



Australian Electric Vehicle Association

Presents

the EV EXPO PERTH

EXHIBITOR HANDBOOK

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WELCOME TO THE EV EXPO!

Thank you for joining The EV Expo as an exhibitor in 2023. We are delighted to have you on board and look forward to working with you to present a fantastic weekend.

The following information will help you prepare for the event.

Our team is here to help you with any aspect of the event.

Please do not hesitate to contact us if you have any questions or concerns, and we look forward to welcoming you to the event!

Kind regards

Vickii, Emma and Khi

Email: info@visabel.com.au

Website: theevexpo.com

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1. EVENT DETAILS

Held at the Perth Convention and Exhibition Centre, the EV Expo provides attendees with the opportunity to experience and learn more about the expanding range of EV models available in Australia as well as demystify topics such as vehicle charging, range and conversions with access to leading EV businesses, leaders, and transition support organisations from around Australia.

Held over Saturday 4 November – Sunday 5 November 2023 from 10am – 4pm daily the EV Expo also features workshops, try drive/try ride, food and beverages as well as the opportunity to speak to providers across the EV industry.

1.1. EVENT KEY DATES

There is a lot taking place including the EV Conference and Gala Dinner and below please find a summary of key dates:

Date	Time	Detail	Venue
Friday 3 November	8:00am	Registration Opens	River View Room Foyer
	8:45am	Conference Commences	River View Room 5
	9:00am	EXHIBITOR EXPO - BUMP IN	Level 1 Pavilion 3
	5:00pm	EXHIBITOR EXPO - BUMP IN ENDS	Level 1 Pavilion 3
	4:00pm	Conference Concludes	River View Room 5
	4:15pm	Networking Drinks	River View Room Foyer
	From 6:30pm	Gala Dinner – Frasers Restaurant	Frasers Restaurant
Saturday 4 November	8:00am	Exhibitor, Vendor and Staff/Volunteer Access	Level 1 Pavilion 3
	10:00am	Event Opens	Level 1 Pavilion 3
	4:00pm	Event Closes	Level 1 Pavilion 3
Sunday 5 November	8:00am	Exhibitor, Vendor and Staff/Volunteer Access	Level 1 Pavilion 3
	10:00am	Event Opens	Level 1 Pavilion 3
	4:00pm	Event Closes	Level 1 Pavilion 3
	4:01pm	Bump Out We would like Vehicles to move out of the Pavilion first and be out of the venue by 6pm.	Level 1 Pavilion 3

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1.2. KEY CONTACTS

Below you will find a list of key contacts for the event, operations and production. If your call is unanswered, please send a text as we may be on the phone or radio.

Name	Role	Phone Number	Email
Vickii Cotter	Event Manager	0439 767 592 (PLEASE TEXT OR EMAIL)	vickii@visabel.com.au
Emma Clarke	Event Coordinator	0403 668 904	emma@visabel.com.au
Khi Fulthorpe	Site Manager	0497 628 672	khi@visabel.com.au

1.3. ARRIVAL – LOADING DOCK ACCESS AND PCEC RULES

The EV Expo Event is located at the [Perth Convention and Exhibition Centre, 21 Mounts Bay Road, Perth WA 6000](#). The **Expo** is located on **Level 1, Pavilion 3**.

Each pavilion and the Riverside Theatre, has a dedicated loading dock. A common dock serves level 2 meeting rooms, and level 3.

Traffic flow to the access ramp and across the loading dock is strictly one-way only. Access to the loading dock is via a ramp located adjacent to the intersection of Mounts Bay Road and Spring Street. The dock exits onto Riverside Drive at the eastern end of the building. A vehicle checkpoint is located at the entry of the one-way access ramp. A truck holding area is located off Mounts Bay Road, below the Mitchell Freeway and may be used during major move-in / move-outs subject to approval by the City of Perth.

Vehicles traversing the dock must not exceed a speed of 10kmh and hazard lights must be active at all times whilst engines are running.

Vehicles may only stand temporarily on the loading dock for loading / unloading purposes and are not to be left unattended at any time. No parking is permitted and PCEC reserves the right to have fines issued by parking officers of the City of Perth and / or have offending vehicles removed from the premises at the Owner's expense.

All directional and speed signage is to be strictly adhered to, and marked thoroughfares must be kept clear at all times. By Law, egress for all emergency exits leading to the loading dock are to remain clear at all times.

Dock access required during event operational times must be coordinated in advance with venue Management.

PCEC accepts no responsibility for the safety of vehicles and / or their contents.

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PCEC - Vehicle Holding Area and Loading Docks

Key



Vehicle holding area to loading dock



Direct access routes to loading dock (if holding area is not required)



Traffic lights

ACCESS ROUTES TO VEHICLE HOLDING AREA AND LOADING DOCK



VIA SPRING STREET

At the bottom of Spring St turn right at the traffic lights onto Mounts Bay Rd. Once you are past the intersection turn left into the Vehicle Holding Area.



VIA PLAZA

Exiting the plaza turn left onto Mounts Bay Rd. Turn left at intersection to access loading dock.



VIA FREEWAY SOUTH

Take the Mounts Bay Rd exit. Turn right into Mounts Bay Rd, stay in the right hand lane. Approx 10 metres before the Spring St lights turn right into the vehicle holding area.



VIA FREEWAY NORTH

Take the Mounts Bay Rd exit. Turn left at Mounts Bay Rd then an immediate left into the vehicle holding area.



VEHICLE HOLDING AREA TO LOADING DOCK

One-way exit onto Mounts Bay Rd. Once on Mounts Bay Rd continue through the first set of traffic lights positioned in the right hand lane. Approx 30 metres through the lights use the U Turn area to change direction on Mounts Bay Rd. Continue to the Spring St lights turn right and veer left to the loading dock gatehouse.



2. EXHIBITOR DETAILS

This section contains everything you need to know to be ready to exhibit with us at the event. If you have any concerns, please get in touch with us.

2.1. EXHIBITION PACKAGE

As a reminder, your package includes:

- Back and side walls if appropriate for your booth;
- 4 amps Power;
- Fascia Sign with company name (as per your booking); and
- Trestle table and two chairs.

2.2. FASCIA SIGNAGE (COMPANY NAME)

Your exhibition package includes fascia signage and in your application you were asked to specify your booth name – this is what will be printed.

2.3. POWER

BOOTH REQUIREMENTS

Please note you will receive one 4amp power outlet as a part of your package. Please note this can power items such as a laptop, eftpos machine and LED lights. Additional power can be purchased.

Mains charging points are located at the venue. Please contact us asap if you require additional power.

EQUIPMENT LIST

If you have not already done so, please ensure you advise us of what equipment you are planning on bringing to the expo. Please provide details of any vehicle you are bringing by [completing this form](#).

SAFETY REQUIREMENTS

The venue has strict electrical safety requirements. Please ensure all power cords are tagged and tested and meet Australian Safety Standards.

Additionally, we ask all exhibitors to use commercially rated electrical equipment, as this has the appropriate safety mechanisms and precautions which comply with the venue's requirements.

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2.4. BUMP IN

FRIDAY 3 NOVEMBER BUMP IN

Bump in on Friday 3 November is permitted from 9:00am, unless you have been advised otherwise. If you arrive on site to bump in prior to this time you will not be permitted access. Please contact the team if you think you may require an earlier bump in time for any reason. [PLEASE complete the Vehicles on Site Log form here](#) if you are bringing a vehicle on site.

Key information to know on the day:

- Access to The Centre for move-in and/or move-out will be via the loading dock only.
- All drivers of vehicles accessing the loading docks must provide their current Driver's license to The Centre's Security staff upon request to verify their identity.
- Under no circumstances will event equipment be permitted to move in or out via foyers or other public areas.
- High visibility clothing and enclosed shoes must be worn at all times during the move-in / moveout period.
- No access will be permitted via the loading dock bi-fold doors during the Operational Hours of an event.
- Visabel staff are on hand to assist and provide directions, please make yourself known to us.

Access to The Centre is only available during the official bump in period. During this bump in period, exhibitors can arrange for items to be delivered to The Centre. Please refer to the Deliveries Attachment of this manual for further details.

Exhibitors are instructed to ensure that at least one staff member is rostered on during move in or while any product or equipment remains on your stand. The organiser or The Centre does not take any responsibility for these items and it is strongly advised that you have someone present on your stand during this time.

During the bump in period it is The Centre's Policy that all personnel must be wearing high visibility clothing and closed in footwear. Please refer to the checklist on the cover page for further details. Exhibitors must ensure that they make adequate arrangements for the removal of rubbish from their display at the conclusion of the move in period. Please refer to the Cleaning section of this manual for further details.

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SATURDAY 4 NOVEMBER and SUNDAY 5 NOVEMBER

Please note all bump in must be completed by 9:30am Saturday 4 November. Exhibitors will be permitted access to the Pavilion from 8:00am on Saturday 4 November to finalise exhibit set up. Please make sure all your exhibits and stock are in by 9:30am. If you think you will not make this deadline, please let us know as soon as possible.

We also ask all exhibitors to move cars away from the Pavilion access points by 9:30am.

2.5. BUMP OUT

SUNDAY 5 NOVEMBER

Bump out commences from 4:01pm Sunday 5 November, after the closure of the event to the public. Please do not begin any packing up or bump out prior to this time. We want the public to enjoy the event until the end.

We also ask all exhibitors to be mindful and patient during the bump out process as there are limited loading bays.

2.6. PERTH EXPO AND AVPartners

Perth Expo is our preferred exhibition supplier for their innovative range of exhibition equipment. Exhibitors are invited to order any additional furniture requirements for their booth through them.

AVPartners are our preferred production supplier. Please contact them directly if you wish to order is you wish to order any additional Rigging or Production for your site.

2.7. MARKETING AND EVENT PROMOTION

We invite all exhibitors to promote their participation in the EV Expo.

Website: www.theevexpo.com

Facebook: <https://www.facebook.com/theevexpoau>

Instagram: <https://www.instagram.com/theevexpoau/>

PRIZES AND GIVEAWAYS

If you are interested in supporting the promotion of the event with prizes or giveaways, please contact the Visabel team: info@visabel.com.au

2.8. PUBLIC LIABILITY

Exhibitors are required to carry out and maintain Public Liability Insurance of at least AUD 20 million for the full duration of the event.

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Please provide a copy of your Currency Certificate to us by **30 October 2023**.

2.9. INSURANCE AND SECURITY

We recommend that exhibitors have insurance for their exhibit and its full replacement value, including contents and all associated costs. 24 hour security will be on site from Friday 3 November – Sunday 5 November. Security will be off site from Sunday midnight and we ask that all exhibitors be completely bumped out by 12am Sunday 5 November.

2.10. RUBBISH AND WASTE MANAGEMENT

The venue has a strict waste management strategy, which is outlined at Attachment C. We ask exhibitors to please familiarise themselves with this document ahead of the event and dispose of all waste in accordance with the venue’s requirements.

2.11. EMERGENCY INFORMATION

Please familiarise yourself with the evacuation plan at Attachment D. If there is a need to evacuate during the event, Visabel staff and volunteers will direct attendees and exhibitors to evacuate.

2.12. PARKING

The ‘Convention Centre Car Park’ is owned and operated by the City of Perth. This 1,500-bay car park is accessible via Mill Street, Mounts Bay Road and the Riverside Drive off-ramp of the Mitchell Freeway. Access is restricted to cars and motorcycles with a maximum clearance of 2.1 metres. No trailers are permitted.

Payment for parking can be made by cash, or all major credit cards and EFTPOS. <https://www.cityofperthparking.com.au/convention-centre> Please note, there are no service lifts from the car park, and all unloading and loading of materials for events at The Centre is via the loading dock.

The Centre and the organiser accepts no responsibility for theft of, or damage to vehicles parked in the car park, and it is in the owner’s interest to remove all valuables from vehicles.

Alternative Parking

There are approximately 5,000 car parking spaces within 10 minutes’ walk of The Centre; early bird parking or long stay parking is available at the following locations: Westralia Square 141 St Georges Terrace Entrance via Mounts Bay Road His Majesty’s Theatre 377 Murray Street, Perth Entrance opposite His Majesty’s Theatre Council House 27 St Georges Terrace, Perth Entrance via St Georges Terrace.

3. ACCOMMODATION

The event has access to discounted accommodation with various accommodation providers. Please visit: <https://www.theevexpo.com/accommodation/> to access event pricing.

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4. PHOTOGRAPHY AND FILMING

Our official photographers will take photographs at the event. In addition, there may be an event videographer on site filming the event for future marketing purposes.

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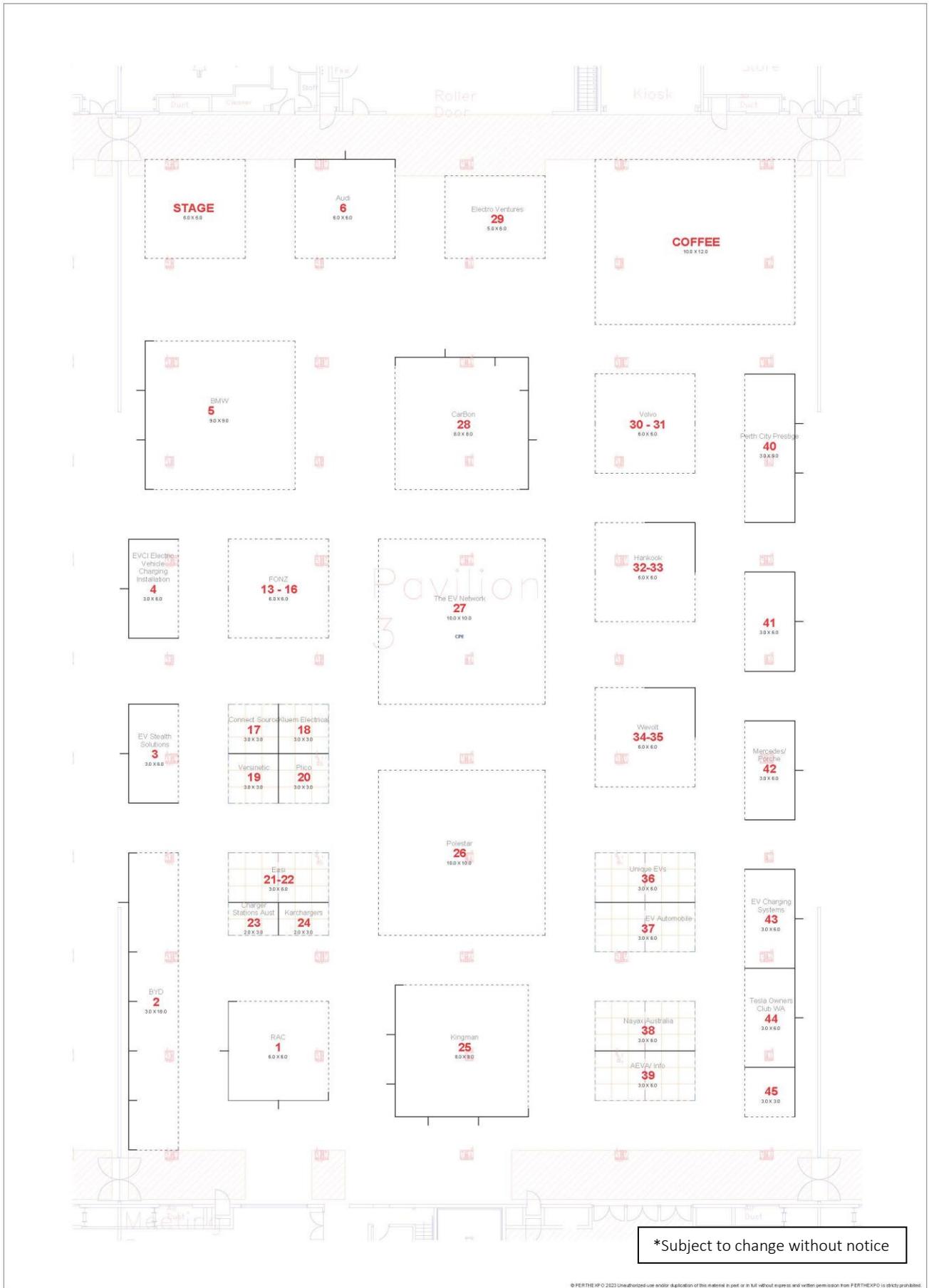


EXHIBITOR HANDBOOK ATTACHMENTS

ATTACHMENT A – EXHIBITOR SITE LIST AND MAP

Numerical order by Stand:

Stand	Organisation
1	RAC
2	BYD
3	EV Stealth Solutions
4	EVCI - Electric Vehicle Charging Installations
5	BMW
6	Audi Centre Perth
13	Fonzarelli
17	Connect Source
18	Kluem Electrical Services
19	Versinetic
20	Plico
21	Easi
23	Charger Stations Australia
24	Karchagers
25	Kingman EVC
26	Polestar
27	The WA EV Network
28	CarBon Leasing & Rentals
29	Electro Ventures
30	Volvo Cars Perth
32	Hankook
34	Wevolt
36	Unique EVs
37	EV Automotive
38	Nayax Australia
39	AEVA
40	Perth City Prestige
41	Crown Equipment
42	Mercedes
42	Porsche
43	EV Charging Systems
44	Tesla Owners Club of WA
45	MTA WA Automotive Institute of Technology



***Subject to change without notice**

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ATTACHMENT B – DELIVERIES

It is essential that all goods, equipment or packages are clearly marked when delivered to The Centre.

Any exhibitor deliveries to The Centre must have an exhibitor delivery notice attached to all items. The Centre reserves the right to refuse deliveries not using the correct delivery labels.

The organiser or The Centre does not take any responsibility for any delivery and it is strongly advised that the exhibitor has someone present on your stand to receive any delivered goods. The Centre will not sign for receipt of goods on behalf of exhibitors.

Deliveries are only permitted during the official bump in/bump out period unless prior arrangements have been made with The Centre or the Event Organiser.

Any item delivered outside the official bump in/bump out period without prior arrangement will be removed from The Centre's premises at the exhibitor's expense.

Clients, agents and exhibitors shall indemnify and hold harmless The Centre and its agents from any and all liability connected with deliveries.

Please download Delivery Notice or Courier Pick Up notice here:

<https://www.pcec.com.au/plan/loading-dock-deliveries/>

ATTACHMENT C – CLEANING

It is the responsibility of the exhibitor to maintain their stand in a clean and tidy condition at all times. exhibitors are to make their own arrangements for removal of items not needed for display and rubbish resulting from unpacking exhibits (such as cartons, boxes, crates, plywood etc.). Storage for this material can be arranged through the Event Organiser. All rubbish is to be removed from the pavilion before the Exhibition opens.

As an exhibitor it is your responsibility to:

- Ensure all waste is placed in the bins or aisles for disposal by the cleaning team.
- Ensure no item is affixed to The Centre walls, doors, glass, floors etc. Any infractions will create a removal, cleaning and/or resurfacing cost to the organiser or exhibitor.
- Ensure that all materials, e.g. bricks, timber, sand, metal frames etc. are removed from the site.
- Ensure that paint brushes are cleaned in the appropriate location (Exhibition Hall 2 loading dock wash bay) and paint waste is removed off-site.
- Notify the organiser of specific waste requirements, especially toxic, grease, oil etc. Correct disposal methods should be discussed with the organiser.
- Ensure that the disposal of waste complies with all local, state and federal statutory requirements and Environmental Protection Authority guidelines.

ATTACHMENT D –EMERGENCY EVACUATION PLAN

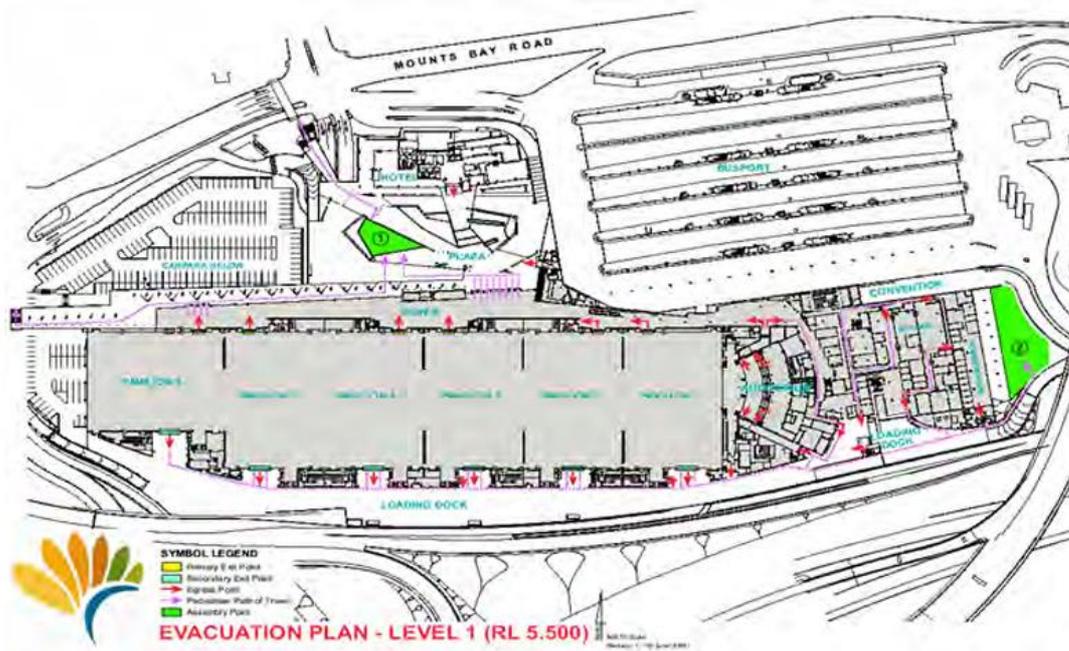
Assembly Point Locations (Refer diagram below).

There are 4 assembly areas in case of an emergency. These are located at:

1. Level 1 in front of the Adina Hotel.
2. Level 1 in between PCEC and the Train Station (by the Spotless Office).
3. Level 2 on the grassed area in front of the PCEC Café (Summer Garden).
4. Level 2 on the grassed area to the East of the Busport entrance (Winter Garden).

Please leave all main doors clear for emergency personnel. All Clients of PCEC are requested to familiarise themselves with the emergency exits within the building and the nearest assembly area.

Assembly Points



Reporting Incidents and Hazards

Report all incidents or near misses to the Floor Manager or Security. This ensures the rectification of hazards and a safer environment for Staff, Clients, Exhibitors, Agents and Patrons

ATTACHMENT E – PCEC EXHIBITOR HANDBOOK

For further information in relation to the Perth Convention and Exhibition Centre, please download the Venue's Exhibitor Handbook here:

<https://www.pcec.com.au/plan/manuals/>