

2018 AUSTRALASIAN CONFERENCE



HIV & AIDS

SYDNEY 24 - 26 SEPTEMBER 2018

EXHIBITION MANUAL

Monday 24 September – Wednesday 26 September 2018
Sydney Masonic Centre (SMC), Sydney, NSW

Contents

Exhibition Manual Instructions	3
Contacts	3
Requirements Check List	4
Venue Information	5
Deliveries & Freight	5
Set up & Dismantle	7
Exhibition Opening Hours	8
Security	9
Booth Requirements	9
Floor Plan	9
Marketing & Promotion	11
Registration & Accommodation	11
Packing	12

ALL FORMS CAN BE DOWNLOADED FROM [THE EXHIBITION PAGE LOCATED ON THE CONFERENCE WEBSITE](#)

Exhibition Manual Instructions

Welcome to the exhibition manual for the 2018 Australasian HIV&AIDS Conference. Please ensure you read all sections of this exhibition manual to ensure smooth logistics during the lead up to and during the Conference. Please ensure all items are complete/returned by **Friday 24 August 2018**.

ITEMS YOU NEED TO PROVIDE:

- Public liability insurance OR Indemnity Form
- Onsite contact details
- Company logo
- Company profile 50 words

Please note that exhibitors will not be granted entry to the Exhibition Hall without provision of a current public liability insurance certificate/indemnity form, signed terms and conditions and full pre-payment for your participation.

Public Liability Insurance

Please extend your current public liability to cover your display and email a copy of your certificate of currency or the front cover of your Policy or a signed copy of the Indemnity Form in PDF format to info@hivaidsconference.com.au by **Friday 24 August 2018**.

If you have any questions regarding your participation please contact us directly

Australasian HIV&AIDS Conference Secretariat

E: info@hivaidsconference.com.au

P: +61 2 8204 0770

Key Contacts

Please find below the key logistics contacts for the Conference:

Category	Company	Name	Phone	Email
Venue	Sydney Masonic Centre	Leigh Dunn	+61 2 9284 2843	leigh@smcfc.com.au
Conference Secretariat	ASHM	Samantha Williamson	+61 2 8204 0778	Samantha.williamson@ashm.org.au
Exhibition Builder	ExpoNet	Exhibitor services Department	+61 2 9645 7070	esd@exponet.com.au
Audio Visual	Rave Audio Visual	Joe Richmond	+61 418 288 312	joseph@raveaudiovisual.com

Requirements Check List

Item	Deadline	Tick when completed
50 word company profile, logo and onsite contact information	<p>Friday 24 August 2018</p> <p>Email to samantha.williamson@ashm.org.au</p>	
Public liability cover or Indemnity form		
Register Staff online For conference/ accommodation/ social functions		
Promote your participation at the conference Logo / Web banner: add to email signature, website and newsletters to advise contacts you will be at the conferences		
Fascia order form	<p>Monday 3 September 2018 ExpoNet</p> <p>To be completed via the online login details provided to you by ExpoNet.</p>	
Furniture hire order form (if applicable)		
Electrical order form (if applicable)		
Walling order form (if applicable)		
Carpet order form (if applicable)		
Ship Goods to Sydney Masonic Centre Label all boxes with the Delivery Label	<p><i>Delivery arrives: Friday 21</i> September</p>	

Venue Information

The exhibition will be held along with the poster displays and all conference catering in the Exhibition Hall (Banquet Hall) at the Sydney Masonic Centre.

Address	Sydney Masonic Centre 66 Goulburn St Sydney, NSW 200
Phone	+61 2 9284 2888
Website	https://www.smcfc.com.au/

Deliveries and Freight

Deliveries will strictly be accepted on **Friday 21 September via 66 Goulburn Street, Sydney. The driveway is located between SMC's Goulburn St entrance and the Civic Hotel.**

All goods coming into Sydney Masonic Centre should use the DELIVERY LABEL supplied, the label must be clearly marked with;

- Onsite contact name
- Stand contact
- Name and date of the conference
- Your stand number

DELIVERY LABEL

All couriers and transport drivers delivering and collecting goods on behalf of their clients should arrive with full knowledge of the company they are representing and the name of the event the goods are for.

All exhibitor/ contractor deliveries must be made to the Sydney Masonic Centres Loading Dock accessed from Goulburn St. Deliveries arriving without the correct delivery label or prior to the allocated move in period will not be accepted.

Loading Dock

Main vehicle access to the loading dock area at the Sydney Masonic Centre is via 66 Goulburn Street, Sydney. The driveway is located between SMC's Goulburn St entrance and the Civic Hotel.

The loading dock at the Sydney Masonic Centre is for loading and unloading only. It is open Sunday 0800 – 1700 and Monday to Friday from 0700 – 1700. Leaving goods unattended is done so at the responsibility of the driver. Note: The loading dock is closed on Saturdays and will not be accepting deliveries.

This information must be passed onto transport or freight companies that are delivering goods on behalf of your company. Companies must arrange for adequate manpower themselves.

Please note there is a 2.9m height restriction and there is no pallet jack or fork lift on site.

If you have larger items to be delivered using the loading dock please contact SMC for more information.

If you are personally delivering your materials, please use the Upper Basement Loading via 66 Goulburn Street (driveway between SMC and the Civic Hotel).

The SMC has a goods lift available to assist with the bump in and out process. Please see below for the specific dimensions of the lift:

Heavy Goods Lift Dimensions:

Heavy goods lift door: Height: 200 cm | Width: 160 cm

Heavy goods lift car: Height: 270 cm | Width: 230 cm | Depth: 170 cm

Max load 1814 kg

Deliveries

The Sydney Masonic Centre will not take delivery of any goods on behalf of exhibitors without the appropriate label. If delivery boxes are over 20kgs please contact SMC to discuss delivery options.

Arrangements should be made for goods to arrive no earlier than Friday 21 September. Venue staff will deliver all exhibitor goods correctly labelled to the corresponding stand number/name in time for bump in.

Please ensure that you make arrangements in advance for couriers to pick up exhibitor goods at the end of the exhibition. It is the exhibitor's responsibility to pack, seal, label and arrange shipment for goods at the conclusion of the event. All goods must be packed and labelled with consignment notes and delivery address ready for pick up no later than Thursday 27 September. All consigned packages can be left at your booth and a staff member from SMC will take them from the table to the loading dock. Please be aware any goods not packed securely or without a consignment note may be considered rubbish.

To avoid issues with the delivery of your goods always ensure that a representative is on site to take possession of these goods. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of your event.

Parking

The closest car park is location at Secure Parking on Goulburn St. Rates and further information can be found on their website: <https://www.secureparking.com.au/en-au/car-parks/australia/new-south-wales/sydney/sydney-cbd/goulburn-street-car-park>

Pack Up

- During the Exhibition ASHM staff will visit each stand to discuss the move out arrangements.
- Don't forget to bring tape/scissors/packaging and your return courier consignment notes for the return delivery of your exhibition materials.
- No responsibility can be taken for goods left behind, unlabelled and without clear instructions or collection arrangements.

Collection

- Exhibitors may use their own couriers to pick up freight
- Courier Companies should be instructed to pick up freight at the conclusion of the event, **Wednesday 26 September 2018**. The Venue and Conference Organisers will not take responsibility for freight left after the conclusion of the event, **Wednesday 26 September 2018**.

Pre, During and Post-Exhibition Storage

Goods will only be accepted on event days. There will be no onsite storage facilities, we recommend you consider this when designing your stand. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) and make arrangements with their stand builder for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show.

Sydney Masonic Centre

For information specific to the operating procedures or if you have any question or queries regarding exhibiting at the Sydney Masonic Centre, please contact:

Leigh Dunn
Business Development Manager
T: +61 2 9284 2843
E: leigh@smcfc.com.au

Set up and dismantle

Contractors

Custom Stand Build

10.00am – 5.00pm Sunday 23 September 2018

Note: Additional time for bump in is only available by prior arrangement with the conference organiser

Exhibitors

Stand access for Set Up:

7.30am – 10.30am Monday 24 September 2018

All stands must be completely dressed and excess rubbish removed by 10.30am on Monday (Before morning tea begins).

Stand Pack down:

4.00pm – 5.00pm Wednesday 26 September 2018

Exhibition Dismantle:

5.00pm – 8.00pm Wednesday 26 September 2018

Note: This includes custom-built exhibits.

Note: All exhibitors and contractors will need to have vacated the venue by 8.00pm on Wednesday 26 September 2018. Additional time for bump out is only available by prior arrangement with the conference organiser

BOOTH INFORMATION

Shell Scheme Booth Information

The exhibition stands will be provided by ExpoNet

A 3m x 3m or 3m x 2m shell scheme booth includes:

- 2.5m high white laminated panels in an aluminium frame
- 1 x standard fascia board sign per open aisle
- 2 x 120-watt track mounted spotlights per stand. Mounted on light track inside fascia unless otherwise specified.
- 1 x 4amp power point per stand regardless of size. Located in rear corner of stand unless otherwise specified. Those who require additional electric power are asked to request this by contacting ExpoNet. *Note: coffee machines will require additional power*

- Flooring: The room consists of both carpeted sections and wooden flooring. Spaces 7 – 9 are on wooden floor boards. Carpet colour is blue.
- Any additional requirements are at the exhibitor’s own expense

Custom Build Information

- Raw floor space will be designated by markings on the floor
- Raw floor space does not include any accessories and equipment such as fascia, carpet, lights or power. If access to electric power is required, please request this with ExpoNet
- Custom booth design plans must to be sent to samantha.williamson@ashm.org.au for approval by **Friday 24 August 2018**.
- Custom stand builders public liability insurance must to be sent to samantha.williamson@ashm.org.au by **Friday 24 August 2018**.

All organisers, contractors and exhibitors and their staff must wear safety vests and fully enclosed shoes whilst on the loading dock, service road or in the exhibition hall during the construction, move in and move out of events.

Exhibition Opening Hours

All booths must be fully staffed, operational and exhibits displayed to delegates during all break periods. Note: The below timings may vary slightly, refer to the conference program located on the conference website (www.hivaidconference2018.com.au)

Day 1: Monday 24 September 2018	
10.45am	Exhibition opens
10.45am – 11.15am	Morning Tea in Exhibition Area
12.45pm – 2.00pm	Lunch in Exhibition Area
3.30pm – 4.00pm	Afternoon Tea in Exhibition Area
5.30pm – 7.00pm	Welcome Reception in Exhibition Area
7.00pm	Exhibition Closes

Day 2: Tuesday 25 September 2018	
8.30am	Exhibition opens
11.15am – 11.45am	Morning Tea in Exhibition Area
1.15pm – 2.40pm	Lunch in Exhibition Area
4.00pm – 4.30pm	Afternoon Tea in Exhibition Area
5.00pm	Exhibition Closes

Day 3: Wednesday 26 September 2018	
8.30am	Exhibition opens
10.30am – 11.00am	Morning Tea in Exhibition Area
12.30pm – 2.00pm	Lunch in Exhibition Area
3.30pm – 4.00pm	Afternoon Tea in Exhibition Area
4.00pm	Exhibition Closes

Please ensure you keep valuable items with you at all times.

Security

Exhibitors are fully responsible for the total management of their exhibits in the booths. The organiser will not be held responsible for any damages, robberies and losses incurred by exhibitors, and compensation will not be provided for the loss of personal belongings or exhibits.

Sydney Masonic Centre will not accept responsibility for damages or loss of goods and property left in the Centre prior to, during or after an exhibition. All goods belonging to clients must be claimed and removed from the Centre on the last day of the exhibition. Sydney Masonic Centre reserves the right to inspect vehicles leaving the Centre during move in/move out of an Exhibition.

Adequate insurance coverage of exhibits is recommended.

During the set-up, dismantle and exhibition operation times the area will be open and we suggest you take care of your goods and that your booth is not left unattended. Never leave any valuables on your stand. Whilst every precaution is taken, the Sydney Masonic Centre and the Conference secretariat will not accept any responsibility for loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

Booth requirement and floor plan

ExpoNet will contact you with a link to their exhibitor kit. The kit below contains important information and forms for both shell scheme and space only stands.

- Exhibitor Kit
- Fascia Order Form
- Electrical Order Form
- ExpoNet Catalogue

Please make sure that you return the necessary forms by **Monday 3 September 2018**. Failure to do so will result in late order charges. For any queries, please contact Fran Orton at ExpoNet at 02 9645 7053 or esd@exponet.com.au

Floor Plan

Please note the floor plan is subject to change however the Conference Organisers will make every effort not to move allocated booths and will advise exhibitors of any significant changes. Please refer to the floor plan located on the [exhibition manual page](#).

Marketing and Promotion

A company profile of no more than 50 words and company logo is required to promote your participation as an exhibitor in the conference handbook. Please upload your company profile text and your logo (in high-res EPS or jpeg format min 300DPI) to the conference organiser before **Friday 24 August 2018**.

To assist you in promoting your participation we are providing you with tools to market your involvement in the conference, we suggest the following:

- Conference logo/s: Use the logo or web banners in emails, websites, newsletters, print advertising and other promotional materials to let your clients know they can meet you at

the Conference. When using the conference logo or banner online, please link them to www.hivaidconference2018.com.au

The marketing tool kit is accessible on the conference website.

Registration and accommodation

Sponsors and Exhibitors are entitled to the following discounted registration rates to attend the conference. Please note these rates are strictly for company or organisational members *only* and are not for delegates who are being supported by sponsors to attend.

- \$660 per person - Access to all conference sessions, exhibition and catering
- \$300 per person - Access to exhibition /catering only

The conference organiser will provide you with the registration portal link once registration becomes available.

Further details on standard registration rates, accommodation options, social functions and the scientific program can be found on the conference website www.hivaidconference2018.com.au

Please note the below deadlines apply for ALL registrations

- Early bird Registration 5 August 2018
- Accommodation 19 August 2018
- Final Registration 9 September 2018

Packing

Please ensure you allow enough time for freight to arrive on time, refer to Deliveries and Freight section of this manual.

Delivery of goods: Friday 21 September 2018

The following is a list of items we suggest you pack into your 'Exhibition Survival Kit'

- **Safety Vests**
- Scissors
- Packing tape (for packing boxes/cases)
- Stapler
- Velcro (hook & loop) / Blu-Tack (to stick things to your stand walls)
- Pens and markers
- Note pads
- Mini first-aid kit
- phone/laptop/tablet charger (brand new or tagged and tested)
- Clearly marked return delivery labels for all packages for after the conference
- Courier consignment notes for sending goods back to the office

All organisers, contractors and exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events. Vests will NOT be provided on-site.