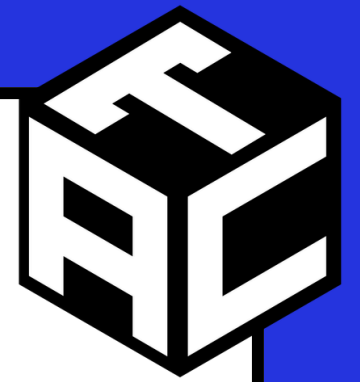




COURIER DELIVERIES

Pre-Event Deliveries (e.g. Merch) will be accepted between 5-8 October only

 *If you don't make the cut off, you will need to drive your merchandise or goods to the site during bump in hours on Monday, 12 October and unpack them and take them to your designated storage/stand area.*

When arranging deliveries, email the Zinc Venue Manager, Craig Tierney at craig.tierney@zincfedsq.com.au or call +61 3 8637 0327.

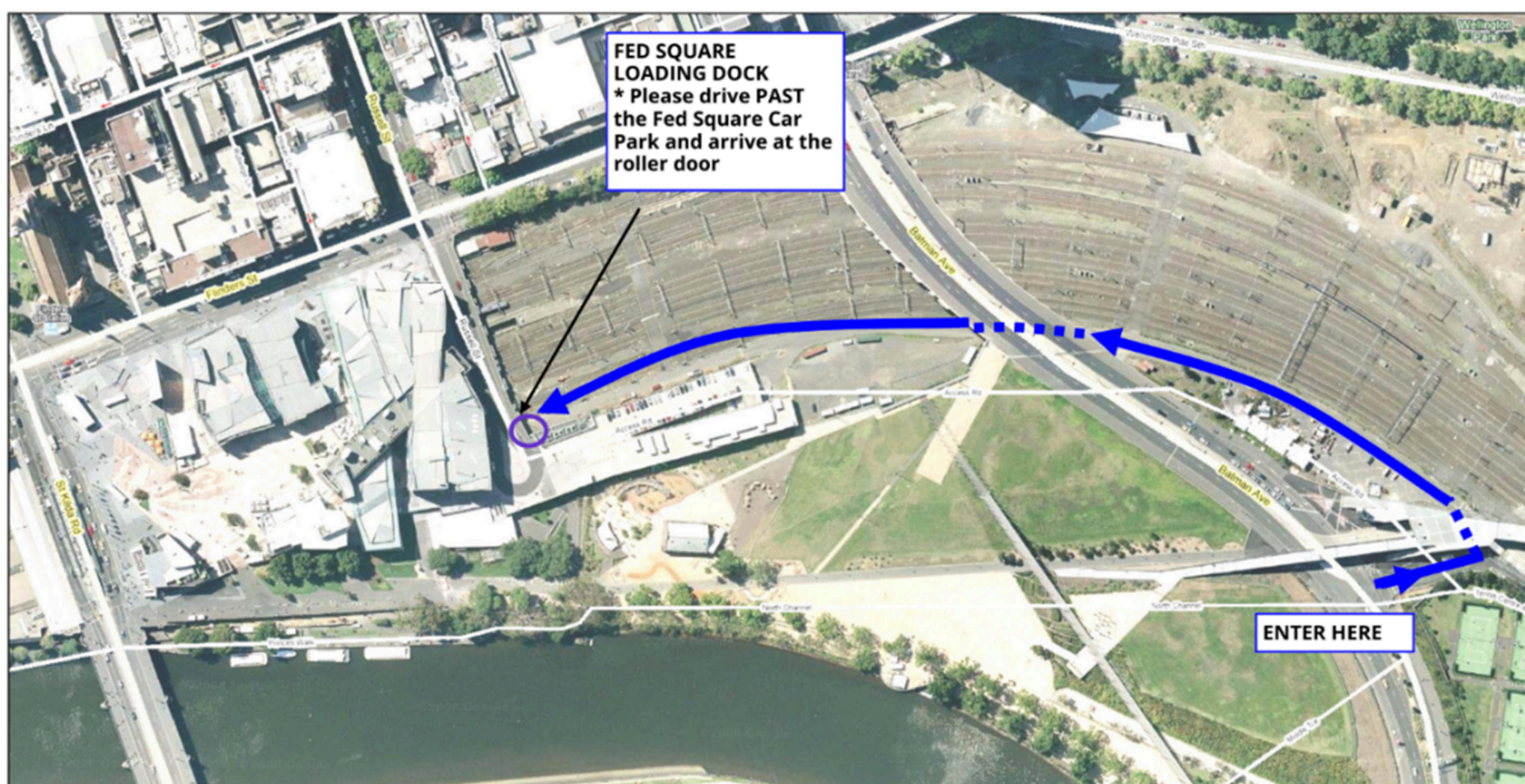
ALL deliveries and items MUST be clearly labelled with the supplied [Zinc Delivery Label](#).

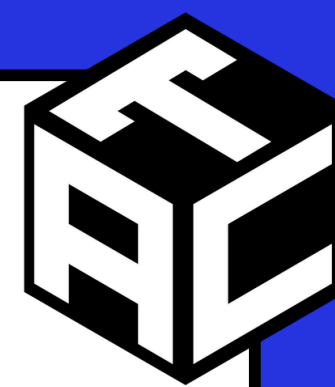
Bringing food other than wrapped lollies or chocolate? You will need to fill in the [Food Indemnity Waiver](#)

No responsibility will be taken for goods which are not clearly labelled.

Post-Event, any goods you are leaving behind for a Courier to collect, must have a clear Consignment Label applied with the Recipient's name, address and phone number. Goods will NOT be stored after Friday, 16 October. No responsibility is taken for goods left after the designated bump out time.

ACCESS TO LOADING DOCK



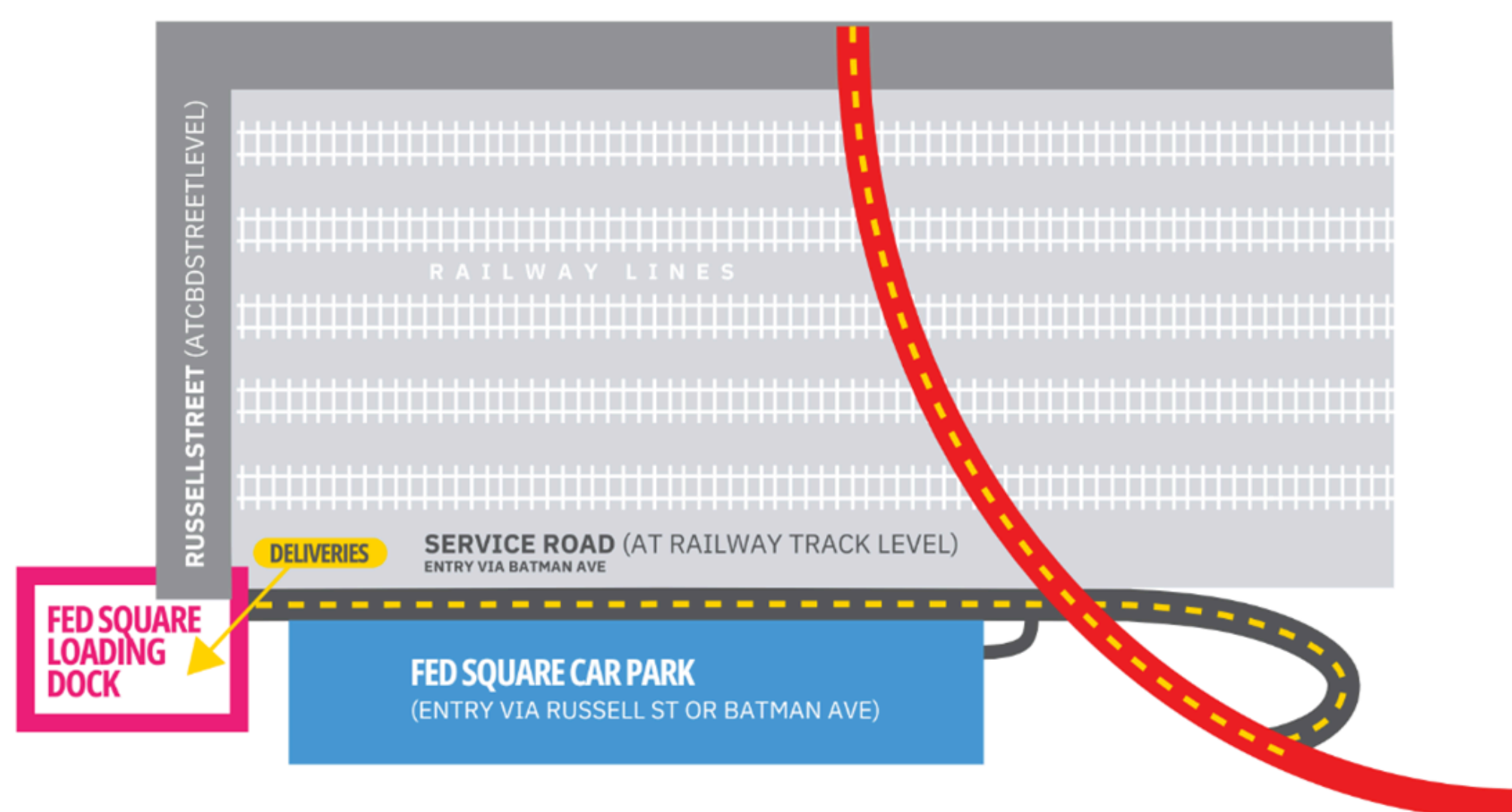


INSTRUCTIONS FOR YOUR DELIVERY DRIVER

When using a Delivery Driver

All deliveries to Fed Square (by Delivery Drivers/Couriers) must be delivered 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). See Map below.

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.

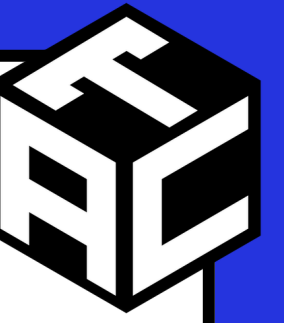
The Loading Dock is staffed Monday to Friday (7.30am to 5.00pm) & Saturday (7.30am to 12.00pm)

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

All drivers are given a 15 min window to unload. Your goods will then be taken to the ATC storage cage by Fed Square staff. Please ensure everything is properly labelled as we have many exhibitors sending multiple boxes to the venue.

The loading bay is open: Monday to Friday 7.30 am – 3.30 pm

- If deliveries are required outside of hours, arrange with Zinc:
craig.tierney@zincfedsq.com.au
- If the loading bay is closed call Zinc office on +61 3 8637 0333.
- 15-minute unloading limit applies to all vehicles.
- After delivery, all vehicles must leave the site as soon as practical.
- No Parking on the Dock.



BUMP IN AND BUMP OUT

Key Contact: Karen Ly karen@atcevents.com.au

Monday, 12 October 2026 – Bump In Day!

Bump In Access: 4.00 – 6.00 pm

Plan for your team to check your stand, ensure your merch is on site and set up ready for the next day. The Expo is considered a building site until 4.00 pm when builders sign the venue over to ATC.

Therefore, Bump-In is strictly between 4.00 – 6.00 pm.

Fed Square staff lock the building at 7.00 pm sharp.

Where: Our Expo Hall is in a building called “Zinc” which is part of the Fed Square complex (overlooking the river)

Fed Square is a very large precinct – allow adequate time.

[see map.](#)

Tuesday, 13 October 2026 – Conference Day 1!

Please be at your stand by 8.00 am which is when attendees arrive.

Wednesday, 14 October 2026 – Conference Day 2!

Expo Bump Out: 2.45 – 3.30pm

- 2.45 – 3.30 pm: All Sponsors & Exhibitors to pack up merch, brochures, all items. Boxes left behind must have courier consignment labels attached – See Venue & Deliveries Document and must be picked up by Friday, 16 October.
- 3.30 – 6.30 pm: The site gets handed over to Harry the Hirer to dismantle stands. As it is a construction site during this time, there is no access/entry to the Expo from 3.30 pm onwards.
- 6.30 pm: Venue Closed.

YOUR ATC2026 SUPPORT TEAM



ATC TEAM

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Director

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MARKETING & PROMOTIONS

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HARRY THE HIRER

EXPO STAND UPGRADES & BUILD ENQUIRIES

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FED SQUARE

VENUE, DELIVERIES & ACCESS

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VEHICLE ACCESS

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