

ACCOR STADIUM EXHIBITOR GUIDE

This guide has been produced by the Meetings & Special Events (MASE) team to provide essential information for exhibitors at Accor Stadium. This guide will cover the following:

1. Venue Contact
2. Exhibitor Registration
3. Pre-Event Deliveries
4. Access & Directions
5. Function Room Access & Fixtures
6. Storage
7. Test & Tag
8. Emergency Evacuation
9. Special Equipment
10. Equipment Hire
11. Rubbish
12. Sample Delivery Docket

1. VENUE CONTACT

MASE Senior Event Coordinator
Carla Strang
0427 592 445
carlas@nsw.venueslive.com.au

2. EXHIBITOR REGISTRATION

All exhibitors involved in building/setting up the booth must register their details with the Accor Stadium Meetings and Special Events (MASE) team. Please provide the below information in full 7 days prior to the event. This does NOT include the team manning the exhibition during the actual event. Please note if the below is not provided, you will not get access:

- Name
- Company
- Name of event
- Exhibitor floorplan
- Overview of what you're setting up
- Bump in/out requirements and if a forklift is required to unload (additional costs may apply for forklift use)
- Details on any items being handed out to guests
- On the day contact

Please ensure these details are sent to your venue contact mentioned above and cc in orla@conferencedesign.com.au.



3. PRE-EVENT DELIVERIES

Courier deliveries will be accepted up to 2 business days prior to your event between 8am and 2pm. All courier deliveries must have the Accor Stadium Delivery Docket attached to each item (sample on final page of guide). Please ensure delivery vehicles have a tail lift feature. Please note we do not have the capacity to hold items outside of the above time frame. Deliveries sent outside of the above time frame may be turned away.

For security reasons, please ensure the relevant MASE Event Coordinator has been informed of your incoming delivery. Please note that major events may impact the timeframe of delivery, so please ensure deliveries are confirmed with the venue.

4. ACCESS DIRECTIONS

Please proceed to the Accor Stadium Loading Dock Entrance (picture below) 15 Edwin Flack Avenue, Sydney Olympic Park. Buzz in at the boom gate and advise your name & company to the security team.

Security will advise you where to park. Once parked, locate the correct goods lift. The Accor Stadium Level 0 Map on page 4 indicates where the goods lifts are located. The Accor Stadium Room Map on page 5 identifies where the various meeting and exhibition spaces are located.

Once in the exhibition room please find your event host to assist in locating your allocated space.



The surrounds of each goods lift are painted to assist you locate the correct one to use for the nominated exhibition space. Please note the dimensions and load ratings for Accor Stadium's goods lifts are below.



The venue event coordinator can confirm which goods lift you will have to use.



Service Goods Lift Specs

2720 Kgs Max

2.4m High

2.9m Deep

1.6m Wide

40-person limit

Trucks must arrive at pre-designated times to avoid congestion inside the Stadium. A maximum of 2 trucks at a time will be permitted. Drop off only - no delivery vehicle parking is available onsite. If you do not require Loading Dock access, then please proceed to the adjacent P1 Car Park (parking fees apply), and walk to the relevant entry gate for Accor Stadium. Please contact your event host to confirm pedestrian access to the Stadium as this varies event to event. Do not assume you can get access to one of the ground level perimeter gates unless prior approval has been granted. These gates remain secure and will not be staffed unless the event or exhibition has booked for these to be open.

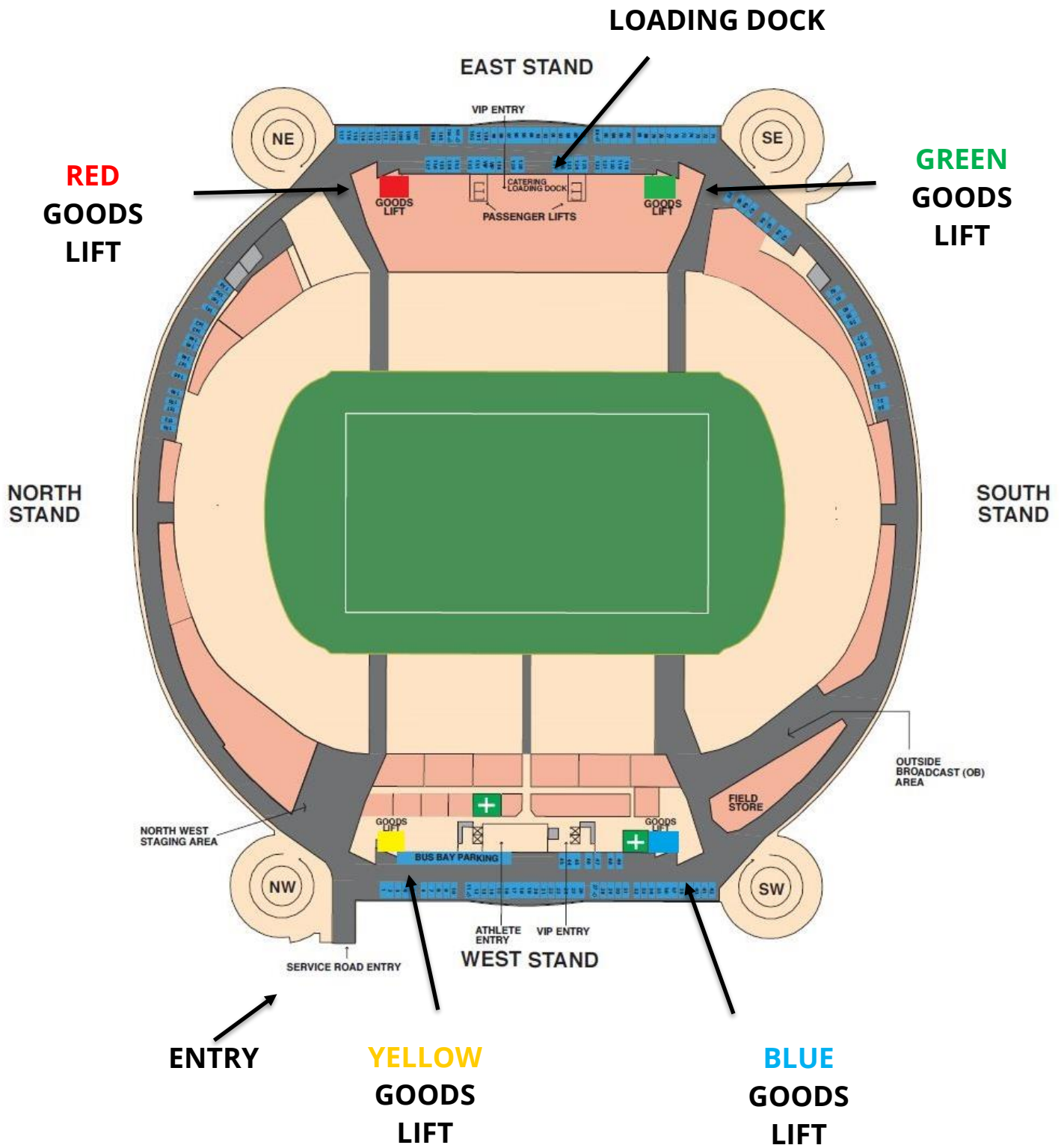
Vehicle circulation across the precinct areas external to Accor Stadium is not permitted at any time without prior authorisation from the Stadium and the Sydney Olympic Park Authority. Failure to adhere to this instruction could lead to penalty notices and fines being imposed.

All exhibitors must be offsite by the agreed time, this will be communicated by your event host. Failure to do so will incur an additional security fee.

The level 0 ring road is a one way only.



Accor Stadium Level 0 Map



Accor Stadium Room Map



LEVEL 0 Field VIP Parking Loading dock entry West - Player's change rooms West - Player's warm up rooms West - Player's tunnel	LEVEL 3 West - Accor Stadium Reception West - Presidents Suite West - Media Suites West - Private Suites East - Private Suites
LEVEL 1 West - Gate L West - Stadium Training Facility East - Gate C Concourse	LEVEL 4 West - Gold Members Room West - Gold Members Lounge East - Millennium Room 1/3 East - Millennium Room 2/3 East - Boulevard Lounge
LEVEL 2 West - Captains Room West - Victory Room West - Centreline Seats Bar & Lounge West - Cauldron Terrace West - Sin Bin Terrace East - Cross Bar Lounge	LEVEL 5 West - Olympians Room West - Ambassadors Room West - Platinum Lounge East - Legends Room East - Champions Room East - Centreline Suite East - Private Suites

5. FUNCTION ROOM ACCESS & FIXTURES

During bump in and bump-out, do not use furniture to prop open doors at any time. Emergency and fire rated doors are not to be propped open under any circumstances.

Please note double sided tape of any variety is not permitted to be used throughout the function spaces. You must ensure no item is affixed to Accor Stadium walls, doors, glass, floors, etc. If this happens and damage occurs, a removal, cleaning and/or resurfacing fee will be charged to the exhibitor.

Signs, banners and similar materials may not be nailed, stapled, hung or attached to ceilings, walls, windows, sprinkler systems and other surfaces. Damage resulting from the installation will incur a fee payable by the exhibitor.

If you would like to hang or attach items to walls/columns, you must speak to the venue event coordinator to have this approved.

6. STORAGE

If storage is required, this must be organised with the venues event coordinator pre-event.

Do not block any exits (including fire exits), doors or fire extinguishers with any equipment or storage materials.

7. POWER

Please note Accor Stadium does not lend power leads to any exhibitor or supplier – all users must provide their own. All leads must be taped down or covered with cable tray.

All electrical power leads and appliances are to be tested and tagged by a qualified electrician prior to arrival at the Stadium. Accor Stadium does not provide Test & Tag services. Should the equipment you are bringing not have been tested and tagged, we recommend contacting Testel Safety Testing Services – nsw.sales@testel.com.au All leads will be checked by Accor Stadiums electrician.

8. EMERGENCY RESPONSE

In the event of an incident or emergency necessitating evacuation of a part or all of Accor Stadium, Customer Service staff will undertake emergency warden roles to assist in the movement of patrons to a designated evacuation assembly point. If you do see an emergency, please report this to the closest customer service or staff member.



9. SPECIAL EQUIPMENT

Accor Stadium requires notice 4 weeks in advance of the intention by an exhibitor to use any of the following equipment:

- Smoke or snow machines
- Flammable substances
- Welding or cutting equipment
- Lasers
- Machinery equipment
- Scientific equipment, etc.

Including but not limited to the above listed, any introduced equipment will need to be approved for use at the venue by Accor Stadium Management. If your equipment has been approved for use, you will receive formal advice from an Accor Stadium Representative which you must retain and produce on request.

10. EQUIPMENT HIRE

Accor Stadium does not provide equipment for hire such as chairs, tables, etc.

11. RUBBISH

Please inform the venue event coordinator if you will have excess amounts of rubbish and boxes. If so, a larger bin will need to be organised. If excess rubbish is left near your exhibitor stand post event, charges will apply.

12. SAMPLE DELIVERY DOCKET

If you require to make any deliveries to the venue pre-event, please print out the below delivery docket and stick this to each item.

DELIVERY DOCKET

Accor Stadium
Enter via Loading Dock Entrance
15 Edwin Flack Avenue
Sydney Olympic Park NSW 2127

Stadium Contact: Carla Strang 0427 592 445

Event Name: ANZSN 57th Annual Scientific Meeting

Event Date: 17th – 19th October

Event Room: L4 West Members Lounge

Exhibitor Name:

Item number ____ of ____

Loading Dock is open Monday – Friday 8am to 2pm. Deliveries outside this time will not be accepted. All deliveries must be confirmed with the venue event coordinator.

