

Perth SkillsWest careers&EMPLOYMENTexpo

October 22 to 24, 2020

Thurs – 9am to 1pm

Fri – 9am to 5pm

Sat – 9am to 5pm

Hall 6, Perth Convention Centre

EXPO PLANNING KIT



**URGENT
ACTION**

Please Complete the Order Forms

Relevant to your Business and Return to our Office

E: dana@kjex.com.au P: 08 8297 1688

Deadline - ASAP

Click on the page numbers to go direct to the forms

ORDER FORM

Exhibitor Badges	Page	7
Public Liability Insurance	Page	7

GENERAL REFERENCE LINKS

Car Parking Information	Page	3
Booth Inclusions	Page	6
Electrical – Perth Expo Hire	Page	8
Furniture Hire – Perth Expo Hire	Page	8

Thank-you for booking a site at the 2020 Perth SkillsWest Careers & Employment Expo.

This Expo Planning Kit is full of all the information you need to know in regards to the upcoming event.
Please read through all the information thoroughly, as some details may have changed.

**Any enquiries leading into the Expo should be directed to Dana Clark
at Kym Jones Exhibitions P: 08 8297 1688 E: dana@kjex.com.au**

From Wednesday October 21 to Saturday October 24, we can be reached on - 0432 221 023

During Move In we will have a Info Desk at the loading door.

Please report there upon arrival to collect your exhibitor badges and to be shown your site location.

Our Office during Visitor Days will be located near the Expo Entrance.

Click on the page numbers to go direct to the relevant information

CONTENTS

Access to Venue	Page 2
Audio Visual Hire	Page 8
Booth Site Inclusions	Page 6
Canvassing Regulations	Page 5
Car Parking	Page 3
Care of Building	Page 3
Catering on your stand	Page 8
Cleaning	Page 8
Competitions & Gaming Regulations	Page 3
Delivery Docket	Page 10
Demonstrations & Machinery Onsite	Page 5
Exhibitor Services	Page 3
Electrical – Perth Expo Hire	Page 8
Evacuation Procedures	Page 4
Exhibitor Badges – Order Form	Page 7
Fire Regulations	Page 4
Floor Plan <i>(attached with this email)</i>	
Food Sampling	Page 8
Furniture & Electrical Enquiries – Perth Expo Hire	Page 3
Furniture Hire – Perth Expo Hire	Page 8
Internet Access	Page 8
Loading Dock Access & Rules	Page 5
Move In Information	Page 2
Move Out Information	Page 2
Occupational Health & Safety	Page 4
Public Liability Insurance Information	Page 3
Public Liability Insurance – Order Form	Page 7
Rigging	Page 8
Rubbish Removal	Page 3
Rules and Regulations	Page 3
Safety Vests	Page 5
Security	Page 5
Show Enquiries	Page 2
Smoking Policy	Page 5
Storage	Page 8
Test & Tagging	Page 8
Vehicles on Display	Page 4
Venue Map	Page 9
Visitor Entry Times	Page 2

SHOW ENQUIRIES

All Enquiries regarding the event should be directed to Dana Clark at Kym Jones Exhibitions

E: dana@kjex.com.au **P:** 08 8297 1688 **Our Onsite contact number is 0432 221 023**

During Move In we will have an Info Desk at the loading door.

Please report to the Info Desk on arrival.

Info Office during Visitor Days will be located near the Expo Entrance.

ACCESS TO VENUE

The SkillsWest Careers Expo will be staged at the Perth Convention & Exhibition Centre in Exhibition Hall 6: Access to the PCEC for Exhibitors and Contractors during Move In and Move Out is via Mounts Bay Road at the Spring Street intersection. The access ramp to the loading dock is a one-way directional system and traffic must exit from the eastern exit.

If you have pre-purchased passes for the PCEC Car Park, it is accessible via Mill St, Mounts Bay Rd & the Riverside Drive-Off ramp of the Mitchell Freeway. *For further information please refer to page 3.*

DELIVERIES

Loading Dock 6, Perth Convention & Exhibition Centre - 21 Mounts Bay Road, Perth WA 6000

Please Note: All deliveries must be made on Wednesday October 21 between 10am & 6pm.

If you are having large items delivered, please advise your transport company there is no forklift onsite. We recommend using a tailgate truck and pallet jack.

MOVE IN DAY & TIMES

***Please Advise All Staff & Contractors: Safety Vests Must Be Worn for Move In & Move Out
No Vest – No Access to Hall***

Venue Access for Move In and Move Out is via Mounts Bay Road – details listed above.

Wednesday	October 21	2pm to 6pm	Booth & Walling Exhibitors*
Wednesday	October 21	10am to 6pm	Space Only Stands & Contractors
Wednesday	October 21	10am to 12pm	Exhibitor Display Vehicles**

All stands must be completed & ready for the opening of the expo by 6pm Wednesday Night.

*Exhibitors with a Booth or Walling cannot be accessed until 2pm on Wednesday, October 21.

**All Display Vehicles must be pre-approved by the organisers (refer to Vehicles on Display - [Page 4](#))

MOVE OUT DAY & TIME

***Please Advise All Staff & Contractors: Safety Vests Must Be Worn for Move In & Move Out
No Vest – No Access to Hall***

Saturday	October 24	5pm to 7pm	Booth Stands/Space Only Product Removal
Saturday	October 24	5pm to 8pm	Space Only Stands & Contractors

You are not permitted to pack up prior to 5pm Saturday.

Please Note: The hall must be cleared of all visitors before Move Out can commence. Delays are often experienced on the loading dock during Move In & Move Out. Our contractors will begin dismantling from 7pm Saturday, so all Hire Walling is cleared of product and display material prior to this time. Exhibitors are urged not to leave their stand unattended at any time until all valuable products have been removed, made secure or the building closed. This is a high-risk period for security and Kym Jones Exhibitions cannot accept any responsibility for missing goods.

VISITOR ENTRY TIMES – Visitor Entry to the SkillsWest Careers Expo is free.

Thursday	October 22	9am to 1pm (schools only)	(Exhibitor access from 8am)
Friday	October 23	9am to 1pm (schools only)	(Exhibitor access from 8am)
	October 23	1pm to 5pm (job seeker, career changers)	
Saturday	October 24	9am to 5pm (open to all)	(Exhibitor access from 8am)

On Visitor days, Exhibitors can access the Hall an hour prior to the expo opening time

CAR PARKING

There are approximately 5,000 car parking spaces within a 10-minute walk of PCEC; early bird parking or long stay parking is available at the following locations:

Westralia Square, His Majesty's Theatre and the Perth Concert Hall

A comprehensive map showing the location of parking stations is available on the PCEC website.

PUBLIC LIABILITY INSURANCE INFORMATION

Exhibitors must have a public liability policy with a minimum coverage of \$10,000,000 for any one occurrence for the entire period of the Exhibition. **A copy of the policy must be supplied to Kym Jones Exhibitions prior to your company moving into the Show.** If you do not have any cover a temporary policy can be arranged by returning **Order Form - Page 7**. Exhibitors are also advised to take out a temporary insurance policy to cover all goods on display. The policy should cover all items from the time they leave the exhibitor's premises until such time as they are returned. The policy should cover damage, fire, water and theft.

FURNITURE & ELECTRICAL ENQUIRIES

All enquiries regarding furniture & electrical should be directed to Jennifer Hume at Perth Expo Hire

E: JenniferHume@perthexpo.com.au **P:** 08 9475 2046

If you have any questions regarding what you have included with your booking, please contact Dana at Kym Jones Exhibitions on E: dana@kjex.com.au P: 08 8297 1688

CARE OF THE BUILDING

The venue has advised that any exhibitor and/or any display contractor causing damage to the building will be charged for the repair of such damage. Please advise all staff and display contractors that this ruling will be policed by the Venue Staff. The venue ruling is that items are not to be attached or glued to the floors, walls, or pillars of the Hall. Painting of the walls or floors are not permitted, if painting is being carried out for your display, please cover the floor.

RUBBISH REMOVAL

It is the responsibility of the display contractors and/or your own staff to remove rubbish including boxes and packing materials etc during the Move In period. The rubbish must be placed in the bins provided at the loading dock.

RULES & REGULATIONS

Please read carefully the Conditions, Rules & Regulations which were sent with your Booking Agreement.

COMPETITIONS AND GAMING REGULATIONS

Any business or trade organisation wishing to conduct a trade competition, which involves a chance to win a prize, is required to obtain a permit. This applies only to business and trade organisations, and not to non-trade bodies such as sporting clubs, associations and charities.

For further details on obtaining a permit, please contact:

Department of Racing, Gaming and Liquor

Level 1, 87 Adelaide Terrace, East Perth

Phone: +61 8 9425-1888 Free Call: 1800 634 541

Website: <https://www.dlgsc.wa.gov.au/racing-gaming-and-liquor>

EXHIBITOR SERVICES - VENUE PERMITS & SERVICE ORDER FORMS

Please click the below link to determine if you are required to submit any Permits or Service Order Forms through PCEC <https://www.pcec.com.au/plan/venue-forms/>. Alternatively, you can contact the Perth Convention & Exhibition Centre (PCEC) on P: 08 9338 0315 E: exhibitor@pcec.com.au.

VEHICLES ON DISPLAY

Motor vehicles or other mechanical appliances displayed within the exhibition venue must contain a full tank of fuel and their batteries must be disconnected, with a drip tray placed under this and a set of keys given to centre management. **All Display Vehicles must be pre-approved** (please contact dana@kjex.com.au)

EVACUATION PROCEDURES

In the event of a decision to evacuate, the following announcement will be made via the EWIS:

“Ladies and Gentlemen, a situation has arisen which necessitates our interrupting your event. There is no cause for alarm, but we request you quietly and calmly leave the building by the exit nearest to you. Our staff will direct you from there. Please do not collect any personal belongings from the cloakroom, you will be advised when it is safe to return to the building.”

Following this announcement, the Evacuation Tone (loud whooping alarm) will sound. Staff, Clients, Exhibitors, Agents and Patrons will immediately make their way to the nearest emergency exit and report to Assembly Points No.3 and/or No.4 at the front of the building.

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).

OCCUPATIONAL HEALTH & SAFETY

It is the responsibility of all exhibitors to ensure that their employees, suppliers and sub-contractors comply with all relevant health and safety regulations and have a current Occupational Health & Safety Policy and Safe Work Procedures for all work to be undertaken at the venue. **For safety reasons;**

- **High visibility safety clothing/vests must be worn** during Move In and Move Out.
- **Enclosed footwear must be worn** at all times during Move In and Move Out.
- **No Children U14 are permitted** inside the Hall during Move In and Move Out unless pre-arranged with Kym Jones Exhibitions.
- Animals and pets are not permitted within Event areas unless they are hearing and seeing guide dogs and animals that are approved as part of the Event.
- Designated aisles and emergency exit doors must be kept clear at all times.
- No displays are to be placed in walkways or obstruct view of fire extinguishers or fire hoses.
- Exhibitors are required to check their displays to ensure they are safe, that nothing can fall over and visitors cannot trip over small items on display.
- Displays with raised floors must have ramps at edges to avoid visitors from tripping.
- Consumption of alcohol is not allowed within the Event area during Move In or Move Out. Intoxicated persons will not be allowed access to any Event areas.
- Action must be taken to avoid excess waste throughout Move In and Move Out which may create unnecessary hazards. Please place rubbish in allocated bins.
- **Move Out cannot commence until all Event patrons have left the Event area and all exhibitors are wearing safety vests.**

FIRE REGULATIONS

Any materials used in stand construction or for display purposes must conform to the following standards:

- Non-combustible and inherently non-flammable material
- Durable flameproof fabric
- Self-extinguishing plastic
- Any wood or fibreboard rendered flame-resistant by impregnation acceptable to the Authorities; Fire extinguishers and firefighting equipment must at all times be visible and accessible, and must not be removed from its correct location.
- All stands using cooking appliances must have a fire extinguisher supported on a wall bracket 1.2m above the floor. The installation of any fuel burning appliances must conform to the Uniform Building Regulations and the Theatre & Public works Act 1902 (Appendix D 1987).

LOADING DOCK ACCESS AND RULES

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.

Pavilions loading dock Bi-fold Door dimensions are:

Width: 10.0 metres

Height: 5.5 metres

All exhibitors and contractors must be aware of the following:

- All vehicles, equipment and personal belongings are subject to random search by the PCEC security on entering and exiting the venue.
- All drivers of vehicles who request access to the loading docks must produce to the PCEC security staff their drivers licence to verify their identity.
- There is no parking available to contractors or exhibitors on the loading dock during the move-in and move-out operation.
- All vehicles entering the PCEC loading dock will be issued with a 15 minute unloading permit. Please advise loading dock staff if a longer time is required.
- Access into the PCEC for move-in and/or move-out will be via the downstairs car park (for hand carried items) and via the loading dock for equipment and large items. Under no circumstances should event equipment be moved in or out via front of house or public areas. This includes the plaza at the front entrance to the pavilions.
- Exhibitors are encouraged to use the downstairs car park during the move-in and move-out period for all hand carried items to avoid lengthy delays on the loading dock. There are service lifts from the car park.
- No access will be permitted via the loading dock doors during the operational hours of an event.
- By Law, all emergency exits leading to the loading dock are to remain clear at all times.
- All ramps, driveways and thoroughfares will be marked "tow away" zones.
- The PCEC accepts no responsibility for the safety of vehicles and their contents within PCEC premises.

DEMONSTRATIONS & MACHINERY ONSITE

Product demonstrations or pieces of machinery are not allowed onsite without permission. Please notify Dana at Kym Jones Exhibitions on E: dana@kjex.com.au or P: 08 8297 1688 as early as possible to discuss and gain approval.

CANVASSING REGULATIONS - NO CANVASSING OUTSIDE OF YOUR DISPLAY AREA

Exhibitors and promotional staff are not permitted to canvass visitors by standing in the walkways in front of your display or by roving through the event areas - inside or outside of the venue.

SAFETY VESTS

All Organisers, contractors and exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, move in and move out of events. Vehicle drivers and offsideers or passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

SECURITY

Security will be maintained by guards for the duration of our tenancy. Whilst every reasonable precaution is taken, the Organisers accept no responsibility for any loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

SMOKING POLICY

Smoking is not permitted anywhere within the venue or within 5 metres of any entry or exit. PCEC's pavilion dock bays and the balcony on Level 3 are considered 'substantially enclosed' and the Regulations also prohibit smoking in these areas. Designated Smoking Areas exist at either end of the loading dock.

BOOTH SITE INCLUSIONS

Please note: Your site number & site size is included within the cover email you received with this Exhibitor Planning Kit. This email also lists if your site includes a Booth. If your site is for “Space Only” a booth package has not been ordered.

If you are unsure about your current site inclusions please contact Dana at Kym Jones Exhibitions on E: dana@kjex.com.au or P: 08 8297 1688



3m x 3m Booth
2 walls & 2 fascias
Includes: 1 x power point & 2 x spotlights



3m x 3m Booth
1 wall & 3 fascias
Includes: 1 x power point & 2 x spotlights



6m x 3m Booth
2 walls & 2 fascias
Includes: 1 x power point & 4 x spotlights



6m x 3m Booth
1 wall & 3 fascias
Includes: 1 x power point & 4 x spotlights

Other Booth Site Options not pictured:

9m x 3m Booth
2 walls & 2 fascias / 1 wall & 3 fascias
Includes: 1 x power point & 6 x spotlights

6m x 6m Booth
no walling & 4 fascias
Includes: 1 x power point & 8 x spotlights

3m x 1m Booth
2 walls & 2 fascias / 3 walls & 1 fascia
Includes: 1 x spotlight (power is not included)

3m x 2m Booth
2 walls & 2 fascias
Includes: 1 x spotlight (power is not included)

Please note:

Booth's at this year's expo will have black walling, which are 2.4m high. Walls are made of front runner fabric, so you can use hook Velcro to attach posters. There is a weight load capacity, so if you plan to attach anything heavier than posters to the wall please contact Dana at Kym Jones Exhibitions (Ph: 08 8297 1688 E: dana@kjex.com.au) to ensure it isn't too heavy for the walling.

EXHIBITOR BADGES

ORDER FORM

COMPANY: _____ SITE: _____

In the interest of security and easy exhibitor identification, it is essential that all staff working on stands wear an Exhibitor's Badge at all times. **Badges are FREE and are only required for staff working visitor days.** Badges will allow staff access into the Hall one hour prior to visitor entry times & into the exhibitor lounge.

Please supply a list (below) of those staff working, so we can produce access badges for your company.

Due to COVID-19 regulations, all details MUST be supplied below for contact tracing.

NAME	THURS	FRI	SAT	PHONE	EMAIL
	Please tick below				

If you require more badges, please provide a list of additional staff details to Dana at E: dana@kjex.com.au

Exhibitor badges are to be collected from the Move In desk on Wed October 21. Badges will not be posted.

PUBLIC LIABILITY INSURANCE

Exhibitors are required to ensure they are adequately covered for Public Liability Insurance.
This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand.

If you prefer, we have retained the services of an insurance broker to provide Public Liability coverage, arranged with QBE Insurance (Australia) Limited, for a cost of \$70.00 inc GST based on a limit of indemnity of \$10,000,000 for any one occurrence. The insurance has effect from the first day of Move In to the final day of Move Out, being Wednesday October 21 to Saturday October 24, 2020.

PLEASE TICK

☐

- Yes, I have extended my Public Liability Insurance cover for the Exhibition to cover us from Wednesday October 21 to Saturday October 24, 2020 and a current copy of the policy is attached.

☐

- Yes, I wish to take out Public Liability Insurance for the total period of the exhibition including Move In, exhibition open days and Move Out, from Wednesday October 21 to Saturday October 24, 2020, at a cost of \$70.00 inc GST and have included payment.

PLEASE NOTE: It is advised that Kym Jones Exhibitions receives a fee for arranging and placing the cover. This policy provides Public Liability Insurance only and will not respond to any claims arising from the sale or supply of products at the event.

Orders cannot be processed unless paid in FULL

Payment details Credit Card

(please circle) **Visa & MasterCard** (1% surcharge applies) or **American Express** (1.5% surcharge applies)

Card Number _____ / _____ / _____ / _____

Expiry Date _____ / _____ / _____

Name on card _____

Signature _____

Or Attach a Cheque payable to KJEX Pty Ltd

Amount \$ _____ (including GST)

EFT Payment details ANZ BSB 015 343

Account No 416360536 KJEX Pty Ltd

(Please state Business Name on EFT Payments and email to dana@kjex.com.au)

A Tax Invoice will be forwarded to you once payment has been received.

PLEASE COMPLETE AND RETURN ASAP

Return to

Dana Clark

Kym Jones Exhibitions

PO Box 2164, South Plympton SA 5038

E: dana@kjex.com.au P: 08 8297 1688

ADDITIONAL SERVICES

AUDIO VISUAL HIRE

AV Partners can assist you with any Audio-Visual Hire. They offer a 42" LCD screen on stand for \$440.00 ex GST. **Please Contact Steve Rowe at AV Partners Perth** to discuss your options further
P: 08 9338 0404 E: srowe@avpartners.com

CATERING ON YOUR STAND

For onsite catering/hospitality please order through the PCEC Exhibitor Services. If you have any other questions regarding ordering **please contact PCEC directly on E: exhibitor@pcec.com.au**.

CLEANING

Public areas, foyers and exhibition aisles are cleaned and rubbish bins emptied daily by the Centre's cleaning staff. Individual nightly stand cleaning must be pre-booked through the venue.

To order go to: <https://www.pcec.com.au/plan/venue-forms/>

ELECTRICAL

Perth Expo Hire will be able to arrange any additional electrical requirements for your site. Please refer to the email that was sent with this exhibitor kit, which lists your current Power & Lighting inclusions for your site. You will only need to contact Perth Expo Hire if you require additional electrical items. If 'none ordered' was listed within this email, your site does not include power or lighting.

Please contact Jennifer Hume at Perth Expo Hire to discuss your options further and to arrange a quote.
P: 08 9475 2046 E: JenniferHume@perthexpo.com.au W: www.perthexpohire.com.au

FOOD SAMPLING

PCEC have exclusive catering rights to the sale and distribution of all food and beverages. Exhibitors are not permitted to bring food and beverages into the venue from outside sources to distribute, sell or giveaway. However, exemptions may be granted via a written request for approval to **PCEC by contacting Exhibitor Services on exhibitor@pcec.com.au**

FURNITURE HIRE

Furniture and display equipment is available from the official furniture contractors Perth Expo Hire. They will also be able to organise additional electrical orders, booth upgrades and hire flooring.

Please contact Jennifer Hume at Perth Expo Hire to discuss your options further and to arrange a quote.
P: 08 9475 2046 E: JenniferHume@perthexpo.com.au W: www.perthexpohire.com.au

INTERNET ACCESS

Access to the free wireless internet service is available throughout the venue via the main PCEC internet portal page. This service is limited to a 512Kb speed for 60 minutes of access time upon agreeing with the terms and conditions. Once this 60 minute session has expired you will be redirected back to the portal page, where you are welcome to access the free wireless internet service again. *Please note that the actual speed of the connection will be influenced by the number and density of concurrent users within the centre; and is intended for general web browsing and checking web-based email only.* Designated internet connections can be arranged with the venue.

To order go to: <https://www.pcec.com.au/plan/venue-forms/>

RIGGING

The rigging of any overhead structure or signage must remain within the perimeter of the stand space. Banners must be single sided when rigged on the perimeter on the stand that adjoins another stand otherwise the banner must be stepped in 1m. No advertising material may overlook an adjoining stand. All rigging requirements to be ordered go through AVPartners. **Please Contact Steve Rowe at AV Partners Perth** to discuss your options further **P: 08 9338 0404 E: srowe@avpartners.com**

STORAGE

There will be limited storage available to exhibitors from the official Move In time of 2pm on Wednesday October 21, until Move Out Saturday October 24. Any goods left after the expo will be disposed of by the contracted cleaners. For the location of the storage area, please see us onsite.

TESTING & TAGGING – Free Service

Kym Jones Exhibitions is supplying a Free test & tag service during Move In on Wednesday October 7, from 3pm to 6pm. They will be checking all electrical items on stands, but if you have any specific requirements please see one of the KJEX team at our Info Desk during Move In.

VENUE MAP

PCEC - Vehicle Holding Area & Loading Docks



EXHIBITORS DELIVERY NOTICE

<p>DELIVER TO:</p> <p>Perth Convention & Exhibition Centre</p> <p>21 Mounts Bay Road</p> <p>Perth WA 6000</p> <p>Loading Dock: 6</p> <p>Access to the PCEC is via Mounts Bay Road at the Spring Street intersection. The access ramp to the loading dock is a one-way directional system and traffic must exit from the eastern exit.</p>	<p>SENDER DETAILS:</p> <p>Company Name:</p> <p>Address:</p> <p>Contact Name:</p> <p>Phone Number:</p> <p>Mobile Number:</p>
--	---

Stand Name and Number:			
Contact Name Exhibitor:			
Mobile Phone Number:			
Name of Exhibition:			
Courier Company – Contact Ph No:			
Start Date of Exhibition:			
Name of Pavilion No:			
Number of Items / Boxes:			
Please Indicate:	<table border="1"> <tr> <td>Exhibition Display Items</td> <td>Other</td> </tr> </table>	Exhibition Display Items	Other
Exhibition Display Items	Other		

Neither the Organiser and/or Venue will accept deliveries of any goods on behalf of Exhibitors or provide storage for any items delivered on the incorrect day. Neither will accept any responsibility for the safety or wellbeing of any items on, or delivered to, the site in the absence of the Exhibitor. All deliveries must be addressed with this Delivery Docket to assist with the smooth delivery of goods. Courier Companies should be instructed to pick up left over freight at the conclusion of the event. The Organisers and/or Venue will not take responsibility for freight left after this time.