

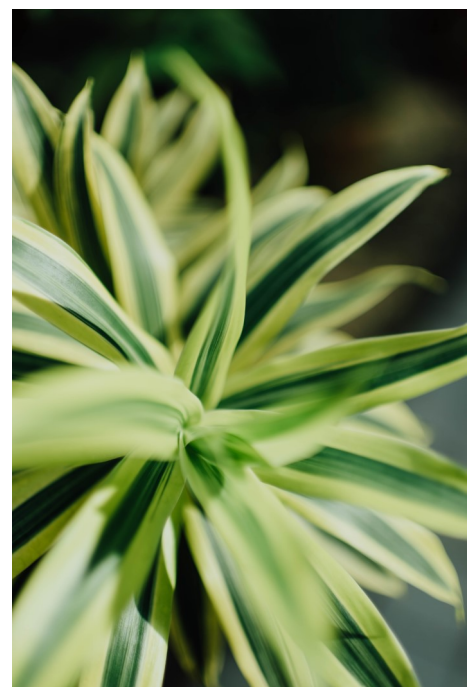


GREEN EXPO

BRINGING INDUSTRY TOGETHER

6 - 7 AUGUST 2019

GOLD COAST CONVENTION & EXHIBITION CENTRE



EXHIBITOR PLANNING MANUAL



Nursery & Garden Industry
Queensland

W: www.ngiq.asn.au

E: events@ngiq.asn.au

P: 07 3277 7900





GREEN EXPO

BRINGING INDUSTRY TOGETHER



6 - 7 AUGUST 2019

GOLD COAST CONVENTION & EXHIBITION CENTRE

This EXHIBITOR MANUAL contains important information to assist with planning for Green Expo.

Please read and pass this information on to all staff who will be involved with your exhibition stand.

If you have any questions, please contact NGIQ via email events@ngiq.asn.au or phone 07 3277 7900.

Green Expo provides an opportunity to promote and showcase latest product and service releases. It's an annual get together for industry and allows direct interaction with expo visitors.

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GREEN EXPO SCHEDULE

Monday 5 August 2019

10am - 4pm Exhibitor bump in
5pm - 7pm Exhibitor networking function

Tuesday 6 August 2019

8.30am - 5pm Expo open
5pm - 6pm Visitor networking function
6.30pm - 10pm Expo dinner

Wednesday 7 August 2019

8am - 8.30am Exhibitor meeting
8.30am - 1pm Expo open
1pm - 3pm Exhibitor bump out



GREEN EXPO



ORGANISER

Kim Waller, Membership & Events Coordinator
Nursery & Garden Industry Queensland
PO Box 345
Salisbury QLD 4107
T: 07 3277 7900
F: 07 3278 7109
E: events@ngiq.asn.au
W: www.ngiq.asn.au

VENUE

Hall 3
Gold Coast Convention and Exhibition Centre (GCCEC)
Cnr Gold Coast Highway and TE Peters Drive
Broadbeach QLD 4218
T: 07 5504 4000
E: exhibitorservices@gccec.com.au
W: www.gccec.com.au

[GCCEC Exhibition Manual available for download HERE](#)

ACCOMMODATION

There are many options within the Broadbeach precinct, some suggested below.

The Star Gold Coast

Reservations Phone: 1800 074 344
Reservation Booking Code: GRE050819
www.star.com.au/goldcoast

Sofitel Gold Coast Broadbeach

Quote 'Green Expo' for 10% off rate of the day
Reservations Phone: 1800 074 465
Reservations Email: h0454@sofitel.com
www.sofitel.accorhotels.com

Meriton Suites Broadbeach

Reservations Phone: 131 672 or 02 9277 1111
Reservations Email: stay@meriton.net.au
www.meritonsuites.com.au

Peppers Broadbeach

Use promo code 'Green2019'
Reservations Phone: 1300 737 444
www.mantrahotels.com/peppers-broadbeach

Synergy Broadbeach (min 3 night stay)

Phone: 07 5628 0600
Email: res@synergybroadbeach.com.au
www.synergybroadbeach.com.au



GREEN EXPO



PRELIMINARY FLOORPLAN

6 - 7 AUGUST 2019

HALL 3

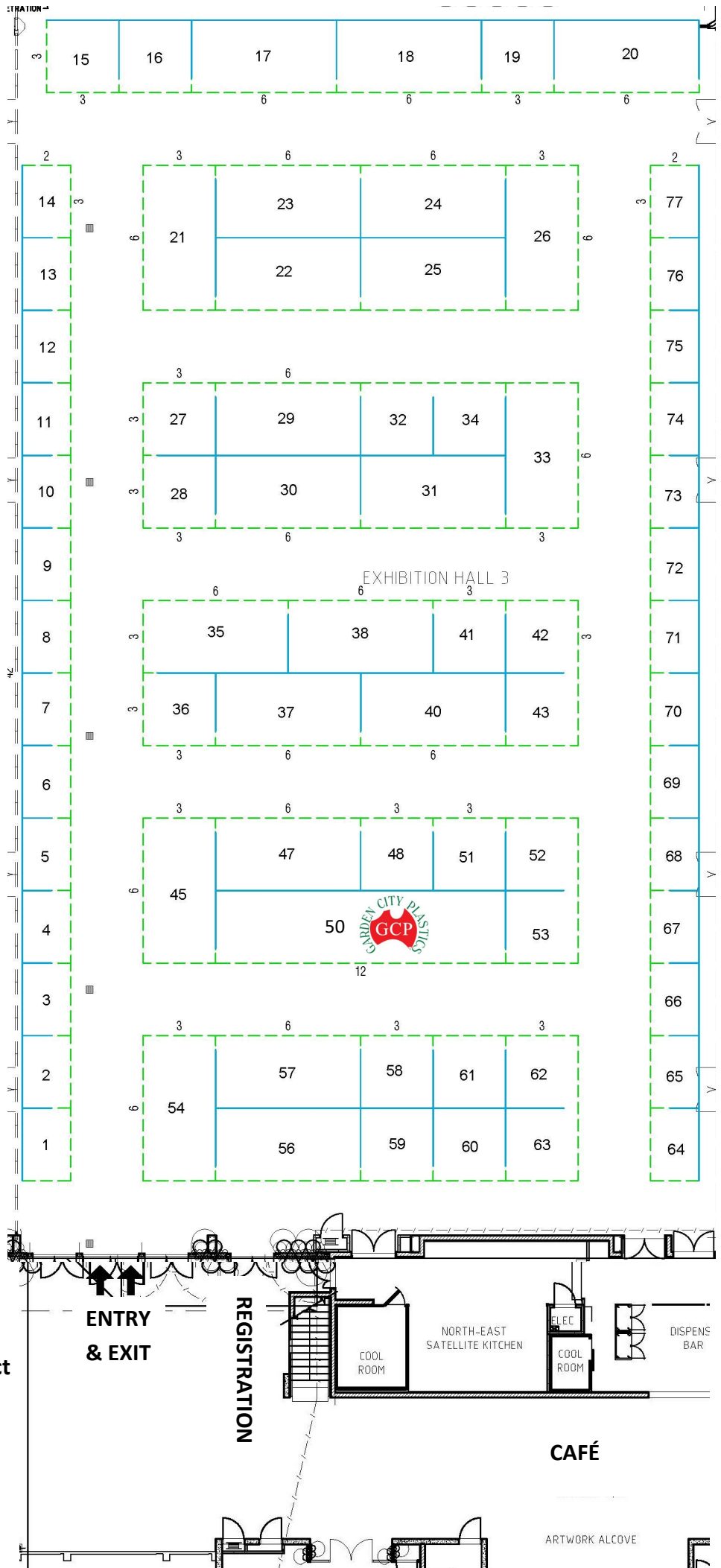
GOLD COAST CONVENTION & EXHIBITION CENTRE

SPONSOR STANDS

- 61 Accentis
- 75 Bamboo World
- 45 Big Leaf Wholesale Nurseries
- 3 Evergreen Connect
- 4 Gallagher Insurance Brokers
- 50 Garden City Plastics
- 36 Go Grow
- 56 Norwood Industries
- 5 Prime Super
- 28 Quality Plastic Products
- 62 QRIDA
- 2 Sunsuper
- 57 Waterworths Nursery
- 37 Zoomgarden

Floorplan is indicative only and subject to change at discretion of NGIQ

Preferred stand location can be requested however final stand allocation is subject to availability



BUMP IN & BUMP OUT

Bump in time is from 10.00am—4.00pm on Monday 5 August

Bump out time is from 1.00pm—3.00pm on Wednesday 7 August

An indicative schedule with allocated times for Bump In access via Loading Dock will be issued to all exhibitors.

Loading Dock can be accessed from the Gold Coast Highway at the northern end of GCCEC.

Convention Centre security staff will be in charge of the loading dock and priority must be given to loading and unloading vehicles. All exhibitors must unload or load vehicles promptly and move on as soon as possible to avoid vehicle congestion and delays on the Loading Dock.

Vehicles cannot be driven inside the exhibition hall.

GCCEC will provide forklift and labour assistance during exhibitor bump in & bump out.

NGIQ nursery trolleys will be available for exhibitor use during exhibitor bump in & bump out. Trolleys remain as a shared resource and should not be left unattended for periods of time.



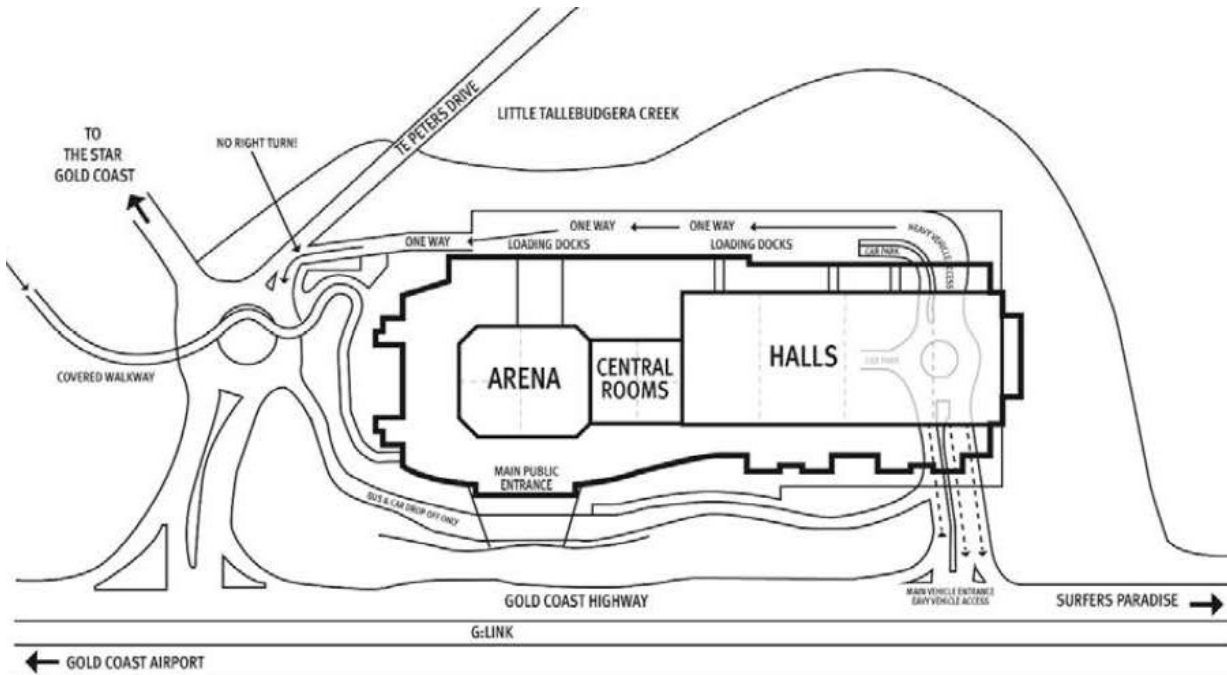
GREEN EXPO



GCCEC LOCATION MAP



GCCEC LOADING DOCK ACCESS MAP



DISPLAY PLANNING

We invite exhibitors to maximise impact with your display and create an exciting expo environment. Below are some ideas;

- Prepare a checklist for stress free set up on the day
- Have promotional giveaway items on offer
- Be creative and incorporate a striking colour scheme
- Let your existing network know that you will be exhibiting
- Make your business name clearly recognisable using printed signage
- Add some furniture to make your stand inviting and comfortable for visitors
- Have printed flyers and other marketing collateral available at a height where it can be seen



GREEN EXPO



DISPLAY STANDS AND ADDITIONAL REQUIREMENTS

Moreton Hire will provide display stands which all include;

- Allocated area within Green Expo
- Carpet on floor
- BLACK velcro compatible walls, 2.4m H
- 1 x single 4amp powerpoint per stand

Further stand details are available to download for relevant stand sizes

[DOWNLOAD MORETON HIRE STAND INFORMATION & ORDER FORMS HERE](#)

Please contact Moreton Hire directly to make arrangements for additional requirements such as furniture, signage, lighting and electrical items. Relevant order forms can be downloaded via link above.

Moreton Hire

Gabby Van Haeften, Account Coordinator

T: 07 3307 4441 | E: gabby.vanhaeften@moreton.net.au | W: www.moreton.net.au

DISPLAY STAND AWARDS

Exhibitors and visitors will have an opportunity to vote for the favourite stands in the categories of Best Greenlife Display, Best Allied Trade Display and Most Innovative Display.

Winners will be announced at the Exhibitors Meeting on Wednesday 7 August.

EXPO BAG INSERTS

Expo bags will be issued to all visitors and will include inserts from participating exhibitors. Inserts must be booked and paid in advance, refer to the Sponsor & Exhibitor Application Form for fees and contact NGIQ if you are interested in providing insert items.

For participating exhibitors, please provide **1,000 copies** of printed collateral *or* promotional items by no later than **10.00am Monday 5 August**.

Insert items can be delivered to NGIQ onsite at 10am sharp when exhibitor bump in commences

or

Insert items can be delivered to NGIQ prior to expo bump in. Please contact NGIQ to coordinate delivery to Salisbury Office or collection at an upcoming Brisbane Trade Day.

EXPO COMMITTEE

For any questions during planning or onsite, please contact Kim Waller at NGIQ or any of the committee members for 2019;
Dave Weber, Pallara Trees
Marc Ward, Award Plants
Kieran Studders, Big Leaf Wholesale Nurseries
De'Arne Wild, Wild Valley Propagation
Rick Warwick, Bamboo Down Under
Laura Billington, Gallagher Insurance Brokers
Adam Duncan, Flourish Plants



EXPO OPENING

The Official Expo Opening Ceremony will take place between 8.00am – 8.30am on Tuesday 6 August.

EXPO SPOTLIGHT

EXPO SPOTLIGHT is a showcase display area which will feature NEW plant releases for 2019 along with BEST products & services at Green Expo.

NEW COMPETITION FOR 2019 - OPEN TO EVERY EXHIBITOR - FREE EXHIBITOR ENTRY

This is an opportunity for exhibitors to submit their single BEST product or service to be on display with other like products in the categories of Greenlife and Allied Trade. All exhibitors have an exceptional product or signature line within their range - this is a chance to put it on show to all expo visitors.

NEW release submissions are complimentary for exhibitors and are also available to non-exhibitors for a fee in the categories of Greenlife and Allied Trade. All Greenlife submissions must be from NGI members.

We invite ALL exhibitors to take advantage of EXPO SPOTLIGHT to promote signature products & services or launch new releases at Green Expo. Please contact NGIQ for submission criteria and submission form.

All submissions MUST be pre-registered by no later than Monday 15 July 2019.

Significant planning and coordination is involved with EXPO SPOTLIGHT, therefore late registrations may not be accepted. Please plan ahead to make the most of this opportunity.

Certificates will be awarded in the following categories;

- NEW product, Greenlife
- NEW product or service, Allied Trade
- BEST of Expo, Greenlife
- BEST of Expo, Allied Trade

Voting is open to ALL exhibitors and visitors. Winning entries will be announced at the opening of Green Expo on Day 2, Wednesday 7 August.

EXPO STAND PERSONNEL

Name tags will be provided for all exhibitors to wear during Green Expo. Please complete and return the [Stand Personnel Registration Form](#) to NGIQ by no later than **Monday 29 July**.

Include names of all staff who will be working on your stand.

Please collect your printed name tags from the Green Expo Registration Desk in foyer during bump in on Monday 5 August.

Lanyards provided by Garden City Plastics & name tags printed by Norwood Industries.



PARKING

There is ample undercover parking on site for car/van/utility with maximum vehicle height of 2.1m. A flat rate will be charged per vehicle entry and there are 5 automatic pay stations positioned throughout the GCCEC for pre-payment prior to exit. Refer to GCCEC for costs <http://www.gccec.com.au/parking.html>

There is no truck parking available on site.

Truck parking is available during Green Expo at Plantmark, 178 Gooding Drive, Merrimac, 4226.

Plantmark accept no liability for any truck parked on their premises under this arrangement.

PLASTIC UNDERLAY

Plastic underlay is required on all stands with plants or pine bark. The fully carpeted floor surface must be protected, please ensure all your staff are aware of the need for care in this regard. It remains the responsibility of each exhibitor to arrange underlay however some plastic may be available from NGIQ during exhibitor bump in if required.

POWER & ELECTRICAL EQUIPMENT

1 x single power point is included with each stand. Please contact Moreton Hire if you require additional power for your stand.

All electrical equipment must be tested and have a compliant electrical tag.

SHOWBOOK ADVERTISING

An opportunity is available for exhibiting NGI members to advertise in the printed Green Expo Showbook, issued to all visitors. Advertising must be booked and paid in advance, refer to the Sponsor & Exhibitor Application Form for fees and contact NGIQ to book advertising.

Advertising includes a half page print and material to be provided as print ready artwork in PDF format.

Half Page LANDSCAPE: 190mm W x 138mm H

Half Page PORTRAIT: 92.5mm W x 276mm H

The deadline for advertising material is **Monday 8 July** and should be provided to events@ngiq.asn.au

SOCIAL FUNCTIONS

Opportunities exist to partner with NGIQ in support of networking functions during Green Expo. Contact Kim Waller to discuss if you are interested in branding and/or speaking opportunities at either function.

MONDAY 5 AUGUST

Exhibitors are invited to attend the **Exhibitor Networking Function** happening after bump in from 5pm on Monday 5 August. This function is for exhibitors only and FREE to attend, venue details to follow.

TUESDAY 6 AUGUST

All exhibitors and visitors are welcome to attend the **Visitor Networking Function** taking place from 5pm on Tuesday 6 August. A perfect opportunity to network with industry, function details to follow.

TUESDAY 6 AUGUST

All exhibitors and visitors are invited to attend the **NGIQ & Plant Life Balance Dinner** to enjoy a delicious 2 course dinner with industry. Ben Peacock will speak about Plant Life Balance—how it's going, who's involved & the future ahead for the campaign. Further details including venue and cost to follow.



THANKS FOR READING AND NGIQ WISH ALL EXHIBITORS A SUCCESSFUL GREEN EXPO

VENUE INFORMATION (GCCEC)



Animals

No animals, birds, insects or pets are permitted on site with the exception of seeing eye or companion dogs. Any requests relating to the display of animals for an exhibition will have to be presented in writing for approval by the GCCEC.

Balloons

Where helium filled balloons are being used as part of a display in the exhibition area, approval must be given by the GCCEC. There will be a charge incurred for the retrieval of loose balloons from the ceiling.

Banners

The GCCEC policy is that all banner rigging points must be provided by a GCCEC licensed rigger.- Contact GCCEC to make arrangements no later than 21 days prior to event

Custom Stand Approval

All custom stand designs must be submitted and approved by GCCEC.

Electrical Appliances (Equipment)

All electrical appliances must be tested & tagged in accordance with AS/NZS 3760 prior to arriving on-site.

Exhibitor Catering

For the convenience of exhibitors, the GCCEC offers stand catering which must be pre-ordered.

Please complete the [Exhibitor Catering Form](#) and return **no later than 21 days prior to your event.**

Please note: 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.

Exhibitor Induction

All Exhibitors entering an Exhibitor Bump in/Bump out Zone must read, understand and sign our site rules before entering the area.

Each exhibitor entering the Bump In/Bump Out Zone will be issued and Exhibitor wrist band that must be displayed at all times.

The Gold Coast Convention and Exhibition Centre reserves the right to remove from the area any Exhibitor found undertaking unsafe work practices.

Internet

GCCEC offers free Wi-Fi services. Coverage extends throughout the venue. The complimentary service is suitable for email, social media and basic internet browsing. This is not suitable for streaming video such as Skype. Maximum bandwidth of 256Kb/s per user. The actual bandwidth will be affected by the number and location of users.

Please note: The GCCEC does not manage, monitor or support the use of routers, proxy servers, DHCP servers or wireless access points on the high speed internet connection. If these devices pose a security risk to the GCCEC network or create network issues, they will be disconnected, removed or disabled.

VENUE INFORMATION (GCCEC) CONTINUED...



Safety Vest

All organisers, contractors, exhibitors and their team members must wear safety vests and enclosed footwear during scheduled times for exhibitor bump-in & bump-out.

Safety vests are available to purchase from a vending machine located on the GCCEC Loading Dock or from GCCEC Reception.

Smoking Policy

The GCCEC is a **non-smoking** venue. Smoking is permitted at clearly signed designated areas outside.

Stand Cleaning

The GCCEC offer a stand cleaning service to exhibitors. If required, your stand can be vacuumed, mopped and dusted prior to opening of the exhibition each day (charges will apply for this service).

Technology (Communication and Data)

For all technology, communication and business services please refer to the Technology Communication and Data Form for relevant connection costs. This form must be returned no later than 21 days prior to your event.

Vehicle Displays

If you intend to have a vehicle display anywhere within the GCCEC arena, halls or in any public foyer areas, written approval is required from the GCCEC. Please also notify NGIQ

Work Health and Safety

The GCCEC is committed to ensuring the health, safety and welfare of employees, contractors & visitors. For further detail, please access the [Events Health and Safety Guidelines](#).

ALL RELEVANT EXHIBITOR FORMS CAN BE DOWNLOADED VIA <http://www.gccec.com.au/downloads.html>