

Crown Conference Centre

EVENT AND EXHIBITOR GUIDELINES

2019 Airfield Pavement and

Lighting Forum

**Wednesday, 15 May to
Thursday, 16 May 2019**

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1. Introduction

At Crown we pride ourselves on providing outstanding service to ensure a memorable event.

We appreciate that each event is unique with its own special requirements which will be reflected in our attention to detail.

The guidelines in this manual have been prepared to assist you with the planning of your event. We are happy to discuss any additional requests you may have.

All relevant information is to be included in your exhibitor's manual. We request the opportunity to view all printed collateral prior to printing to ensure all details pertaining to Crown are correct.

To ensure the continuing success of events, Crown reserves the right to amend these guidelines at its discretion.

Crown will provide dedicated Convention Services personnel who look forward to working closely with you, to ensure all expectations are not only met, but also exceeded.

2. Address and Contact Details

Kahlia Ashton
Event and Conference Manager
Crown Events and Conferences
8 Whiteman Street
SOUTHBANK VIC 3006
Telephone: +61 3 9292 5929
Facsimile: +61 3 9292 6740
Email: Kahlia.Ashton@crownmelbourne.com.au
Web: www.crowneventsandconferences.com.au

Please note that these guidelines are in addition to Crown's standard letter of agreement and terms and conditions, and that it is a condition of holding your event at Crown that you agree to the terms and conditions contained in these documents. Please advise us if you have not received your letter of agreement yet and we will forward it to you.


3. Work Place Safety

Crown Melbourne is committed to protecting the Health and Safety of all persons entering the Complex. As part of this commitment, Crown has established Health and Safety Policies and Procedures, Safety Information Cards and Risk Assessments which outline the level of safety required to be met by all staff and contractors.

All companies must provide Crown with event specific Risk Assessments, which outline all risks associated with all aspects of the event.

4. Exhibition Emergency Procedures

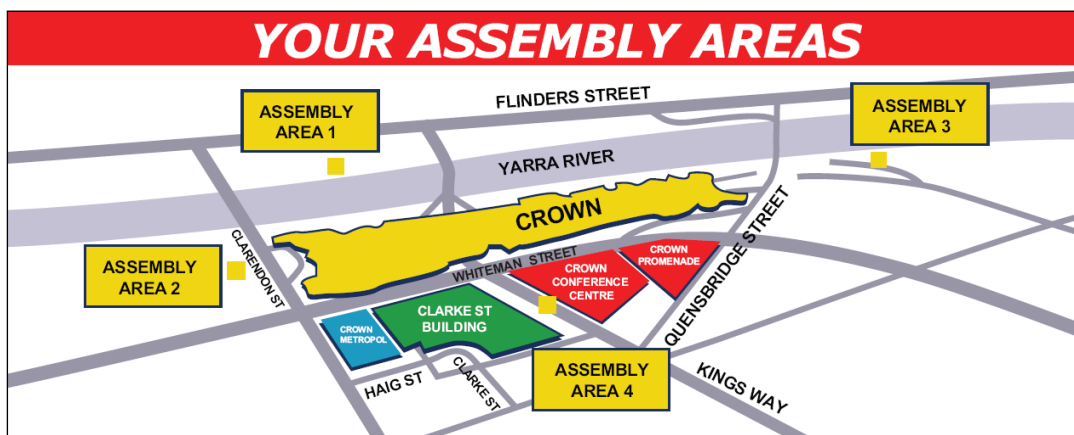
At all times, clear access to the venue's emergency exits must be maintained. Clear access must be provided to fire fighting equipment. No items should be placed in front of fire cupboards and hose reels located within the Centre or in the loading docks.



CROWN

CROWN EVACUATION PROCEDURES

1. Report an emergency by dialing **4777** or alerting a Security Officer
2. On hearing the **alert tone** (beep beep), prepare to evacuate and await further instructions
3. On hearing the **evacuation tone** (whoop whoop), follow the directions of the warden and evacuate the area. Proceed to the assembly area as directed



5. Exhibitor List

A detailed Exhibitor List is to be forwarded to your Crown Event and Conference Manager with the following information:

- Company name
- Contact name and position
- On site representative
- Postal address
- Contact mobile number
- Stand/booth number

6. Car Parking

Multi-Deck Car Park Rates

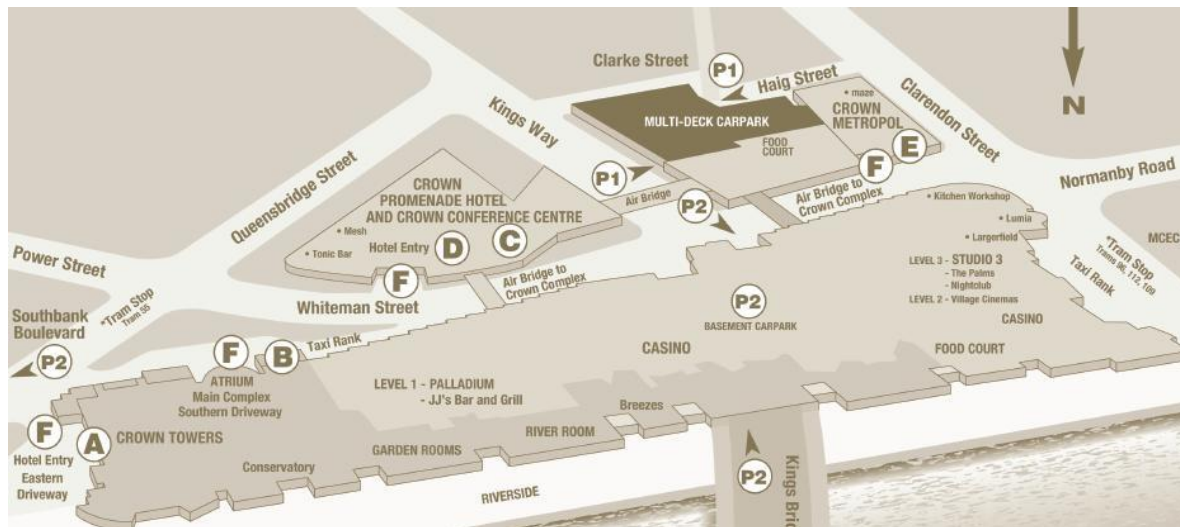
Please see <http://www.crownmelbourne.com.au/parking> for car parking rates.

*** Please refer to P1 on the Car Parking Location Map below – access via Haig Street and Kings Way.*

Multi-Level Parking Terms and Conditions

Conditions Apply. See Crown Signature Club information desk for details. Parking for Bronze Tier Members is subject to meeting minimum points and/or spend threshold as described in the Bronze Tier brochure. Parking at Crown is subject to the car park terms and conditions (which are displayed at Crown car park entrances) and to the availability of car park spaces. *FLAT RATE applies to entry between 11am to Midnight Friday, Saturday, Peak Event Days, and between 11am on Public Holiday Eves through to Midnight on Public Holidays.

7. Car Park and Location Map



8. Directions and Public Transport

Trams

Tram route **55** (Domain Interchange to West Coburg) stops on Queens Bridge Street outside the Crown Towers main entrance.

Tram routes **96** (St Kilda to East Brunswick), **109** (Port Melbourne to Box Hill), **112** (St Kilda to West Preston) stop on Clarendon Street outside the Crown Casino Main Complex.

Trains

The Crown Conference Centre is a short walk from both Flinders Street and Southern Cross Stations.

Visit www.metlinkmelbourne.com.au for more information on trams and trains.

Taxis

There are a number of taxi ranks located around Crown including the Crown Casino Main Entertainment Complex (Clarendon Street). Taxis are also available from the Crown Towers Hotel, Crown Promenade Hotel and Crown Metropol Hotel Concierges.

9. Deliveries to the Venue

To assist with a streamlined bump in, all deliveries must be couriered to the Conference Centre Loading Dock 3. Your Event and Conference Manager will provide you with a delivery label. Delivery Label details required:

- Contact person at the exhibition and their phone number
- Event name
- Event date(s)
- Room name/number
- Stand/booth number
- Number of items

Deliveries must arrive no earlier than 48 hours prior to the scheduled bump in day. Should exhibitors wish to deliver their own items, it must be during the nominated bump in day/s. Deliveries to the loading dock during the scheduled bump in time may be subject to long delays and will be on a 'first in first served' basis.

All goods relating to the construction and fit out of your exhibition must be directed to the designated loading dock. Under no circumstances are goods to be delivered or removed from the exhibition space via any other areas.

Crown will not take delivery of stand fittings or other materials unless previously notified. Crown will not accept responsibility for the safety or well being of any such items.

Delivery instructions to freight, couriers and contractors MUST be as follows:

LOADING DOCK 3
CROWN EVENTS AND CONFERENCES
8 WHITEMAN STREET
SOUTHBANK VIC 3006

Please note there is strictly no parking in the Loading Dock.

10. Loading Dock 3

Please note the loading dock servicing Crown Conference Centre is Loading Dock 3 on Whiteman Street. This dock is half way along Whiteman Street on the right, just after the set of traffic lights if coming from the Clarendon Street end.

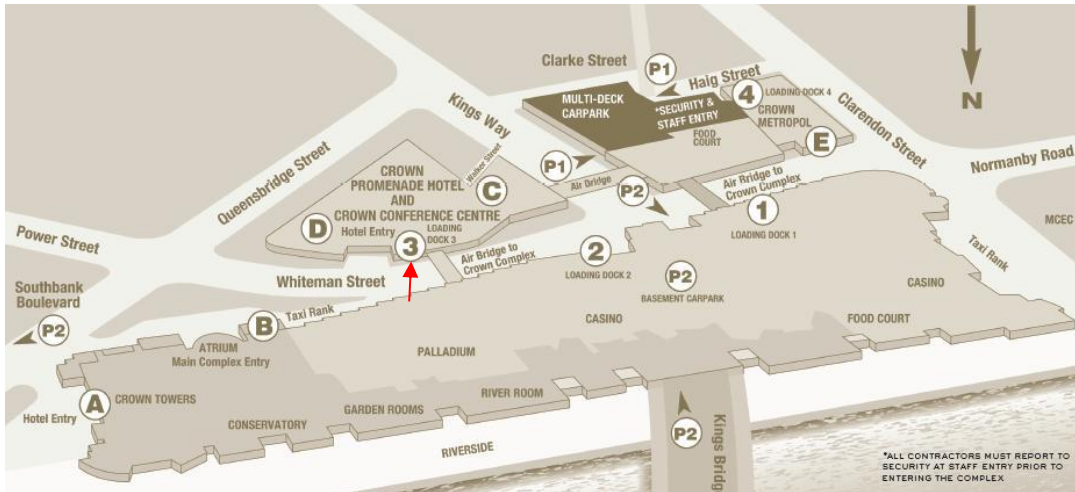
The opening hours of the dock are **Monday to Friday 8am to 4pm** (unless otherwise arranged). Outside of these times the loading dock doors will be closed.

To have the doors opened, please contact the Operations Service Manager on 9292 8547, allowing 10 –15 minutes for this to occur.

Please note it is a requirement for all individuals accessing Loading Dock 3 outside of their vehicle to wear a high visibility vest/jacket/shirt.

Loading dock clearance height is 3500mm

11. Loading Dock Map



**** Please refer to Loading Dock 3 for the Crown Conference Centre.**

12. Move In/Move Out Times

Loading Dock 3 does not give priority to any clients and therefore does not take bookings. Priority is given to the next truck waiting.

It is a critical part of the event planning process that you liaise directly with your Event and Conference Manager to ensure access periods are co-ordinated for all deliveries, move-in and move-outs, and to integrate with other activities. This will avoid issues or delays on the event day(s).

13. Storage

Limited storage will be available. Crown does not take responsibility for products left in any storage area or guarantee that space will be available. All road cases, pallets and crates must be stored offsite after bump in, and returned on bump out day.

14. Collection of Goods

At the conclusion of an event, any materials or items needing to be collected are to be packed in appropriate boxes and clearly marked with delivery instructions. An Outgoing Goods Label is provided by your Event and Conference Manager with the delivery label.

Any material left without forwarding instructions will be deemed as rubbish and disposed of within 7 days. Items left with forwarding instructions must be collected within 24 hours of the conclusion of the event.

PLEASE NOTE: Crown employees are not authorised to complete freight and courier forms on behalf of any company or person.

15. Contractor Access and Induction

To ensure that Crown is a safe working environment, all Contractors are required to be registered into Crown's contractor management system "iTrak". The below **three steps** are required for contractors to be entered into the system, be granted a contractor pass and have access to back of house areas.

Please pass on the below information to all of your entertainers, external suppliers, exhibitors and anyone in a working capacity you will be using so they have adequate time to complete the three steps required to work as a contractor at Crown. Probity assessments may take up to 2 weeks and online Induction will take approximately 30 minutes.

1) Online Health and Safety Induction (Compulsory)

CROWN ONLINE HEALTH AND SAFETY INDUCTION

Please click on the following link <http://crowninduction.ezylearn.net/login.exe>

Contractors can access the induction link from their work/home computers prior to coming on site. Contractors are required to complete the profile most relevant to the type of work they will be undertaking while on site.

These profiles are:

- **Event organiser** (Suitable for event organisers who require back of house access, event photographers / videographers, bands, DJ's, performers, exhibitors and sponsors, florists or minimal theming contractors, crew undertaking basic audio visual responsibilities, delivering vehicles, crew building or constructing exhibition booths and volunteers)
- **Audio Visual / Lighting / Theming / Set Construction** (Suitable for crew working conferences and/or televised events where extensive audio visual & construction is required)

(First time users please note; you create your own password for your account and if your company name is not listed please scroll to the bottom of the list and select "other")

At the completion of induction, you will be issued with a "T-number". Please take note of this number as you will require it while onsite at Crown.

1) Police check (If back of house access is required)

A police check is required for anyone requiring back of house access during your event. This includes access to a loading dock through back of house, any back of house green rooms or stage access.

The below are our approved suppliers for police checks:

1. [Fit2Work](#)
2. [CV Check](#)
3. [Australian Federal Police](#)
4. National Police Certificate (State or Territory)

Once you have your Police Check, please forward this to our Compliance Department Compliance.Checks@crownmelbourne.com.au so Crown can conduct a probity assessment.

Please [CLICK HERE](#) to view our Frequently Asked Questions on Probity Assessments by Crown.

Please note:

Should you require back of house access and have not received a valid probity assessment, a Crown Security Officer will be required to escort you at an hourly charge.

2) Complete required details for input into iTrak (Compulsory)

Please complete all required fields in the below table for all contractors / performers employed for your event. T-numbers must be complete for all names listed and those requiring back of house access must state the status of their probity assessment as either “Not applicable” or “Pending”
Return the completed table to your Crown Representative prior date of event. You will receive an email to confirm your visit closer to date.

Company	Surname	First Name	Mobile Number	Email Address	Drivers Licence	DOB	T-Number (from online induction)	Police Check sent (For back of house access only)

Please Note:

- Contact Number – must be entered as “04xx xxx xxx” with spaces in between so the zero is not lost from the start of the number
- Probity – this is the current status, please note as either “pending”, “completed” or “Not applicable”
- Columns titled T # Expiry, Probity Expiry and Access Level will be completed by Crown

Crown Conference Centre – Goods Lift / Back of House access

One team member should be nominated to be responsible for elevator operation. Back of House access is required to operate and access the large goods lift, therefore one contractor card per company will be programmed to have access. Please advise when you return the iTrak spreadsheet who requires back of house lift access.

Additional information:

Please [CLICK HERE](#) to view our Frequently Asked Questions on iTrak

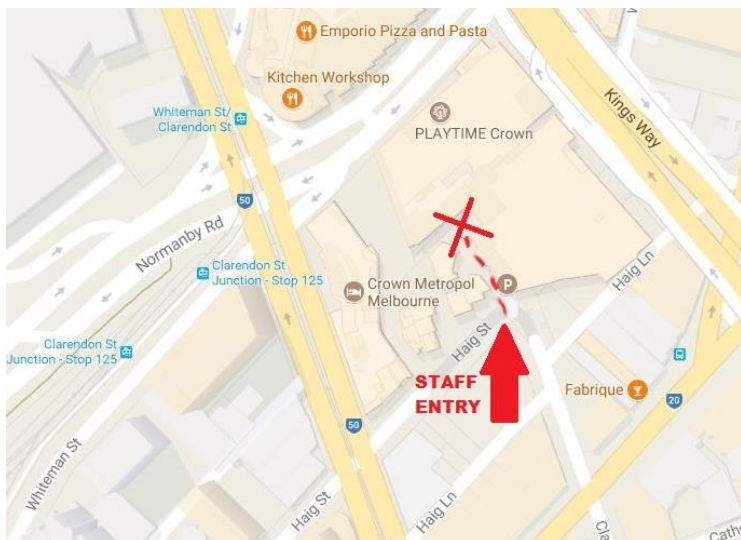
3) When you arrive onsite

And finally, on the day of the event **the contractor must present themselves at Staff Entry to obtain their Crown Contractor pass**. Crown Officers at Staff Entry will only permit access to the site for contractors with valid T-number and completed iTrak information. (Note that photo ID* is required).

*The only forms of photo identification that will be accepted are as follows:

- **Australian Drivers Licence; HOLDER MUST BE OVER 18**
- **Australian Learners Permit; HOLDER MUST BE OVER 18**
- **Australian Proof of Age Card;**
- **Australian Keypass**
- **Current Passports; HOLDER MUST BE OVER 18**

Staff Entry is located via a driveway off Haig Street at the intersection of Haig and Clarke streets. Adjacent to the public entry of the multi-level car park.



Please note Crown Melbourne is a 5 star venue and we pride ourselves on our extremely well presented employees. We therefore also expect contractors (such as production and exhibition crews, band crews etc), whilst on site to adhere to the high grooming standards.

16. Construction Guidelines

Material used in the construction of the stands or for display purposes must comply with fire safety regulations.

To ensure the success of your exhibition the following details must be supplied to Crown for approval at **least 6 months prior** to the commencement of the event.

- Name and contact details of the appointed exhibition contractor.
- Outline of the estimated construction schedule.

The following construction schedule is provided as a reference point. To assist you with your forward planning, the following guidelines should be used to determine the estimated times required for your exhibition:

	Quantity of Booths					
	10	25	40	70	100	150
Contractor Move in	2 hrs	3.5	5	7	10	14
Exhibitor Move in	2 hrs	3	5	6	8	10
Exhibitor Move out	1 hr	1.5	2	4	4	6
Contractor Move out	2 hrs	3	4	6	7	12

All plans and risk assessments for Custom Build Stands must be submitted to Crown to receive signed approval.

The required **move in** time is as per your contract and the schedule is as follows:

- The official stand contractor move in
- Custom-built stand contractors move in
- Exhibitors' resources and equipment

Exhibitors are to be advised of the set up deadline to allow for a detailed pre clean of the exhibition. Pre clean times will vary according to the size and nature of your exhibition. Please liaise with your Event and Conference Manager to determine the required time.

The required **move out** time is as per your contract and the schedule is as follows:

- Exhibitors' resources and equipment
- Custom built stand contractors moves out
- The official stand contractor moves out

17. Goods Lift Capacity

Conference Centre Goods Lift

Our Goods Lift connects the Loading Dock with the Crown Conference Centre on Level One, Two and Three.

Height Restrictions: 2300mm
Width: 2500mm (including door opening)
Length: 5500mm
Load weight: 4000kg

Conference Centre BOH Service Lift

Height Restrictions: 2490mm
Width: 1800mm (including door opening)
Length: 3000mm
Load weight: 3500kg

18. Lifting Equipment

Scissor Lifter

Scissor Lifters are available for hire at \$370.00 per day.

Note: You must arrange your own licensed driver.

The Scissor Lifter hire is subject to availability and needs to be arranged **7 working days prior** to the commencement of the event.

Forklifts and Licensed Driver

Forklifts are available for hire at \$370.00 per day plus driver charges to be advised by your Event and Conference Manager.

Note: Only Crown Staff are permitted to use the Forklifts within the Crown Complex.

Forklifts are subject to availability and need to be arranged **7 working days prior** to the commencement of the event.

Complimentary Loading Dock 3 Equipment

Pallet Jack – maximum load 2727kg

Walkie Stacker – maximum load 1363kg

Note: The Conference Centre staff must operate the Walker Stacker and Pallet Jacks if required. These are generally sufficient to load and unload.

19. Ceiling Heights

Ceiling Heights for the Crown Conference Centre are as follows:

SPACE	CEILING HEIGHT
Exhibition Hall (Ground Level)	3.93 m
Meeting Rooms 1 – 8	2.9 m
Meeting Rooms 9 – 16	2.7 m
Promenade Room	5.5 m
Promenade Pre Function Area	Low: 2.7 m High: 4.7 m
Crown Conference Hall	5.5 m
Crown Conference Hall Pre Function Area	5.5 m
Metropol Meeting Rooms	2.7 m
Metropol Pre Function Area	2.7 m

20. Rigging

Approval must be gained from the Crown Event and Conference Manager (who will confirm with Crown compliance and a rigging consultant) for any rigging, hanging or attaching of any items within Crown venues. Prior written approval for all plans is required no less than **10 working days prior** to the event. There will be a charge to have any rigging approved. Your Crown Representative will advise on costs.

The following information is required:

- Complete Rigging Plans, including weight loadings for every point
- Completed risk assessments (RA), Job Safety Analysis (JSA) or Safe Work Method Statements (SWMS)

21. Floor Weight Load Information

FLOOR WEIGHT LOADS FOR CROWN CONFERENCE CENTRE	UNIFORMLY DISTRIBUTED LIVE (IMPOSED) LOAD	LIVE (IMPOSED) POINT LOAD
GROUND LEVEL		
Loading Dock to Goods Lifts	1500 kg/m ²	3000 kg
Exhibition Halls	1250 kg/m ²	3000 kg
Inc. Pits in Exhibition Floor	Unspecified	
Public Foyer Spaces	500 kg/m ²	3000 kg
LEVEL 1		
Access Corridor from Goods Lift	500 kg/m ²	1300 kg
Access Corridors (From Lifts)	500 kg/m ²	1300 kg
Meeting Rooms 11-16	400 kg/m ²	1300 kg
Public Foyer Spaces	500 kg/m ²	1300 kg
LEVEL 2		
Access Corridor from Goods Lift	500 kg/m ²	1300 kg
Access Corridors (From Lifts)	500 kg/m ²	1300 kg
Conference Hall (1, 2, 3)	500 kg/m ²	1300 kg
Public Foyer Spaces	500 kg/m ²	1300 kg
GOODS LIFTS		
CCC BOH Services Lift	3500 kg	
CCC Main Goods lift	4000 kg	

NB: Written approval must be obtained from the Crown Event and Conference Manager if:

- the Uniformly Distributed Live Load approaches the design criteria or if there is any uncertainty
- the Point Load approaches 75% of the design criteria or if there is any uncertainty

22. Approvals and Regulations

Smoking regulations

Smoking is prohibited in the Crown Complex. There are designated smoking locations throughout the venue.

Attachment of signs

The attachment of signs, banners and posters to any wall surface or the use of pins, blu-tack, nails, staples, post-it or adhesive notes, tape or floor or wall decals is not permitted.

Floor Plans

To ensure the safety and success of your exhibition, all floor plans must be submitted to Crown for approval **no later than 21 days prior to the event**, to ensure adequate time for signed approval. Should the exhibition contain any structure, which may be deemed to be a “prescribed temporary structure” under the Building Act 1993 (Vic) and the Building Regulations (Vic) 1994, an occupancy permit must also be enclosed with the floor plans.

Emergency exits and fire equipment must be visible and accessible at all times. Exhibitors wishing to use any of the following items as part of their exhibit must submit in writing a proposal to the Crown Event and Conference Manager:

- Tents, marquees or booths with floor area greater than 100m².
- Seating stands for more than 20 persons.
- Stages or platforms (including sky borders and stage wings) exceeding 150m² in floor area.
- Prefabricated buildings exceeding 100m² other than ones placed directly on ground surface.
- Stairs and ramps must comply with the appropriate regulations.
- No display will use pyrotechnics.

This information does not constitute legal advice. It should not be relied upon as legal advice. You should make your own inquiries regarding your compliance obligations under the Building Act 1993. Crown makes no representation or warranty as to its accuracy or completeness.

Animals

No pets or animals (with the exception of Assistance Animals) are permitted on site. Crown approval is required if you wish to exhibit animals.

Stand Materials

All build materials must be fire retardant. Aisles are not to be obstructed by the construction of raised floor coverings between adjoining stands.

Helium Balloons

Approval must be first given by the Crown Event and Conference Manager when planning to use helium filled balloons as part of an exhibit. A minimum charge of \$300.00 will be incurred for the retrieval of loose balloons from the ceiling.

LPG Cylinders

LPG Cylinders are not permitted on site at any time.

Motor Vehicle Display Guidelines

Written request for vehicle display must be submitted to your Event and Conference Manager no later than 30 days prior to the event.

Please note the following **Motor Vehicle Display Guidelines** are to be adhered to at all times:

- Vehicles may only be detailed in the designated location in the loading dock.
- Vehicle display locations must be approved by your Crown Representative
- Obtain permission from your Crown representative for vehicle displays and provide vehicle insurance details prior to event.
- Plan vehicle movements within the event to be isolated from public as far as practicable and to be under supervision of Crown Operations Staff and/or Security. Vehicles must be installed prior to any exhibition build and removed once the exhibition has been dismantled.
- Refer to the appropriate Crown Facility Specifications for load limits for the floor area over which vehicle will be moved and sit.
- Ensure only licensed drivers move vehicles.
- Drive at a speed less than 5 kph with hazard lights on.
- Escort moving vehicle with a spotter
- Keep pedestrians clear of moving vehicles
- Have as little fuel in the tank as practicable
- Document the total litres of fuel to be brought onsite
- Use oil drip trays under the vehicles (client's responsibility to provide all equipment).
- Provide two sets of keys to either the Crown Responsible Person (function areas) or Engineering & Maintenance (all other areas) so the vehicle can be moved in an emergency
- Minimise engine running times. Consider if additional ventilation is required to reduce exhaust fumes.
- Provide vehicle emissions statistics on request
- Vehicle must be collected at the conclusion of the event.
- Car is displayed at Supplier's own risk. Crown takes no responsibility for any damage caused while the vehicle is on Crown premises. A Security Officer is recommended to supervise vehicles left overnight for multi-day conferences. Security can be provided for a cost of \$53.50 per hour for a minimum 4 hour call.
- Have vehicles delivered via loading dock 3.

Loading Dock 3 specifications are as follows:

Height Restrictions: 2300mm
Width: 2500mm (including door opening)
Length: 5500mm
Weight: 4000kg

The Operations Service Manager is to be contacted when vehicles arrive and will coordinate vehicle movement. Service Manager Contact No: 9292 8547

Please ensure that the following are forwarded to your Event and Conference Manager no later than 72 hour prior to arrival.

- Driver of the vehicle
 - name
 - mobile number
 - T number

Food Sampling

Crown Melbourne Limited has sole catering rights for the distribution and sale of all food and beverage items within the Crown Complex.

No exhibitor or organiser is permitted to bring any food or beverage into the Crown Complex from an external supplier.

Exceptions may be made for Exhibitors and Organisers wishing to provide sample servings of their food or beverage item. All requests must be sent to the Event and Conference Manager no later than 2 weeks prior to the event and an indemnity for food supplied form is to be completed and signed.

23. Electrical Equipment

All electrical wiring must to be carried out by a qualified Electrician.
All electric lighting must be 2.2 metres from floor level to prevent injury from hot light fittings.

Testing and Tagging of Electrical Equipment

Australian Standard AS/NZ 3760:2001

If you bring electrical equipment onto Crown premises, it is a requirement by law that all equipment, (including leads and power boards), is tested and tagged as outlined in Australian Standard AS/NZ 3760:2001.

All equipment must be tested and tagged prior to coming onsite at Crown. Organisers/exhibitors/performers will be sent off site immediately by the Operations Service Manager if the equipment has not fulfilled these requirements.

The importance of testing and tagging must be emphasised for the safety of all Crown patrons, staff and organisers/exhibitors/performers.

24. Liability and Insurance

Indemnity

The Client releases and indemnifies Crown, its employees, officers, contractors, agents and related corporate bodies (including but not limited to Crown Melbourne Limited and Crown Resorts Limited) from and against any loss, claim, demand, liability or damage whatsoever however arising (including liability or damage caused by any negligent act or omission) in connection with the Event (including, without limitation, in connection with any Third Party Service Providers, Materials and advertising by Client), except to the extent that such loss, claim, demand, liability or damage is directly caused by Crown.

Crown shall not be held liable for any loss or damage suffered by the Exhibition caused by or arising out of any industrial dispute and/or equipment failure due to power supply loss or disruption.

Insurance

If requested in writing by Crown, the Client must maintain public liability insurance for \$20 million (or such other amount or procedure as agreed by Crown and specified in this Agreement). If, in the opinion of Crown, the Event, the Client's proposed use of the Function Room or any activity or matter in connection with the Event poses any particular, special, unusual or increased risk, Crown may require the Client to take out and maintain additional insurances appropriate to the risks.

25. Security

Employing Crown Security

Security patrol the Crown Complex 24 hours a day, however you may wish to arrange additional security for your event. Your Event and Conference Manager would be happy to discuss your requirements further. Each security staff is charged at a rate of \$53.50 per hour with a minimum of 4 hours.

Crown Requirements for External Security Officers

All security staff engaged by the organiser must hold a current private security individual operator licence in the appropriate class or classes. These persons are only permitted to provide internal security in the designated area of the Exhibition and must be unarmed.

At no time are security officers to hinder, obstruct or prevent Crown staff from conducting their duties.

Your security staff must comply with all requests of Crown and/or its staff employees, agents or other representatives.

26. Business Centre Services

The Crown Conference Business Centre is conveniently located on Level 2 of Crown Promenade Hotel and is available for both Hotel and Conference Centre guests. The centre is staffed between 8.30am and 5.00pm from Monday to Friday.

The Crown Conference Business Centre offers:

- Internet workstations
- 6 person capacity meeting room
- Photocopier and facsimile services
- Office equipment (computer hire, paper shredder, binder, scanner, CD burner, guillotine, laminator etc.)
- Word processing and printing service
- Equipment hire including laptops, mobile phones, CD players and TV's

27. Audio Visual

Encore Event Technologies

Encore Event Technologies continues its longstanding partnership with Crown Melbourne to deliver a total event solution. Driven by passion and renowned for our expertise in live event communications, Encore Event Technologies and Crown Events and Conferences offers truly unique, modern meeting facilities featuring state-of-the-art audio visual technology together with the experience and support you would expect from Australia's premier audio visual and staging services provider.

Encore Event Technologies delivers flawless events ranging from meetings and conferences, product and media launches, incentives, corporate functions through to themed gala dinners. Supported by a national network of event resources and infrastructure, our dedicated specialist onsite team is with you every step of the way from concept through to delivery.

Encore Event Technologies Exhibition Team

The Encore Event Technologies Exhibitions team are your conference exhibition specialists; from the construction of a single booth to the management of an entire exhibition. Understanding your exhibition needs, taking the concept to floor plan and organising exhibitor needs is our speciality. Encore Event Technologies is experienced in working with Crown Events and Conferences, offering excellent value and an unparalleled level of service, our exhibition specialists will install, operate and remove all the exhibitions equipment to your requirements. Some of the expertise we can offer is:

- **Exhibition Stands** - Standard shell scheme booths through to custom design and constructed stands.
- **Furniture** - A complete range of modern and stylish furniture from stools and lounges, to counters, cabinets, brochure holders and tables.
- **Vision** - A single individual monitor through to a wall of plasma screens
- **Signage** - From standard fascia signage to printed and brand panels promoting your brand with impact
- **Display Accessories** - Add the finishing touches with pot plants, indoor topiary trees, and a variety of accessories.
- **CAD Floor plans** - Individually designed to your requirements with revisions as requested
- **Lighting and Power** - Booth lighting and accessory lighting.

Contact details:

Phone: 03 9292 7469

Email: encore@crownltd.com.au