

BUSINESS SOUTH BANK SHOWCASE 2025

Tuesday 29 July, 5:00pm - 7:00pm
Plaza Terrace Room, Brisbane Convention & Exhibition Centre

Showcase 2025 is an opportunity for members to connect and 'Showcase' their business to the broader BSB membership and their guests.

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WHAT YOU CAN EXPECT

- Your stall will be approx. 2m x 2m.
- There is NO POWER to stalls.
- Stallholders will be provided with an advance list of those registered to attend.
- Invite your customers and industry connections as special guests to attend Showcase. (Max 10 people). A personalised invite will be sent.

RUNSHEET

2pm - 4:45pm	Stallholders set up
5pm	Guests start arriving
5pm - 5:20pm	Registration, drinks and canapés served
5:22pm	Official proceedings
5:30pm	Showcase commences (Doors to Plaza Terrace Room open)
6pm	Lucky door prize number 1
6:30pm	Lucky door prize number 2
7pm	Major prize drawn Showcase concludes Stallholders to pack up stalls

SETTING UP - FAQ

What time can I set up?

- Set up is from 2:00pm and must be concluded by 4:45pm.

Where can I unload my items?

- All hand carriable items can come through the main entries.
- Any larger items must be unloaded via the Great Hall Loading dock service lift - entrance via Glenelg St.
- A high-vis vest must be worn in the loading dock area.

Where am I setting up?

- The Plaza Terrace Room. Please check-in with a BSB staff member when you arrive and they will direct you to your stall location.

Will there be WIFI?

- To access the free wifi, connect to 'BCECLINK'
- NOTE: There is NO POWER to the stalls. Please make alternative arrangements.

Parking

- BCEC can provide stallholders with a special car parking rate of \$18 using the QR code (see page 6).

Trolleys

- Concierge trolleys can be borrowed from Information Desks, subject to availability.

Access to power

- No power will be available when setting up. Please ensure all electronics are fully charged.

Dry bars

- Please contact BSB to request a dry bar at your stand.
- Please note, deadline for dry bar requests is COB Wednesday 2 July.





SHOWCASE STALLHOLDER TIPS

Your Preparation – Leading up to the Event

- Determine what message you would like to share at your stall. Set an objective.

Possible objectives:

- Generate sales leads
 - Raising brand awareness
 - Launch new product/initiative
 - Networking
 - Reinforcing company image
 - Research/education
 - Introducing key/new staff
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- Stallholders are allowed to invite guests. Use this opportunity to 'Showcase' your business to your own clients.
 - Determine if your message can be communicated in under five minutes. Allow time for your visitor to ask questions.
 - Determine who will be manning your stand (and who will be visiting the other stands).
 - The staff member who is manning the stand needs to be able to engage people for 1^{1/2} hours, often repeating the same message and potentially to more than one organisation at a time.
 - Decide on what marketing collateral you will bring. Example - pop up banner, business cards, laptop or iPad (with own power source) and flyers. All of this will need to fit on your dry bar or table. Please contact BSB to request a dry bar.
 - Keep your stall simple and have fun!
 - If you are planning to have food samples at your stall, please contact BSB to arrange.



ON THE DAY

To get people moving around the various stalls:

- There will be a 5 minute clock on the big screen to encourage people to move to the next stall. A bell will sound every 5 minutes.
- Attendees will be provided a lanyard upon arrival.
- Each guest that visits your stall will receive a stamp/sticker on the lanyard.
- Attendees drop their lanyard in the barrel prior to the end of Showcase to go into the major prize draw.
- There will be 3 prize draws throughout the evening (6pm, 6:30pm and 7pm).



BCEC INFORMATION

SAFETY AT BCEC

EMERGENCY FIRST AID & MEDICAL

In an emergency situation or if first aid is required, please alert a BCEC staff member immediately. Contact Security on any BCEC fixed phone by pressing '8'.

The nearest Public Hospital Casualty Department:

Mater Misericordiae Hospital, Annerley Road, South Brisbane

Telephone: (07) 3840 8111

FOOD SAFETY

If you would like to include food samples at your stall to entice visitors – please contact BSB and we can forward the necessary permit from BCEC. (Note: BCEC requires at least 7 days notice prior to the event).

EVACUATION PROCEDURES

In the case of an emergency in the Centre, please stay calm. Please follow the instructions given by BCEC staff who are fully trained for an emergency situation. Security and Building Services staff are qualified First Aiders.

The Centre has a 2-alarm system, which is as follows:

- 1st alarm sound... BEEP BEEP

This is a stand-by alarm.

Do not evacuate the room but be prepared if evacuation becomes necessary.

- 2nd alarm sound... WHOOP WHOOP

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire. If we do need to evacuate, all exits are clearly marked with exit written in green. Centre staff will direct you to a Safe Assembly area.

If you have an emergency while in the Centre, dial "8" on one of the BCEC in-house telephones. Let Security know the details/location of the emergency and they will respond.

SAFETY VESTS

All organisers, contractors and exhibitors and their staff must wear safety vests and closed-in shoes whilst on the loading dock, service road.

Vehicle drivers and offsidiers or passengers utilising the service road or dock areas who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.



PLEASE INCREASE YOUR
SCREEN BRIGHTNESS IF
USING PHONE



DISCOUNT PARKING FOR EXHIBITORS ONLY AT Business South Bank Showcase 2025

The Brisbane Convention & Exhibition Centre is pleased to offer a \$18 daily parking rate for exhibitors. To receive this discount, scan the QR code above from your smart phone at a pay station before exiting. If you have an issue or the price does not offer the discount, please press the intercom button for assistance. Refunds for over payment will not be given.

Follow the instructions below to receive your exhibitor parking discount

1. Take a car park ticket upon entry each day at the boom gate (do not swipe your credit card)
2. When leaving the Centre, please drive your vehicle to the exit boom gate.
3. Insert the car park ticket into the pay station located at the exit gate.
4. Scan the QR code using the QR Code Reader located on the pay station.
5. Your discount will be applied, and a \$18 rate will be charged.

For more information, please call Exhibitor Services on 07 3308 3536 or email

exhibitorservices@bcec.com.au

Terms of Use

- QR code valid for use from **29/07/25 – 29/07/25** only.
- \$18 price applies per exit per day - multiple exit passes are not available.
- Price is subject to change.
- The Exhibitor rate applies to all exhibitors working on your stand.
- Stand builders, show visitors and external contractors are not entitled to the discount.
- Please ensure you have your exhibitor badge with you at all times.



Plaza Terrace Room

Entry

31 HW One	33 Street Science	35 Humble	37 TAFE
32 The Greek Club	34 Griffith University	36 Kwik Kopy	38 Kwik Kopy

10 Novotel	11 Emporium	14 Glo Events	15 The Princess Theatre	18 Mantle Group
9 St Vincent de Paul	12 Your Digital Solutions	13 Quest W'Gabba	16 St Laurence's College	17 Mantle Group

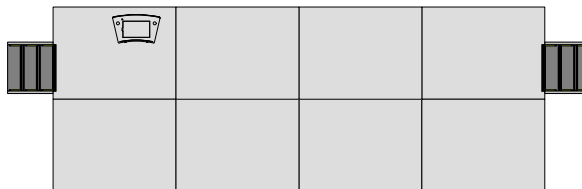
51 Media Mortar	52 UPTI/ Yabbit
53 Somerville House	54 Exceler8
55 Cuisine On Cue	56 BSSSC
57 Lendd Group	58 Well-Led Workplaces
59 BCEC	60 MGD Wealth

39 Red Rhubarb	41 Rogue Print	43 Rogue Print	45 Impact Dragonfly	47 Studio Pilates	49 Rambla
40 Red Rhubarb	42 Five Faces	44 BCS Broking	46 RMCH SEQ	48 Micah Projects	50 Micah Projects

20 TPHC	21 Focused Marketing	23 CLLIX Apartments	25 Red Lanyard	27 The Rose & Crown	29 Skyline Envision
19 TPHC	22 Brisbane Bullets	24 MBE West End	26 yomconnect	28 BSHS	30 Dead Puppet Society

Stage

8 Scene Change	7 Courtyard by Marriot	6 Rydges	5 ISS Facility Services
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4 FAME Events	3 Flight Centre Travel Academy	2 National Storage	1 National Storage
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