

SYDNEY  
**Showground**

Sydney Olympic Park

Operational Regulations

# RIGGING, CUSTOM AND DISPLAY STANDS

# RIGGING, CUSTOM AND DISPLAY STANDS

## EXHIBITION AND STRUCTURE CONSTRUCTION

### a. Crate Storage

A Sydney Showground approved Exhibition Freight Handling Service Provider must handle all crate storage on the Premises.

### b. Double Storey Booths and Structures

Double storey booths are permitted providing they comply with current statutory requirements.

To ensure the safe and smooth erection of double storey booths and structures the Licensee is required to submit to Sydney Showground the following for review, not later than two

(2) months prior to the commencement of the Period.

1. Two (2) copies of plan view of scale no less than 1:500 showing location of the booth and structure.
2. Two (2) copies of elevation views of scale no less than 1:100 showing cross sections and elevations of the double storey booths and structures.

Prior to submission to Sydney Showground, the Licensee must ensure that all diagrams display the corporate seal, date, signature and printed name, address and contact phone of a qualified structural engineer.

Sydney Showground will return one (1) set of each of the aforementioned plans to the Licensee showing any recommended changes and/or comments of the plans originally submitted.

If changes are made to the plans, the Licensee must re-submit the plans to Sydney Showground, with the changes for further review, within ten (10) days from the date of receipt of the plans by the Licensee.

### c. Guidelines for Construction and Dismantling of Booths and Structures

The construction of stands, signs and facias must be in accordance with the Building Code of Australia, the

tests for which are outlined in Australian Standard 1530 Part 3.

Only a Sydney Showground approved Stand Building Service Provider is permitted to provide Stand Building Services to the Licensee on the Premises.

All constructions, installations and dismantling shall be carried out at the expense of the Licensee and shall be carried out in such a manner as not to cause unnecessary disturbance or disruption to the activities of other occupiers at the Showground.

The Licensee will not cause or permit any damage to be caused to the Premises or alter or interfere with the building structure, equipment and installations.

Use of readily flammable materials is strictly prohibited including crepe paper, corrugated cardboard, styrene, or synthetic materials such as plastic.

Materials used in any part of the Premises accessible to the public must be rendered non-flammable including curtains, sets, scenery, overhead structures, decorations, etc and have a minimum spread of flame and smoke developed index as outlined in Australian Standards 1530 Parts 2 & 3. Certified proof of fire rating must be provided to the Sydney Showground prior to the period.

No nails or screws shall be driven or holes drilled into the floors, walls, doors, pillars or other parts of the structure of the Premises.

# RIGGING, CUSTOM AND DISPLAY STANDS

Sydney Showground only permits the use of a residue-resistant single-sided and double-sided cloth-backed tape for securing carpeting and other floor coverings to the concrete flooring.

Tape recommended by Sydney Showground that fulfil these requirements are;

1. Tessa – 4934
2. Tessa – 4974
3. Stylus – 105C

No adhesives are to be used on permanent carpeted floors, stone and concrete floors or walls.

The Licensee will be responsible for the removal of all tape and residue marks on the Premises. Removal and damage incurred as a result of the Licensee's use of non-recommended tape will be carried out by Sydney Showground and charged to the Licensee.

Adhesive-backed (stick-on) decals or similar promotional items are not permitted on the Premises. Any costs incurred by Sydney Showground for the removal of these items and the repair of any damage caused will be charged to the Licensee.

Erasable chalk is acceptable for marking booth locations on any concrete floor of the Premises. An approved tape may be used; however, no other floor marking may be used. Removal of non-approved floor marking devices will be charged to the Licensee.

Erection of partitions or display boards that may hamper the fire detection system, the air-conditioning diffusers and airflow on the Premises is not permitted.

Temporary exhibition booth false ceilings made of non-combustible, fire retardant materials, and which permit water to flow through freely may be permitted subject to the Licensee notifying Sydney Showground in writing prior to the Period.

Where a booth and/or structure is covered by a temporary false ceiling on the Premises or any part of the Showground the Licensee must ensure:

1. The Booth and/or structure have smoke detectors of a type, which comply with Australian Standard 3786;
2. Additional two (2) fire extinguishers of a type approved suitable for extinguishing electrical fires by Fire and Rescue NSW;
3. A responsible person is dedicated to keeping a fire watch on a twenty four (24) hour basis. Camouflage Net Covering may be permitted provided the Licensee obtains written approval from Fire and Rescue NSW. A copy of the approval must be submitted to Sydney Showground.

As a guide, in order to use Camouflage Net Covering, the Licensee must ensure;

1. the netting is manufactured from materials which do not support combustion
2. the netting is supported on steel hooks from the structure of the building. The hooks to be of such size that they will support additional loads in case of an area of collapse.
3. the netting is supported at no greater than four (4) metre centres in the body of the exhibit and at one (1)-metre centres above entry and exit corridors.
4. the netting is supported by light flexible metal wiring (2-3 mm dia. Min.) suspended over the hooks and below the netting in both directions to form continuous grid of intermediate supports.
5. the netting to be substantially supported above entry and exit doors to prevent the collapse of the netting into the exit routes in an emergency.

# RIGGING, CUSTOM AND DISPLAY STANDS

6. the netting to be suspended at least one (1) metre below the fixed pavilion lighting to prevent heat ignition from the lights.
7. the netting is no less than 2.4 metres above floor level at the perimeter and no less than six (6) metres above the floor level above public circulation areas.

Tunnels are strictly prohibited at all times.

Marquees and Tents must be weighted down when constructed, as per the manufacturer's recommendations. Spikes in the ground and tie-off points are not permitted.

Every exit is to be available to everyone at all times regardless of population or activity in the Premises. No reduction in the existing aggregated width of egress can occur. No item is permitted to remain within three (3) metres of any exit.

Exit doors must be able to be opened from the Premises at any time.

Persons must see illuminated exit signs and find building exits within forty five (45) metres in two opposite directions (180 degrees) from any location within the Premises. Foyers form part of the egress path.

No loose or fixed items can block the path of egress to an exit including production equipment, risers, follow spots, sets, counters, curtains, chairs, or aisle ropes.

Additional illuminated directional exit signs are required if the path to an existing exit is changed or obscured.

Erected temporary structures must allow for a minimum clearance of 3 metres (10 feet) from any door opening to a fire cabinet, electrical or mechanical riser and alarm call point.

The interior permanent building wall of the Premises must permit the building ventilation system to operate efficiently and effectively.

Passageways and aisles must be a minimum of three (3) metres (10 feet) in width.

Objects must not be attached to, or suspended from, any wooden beams, glass/metal railings and light fixtures on the ceiling.

As the electrical pits and trenches on the Premises are used to supply utility services, the Licensee must ensure that waste is not discharged into such pits and trenches but only into designated areas fitted with proper plumbing. Nothing shall be affixed to, stored, or discarded in the utility pit and trenches.

Any Licensee proposing to erect brick, stone or block walls etc shall lay plywood plus visquene heavy duty building paper, or similar material, on the floor under the walls to protect the floor surface.

Sydney Showground shall be entitled to remove, at the Licensee's cost, any form of construction or structure which does not comply with the statutory requirements, or which infringes on the above regulations.

# RIGGING, CUSTOM AND DISPLAY STANDS

## d. Floor Loads

Floor slabs are designed to accommodate heavy vehicles and exhibition loads.

The Exhibition Hall floor and cast iron pit covers are designed for:

### 1. Point Load

20,000 kilogram (maximum static) load over 0.5 metre x 0.5 metre (minimum) – Load Spreaders recommended.

### 2. Vehicle Load

20,000 kilogram forklift axle load, dual wheeled pneumatic tyres.

All RTA legal axle loads as defined in the Australian Roads Bridge Design Code.

T44 Truck (Semi Trailer - 10,000 kilogram axle)

HLP 320 Heavy Platform loading (20,000 kilogram axle)

W7 Wheel Load

These loads are to be taken into account for the installation of exhibits and/or structures and also for the handling of equipment and exhibits.

The Licensee needs to notify Sydney Showground in writing if the intended displaying exhibits have Pointed or Dynamic Loads and/or loads exceeding 2,500 kilograms per square metre. Accompanying such notification must be the appropriate engineering approvals.

## e. Freight Handling

The Licensee's exhibitors may only bring on the Premises items that may be carried by hand or by domestic trolley.

A Sydney Showground approved Exhibition Freight Handling Service Provider who will provide the necessary transportation equipment and labour at the prevailing rate must handle deliveries that require mechanical transportation on the Premises. Unloading of containers on the Premises is to be undertaken by crane only.

All mechanical transportation vehicles (forklifts, etc), which enter the premises, must have non-marking tyres to avoid marking the sealed concrete surface.

No mechanical transportation of goods is permitted through the common areas at the front of the Premises including the passenger lifts and lobbies.

# RIGGING, CUSTOM AND DISPLAY STANDS

## f. Painting

Major painting of displays and exhibition materials is not permitted on the Premises.

“Touch-up” painting of the displays and exhibition materials is permitted on the Premises provided such work is undertaken during the Move-In Dates only and provided all safety precautions and protective surface coverings are put in place.

Safety precautions include:

1. Paint in an area that is properly ventilated
2. Use Non-Toxic Paints
3. Cover floors with plastic over-lay or drop sheets
4. Do not paint near the vertical structures (i.e.: walls) of Premises
5. Do not wash paint material within or around the Premises.

## g. Population of Areas

Event designs or displays must maintain 1.2 square metres per person and WILL reduce the licensed population capacity in the Premises including the use of sets, scenery, stages, desks, counters, food and beverage service areas, AV positions etc.

## h. Rigging

Only a Sydney Showground approved Rigging Service Provider is permitted to provide rigging services on the Premises at the prevailing rates as set from time to time.

To ensure the smooth organisation of rigging services for the Event, the Licensee is required to submit to Sydney Showground for review the following plans not later than one (1) month prior to the commencement of the Period.

1. Two (2) copies of plan view of scale no less than 1:100 showing location of the object to be rigged and rigging relevant to the roof structure of the Premises.
2. Two (2) copies of elevation views of scale no less than 1:100 showing cross sections and elevations of proposed object to be rigged and rigging relevant to the roof structure of the Premises.

Prior to submission to Sydney Showground, the Licensee must ensure that all diagrams display the corporate seal, date, signature and printed name, address and contact phone of a qualified structural engineer.

Sydney Showground will return one (1) set of each of the aforementioned plans to the Licensee with comments, if any.

If any changes are made to the plans, the Licensee must re-submit the plans to Sydney Showground with the changes, within ten (10) days from the date of receipt of the plans by the Licensee.

The Exhibition Hall structure is designed to handle the following:

1. Hall 1 (The Dome) supports a load of 1,500 kilograms per node.

# RIGGING, CUSTOM AND DISPLAY STANDS

There are a total of 72 nodes of which:

- a. 24 nodes are 12 metres apart on a 47.5 metre radius (1st radii);
- b. 24 nodes are 10.5 metres apart on 40.5 metre radius (2nd radii);
- c. 24 nodes are 8 metres apart on a 31.5 metre radius (3rd radii).

Hall 1 (The Dome) has a house lighting and sound support structure ('chandelier') suspended from the roof. Attached to the base of this structure are eight (8) one metre horizontal bars that can support ten (10) kilograms per bar. Each bar has 2 x 10 Ampere electrical outlets.

The 'chandelier' can also support up to 1000 kilograms at the intersecting point between each bar.

Attached to Hall 1 (The Dome) roof structure between the 1st and 2nd radii are 24 x 1 metre horizontal bars that can support ten (10) kilograms per bar. Each bar has 2 x 10 Ampere electrical outlets.

Attached to Hall 1 (The Dome) roof structure between the 2nd and 3rd radii are 24 x 1 metre horizontal bars that can support ten (10) kilograms per bar. Each bar has 2 x 10 Ampere electrical outlets.

2. Halls 2A to 4B support a load of 2,000 kilograms per node at 9 metre centres. There are 14 nodes per hall (total of 84 nodes)

The total mass that can be hung is 15,000 kilograms from 20-30 points by polyester slings.

Attached to the roof structure of Halls 2A to 4B are 8 x 1 metre horizontal bars per hall that can support ten (10) kilograms per bar. Each bar has 2 x 10 Ampere electrical outlets.

## i. Submission of Floor Plans

To ensure the smooth organisation of the event, the Licensee is required to submit to Sydney Showground for review the plans specified below:

Prior to Selling Floor Space:

1. Two (2) copies of plan of scale no less than 1:500 showing location and erection of structures and booths (shell scheme and custom stands) including pit and trench overlays not later than three (3) months prior to the commencement of the Period:
2. Two (2) copies of plans of scale no less than 1:50 showing cross sections and elevations of proposed work on booths and structures that exceed 4 metres (13.1 feet) in height.

Prior to submission to Sydney Showground, the Licensee must ensure that all diagrams display the corporate seal, date, signature and printed name, address and contact phone number of a qualified structural engineer.

Sydney Showground will return one (1) set of each of the aforementioned plans to the Licensee with comments, if any.

If changes are made to the plans, the Licensee must re-submit the plans to Sydney Showground within ten (10) days from the date of issue of the plans to the Licensee.

The final built form must comply with New South Wales law regardless of inconvenience to an event or prior to review of plans or notice given to Sydney Showground. Sydney Showground will call in Fire and Rescue NSW for a ruling if necessary.

# RIGGING, CUSTOM AND DISPLAY STANDS

Responsibility to comply with Fire and Rescue NSW rulings rests with the Licensee.

Any event or display area or type that reduces or changes the existing fire safety systems and designs will require additional fire safety measures provided by the Licensee or contractor, eg. Extinguishers, emergency lights, self maintained exit signs etc.

Variations to the existing fire safety systems and design requires prior review by Sydney Showground. Plans must include fixed or curtain walls, AV positions, stages, sets, scenery, overhead structures, curtains, displays, decorations, or food and beverage service areas to be accepted for review.

If the licensee or event contractor does not agree with the Sydney Showground interpretation of the various statutory requirements, they are welcome to seek and present written approval from Fire and Rescue NSW prior to the event. Sydney Showground will assist if requested.

## **j. Utility Services**

Sydney Showground will provide Plumbing (Drainage, Water and Natural Gas) services to the Licensee on the Premises

Only a Sydney Showground approved Electrical Service Provider is permitted to provide electrical, compressed air and lighting services to the Licensee on the Premises.

The Electrical Service Providers are permitted to plug directly into either the pit and/or wall sockets provided.

Sydney Showground will undertake all hard wire connections into the service tunnels.

The consumption charges for these services are metered and charged by Sydney Showground to the Licensee. The consumption charge rate is available upon request.

Sydney Showground shall carefully drain all exhibits and ancillary equipment containing water at the end of an exhibition.

No water is to be discharged onto the floor of the Premises.

## **k. Utility Technical Specifications**

The Exhibition Hall Premises have an extensive service pit, trench and tunnel system under the floor through which electrical, water, drainage and telecommunication systems are reticulated channelled through.

Access to the tunnel system is strictly limited to Sydney Showground.

Access to the service pit and trench system is strictly limited to a Sydney Showground approved Electrical Service Provider and approved Telecommunication Service Provider.



# RIGGING, CUSTOM AND DISPLAY STANDS

## 1. Service Pits

Exhibition Hall 1 (The Dome) has a total of 125 service pits spread over ten (10) rows. Exhibition Halls two (2) to four (4) have a total of 252 service pits (7 rows x 36 pits/row).

The service pits are on a 6 metre x 9 metre grid. Each service pit measures 500mm (L) x 380mm (W) x 350mm (H).

Each service pit comprises of:

- a. 1 x 32 Ampere Three Phase Outlet
- b. 1 x 10 Ampere Single Phase Outlet
- c. 2 x RJ 45 outlets

## 2. Trench Systems

Service pits in each row are connected in the Exhibition Hall by a trench system. The trench measures 380mm (W) x 350mm (H).

## 3. Tunnel System

A tunnel system comprising of four (4) single tunnels traverse the Exhibition Halls. Each trench connects to a service tunnel and each service tunnel measures 2 metre (W) x 2 metre (H).

The following outlets are located within each tunnel:

### a. Electrical Points

200 Ampere TPN Outlet

b. Water (Where the Service Trench crosses the Service Tunnel) 2 x 20mm Hose Cock with Isolated Valve

c. Drainage (Where the Service Trench crosses the Service Tunnel) 2 x 100 mm outlets

## 4. Natural Gas Pits

a. In Exhibition Hall 1 (The Dome) the natural gas pits are limited to the area adjacent to the Catering Outlet side of the hall. The natural gas pits are six (6) metres and twelve (12) metres apart. Exhibition Hall 1 (The Dome) has a total of thirteen (13) natural gas pits (1 row x 10 pit/ row and 1 row x 3 pits/row).

b. In Exhibition Halls two (2) to four (4) the natural gas pits are limited to the front and back of the halls. Each natural gas pit measures 500mm (L) x 380mm (W) x 350mm (H). The natural gas pits are six (6) metres apart. Exhibition Halls two (2) to four (4) have a total of sixty (60) natural gas pits (2 rows x 30 pits/row). The following outlets are located within each natural gas pit: 1 x 15mm Ball Valve with threaded brassmale connection (2.75kPa Pressure).

# RIGGING, CUSTOM AND DISPLAY STANDS

## I. REGISTRATION COUNTERS

Registration Counters in Hall two (2) to four (4) must be placed within the Premises.

Registration Counters in Hall 1 (The Dome) may be placed in the open area adjoining the Foyer subject to approval by Sydney Showground.

All Entry and /or Exit doors and the foyer must be kept clear at all times.

Construction and erection of temporary registration counters at other locations within the common areas requires prior written approval of Sydney Showground.

## m. VEHICLES

### 1. Flammable Liquid Powered Motor Vehicle Exhibits

The exhibiting of liquid powered motor vehicles and other equipment shall be subject to the following conditions: -

1. The Licensee shall notify Sydney Showground of the locations of these exhibits in the exhibition.
2. The fuel tank shall be full and locked.
3. The addition or removal of fuel from vehicles while on the Premises or any part of the Showground is not permitted. Ignition keys must not be left in the Vehicle.
4. A drip tray must be placed under each vehicle.

### 2. Flammable Gas Powered Motor Vehicle Exhibits

The exhibiting of Gas powered motor vehicles and other equipment shall be subject to the following conditions: -

1. The Licensee shall notify Sydney Showground of the locations of these exhibits in the exhibition.
2. The systems must be fitted in accordance with As/NZS 1425:2013 LP Gas Fuel Systems for Vehicle Engines
3. The LPG fuel tank must be isolated from the engine mechanically by enclosing the 'Service Tap' on the fitted fuel tank.
4. The vehicle is to be run until all fuel in the fuel line and converter is exhausted.
5. Vehicles in an exhibition are must not be started without written approval from Workcover and a copy of such approval issued to Sydney Showground.
6. Ignition keys must not be left in the Vehicle.
7. A drip tray must be placed under each vehicle.

# RIGGING, CUSTOM AND DISPLAY STANDS

## 3. Forklifts

Only Forklifts with non-marking tyres are permitted on the Premises. This is necessary to avoid surface damage on the sealed concrete floor.

## 4. Within the Licenced Area

Vehicles (Trucks, Vans and Cars) may enter the premises:

1. if they are to be used in an exhibit and/or display.
2. if equipment is being craned from them into an exhibition.
3. if they are unloading and have approval from the Licensee.



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