



## Central Coast Bonsai Club

# Annual Exhibition and Bonsai Open

## Exhibition Items Registration, Drop off & Pick up

VENUE: "The Show Room" Mingara Recreation Club, Tumbi Umbi NSW

**Saturday 6<sup>th</sup> April 2024**

**9am to 5pm**

**Sunday 7<sup>th</sup> April 2024**

**10am to 4pm**

**Contact**

**[CCBCExhibitionCoord@gmail.com](mailto:CCBCExhibitionCoord@gmail.com)**

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Central Coast Bonsai Club Inc

## 1. PURPOSE

Congratulations on entering the Annual Exhibition and Bonsai Open. There will be a lot of activity setting up and dismantling the exhibition with vendors and exhibitors competing for space and time.

To ensure smooth operation please review and adhere to the following procedure and time slot to register, drop off & retrieve your exhibit items.

## 2. POINT OF CONTACT

If you have any questions or require clarification, please contact the Exhibition Coordinator [ccbcehhibitioncoord@gmail.com](mailto:ccbcehhibitioncoord@gmail.com)

## 3. REGISTRATION & DROP OFF

The time slot to deliver and register exhibition trees is 3.00pm to 5.30pm on Friday 05 April 2024. It is important that you have pre-labelled the underside of each item, which can include but is not limited to: trees, stands, Kusamono. The labels must also state the unique exhibit number we provided for each of your exhibits.

## 4. AUTHORITY TO ENTER MINGARA RECREATION CLUB

Unless you are a financial member of the Mingara Club - you must first sign in at the Main Entry as a visitor before proceeding to drop off trees.

## 5. DROPPING OFF EXHIBITION TREES AND SALES ITEMS

This year Mingara has a significant amount of construction that reduced the normal access to the showroom, sales and demonstration areas of the Exhibition.

This has necessitated the need to divide the drop off of exhibitions and sales items into two locations.

### 5.1. MAIN ENTRY ACCESS (MAP 1)

All exhibition items and member sales items are to be dropped off via the main entrance. The exception is where:

1. the exhibition or sales item is large and/or very heavy and requires more than one person to carry/move it.
2. the exhibitor has more than three registered exhibits
3. the club member has three or more large sales items

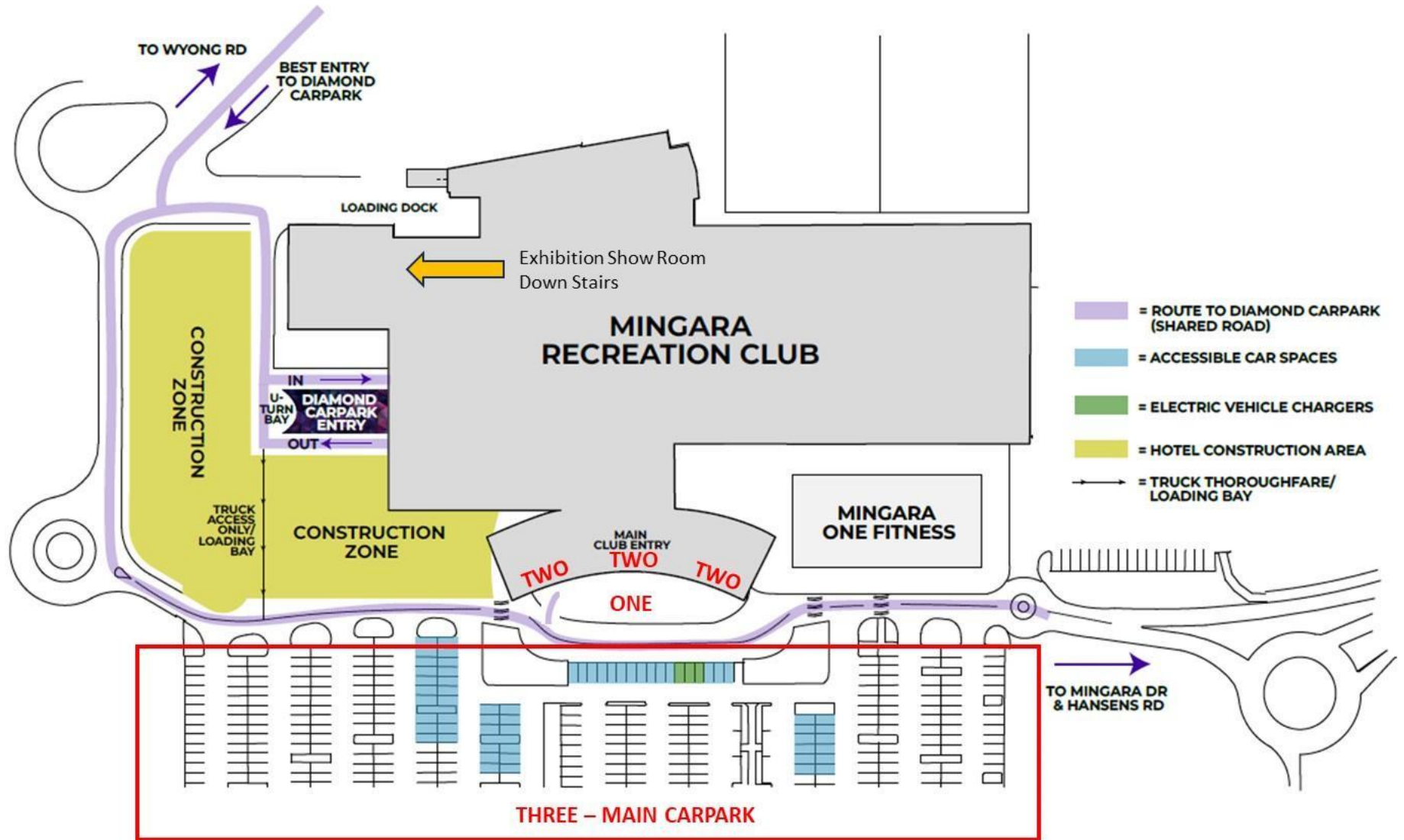
When dropping off at the main entrance the registered exhibitor is to:

1. park the vehicle at location **ONE** on the Mingara Map
2. unload the vehicle placing exhibits on the sidewalk at location **TWO** on the Mingara Map
3. park the vehicle in the Mingara car park at location **THREE** on the Mingara Map
4. after parking, enter the Mingara club with the registered exhibition and head down to the Registration desks that are set up inside the Show Room.

**Note:** You are not permitted to leave your vehicle parked at location **ONE** on the Mingara Map.

A Central Coast Bonsai Club member will be stationed at location **ONE** on the Mingara Map to provide directions and ensure the security of your exhibitions.

# MAP 1



## 5.2. REAR ENTRY ACCESS (MAP 2)

The rear entry access is reserved for the:

1. exhibition vendors
2. exhibitors with large and/or heavy exhibits requiring more than one person to move them
3. the exhibitor has more than three registered exhibitions
4. the club member has three or more large sales items

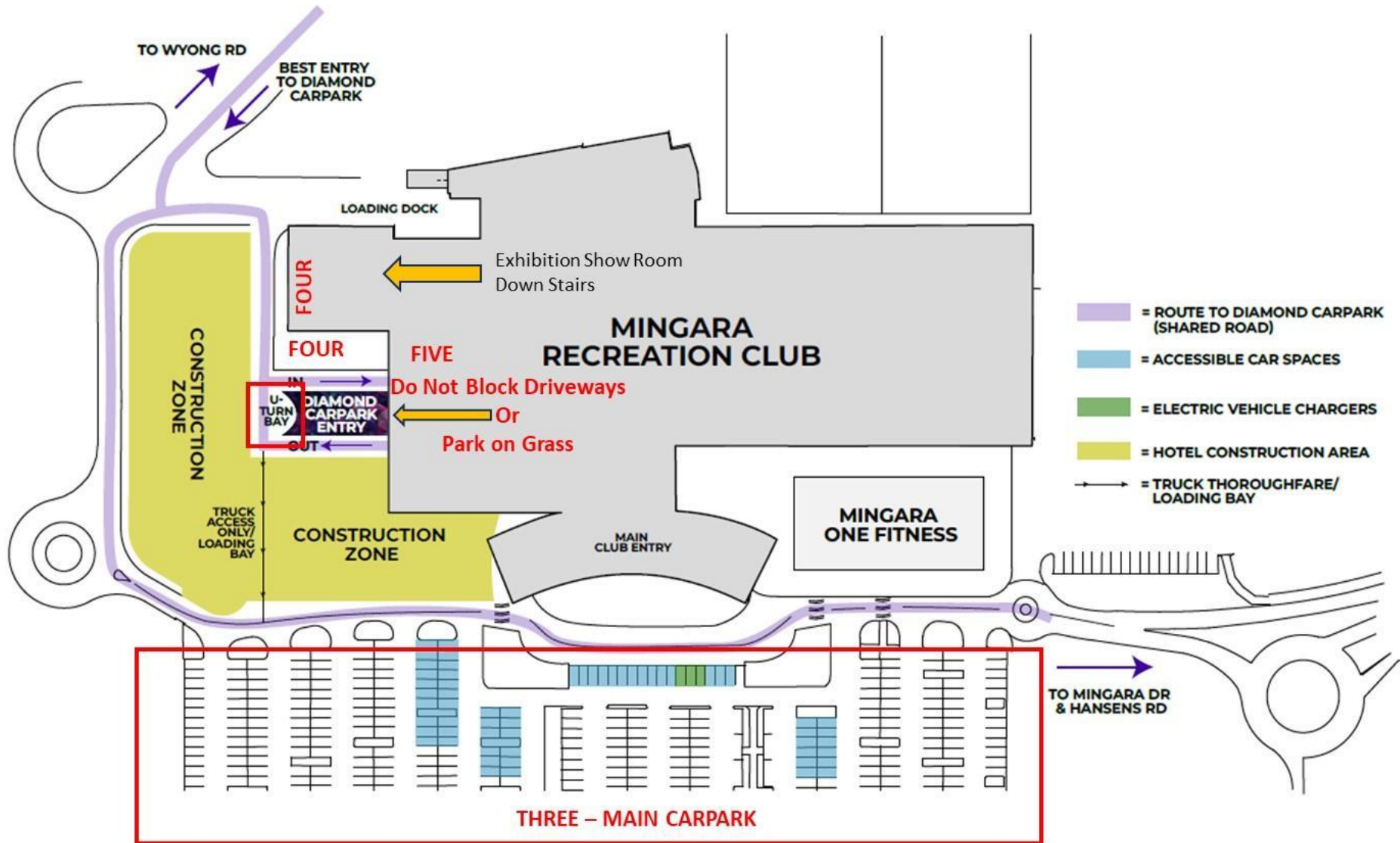
When dropping off at the rear entrance the registered exhibitor is to:

1. park the vehicle in the **U-Turn Bay** at location **FOUR** on the Mingara Map
2. unload the vehicle placing exhibits at location **FIVE** on the Mingara Map
3. park the vehicle in the Mingara car park at location **THREE** on the Mingara Map
4. after parking, enter the Mingara club with the exhibition and/or sales materials and head to the Registration desks that are set up inside the Show Room.

**Note:** When using the rear entrance, you are required to unpack and move your vehicle to the main Mingara carpark at location **THREE** on the Mingara Map

A Central Coast Bonsai Club member will be stationed at location **FOUR** on the Mingara Map to provide directions and ensure the security of your exhibitions and/or sales items.

### MAP 2



## 6. REGISTRATION

Registration desks are set up inside the Show Room. Hand your "Registration Form" to the attendant who will cross reference the register. You will be provided with a signed ticket with your registered exhibition/s and any accompanying items (eg. Stands, Kusamono) listed. You will need this ticket to pick up your items at the completion of the show.

### 6.1. EXHIBIT PLACEMENT

Once registration is complete, an attendant will direct you to the location where you should place your exhibit. An identification card will have already been placed at your exhibit location. Please do not remove or adjust this card or your exhibit will not be able to be judged.

**Note:** At the discretion of the Exhibition Manager, your exhibit may be moved after you have placed your exhibit in the designated location.

### 6.2. EXHIBITION ACCESS

The temporary access doors used to drop off trees are not open for the duration of the exhibition. The only way to enter the exhibition room is via the Mingara Main Entry.

## 7. PICKING UP EXHIBITION TREES AND SALES ITEMS

No exhibit may be removed before the end of the event. The time slot to pick up exhibits and remaining sales items is 4.15pm to 5.00 pm on Sunday 7th April 2024.

**Note:** You must Sign in as a visitor of the Mingara Club for that day (unless you are already a financial member)

### 7.1. PROCESS TO PICK UP

For security purposes, the entire exhibition area will be emptied of people and registrations desks set up adjacent to the rear exit doors. The reverse process to dropping off exhibits and sales items will be adopted when retrieving exhibits and remaining sales items.

1. Pick up exhibition trees and proceed to the registration desk to de-register your trees.
2. Provide the attendant with your registration ticket. Note: if you lose your ticket, you will need to provide some other form of Government issued photographic ID.
3. Please remove the trees as soon as they are signed out.
4. No exhibit items are to be removed from the room without following the above procedure.

### 7.2. CLUB MEMBER SALES ITEMS

Unsold Sales Table material must not be removed prior to the event closing at 4pm on Sunday 7th April 2024.

The club accepts no responsibility for unsold items that are not picked up at the conclusion of the Annual Show unless prior contact has been made with the Sales coordinator or Exhibition Manager.

Where unsold items that are not picked up at the conclusion of the Annual Show, they will be removed as disposed of at the discretion of the Central Coast Bonsai Club Committee.