

These Exhibition Regulations must be read in conjunction with, and subject to, the General Conditions of Exhibition and any other regulatory documentation promulgated by the Organiser. The Exhibitor, its agents, contractors and respective personnel will be subject to, comply with and be bound by the Exhibition Regulations. The Organiser may at any time promulgate such amendments to the Exhibition Regulations, as the Organiser may consider reasonable for the conduct of the 2019 Australian International Aerospace & Defence Exposition (the "Exhibition"), and such amendments will be binding on the Exhibitor, its agents, contractors and their respective personnel. To the extent of any inconsistency between the Exhibition Regulations and the General Conditions of Exhibition, the provisions of the General Conditions of Exhibition shall prevail. Any non-compliance or deviation from these Exhibition Regulations requires the prior express written approval of the Organiser.

| Index | Clause No |
|---|-----------|
| Definitions | 1 |
| Stand Completion | 2 |
| Removal of Exhibits | 3 |
| Stand Limits | 4 |
| Wall Stands | 5 |
| Raw Space | 6 |
| Noise, Vapours, Light | 7 |
| Contractors | 8 |
| Power | 9 |
| Rigging | 10 |
| Telecommunications | 11 |
| Water and Waste | 12 |
| Floor Pits, Exit Signs, Fire Equipment, etc | 13 |
| Cleaning and Rubbish Removal | 14 |
| Storage | 15 |
| Catering | 16 |
| Prohibited Weapons | 17 |
| Safety | 18 |
| Security | 19 |
| Consignments and Deliveries | 20 |
| The Venue | 21 |
| Dilapidations | 22 |
| Floorplan | 23 |
| Flooring | 24 |
| Official Suppliers | 25 |

1. Definitions

The Organiser of the Exhibition is Aerospace Australia Limited.

The Authorities include the Commonwealth of Australia, the State Government and the local authorities.

The Exhibition refers to the 2019 Australian International Aerospace & Defence Exposition.

The Exhibition venue shall mean all areas, premises or structures utilised by or made

available to the Organiser for the purposes of the Exposition.

The Exhibitor is the applicant whose details are set out in the Exhibition Order Form. Where not inconsistent with the context, a reference to Exhibitor includes all of its officers, employees, agents or contractors.

The Exhibition Regulations refers to a series of four documents:

- A. Internal Exhibition Regulations
- B. Corporate Chalet Regulations
- C. External Exhibition Regulations
- D. Exhibition Safety Regulations

These must all be read in conjunction with each other.

2. Stand Completion

The Stand/Display must be ready by the commencement of the Exposition and be properly staffed and maintained throughout the opening hours of the Exhibition.

3. Removal of Exhibits

The Exhibitor must not remove any items on display or commence dismantling of their stand before the end of the Exhibition, as detailed in the Schedule, without the prior written approval of the Organiser.

4. Stand Limits

No part of the stand or displays may extend or project beyond the allotted dimensions of the contracted space. Stands must not exceed a maximum height of 2.4 metres without the prior written approval of the Organiser. Maximum stand height is 5 metres.

5. Wall Stands

Wall (shell) stands will be provided with walls, carpet tiles, lighting and a standard, non customisable fascia panel with the Exhibitor's name and stand number. The shell scheme stand will be available to the Exhibitor from the time and date specified in the schedule. The Exhibitor is liable for any damage to the stand structure incurred during the Exhibition.

6. Raw Space

Any Exhibitor booking a Raw Space (Bare Flooring) site is responsible for the construction of the stand or display on that site. The stand must meet all the requirements of the Organiser and the Authorities, including the following:

- i. The Exhibitor is responsible for erecting a dividing wall, 2.4 metres in height between the Exhibitor's site and any adjoining site. If the Exhibitor wishes to erect partitions exceeding 2.4 metres, the Exhibitor must obtain the prior written approval of the Organiser. Where permission is granted, the Exhibitor becomes responsible for both sides of the wall above 2.4 metres. The wall must be of solid construction with the rear being suitably finished in a plain white, and may not be branded in any way when overlooking an adjoining stand.
- ii. Multistorey stands are not permitted without the prior written approval of the Organiser

- iii. All applications to use a multistorey stand will be assessed by the Organiser and need to be signed off by an Engineer, where approved, all further requirements of the Organiser and Authorities must be met.
- iv. Except with the prior written approval of the Organiser, all stands must have at least three quarters (75%) of each aisle frontage open.
- v. The Exhibition Pavilion is built on an asphalt pad, as such it is recommended all Raw Space stands use raised flooring. If you choose not to utilise raised flooring, any discrepancies that arise in the pad are the responsibility of the Exhibitor.
- vi. All stand designs must be submitted to the Organiser for approval no later than 60 days prior to the commencement of the Exposition. The Organiser reserves the right to reject any design.

7. Noise, Vapours, Light

Excessive or objectionable emissions of any type, including but not limited to noise, vapours, light and smoke, from stands and displays are not permitted. Any PA, theatre, audio visual systems or displays must be used in such a way as to not unreasonably affect neighbouring Exhibitors. The Organiser reserves the right to turn down or off any equipment, systems and displays deemed, by the Organiser, to be in breach of this regulation.

8. Contractors

- i. The Exhibitor must notify the Organiser at least 60 days prior to the commencement of the Exhibition of the name of their stand contractor.
- ii. The Exhibitor is responsible for ensuring that any Contractors (including sub contractors, agents and their staff) they contract are eligible to work in Australia and agree to comply with these regulations and any regulations promulgated by the Authorities.
- iii. Contractors are not permitted to fabricate stands/displays at the venue. Only erection of pre-fabricated components is allowed. All materials used must be acceptable to the Organiser and Authorities for use at the venue.
- iv. Contractors that need to remain at the Venue during the event for servicing reasons must be dressed appropriately (dark, non-ripped trousers, collared shirt, clean shoes) and have Organiser approval.

9. Power

All electrical supply requirements must be provided by the Official Electrical Contractor.

- i. Wall Stands – One 2400W power point (240v 10A) will be provided per 9m² wall stand. This will be placed on the rear wall of the stand by default. To specify the position of power points, or to enquire about/order extra power, please contact the official Shell Scheme Provider.
- ii. Showcase Pod- One 2400W power point (240v 10A) will be provided per Showcase Pod. This will be placed on the rear wall of the stand by default. To specify the position of power points, or to enquire about/order extra power, please contact the official Shell Scheme Provider.

- iii. Raw Space – There is no power allocation included with Raw Space stands. Please contact the Official Electrical Contractor to arrange required supply and any additional power requirements. Late fees may apply for orders received after the cut-off date (see online manual). An electrical safety certificate must be provided before the opening of the Exhibition for all Raw Space stands. This can be provided by the Official Electrical Contractor (recommended) or by a suitably qualified electrician. All cost associated with the connection of Raw Space Electrics are at the cost of the Exhibitor.

10. Rigging

No overhead rigging is permitted at the Exposition.

11. Telecommunications

Limited numbers of hardwire connections for internet and telephone are available and must be ordered at least 60 days prior to the commencement of the Exhibition.

WI-FI services available to limited areas upon request.

Services are issued on a first come, first served basis and can be ordered via the online manual.

12. Water and Waste

Water and waste services are not available in the Exhibition Pavilion at the Event.

13. Floor Pits, Exit Signs, Fire Equipment, etc.

Pits and other service openings in the floor of the Exhibition Pavilion must be left accessible at all times and where they are situated under the stand, provision must be made for free access. Fire fighting equipment, exit signs, etc must not be blocked, moved or altered in any way.

14. Cleaning and Rubbish Removal.

Exhibitors are responsible for the removal of all rubbish created during the move in/move out. During the event, the Organiser will provide cleaning to all public areas, and overnight removal of general rubbish if left in the aisles. It is the Exhibitors responsibility to remove all stand building material from the venue at the end of the Exhibition. Any material left will be disposed of, and all costs charged to the Exhibitor. Skip Bins must be hired through the Official Supplier Waste Management (see Official Supplier List)

15. Storage

There is no provision for storage of any items at the Venue. Exhibitors should make arrangements for storage either on their stand, off site, or through the official Freight and Logistics provider.

16. Catering

The Official Caterer has sole rights to all catering within the Exhibition, and as such, any on stand catering must be booked through them.

17. Prohibited Weapons

The Exhibitor is responsible for ensuring that items on display are compliant with the Authorities regulations regarding Prohibited Weapons and that all relevant permits have been issued. Please contact the Organiser for further details if required. Please note

applications for permits need to be lodged at least 60 days prior to the Exposition.

18. Safety

Safety is of utmost importance at the Exhibition and Exhibitors & Contractors are required to understand and comply with all Australian and State legislation and regulations regarding Occupational Health and Safety (OH&S). Exhibitors & Contractors are also bound by the Organisers' Exhibition Safety Regulations (see separate document).

19. Security

The Organiser will provide security services for the duration of the Exhibition. However, all responsibility for the safety and security of the property of Exhibitors must be borne completely by the Exhibitor. The Organiser reserves the right to stop and search any person, vehicle, container, equipment or other item at, entering or departing from the Exhibition at any time.

20. Consignments and Deliveries

- i. An Official Logistics Provider has been appointed for the Exhibition. The Official Logistics Provider is the exclusive provider of lifting and handling equipment; Contractors are not permitted to operate their own forklifts on site.
- ii. Lifting services and loading dock access times should be booked with the Official Logistics Provider prior to the bump in of the Exhibition.
- iii. No exhibits will be allowed into the Exhibition venue after the commencement of the Exhibition except with the prior approval of the Organiser.
- iv. The Organiser will not under any circumstances accept or sign for any deliveries on behalf of the Exhibitors.

21. The Venue

The Exhibitor may not attach any fixture or fitting to the ground, floors, ceilings or walls of the Exhibition venue. No nail, screw, picket or other fixing is to be driven into any part of the Exhibition venue.

22. Dilapidations

The Exhibitor is responsible for the cost of making good, restoring or renewing any case of serious dilapidation to the Exhibition venue or any part thereof. The Exhibitor should satisfy itself as to the condition of the site both before erection and after removal of the stand.

23. Floorplan

The Organiser reserves the right to alter the floorplan, layout, stand positions, facilities and features as it deems necessary.

Stand numbers are indicative only and subject to change until final floorplan is released.

24. Flooring

- i. Wall Stands & Showcase Pods- Carpet tiles will be provided as standard flooring to all Wall Stand and Pod products. Any upgrade to flooring will be at the cost of the Exhibitor.
- ii. Raw Space- No flooring is provided to Raw Space stands. Flooring is at the discretion of the Exhibitor and not the responsibility of the Organiser.
- iii. Raised flooring (32mm) requires angled edging to all exposed sides. Next floor height

permissible is to be at a minimum 115mm to a maximum 190mm and have an accessible ramp to Australian Building Standards with step edge on all other exposed sides.

- iv. All flooring must be contained within the contracted space.

25. Official Suppliers

Exhibitors are required to use Organiser appointed Official Suppliers where applicable.