

AUSTRALIAN TATTOO EVENTS PRESENTS

AUSTRALIAN TATTOO EXPO



SYDNEY

MARCH 20-22
INTERNATIONAL CONVENTION CENTRE

TICKETS AND MORE INFO:
TATTOOEXPO.COM.AU

EXHIBITOR MANUAL

Welcome to the Australian Tattoo Expo - SYDNEY 2020!

Regardless of whether you are a returning exhibitor or it's your first time at the event, we ask that you please read through this manual thoroughly as there have been some changes!

If you have any questions or concerns, please don't hesitate to contact a member of our team.

CONTACT	POSITION	PHONE & EMAIL
Kevin Mack	Director	
Adam Jones	Project Manager	03 9510 0860 adam@tattooexpo.com.au
Iain Mercer	Event Coordinator	03 9510 0860 0411 822 945 iain@tattooexpo.com.au
Brock Chamings	Web and Graphic Designer – ATE	brock@tattooexpo.com.au
Damian Cargarkis	Operations Manager – Tatsup	damian@tatsup.com

AUSTRALIAN TATTOO EXPO CHECKLIST

1. Send Iain info for your Artist Profile for the website and provide all artist details for your booth (<i>late submissions will not go on the website and may be excluded from the Event Guide</i>).	
2. Book any extras you want with suppliers (extra furniture, more power, more lights etc.) EXPONET are the preferred supplier for all additional furniture, lighting, signage etc. The link to the order form can be found within the Australian Tattoo Expo Exhibitor Portal . You can look at their product range here: https://www.exponet.com.au/	
3. Contact Iain if you would like to hire a massage bed. Limited massage beds are available for hire, please contact us for info.	
4. Bring a high-visibility safety vest and wear closed-toe shoes for move in/move out days – NO THONGS! NO CROCS! s Note: Vests are available to purchase onsite for \$5.00.	
5. Read over the Artist Waiver Form . This form must be signed onsite during registration.	
6. BYO paper towels! Only 1x roll will be included in your artist bucket.	
7. Ensure everyone in your booth is aware of this manual and the Australian Tattoo Expo Exhibitor Portal .	

VENUE

International Exhibition Centre Sydney (ICC Sydney) Hall 3

ICC Sydney is located in the active precinct of Darling Harbour on Cockle Bay. Vehicle drop off and pickup is available at the venue's main entrance, located within the loop road at Harbourside Place off Darling Drive and shared with Sofitel Sydney Darling Harbour. An additional drop off point is also available in a shared zone at Tumbalong Place, between the exhibition building and ICC Sydney Theatre.

GETTING TO THE VENUE

PARKING

ICC Sydney has more than 800 car spaces in two locations. The Darling Harbour precinct has a further 11 car parking stations that are a short walk from ICC Sydney. Many of these offer special early bird and weekend rates. For more information, please visit www.darlingharbour.com/gettinghere

The two ICC Sydney car parks which are both open 24 hours each day. The entrances to the car parks can be easily found by heading south along Darling Drive. Signage will assist and indicate how many bays are available or if the car park is full.

For convenience, one car park is located beneath the exhibition centre and the second is located next to the main theatre. Both car parks have a height restriction of 2.1 metres, are controlled by auto pay machines and provide convenient lift access to the venue.

PUBLIC TRANSPORT

There are east west pedestrian connections between Darling Harbour and neighbouring precincts of Chinatown, Town Hall, Central, Ultimo and Pyrmont. Pathways will assist in directing visitors to and from Town Hall and Central Stations to ICC Sydney.

Take the train to Town Hall Station and exit south into Bathurst Street. A short downhill walk along Bathurst Street will take you directly to Tumbalong Park and ICC Sydney.

Take the train to Central Station and follow the signs to the South Concourse and UTS via the Devonshire Street Tunnel. Go west to cross beneath George Street. Then take the Ultimo Pedestrian Network and The Goods Line to its northern end, at Macarthur Street. Turn right and cross Darling Drive onto Hay Street.

Turn left into Darling Harbour where Quay Street meets Hay Street.

For more info on how to get to ICC Sydney, please visit <https://www.iccsydney.com.au/visit-icc-sydney/getting-to-icc-sydney>

VENUE EXHIBITOR SERVICES

ICC Sydney have a range of services on offer for your exhibition stand.

For more information, visit their exhibitor page here: <https://www.iccsydney.com.au/Event-Toolkit/Exhibitor-Order-Forms>

TICKETS

Online pre-purchase:	\$30 (Single Day) EARLY BIRD, ONLINE ONLY \$55 (2 Day Pass) ONLINE ONLY \$70 (3 Day Pass) ONLINE ONLY
At the door:	\$35 - Single Day (no multi-day passes available on site)
Online/door concession:	\$25 (Single Day)
Child 13-17:	\$10 (door ONLY)
Child 12 & under:	FREE
Carers:	FREE

Please note: All clients getting tattooed MUST still purchase a ticket to the event. Encourage your clients to book online to get early-bird pricing or purchase a multi-day pass to get a better deal.

DATES & TIMES

MOVE – IN TIMES

Thursday	19 th MARCH	5.00pm – 9.00pm
Friday	20 th MARCH	7.00am – 8.30am*

EVENT OPERATIONAL TIMES

Friday	20 th MARCH	10.00am – 10.00pm (exhibitor access 7.00am)
Saturday	21 st MARCH	10.00am – 10.00pm (exhibitor access 9.00am)
Sunday	22 nd MARCH	10.00am – 6.00pm (exhibitor access 9.00am)

MOVE- OUT TIMES

Sunday	22 nd MARCH	6.00pm – 8.00pm (closed-toe shoes!)
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***Due to issues with exhibitors still setting up past show open, exhibitors will only be permitted to move in on the Friday morning with prior approval. If no one from any one booth has turned up by 9.00am Friday morning, you will be considered a cancellation and the booth will be dismantled.**

If Thursday move in is not possible, please contact Iain Mercer or Adam Jones as soon as possible.

Please note: Clients getting tattooed will only have access to the venue from **10.00am each morning**. Early access is not permitted.

Move out commences after the event has closed, once the hall is clear of visitors and all exhibitors and contractors are wearing their safety vests and closed toe shoes.

All stock and equipment needs to be removed by no later than **8.00pm Sunday 22nd March**.

ARTIST AND CLIENT WAIVER FORMS

There are two types of waivers that need to be completed.

ARTIST WAIVER FORM

Artist Waiver forms are now solely completed when you arrive on-site and collect your accreditation at the registration desk during move in. It is available for review within the Exhibitor Portal as an FYI; please read it prior to arriving onsite, however you do not need to complete and return.

CLIENT WAIVER FORM

This waiver needs to be completed by the client getting a tattoo or piercing. It is a health requirement to hold onto these and keep on record.

Please ensure you check your client's ID to ensure they are over 18 year of age. In Australia it is illegal to tattoo any one underage, even with parental permission.

ARTIST & VENDOR WRISTBANDS

Lanyards and wristbands are required to enter the venue. You can collect these onsite during in when you register.

Artists are allocated 1 x ARTIST wristband and 1 x CREW wristband for an assistant. Rotating artists are not allocated a crew wristband.

Any wristbands that need to be replaced will only be done with the return of the original wristband. If you do not have it for any reason you will be charged for a replacement.

WEBSITE & SOCIAL MEDIA

Follow the festival on social media to stay up-to-date with event information and news.

Website: <https://www.tattooexpo.com.au/>

Facebook: <https://www.facebook.com/austattooexpos/>

Instagram: <https://www.instagram.com/austattooexpo/>

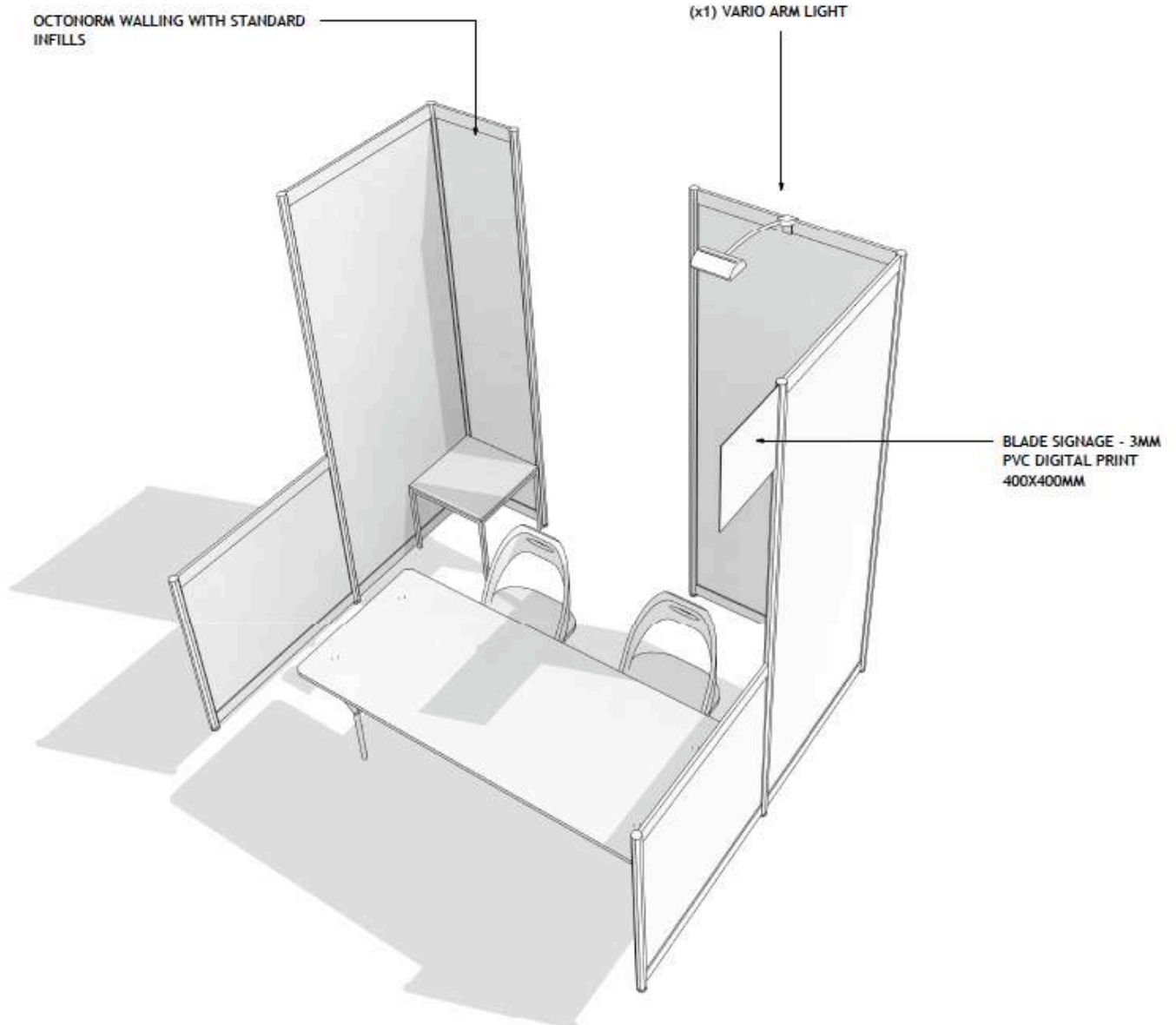
Hashtag: #austattooexpo

When posting about the event, use the official hashtag **#austattooexpo** and don't forget to tag us so visitors can find your profile via our social media platforms. We encourage you to share your designs and/or flash sheets.



STANDS

ARTIST STAND



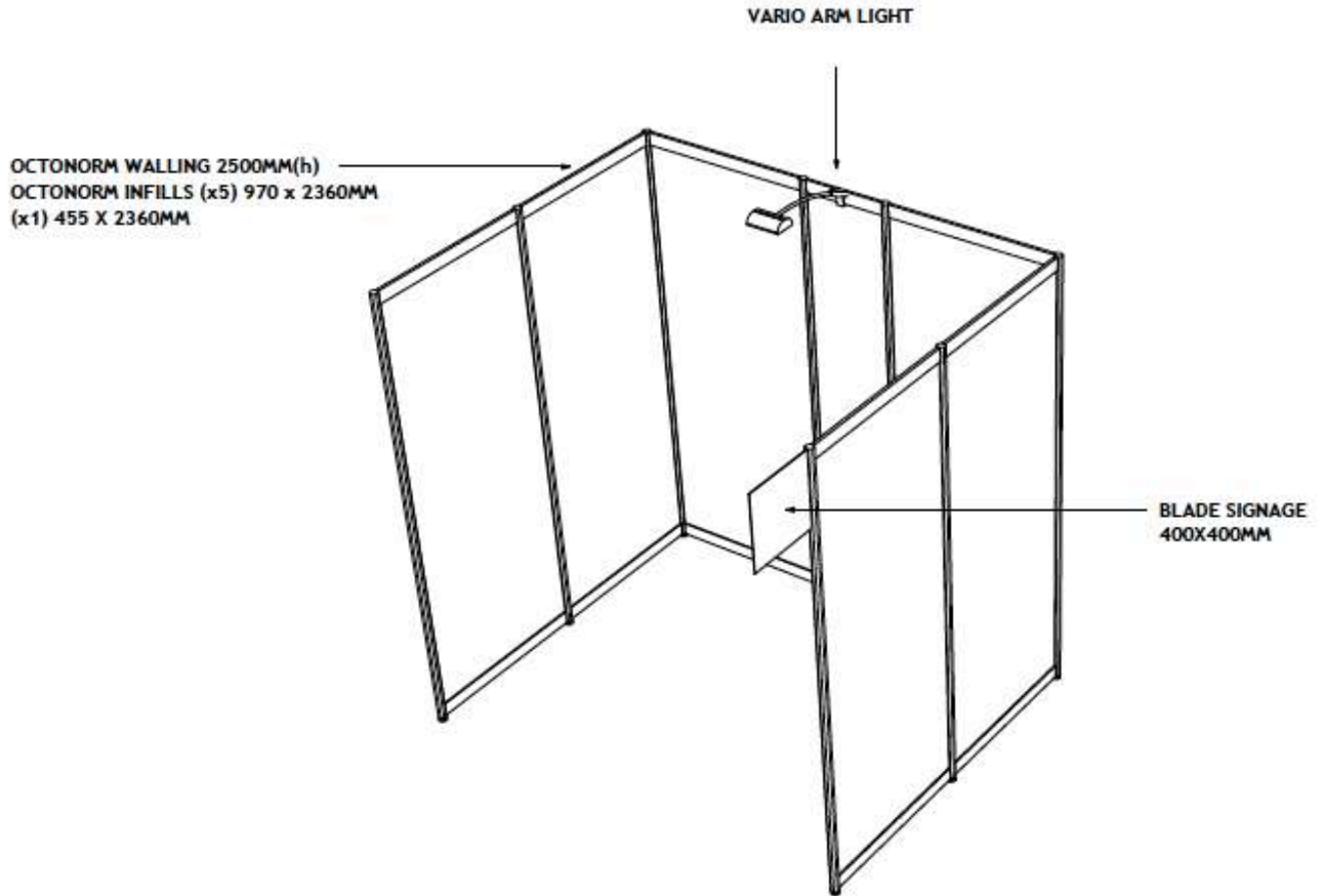
STAND SIZE	Refer to your contract for your specific stand size. All stands are 2m deep but vary in length depending on what you purchased.
WALLS	2.4m walls in white Octanorm frame with 1m high side walls.
POWER	1x 4-amp power point (per artist, non-rotating)
FURNITURE	1x trestle table, 1x exam style table, 2 x foldable chairs (per artist, non-rotating)
EXTRAS	1x waste bin, 1x sharps container, testing and tagging for electrical equipment.
COMMON AREAS	Each stand will have access to a common wash area back of house with shared use of hand wash basin and sink with hot and cold running water.

Please note: larger booths will have multiple doorways to access BOH. You cannot block this exit with stock, furniture or banners.

Additional furniture, lighting and/or power can be purchased through Exponet. Please note: if items are requested onsite, additional charges apply so get in early!
Please contact **EXPONET** on esd@exponet.com.au

STANDS

VENDOR STAND



STAND SIZE	Refer to your contract for your specific stand size. All stands are 2m deep but vary in length depending on what you purchased.
WALLS	2.4m white walls in an Octanorm frame.
POWER	1x 4-amp power point (per standard 2.5m booth)

Please note: furniture pack is not included in vendor stand package. Contact EXPONET for furniture hire.

Items allowed on walls:

- Velcro tape
- Blu-tac
- Double sided adhesive tape
- Wall mounted shelving
- Slat walls with hooks

Items not allowed on walls: (charges will apply to any damage)

- Staples
- Screws, nails, bolts
- Glue
- Paint

Additional furniture, lighting and/or power can be purchased through Exponet. Please note: if items are requested onsite, additional charges apply so get in early!
Please contact **EXPONET** on esd@exponet.com.au

MOVE-IN / MOVE-OUT

SAFETY INFORMATION AND LOADING DOCK RULES

- High-visibility safety vests and closed-toe shoes must be worn at all times during move-in and move-out periods. **You will not gain access to the loading dock or venue without these.** You can bring your own or purchase a vest onsite for \$5.00.
- No alcohol is to be consumed in the hall or loading dock during move-in and move-out.
- Smoking is strictly prohibited.
- **Children under the age of 15 are not permitted in the loading docks or inside the venue during move-in or move-out.**
- No access will be permitted via the loading dock during the Operational Hours of an event.

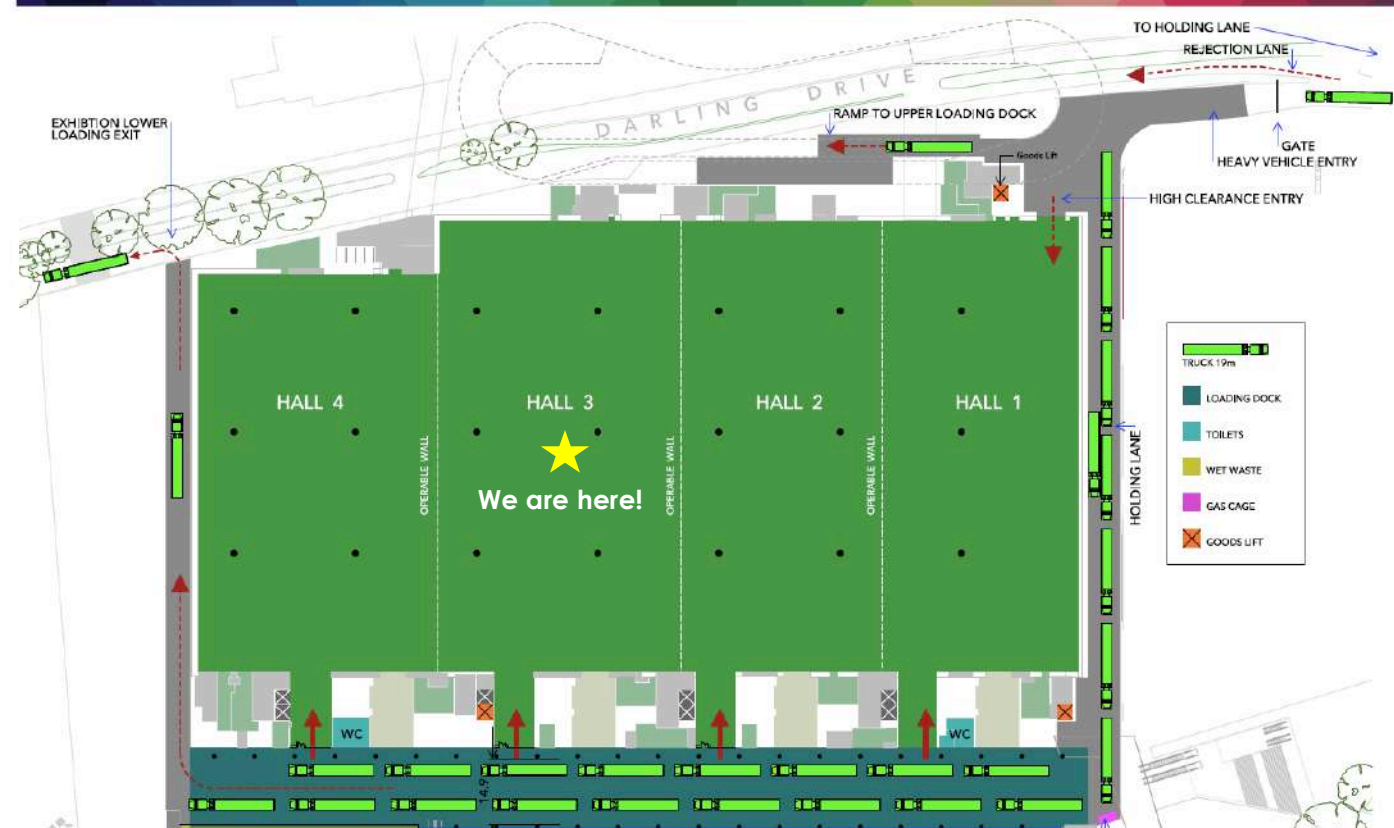
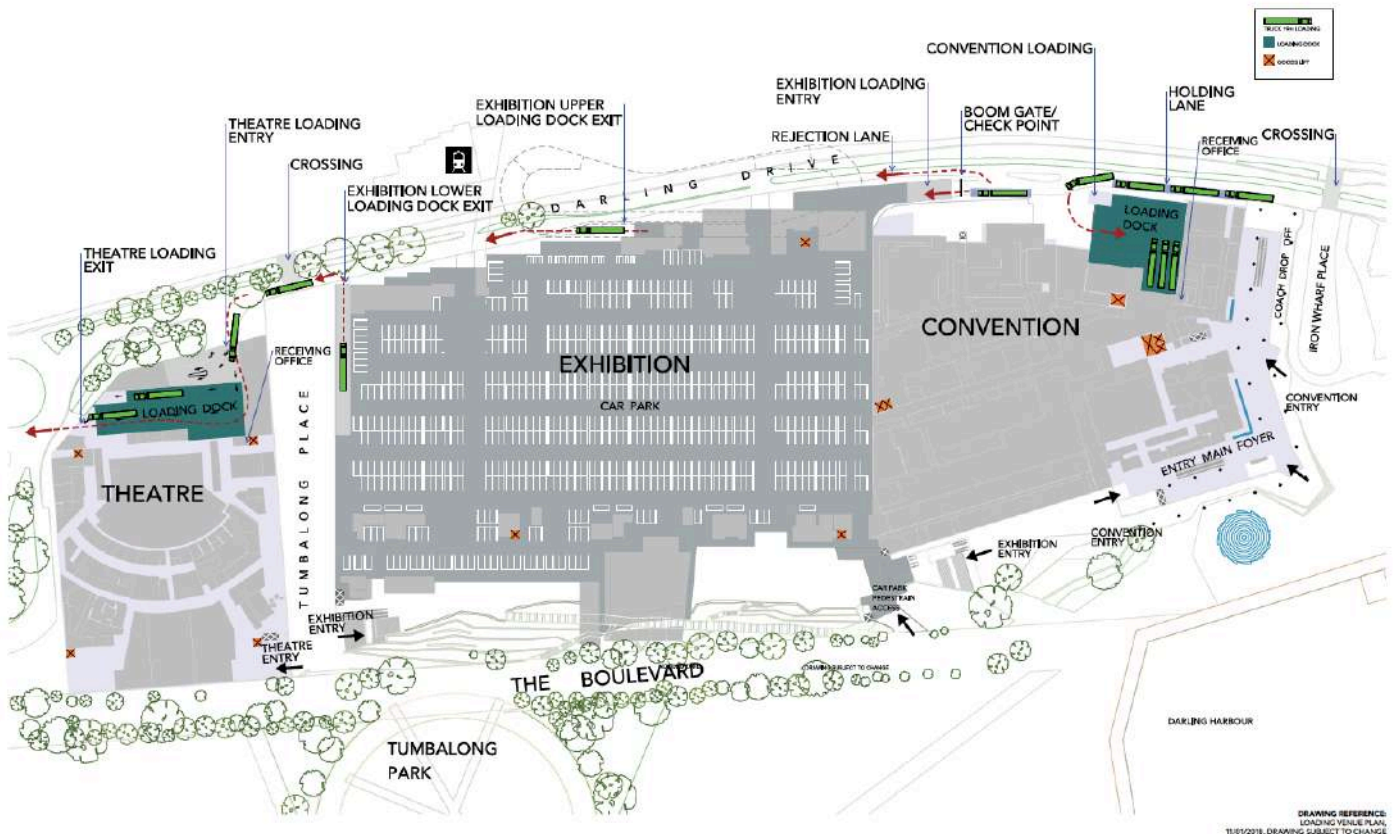
MOVE-IN

- On arrival, please head directly to the Information Office to sign in and collect your accreditation. You will need to sign the Artist Waiver Form during sign in if you are tattooing or piercing at the event – this form is available on the Exhibitor Portal for you to review prior to coming onsite.
- Move-in will commence via **Loading Dock 3.**
- Please note: **neither the venue nor security will accept deliveries on your behalf.** You must be onsite to accept your deliveries as we cannot take responsibility for your stock. Please see **Page 10** for more information regarding deliveries.
- Traffic flow is strictly one-way only on the access ramp.
- The ICC Sydney loading docks get very congested, so we strongly recommend that if your items can be hand carried or transported into the venue with a trolley, you should park at one of the ICC car parks.
- Lift 6 can be used from the Exhibition Centre car park off Darling Drive. This lift provides direct access to Hall 3.
- Exhibitors will receive discounted parking on the Thursday; tickets can be validated at the Information desk outside Hall 3. This is the only day on which the venue provides a discounted parking rate.

MOVE-OUT

- Please close your SHARPS CONTAINERS and put them in the medical waste bins.
- Tattooing **MUST** be completed by **6:00pm on Sunday 22nd March.** Move out cannot commence until all artists have stopped tattooing so it is crucial that artists cease work at 6.00pm.
- Move-out will be directly after the event closes. Don't forget those safety vests and closed-toes shoes!
- All goods and stand materials **MUST** be removed by **8:00pm on Sunday 22nd March.**

MOVE-IN / MOVE-OUT ACCESS



GENERAL A-Z

ALCOHOL/DRUGS

No person is permitted to consume or be under the influence of alcohol or illicit drugs while working at any time during the event, move in or move out on the premises.

ARTIST FACILITIES ROOM / WASH UP AREAS

The Artist Facilities Room contains a sterilizer, thermal printers and printer/copiers. Wash up sinks with hot & cold running water and drainage facilities according to health requirements are located in the back-of-house area for each booth.

ATMs

The event will have a number of ATMs position within and outside the pavilion.

CITY OF SYDNEY

City of Sydney Council will be conducting health inspections.

Please ensure you:

- Choose appropriate skin prep to comply with Australian regulations
- Provide the appropriate 70% alcohol swabs
- Label bottles correctly
- **Do not** hang flags/curtains/signage over access paths

CLEANING

Please use the medical waste bin which is **YELLOW** for medical waste **ONLY**. Do not use this for general waste as it can't be incinerated and has to be separated by staff.

Do not place sharps in general waste bins.

Exhibitors are responsible for keeping their stands tidy. Please place rubbish/recycling in the venue bins provided and do not leave in the aisles.

DELIVERIES

- You must be present to accept any deliveries.
- Neither the venue, security nor the organisers can accept delivery of goods on your behalf.
- Your stand goods cannot be delivered prior to **5.00pm Thursday 19th March**. Ensure you direct couriers to deliver at a time when you plan to be onsite.
- Unless arranged with your courier, you will be responsible for moving your items to your stand.
- Goods must be clearly labelled with **Australian Tattoo Expo, HALL 3** plus **your name, contact details, company name and stand number**.
- Ensure collection of your goods during move out occurs strictly before 8.00pm on Sunday 22nd March. The entire event is being moved out that evening and must be clear.
- The venue will not hold items for collection the next morning or at a later date. Anything left behind will be thrown away.

EMERGENCY PROCEDURES

In the event of an emergency all event personnel must follow the instructions given by the venue Fire Warden and security personnel.

In the event of an evacuation, the emergency assembly area for the venue is located in Tumbalong Park.

ENCROACHING INTO AISLES

Please be aware of the Occupational Health & Safety and Egress requirements of the Venue. Minimum 3m aisles must remain clear and unobstructed. Venue staff will conduct checks of this and any items placed outside of your allocated booth will be removed.

FACILITIES ROOM AND BACK OF HOUSE

The Facilities Room contains a hot and cold-water sink, a sterilizer, thermal printers and printer/copiers. Wash up sinks with hot & cold running water and drainage facilities according to health requirements are located in the back-of-house area for each booth where tattooing and/or piercing will be taking place.

What we provide for artists:

- Back-of-House area with shared use of sinks with hot/cold water and drainage facilities, soap and paper towel.
- A **welcome bucket** with bin liners for medical waste, Client Consent forms, 1x sharps container, 1x disposable apron and 1x roll of VIVA paper towel.

What you need to provide:

- Cling wrap for wrapping chairs and tables etc.
- Your preferred paper towel supply. We do not provide unlimited paper towels!
- All disposable 'once off use' equipment or sterilised equipment – needles, grips, tubes etc.
- Plastic or stainless-steel shelving units that can be easily wiped down
- Appropriate sterilised piercing materials – i.e. niobium, titanium, solid 14 or 17 carat gold, implant high grade quality stainless steel, platinum and dense low porosity plastic such as mono filament nylon, acrylic or Lucite.
- Appropriate skin preparation product. It is recommended to use 70% w/w ethyl alcohol which is widely available as bottled solution and single-use swabs. 70% alcohol is also suitable for disinfecting surfaces, including table-tops and beds.

When tattooing/piercing make sure:

- Cover areas with cling wrap that will be sat on or touched (i.e. chairs, tables etc.)
- Always wash your hands before and after each tattoo/piercing procedure and reapplying a new set of gloves every time.
- Do not consume food and beverages when tattooing / piercing.
- Sterilise your equipment before re-using or disposing of any items that have been used.
- Provide containers and shelving that can easily be wiped down (plastic, or stainless steel)
- Keep accurate records of every tattoo and piercing procedure for every client done at event including a signed waiver form.
- Check IDs of people potentially under 18 years of age.
- Inspect instruments and needles for damaged and blunt points (needles must never be tested for sharpness on the skin of the operator or client)
- Keep the Facilities Room and common wash up areas clean and in a non-hazardous state. Let the staff at the Info Office know if there are issues of cleanliness or if restocking is required.
- Take the time to explain to the client how to maintain and protect their tattoo and/piercing to prevent infection. We have provided our Hustle Butter Aftercare Fact sheet for you to hand out to your clients.

IMMIGRATION

For those who are travelling from overseas to exhibit at the event, it is YOUR responsibility to apply for your WORKING VISA. We can provide you a letter of invitation to help with your application process. Please email Sarah Celotto if you haven't already done so.

The Immigration department recommends **Temporary Activity Visa (Subclass 408) under "Invited Participant"** activity type. You will need to create an IMMI account as this is an online application.

Please note: A tourist visa is not appropriate to use if you will be working at the event. You will be turned back by the Department of Immigration on arrival in Australia.

INSURANCE

All exhibitors are responsible for providing their own mandatory Public Liability Insurance. This is the responsibility of the artist/vendor and not the responsibility of Australian Tattoo Events.

LIGHTING & POWER

One power point is included in your stand package per artist (non-rotating). If you require extra power points or lighting, this can be arranged by contacting Exponet.

OVERNIGHT POWER SHUTDOWN ONSITE

All power within the hall will be switched off overnight during the event.

SECURITY

Security will be in operation throughout the event open hours including move-in and move-out. Exhibitors are advised that they are responsible for their own product security. Do not leave personal items onsite overnight.

SMOKING

The venue maintains a strict "No Smoking" policy. Smoking is not permitted within 5m of the building.

STORAGE

There is no onsite storage available.

TESTING AND TAGGING

Testing and Tagging is now included in your package. During move in, please take any untested electrical items to the Jim's Test and Tag service desk for free test and tagging.

It is a legal requirement in temporary Exhibition Work Sites that all electrical equipment be tested and tagged in accordance with SAA 300 Wiring Rules and Code of Practice for Temporary Installations under the WHS ACT 2011. Random checks are carried out by council representatives and venue staff to ensure that all equipment onsite meets Australian Standards. Non-compliance will result in the owner of the equipment being asked to remove the equipment and Consumer Shows may issue on the spot fines.

Double adaptors are not permitted.

VEHICLES

Relevant and current licenses must be held for all vehicles driven onsite and presented to venue staff should they be asked. Please be conscious on limited parking times in the loading dock for move-in and move-out of the event.