

## **Reed Gift Fairs Exhibitor Crate Guidelines and Policy**

To ensure that the Move in and Move out process of the Reed Gift Fairs continues to be a safe environment, the following guidelines have been formulated for exhibitors to follow.

### **The Objective**

- Minimise the use of Forklifts during high exhibitor presence on the exhibition floor.
- Separation of stand building contractors' crates and exhibitor access to dress stands and displays with their own crates of stock.
- Eliminate the requirement to forklift crates and boxes over 2.4m high, over stands and exhibitors while working on the setting up and removing of stand displays.
- Achieve physical access throughout all 3m aisle ways during move in and move out periods, this achieves all work health and safety requirements in regard 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.

### **The Guidelines – Exhibitor's Product and Stock crates, pallets and boxes**

- All crates must be on wheels for easy manoeuvrability, if not on wheels access must be available for the use of Trolley Jacks.
- Crates will be no greater than 1200mm in depth, 1200mm to 2000mm in width and a maximum height of 2400mm.
- Existing Crates 2000mm and no wider than 2700mm will be allowed on inspection of the crate's manoeuvrability, 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 will only be delivered to designated areas for unpacking and repacking and will not be accepted at future fairs once noted.
- Crates, and boxes should be no heavier than 600kg, this will require castors (wheels) for ease of manoeuvrability.

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. If you have any questions in regards to this process please contact the RX (Reed Exhibitions) Global Operations Manager – Brad Wheeler [brad.wheeler@rxglobal.com](mailto:brad.wheeler@rxglobal.com)

\*This document applies only to all new crates.