

Indigenous Business Tradeshow exhibitors

What do you need to know?

Date	What do you have to do	Time	What do you need to know
Tuesday 24 May 2022	Move into your booth (bump-in)	3.00pm – 6.00pm	You will not have time to set up anything on Wednesday before the tradeshow opens so this is your only chance!
	Print your name badge	3.00pm – 6.00pm	To skip the queue on Tradeshow day, print your name badge at the registration kiosks during bump-in on Tuesday 24 May
	Networking Drinks	6.00pm – 8.00pm	Yarning Hub - centre of Tradeshow floor
	Parking	All day	Get discounted parking by presenting your parking pass and exhibitor badge to the ICC Exhibitor Services Centre, on Level 2
Wednesday 25 May 2022	Tradeshow exhibitor access	7.30am	To enter the Tradeshow you will need your name badge
	Tradeshow opens to attendees	8.30am	
	Lunch	Available from exhibitor catering stations located on Tradeshow floor (please see map)	Please present your name badge
	Tradeshow closes	4.00pm	You must remove all items from your booth by 5.00pm. ICC will dispose of anything left behind

Why do you need the app?

Access My Events to capture leads and notes from the event that can be easily exported and emailed. Access the Tradeshow floor plan to find the location of other exhibitors. Check out Sponsors and Awards page.

Proudly sponsored by Accenture, the event app will allow you to:

- access a list of attendees
- view the Tradeshow floor plan
- browse the Supplier Diversity Award finalists and so much more!

Keep an eye out for an email with your unique log in details for the event app.



Indigenous Business Tradeshow exhibitors

What else is happening at the Tradeshow?

- Walk the floor and meet other Aboriginal and Torres Strait Islander business owners
- Drop by the Supply Nation Welcome Lounge to connect with our digital team or stay for a chat in our yarning lounge
- Visit the Australian Government Link to find out how you can increase your chances of winning government contracts
- Check out the Export Nation Lounge to chat with global industry leaders and meet the Supply Nation export team about expanding your markets internationally
- Wander around and find the great food, coffee and products from fellow suppliers!

Who do you contact for help?

What for?	Who?	Contact Name	How?
Event production support	The Event Room	Catherine	0420977234
Exhibition booth builders	ExpoNet		Visit the customer service desk in Hall 3
Freight forwarding and deliveries	Agility	Tony	0409 982 072

What to do in the event of an emergency?

To report an emergency or incident, call +61 2 9215 7660 or notify The Event Room or Supply Nation staff. In the event of an emergency, one of two alarms may sound:

- Beep, beep, beep: Stay calm. This is a warning alarm only. Standby for further instructions.
- Whoop, whoop, whoop: Stay calm. An evacuation is imminent. Follow instructions of safety wardens. If you feel unwell at any time, please first the First Aid station.

ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire and smoke and other exigencies. It is updated regularly and drills are conducted annually. A trained Emergency Response Team will lead the implementation of all procedures. Event organisers are briefed on emergency procedures pre event.

In the event of an emergency, one of two alarms may sound.

ALARM ONE

Alert alarm: "Beep! Beep! Beep!"

The alert alarm is to notify occupants of a possible emergency. This is only a warning alarm – if it sounds, please standby for further instructions.

ALARM TWO

Evacuation alarm: "Whoop! Whoop!"

The evacuation alarm is to notify all occupants to evacuate. When the evacuation alarm sounds, all occupants will be directed by wardens to leave via the nearest exits quickly but calmly and assemble at the nearest and most appropriate evacuation point. Guests are requested to remain at this location until ICC Sydney staff advise that it is safe to return to the facility.