



# AUSTRALIAN MANUFACTURING WEEK

## IMPORTANT MOVE OUT INFORMATION FOR AMW EXHIBITORS

### Exhibitor Move Out Days & Times

Friday	10 June	4:30pm - 10:00pm
Saturday	11 June	7:00am – 8:00pm
Sunday	12 June	7:00am - 3:00pm

### Move Out Information

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

- **Show Closure:** AMW closes at 4:00pm Friday 10 June. Once all visitors have vacated the halls and exhibitors are wearing their high visibility clothing/vest the move out will commence. From this time, the area will be defined as an exhibition work site, and safety precautions must be taken.

All Exhibitors **MUST** wear high visibility vest, enclosed shoes at all times while on the exhibition floor and on the loading dock once the exhibition has closed.

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 out.

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

- Exhibitors are **not permitted** to dismantle stands, remove merchandise or remove boxes from the storage area prior to the official closing of the Exhibition: 4:00pm Friday 10 June.

**Hand-held items** will be allowed to be taken out of the halls, once the show has closed from 4:00pm, via the good lift and car park.

Expo Logistics will have a limited amount of trolleys available for use from the front of Hall 1 from approx. 4:30pm once the loading dock doors are opened.

- At approximately 4:30pm on Friday 10 June Expo Logistics will commence the return of the storage boxes/crates to stands using pallet jacks. Once all storage has been returned, forklifts services will be available, however, no crane work or heavy fork lifting is allowed until Saturday 11 June.

Roller doors to the loading dock will only open once all visitors have left the exhibition and it is deemed safe to do so. This is generally 30 minutes to one hour after the exhibition has closed.

- Forklifts, Trolleys, and pallet jacks will not be available after 9:00pm Friday.

### Vehicle Access to the Loading Dock

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

Please note that exhibitor vehicles will only be permitted up onto the loading dock from 4.30pm.

Larger vehicles (8 ton plus) can gain access from 6:00pm

Exhibitors requiring forklift services should advise their freight companies that they will not gain access onto the dock until 6pm or once the storage has been returned.

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.

Contractor companies' vehicles are not allowed access onto the loading dock until 7pm; please ask them to use the car parks during this time.

We ask that exhibitors remain patient during move out, as traffic may get congested on the loading dock for a short time.

**Stand Power and Air Compressors** will be switched off from approx **6:00pm** (please visit the AMW Customer Service Centre if you require air or stand power after this time).



# AUSTRALIAN MANUFACTURING WEEK

---

Expo Logistics will be on site from 12:00noon Friday 10<sup>th</sup> June and can assist with all logistical requirements. Exhibitors can also leave their details at the AMW Customer Service Centre and an Agility representative will visit your stand on Friday afternoon 10<sup>th</sup> June.

**Please Note** – deliveries will not be accepted after 1:00pm Friday 10<sup>th</sup> June, as the loading dock will be used to stage the storage return.

**Please Note** – Shell scheme stand lights will be removed from 7:00pm and walling from 10pm, please remove any items that are attached to these walls. Please take all items off walls and out of cupboards that are hire items.

**Please Note** - Removal of walls commences at 10:00pm, please ensure all material is removed by this time. Any merchandise remaining should be placed in the centre of your stand, well clear of the stand wall and clearly marked with your company details.

To aid cleaning the show, please use rubbish bins provided in the halls or keep your waste on the stand. If you have bulk waste please visit AMW Customer Service and we will send cleaners to remove it.

Please keep aisles clear at all times to allow exhibitors and contractors easy passage to the exit doors at the front and the rear of the hall in case of emergency's as well as helping expedite the storage return and allowing forklifts to move around unencumbered.

Aisles are safety areas and must be kept clear. Placing rubbish in the aisles will hamper the move out process.

- The AMW Customer Service Centre will be open on Friday, Saturday & Sunday until 12:00noon.
- **Please Note:** All freight/product left for collection should be clearly marked with:  
Company Name:  
Contact person:  
Mobile No:  
Destination:  
Freight Company picking up:  
No. of boxes: eg. 1 of 4 Consignment Note no:
- It is essential your boxes be marked with the information above. Sometimes during move out freight companies do not pick up goods because information is missing or freight is moved around.

## Security

- Exhibitors are responsible for the security of their displays and exhibits until removed. AMTIL will not accept responsibility for the loss or damage of any items.
- Exhibitors are reminded that goods will be at risk during move out and that stands should not be left unattended until all items and equipment have been collected by the appropriate suppliers.

## Important

- **Goods Left:** Any AMW exhibit or material remaining after **4:00pm Sunday 12 June** will be freighted off-site and stored at the exhibitor's expense. No responsibility will be accepted by AMTIL for the return of these items

---

## Contact

For AMW move out 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.