

a u s t r a | i a n
TATTOO | EXPO



SYDNEY, MARCH 15-17
INTERNATIONAL CONVENTION CENTRE

EXHIBITOR MANUAL + IMPORTANT INFORMATION

TATTOOEXPO.COM.AU

EXHIBITOR MANUAL

Welcome to The Australian Tattoo Expo - SYDNEY 2024!

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 entire manual thoroughly as all events are different and change each time.

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

CONTACT	POSITION	PHONE & EMAIL
Samantha Flemming	Account Manager	0413 925 372 sam@tattooexpo.com.au
Holly Burgess	Event Manager	03 9510 0860 0488 715 304 Holly@tattooexpo.com.au
Adam Jones	Project Manager	03 9510 0860 / 0414 469 974 adam@tattooexpo.com.au

AUSTRALIAN TATTOO EXPO CHECKLIST

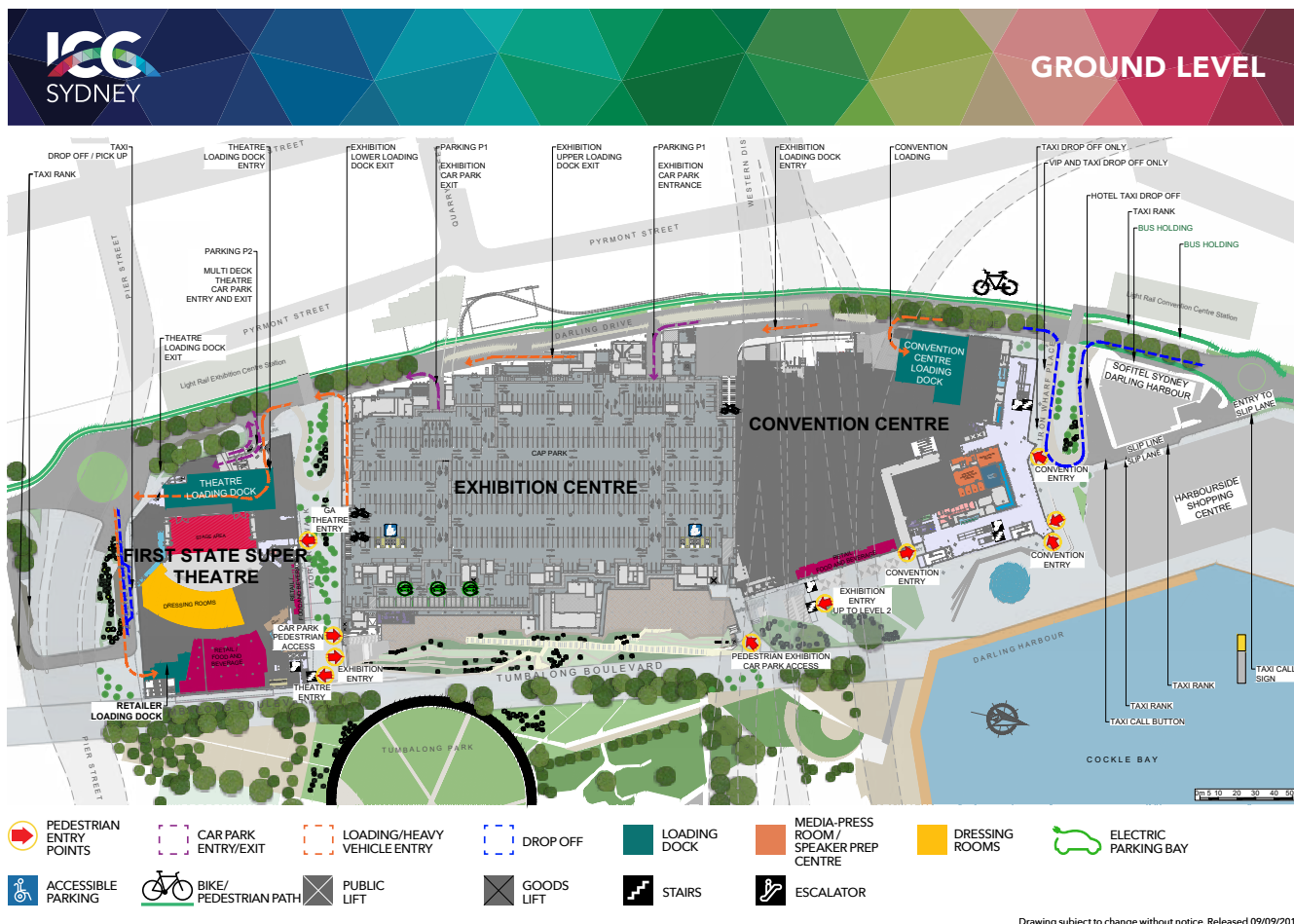
1. Send Sam@Tattooexpo.com.au info for your Artist Profile for the website and provide all artist details for your booth (<i>late submissions may not go on the website and may be excluded from any Event Guide</i>).	
2. Send Sam your Temporary Skin Penetration Number. It is a NSW government requirement that all exhibiting tattoo studios or artists exhibiting solo have this TSP number. You will not be able to tattoo without it. Speak to Sam or fill in this form to apply for your TSP .	
3. 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. Email directly to esd@exponet.com.au . You can look at their product range here: https://www.exponet.com.au/	
4. TIMED MOVE IN AND MOVE OUT BOOKING – The Sydney ICC uses a timed move in and move out schedule to avoid over crowding of the loading docks. You must book your preferred move in and move out time if you intend on using the Loading Dock Number 7. Please book here to secure your preferred move in/out time, select Loading Dock 7 . If you are not using the Loading Dock (ie: walking your stock in from the main entrance, car park etc) you do NOT need to book.	
5. Contact Sam if you would like to hire a massage bed. Limited massage beds are available for hire but book out extremely quick.	
6. Hi Vis vests are required to be worn on Move in and Move Out days. A limited amount of vests will be available to borrow at the entrance and must be returned within 1 hour. If you are bringing your own these must be clearly printed with your name and/or company name BEFORE entering the building.	
7. Artist School Photo Day: Saturday morning 9.30am – All artists are invited to the show Group Photo on the Main Stage, 930am sharp before the doors open.	
8. The Australian Tattoo Series 2023 gives you a chance to win cash prizes of up to \$60,000! This series introduces some exciting NEW categories. Please carefully read the rules, categories, terms and conditions here.	
9. Read over the Artist Waiver Form . This form must be signed onsite during registration.	
10. BYO paper towels.	
11. 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 6 & 7, top level.

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, on Moriarty Walk. See map below.



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 <https://www.iccsydney.com.au/visitors/getting-here>

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 meters, are controlled by auto pay machines and provide convenient lift access to the venue. ICC parking stations are now cashless, but provide EFTPOS payment options at the gates or payment facilities.

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:	\$40 (Single Day) EARLY BIRD, ONLINE ONLY \$60 (2 Day Pass) ONLINE ONLY \$75 (3 Day Pass) ONLINE ONLY
At the door:	\$50 - Single Day (no multi-day passes available on site)
Online/door concession:	\$35 (Single Day)
Child 13-17:	\$20 (door ONLY)
Child 12 & under:	FREE
Carers:	FREE with ID and ticket purchaser

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.

CLIENT TICKETS



All clients getting a tattoo must purchase a ticket. Have your client save \$10 by pre-purchasing an Early Bird Online Ticket [here in advance](#).

Crew Wristbands are for your crew members helping you on your stand only. You cannot give a client or anyone getting a tattoo a Crew Wristband.

Due to the frequent abuse of the crew wristband system, those found handing a crew wristband to a client, or a person found being tattooed wearing a crew wristband will be asked to leave the event and you will not be invited to any further expos. Please don't spoil this for others abiding by the rules.

Crew wristbands will be assigned at Move In only. You cannot get any further wristbands once the expo is open.

DATES & TIMES

MOVE – IN TIMES

Thursday	14 March	6.00pm – 9.00pm
Friday	15 March	7.00am – 8.30am*

EVENT OPERATIONAL TIMES

Friday	15 March	10.00am – 9.00pm (exhibitor access from 7.00am)
Saturday	16 March	10.00am – 9.00pm (exhibitor access from 9.00am)
Sunday	17 March	10.00am – 6.00pm (exhibitor access from 9.00am)

MOVE- OUT TIMES

Sunday	17 March	6.00pm – 8.00pm (Bring your hi vis & closed-toe shoes!)
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***Exhibitor move in/set up must be completed Thursday. If you cannot move in on Thursday, you must notify Sam or Adam for approval. If a booth remains empty by 9.00am Friday morning, you will be considered a cancellation and the booth will be dismantled.**

Please note: Clients getting tattooed must purchase a ticket and access to the venue by lining up at the door, which opens at **10.00am each morning**. Early access is not permitted. Encourage your client to arrive 15 minutes early so they are first in line, and first through the doors.

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**. Any left over stock will be removed and destroyed by the venue.

ARTIST AND CLIENT WAIVER FORMS

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

ARTIST WAIVER FORM

Artist Waiver forms are 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](#). We strongly recommend you read this before arriving on site.

DIGITAL CLIENT WAIVER FORM

<https://tatwaiver.com.au/register/consent-form>

This waiver needs to be completed by the client getting a tattoo or piercing. These will be kept on file, as per state health requirements.

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 when you first arrive for set up and register your arrival. Please head straight to the Information Office when you arrive.

Artists are allocated 1 x ARTIST wristband and 1 x CREW wristband for an assistant. Rotating artists is not allowed. Additional helpers must purchase a ticket.

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.

If you lose or forget your wristband you must purchase a ticket instead for entry.

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/austattooexplos/>

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

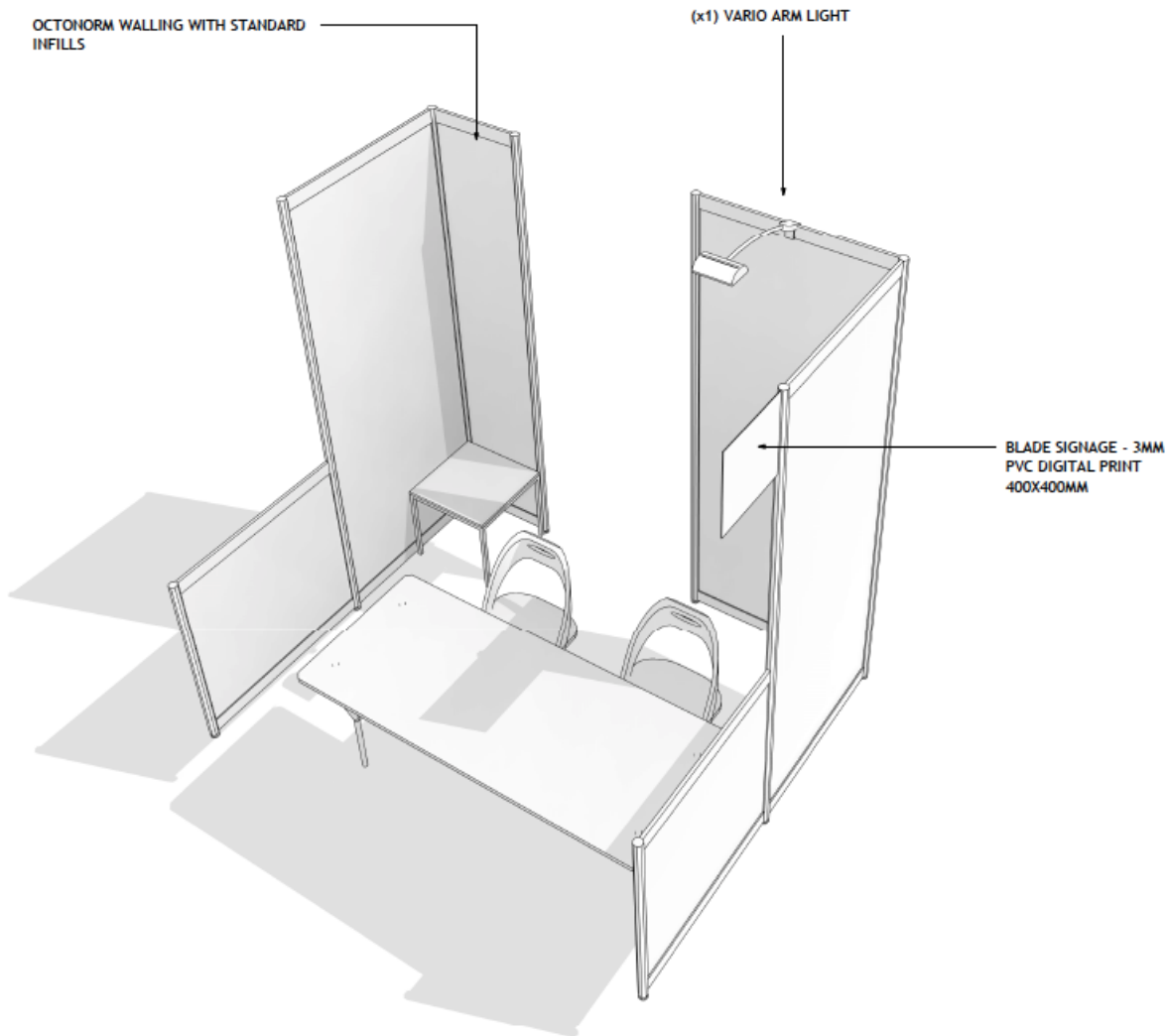
Hashtag: **#austattooexpo**

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



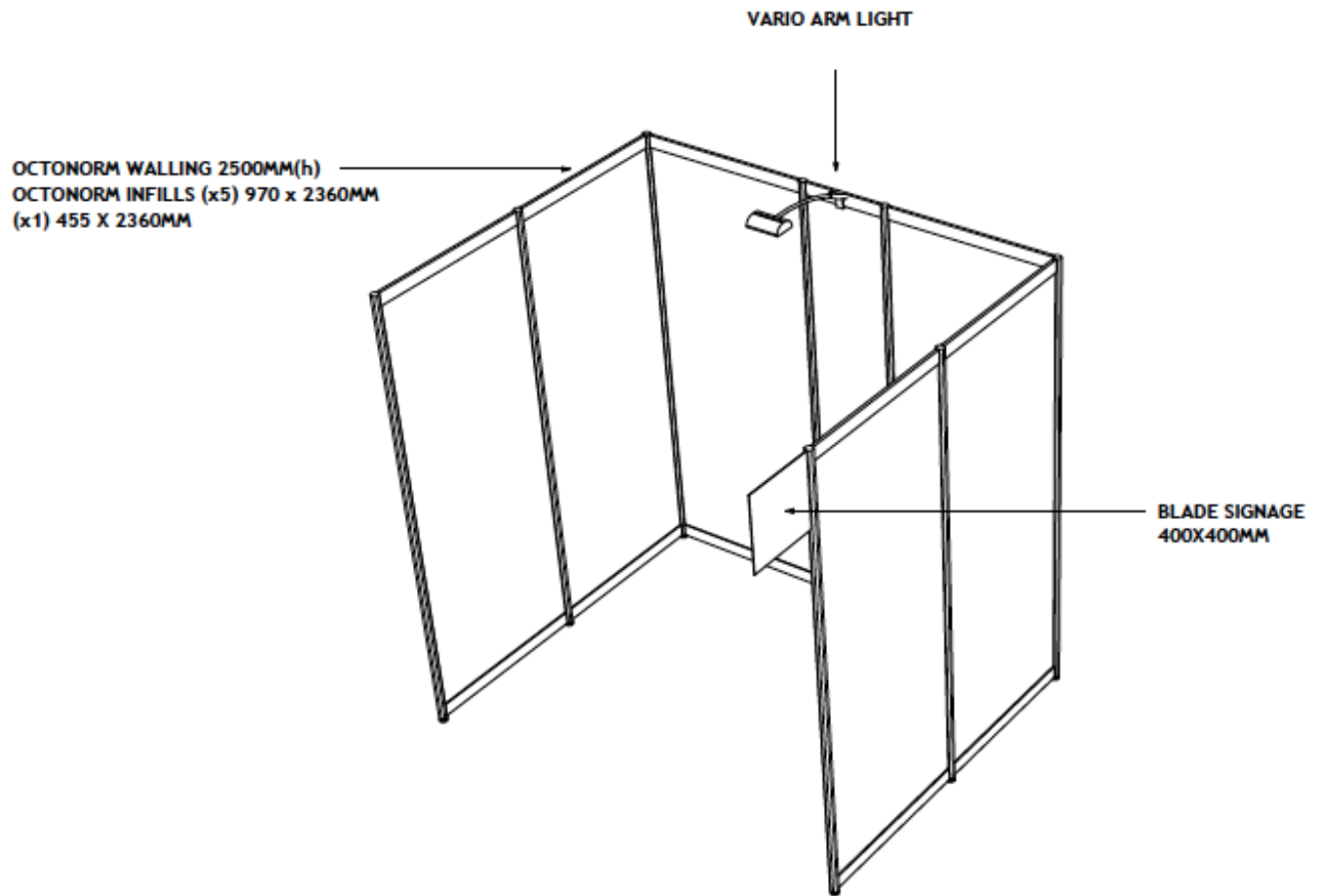
STAND SIZE	Refer to your contract for your specific stand size. All stands are 2m deep but vary in length depending on what you purchased. 2x2.5m for single artists, 2x4.5m for double, 2x 6.5m for triple etc.
WALLS	2.4m walls in white Octanorm frame with 1m high side walls. Overall panel dimensions: L970mm x H 2360mm / Visible Size: L950mm x H2340mm
POWER	1x 4-amp power point per artist. 1 LED arm light per 5m length
FURNITURE	1x trestle table, 1x exam style table, 2 x foldable chairs per artist
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: Booths have multiple doorways to access the back of house areas, approx. 1 every 3m, but varies by council requirements. 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)
FURNATURE	1x 1.8m trestle table, 2x folding chairs per booth size booking

Additional furniture can be hire and delivered to your stand by contacting Exponet ESD@Exponet.com.au

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

TIMED BOOKING FOR ACCESS TO LOADING DOCK

THE SYDNEY ICC USES A TIMED MOVE IN AND MOVE OUT SCHEDULE. **IF YOU ARE GOING TO USE THE LOADING DOCK YOU MUST PRE-BOOK YOUR PREFERRED ACCESS TIME TO MOVE IN AND MOVE OUT.** To book your preferred move in and move out time [please visit this page here](#). Note that this webpage uses the term “delivery” however this also refers to you just coming to the loading dock. Please select **Loading Dock 7**, where the expo is located. You will be notified of your allocated time usually within 48 hours. **You do not need to book in a time if you are going to walk in your stock from the main Entrances. You only need to book if you are using the Loading Dock.**

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 (please bring your own hi-vis to access the loading dock).**
- No alcohol is to be consumed in the hall or loading dock during move-in and move-out.
- Smoking is strictly prohibited. You may not exit on to the loading dock to smoke at any time.
- **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 or parking will be permitted via the loading dock during the Operational Hours of an event.

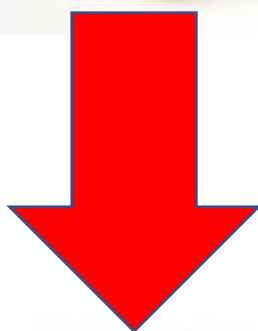
MOVE-IN

- On arrival, please head directly to the Information Office to sign in, sign your artists waiver form & collect your wristbands for entry. 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 Hall 7 or Loading Dock 7.
- Please note: **neither the expo, 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 15** for more information regarding deliveries.
- Traffic flow is strictly one-way only on the lower dock.
- 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 7.
- Exhibitors will receive the discounted parking rate of \$25 on the Thursday; tickets must be validated at the Customer Service Desk on Level 2 of the Exhibition Centre, next to Hall 4. This is the only day on which the venue provides a discounted parking rate.

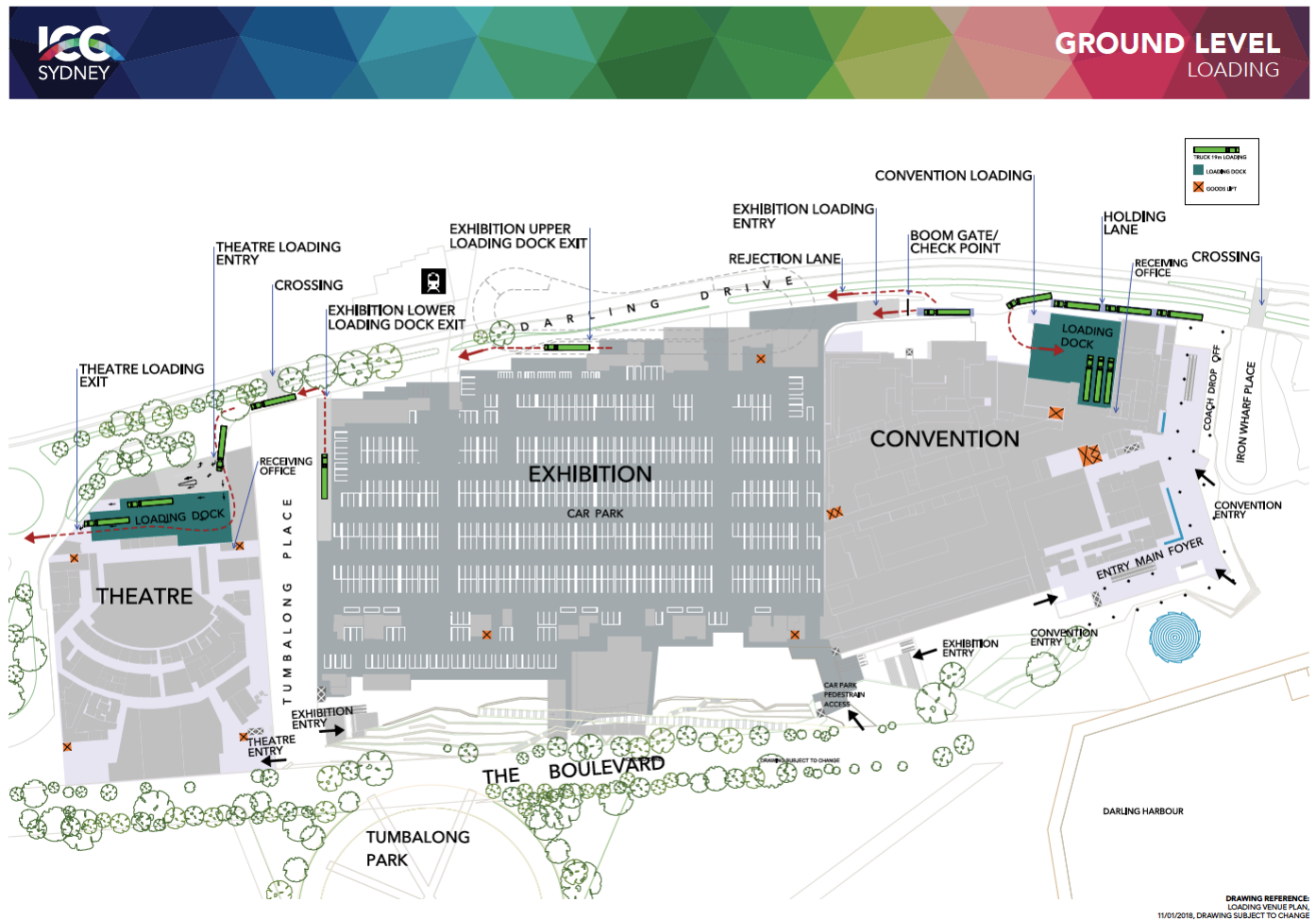
MOVE-OUT

- **Please close your SHARPS CONTAINERS and put them in the medical waste bins when full, and at the end of the expo.**
- Tattooing **MUST** be completed by **5:45pm on Sunday**. 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 to wear closed-toes shoes! You will be issued with a hi-vis vest when move-out commences. You must return this at the door when you leave. You can no longer use your own hi-vis of your own.
- All goods and stand materials **MUST** be removed by **8:00pm on Sunday**. Any left stock or equipment will be removed and destroyed.

**AT THE END OF THE DAY SUNDAY, PLEASE
CLOSE AND PUT YOUR SHARPS CONTAINER
AND WASTE INTO THE YELLOW MEDIAL
WASTE BINS**



MOVE-IN / MOVE-OUT ACCESS



AUSTRALIAN TATTOO SERIES COMPETITION



[PLEASE TAKE A MOMENT TO READ THROUGH THE FULL RULES, TERMS AND CONDITIONS FOUND HERE](#)

CTAA IN COLLABORATION WITH COMPETITIVE TATTOOING ASSOCIATION AUS.

SOLO ARTIST COMPETITION

\$30K
CASH PRIZE

Solo Artist Competition: *\$30,000 Prize*

Solo Artists will compete against each other to win tattoo categories and accumulate points at the Australian Tattoo Series across 7 Rounds.

Each niche category (eg. Traditional, Realism etc.) and each Major Category (Tattoo of the Day, Best Multi-Day and Tattoo of the Show) earn Solo Artists points in the series.

Solo Artist Competition Point Structure:

- Winning a Niche Category wins **3 Points**
- Winning a Major Category wins **5 Points**
- Runner Up Major Category wins **3 Points**
- Tattoo of the Show wins an additional **2 Points**

The Solo Artist with the most points after 7 Rounds will win the cash prize of \$30,000.

Points are tallied at the end of each round and will be shown on the official CTAA Website for complete transparency.

CTAA IN COLLABORATION WITH COMPETITIVE TATTOOING ASSOCIATION AUS.

COLLABORATION COMPETITION

\$20K
CASH PRIZE

Collaboration Competition: *\$20,000 Prize*

Artists register as a Team of 2 or more and compete against other Teams to win the Best Collaboration Tattoo Category and accumulate points at the Australian Tattoo Series across 7 Rounds.

All teams that enter and exhibit a finished piece at the Australian Tattoo Series Best Collaboration competition will accumulate up to 5 Points.

Collaboration Competition Point Structure:

- Winning Best Collaboration Team wins **5 Points**
- Runner Up Best Collaboration Team wins **3 Points**
- Participating Collaboration Entries win **1 Point**

The Collaboration Team with the most points after 7 Rounds will win the cash prize of \$20,000.

Points are tallied at the end of each round and will be shown on the official CTAA Website for complete transparency.

FRIDAY CATEGORIES:**Registration 4-6pm****Client at stage: 6.45pm****COMP STARTS AT 7.00PM****SATURDAY CATEGORIES:****Registration: 4-6pm****Client at stage: 6.45pm****COMP STARTS AT 7.00PM****SUNDAY CATEGORIES:****Registration: 1-3pm****Client at stage: 3.45pm****COMP STARTS AT 4.00PM**

Best Asian Art (3 Points, 2 Points if the tattoo is healed)

Best Polynesian (3 Points)

Best Traditional (3 Points)

Best Lettering/Script (3 Points)

Small Colour (<30cm) (3 Points)

Small Black & Grey (<30cm) (3 Points)

Best Fine Line (3 Points)

Tattoo of the Day Friday (5 Points)

Runner Up Tattoo of the Day (3 Points)

Best Blackwork (3 Points)

Best Geometric (3 Points)

Best Neo-Traditional (3 Points)

Large Colour (>30cm) (3 Points, 2 Points if the tattoo is healed)

Large Black & Grey (>30cm) (3 Points, 2 Points if the tattoo is healed)

Best Freehand (3 Points)

Best Photo Realism (Photo Ref.) (3 Points)

Tattoo of the Day Saturday (5 Points)

Runner Up Tattoo of the Day (3 Points)

Best Booth (No Points)

Best Pop Culture / Anime (3 Points)

Best Realism (3 Points)

Best Collaboration Tattoo (5 Points)

Runner Up Best Collaboration (3 Points)

Tattoo of the Day Sunday (5 Points)

Runner Up Tattoo of the Day (3 Points)

Best Multi-Day Tattoo (2+ days) (5 Points)

Runner Up Best Multi-Day (2 Points)

Tattoo of the Show (2 Points)

Entrance Times:

To enter, head to the Information Office Friday and Saturday 4.00 – 6.00pm, and Sunday 1pm – 3pm to register your work. \$15 per entry. You will be issued with a competitor number for your client. Your client must hold this and present this to the judges. No number, no entry. Competitors must line up at the stage 15 minutes before the competition begins. Late arrivals will be disqualified. Congratulations to all the winners!

Competition Registration Times at the Info Office

Friday 4.00 – 6.00pm

Saturday 4.00 – 6.00pm

Sunday 1.00 – 3.00pm

Competition Times:

Friday 7.00pm – Competitors to the stage at 6.45pm

Saturday 7.00pm – Competitors to the stage at 6.45pm

Sunday 4.00pm – Competitors to the stage at 3.45pm

[PLEASE TAKE A MOMENT TO READ THROUGH THE FULL RULES, TERMS AND CONDITIONS FOUND HERE](#)

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 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.

ARTIST GROUP PHOTO

All Tattoo Artists are invited to join us for a giant group photo on Saturday morning, 930am before the show opens, at the Main Stage. One for your memory book.

ATMs

The event will have a number of ATMs position within the pavilion. We recommend you tell your clients to

bring cash with them before coming to the expo or arrange electronic payments. Please note all ICC food and beverage outlets are cashless.

CITY OF SYDNEY

City of Sydney Council will be conducting health inspections on site at this expo. You must comply with any inspection request, questioning or request to provide your credentials.

Please ensure you:

- Choose appropriate skin prep to comply with Australian regulations
- Supply your Temporary Skin Penetration Number when booking
- Provide the appropriate 70% alcohol swabs
- Label bottles correctly
- Wear an apron or clothes covering
- **Do not** hang flags/curtains/signage over access paths to the back of house hand washing facilities.

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. Please **DO NOT** put non contaminated waste in the medical waste bins – this includes your food and beverage scraps. All non-medical waste goes in the General Waste bins

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 14 March**. Ensure you direct couriers to deliver at a time when you plan to be onsite.
- A forklift is NOT available on site. Please arrange with your courier to make deliveries with a tail gate truck and pallet jack themselves, and deliver straight to/from your stand.
- 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, Loading Dock 7, Sydney ICC** plus **your name, contact details, company name and stand number**.
- Ensure collection of your goods during move out occurs strictly between 6pm and 8.00pm on Sunday. 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

ICC Sydney has an Emergency Response Plan in the event of medical, weather, fire and smoke and other emergencies. 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. To report an emergency or incident, call +61 (2) 9215 7660 In the event of an emergency, one of two audible alarms may sound: • Alert alarm – “Beep! Beep! Beep!” This is a warning alarm to notify everyone of a possible emergency. If it sounds, please stand by for further instructions. • Evacuation alarm – “Whoop! Whoop!” This alarm means all occupants must evacuate. When it sounds, wardens will direct everyone to leave via the nearest exits quickly but calmly, and assemble at the nearest evacuation point where they are to remain until ICC Sydney staff advise that it is safe to return. Please see the Evacuation Map.

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. This includes massage beds, tables, merchandise etc.

ARTISTS FACILITIES ROOM AND BACK OF HOUSE

The Facilities Room contains thermal printers, printers and copiers. Wash up sinks with hot & cold running water and drainage facilities for hand washing according to health requirements are located in the back-of-house area for each booth where tattooing and/or piercing will be taking place. There is no sterilizer at any ATE events moving forward. You must only use disposable equipment.

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.
- 1x **Artist Kit** with medical waste bin and bin liners for medical waste only, digital Client Consent forms, 1x sharps container, 1x disposable apron.

What you need to provide:

- Cling wrap for wrapping chairs and tables etc.
- Your preferred paper towel supply. The nearest stores to buy these are Woolworths Metro Haymarket and Coles Pyrmont.
- All disposable 'once off use' equipment or individually wrapped and dated sterilised equipment – needles, grips, tubes etc.
- **An apron or additional clothes covering – this is a City of Sydney health requirement and will be enforced by inspectors.**
- 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.
- An aftercare information sheet to hand to your client.
- It is a NSW Government requirement that all tattoo artists wear an apron while tattooing.

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. Hand every client a supplied Dr Pickles tattoo aftercare info sheet.

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 upon receipt of payment of your booth. Please email Holly for details 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 at your own cost. The ATE cannot assist you here.

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. You must provide a copy of your PLI certificate of currency to Holly with your booking.

LIGHTING & POWER

One power point is included in your stand package per artist. One light is supplied per 5 meters. If you require extra power points or lighting, this can be arranged by contacting Exponet esd@exponet.com.au.

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, or anything unsecured at any time. ATE does not take liability for any lost, damaged or stolen items.

SMOKING

The venue maintains a strict "No Smoking" policy. Vaping and smoking is not permitted within 5m of the building, including on all balconies and loading docks.

STORAGE

There is no onsite storage available. Please store any boxes etc within your stand. We recommend leaving these things in your car. **Absolutely NO STORAGE in the back of house area.** Any items left in the back of house area will be considered as garbage and thrown away.

TEMPORARY SKIN PENETRATION NUMBERS – MANDATORY - ALL STUDIOS MUST SUPPLY

It is a City of Sydney & NSW government requirement for every tattoo studio (or single artist) and piercing studio (or single piercer) tattooing outside of a studio (eg: at this expo) to hold a Mobile Temporary Skin Penetration Number. This is a once off payment and registration and you will receive your number and certificate to keep on file forever. [Application forms are found HERE](#). You must submit this to the City of Sydney no later than 6 weeks before the expo, and supply the number and a copy of your certificate to Sam@tattoosexpo.com.au no later than 4 weeks before the show. **You legally cannot tattoo at the expo without this number.** No TSP number = No exhibiting at the expo, even if you have booked & paid. Please keep your certificate on file with you with all your other qualifications as you will need to supply this any time you are tattooing or piercing in NSW.

TESTING AND TAGGING

Testing and Tagging is 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 AS/NZ 3760 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 enforcement authorities may issue on the spot fines. DO NOT REMOVE the tag once it has been tested, especially if you are exhibiting at another expo again. This tag is also a council requirement for your equipment in your own studio, so you should already have this tagged. **Double adaptors are not permitted.**

VEHICLES

Firstly, ensure you have booked an entry time to access the Loading Dock. You must book a time and have a confirmed booking as to not overcrowd the Loading Dock. [Please fill in this form here to book your access time for move in and move out.](#) Relevant and current licenses must be held for all vehicles driven onsite and presented to venue staff should they be asked. Please be conscious of the limited parking times of 15 minutes only in the loading dock for move-in and move-out of the event. You cannot park on the dock. You will be asked to move your car after 15 minutes or fines will be issued.