



**ASIA-PACIFIC  
HYDROGEN  
2024**

SUMMIT & EXHIBITION

**12-13 SEPTEMBER 2024**

**BRISBANE, AUSTRALIA**

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## EVENT INFORMATION

For more information about the venue please visit [BCEC Exhibitor Guide](#)

### VENUE ADDRESS

**BCEC Brisbane**  
Merivale St,  
South Brisbane  
QLD 4101  
Australia

**Exhibition Area:** Exhibition Hall 1

### DELIVERIES

For the build crew & exhibitors, you will not need passes/parking tickets for set up. For set up and breakdown days, you will be directed to the loading dock.

Self-delivery and Couriers: to be delivered on the day of your move in and move out, on-site storage is only available if pre-arranged through your organiser.

Car Park: small items can be carried in by hand or small trolley, park at the Centre and proceed to the event space.

You may choose to ship your items with your preferred logistics company. GEL Logistics are our logistics partner, they offer shipping services and can store & deliver your items, for more information, please contact [info@gel-eventlogistics.com](mailto:info@gel-eventlogistics.com)

[Pre-order GEL Logistics, Forklifts and Storage](#)

## EVENT TIMETABLES

### EXHIBITION BUILD TIMES

EXHIBITION BUILD UP	TUESDAY, 10 SEPT	WEDNESDAY 11 SEPT
Space Only - Exhibitors & Contractors	08:00 - 20:00	07:00 - 23:59
Shell Scheme Exhibitors	N/A	08:00 - 23:59

\* Please note, any **heavy machinery/display vehicles** should be brought to the BCEC between **Monday, 9<sup>th</sup> Sept** from **13:00** and **Tuesday, 10<sup>th</sup> Sept** by **11:00 latest**. **This timing is extremely important**. There are no forklifts available during this time unless pre-ordered. You may pre-order these with [GEL Logistics](#).

\*All stands must be completed by **23:59** on **Wednesday, 11 Sept**.

\*Please do not leave any valuables on your stands overnight. The organisers will not be responsible for any loss or theft.

### EXHIBITION OPENING TIMES

OPENING TIMES	THURSDAY, 12 SEPT	FRIDAY, 13 SEPT
Exhibitors Access	08:00 - 18:00	08:00 – 17:00
Exhibition Open to Public	10:00 - 18:00	10:00 – 17:00

### EXHIBITION BREAKDOWN TIMES

EXHIBITION BREAKDOWN	FRIDAY, 13 SEPT
Shell Scheme & 'Space Only' Exhibitors & Contractors	17:00 – 23:59

No exhibits or stand fittings are allowed to be removed or dismantled before **17:00** on **Friday, 13 September**.

## RULES & REGULATIONS

It is the responsibility of all Exhibitors and Contractors to read and comply with the following [Rules & Regulations](#) document.

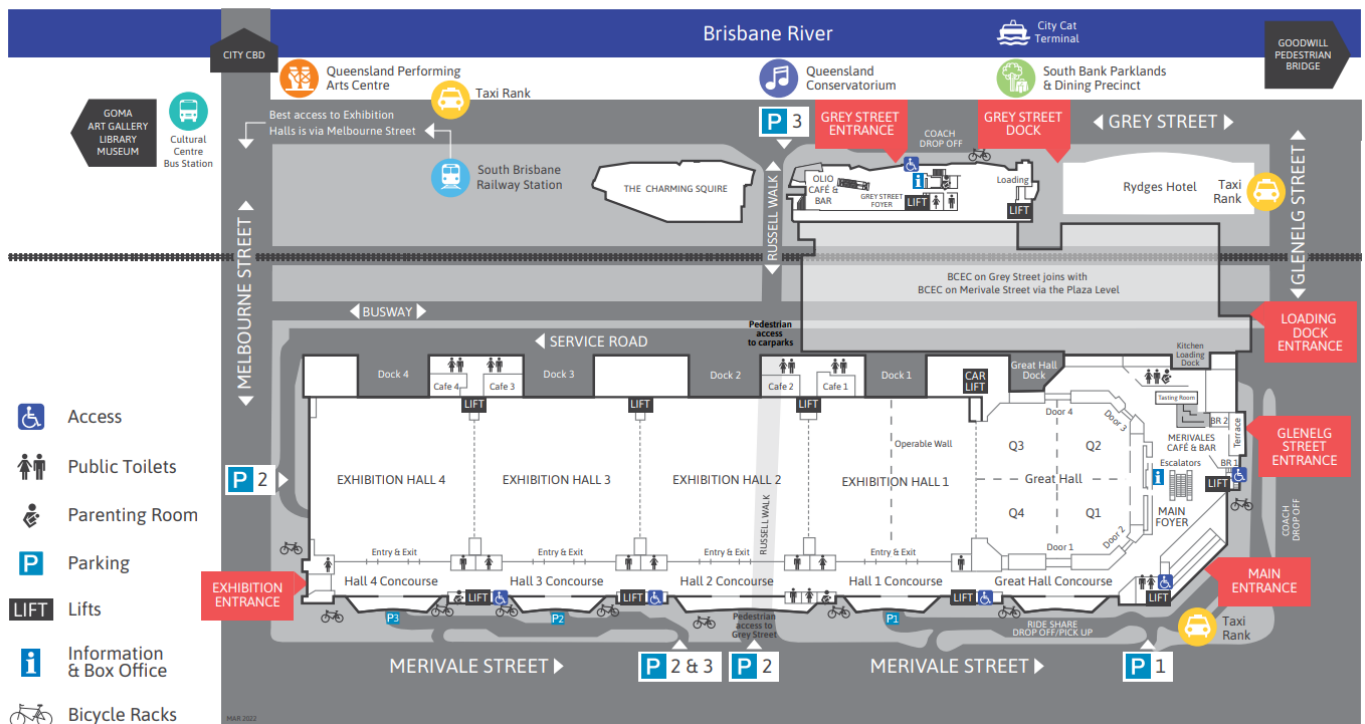
Exhibitors and/or Contractors are responsible for carrying out their own [Health and Safety Risk Assessment](#) for their stand.

## LIVE FLOORPLAN

[Click Here](#) to access the live floorplan.

## ACCESS MAP

BCEC ON MERIVALE STREET AND GREY STREET



## ACCESS ROUTE

Access to BCEC for exhibitors and contractors during build-up and pull-down is via Glenelg Street. The service road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic. The entrance to the BCEC Car Park is located at the end of the service road past Exhibition Hall 4.

For more information on accessing the venue please visit [BCEC Exhibitor Guide](#)

## SHELL SCHEME – STAND INFORMATION

\*Hireshop login details will be emailed from Harry the Hirer, please contact if you have not received these by 21st May 2024 email [ekitching@sustainableenergycouncil.com](mailto:ekitching@sustainableenergycouncil.com).

### FLOOR COVERING

Grey carpet will be provided for all shell scheme stands. Other colours are possible on request and in the Hireshop.

### WALLING

Shell scheme wall dimensions are 990x2354mm including white wall panels with an aluminium frame.

Printed graphics are **not** included in the price. We recommend that you work directly with the exhibition contractor **Harry the Hirer** who can print and apply graphics to the wall panels.

You can find the **graphic options** on the Hireshop. Login details to access the hireshop will be emailed by Harry the hirer. Please contact the [Harry the Hirer](#) if you have any issues accessing the platform.

If using your own graphics, it is not permitted to use tape or any fixative as this will damage the panels.

### COMPANY NAME & LOGO DISPLAY

Your company name will be printed on your booth fascia. If you would like to apply a company logo or any graphic in addition to the company name, please visit the Hireshop.

### SHELL SCHEME ELECTRICITY & FURNITURE

The furniture outlined below is automatically included in your shell scheme package:

Stand Size	Carpet	Power (4amp Socket)	Spotlights	Wastebin	Round table	Chairs
9 SQM	Included	1	2	1	1	2
12 SQM	Included	1	2	1	1	3
18 SQM	Included	2	4	2	2	4
20 SQM	Included	2	6	2	2	6
24 SQM	Included	3	8	2	3	9

For any extra items required, please use the Hireshop to place your orders.

### SHELL SCHEME STAND EXAMPLES

#### CHAIRS & TABLE REFERENCES



## SPACE ONLY STANDS – STAND INFORMATION

\*Hireshop login details will be emailed from Harry the Hirer, please contact if you have not received these by 21st May 2024

[ekitching@sustainableenergycouncil.com](mailto:ekitching@sustainableenergycouncil.com).

## STAND BUILD & DESIGN

Please note that the official contractor is **Harry the Hirer**.

**We encourage all exhibitors to use the Hirer for their build & design.**

All space only designs must be sent to the organisers and BCEC for pre-approval. Any stand design not pre-approved will not be allowed to build. Designs must be sent with full measurements and details of the stand contractor.

The organisers reserve the right to amend or reject a design likely to unreasonably affect nearby exhibitors' sites in any way.

We recommend sending your design as soon as possible to allow enough time to make any amendments if necessary.

Exhibitors are held responsible for any damages caused by them or their appointed contractors.

## HEIGHT & WEIGHT RESTRICTIONS

Please note that there is a restricted weight of **20kPa**. **Please email [ekitching@sustainableenergycouncil.com](mailto:ekitching@sustainableenergycouncil.com) should your vehicle or any machinery weigh over 500kg**. For any items exceeding 500kg please complete the [Excessive Weight Permit](#) and submit to BCEC. For any vehicles on your stand please complete the [Vehicle Display Permit](#).

Depending on the location of your stand, you may have certain height limits.

Any complex structures such as a double decker requires architectural drawings and structural calculations. Please make the organisers aware that you are planning to build a complex stand.

Conversely, depending on your neighbours build and layout, you may choose to adjust *your* stand layout and design to optimise consistency and neatness.

**In either situation, we encourage you to contact us for more details and permission.**

## WALLING

Where a stand joins another exhibitor's area the back of any dividing walls, panels or exhibits must be painted white or masked to present a neat appearance.

## FLOORING

No carpet or floor covering is provided.

## SPACE ONLY ELECTRICITY & LIGHTING

Electrical connection is not included in your contract, any electrical & lighting requirements can be ordered through the Hireshop. Login details to access the hireshop will be emailed by Harry the Hirer. Please contact the [Harry the Hirer](#) if you have any issues accessing the platform.

All main site electrical work must be carried out and tested by the official electricity contractor **Harry the Hirer**.

All internal stand electrical work must be inspected and /or tested by the organiser's official contractor prior to turning on the electricity supply.

## FURNITURE

Furniture can be ordered through the hireshop. You can find login details to access the ordering platform in the exhibitor introduction email. Please contact Harry the Hirer if you have any issues accessing the hireshop.

## FIRE SAFETY

All materials used in the construction of stand fitting and display must be fireproofed and conform to local fire regulations.

## **PLEASE NOTE** it is the responsibility of Space Only exhibitors to make their own arrangements for following:

The company logo/name and stand number must be clearly shown

Floor covering (carpet) for their stand area

If sharing a back wall with another Stand Only exhibitor, please ensure this shared wall is the same width and height, if it exceeds the neighbouring stand the back wall but be tidy and painted white.

## KEY CONTACTS

<p><b>EVENT LOGISTICS MANAGERS</b></p>	<p><b>Emma Kitching</b> Sustainable Energy Council +44 207 978 0021 <a href="mailto:ekitching@sustainableenergycouncil.com">ekitching@sustainableenergycouncil.com</a></p> <p><b>Haany Halim</b> Sustainable Energy Council +44 207 978 0052 <a href="mailto:Hhalim@sustainableenergycouncil.com">Hhalim@sustainableenergycouncil.com</a></p>
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<p><b>SUMMIT PRODUCER &amp; SPEAKER MANAGER</b></p>	<p><b>Melissa Da Costa</b> Sustainable Energy Council +44 20 7978 0017 <a href="mailto:mcosta@sustainableenergycouncil.com">mcosta@sustainableenergycouncil.com</a></p>
<p><b>GENERAL EVENT QUERIES</b></p>	<p><b>Enquiries</b> <a href="mailto:hydrogen@sustainableenergycouncil.com">hydrogen@sustainableenergycouncil.com</a> +44 207 978 0000</p>
<p><b>CATERING, CLEANING, INTERNET, RIGGING, UTILITIES</b></p>	<p><b>BCEC Brisbane (Venue)</b></p> <p><a href="#">Exhibitor Guide</a> <a href="#">Order Portal</a> <a href="#">Permit Form Applications</a> <a href="mailto:exhibitorservices@bcec.com.au">exhibitorservices@bcec.com.au</a></p>



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<p><b>EXHIBITION BUILD, STAND CONSTRUCTION, GRAPHICS, STAND SET-UP, EXTRA ORDERS &amp; SERVICES FOR STANDS</b></p>	<p><b>Vicki Hoogland</b> Harry The Hirer <a href="mailto:vickih@harrythehirer.com.au">vickih@harrythehirer.com.au</a></p>
<p><b>SHIPPING &amp; LOGISTICS</b></p>	<p><b>GEL Logistics</b> <a href="mailto:brayden@gevents.com.au">brayden@gevents.com.au</a> 0420 472 984 / 1300 013 533 <a href="http://www.gevents.com.au">www.gevents.com.au</a> <a href="#">Video on Services Provided</a></p>