

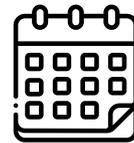
ATC2025

Exhibitor On-site details



Monday Bump In: Strictly 4pm - 6pm

ATC2025 is at Fed Square, Melbourne. The Expo is in Zinc. Please see the [Site Map](#). Check that your stand is as ordered, set up your Merch & Competitions. Harry the Hirer booth builders will be on-site at this time.



Tuesday Arrival: 7am - 7:45am

Delegates arrive from 8am onwards so please arrive early each day to avoid the queues. All attendees must wear their event lanyard for the whole event. Fed Square is a public venue and security staff will be checking badges for entry to event rooms.



What to wear

We are spread across three venues in Fed Square so please wear comfortable shoes. ATC2025 is a fun, relaxed event so fun and casual - whatever makes you feel great.



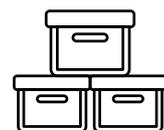
Deliveries

All items pre-delivered to site will be at your Expo Stand for Monday Bump In. Please set up what you need and the rest will be put back in the storage cage.



Storage

The storage cage will be open as required during the event. If you need to re-stock merch/items, please come to the Help Desk in the Expo. Take everything with you when you bump out on Wednesday to avoid fees. Leave boxes with courier consignment papers attached at your stand.



Display Banners

Due to the open plan design of the Expo Hall, please do not bring pull-up banners. Signage is not permitted on venue walls.



Conference Sessions

Sponsors & Exhibitors are welcome to attend all sessions during the conference. Please ensure you have at least one person on your stand during morning check in, coffee and all breaks including when the Drop-In Visitors are on site. [See the Agenda here](#). Please feel free to use the tables provided for calls or work during conference sessions but please keep these spaces clear during Morning Tea and Lunch breaks.



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Security

Please do not leave valuables unattended on your stand at any time.



WiFi

Network: ATC2025

Password: HiredScore



Lead Capture App

Use the information emailed to you to download the **Ignite Capture** app on your phone and **log in with your team's unique code**. Each Exhibitor can set up their own questions for the sales team to populate for each scanned lead. Scan badges when you hand out merch or when attendees enter a competition at your stand.



ATC2025 Event App

Go to your App Store and search ATC Events & Media. Log in using the first name, last name, and email address you are registered with. You have also been sent instructions by email and SMS. All attendees will use the App to access the Agenda and ask questions during sessions.



Bump Out: Wednesday 2:30pm - 4pm

You may begin packing up your collateral from 2:30pm. Harry the Hirer will start removing stands from 5pm after attendees have picked up luggage/coats from the cloak room. Items left for courier pick up **MUST** be labelled with your contact information and left at your stand. Please book your courier collection for Thursday 30 October. Refer to the outgoing package label for courier instructions and take an ID photo of your packages before you leave. Items must be picked up by Friday 7 November.



Key Contacts when on-site

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ZINC - VENUE

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SECURITY & VEHICLE ACCESS

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