

Welcome to ATC2024: Think Big, Think Practical, Think Again

We're looking forward to working with you to make ATC2024 a huge success for your business.

Building on the successful operations of last year's Expo, we will once again be showcasing our pre-built stands to significantly reduce your bump in and set up effort.

This handbook tells you everything you need to know to ensure your brand's successful participation in the Expo: WHAT you need to do and, most importantly, WHEN and HOW to do it!

There are several key deadlines and milestones that you should plan for.

Please take the time to read through the following important information.

Please also share this handbook with your team members and anyone that will be involved in the ATC2024 Expo.

If you have any questions or require any assistance, please reach out; the ATC team is here to help you.

Your ATC2024 Team!

SPONSORS & SPEAKERS

Jo Vohland, General Manager
jo@atcevents.com.au
+61 417 188 697

MARKETING

Jenna Molan, Marketing & Comms Manager
jenna@atcevents.com.au
+61 423 041 893

EVENT ENQUIRIES - TICKETS

Karen Ly, Event Registration Manager
karen@atcevents.com.au
+61 400 796 042

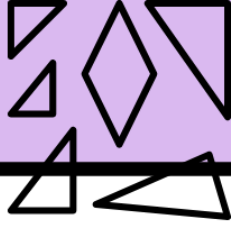
EVENT ENQUIRIES - EXPO

Michelle Edwards, Event Specialist
michelle@atcevents.com.au
+61 431 531 492

EVENT ENQUIRIES - OPERATIONS

Ginny Telfer, Event Manager
ginny@atcevents.com.au
+61 404 648 978

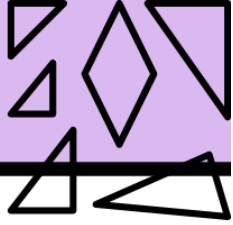




CONTENTS

YOUR EVENT ACTIONS AND DEADLINES	3
Expo Stands	7
Marketing & Promotion	8
Expo Planning	9
THE VENUE	9
Deliveries	9
How to get here	10
Car Parking	10
Accommodation	10
Vehicle Access	11
Deliveries	11
Move In /Move Out Logistics	12
EXPO HALL	13
Expo Schedule	13
ONSITE INFORMATION	14
Food & Beverages on your stand	14
Electrical Equipment & Powerboards	14
Storage	15
Loss & Damage, Insurance & Liability	15
Security	15
Health & Safety	15
Emergency & Evacuation Procedures	16
Incident Reporting	16
KEY CONTACTS	17
FORMS - Zinc Delivery Label	18
FORMS - Zinc External Food Waiver	19



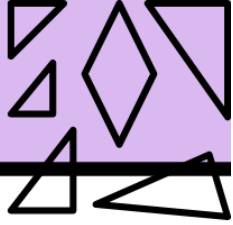


YOUR EVENT ACTIONS & DEADLINES

These are the last possible closing dates. Where possible, please submit earlier.

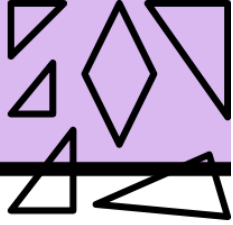
Deadline	Action
Now	<p>Submit your logo</p> <ul style="list-style-type: none"> Send your hi-res EPS and/or PNG file to michelle@atcevents.com.au Maximum size is 300 px x 57 px Your logo be uploaded to the event site here Your logo will be uploaded in the Event Mobile App which will be available days prior to the Conference.
Now	<p>Check/Add your 12-month business listing to the ATC Website</p> <p>Your package includes a 12-month supplier listing on the ATC Website:</p> <ul style="list-style-type: none"> Please update and add a listing here
Now	<p>Share a Discount Code with your Customers</p> <p>ATC has visual assets and images that you can share along with a discount code so your Customers/Subscribers can enjoy AU\$200 off the standard ticket price.</p> <p>The code ATC200 will automatically reduce the price of a team ticket or standard ticket by \$200.</p> <p>If you'd like to use an official event image with your email or social post, you can find a selection here Official event images/assets</p>
Fri 5 July 2024	<p>Pre and Post Event Content Plan</p> <p>If you'd like a Solus Email/EDM to go out to our database pre or post event, or to sponsor our Monthly Newsletter, get in touch with jo@atcevents.com.au</p>





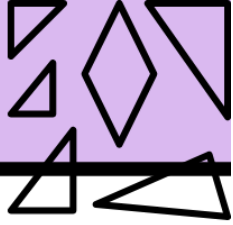
Fri 5 July 2024	<p>If you have a speaking session, be part of our Agenda Launch!</p> <p>This is when all eyes are on the agenda so don't miss an opportunity to promote your session and speaker to the TA Community and Attendees. <i>The TA Community is less likely to book tickets to an event when the agenda has gaps, so please work with us to ensure your session is ready for the agenda launch.</i></p> <p>What we need to promote your speaker and session:</p> <ol style="list-style-type: none">1. Name, Position Title, Company Name of your Speaker/s2. Sharp high-resolution headshot: 500 pixels (W) x 500 pixels (H) minimum3. Session Title + short session outline (4-5 sentences)4. If possible short 3-5 sentence bio on your speakers Example <p>Please send to speakers@atcevents.com.au</p> <p>See Speaker Announcements here: ATC2024 Event Site</p>
Fri 5 July 2024	<p>Speaker and Deck Prep</p> <p>Make sure your speaker is fully supported and your slides are in the correct format. Please read the Speaker Preparation & Deck Requirements</p>
Mon 9 Sept 2024	<p>Internet Connection</p> <ul style="list-style-type: none">• Internet will be provided onsite. If you are running live demos at your stand, you may wish to bring an internet dongle backup with you.
Mon 9 Sept 2024	<p>Plan your stand</p> <ul style="list-style-type: none">- Run a competition- Hand out fun merch, make it unique and interesting!- Have an interactive game - spin the wheel, draw a ticket from a barrel, game of skill, etc.- Food, Food, Food - who doesn't love a sugary treat?!• Email jo@atcevents.com.au with details of your competition - prize, how to enter, how to win. We can help promote this and drive traffic to your stand.• If you are bringing food (eg. lolly bags, chocolates) you may need to complete the External Food Indemnity Waiver form on p19 and return to the venue.• We highly recommend that you create a QR code for your digital brochure rather than bringing printed materials to the event.





<p>Mon 9 Sept Sept 2024</p>	<p>Submit artwork for your Branded Stand.</p> <p>Harry the Hirer is our stand supplier. You will need to provide them with an artwork file for your stand 'fascia' (the branded banner along the top of your stand).</p> <p>Make it bright and bold, impactful. If you're a new brand, we recommend including your tagline, not just your company name/logo.</p> <p>Artwork must be provided using these specifications, otherwise it will not be accepted. Artwork guidelines</p> <div data-bbox="355 645 1422 1243" data-label="Image"> </div>
<p>Fri 13 Sept 2024</p>	<p>Finalise your Stand Upgrades</p> <p>A variety of add-ons are available including display cabinet for your Merch including:</p> <ul style="list-style-type: none"> - Freestanding TV - Lockable Computer Cabinet - Merch Display Shelf <p>See page 7 for options.</p> <p>Please note that there are no freestanding banners allowed in the venue. If you would like to discuss a larger stand or additional branding opportunities, contact jo@atcevents.com.au</p>
<p>Fri 13 Sept 2024</p>	<p>Team tickets</p> <p>A link will be sent to you early September to register your team - <i>please collect Name, Position, Company, Email, Mobile Phone, Dietary/Allergies.</i></p>

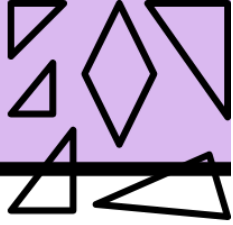




	All exhibitors and attendees must wear their conference pass throughout the duration of the event. Security Guards will be on-site monitoring and checking lanyards and access.
Fri 13 Sept 2024	<p>Speaker Slides are due to be submitted no later than Friday 13 Sept</p> <p>Our team check over 40 slide decks to ensure nothing goes wrong for you on stage. Slide check week for the ATC team is 16-20 September so please don't miss this deadline.</p> <p><i>Extensions are given on a case-by-case basis.</i></p>
Mon 7 Oct 2024	<p>Delivery Confirmation</p> <p>Any deliveries to Fed Square (e.g. merchandise) must be made no later than Friday 11 October. Beyond this date, your team will need to bring any boxes to the bump in on Sunday 13 October.</p> <ul style="list-style-type: none"> • All deliveries must use the Zinc Delivery Label on p18. • Deliveries will be accepted from Monday 7 October • Please let Zinc Venue Manager know you have deliveries on the way craig.tierney@zincfedsq.com.au
Sun 13 Oct 2024	<p>Expo bump in</p> <p>This is an opportunity for your team to check their stand, ensure your merch is on site and set up ready for the next day. The expo is considered an off-limits building site until 5pm when the builders sign the venue over to us.</p> <p>When: 5pm - 6:30pm on Sunday 13 October. All staff must be out by 7pm. Where: Zinc , Fed Square Who: Your Event Team. ATC staff will be onsite to liaise with you.</p> <p>Please note that Fed Square is a very large venue so please adequate time to find the Zinc Venue - see map on page 10.</p>
Mon 14, Tues 15 Oct 2024	<p>Sponsor and Exhibitor arrival</p> <p>Please arrive at Zinc, Fed Square between 7:45 am and 8:10am. Please be at your stand by 8:15am. Attendees will begin to arrive at 8:15am.</p>
Tue 15 Oct 2024	<p>Expo bump out for exhibitors:</p> <ul style="list-style-type: none"> • 4:30pm - 6:30pm, Zinc. Additional Costs apply after 6:30pm. • 7:00pm sharp, Zinc closes. All exhibitors must be offsite.
Thurs 17 Oct 2024	ATC will email the attendee list to you post-event

This handbook as well as relevant links is also available on our [Exhibitor Resources Page](#)





EXPO STANDS

Our appointed exhibition builder is Harry the Hirer. A contact from Harry the Hirer will reach out to discuss your branding/fascia details and stand upgrade opportunities.

Exhibitor Stands

Your pre-built meeting stand with fascia comes with 4 stools, wi-fi, 1x 4-amp power outlet and a 4 plug powerboard.

Sophie Swinton,
Account Manager
Harry the Hirer
+61 450 704 975 / +61 2 9666 8699
sophies@harrythehirer.com.au



Upgrade Options

- Free Standing 43" LCD Screen
- \$1021.41 plus GST
- Lockable Computer Cupboard
- \$365.39 plus GST



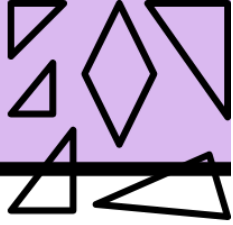
Start-Up Tables

If you are one of our 2024 Start-Ups, we will have a branded table, chairs, wifi and power ready for you when you arrive. There are no additional furniture upgrades available for the Start-Up tables.

Displays & Signage

Due to the open design of the ATC2024 Expo Hall, we ask that exhibitors do not bring display banners to the exhibition. Each exhibitor stand is supplied with your branding already installed. Exhibitors can choose to upgrade to additional branding on their stand via Harry the Hirer. All branding requirements must be confirmed to Harry the Hirer via email sophies@harrythehirer.com.au by **Monday 9 September**. Please do not attach anything to the walls and surfaces of the Zinc venues. Balloons are not allowed.





MARKETING & PROMOTIONS

Let people know you're Sponsoring or Exhibiting

Let the TA Community know that you're exhibiting at Australia's largest talent event! To help get you started, we'll provide you with:

- A branded graphic card that you can distribute via social media (this will be emailed)
- A \$200 off discount code to send your customers. The code ATC200 will automatically reduce the price of a standard ticket or team ticket package by \$200.

Engage with our LinkedIn Campaign

Our [LinkedIn page](#) connects 6,000+ members of the Australia/New Zealand Talent Community.

When you make your own posts on LinkedIn, don't forget to tag us, and use the hashtag **#ATC2024** so we can help amplify your message.

Here are some examples of posts you could make on LinkedIn:

- Announce your participation in the event and share your discount code with your followers.
- Re-share one of ATC's speaker or event information posts and write some commentary about what you're looking forward to.
- Take a photo of your event preparations and post it on LinkedIn - packing swag, getting on the plane to travel to Melbourne, etc.
- Post a photo of your on-site team to let people know who they'll be connecting with on the stand.

Let us know what you're doing at your stand

Are you giving away merch? Will you have a pick 'n' mix lolly station at your stand? Running a competition to raffle off a night at a luxury hotel? People love swag, so let's get them excited before the event!

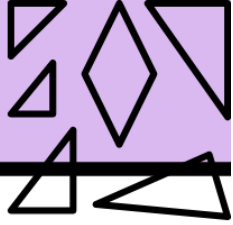
Let us know by Monday 9 September about the fun things you plan on doing at your stand so we can promote them to attendees in our email and social media comms.

If you want to add something larger to your stand like a coffee cart or photo booth, contact jo@atcevents.com.au. And remember if you plan on having food at your stand, you'll need to complete a waiver. See p19 for details.

Additional Digital Promotion

We also have additional paid digital opportunities available to help solutions providers share their content and service information directly with our 9,000+ audience via email in the lead up to the event. Contact jo@atcevents.com.au if you'd like to explore this option.





THE VENUE

We are delighted to be holding ATC2024 at iconic Fed Square across 5 fabulous spaces:

Zinc is our ATC2024 Expo Hall, Registration, and where all event food and beverages will be served

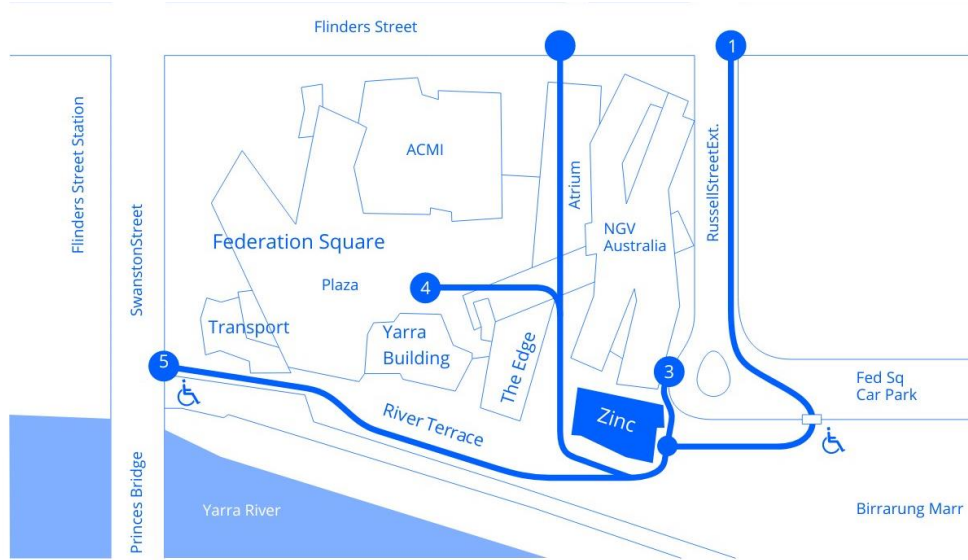
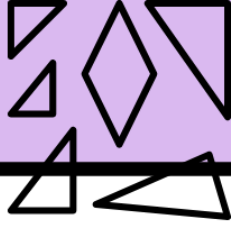


The Edge is our ATC2024 Mainstage



ACMI Cinema 1, ACMI Cinema 2 and Swinburne Studio are our breakout session spaces.





HOW TO GET HERE

- 1** BY CAR OR TRAM ^{- &}
CAR | Enter Fed Square car park via the Russell Street extension turning left into the car park. Proceed to lifts and take lift to level 1. Upon exiting the lift, turn left to leave the car park. Head right up ramp to the Zinc entrance.
TRAM | Exit tram at Russell Street Stop 6. Proceed by foot along Russell Street extension towards Yarra River. Take stairs on right down to River Terrace level or use Fed Square car park lift and follow directions above.
- 2** ON FOOT FROM CBD ⁻
 From Flinders Street, enter Fed Square Atrium. Proceed through Atrium exiting at the South (river) end of the complex. Take the stairs down to River Terrace level, turn left and proceed to the Zinc entrance.
- 3** TAXI/ RIDESHARE/ COACH DROP OFF ^{- &}
 Proceed to end of Russell Street extension. Take stairs on right down to River Terrace level. Zinc's entrance is located to the right of the staircase. Accessible lifts are located at Fed Square car park as outlined on the map. Take lift to Level 1, turn left to exit the car park and proceed up ramp to Zinc entrance.
- 4** ON FOOT FROM FED SQUARE PLAZA ⁻
 From the main plaza, follow the signage towards The Atrium. Proceed through the glass doors and down the stairs to River Terrace level, turning left and proceeding to the Zinc entrance.
- 5** BY TRAIN/ TRAM/ ON FOOT FROM PRINCES BRIDGE ^{& -}
TRAIN | Exit Flinders Street Station at Swanston Street. Cross the road and walk along River Terrace (Yarra River level), passing Fed Square until you reach Zinc on your left - approximately 300m.
TRAM | Exit tram at Flinders Street Stop 13. Walk along River Terrace (Yarra River Level), passing Fed Square until you reach Zinc on your left - approximately 250m.
ON FOOT | From the Princes Bridge, walk along River Terrace (Yarra River level), passing Fed Square until you reach Zinc on your left.

Fed Square is best accessed by Public Transport - Tram or Train. [Fed Square/Getting Here](#)

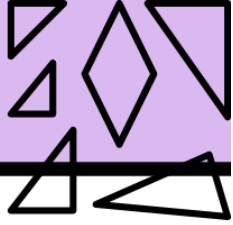
Driving is only recommended if you are transporting boxes to and from the venue. Fed Square's multi-level car park is accessible via Russell Street or Batman Ave (Exhibition Street extension - City Link) - [check out the map here](#).

Early Bird Parking: Entry between 6am and 10am, exit between 3pm and midnight. [Book Now](#)
Casual Monday - Friday: First 30 minutes: \$8.00 / 30 minutes - 1 hour: \$16.00 / 1 - 2 hours: \$32.00
 2 - 3 hours: \$48.00 / 3+ hours: \$64.00. [Book Now](#)

Accommodation

There are plenty of accommodation options to choose from within close walking distance to Fed Square. We will add a suggested Hotel to our event site in July. [ATC2024 Event Site](#).





Deliveries

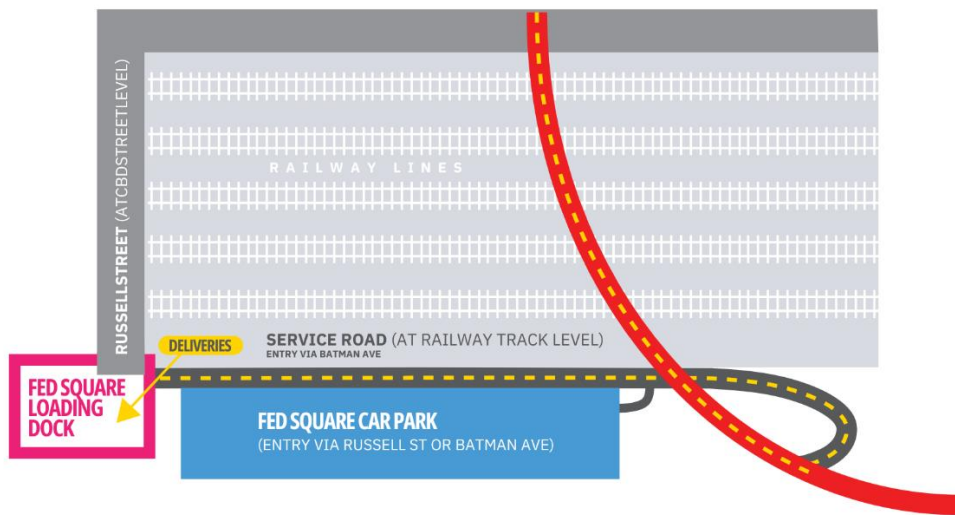
Stand deliveries will be accepted from Monday 7 October to Friday 11 October 2024
Please advise our Zinc Event Manager of your delivery details:

Craig Tierney
craig.tierney@zincfedsq.com.au
+61 3 8637 0327

ALL deliveries and items **MUST** be labelled with the Zinc Delivery Label -see p19.
No responsibility will be taken for goods which are not clearly labelled.

- Zinc 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 are clearly labelled with provided labels
- Any goods left behind for collection must be fully labelled with the recipient's name, address & phone number. If being collected via a courier, consignment labels must be applied
- 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.

FED SQUARE DELIVERY ACCESS



ACCESS FOR DELIVERIES TO FED SQUARE

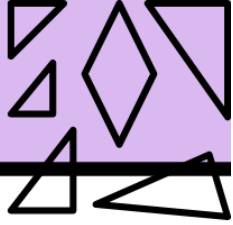
All deliveries to Fed Square should be directed to the Loading Dock, which is at railway track level - underneath Russell Street. Access to the loading dock is via Batman Avenue (Exhibition Street extension).

Traveling away from the city on Exhibition Street, continue over Flinders Street and turn left at the first set of lights. A hard left will take you to the service road. Continue all the way to the end of this service road (parallel to the railway line) to access the loading dock.

The Loading Dock is staffed Monday to Friday (7.30am to 5.00pm) & Saturday (7.30am to 12.00pm)

Access to the Loading Dock for deliveries outside of hours can be arranged via your Event Planner





Federation Square

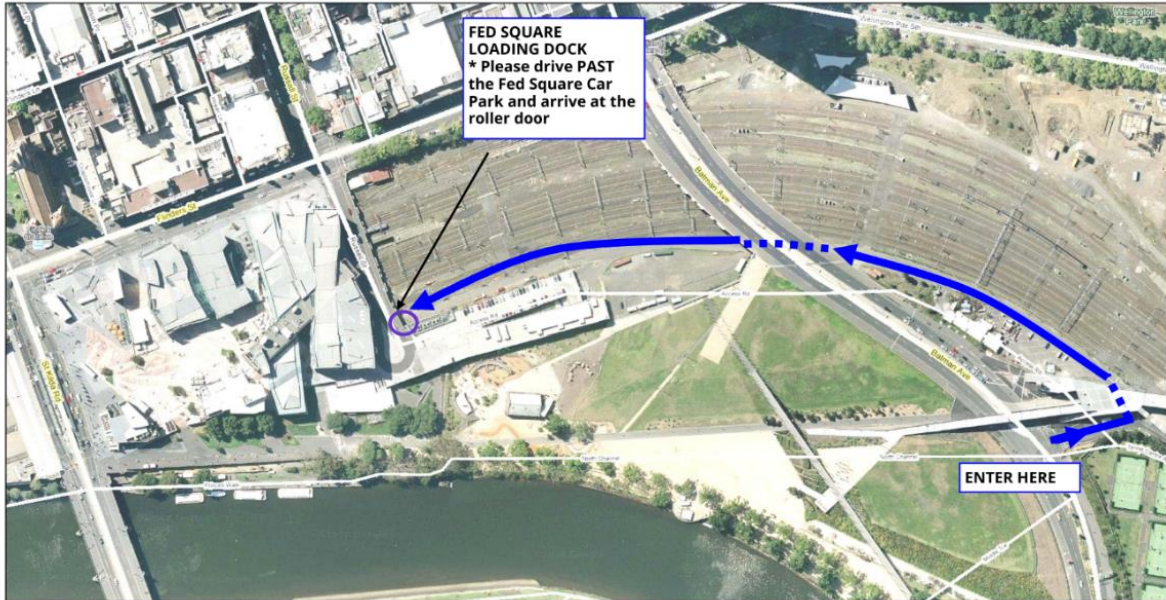
For further information contact 9655 1900

or email info@fedsquare.com

or visit www.fedsquare.com



ACCESS TO LOADING DOCK



MOVE IN / MOVE OUT LOGISTICS

Move in: Sunday 13 October 5:00 pm - 6:30 pm
Move out: Tuesday 15 October 4:30 pm - 6:30 pm

Vehicle access

Via Car Park: (max 2.1m height) all equipment to be hand carried to Zinc or on your own trolley.

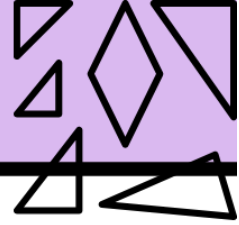
OR

Vehicles over 2.1m with max. height of 4m. **Please notify us by Monday 7 October** if access is required. Email ATC Event Manager ginny@atcevents.com.au

Drivers must follow these instructions:

- Access - Please refer to maps provided
- The loading bay is staffed Monday to Friday 7:30am - 5:00pm & Saturday 7:30am - 12pm. If deliveries are required outside of these hours, this needs to be arranged & confirmed by Zinc. If the loading bay is closed call Zinc office on +613 8637 0333
- 15-minute unloading limit applies to all vehicles.
- No parking is permitted at the loading dock. After delivery, all vehicles must leave the site as soon as practical.
- Parking is available in the public car park (see page 10)
- No trolleys are available - please supply your own trolleys.





EXPO HALL

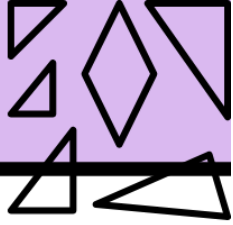
Located in Zinc, the ATC2024 Expo Hall is the central zone that attendees frequent for arrival, refreshments, morning and afternoon tea, lunch, to network and to explore the range of talent technology and services on show.



EXPO SCHEDULE

Sun 13 October	5:00 pm - 6:30 pm	Sponsors & Exhibitors bump in and set up. Zinc closes at 7:00 pm sharp.
Mon 14 October	7:45 am - 8:15 am	Sponsors & Exhibitors arrive
	8:15 am - 6:45 pm	Expo Hall open to all attendees
	4:45 pm - 6:45 pm	End of Day 1 drinks (Expo)
Tues 15 October	7:45 am - 8:15 am	Sponsors & Exhibitors arrive





8:15 am - 4:30 pm

Expo Hall open to all attendees

4:30 pm - 6:30 pm

Bump out. Zinc closes at 7.00 pm sharp.

When and where the attendees will be

Please see the online agenda [ATC2024 Event Site](#) as timings occasionally change.

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 Zinc. Please complete the External Food Waiver Form on p 19.

Only alcoholic beverages supplied by Zinc as part of the ATC2024 event may be consumed on the premises. Cocktail Sponsorships are available via jo@atcevents.com.au

EXTERNAL FOOD WAIVER - ZINC - Indemnity for Food Supplied by Client

Whilst Zinc respects the needs of its customers to make those special occasions truly memorable by having some speciality food and beverage items prepared offsite, Zinc 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 Zinc. Therefore, if speciality food items or beverages are required it is preferred that they are sourced from commercial food processors and prior approval sought pre-event.

Therefore, all food brought into the venue must be heated or chilled to comply with Victorian Food Act 1984 be in sealed containers and come through the Zinc 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 that the Hirer sign an indemnity in favour of Zinc.

Please use the Zinc Food Indemnity Waiver Form on page 19.

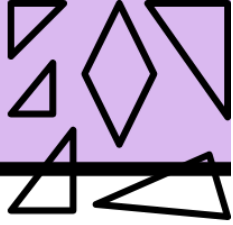
Electrical Equipment & Power Boards

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

Exhibitors requiring non-standard power for large equipment must advise the Exhibition Stand Builder, Harry the Hirer.

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 gaffa tape to secure your loose cables to the carpet.





Storage

There is a small storage area for exhibitors' event collateral. Please note that items **MUST BE LABELLED** with your contact details, this is not a supervised area so items are left at your own risk. A maximum of 2 medium sized boxes per exhibitor is permitted. If you require storage of more than 2 boxes, please contact the ATC Events team.

Wi-Fi

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

Loss & Damage

Although due care will be taken, Fed Square 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.

Security

Exhibitors must wear their official expo passes for entry to the venue at all times.

Venues are locked overnight; however, it is the exhibitor's responsibility to secure any valuables. Federation Square is not responsible for any goods, equipment, decorations, etc, that are left behind at the conclusion of an event. All 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:

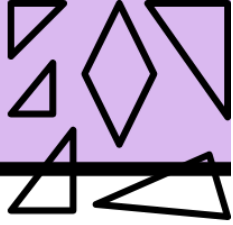
- Ensure no valuable items are left unattended
- Monitor products and belongings at all times
- Secure/fasten all valuables to counters or place in lockable cabinets
- Keep storage doors locked.

If there is an emergency or security-related incident, please notify the Operations Supervisor on +61 437 149 675.

Work Health & Safety (WH&S)

Zinc makes every reasonable effort in areas of accident prevention, hazard control and removal, injury protection and health preservation to every practical extent. Exhibitors are reminded of their obligations under the Work Health and Safety Act to ensure the safety of all persons.





Smoking Policy

Fed Square is a smoke and vape free environment and no smoking is permitted within 10m of any entrance. Smoking is permitted along the River Terrace and Flinders Street walkways only.

Emergency & Evacuation Procedures

Zinc has a comprehensive emergency response system. Venue and Security staff will co-ordinate the emergency response and evacuations. Please follow the directions of staff and PA announcements

REMOVE People and yourself from the danger area, do not block exits and exit routes

RAISE ALARM Contact Operations Supervisor on +61 437 149 675, in extreme emergencies Fed Square security can be reached on +613 9655 1999

On hearing the ALERT ALARM - BEEP - BEEP - BEEP

- Remain calm
- Secure valuable and confidential items
- Be prepared to evacuate if required
- Follow warden instructions

On hearing the EVACUATION ALARM - WHOOP - WHOOP - WHOOP

- Follow warden instructions
- Leave building by the nearest safe exit-
- Mobility impaired persons should where possible proceed to the nearest exit where wardens will assist with evacuation-
- Proceed to the nominated emergency assembly area and remain until otherwise directed

Zinc assembly points are

Primary - Birrarung Marr (open space) (at the end of the carpark building)

Secondary - Corner Flinders Street and Russell Street Extension

DO NOT STOP TO COLLECT PERSONAL ITEMS

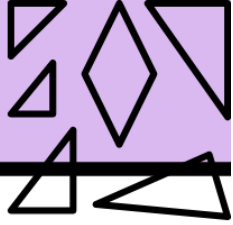
DO NOT TAKE RISKS

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 Operations Supervisor on +61 437 149 675 who will assist and escalate as required.
- Fed Square maintains a First Aid Treatment room on site.
- First aid qualified staff are always on site. Zinc Staff 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.





KEY CONTACTS

SPONSORS & SPEAKERS

Jo Vohland, General Manager
jo@atcevents.com.au
+61 417 188 697

EVENT ENQUIRIES - TICKETS

Karen Ly, Event Registration Manager
karen@atcevents.com.au
+61 400 796 042

EVENT ENQUIRIES - OPERATIONS

Ginny Telfer, Event Manager
ginny@atcevents.com.au
+61 404 648 978

MARKETING

Lucy Eldred, Head of Marketing & Comms
lucy@atcevents.com.au
+61 407 829 726

EVENT ENQUIRIES - EXPO

Michelle Edwards, Event Specialist
michelle@atcevents.com.au
+61 431 531 492

BOOTH BUILD ENQUIRIES

Sophie Swinton, Account Manager, Harry the Hirer
sophies@harrythehirer.com.au
+61 450 704 975 / +61 2 9666 8699

VENUE, DELIVERIES & ACCESS

Craig Tierney, Event Manager, Zinc
craig.tierney@zincfedsq.com.au
+61 3 8637 0327

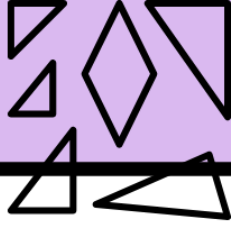
VEHICLE ACCESS - Zinc Office

+61 3 8637 0333






EXPO INFORMATION PACK



DELIVERY FORM - Zinc at Federation Square

This form must be completed and attached to **all** items delivered to Zinc at Federation Square. *Zinc and Federation Square cannot take responsibility for items left on the loading dock.*

DELIVER TO:	ZINC at Federation Square - Loading Dock Federation Square Loading Dock Access via Batman Avenue (Exhibition St) Melbourne VIC 3000
EVENT NAME:	
EXHIBITOR NAME:	
EVENT DATE/S:	14 & 15 October, 2024
CONTACT NAME:	
PHONE NUMBER:	
TOTAL NUMBER OF ITEMS:	
ITEM NUMBER:	of:
COURIER COMPANY:	
CONTENTS DESCRIPTION:	

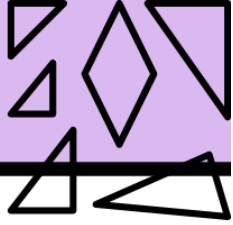
*****Deliveries accepted from Monday 7 October, 2024***

All good must be collected by Friday 18 October 2024 & courier labels adhered to items during pack down**

DIRECTIONS: Access to the loading dock is via Batman Avenue (*Exhibition Street extension*). Traveling away from the city on Exhibition Street, continue over Flinders Street and turn left at the first set of lights. A hard left will take you to the service road. Continue all the way to the end of this service road (parallel to the railway line) to access the loading dock.

HOURS OF OPERATION: Monday- Friday: 8.30am - 5pm
Saturday: 9am - 12pm Sunday & Public Holidays: Closed





EXTERNAL FOOD WAIVER - ZINC - Indemnity for Food Supplied by Client

Whilst Zinc respects the needs of its customers to make those special occasions truly memorable by having some speciality food and beverage items prepared offsite, Zinc 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 Zinc. Therefore, if speciality food items or beverages are required it is preferred that they are sourced from commercial food processors and prior approval sought pre-event.

Therefore, all food brought into the venue must be heated or chilled to comply with Victorian Food Act 1984 be in sealed containers and come through the Zinc 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 that the Hirer sign an indemnity in favour of Zinc.

Event Name: Australasian Talent Conference	Event Date: 14-15 October 2024
Food supplier:	
Food item:	
Hirer Signature:	Event Manager Signature:
Hirer Name:	Event Manager Name:
Date:	Date:

ZFS Functions Pty Ltd ABN: 13 101 872 708
Tel: 03 8637 0333
[Princess Walk & Russell Street, Melbourne, Vic 3000](#)

