



# SPECTEX 18

---

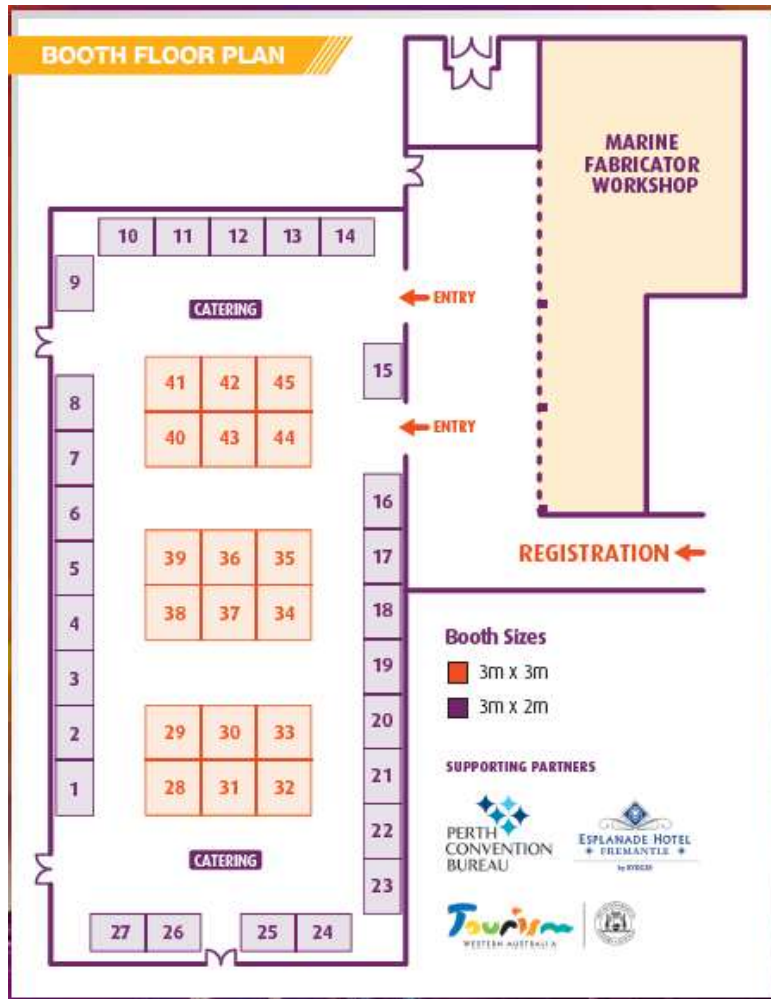
## EXHIBITOR MANUAL

Saturday 26<sup>th</sup> – Monday 28<sup>th</sup> May 2018  
The Esplanade Hotel, Fremantle, Western Australia

## CONTENTS

Accommodation	10	Insurance and liability	11
Audio Visual	6	Lighting & Power	8
Badges for all exhibitors	7	Lunch	12 & 14
Building Damage	7	Space Specifications	2
Canvassing	7	Registration Desk	9
Car Parking	11	Overview	2
Catering	4 & 11	Panels - fixing display accessories	9
Cleaning of Stand	7	Payment of Stand	11
Communications	7	Personal Safety	9
Compressed Air	7	Photography and video recording	11
Contractors employed by exhibitors	8	Plant Hire	9
Delivery of Goods	4	Registration of Exhibitors	12
Diary Reminders	13	Safety Practices	4
Emergency Evacuation Procedures	9	Security	10
Exhibitor set up and pack down	3	Smoking	10
Exhibition open hours	3	Stand construction & design	10
Exhibitor list with floor plan	2	Stand contractor - PerthExpo	5
Exhibitor move in and set up	3	Stand Information and Construction	5 & 6
Exhibitor move our and pack down	3	Sub-Leasing of space	12
Exhibitor Profile	6	Testing and Tagging	10
Flammable Materials	8	Venue - Care	10
Floor Coverings	8		
Freight Forwarding	4		
Furniture Hire	8		
General regulations	10		
Hand out materials	11		
High Visibility Clothing	9		
Important contact details	13 & 14		

## Floor Plan & Exhibitor List



Business Name	booth number/s
Aeronaut	23, 24
Bradmill	25
Dasec	28, 29, 30
Defab	6, 7
Elizabeth Machine Co.	40, 41, 42
Gale Pacific	34, 35
Hiraoka	4, 5
HVG Fabrics	9, 10
Innova	19
Miami Stainless	44
Paskal	32, 33
Pathfinder	15
Plastral (Polyweld Machinery)	38
Ricky Richards	45
Rojo Pacific	26, 27
Sewing Perfection	16
Stayput Fasteners	11
The Nolan Group	12,13,14
The Shann Group	43
WCT	36, 39
Weathermax	1,2,3
Heavy Industrial Sewing Machines	20
North Metro TAFE, FFTITC & Apprenticeship Support	17, 18

[Click here for full map of The Esplanade Hotel](#)

## OVERVIEW

We look forward to welcoming you to SpecTex18.

This Exhibitor Manual has been prepared to assist you as an exhibitor of SpecTex18.

The links to the various service FORMS found throughout this manual must reach the appropriate contractor/s according to the dates specified in the “Diary Reminders” table on page 13 of this manual.

### General Enquiries to:

Ana Drougas  
Specialised Textiles Association  
Suite 102, 22 St Kilda Rd  
Tel: (03) 9521 2114  
Fax: (03) 9521 2116  
Email: ana@specialisedtextiles.com.au  
Web: www.specialisedtextiles.com.au

### Venue details for SpecTex18 trade exhibition:

Southern Cross Gala Ballroom  
The Esplanade Hotel  
Corner Marine Terrace and Essex Street, Fremantle, WA 6160

### Access, Loading Bay and Service Lift Dimensions

#### Southern Cross Collie Street Access Doors

- Door Height: 260 cm
- Door Width: 290 cm

#### Southern Cross Gala Ballroom

- Floor Loading Capacity: 1.5 tonne per sqm

#### Indian Ocean

- Floor Loading Capacity: 1.5 tonne per sqm

#### Hotel Loading Dock

- Height: 330 cm
- Width: 340 cm
- Depth: 900 cm
- Floor Load Capacity: 4 tonne
- Platform Height: 59 cm

#### Service Lift (Island Suite Facilities)

- Height: 250 cm
- Width: 90 cm
- Depth: 180 cm
- Weight Capacity: 952 kg

## EXHIBITOR SET UP AND PACK DOWN

Please ensure your Exhibitor name badge is worn and visible for access into the exhibition area at all times.

### Exhibitor MOVE-IN and set up

**Exhibitors utilizing the standard shell scheme** (ie. the supplied walling by Perth Expo), will have access to the exhibition area in order to set up their stands/booths on:

**Saturday 26<sup>th</sup> May from 10.00am until 7.00pm**

**Exhibitors with custom built stands** requiring access to the exhibition area other than time noted above are required to make prior arrangements with the STA office in order to be allocated required access time.

Access to the exhibition area outside the general set up/build hours is only permitted, if prior arrangement via the STA office has been made, as security access needs to be arranged which may attract further costs.

Booth build has been contracted to PerthExpo who will be onsite between the days/hours of:

Saturday 26<sup>th</sup> May 10.00am to 5.00pm  
&  
Sunday 27<sup>th</sup> May 8.00am to 10.00am

### Exhibitor MOVE-OUT and pack down

The SpecTex18 Trade Exhibition will close at 4.00pm Monday 28<sup>th</sup> May and your stand **MUST** remain intact until this time.

Exhibitor/booth pack down and move out is to take place:

Monday 28<sup>th</sup> May from 4.00pm to 6.00pm  
&  
Tuesday 29<sup>th</sup> May from 7.00am to 12.00pm

All Exhibitor goods/product must be removed from exhibition area by 12.00pm Tuesday 29<sup>th</sup> May. Any goods remaining after this time will be deemed rubbish and run the risk of being disposed of.

Any items hired through PerthExpo including; furniture, AV, plants etc. will be removed from stands/booths on Tuesday 29<sup>th</sup> May.

All exhibitor items must be removed from hired furnishing such as cupboards and walling (eg: posters, flyers, handouts etc) by 7pm Monday 28<sup>th</sup> May.

PerthExpo dismantle and load out will take place on Tuesday 29th May from 7am onwards.

Access to the exhibition area will be available to all exhibitors from 7.00am to 12.00pm on Tuesday 29<sup>th</sup> May. Should you require overnight access to pack down, please ensure you make prior arrangements via STA office as venue operational staff will need to be scheduled accordingly.

### Exhibition open days and hours to visitors

Sunday 27<sup>th</sup> May and Monday 28<sup>th</sup> May 2018: 10.00am to 1.00pm and 2.00pm to 4.00pm

### **Catering in the exhibition area**

Morning tea, lunch and afternoon tea will be catered for in the trade exhibition area for all delegates and exhibitors who have pre-booked or registered.

Morning tea served at 10.30am

Lunch served at 12.00pm

Afternoon tea served at 2.00pm

## **FREIGHT FORWARDING, TRANSPORT, STORAGE & LOGISTICS**

Agility Fairs and Events is the official freight forwarder to SpecTex18.

Agility specialises in exhibition freight forwarding - both domestic and international and can ensure that your product, display & merchandise are in the right place, at the right time.

Prior to the show, Agility will make contact with all exhibitors to discuss and determine your individual freight and logistics requirements. In the meantime, for any freight inquiries please contact:

Kristine Estacio, Event Logistics Specialist  
Agility Fairs & Events  
28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045  
Tel: +61 3 9330 9014  
Fax: +61 3 9330 3337  
E-mail: [kestacio@agility.com](mailto:kestacio@agility.com)

### **ONSITE MATERIALS HANDLING**

Please note – the venue is a hotel and the trade expo is being held in the Southern Cross Ballroom. Accordingly, only hand carry items or items that can be moved with a pallet jack are permitted inside the ballroom.

#### **Strictly no forklifts are allowed in the ballroom.**

To avoid disappointment, we strongly encourage you to carefully consider your display items. Agility will not be available onsite for SpecTex18.

### **DELIVERY OF GOODS**

If you chose not to use Agility Fairs and Events as your freight forwarder and will be making your own delivery arrangements, please take note of the following:

- Deliveries will only be accepted by The Esplanade Hotel from Thursday 24<sup>th</sup> May onwards.

Delivery Instructions to the Esplanade Hotel Fremantle:

Please complete the online [Freight Booking Form](#) so that we may plan for your delivery and storage requirements.

Delivery of goods to the Esplanade Hotel: Please download, complete and attach the [DELIVERY LABEL](#) for every single item you will be sending to the Esplanade Hotel, Fremantle

Please ensure you complete all required information on the Delivery Label:

- Your full contact details
- Stand Number
- Your nominated contact person at SpecTex18 and their mobile phone number
- Event name and dates: SpecTex18 – 26 to 28 May 2018

Esplanade Hotel Fremantle Loading Dock is located on Collie Street, Fremantle WA 6160. Goods for SpecTex18 must be delivered between the hours of 8.30am and 4.30pm, Thursday 24<sup>th</sup> May through to Saturday 26<sup>th</sup> May to the Loading dock. The Hotel Concierge MAY accept smaller items outside of loading dock hours. Goods delivered earlier than 3 days prior to the function will not be accepted without prior arrangements. ALL goods must be removed from the hotel no later than 2 business days after the completion of SpecTex18, unless prior arrangements have been made.

For delivery of large or bulky items, prior to arranging delivery, please contact:

Anthony Brandis  
Event Manager  
The Esplanade Hotel  
Ph: 08 9432 4893  
Email: anthony\_brandis@evt.com

## **STAND INFORMATION & CONSTRUCTION**

### **Stand Contractor**

PerthExpo are the official stand contractor for SpecTex18. You should by now have been contacted by PerthExpo in order to access their catalogue.

PerthExpo offer custom stand upgrades, audio visual equipment, electrical options, graphics and signage services, along with a vast range of furniture.

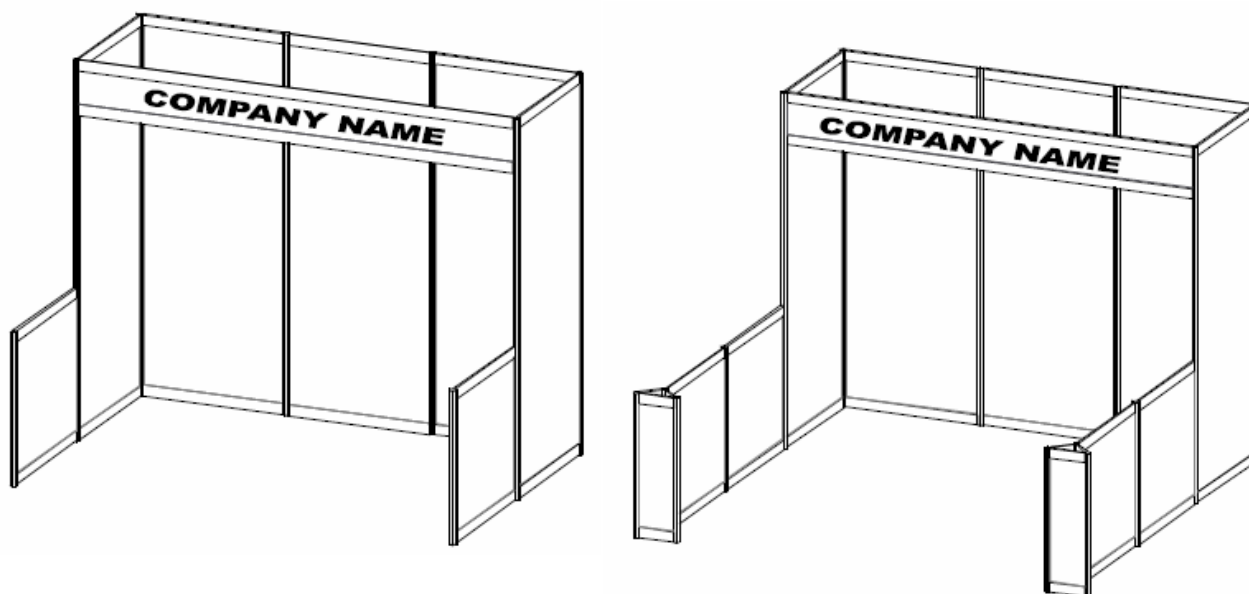
To order your requirements in detail, please use the following unique link [HERE](#) to access our Exhibitor Service Centre. If you haven't previously logged into the PerthExpo Exhibitor Service Centre, please click the "Create New/Forgot your password" link to set up a password.

PerthExpo contact:

Jennifer Hume  
**Manager - Exhibition Projects**  
P: 08 9475 2046  
E: [jenniferhume@perthexpo.com.au](mailto:jenniferhume@perthexpo.com.au)  
A: 27 Belmont Avenue Belmont WA 6104

## **SHELL SCHEME EXHIBITORS:**

The below information outlines the standard package for this event.



**Octanorm Shell Scheme Stand** - This image is for visual representation only.

<b>Stand Size</b>	Refer to the exhibition floor plan for your specific stand size
<b>Walls</b>	2.5m high aluminium framed white wall panels - staggered height side walling as detailed above
<b>Fascia</b>	Aluminium framed company name sign Company name signs will be installed 1m off your back wall
<b>Fascia sign size</b>	2948mm wide x 240mm high (for 3m fascia)
<b>Lighting</b> Per 9sqm	2x 120w (or energy efficient equivalent) spot light mounted on track behind the fascia board
<b>Power</b> Per 9sqm or 6 sqm	1x 4amp power point
<b>Flooring</b>	Venue Carpet

## **Exhibitor Profiles**

A complimentary profile (including Company logo) for each exhibitor will be included in the May issue of Connections magazine which will be mailed out to STA's industry database prior to SpecTex18 as well as handed out to all visitors at the Expo.

The 'profile' of your booth/stand and/or company should be submitted to STA by Friday 6<sup>th</sup> April so that it may be included in the pre-Expo issue of Connections. [Click here to complete your profile and supply your logo online.](#)

## **Audio Visual Equipment**

Available from PerthExpo. To place an order, please refer to your unique link as previously emailed to you by PerthExpo in order to access the Exhibitor Service Centre.



## **Name Badges for All Exhibitors**

Name Badges must be worn at all times by all persons working on your stand. Please supply the name/s of all person working on your stand by [completing the online form here](#) by Friday 13<sup>th</sup> May.

Your Exhibitor Badges will be available for collection on Saturday 26<sup>th</sup> May from the registration desk just outside the exhibition area from 12pm onwards. Please ensure that names badges are worn at all times whilst in the trade exhibition area.

## **Liability for Damage to Hotel building & equipment**

- Exhibitors are financially responsible for any damage or cleaning sustained to the Hotel by their staff, equipment and display items.
- Missing Hotel items or any damage to the Hotel property or equipment will be charged to the individual exhibitor responsible for the damage or loss.
- No items are to be nailed, screwed, stapled or adhered to any wall, door or other surface or part of the Hotel building.
- No gaffer, double sided tape, blue tack or other adhesive is to be used unless approved by the Banquet Sales Office.

## **Canvassing**

Exhibitors may not canvass or distribute promotional material other than from their exhibition stand. Any exhibitor breaching this rule will be asked to leave and their stand will be locked down by security.

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

All catering for the SpecTex18 is to be provided by The Esplanade Hotel. Under no circumstances are exhibitors or delegates permitted to provide food and beverage in their booths unless it is provided by the Hotel. Failure to follow this will result in confiscation of the product until the conclusion of the exhibition.

- All catering requirements for booths can be arranged with the Banquet Sales Department prior to the commencement of the event.
- Payment for these requirements can be settled in three ways:
  1. settlement by credit card - authorisation in writing on company letterhead must be provided seven (7) days prior
  2. full pre-payment seven (7) days prior
  3. charged to your guest room account - authorisation in writing on company letterhead must be provided seven (7) days prior

## **Cleaning of Stand**

It is your responsibility to keep your stand tidy. Any items placed in the aisles during Move-in will be deemed rubbish and removed.

Public area, foyers and exhibition aisles are cleaned and rubbish bins emptied daily by venue staff. Exhibitors are responsible for the cleaning of their individual stands.

## **Communications**

Telephone, fax and data lines can be provided and connected to your exhibition stand. Please refer to PerthExpo's online [Exhibitor Service Centre](#) for available services.

## **Compressed Air**

Please note that compressed air is NOT available at the venue nor is it supplied by PerthExpo. Exhibitors are to make their own arrangements should compressed air be required.

## **Contractors Employed by Exhibitors**

All contractors, service technicians, tradespeople and exhibitor personnel are required to adhere to all relevant Australian Standards, perform their tasks within set Industry Codes of Practice and hold all necessary licenses. (Apprentices must be supervised).

## **Flammable Materials**

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

## **Smoke Detection Devices**

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

## **Dangerous Fuels and Liquids**

No vehicle or machine containing petrol or other flammable oil fuel can be displayed in the Hotel. Vehicles or machinery to be displayed should only contain enough fuel to bump in and bump out of the venue. No vehicle can be used or operated in the display area. Organisers are advised that they are liable for any damage to Hotel property sustained by leakage or such from the vehicle. Drip trays must be provided by the exhibitor and placed under such machinery. No poisonous/dangerous liquids or powders are to be displayed or stored in the venue without proper containment and security. Any situations of such fuels, poisons etc. are to be notified in writing to the Banquet Sales Office no later than one (1) month prior to bump in.

## **Floor Coverings**

The exhibition area is fully carpeted.

- Exhibitors will be responsible for the care of the floor covering in their stand area
- PVC sheeting must be placed on existing flooring if using an alternative floor covering or carpet
- No core drilling or fixing into the floor
- No obstacles, including raised floors are to be placed in aisles or across aisles. All components of an exhibit are to be contained within the stand boundaries

## **Furniture Hire**

To place orders for furniture, please use the following link [HERE](#) to access PerthExpo's Exhibitor Service Centre.

## **Lighting & Power**

All power to your booth will be arranged for by PerthExpo – your booth package includes 1x 4amp power point mounted on the rear wall. 10amp and 15amp power is also available – please refer to the PerthExpo Lighting & Power Request form for codes and prices.

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

PLEASE NOTE: all electrical equipment brought on-site must be tagged and tested. Following an inspection of the exhibition floor by venue staff, any electrical items not tagged and tested will be removed.

## **Panels – Fixing Display Accessories**

Any damage caused to panels will be charged to the Exhibitor. The only acceptable methods of display fixing is double sided tape. Hook & Loop Velcro is not to be used.

## **Registration Desk**

All exhibition inquiries on-site should be made at the STA Registration Desk which will be located at the entry of the Exhibition area just the Ballroom located on the ground level of The Esplanade Hotel.

## **High-visibility Clothing**

Due to an increased awareness from WorkSafe it is mandatory for all exhibitors and crew to wear high visibility vests during move in and move out times.

Exhibitors and contractors will not be allowed entry to the exhibition floor during booth build, set up and pack down unless safety vests are worn.

All exhibitors must wear high-visibility clothing at all times on the Loading Docks and in the Trade Exhibition area during the move-in and move-out times. Persons not complying with this policy will be denied access to these areas.

## **Personal Safety**

At all times the following minimum personal safety standards are expected on the Loading Dock:

- No children under the age of 15 years are permitted entry.
- All persons must wear covered footwear, i.e. no thongs, sandals or open-toed shoes.
- Nobody is to work while under the influence of drugs or alcohol.

## **Emergency Evacuation Procedures**

In the event of a fire or emergency evacuation, you will hear a BEEPING sound over our in house speakers. This will be an investigation signal.

All patrons are to return to their venue, while the alarm is being investigated.

The second sound you will hear is WHOOP WHOOP WHOOP.

If you are required to evacuate the building, you will hear a voice saying: “Please Evacuate the Building” over the in house speakers.

When evacuating the building, leave your belongings and exit in an orderly fashion from the following (please note that the fire warden/staff will indicate if the following emergency exits are unsafe and will guide patrons to an alternate, safe exit):

Island Suite = Evacuate onto the balcony, turn right and make your way down the fire stairs, proceed to make your way to the Esplanade Reserve (Park) and wait in your group.

Southern Cross Gala Ballroom = Evacuate through the door’s onto Collie Street, turn left and make your way to the Esplanade Reserve (Park) and wait in your group.

Indian Ocean Suite: Evacuate through the Ballroom, onto Collie Street, turn left and make your way to the Esplanade Reserve (Park) and wait in your group.

**Important: Do Not Re-enter the hotel unless the all clear has been given.**

**Remain in your group until your names have been checked off.**

**Do Not Panic or Run.**

Appointed Fire Wardens will ensure that all toilets, function rooms and back of house areas are clear and everyone has evacuated safely.

## **Security**

The Southern Cross Ballroom will be locked outside of trade exhibition open hours and monitored by cameras as well as Manager on Duty.

## **Smoking**

As per the Smoke-Free Environment Act 2000, smoking is illegal anywhere inside the venue.

## **Stand design and construction**

All temporary structures built for exhibitions must comply with the Building Code of Australia (BCA) and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, fire safety and flammability rating of materials.

All stands must be designed and constructed in accordance with all relevant Australian Standards.  
Stand Construction Requirements

## **Testing and Tagging** - for all electrical equipment to be used in exhibition space

It is an Occupational Health and Safety requirement that all electrical equipment (including leads, power boards etc) have a current test and tag certificate from a qualified electrician. Please ensure all of your electrical items comply to avoid any issues. If this equipment is being provided by a third party, please make them aware of this requirement. A safety inspection will take place prior to exhibition opening to visitors. Should any electrical item not have a current and visible tag, they will be deemed unsafe and as such will be removed from the exhibition floor.

## **Venue – Care**

Under no circumstances can Exhibitors 'fix' any display or fittings to the flooring, ceilings or the internal or external walls of the building using pins, nails, staples, tape, velcro or tacks.

Exhibitors and/or their agents will be liable for any loss or damage caused by fastening displays, fixtures or applying paint, lacquer, adhesive to floors or pillars, or in any way defacing the premises.

## **GENERAL REGULATIONS**

- Any amplification on stands must not interfere with adjacent Exhibitors.
- Prior approval from Melbourne Convention and Exhibition Centre is required for balloons.
- No dangerous and/or explosive material or substance of an objectionable nature is permitted in the venue.
- No animals or pets, with the exception of Seeing Eye Dogs, are permitted in the Melbourne Exhibition Centre except with prior approval.
- Stairs and ramps must comply with the appropriate regulations.
- Emergency exits and fire equipment must be visible and accessible at all times.

## **GENERAL INFORMATION**

### **Accommodation**

A special accommodation rate of \$175 per night has been negotiated with The Esplanade Hotel, Fremantle hotel for all SpecTex18 attendees and exhibitors. [To book your accommodation click here](#)

## **Parking**

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

Alternative parking is available in the secure, undercover, multi story Collie Street Car Park situated adjacent to the Esplanade Hotel Fremantle in Collie Street. Full day parking flat rate of \$22.00 is subject to change. Car park is operated by a third party and parking rates are subject to change without notification.

## **Hand-out Materials**

Promotional give-away's will be permitted from your stand only. All hand-out materials are expected to be of a professional nature. The SpecTex18 Conveners and Organising Committee reserve the right to disallow any material, which they believe to be inappropriate.

## **Insurance/Liability**

The SpecTex18 Conveners and Organising Committee, PerthExpo and The Esplanade Hotel shall not be responsible for any loss, damage or injury that may occur to the Exhibitor, Exhibitors employees (public or other) or property from any cause what so ever prior, during and subsequent to the exhibition.

The Exhibitor, on contracting for space or an exhibition stand, expressly releases the SpecTex18 Conveners and Organising Committee, PerthExpo and The Esplanade Hotel from, and agrees to indemnify same against, any and all claims for such direct and indirect loss, damage or injury.

Exhibitors shall indemnify and hold harmless the Venue and their Agents from all liability (damage or accident) which might ensue from any cause resulting or connected with the transportation, placing, removal or display of exhibits.

### Goods Insurance

The SpecTex18 Conveners and Organising Committee, PerthExpo and The Esplanade Hotel do not have insurance policies, which cover Exhibitor goods. You are therefore advised to extend your Property Insurance Policy to cover loss of stock and display equipment due to theft or damage.

### Public Risk Insurance

All Exhibitors must have Public Liability Insurance and are to provide a copy of insurance documentation confirming this. To see a sample of the Currency Certificate – [click here](#). In most cases, a Currency Certificate can be achieved by extending your policy through your insurance broker. The SpecTex18 Conveners and Organising Committee, PerthExpo and The Esplanade Hotel do not provide a group cover.

In the event of industrial disruption and/or equipment failure due to power supply problems, the SpecTex18 Conveners and Organising Committee, PerthExpo and The Esplanade Hotel will not be held liable and accept no responsibility for loss of monies incurred by Exhibitors or damage to property.

All exhibitors must forward a Certificate of Currency to the STA Office by Friday 13<sup>th</sup> May 2018. No Exhibitor will be legally allowed to move goods or other items into the exhibition area without having submitted their Certificate to the STA Office.

## **Payment of Stand**

All monies for exhibition space must be paid in full prior to the opening of the SpecTex18. No Exhibitor will be allowed to move goods or other items into the exhibition area unless all monies due have been paid in full to STA.

## **Photographs and video recording in exhibition area**

Only authorized personnel are permitted to take photographs and video recordings in the exhibition area. A professional photographer will be engaged throughout the exhibition days and will be available to take photographs of exhibitor stands.

## Registration of Exhibitors

Exhibitors must register all staff by Friday 13<sup>th</sup> May using the online 'name badge form' – [click here](#). Name Badges will be available for collection on Saturday 26<sup>th</sup> May from the Registration Desk just outside the Trade Expo area. Name Badges must be worn during Move-in, Move-out and during Trade Expo days.

Every booth booked includes one lunch voucher for each day of the trade expo. Should you require additional vouchers, these can be ordered for \$30 per day on the name badge form.

SpecTex18 is a trade exhibition and conference with an immense program for networking. Many business deals have been conducted outside the trade floor at STA dinners. Consider registering to attend as a full delegate and make the most of your participation at SpecTex18. Take a look at the [full program here](#) and [register here](#).

## Stand Construction –

- No obstacles to be placed in the aisles and all parts of an exhibit are to be contained within the stand.
- No raised floors or overhanging roof lines are permitted to cross aisles.
- Walls or other structures built against another stand perimeter must be properly finished in a suitable manner on the outer face.
- Any amplification on stands must not interfere with any adjacent exhibitor.
- Large spans and solid overhead areas need to be perforated or have breaks between panels/sheets. Stands with false floors must use sheet Masonite (or similar material) with the smooth side down, beneath the false floor. These sheets need to be held together by masking or gaffer tape.
- Additional requirements for The Esplanade Hotel locations are:  
system-based construction materials must be used for stand and display construction (Syma, Octanorm or Maxima systems are recommended);
- no cutting, sawing, gluing or painting is permitted anywhere in the venue
- stands and other structures cannot be built within 500mm of the venue's walls or windows;
- temporary electrical leads must be secured in cable tray style coverings (gaffer tape should not be used at any time); and
- drawings and plans of displays and stands other than standard exhibition booths must be submitted to the venue via STA for approval.

## Sub-leasing of Space

Exhibitors must not sub-let their space, nor any part thereof or make any arrangements for display by a non-exhibiting company, unless previously arranged with the SpecTex18 Conveners and Organising Committee.

## DIARY REMINDERS

To enable the various service contractors to carry out your instructions, service forms must reach the appropriate contractor **NO LATER THAN THE TIMES DESIGNATED BELOW.**

SERVICES	FORM	RETURN TO	COMPLETED BY
Delivery label for exhibitors using their own courier for deliveries to Esplanade Hotel	<a href="#">Delivery Label</a>	Attach to each item being delivered	
Exhibitor Profile and Company Logo	<a href="#">Profile and logo to be supplied online</a>	STA Office	Friday 6 <sup>th</sup> April
Booth signage	<a href="#">Log in to PerthExpo website</a> to place your order	PerthExpo	Saturday 5th May
Exhibitor Name Badges	<a href="#">Online form</a>	STA Office	Friday 13 <sup>th</sup> May
Certificate of Currency	<a href="#">See copy of sample form here</a>	STA Office	Friday 13 <sup>th</sup> May
Agility Fairs & Events quote for delivery of freight	<a href="#">Transport Only Request Form</a>	Agility Fairs & Events	Friday 13 <sup>th</sup> May
Materials handling/Freight/delivery of goods.  <b>This form is to be completed by all exhibitors</b> regardless, of which transport company you are using – including Agility.	<a href="#">Materials Handling Form</a>	STA Office	Friday 13 <sup>th</sup> May
Power, lighting, furniture, plants, AV, flooring orders	<a href="#">Log in to PerthExpo website</a> to place your order	PerthExpo	Saturday 19th May

## IMPORTANT CONTACT DETAILS

### SPECIALISED TEXTILES ASSOCIATION (STA) OFFICE

#### **Prior to SpecTex18**

STA Office  
Suite 102, 22 St Kilda Rd  
Ph: 03 9521 2114  
Fax: 03 9521 2116  
Email: [office@specialisedtextiles.com.au](mailto:office@specialisedtextiles.com.au)  
[www.specialisedtextiles.com.au](http://www.specialisedtextiles.com.au)

#### **During SpecTex18**

STA Registration Desk  
Southern Cross Lobby, Ground floor  
The Esplanade Hotel, Fremantle WA  
Ph. 03 9521 2114 (STA office phone will be diverted to the registration desk)

**AGILITY for: FREIGHT**

Kristine Estacio, Event Logistics Specialist  
Agility Fairs & Events  
28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045  
Tel: +61 3 9330 9014  
Fax: +61 3 9330 3337  
E-mail: [kestacio@agility.com](mailto:kestacio@agility.com)

**PERTHEXPO for:**

FURNITURE, SIGNAGE, LIGHT AND POWER,  
PLANTS and AUDIO VISUAL

Jennifer Hume  
**Manager - Exhibition Projects**  
P: 08 9475 2046  
E: [jenniferhume@perthexpo.com.au](mailto:jenniferhume@perthexpo.com.au)  
A: 27 Belmont Avenue Belmont WA  
6104

**The Esplanade Hotel for:**

Special Requests and CATERING  
REQUIREMENTS

Anthony Brandis  
Event Manager  
Ph: 08 9432 4893  
Email: [anthony\\_brandis@evt.com](mailto:anthony_brandis@evt.com)