



## CRATE POLICY

### The Objective

- Minimise the use of Forklifts during high exhibitor presence on the exhibition floor.
- Separation of stand building contractor's crates, allowing exhibitor access to dress stands and displays with their own crates of stock.
- Achieve physical access throughout all 3m aisle ways during move in and move out periods, this achieves all work health and safety requirements in regards to emergency exits.
- Manage the removal and return of box storage and streamline the process to increase the speed on the return of storage to exhibitor's stands.
- Achieve a standard crates size that not only achieves the in hall objectives but also achieves a standard of depth size for transportation to the fair, when transported to and from storage which greatly improves efficiency and costs.
- Eliminate damages to the building floors caused by overweight and crates in need of repair.

### Guidelines

- All crates must be on wheels for easy maneuverability
- If not on wheels access must be available for the use of pallet jack.
- Crates will be no greater than 1200mm in depth, 1200mm to 2400mm in width and a maximum height of 1800mm.
- Total weight to not exceed 500Kg.
- Existing Crates 2000mm and no wider than 2700mm will be allowed on inspection of the crates maneuverability, weight and materials used in the manufacture of the crate/box
- Crates made from MDF or Chipboard are not advised and may be rejected for delivery if the crates are water damaged, split or in need of repair.
- Crates must be structurally built and sound.
- Crates will need to have the option to be stacked (where possible)
- All exhibitors' stock crates, boxes and pallets that are oversized or those deemed unsafe through the onsite risk assessment will only be delivered to designated areas for unpacking and repacking and will not be accepted at future events once noted.
- **Crates, and boxes belonging to stands on the gallery should be no heavier than 300kg, this is due to the weight loading of the floor of the mezzanine. Any crates that are larger than the sizes specified will not be returned to stands during move out until after 9pm when it is safe to do so.**
- These crate guidelines are for exhibitors Stock only, Exhibitors using professional contractors will be allowed.
- Crates of various sizes with access only during the stand building period as outlined in the schedule for each fair.