

# HALL STORAGE

BrowzaCon has limited storage available and we ask exhibitors to maximise space on their stall to store products or packaging.

An additional limited storage area will be able behind the walls of stalls 01-19 on a first come, first served basis - please note this area will not be manned so anything stored here will be at the owners risk.

# STALL CLEANING

Exhibitors must ensure their stall is in a clean and tidy condition throughout the show. Tattoo stalls will be required to follow strict hygiene protocols and spot checks will be carried out by BrowzaCon trained staff throughout the show day.

# BREAK AREA

A break/networking space will be provided for all Exhibitors to have a break away from the main hall and the general public. The break area has kitchen facilities.

# BROWZACON CONNECT

All exhibitors are provided free access to our BrowzaCon Connect service. Upon arrival you will be provided with a lanyard containing the BrowzaCon Connect QR code.

When the QR code is scanned by a phone it will lead to a simple online form which clients can complete in order to pass on their contact details to you for follow up.

BrowzaCon will collate all the form responses and share any leads to exhibitors via email using the email address we hold on our system. This will be provided within 14 days of the expo finishing.

# WIFI ACCESS

Casual wireless internet is available at no cost to all visitors of the Centre and is designed for web browsing and checking web-based email. It is not designed for accessing VPN's or downloading large files. The speed is limited to 1MB.

The network name is BCECLINK and requires no password.

**Designated higher speed internet connections can be arranged via the [BCEC exhibitor portal](#).** The link can be found at [browzacon.com/infopack](http://browzacon.com/infopack)



# TATTOO STALLS

**You need to bring your own consumables including gloves, masks, paper towels, cotton rounds, baby wipes, ink cups, needles, hairnets, ink, machine and chargers.**

BrowzaCon will have cleaning stations with hospital grade cleaning products and cling-wrap. We will provide the sinks, hand wash and hand sanitiser as per Brisbane Council Regulations. You do not have to apply for a personal appearances permit. BrowzaCon will obtain the correct licensing for the PMU/ Tattoo zones. Artists are required to provide their Infection Control certificate, which will be submitted to the Council.

**Please email a copy of your certificate no later than 15th April 2023 to [contact@browzacon.com](mailto:contact@browzacon.com).**

If we do not receive your certificate by this date then you will not be included in the application to the Council and you will not be able to tattoo on the day.

- Brisbane City Council will be conducting health inspections. Please ensure you choose appropriate skin prep to comply with Australian regulations.
- Provide the appropriate 70% alcohol swabs.
- Keep client records.
- Do not have soft furnishings in tattoo area.
- Cover areas with cling wrap that will be sat on or touched (i.e. chairs, tables etc.)
- Always wash your hands before and after each tattoo/piercing procedure and reapplying a new set of gloves every time.
- Do not consume food and beverages when tattooing / piercing.
- Please use the medical waste bin as indicated on the day. Do not use this for general waste bins at the BCEC. **Do not place sharps in general waste bins.**

## PMU & BEAUTY MODELS

Models that want to be numbed need to be pre-booked and have their numbing ordered. Keperra Pharmacy is providing FREE numbing for all the BrowzaCon models but this needs to be pre-arranged before the day so it can be compounded in advance. Keperra Pharmacy will be providing the details on this shortly so look out for an email.

You may tattoo and conduct beauty treatments on patrons as they approach your stall, however all clients must complete a waiver form and you must have a record of the client details, including treatment type and personal details such as contact details. As stated above you cannot numb clients on the day who have not pre-ordered their numbing.

You must also complete beauty and tattoo treatments in a safe and hygienic manner to the training standards and regulations set. Please wear professional clothing, present yourself as clean and fresh and wear enclosed shoes.

# YOUR CLIENTS

## Invite your clients to BrowzaCon!

The expo is a fantastic opportunity to meet your customers in person and make stronger connections.

If a student has enquired about training from you, invite them!

If you are a local business and client have enquired about getting treatment and wanting consultations - invite them too! You could conduct free consulting from your stall and allow them to see live tattooing, ask questions and secure bookings.

Remember - every vendor gets a code for free tickets which you can give to these clients.

**Please reach out if you don't know your ticket code.**

## SOCIAL MEDIA

Please ensure you tag BrowzaCon in all your posts for maximum exposure. Our social team team will be posting and sharing live videos throughout the day.

**Instagram @browzacon**

**Facebook @browzacon**

## INSURANCE INFO

All PMU and Beauty demonstrations need to provide their certificate of insurance for their business showing public liability of at least 10 million AUD. All other exhibitors do not require public liability insurance.

BrowzaCon also advises obtaining your own private insurance under the event that you are unable to attend due to circumstances beyond your control / force majeure. BrowzaCon does not process refunds for exhibitors or attendees as per terms and conditions on booking and website.

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## FEATURED STAGE

Requests to take part on the featured stage are now closed. Due to overwhelming popularity, time slots are limited.. Some artists will need to prep their model and complete some of the treatment before performing on stage, to save time across the day. The stage program will be issued shortly and is non-negotiable.

# ADDITIONAL RULES & INFO

## ARTIST NETWORKING & BREAK SPACE

BrowzaCon is providing a break away/networking space with lounges and kitchen facilities. Light snacks will be provided in this space. You may also store food and drink in here and connect with other brands away from the main expo hall.

## ATMs

The event will have a number of ATMs position within and outside the pavilion.

## VEHICLES

Relevant and current licenses must be held for all vehicles driven onsite and presented to venue staff should they be asked. Please be conscious on limited parking times in the loading dock for move-in and move-out of the event.

## BEHAVIOUR

All exhibitors and guests must act in an respectful manner. Abuse to BrowzaCon staff, BCEC staff or patrons will not be accepted and you will asked to leave the centre. You are responsible for your ensuring you understand your booking, your stall information and for reading your inclusions and Terms and Conditions of the event. We are happy to answer any questions on this.

## ALCOHOL/DRUGS

No person is permitted to bring in, consume or be under the influence of alcohol or illicit drugs while working at any time during the event, bump in or bump out on the premises.

## FOOD/DRINK

Food and drink is not permitted in the hall, unless previously agreed with the BCEC and/or BrowzaCon. There will be a Cafe in the hall during show day and there are other facilities within the centre.

## MUSIC

Exhibitors are not permitted to play any music or have any audio speakers on their stalls without prior permission from BrowzaCon. You are allowed to play videos at your stall on a laptop and/or TV set (not provided as standard) but the audio must be on mute.

## SECURITY

Any unattended stock or equipment is left at the owners risk. BCEC or BrowzaCon is not responsible for items that are lost, damaged or stolen.

## ACCOMMODATION & CATERING

Accommodation and catering is not included in your stall booking. There are a number of hotels and restaurants close by the BCEC.

**PLEASE CONTINUE TO READ THE BCEC EXIBITOR INFORMATION GUIDE**



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## COVID-19

BCEC operates under a Site Specific COVID Safe Plan approved by Queensland Health. The Plan is integrated with ASM Global – VenueShield, the highest standard hygiene protocol, rolled out across 325 venues world-wide.

BCEC has incorporated COVID Safe principles into its Food Safety Management Systems and been recertified to ISO 22000 Food Safety Management Standards.

To protect others, you must:

- Practice good hand hygiene
- Practice physical distancing
- Stay at home and do not attend the Centre if you feel unwell

For further information on COVID-19 please visit:

Queensland Government advice

<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>

Australian Government Health Department

<https://www.health.gov.au/>

## INTRODUCTION

This manual is designed to assist you with the smooth planning of your exhibition display. Contained within this document are the Brisbane Convention & Exhibition Centre's (BCEC) evacuation procedures, exhibition regulations and forms, as well as a list of available services.

## EXHIBITOR SERVICES

BCEC's [online exhibitor ordering portal](#) allows exhibitors to order multiple services at the same time and obtain tailored quotes using a secure payment gateway. Event organisers will provide an event specific link or you can search for your event.

Please ensure all online orders are placed and paid for seven days prior to the event. For orders later than this please contact Exhibitor Services directly to enquire if your requirements can be accommodated.

## QUESTIONS?

T: +61 7 3308 3536

E: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

W: Visit the [Exhibitor Services Portal](#)

## VENUE ACCESS

Brisbane Convention & Exhibition Centre  
Cnr Merivale and Glenelg Streets  
South Bank Qld 4101  
[Building map](#) and [access map](#)

For events within the Exhibition Halls:

- Access to BCEC for exhibitors and contractors during build-up and pull-down is via Glenelg Street.
- The service road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic.
- The entrance to the BCEC Car Park is located at the end of the service road past Exhibition Hall 4.

For events elsewhere in the building:

- Car Parks 1-3 are accessible via Merivale Street (Car Park 3 also accessible via Grey Street).
- For BCEC events held on the Merivale Street side, use the car park lifts to proceed to Foyer Level.
- For BCEC events held on the Grey Street side, exit the car park to Grey Street and find the building entrance to your right.

*Concierge trolleys can be borrowed from Information Desks, subject to availability*



## SERVICES AVAILABLE FOR PRE-ORDER



### CLEANING

Public areas, foyers and exhibition aisles are cleaned and rubbish bins emptied daily by the Centre's cleaning staff.

If you wish your individual stand to be cleaned you must pre-book this service using the online exhibitor ordering portal.



### AUDIO VISUAL

A range of Audio-Visual equipment is available to hire from the BCEC. Please submit a quote detailing your requirements via the online portal.



### RIGGING

All rigging for the Exhibition Halls is to be completed by BCEC approved contractors, rigging in all other spaces is completed by BCEC. Please contact Exhibitor Services to discuss.



### EXHIBITOR CATERING

Catering, barista service and on-stand networking functions can be arranged via BCEC's online ordering service.

Please note some restrictions may be set by your event organiser.



### UTILITY SERVICES

Exhibitor Services can arrange for any water, waste, compressed air or electrical services you may require, please book via the online portal. Please note BCEC does not do Test and Tag.



### INTERNET

Casual wireless internet is available at no cost to all visitors of the Centre and is designed for web browsing and checking web-based email. It is not designed for accessing VPN's or downloading large files. The speed is limited to 1MB. The network name is BCECLINK and requires no password.

Designated internet connections can be arranged via the exhibitor portal, please supply a Wi-Fi name and password (Min 8 characters).

## SAFETY AT BCEC

### EMERGENCY FIRST AID & MEDICAL

In an emergency situation or if first aid is required, please alert a BCEC staff member immediately. Contact Security on any BCEC fixed phone by pressing '8'.

The nearest Public Hospital Casualty Department:

Mater Misericordiae Hospital

Annerley Road, South Brisbane

Telephone: (07) 3840 8111

### EVACUATION PROCEDURES

In the case of an emergency in the Centre, please stay calm. Please follow the instructions given by BCEC staff who are fully trained for an emergency situation. Security and Building Services staff are qualified First Aiders.

The Centre has a 2-alarm system, which is as follows:

1st alarm sound... BEEP BEEP

This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound... WHOOP WHOOP

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire.

If we do need to evacuate, all exits are clearly marked with exit written in green. Centre staff will direct you to a Safe Assembly area.

## FIRE REGULATIONS

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations.

The storage of any flammable liquids or fuel within the Exhibition is not permitted. Motor vehicles or other mechanical appliances displayed within the Exhibition venue must be free of leaks. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations available from the Centre. A permit is required.

## FIREPROOF MATERIALS

Any materials used in stand construction or for display purposes must conform to the following standards:

- Non-combustible and inherently non-flammable material
- Durable flameproof fabric
- Self-extinguishing plastic
- Plywood, hardwood, pulp board or fibreboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities.

## SAFETY VESTS

All organisers, contractors and exhibitors and their staff must wear safety vests and closed-in shoes whilst on the loading dock, service road or in the Exhibition Hall during the construction, bump-in and bump-out of events.

Vehicle drivers and offsidiers or passengers utilising the service road or dock areas who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

Safety vests can also be purchased from the vending machines located down the Exhibition Hall concourse for \$10.00 each.

## SECURITY

BCEC Security Officers will maintain security throughout the building. Whilst every responsible precaution is taken, the organisers and the BCEC accept no responsibility for any loss or damage occurring to persons or property at the Exhibition.

## PERMITS

Permit forms are required to be submitted to Exhibitor Services for the below activities:

- Aerial Acts
- Amusement Rides & Devices
- Animals



- Child Care Facility
- Demonstration Product or Equipment
- Drones
- Electrical Work
- Excess Weight Item (over 500KG)
- Fire Acts (fire twirling, fire breathing)
- Foggers & Hazers
- Hazardous Substances
- Heavily Themed Events
- High Risk Activity
- Laser Activity
- Medical Activities Permit Including Tattooing & Body Piercing
- Naked Flame & Liquefied Petroleum Gas
- Pyrotechnics & Air Cannon
- Two Storey Structures
- Stage Configuration-Alternation
- Vehicle Displays

Permit forms can be downloaded [here](#)

Once completed, please send to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval

## FOOD, BEVERAGE & CATERING COMPETITION AND GAMING REGULATIONS

Any competition, trade promotion or art union conducted at or in conjunction with an exhibitor's stand must comply with the Charitable and Non-Profit Gaming Act 1999, Regulations and Rules (Qld). For more information on conducting a competition, trade promotion or art union, exhibitors should contact:

[Queensland Office of Liquor and Gaming Regulation](#)

Telephone: (07) 3872 0999 A/H (07) 3210 2906

## FOOD & BEVERAGE SAMPLING

Your event organiser has agreed to the following terms:

*Only BCEC Management and its representatives are entitled to (and Hirer will not) bring into or provide or sell in the event facilities or the centre, food and beverages (whether alcoholic or not). However, if the nature of the event is such as to require it, exhibitors at an event conducted by the Hirer may distribute food samples to visitors or guests at the Event with the prior written approval of BCEC Management (which will not be unreasonably withheld).*

Exhibitors at Food & Beverage related events wishing to provide samples at BCEC must obtain prior approval from the Food & Beverage Service Director and/or Executive Chef. Clients without prior approval will not be able to provide samples.

*A food & beverage sampling approval form should be submitted through the online Exhibitor Portal.*

Once permission has been granted, the exhibitors must comply with legislative requirements, including acquiring a Temporary Food Stall Licence from Brisbane City Council (BCC). Please note the conditions of supply of liquor is governed by the Qld Liquor Act and Regulations.

The sampling activity must be the core business of the exhibitor, either demonstrating a food product or equipment. The sample must be given away free of charge to the patron.

Further:

- Items are those which registered members of the association buy wholesale in the normal conduct of business, or are produced by equipment used in the normal conduct of their business
  - Liquid portions should not exceed 30% of what would be considered to be standard serving size.
  - Solid food should be no larger than bite size; and
  - The exhibitor must be fully self-sufficient in this endeavour, particularly in relation to the Health Regulations outlined on the following page.

## HEALTH REGULATIONS

The following health requirements are applicable for exhibitor's stands from which samples of food or drink are promoted to the public.

A Permit may be required from Brisbane City Council and can be arranged through the Council directly. If you are unsure of the best point of contact, please liaise with the Exhibitor Services team.

- Perishable packaged foods are required to be refrigerated.
- Where unpackaged food is to be given away, openly stored, displayed and handled, the following facilities and services need to be provided:
  - A hand basin with hot and cold water.
  - A refrigerated display and/or storage cabinet if the food is perishable.
    - Glass or Perspex screens or sneeze guards to protect food from contamination.
  - A washable impervious floor e.g. sheet vinyl.
    - Where serving implements or utensils are used, a separate sink with hot and cold water will be required.
  - Where drainage and water are required, stands must be located with access to the appropriate service pits.

- All eating and drinking utensils must be disposable (paper cups, plastic spoons, plastic wine glasses) and must not be reused.
- When food or drink samples are given away for promotional purposes:
  - They must be offered in such a manner as to avoid being handled by the public e.g. portioned and toothpicks inserted.
    - They should be protected from contamination, for example by the use of trays fitted with plastic covers.
  - Condiments such as sauces and mustards are to be contained in squeeze type dispensers or individual sealed packets.
- For other than food related exhibitions, cooking of food by Exhibitors is prohibited unless approved by the Centre. Early consultation with the BCEC Management is mandatory.
  - Exhibitors must provide receptacles for rubbish collection. These receptacles must be located within or near to the stand and the contents shall be disposed of in a manner approved by Centre Management.

All stands involved in the presentation of Food & Beverage must abide by the “Food Hygiene Regulations 1989”. Please note extra cleaning charges may be imposed for the disposal and cleaning of food and beverage waste.

## GENERAL INFORMATION

### INFORMATION DESK

Information Desks are located in the Main Foyer and Grey Street Foyer. Services include printing, photocopying and the sale of stationery items. For Exhibitor Services enquiries outside of business hours, please proceed to the Information Desk for assistance.

### FREIGHT

Exhibitor freight can either be delivered through the Event Organiser via the client consolidated freight label, or the Event Organiser will have engaged a freight forwarder for exhibitors.

For more information, please visit our [website](#) and/or contact the team below:

T 07 3308 3385

E: [freightandlogistics@bcec.com.au](mailto:freightandlogistics@bcec.com.au)

Neither the organisers or venue will accept any responsibility for the safety or wellbeing of any items on, or delivered to, the site in the absence of the Exhibitor or their agent or contractor.



Courier companies should be instructed to pick-up left-over freight at the conclusion of the event. The venue will not take responsibility for freight left after this time.

## PARKING

The Centre provides undercover parking for 1500 vehicles, with direct lift access to the Centre's convention and exhibition facilities. Car Parks 1-3 are accessible via Merivale Street and Car Park 3 can also be accessed via Grey Street.

Exhibitors are entitled to a discounted parking rate, redeemed at our pay stations with a QR code. You will receive your event specific QR code via email from the Exhibitor Services Team. Please note car parking prices are subject to change.

## SMOKING

The BCEC has a "No Smoking" policy within all areas of the venue. Exhibitors, contractors and their staff are therefore requested not to smoke within the exhibition area or loading docks.

## STORAGE

As limited on-site storage facilities for packing materials and boxes are available, it is recommended that exhibitors keep packing materials to a minimum. Exhibitors may not leave boxes and packing materials in the Exhibition Display Area during the event.

# STAND CONSTRUCTION & EXHIBITS

## CABLES

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cables should be raised above the walkway. If this is not possible, cables need to be covered with carpet tile, matting or taped with gaffer tape or cable covers.

In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape.

## DEMONSTRATION OR EQUIPMENT

Where an event or exhibition has demonstrations using portable electrical equipment, the Safety Manager must give special approval. Also, extra safety precautions must be taken to protect members of the public. These extra precautions must be complied with

at all times or the demonstration will be stopped. A current permit to demonstrate must be held.

## ELECTRICAL EQUIPMENT

The BCEC Management reserves the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary.

All portable electrical equipment, appliances and leads used on the BCEC site must be tested and tagged in accordance with Australian Standard 3760 and WH&S Act 2011. Any electrical equipment found not tested will have to be tested immediately or removed from the Centre. For safety reasons, double adaptors are not to be used in the Centre.

Where an Exhibition has demonstrations using portable electrical equipment, a work permit needs to be submitted to the BCEC Safety Department.

Any person who suffers an electric shock from any piece of electrical equipment **MUST** report the incident **IMMEDIATELY** to the Centre's Security Department by dialling (8) on a wall phone.

## FLOOR LOAD WEIGHT LIMITS

All floor areas within the BCEC have specified loading limits per square meter. Any equipment or item to be displayed, or used during an event weighing more than 500 kilograms must be assessed prior to the item or equipment being positioned. A current permit must be held for items over 500 kilograms, and BCEC requires the following information in advance of the commencement of the build:

- The dimensions of the base of the item;
- The gross weight of the item;
- A picture or diagram of the item; and
- An indication on the floor plan where the item is to be located.

## LPG GAS – USE ON STANDS

The use of LPG on stands in the Exhibition Halls may be permitted if a current BCEC Naked Flames and Liquid Petroleum Gas permit is held, and all relevant statutory and regulatory requirements are met.

*Permit forms can be downloaded [here](#).*

*Once completed, please send to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval.*

## MOTOR VEHICLE DISPLAYS

All vehicles must be supplied with a drip-tray. The vehicle keys are to be left with Security Control, unless alternate arrangements have been made with the Event Planning Manager.

All vehicles displayed on a gradient (e.g. one set of wheels on a ramp) are to be locked and no access to be granted unless removing the vehicle from the display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

A Vehicle Display permit is required to display vehicles at BCEC.

## TEMPORARY STRUCTURES

All temporary structures will be professionally designed, structurally sound and will contain reasonable provision for:

- Safety of persons to be accommodated in the event of fire, including means of egress.
- Prevention of fire.
- Suppression of fire.
- Health of persons accommodated.
- All structures over 2.4 meters in height, where persons either staff or guests gather, must be certified by an engineer.
- Patrons must give consideration for wheelchair access to the Stand (Building Code of Australia – Section D3.3).

The reduction of the existing level of fire protection is not permissible. Designers and builders have an obligation to design and construct to these principles and any relevant standards or legislation while meeting the special needs of their client.

Stands over 18sqm where roofing is fitted must have a “Smoke Detection Device” and have a fire extinguisher installed. The recommended material for the roofing is “shark tooth” type material that allows water penetration from sprinklers and fire canon.

## CUSTOM STANDS

All custom stands must be approved by the Brisbane Convention & Exhibition Centre safety department. Please ensure that you discuss this with your custom stand builders if applicable.

All custom stands plans are to be sent to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval at least 14 days prior to the event bump in. The stand design must include the stand name, number and all measurements so the safety team can assess accordingly.



A photograph of a modern building at night, featuring large glass windows and balconies. The building is illuminated with warm interior lights and accented with vertical red and green neon lights. The image is overlaid with large, semi-transparent geometric shapes in red, white, and black, creating a dynamic, abstract composition.

QUESTIONS?  
CONTACT@BROWZACON.COM

**BROWZA**  
*Con*