



AUSTRALIAN
MANUFACTURING
WEEK

IMPORTANT MOVE IN INFORMATION FOR AMW EXHIBITORS

To provide a smooth and safe move in for all exhibitors and contractors a detailed move-in plan has been implemented.

All Exhibitors **MUST** wear high visibility vest and enclosed shoes at all times while on the exhibition floor and on the loading dock during the move in period.

A limited number of high-visibility vests are available from [AMW Customer Service](#) in Hall 1.

Children under 15 years old are not permitted in the halls or on the loading dock during move in.

No alcohol is to be consumed during move in, as the halls and loading dock are defined as an exhibition work site.

Heavy Equipment Move In

Saturday 4th June & Sunday 5th June

Exhibitors requiring lifting equipment will be provided with specific move in times depending on their set up requirements and their location within the exhibition halls.

If you have lifting requirements beyond a 2 tonne forklift, please confirm your requirements through the [Exhibitor Dashboard](#) – Exhibitor Checklist – “Freight, Transport & Storage” form.

General Exhibitor Move In

Monday 6th June – 8am to 8pm Tuesday 7th June – 8am to 10am

Hand carried and trolleyed items can be brought in to the venue via the car park. Please use the Goods Lift at the front of Hall 1.

2t Forklifts and pallet trolleys will be available for general move in.
Once on site, please see the Expo Logistics service counter in Hall 1 to book a forklift.

Vehicle Access to the Loading Dock

If you do not need a forklift, please move in via the car park and goods lift.

All personnel involved in the move-in process must follow instructions from the loading dock and traffic directional staff, and event security guards.

For safety we aim to separate forklifts and pedestrian traffic.

Exhibitors and contractors should use the pedestrian walkways when walking out onto the loading dock.

We ask that exhibitors remain patient during move in, as traffic may become congested on the loading dock during peak times.



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Deliveries (No deliveries accepted prior to Saturday 4th June)

AMW is taking place in Halls 1 & 2 of the [Exhibition](#) Centre.

Please use the delivery address label in the Exhibitor Dashboard to ensure your items are appropriately addressed, including your stand number and mobile number.

Larger items delivered prior to your move in will be stored in Hall 3 until your stand is built and ready to accept them.

Smaller items delivered prior to your move in will be taken to AMW Customer Service in Hall 1.

Clearway Aisles

Please keep aisles as clear as possible to allow exhibitors and contractors easy passage to the exit doors at the front and the rear of the hall in case of emergency.

Clearway aisles will be enforced to ensure a safe move in for all personnel.

Storage

Space will be made available for you to store packing materials, crates etc during the exhibition. Storage labels will be provided to exhibitors during the move in process. All labelled items will be collected from your stand during the move in process and taken to the storage area.

This storage area may not be accessible during the exhibition so please keep all items necessary for your stand out of the packing materials. The location of the storage area may not be in close proximity to the exhibition halls.

All stored items will be returned to your stand at the conclusion of the event.

Contact

For AMW move in enquiries or assistance, please contact Shane Infanti on 0413 173 629 or Kim Banks on 0417 146 102, or visit AMW Customer Service on site at the exhibition.