

**APSAD**

2018 | Auckland



APSAD Scientific Alcohol  
and Drug Conference

**4-7 November 2018**

# **EXHIBITION MANUAL**

**Sunday 4 November – Wednesday 7 November 2018  
Pullman Auckland Hotel, New Zealand**

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ALL FORMS CAN BE DOWNLOADED FROM THE [CONFERENCE WEBSITE](#).

## Exhibition Manual Instructions

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Please view each section of this exhibition manual to ensure smooth logistics during the lead up to and during the **APSA D Auckland 2018 Conference**. Please complete all items by **the deadlines provided**.

### **ITEMS YOU NEED TO PROVIDE:**

- Public liability insurance certificate of currency OR [Indemnity Form](#)
- Signed [Terms and conditions](#)
- [Onsite contact details](#)
- Company logo (JPEG min 300DPI)
- Company profile 100 words (word document)

If you have any questions please contact:

#### **APSA D Conference Secretariat**

ASHM Conference & Events Division

LMB 5057, Darlinghurst NSW 2010

T: +61 2 8204 0770 F: +61 2 8204 0779

E: [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au)

**Please note that exhibitors, and their contractors (stand builders) will not be granted entry to the Exhibition if they have not provided a current public liability insurance certificate, signed [Terms and conditions](#), and full payment for your participation.**

### **Public Liability Insurance**

Please extend your public liability to cover your display and **email** a copy of your certificate of currency or the front cover of your Policy) in PDF format to [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au) by **Friday 28 September 2018**

If you do not have public liability insurance, you must provide a signed copy of the [Indemnity Form](#) (Appendix 02) in PDF format to [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au) by **Friday 28 September 2018**.

Your stand builders and their sub contractors must provide a copy of their public liability certificate of currency or the front cover of their Policy in PDF format to [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au) by **Friday 28 September 2018**

## Key Contacts

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Please find below key contacts for the Conference:

Category	Company	Contact Person	Phone No.	Email
<b>Venue/ Catering</b>	Pullman Auckland	Sebastian Webster	+64 9358 8001	<a href="mailto:s.webster@pullmanauckland.co.nz">s.webster@pullmanauckland.co.nz</a>
<b>Exhibition Company</b>	Displayworks - Exhibition Hire	Hinemoa Tahana - Butler	+64 9579 9884	<a href="mailto:hinemoa@exhibitionhire.co.nz">hinemoa@exhibitionhire.co.nz</a>
<b>Audio Visual</b>	RAVE	Joe Richmond	+61 418 288 312	<a href="mailto:joseph@raveaudiovisual.com">joseph@raveaudiovisual.com</a>
<b>Conference Secretariat</b>	ASHM	Rini Das	+61 2 8204 0778	<a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a>

## Requirements Check List

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Item	Deadline	Tick when completed
100 word company profile, logo and <a href="#">Onsite contact details</a> : email to <a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a>	<b>Friday 28 September</b>	
Public liability cover OR signed <a href="#">Indemnity Form</a> : email to <a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a>		
Stand builder/contractor public liability cover: email to <a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a>		
<a href="#">Terms and conditions</a> Signed: email to <a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a>		
Custom booth design plans to be sent to <a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a> for approval (if applicable)		
<a href="#">Register staff online</a> For conference/accommodation/social functions	<b>Sunday 14 October</b>	
<b>Promote your participation</b> at the conference. Logo / Web banner: add to email signature, website and newsletters to advise contacts you will be at the conference	<b>Friday 28 September</b>	
<b>Exhibition Booth Requirements</b> <a href="#">Stand Builders Exhibition Kit</a> <a href="#">Fascia &amp; Signage Form</a> <a href="#">Furniture Form</a>	<b>Monday 15 October</b>	
Ship Goods to venue Label all boxes with the <a href="#">Delivery Label</a>	<b>Friday 2 November 2018</b>  <i>Deliveries must arrive between: 7.00am – 5.00pm</i>	

## Venue Information

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The exhibition along with poster displays and all conference catering will be held in the **Regatta Room on Lower Ground Floor** at the **Pullman Auckland Hotel**.

For any on-stand catering, please contact the venue directly.

<b>Address</b>	Pullman Auckland Hotel Corner Princes Street and Waterloo Quadrant, Auckland, 1010, New Zealand
<b>Phone</b>	+64 9353 1000
<b>Website</b>	<a href="http://www.pullmanauckland.co.nz/">http://www.pullmanauckland.co.nz/</a>

## Deliveries, Storage, Pack Up and Collection

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Deliveries will be accepted on: **Friday 10 November 2018** in between **7.00am to 5.00pm**.

All items being delivered to the Pullman Auckland should be clearly marked [using the Delivery Label](#). The label must be clearly marked with;

- Your onsite contact name
- Attention: Sebastian Webster
- Your stand/booth number.

Please use this [Delivery Label](#).

**For more information on Loading Bay and Goods Lift Dimensions**, please refer to [Pullman Auckland's Exhibitor Information](#)

**Please note:** Due to low ceiling height, **rigging** is not permitted in the **Regatta Room**.

All couriers and transport drivers delivering and collecting goods on behalf of clients should arrive with full knowledge of the company they are representing and the name of the event the goods are for. All couriers should ensure that consignment notes are clearly signed by a hotel receiving person.

All goods other than light hand-held items such as express post envelopes and satchels or small packages are to be delivered to the loading dock of Pullman Auckland via the loading dock which is located in between Pullman Hotel; Corner Waterloo Quadrant & Princes Street and the Quadrant hotel, Auckland.

Regardless of the entry point, all items are to be clearly marked as indicated above.

### **Loading Dock**

All items are to arrive and to be collected from the Receiving Bay between the hours of **7.00am – 5.00pm, Monday - Friday**

**Please note:** Arrangements outside these hours would need to be organised with the venue contact prior to arrival. A labour surcharge may apply. It is the responsibility of the contractor or sub-contractor to supply sufficient team members for unloading of transport vehicles in the loading bay in a timely, safe and non-disruptive manner.

### **Storage**

As the Pullman Auckland has limited storage facilities, delivery of items earlier than 24 hours prior to the event will require prior approval from the venue contact. All items will be placed into the appropriate area prior to client access on the first day of the event. Additional storage and labour charges may be incurred for goods stored or relocated by Pullman Auckland.

### **Collection of Goods**

Goods to be collected after the event should be sealed and properly addressed ([using the Delivery Label](#)) with the sender's name and contact phone number. All goods must be removed from the hotel premises by **3pm on Thursday 8 November 2018**. Should goods not be collected by this date they will be deemed abandoned and disposed of accordingly.

## Set Up and Dismantle

CONTRACTORS		
<b>Custom Build Set-up:</b>	Sunday 4 November 2018	8.00am – 6.00pm
	<i>Note: For custom-built exhibits, if overnight build is required, approval must be obtained in advance from ASHM</i>	
<b>Exhibition Dismantle:</b>	Wednesday 7 November 2018	3.45pm – 7.30pm
	<i>Note: This includes custom-built exhibits</i>	

EXHIBITORS		
<b>Stand Access Set-up:</b>	Monday 5 November 2018	8.00am – 11.00am
	<i>Note: All stands must be completely dressed and excess rubbish removed by 11.00am on Monday 5 November (before morning tea begins)</i>	
<b>Exhibition Dismantle:</b>	Wednesday 7 November 2018	2.40pm – 3.30pm

### **BOOTH INFORMATION**

#### **Shell Scheme Booth Information**

The exhibition stands will be provided by Displayworks.

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

- 2.5m high white laminated ply panels
- 1 x standard fascia board sign
- 2 x 150-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 Displayworks. Note: coffee machines will require additional power.
- Carpet (venue carpet)
- 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, lights or power. If access to electric power is required, please request this with Displayworks.
- Custom booth design plans to be sent to [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au) for approval by **Friday 28 September**.

**Note:** 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. We suggest packing your own safety vests.

- During the Exhibition ASHM staff will visit each stand to discuss the pack-up 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.

## Exhibition Opening Hours

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All booths must be fully staffed, operational and exhibits accessible to delegates during all breaks

Day 1, Monday 5 November 2018	
10.40am – 11.00am	Morning Tea in Exhibition Area
12.00pm – 1.00pm	Lunch in Exhibition Area
3.05pm – 3.25pm	Afternoon Tea in Exhibition Area
5.00pm	Exhibition Closes

Day 2, Tuesday 6 November 2018	
8.00am	Exhibition Opens
10.35am – 10.55am	Morning Tea in Exhibition Area
12.00pm – 12.55pm	Lunch in Exhibition Area
2.50pm – 3.50pm	Poster Session
3.50pm – 4.00pm	Afternoon Tea in Exhibition Area
5.00pm	Exhibition Closes

Day 3, Wednesday 7 November 2018	
8.00am	Exhibition Opens
10.15am – 10.25am	Morning Tea in Exhibition Area
12.05pm – 1.05pm	Lunch in Exhibition Area
2.05pm – 2.35pm	Afternoon Tea in Exhibition Area
2.40pm	Exhibition Closes (Pack up booths)

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

## Security

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Exhibitors are responsible for the management of their exhibition 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 and/or exhibits. Adequate insurance coverage of exhibits is recommended.

The Pullman Auckland will not accept responsibility for damages or loss of goods and property left in the hotel prior to, during or after an exhibition. All goods and satchels belonging to clients must be claimed and removed from the hotel on the last day of the 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. Please do not ever leave any valuables on your stand. Whilst every precaution is taken, both the Pullman Auckland and/or the Conference secretariat cannot accept any responsibility for loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.



## Booth Requirements

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### Stand Builder

Displayworks are the official stand builders for the exhibition. please complete and email all relevant forms provided for both shell scheme and space only stands including;

- [Stand Builders Exhibition Kit](#)
- [Fascia & Signage Form](#)
- [Furniture Form](#)

to [hinemoa@exhibitionhire.co.nz](mailto:hinemoa@exhibitionhire.co.nz). Please make sure that you complete and submit all required forms by **Friday 5 October**. Failure to do so will result in late order charges.

For any queries, please contact Hinemoa Tahana – Butler at +64 9579 9884 or [hinemoa@exhibitionhire.co.nz](mailto:hinemoa@exhibitionhire.co.nz)

## Exhibition Floor Plan and Booth Allocation

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Booth allocation is currently in progress.

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.

[Floor plan](#)

## Marketing and Promotion

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A company profile of no more than 100 words and company logo is required to promote your participation as an exhibitor in the conference handbook. Please email your company profile text (as a Word document) and your logo (in high-res EPS and jpeg format min 300DPI) to [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au) before **Friday 28 September 2018**.

To assist you in promoting your participation we provide you with tools to market your involvement in the conference/s, we suggest the following:

- Conference logo: Use the [logo](#) 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.apsadconference.com.au](http://www.apsadconference.com.au)
- Conference web banner: Use the [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.apsadconference.com.au](http://www.apsadconference.com.au)
- Save the date PDF – email this to your clients to invite them to visit you onsite at the Conference



## Registration and Accommodation

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A Discount Code for your included complimentary registrations will be emailed to you.

Complete your registrations via the [online registration system](#).

Please note the below deadlines apply for ALL registrations

- **Early bird Registration Deadline:** Sunday 12 August 2018
- **Accommodation Deadline:** Sunday 23 September 2018
- **Final Registration Deadline:** Sunday 14 October 2018 (late charges apply after this date)

Click through for further information on: [Standard registration Rates](#); [Program](#); [Accommodation](#), [Associated events](#)

For further information or assistance with group bookings please contact the Conference Secretariat at [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au) or +61 2 8204 0770

If you have not received your Discount Code please contact [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au).

## Packing

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Please ensure you allow enough time for freight to arrive on time, refer to Deliveries and Freight tab of this manual. Please check with your freight forwarder to confirm and use the below as a guide only.

### **Delivery of goods: Friday 2 November 2018 in between 7.00am to 5.00pm**

The following is a list of items we suggest you pack into your 'Exhibition Survival Kit', because you never know when you might need them!

- Scissors
- Tape (for packing boxes/cases) / Velcro (hook & loop) / Blu-Tack
- Stapler
- Pens and markers
- Note pads
- Mini first-aid kit
- Safety Vests **We suggest packing your own safety vests.**
- Power board, extension cord, phone/laptop/tablet charger (must be 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