



# INHSU 2018

7th International  
Symposium on Hepatitis  
Care in Substance Users  
Lisbon, Portugal  
19 - 21 September 2018  
[www.inhsu2018.com](http://www.inhsu2018.com)

# EXHIBITION MANUAL

**Wednesday 19 September – Friday 21 September 2018**  
**Hotel Cascais Mirage, Cascais, Portugal**



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## Exhibition Manual Instructions

Welcome to the exhibition manual for the **7th International Conference on Hepatitis Care in Substance Users**. Please view each section of this exhibition manual to ensure smooth logistics during the lead up to and during the symposium. Please ensure all items are complete by the deadlines outlined below.

### **ITEMS YOU NEED TO CONFIRM:**

- Public liability insurance / Indemnity Form
- Terms and conditions
- Onsite contact details
- Company logo
- Company profile 100 words

**Please note that exhibitors will not be granted entry to the exhibition located in Sala III without provision of a current public liability insurance certificate, signed terms and conditions, onsite contact form and full payment for your participation.**

### **Public Liability Insurance**

Please extend your 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 (Appendix 02) in PDF format to [amy.sargent@ashm.org.au](mailto:amy.sargent@ashm.org.au) by **Friday 17 August 2018**.

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

### **INHSU Symposium Secretariat**

ASHM Conference & Events Division  
LMB 5057, Darlinghurst NSW 2010  
T: +61 2 8204 0770 F: +61 2 8204 0779  
E: [info@inhsu2018.com](mailto:info@inhsu2018.com)

## Key Contacts

Please find below the key logistics contacts for the symposium:

Category	Company	Name	Phone	Email
Venue	Hotel Cascais Mirage	Ines Peralta	+351 210 060 600	<a href="mailto:Ines.peralta@cascaismiragem.com">Ines.peralta@cascaismiragem.com</a>
Symposium Secretariat	ASHM Conference & Events Division	Amy Sargent	+61 2 8204 0751	<a href="mailto:Amy.Sargent@ashm.org.au">Amy.Sargent@ashm.org.au</a>
Exhibition Builder	Brandstamina	Edgar Salvado	+351 914 748 040	<a href="mailto:esalvado@brandstamina.pt">esalvado@brandstamina.pt</a>
Audio Visual	Rave Audio Visual	Joe Richmond	+61 418 288 312	<a href="mailto:joseph@raveaudiovisual.com">joseph@raveaudiovisual.com</a>



## Requirements Check List

Item	Deadline	Tick when completed
100 word company profile, logo and onsite contact information: email to <a href="mailto:amy.sargent@ashm.org.au">amy.sargent@ashm.org.au</a>	Friday 17 August	
Indemnity form or public liability cover: email to <a href="mailto:amy.sargent@ashm.org.au">amy.sargent@ashm.org.au</a>		
Signed conference Terms and conditions: email to <a href="mailto:amy.sargent@ashm.org.au">amy.sargent@ashm.org.au</a>		
Register staff online For symposium/accommodation/social functions	Friday 17 August	
Promote your participation at the symposium. Logo / Web banner: add to email signature, website and newsletters to advise contacts you will be at the conference	Tuesday 4 September	
Fascia Sign order Display Rentals Booth Cleaning Services Plant and Floral Furnishings Graphics	Wednesday 5 September	
Ship goods to venue	Deliveries must arrive between Monday 10 September – Tuesday 18 September	



## Venue Information

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The exhibition will be held along with poster displays and symposium catering in the Exhibition Hall, located in Sala III, at Hotel Cascais Miragem, Portugal.

<b>Address</b>	Hotel Cascais Miragem Av. Marginal n.8554 2754-536 Cascais Portugal
<b>Phone</b>	+ 351 21 00 606 00
<b>Website</b>	<a href="http://www.cascaismirage.com/">http://www.cascaismirage.com/</a>

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

## Deliveries and Freight

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The venue will accept deliveries from Monday 10 September 2018, 9am – 6pm and stored in the storage room. It is vital that all deliveries are labelled correctly as per below:

Company Name that is sending the items  
Att: Amy Sargent  
INHSU 2018, 19 – 21 September 2018  
Hotel Cascais Miragem  
Avenida Marginal  
nº 8554 2754-536  
Cascais - Portugal  
Tel: 210 060 600

Please see .3 of Venue Exhibition Manual.

It is the responsibility of the staff manning the stand to collect their deliveries from the storage area and place them on their stand. If you have items that require collecting after the symposium the staff are also required to take the items to the designated storage area ready for collecting.

If you would like to hire staff to provide this service for you please contact Edgar Salvado at [esalvado@brandstamina.pt](mailto:esalvado@brandstamina.pt) for a quote.

There are no weight restrictions for the loading dock and information regarding height and width restrictions can be found in the Venue Exhibition Manual.



## Storage, Pack Up and Collection

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### Pre, During and Post-Exhibition Storage

There will be no 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 for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show.

### 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

- All exhibitor materials must be removed from the exhibition hall by 5:00 pm, Friday, September 21, 2018.
- It is the exhibitor's responsibility to arrange their own courier to collect their materials and all materials must be moved to the designated storage room for collection
- Please ensure all items are labelled clearly for collection

## Set Up and Dismantle

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### Contractors

**Exhibition Mark up:** Tuesday 18 September 7.00am – 8.00am

**Exhibition Stand Build:** Tuesday 18 September 8.00am – 3.00pm

**Stand Access for Set-up:** Tuesday 18 September 4.00pm – 6.00pm

**Exhibition Dismantle:** Friday 21 September 5.00pm – 8.00pm

**Note:** This includes custom-built exhibits

**Note:** Shell scheme and furniture will be ready to occupy at this time. All stands must be completely dressed and excess rubbish removed by **8.00am Wednesday 19 September**.

*Exhibitors may not place any display material or exhibit, nor extend their stand structure and fittings, beyond their contracted boundary. The permitted height of a stand is 3m.*

### Shell Scheme Booth Information

The exhibition stands are to be provided by Brandstamina

- A **3m x 2m** shell scheme booth includes:
  - Stand: 3m x 2m Velcro-compatible frontrunner in white, melamine walls
  - Signage: 1 x – to include logo and short company name in black and white
  - Lighting: 2 x 150W track lights per booth, located in positions that can be altered if necessary
  - Power: 1 x single power point (220v) per booth. Additional power must be organized directly through the hotel
  - Flooring: Carpet



- Furniture: At the exhibitor's own expense. Please note: Any additional requirements are at the exhibitor's expense

#### Custom Build Information

- Size: as per agreement
- Height limit: 3m (equivalent to a shell scheme booth).
- Raw floor space will be designated by markings on the floor. Set-up will be after this has been put in place by Brandstamina
- Raw floor space does not include any accessories and equipment such as Fascia Sign, lights or power. If access to electric power is required, please request this with RAVE Audio Visual by contacting Joe Richmond [joe@raveaudiovisual.com](mailto:joe@raveaudiovisual.com)
- Custom booth design plans to be sent to [amy.sargent@ashm.org.au](mailto:amy.sargent@ashm.org.au) for approval by **Friday 17 August 2018**

All organisers, contractors and exhibitors and their staff must wear safety vests whilst on the loading dock, service road or in the Sala III during the construction, bump in and bump out of events. Vests will be provided on-site at a charge therefore we suggest packing your own.

## Exhibition Opening Hours

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All booths must be fully staffed, operational and exhibits displayed to delegates during the break periods

Day 1, Wednesday 19 September 2018	
8.00am – 7.00pm	Exhibition Open
10.05am – 10.35am	Coffee Break in Exhibition Area
12.30pm – 2.00pm	Lunch in Exhibition Area
3.15pm – 4.15pm	Coffee Break in Exhibition Area
5.45pm – 7.00pm	Welcome Reception in Exhibition Area
7.00pm	Exhibition Closes

Day 2, Thursday 18 September 2018	
8.30am – 5.30pm	Exhibition Open
10.45am – 11.15am	Coffee Break in Exhibition Area
12.15pm – 1.45pm	Lunch in Exhibition Area
3.00pm – 3.30pm	Coffee Break in Exhibition Area
5.30pm	Exhibition Closes

Day 3, Friday 19 September 2018	
9.00am – 3.15pm	Exhibition Open
12.00pm – 12.45pm	Coffee Break in Exhibition Area
12.45pm – 1.45pm	Lunch in Exhibition Area
2.45pm – 3.15pm	Coffee Break in Exhibition Area
3.15pm	Exhibition Closes (Pack up booths)



Please note that during times when exhibitors are bumping in/out for the symposium the exhibition area will not be open for WH&S reasons. Please ensure you keep valuable items with you at all times.

## Security

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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 and exhibits.

Hotel Cascais Miragem 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 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. The conference rooms are unable to be locked – security needs to be arranged. Please do not ever leave any valuables on your stand. Whilst every precaution is taken, the Hotel Cascais Miragem 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 & Catering

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The below items can all be ordered through Brandstamina by emailing [esalvado@brandstamina.pt](mailto:esalvado@brandstamina.pt)

- Furniture & Carpet
- Display Rentals
- Booth Cleaning Services
- Plant and Floral
- Furnishings
- Graphics

Brandstamina's catalogue is available in or you can visit their website [www.brandstamina.pt](http://www.brandstamina.pt).

Please make sure that you order required items by **Wednesday 5 September 2018**. All items are subject to availability. If there are any requests received after this date Brandstamina will do their best to assist, but availability cannot be guaranteed.

### **Facias Signs**

Signs with your company name are included for those who opt for a shell scheme booth. To order your Fascia Sign please contact Edgar Salgado at [esalvado@brandstamina.pt](mailto:esalvado@brandstamina.pt).

### **Electricity**

Electricity may be ordered via RAVE Audio Visual by contacting Joe Richmond [joe@raveaudiovisual.com](mailto:joe@raveaudiovisual.com).





### **Catering**

If you would like any food or beverages on your stand this must be ordered from the venue via the symposium secretariat. Distribution of food products from third parties is not permissible. Please see point 11 in the Venue Exhibition Manual. For a list of food and beverages available to be ordered please see the Catering Menu.

*Nespresso machines are not available for exhibition stands, but exhibitors can bring their own coffee machines, water and coffee capsules.*

## **Exhibition Floor Plan and Booth Allocation**

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Booth allocation is currently in progress. Please note the floor plan is subject to change however the Symposium Organisers will make every effort not to move allocated booths and will advise exhibitors of any significant changes.

## **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 symposium handbook. Please email your company profile text (as a Word document) and your logo (in high-res EPS or jpeg format min 300DPI) to [amy.sargent@ashm.org.au](mailto:amy.sargent@ashm.org.au) before **Friday 17 August 2018**.

We are excited you are participating in the Symposium. To assist you in promoting your participation we are providing you with tools to market your involvement in the symposium, we suggest the following:

- Symposium logo: Use the logo or web banner in emails, websites, newsletters, print advertising and other promotional materials to let your clients know they can meet you at the Symposium. When using the symposium logo or banner online, please link them to [www.inhsu2018.com](http://www.inhsu2018.com)

The items can be found in the Marketing Toolkit

## **Registration and accommodation**

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**For Platinum, Gold, Silver or Bronze supporter packages** a unique Discount Code for your included complimentary registrations and instructions on how to register should have been emailed to you, if you have not received your Discount Code please contact [amy.sargent@ashm.org.au](mailto:amy.sargent@ashm.org.au).

**For Exhibitors**, please complete your [registrations here](#).

Please select the following links for further information on:

[Registration Rates](#)

[Programme](#)

[Accommodation](#)

Please note the below deadlines apply for ALL registrations



- Early bird Registration Deadline: Friday 29 June 2018
- Accommodation Deadline: Friday 10 August 2018
- Final Registration Deadline: Friday 31 August 2018 (late charges apply after this date)

For further information or assistance on group bookings please contact the Symposium Secretariat at [info@inhsu2018.com](mailto:info@inhsu2018.com) or +61 2 8204 0770

## Packing

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

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)
- Stapler
- Velcro (hook & loop) / Blu-Tack (to stick things to your stand walls)
- Pens and markers
- Note pads
- Mini first-aid kit
- Safety Vests
- Power board, extension cord, 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