

viral
HEPATITIS

11TH AUSTRALASIAN CONFERENCE

13 - 15 AUGUST 2018

ADELAIDE CONVENTION CENTRE

www.hepatitis.org.au

EXHIBITION MANUAL

**Monday 13 August – Wednesday 15 August 2018
Adelaide Convention & Exhibition Centre, Adelaide SA**

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

Exhibition Manual Instructions

Welcome to the exhibition manual for the Australasian Viral Hepatitis Conference 2018. Please ensure you view each section of this exhibition manual to ensure smooth logistics during the lead up to and during the Conference. Please ensure all items are complete by **Friday 13 July 2018**.

ITEMS YOU NEED TO PROVIDE:

- Public liability insurance OR Indemnity Form
- Signed Terms and conditions
- 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, 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 certificate of currency or the front cover of your Policy or a signed copy of the Indemnity Form in PDF format by **Friday 13 July 2018**.

Please ensure you read through all the pages of this manual. If you have any questions please contact us directly

Australasian Viral Hepatitis Conference 2018 Secretariat

info@hepatitis.org.au

P: +61 2 8204 0770

Key Contacts

Please find below the key logistics contacts for the Conference:

Category	Company	Name	Phone	Email
Venue	Adelaide Convention Centre	Luke Edginton	+61 8 8210 6766	Luke.edginton@avmc.com.au
Conference Secretariat	ASHM	Samantha Williamson	+61 2 8204 0778	Samantha.williamson@ashm.org.au
Exhibition Builder	Adelaide Expo Hire	Kim Sluggett	0417 859 466 08 8350 2306	kims@aeh.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: email to Samantha.williamson@ashm.org.au	Friday 13 July 2018	
Public liability cover or Indemnity form: email to Samantha.williamson@ashm.org.au		
Signed conference Terms and conditions: email to samantha.williamson@ashm.org.au		
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 kims@aeh.com.au	Friday 20 July 2018	
Furniture hire order form (if applicable) kims@aeh.com.au		
Electrical order form (if applicable) kims@aeh.com.au		
Walling order form (if applicable) kims@aeh.com.au		
Carpet order form (if applicable) kims@aeh.com.au		
Ship Goods to venue Label all boxes with the Delivery Label	Delivery arrives: Sunday 12 August 2018 via the North Terrace Loading Dock	

Venue Information

The exhibition will be held along with the poster displays and all conference catering in Exhibition Hall L, access via Foyer L, at the Adelaide Convention Centre.

Address	North Terrace, Adelaide South Australia 5000 Australia
Phone	+61 8 8212 4099
Fax	+61 8 8212 5101
Website	www.adelaidecc.com.au

For further information on the venue please refer to the above website.

For information specific to the operating procedures in the Adelaide Convention Centre Download the [ACC EXHIBITION HANDBOOK](#). It includes the following forms:

- Stand Cleaning Form
- Utilities Order Form
- Standard Banner Rigging Order Form
- Internet Order Form
- Food and Beverage Sampling Request Form
- Custom Stand Design Appraisal

Deliveries and Freight

Deliveries will strictly be accepted on **Sunday 12 August 2018 via North Terrace Loading Dock**

All goods coming into Adelaide Convention 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 ACC's North Terrace Loading Dock accessed from North Terrace and must be scheduled in with the loading dock supervisor. Deliveries arriving without the correct delivery label or prior to the allocated move in period will not be accepted.

If you are having goods delivered by courier, please ensure someone from your company or stand builders are on site to sign for the goods. The ACC, nor designated representatives will not sign for exhibitor or contractor deliveries. Couriers requiring a signature will be turned away.

Loading Dock

The North Terrace Loading Dock is accessed from North Terrace and operates from 0730-1630 Monday to Friday or as determined by event requirements.

Parking is not permitted in the loading dock. Short stays are permitted only for the purpose of dropping off goods. Leaving goods unattended is done so at the responsibility of the driver.

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.

Dock Specifications and Equipment

Good Trolleys: Trolleys are available on the loading dock on a first in first served basis

Pallet Jacks: available on request

Forklift: 2.5t forklift operated and managed via Agility Fairs and Events who are the onsite logistics provider. Charges for exhibitor forklifting are applicable. If you require forklift services at the venue to unload / re-load your goods, you must contact Agility Fairs and Events at least 5 working days prior to the show to book their services.

Trucks delivering large and/or heavy loads should ideally have a tilt tray or hydraulic hoist in order to facilitate ease of transfer of goods to the dock.

The ACC will not sign possession of goods from couriers on behalf of exhibitors or clients. Agility Fairs and Events will not sign for delivery of any goods that have not been contracted to them.

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.

Deliveries must be clearly marked with the provided DELIVERY LABEL

All goods must be collected by the end of the official move-out time.

Pack Up

- During the Exhibition ASHM staff will visit each stand to discuss the pack-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 or can use the preferred freight & logistics supplier Agility Fairs & Events (contact email)
- Courier Companies should be instructed to pick up freight at the conclusion of the event, **Wednesday 15 August 2018**. The Venue, Conference Organisers and/or Agility will not take responsibility for freight left after the conclusion of the event, **Wednesday 15 August 2018**.

Pre, During and Post-Exhibition Storage

Goods will only be accepted on event days. There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) and make arrangements with their stand builder or with Agility Fairs and Events for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show.

Please note:

If you are using your own transport company, ASHM, Adelaide Convention Centre or Agility Fairs and Events cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.

Freight Forwarding / Logistics Services

Agility Fairs & Events is the preferred freight & logistics supplier at the ACC. Agility provides a comprehensive freight handling / logistics/ customs clearance / forklifting services and should be contacted directly to make the necessary arrangements.

Agility Fairs & Events

Loading Dock Supervisor

Tel (+61 8) 8210 6773

Fax (+61 8) 8210 6751

Email ntld@avmc.com.au

Agility Fairs and Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, craneage, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.

Set up and dismantle

Contractors

Custom Stand Build

8.00am – 4.00pm Sunday 12 August 2018

Exhibitors

Stand access for Set Up:

7.30am Monday 13 August 2018

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

Stand Pack down:

11.00am – 11.30am Wednesday 15 August 2018

Exhibition Dismantle:

11.30am – 5.00pm Wednesday 15 August 2018

Note: This includes custom-built exhibits.

Please note: All exhibitors and contractors will need to have vacated the venue 5.00pm on Wednesday 15 August 2018.

BOOTH INFORMATION

Shell Scheme Booth Information

The exhibition stands will be provided by Adelaide Expo Hire.

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

- 2.48m high white laminated ply panels
- 1 x standard fascia board sign
- 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 Adelaide Expo Hire. Note: coffee machines will require additional power.
- Carpet colour will be grey
- Any additional requirements are at the exhibitor's 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 Adelaide Expo Hire
- Custom booth design plans to be sent to samantha.williamson@ashm.org.au for approval by **Friday 13 July 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, bump in and bump out of events. Vests can be purchased onsite m as such we suggest packing your own.

Exhibition Opening Hours

All booths must be fully staffed, operational and exhibits displayed to delegates during the break periods. Note: The below timings may vary, refer to the conference program located on the [conference website](#).

Day 1: Monday 13 August 2018	
10.30am	Exhibition opens
11.00am – 11.30am	Morning Tea in Exhibition Area
1.00pm – 2.30pm	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 14 August 2018	
7.30am	Exhibition opens
10.45am – 11.15am	Morning Tea in Exhibition Area
12.30pm – 2.00pm	Lunch in Exhibition Area
3.30pm – 4.00pm	Afternoon Tea in Exhibition Area
5.00pm	Exhibition Closes

Day 3: Wednesday 15 August 2018	
7.30am	Exhibition opens
10.30am – 11.00am	Morning Tea in Exhibition Area
11.00am	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.

The Adelaide Convention 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. The Adelaide Convention Centre reserves the right to inspect vehicles leaving the Centre during pack in/pack 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 Adelaide Convention 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

Adelaide Expo Hire will contact you with the 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
AEH Catalogue

Please make sure that you return the necessary forms by **Friday 20 July 2018**. Failure to do so will result in late order charges. For any queries, please contact Kim Sluggett at Adelaide Expo Hire +61 8 8350 2306 or kims@ae.com.au

Adelaide Convention Centre

For information specific to the operating procedures in the Adelaide Convention Centre Download the [ACC EXHIBITION HANDBOOK](#). It includes the following forms:

- Stand Cleaning Form
- Utilities Order Form
- Standard Banner Rigging Order Form
- Internet Order Form
- Food and Beverage Sampling Request Form
- Custom Stand Design Appraisal

If you have any questions or queries, you can contact the Centres Exhibitor Services Department directly:

Luke Edginton
T: +61 8 8210 6766
E: Luke.edginton@avmc.com.au

Floor Plan

Please note the floor plan is subject to change however, the conference organiser will make every effort not to move allocated booths and will advise exhibitors of any significant changes. Please refer to the floor plan location in the [exhibition manual page](#).

The floor plan will be updated regularly as booths are booked. Please email Samantha.williamson@ashm.org.au to advise of your booth preference. Please note sponsors have priority for selection (Platinum, Gold, Silver, Bronze).

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 provide your company profile text and your logo (in high-res EPS or jpeg format min 300DPI) to the conference organiser before **Friday 13 July 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/s 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.hepatitis.org.au

The marketing tool kit will be accessible in the [exhibition manual page](#) located 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.

- Access to all sessions, exhibition and catering \$595 per person
- Access to exhibition /catering only \$300 per person

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

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

Please note the below deadlines apply for ALL registrations

- Early bird Registration Deadline: Sunday 24 June 2018
- Accommodation Deadline: Sunday 2 July 2018
- Final Registration Deadline: Sunday 30 July 2018

Packing

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

Delivery of goods: Sunday 12 August 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. Safety vests are available for purchase on site from the ACC's Customer Relations Desk.