



## Exhibitor Information Pack

Welcome to ATC2022 SKY HIGH, the 16th annual Australasian Talent Conference!

**Please take the time to read through this very important information.**

We're looking forward to working with you to make ATC2022 a roaring success for your business. If you have any questions or require any assistance, please reach out; the ATC team is here to help you.

Your ATC2022 Team!

### SPONSORS & SPEAKERS

Jo Vohland, General Manager

[jo@atcevents.com.au](mailto:jo@atcevents.com.au)

+61 417 188 697

### PRE-EVENT ENQUIRIES (EXPO HALL)

Ginny Telfer, Event Venue Manager

[ginny@atcevents.com.au](mailto:ginny@atcevents.com.au)

+61 404 648 978

### MARKETING

Diyannah Afendy

[diy@atcevents.com.au](mailto:diy@atcevents.com.au)

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## YOUR ACTION PLAN

The dates we have provided are the last possible/closing date. Where possible send through earlier.

Hard Deadline	Item	Progress
Immediately	<p>If you haven't already, submit your Logo (High resolution .EPS and/or .PNG file) to <a href="mailto:diy@atcevents.com.au">diy@atcevents.com.au</a> Your logo will sit <a href="#">here</a> on the ATC2022 event site and in the Event Mobile App.</p> <p>For your 12-month supplier listing on the ATC Website: Check to see if you have an <a href="#">existing listing</a>. You can update your listing <a href="#">update and add a listing here</a>. Please Note: Logo maximum size of 300 pixels x 57 pixels.</p>	
Mon 10 Oct 2022	<p>You will be supplied for a Unique Discount Code to share with your database and social network to provide them with \$500 off a standard ticket price.</p> <p><b>If three registrations are made using your code, you will receive one additional free ticket (value: \$2,000 + GST)</b></p> <p><a href="#">You can access event images and assets here.</a></p>	
Mon 10 Oct 2022	<p>Two tickets come as part of your Start Up Package. We will contact you with details on how to register your attendees.</p> <p>You can purchase additional tickets <a href="#">here</a>.</p>	
Mon 10 Oct 2022	<p><b>YOUR START UP SPOT IN THE EXPO ROOM</b></p> <p>You will be provided with one high bar table and stool, wi-fi and power. We will also have a frame with your branding on it sitting on the stand.</p> <p>No banners or additional are permitted - we don't want to risk other setting up signage that will block people's view of your location.</p> <p>You have a start-up table not a stand or booth so there is no storage space for merch. If you bring something small, we recommend it is no larger than 10cmx10cm.</p> <p>If you plan to attract people to your stand with food (e.g., lolly bags, chocolates etc.) See page 7 of this guide for guidelines and instructions.</p> <p><b>What to bring</b></p> <ul style="list-style-type: none"> <li>- An iPad or Laptop to show your product and services</li> <li>- WiFi will be provided however we recommend you bring a dongle for backup.</li> </ul>	
Mon 10 Oct 2022	<p>If you plan to run a competition, email <a href="mailto:jo@atcevents.com.au">jo@atcevents.com.au</a> with details of your Prize, How to Enter, When the winner is announced.</p>	

Mon 10 Oct 2022	Finalise your lead scanning needs. If you plan to use a lead scanner/QR codes at your stand or as part of a competition entry - <b>Ignite Lead Capture is a free App you can download to your phone. All attendees will have a QR code on their lanyard.</b>	
Mon 26 Oct 2022	Details of when and how the Event App can be accessed will be communicated with you.	
Tues 8 Nov 2022	<p>Bump in Day!</p> <p>Please pick up your lanyards and check where in the Expo Room (Crystal Palace) your table is located between 5.00pm - 6.00pm on Tuesday 8 November.</p> <p><i>There will be long line up on Event Morning for check in and we won't have time to provide assistance or instructions, therefore it is strongly recommended you come in on bump in day between 4.30pm - 5.30pm. Luna Park closes 7pm sharp, everyone must be finished with their bump in and offsite by 7pm.</i></p>	
Wed 9 Nov + Thurs 10 Nov 2022	Sponsors and Exhibitors can arrive from 8.00 am. Please be at your stand by 8.30 am. Attendees arrive at 9.00 am although we do get some early birds.	
Thurs 10 Nov 2022	<p>Exhibitors bump out (4.30 pm - 7.00 pm).</p> <p>To avoid additional costs, please plan to bump out by 6.30 pm as all buildings and the park close at 7.00 pm sharp. It is a large park so exiting with gear takes time.</p>	
Mon 14 Nov 2022	ATC will email the attendee list.	

For more detailed event information and conference agenda, the [ATC2022 Event Site](#) is an excellent source of information.

### Start Ups

Your Furniture order looks like this.



### Displays & signage

Due to the open design of the ATC2022 Expo Hall, we ask that exhibitors do not bring display banners to the exhibition. Each exhibitor stand is supplied with your branding already installed.

### Food & beverages on stands

If you would like to give away food (lollies, cupcakes, donuts etc) or soft drinks at your stand you are required to get written permission from Luna Park. Please complete the External Food Waiver Form on Page 19.

Only alcoholic beverages supplied by Luna Park Sydney as part of the ATC2022 event may be consumed on the premises. Cocktail Sponsorships are available via the ATC event team.

### Electrical Equipment & Power boards

All booths and stands will be supplied with 1x 4amp power supply, unless otherwise specified in your sponsorship package.

All portable equipment, appliances, and leads used, must be tested and tagged in accordance with the Workplace Health and Safety Regulations and Australian Standard 3760-2000. Any electrical equipment found to be untagged must be tested and tagged or removed from site immediately. Ensure you have black gaffa tape to secure your loose cables to the carpet.

### Wi-fi sponsored by Globalization Partners

Wi-Fi will be made available to all attendees during the Conference and Expo with sufficient capacity for web browsing, social media and You-tube videos. However, if your product demonstration relies on a greater internet capability, we recommend that you bring a dongle for complete peace of mind.

## EXPO HALL

Located in the Crystal Palace, the ATC2022 Expo Hall is the central place that attendees frequent for coffee, morning and afternoon tea, lunch, and to explore the range of Talent technology and services on show.



## EXPO SCHEDULE

Tues 8 November	5.00 pm - 6.00 pm	Sponsors & Exhibitors collect lanyard and check events space
Wed 9 November	8.00 am - 8.30 am	Sponsors & Exhibitors arrive
	9.00 am - 6.45 pm	Expo Hall opens to all attendees
	10.00 am - 6.45 pm	Luna Park rides & games open
	5.00 pm - 6.45 pm	End of Day 1 drinks (Expo & Park)
Thurs 10 November	8.00 am - 8.30 am	Sponsors & Exhibitors arrive
	9.00 am - 4.30 pm	Expo Hall opens to all attendees
	10.00 am - 4.30 pm	Luna Park rides & games open
	5.00 pm - 7.00 pm	Bump out. Park closes 7.00 pm sharp.

## WHEN AND WHERE THE ATTENDEES WILL BE

Wed 9 November	9.00 am	TA teams arrive and enjoy coffee in Expo
	10.00 am	Conference opens in the Big Top
	12.00 pm	Lunch served in Expo
	1.30 pm	Conference breakout sessions
	2.50 pm	Afternoon tea served in Expo
	3.30 pm	Conference session in Big Top
	5.00 pm - 6.45 pm	End of Day 1 drinks (Expo & Park)
Thurs 10 November	9.00 am	Attendees arrive and enjoy coffee in Expo
	10.00 am	Conference sessions in Big Top
	11.30 am	Morning tea served in Expo
	12.10 pm	Breakout sessions
	1.15 pm	Lunch served in Expo
	2.50 pm	Breakout sessions
	3.45 pm	Conference session in Big Top
	4.00 pm	Expo Hall Bump Out Begins
	5.00 pm	Event close



## THE VENUE

Luna Park, 1 Olympic Drive, Milsons Point, Sydney

View [Google Maps](#).

We are delighted to be hosting ATC2022 at the iconic Luna Park Sydney. ATC2022 will take place across 4 venues within the park, plus Sideshow Alley where attendees can enjoy the thrill and the fun of the rides and sideshows.

**Crystal Palace** is the venue for the Expo Hall, Registration, all event food and beverages, and the Ted Hopkins breakout room.

**The Big Top** is the location for the Speaker Prep Area, Main Stage sessions, Main Stage breakouts and the Taj Mahal Foyer breakout sessions.

**The Hungry Horse** diner is the fourth location for breakout sessions and discussion groups.

**Sideshow Alley** is at the heart of the Luna Park precinct and home to the sideshow games and rides. Sponsorships are available to host Games and Rides.

### Public Transport

To find more information regarding public transport access, maps, Luna Park operational hours, rides, etc. please visit our website: [www.lunaparksydney.com](http://www.lunaparksydney.com)

### Car Parking

Luna Park car park has 389 space secure spaces, available to guests. Entry to the car park is via Dind Street, turning left onto Northcliff Street, Milsons Point. [LINK TO ATC WEBPAGE HOW TO](#)

Car Park Rates per 24hr period

0 - 1 Hour = \$10

1 - 2 Hours = \$19

2 - 3 Hours = \$28

3 - 4 Hours = \$36

4 - 5 Hours = \$43

5+ Hours = \$49

Max vehicle height: 1.9m

Entry and exit hours are between 7.00 am - 12.00 am.





## ACCOMMODATION

There is no accommodation within walking distance to Luna Park. Please ensure you allow enough time for Train or Uber/Taxi in Sydney peak hour traffic.

ATC and Luna Park have deals with two hotels which can be found here [here](#).

### Your Event Tickets

Each Sponsor or Exhibitor Package comes with an allocated number of Conference Passes. These Passes are for your staff who will be working at your stand and attending the conference. Passes are not transferable.

Your staff must be pre-registered to attend the event, be loaded into the Event App, have a Lanyard and Pass prepared for them and be catered for.

Jo Vohland, General Manager at ATC will email you regarding your ticket allocation. Your staff must be registered by 10 October 2022.

Exhibitors must collect their registration pass on Bump In Day (Tuesday 8 November) between 5.00 - 6.00 pm at the Crystal Palace (Expo Showroom) onsite at Luna Park. This is a great time to familiarize yourself with the Venue. ATC staff are allocated and available at this time to assist. They will not be available to assist with Bump-In queries on the Event Day.

All exhibitors and attendees must wear their event pass throughout the duration of the event. Security Guards will be on-site monitoring and checking lanyards and access.

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### Deliveries & storage

Deliveries will be accepted on Monday 7<sup>th</sup> and Tuesday 8<sup>th</sup> November 2022. ALL deliveries and items MUST be labelled with the attached Delivery Label (see page 19). No responsibility will be taken for goods which are not clearly labelled.

- Luna Park Sydney will not take delivery or sign for any goods, packages or other materials prior to the designated date and time.
- There is no storage for goods delivered outside of the designated date and time.
- Please ensure that your goods are delivered when you are onsite to accept them.
- Any goods left behind for collection must be fully labelled with the recipient's name, address & phone number.
- Goods will NOT be stored after the designated collection date and time.
- No trolleys are available - all couriers must supply their own trolleys.
- Ensure Couriers have all delivery / collection information.
- No responsibility is taken for goods left after the designated bump out time.
- No trolleys are available - please supply your own trolleys.
- If you are bringing your own deliveries which are smaller or easily portable, it may be simpler and quicker to park directly in the LPS car park and unload via the car park lifts.



### Loss & Damage

Although due care will be taken, Luna Park Sydney and ATC Events & Media does not accept responsibility for the loss of or damage to any items brought onsite (such as laptop computers, mobile phones, cameras or deliveries).

### Insurance & Liability

Please consult with your own insurance company for adequate cover on personal belongings and equipment brought to the event. Your insurances should also be confirmed to cover your staff for damage to property or personal injury whilst at the event.

### Rubbish

There will be bins placed around the exhibition space during move in/move out and operational times for general rubbish and recyclables. You are encouraged to take all leftover marketing collateral/promotional items back to your place of business.

### Security

Exhibitors must wear their official Expo Passes for entry & exit to the venue at all times.

Venues are locked overnight; however, it is the exhibitor's responsibility to secure any valuables. Luna Park is not responsible for any goods, equipment, decorations, etc that are left behind at the conclusion of an event. All the afore mentioned items are to be removed by the conclusion of the agreed bump out period for the venue to be fully available for future hirers.

To help ensure the security of your belongings, please follow standard exhibition procedures:

- Ensure no valuable items are left unattended
- Monitor products & belongings at all times
- Secure/fasten all valuables to counters or place in lockable cabinets

- Keep storage doors locked.

If there is an emergency or security-related incident, please notify LPS Venue Supervisor / Security Officer or contact Security on 02 9033 7595.

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## MOVE IN / MOVE OUT LOGISTICS

Move in:	Tuesday 8 November	5.00 pm - 6.00 pm
Move out:	Thursday 10 November	5.00 pm - 7.00 pm

### Vehicle Access

1. Via Car Park: (max 1.9m height) all equipment to be hand carried or on your own trolley.
2. Via Main Gate "Face" Front Entrance (vehicles over 1.9m) - only **pre-arranged** vehicles will be allowed in via The Face. Please notify ATC Event Manager if access is required.

### Main Gate "Face" Procedures

Delivery via Midway up to Crystal Palace is for large equipment only and for larger vehicles over 1.9m with max. height of 3.9m Deliveries via the Main Gate "Face" must be pre-arranged. Please contact [ginny@atcevents.com.au](mailto:ginny@atcevents.com.au) by Monday 31 October to arrange access.

#### Onsite instructions:

- Access to the venue is via 'Midway' from Olympic Drive - enter gate via right hand side of "The Face".
- Call security (02) 9033 7595 if the gate is closed or the on-duty Venue Supervisor (02) 9033 6660
- On no account can vehicles enter without an escort; must use hazard lights & drive at walking speed.
- 15-minute unloading limit applies to all vehicles on Midway.
- No parking is permitted on site. After delivery, all vehicles must leave the site as soon as practical.
- Parking on surrounding streets (part of Olympic Drive or Alfred Street, time limits & fees apply).
- No trolleys are available - please supply your own trolleys.

### Forklift

Luna Park does have a forklift onsite, however its primary purpose is for Luna Park internal operational use. We will accommodate requests to load and unload equipment, however if other Park deliveries arrive, they will take priority. This Service will need to be pre-arranged with the LPS Event Manager, no less than 7 days prior to the event.

If you have your own forklift operators, they must be licensed to operate a forklift. A copy of the forklift license must be shown to the Luna Park Security control office before equipment is operated on Luna Park Property. An onsite induction is required. *For the volume of goods requiring a Forklift, please seek approval and pricing from ATC's Event Team first.*

## Scissor Lift

There is a Scissor Lift available for hire. Our onsite AV Partner owns the one scissor lift on site at Luna Park. To hire this you must contact Microhire on 02 9033 7545 or [lunaparksydney@microhire.com.au](mailto:lunaparksydney@microhire.com.au) Please seek approval and pricing for additional branding with ATC's Event Team first.

## SAFETY

### Work Health & Safety (WH&S)

The policy of Luna Park Sydney is that each of its employees, contractors and service providers shall be provided with a safe and healthy place to work. To achieve this, we will make every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to every practical extent.

In conjunction with this policy, a series of safe working rules and procedures on specific individual safety and health matters has been established. These rules are of primary importance when you are not working on a task that requires compliance with their own safety procedures. Health and safety at work is both an individual and shared responsibility of all employees and contractors.

Accident prevention is strongly emphasised. The reporting of hazardous conditions is essential, and all employees and service providers must ensure that they are not exposed to dangers which could result in injury.

Exhibitors are reminded of their obligations under the Work Health and Safety Act to ensure the safety of all persons. THE AREA OF THE SHOW IS A WORKPLACE under the terms of the Act.

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### Emergency & evacuation procedures

Luna Park Sydney has a comprehensive emergency response system. Venue and Security staff co-ordinate emergency response and evacuations.

**REMOVE ALARM** People and yourself from the danger area, do not block exits and exit routes  
Dial 02 9033 7595 for Security who will co-ordinate a response.

#### **On hearing the ALERT TONE (BEEP - BEEP - BEEP)**

- Do not evacuate on this tone. Standby and remain where you are.
- Await further instructions from the Area Warden or Security.

#### **On hearing the EVACUATION TONE (WHOOOP - WHOOOP - WHOOOP)**

- Evacuate to the relevant evacuation point and follow the instructions from the Area Warden, Chief Warden and Emergency Services.
- Do not use the lifts, do not use firefighting equipment unless it is safe to do so, and you have been trained in their use.
- Evacuate via the emergency exits to the "Boardwalk" if no other instructions have been given.
- Ensure other occupants in your area are aware of the evacuation and assist them if necessary.
- Remain at the assembly area until advised by the responding authorities or the Chief Warden.

- Luna Park Sydney assembly points are located in Bradfield Park under the Harbour Bridge, Lavender Green and Harry's Park (located on Glen Street).

**DO NOT STOP TO COLLECT PERSONAL ITEMS**

**DO NOT TAKE RISKS**

**DO NOT RETURN TO THE WORKPLACE UNLESS INSTRUCTED TO DO SO**

### Incident Reporting

- In the event of an injury, you or your team member involved should contact Luna Park Sydney Staff on 02 9033 7660 or contact on site Security Staff or contact Security on 02 0933 7595
- LPS Maintains a First Aid Treatment room on site, located next to Guest Relations / Security Office.
- First aid kits throughout the park and first aid qualified staff are on site at all times. Luna Park Staff or Security will co-ordinate first aid requirements for staff, contractors and guests in all instances, however it is each contractor's responsibility to advise of additional measures to be implemented for the work being undertaken.
- You are required to complete an incident report form.

### Smoking Policy

Luna Park Sydney has a strict non-smoking policy which covers all areas of the Park. External designated smoking zones are provided outside the Face and Boardwalk areas of the Park. All zones are clearly signed and fitted with ashtrays to encourage the correct disposal of cigarette butts. Use of these zones will be strictly enforced.

## KEY CONTACTS

### ATC Events & Media

#### SPONSORS & SPEAKERS

Jo Vohland, General Manager  
[jo@atcevents.com.au](mailto:jo@atcevents.com.au)  
+61 417 188 697

#### PRE-EVENT ENQUIRIES (EXPO HALL)

Ginny Telfer, Event Venue Manager  
[ginny@atcevents.com.au](mailto:ginny@atcevents.com.au)  
+61 404 648 978

#### MARKETING

Diyanah Afendy  
[diy@atcevents.com.au](mailto:diy@atcevents.com.au)

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### Harry the Hirer

#### BOOTH BUILD & EXPO ENQUIRIES

Nicola Petricevic, Account Manager  
[nicolap@harrythehirer.com.au](mailto:nicolap@harrythehirer.com.au)  
+61 2 9666 8699  
+61 478 662 753

### Luna Park

#### VENUE, DELIVERIES & ACCESS

Ray Muckian, Event Manager  
[rmuckian@lunaparksydney.com](mailto:rmuckian@lunaparksydney.com)  
+61 2 9033 7535  
+61 410 690 370

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## ONSITE CONTACTS

### Luna Park

#### VENUE OPERATIONS (exhibitors)

Venue Supervisor  
+61 2 9033 7660

### Luna Park

#### SECURITY & VEHICLE ACCESS

+61 2 9033 7595

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## DELIVERY LABEL – LUNA PARK SYDNEY

NAME OF EVENT:	ATC2022 SKY HIGH
DATE OF EVENT:	Tue 08.11.22 - Thur 10.11.22
DELIVERY DATE: *	Monday 07.11.22
VENUE:	Crystal Palace - Grand Ballroom
ATTENTION:	Ray Muckian: 02 9033 7535 / 0410 690 370
LOADING DOCK CONTACT:	Logistics Manager: 02 9033 7645
DELIVER TO:	LUNA PARK SYDNEY - LOADING DOCK** 1 OLYMPIC DRIVE MILSONS POINT NSW 2061
SENDER'S COMPANY:	
SENDERS NAME:	
SENDERS NUMBER:	
REQUIRES REFRIGERATION?	YES / NO (PLEASE CIRCLE)

\* Deliveries WILL NOT BE ACCEPTED PRIOR TO FRIDAY 4 NOVEMBER 2022 unless authorised by the Event Manager

\*\* Loading dock times: 7.00am to 4.00pm Monday to Friday

- Couriers must deliver to the loading dock via the Car Park (Entrance on Northcliff/Paul St)
- Car park entrance is restricted to vehicles under 1.9m high
- Driver must use black intercom button at car park boom gate to contact security to have the roller shutter raised for entry to the dock

BOXES TOTAL:            \_\_\_\_\_ / \_\_\_\_\_

## EXTERNAL FOOD WAIVER – LUNA PARK VENUES

### Indemnity for Food Supplied by Client

Whilst Luna Park Sydney (LPS) respects the needs of its customers to make those special occasions truly memorable by having some speciality food and beverage items prepared offsite, LPS has invested a lot of time and effort in ensuring the provision of food and beverage service at your function is as safe as possible. We do not wish to compromise the safety of guests through the consumption of food not prepared, or beverages not provided, by LPS. Therefore, if speciality food items or beverages are required it is preferred that they are sourced from commercial food processors through LPS's purchasing department.

Please note that LPS is HACCP accredited and will not allow anything that may affect this certification.

Therefore, all food brought into the Park must be heated or chilled to comply with NSW Food Act 2003, be in sealed containers and come through the LPS loading dock where temperature is checked by the Receivables Coordinator.

Where the speciality food items or beverages are provided by the client, it is required for the protection of guests and LPS that the Hirer sign an indemnity in favour of LPS.

Without limiting our obligations as a Hirer as specified in the Venue Hire Contract, previously executed by **Australian Talent Conference** in consideration of LPS permitting me to bring in food and/or beverages to the event, we, the undersigned, release and indemnify LPS, its employees, officers, contractors and agents 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 supply of food items or beverages supplied by me for the Event.

Event Name: **Australian Talent Conference**

Event Date: 08 – 10 November 2022

Food supplier:

Food item:

Hirer Signature:

Event Manager Signature:

Hirer Name:

Event Manager Name:

Date:

Date: