



# **EXHIBITION MANUAL**

**Monday 29 August – Thursday 1 September 2022  
Sunshine Coast Convention Centre**

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## Exhibition Manual Instructions

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On behalf of the committee, we are delighted to welcome you as an exhibitor during the Joint Australasian HIV&AIDS and Sexual Health Conferences 2022, Monday 29 August – Thursday 1 September 2022, Sunshine Coast Convention Centre.

This exhibition manual will help you to plan a successful exhibition. It contains all the necessary, forms and deadlines to set up your booth. To make your participation a success, please read the information carefully, take note of the deadlines and place your orders as soon as possible. Please pass this exhibition manual on to all people involved with this exhibition.

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

## Key Contacts

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Please find below the key logistics contacts for the Conference:

Category	Company	Name	Phone	Email
<b>Venue</b>	Sunshine Coast Convention Centre	Tayla Revell	07 5450 9582	<a href="mailto:events02@twinwatersresort.com.au">events02@twinwatersresort.com.au</a>
<b>Exhibition Builder</b>	ExpoNet	Shaun Rae	0411 222 736	<a href="mailto:shaun@exponet.com.au">shaun@exponet.com.au</a>
<b>Audio Visual</b>	AV Partners	Ritchie Harland	07 5450 9502	<a href="mailto:rharland@avpartners.com">rharland@avpartners.com</a>
<b>Conference Secretariat</b>	ASHM	Jeremy Cott	0434 856 585	<a href="mailto:Jeremy.cott@ashm.org.au">Jeremy.cott@ashm.org.au</a>

## Requirements Check List

Item	Deadline	Tick when completed
Register Staff online For conference/accommodation/social functions	Thursday 30 June	
50 word company profile, logo and onsite contact information	Friday 29 July	
Indemnity form or public liability cover		
Terms and conditions (signed)		
Custom booth design plans to be sent to for approval (if applicable)		
<b>Promote your participation</b> at the conference Add Conference logo to email signature, website and newsletters to advise contacts you will be at the conferences	Ongoing	
<b>Exhibition Booth Requirements</b>		
Signage (if applicable)	1 August 2022	
Stand upgrades (if applicable)	1 August 2022	
Fascia sign (if applicable)	1 August 2022	
Power & lighting (if applicable)	1 August 2022	
Audio Visual (if applicable)	1 August 2022	
Flooring (if applicable)	1 August 2022	
Furniture (if applicable)	1 August 2022	
Ship Goods to venue Label all boxes with the Delivery Label	<b>Accepted on Friday 26 August</b> Deliveries will be accepted on the loading dock 8.00am – 2.00pm Mon - Fri	

### Important Links

- [Indemnity Form](#)
- [Conference Website](#)
- [Digital Toolkit \(marketing\)](#)
- [Exhibition Floorplan](#)
- [Venue Map](#)
- [Delivery Label](#)

## Public Liability Insurance

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Please note that exhibitors will not be granted entry to the Exhibition Hall without providing a current public liability insurance certificate, signed terms and conditions, onsite contact form and full payment for your participation.

DEADLINE: **Friday 29 July**

Please extend your public liability to cover your display;

- Email a certificate of currency or
- The front cover of your Policy or
- A signed copy of the [Indemnity Form in PDF format](#)

## Marketing and Promotion

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A company profile of no more than 50 words and a company logo is required to promote your participation as an exhibitor in the conference handbook and APP. Please email your company profile text (as a Word document) and your logo (in high-res EPS or jpeg format min 300DPI) to [jeremy.cott@ashm.org.au](mailto:jeremy.cott@ashm.org.au) before **July 29 2022**.

We are excited you are participating in the Conference. To assist you in promoting your participation we are providing you with tools to market your involvement in the conference.

[Access the Digital Toolkit](#)

## Registration

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Sponsors and Exhibitors are entitled to the following discounted registration rates to attend the Joint Conferences. 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.

- Joint Conferences – Exhibitor Rate (Catering Only):       \$300.00
- Joint Conferences Sponsor / Exhibitor Rate:               \$990.00

Contact [jeremy.cott@ashm.org.au](mailto:jeremy.cott@ashm.org.au) for instructions on how to access the discounted rates.

Standard Registration rates and information on accommodation, social functions and the program can be found on the [conference website](#).

Please note the below deadlines apply for ALL registrations

- Early Bird Registration Deadline:                   30 June 2022
- Standard Registration Deadline:                   14 August 2022

## Venue Information

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The exhibition, poster displays and conference catering will be held together in the Wandiny Room, at the Sunshine Coast Convention Centre.

<b>Address</b>	270 Ocean Drive, Twin Waters, QLD, Australia, 4564
<b>Phone</b>	07 5450 9582
<b>Website</b>	<a href="https://www.novotelsunshinecoast.com.au/events/wandiny-room">https://www.novotelsunshinecoast.com.au/events/wandiny-room</a>
<b>Map</b>	<a href="#">here</a>

### WiFi and Internet

Should you require internet on your stand, we advise to purchase a dedicated internet line or your own private Wi-Fi connection. You can order your internet requirements directly contact AV Partners, Richard Harland, [rharland@avpartners.com](mailto:rharland@avpartners.com) or call +61 7 5450 9502

### Catering

All catering offered within exhibition area should be ordered from the Sunshine Coast Convention Centre. No food, beverage or alcohol will be permitted to be brought into or removed from the facility by the licensee or any of the licensee's guests or invitees without the written approval of the Food & beverage Department.

All companies offering hospitality are reminded of their responsibilities for hygiene and food safety. Exhibitors are also encouraged to guarantee healthy and balanced catering service to their delegates.

For individual stand catering, satellite catering or small meeting catering, please download the catering compendium and submit your order with the venue 30 days prior to the conference. [venue Compendium](#)

Tayla Revell

[Events02@twinwatersresort.com.au](mailto:Events02@twinwatersresort.com.au)

07 5448 8

## Deliveries and Freight

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All Exhibitor deliveries will only be accepted from **Friday, 26 August 2022**. Sunshine Coast Convention Centre and Novotel Sunshine Coast Resort will accept delivery of goods between Monday to Friday, receiving times are from 8:00am - 2:00pm

### Freight

Sunshine Coast Convention Centre and Novotel Sunshine Coast Resort will accept delivery of goods between Monday to Friday, receiving times are from 8:00am - 2:00pm. Please ensure your items are labelled with the [official freight label provided](#). With the freight label, we advise exhibitors to address this to 'their company contact person on site who will be looking after the stand (not the event organiser).

This will assist us in finding the correct items. Pre-event freight will be stored complimentary for a maximum of 3 days prior to the event commencement.

It is the exhibitor's responsibility to pack up freight for collection, attach a completed consignment note and arrange collection by the preferred freight company. Post-event freight will be stored

complimentary for a maximum of 3 days until collection by the designated freight company. Should goods be left without the required documentation and the Exhibitor requires the assistance of Novotel Sunshine Coast Resort and/ or Sunshine Coast Convention Centre in the freight of these goods the these parties will not accept any liability for loss or damage during this process. Novotel Sunshine Coast Resort and Sunshine Coast Convention Centre accept no responsibility for arranging couriers or the delivery of items. Either party accept no liability for goods received or stored pre or post the event date or at any time during the event.

### **Personal Protective Equipment**

All visitors to the loading dock require high visibility vest/clothing. Footwear must be fully enclosed. Thongs or sandals are not permitted. For visitors or drivers working on-site, safety footwear must be worn.

### **Safe behaviour in the workplace**

All staff are to act responsibly and safely whilst on site. All staff shall strictly comply with the WHS Act 2012 and relevant work health safety Regulations, Australian Standards, Government Legislation, Regulations and Code of Practice. Staff are also required to abide by Accor standard policies for Occupational Health and Safety, Environmental Policy and Human Rights and Equal Opportunity Policy Statement.

### **Deliveries**

- Drivers either loading or unloading in the loading dock area are not required to sign in, they are required to always remain in or with their vehicle.
- Drivers are not permitted to enter the back of house.
- Visitors are not permitted to enter the back of house areas unless accompanied by a Novotel Sunshine Coast Resort staff member

Deliveries for both conferences 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
- Courier Companies should be instructed to pick up freight at the conclusion of the event, Thursday 1 September 2022. The Venue and/or Conference Organisers will not take responsibility for freight left after the conclusion of the event on **Thursday 1 September 2022**.

### **Pre, During and Post-Exhibition Storage**

Sunshine Coast Convention Centre will neither offer storage nor accept delivery of goods outside the Hire. Exhibitors must remove all items related to the Event from The Centre at the end of the Hire. Exhibitors acknowledge the right of the Sunshine Coast Convention Centre staff to remove any goods left on site after this time and agree to accept the full costs incurred.

**Please note:**

If you are using your own transport company, ASHM or the Sunshine Coast Convention Centre cannot sign for the 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.

## Set up and Dismantle

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### Contractors

**Custom Stand Build:** 6:00am – 10:00am Monday 29 August 2022

*Note: For custom-built exhibits, if additional build time is required, approval must be obtained in advance from ASHM and the venue.*

**Exhibition Dismantle:** 3.45pm – 11:00pm Thursday 1 September 2022

*Note: This includes custom-built exhibits.*

### Exhibitors

**Stand access for Set Up:** 10:00am – 11:30am Monday 29 August 2022

*Shell scheme and furniture will be ready to occupy at 10.00am. All stands must be completely dressed and excess rubbish removed by 11:30am on Monday (before lunch begins)*

**Stand Pack down:** 3:00pm – 5:00pm Thursday 1 September 2022

### 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:

- 2.4m high white laminated panels
- Each stand will receive a fascia or exhibitor name board on each open side
- 2 x LED track mounted spotlights per 9 SQM. Mounted on light track inside fascia unless otherwise specified.
- 1 x 4amp single outlet GPO is included per 9 SQM. Located in rear corner of stand unless otherwise specified. Those who require additional electric power are asked to request this by contacting PERTHEXPO. Note: coffee machines will require additional power.
- Carpet (venue carpet)
- Any additional requirements are at the exhibitor's expense

#### Custom Build Information

A technical drawing with all dimensions of your stand and visuals must be submitted for approval by 29 July 2022.

- 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.
- All work must be carried out within the show timetable.
- It is each exhibitor's responsibility to familiarize himself with any height or weight restrictions of his allocated space before designing the stand.
- All stands shall be entirely self-supporting, without either hanging from the roof or being attached to walls of the venue.
- It is not allowed to use shell scheme walls from neighbouring stands for your own purposes
- If you have not chosen a stand builder for your space only stand yet, ExpoNet can provide you with a quotation for your stand.
- Custom booth design plans must be sent to [Jeremy.cott@ashm.org.au](mailto:Jeremy.cott@ashm.org.au) for approval by 29 July 2022.



### Ceiling Height

Wandiny Room: 2.9m on the outside edge and 6.4m at the centre of the building

### Rigging

For all ceiling mounted rigging enquiries, please contact AV Partners, Richard Harland, [rharland@avpartners.com](mailto:rharland@avpartners.com) or call +61 7 5450 9502

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.

## Exhibition Opening Hours

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

### Exhibition schedule (Run times)

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

Time are subject to change. Please view the online program for the most up-to-date timings for the 2022 Joint Conferences – [Online Program](#)

#### Day 1, Monday 29 August 2022

Exhibition opens	12.30pm
Lunch in Exhibition Area	12.30pm
Afternoon Tea in Exhibition Area	3.30pm
Exhibition Closes	5.30pm

#### Day 2, Tuesday 30 August 2022

Exhibition opens	8.30am
Morning Tea in Exhibition Area	10.30am
Lunch in Exhibition Area	12.30pm
Afternoon Tea in Exhibition Area	3.00pm
Welcome Reception in Exhibition Area	5.00pm
Exhibition Closes	6.30pm

#### Day 3, Wednesday 31 August 2022

Exhibition opens	8.30am
Morning Tea in Exhibition Area	11.00am
Lunch in Exhibition Area	1.00pm
Afternoon Tea in Exhibition Area	3.30pm
Exhibition Closes	5.30pm

#### Day 4, Thursday 1 September 2022

Exhibition opens	8.30am
Morning Tea in Exhibition Area	10.30am
Lunch in Exhibition Area	12.30pm
Exhibition Closes	5.00pm

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.

Sunshine Coast 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 and satchels belonging to clients must be claimed and removed from the Centre on the last day of the exhibition. Sunshine Coast 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. 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 Sunshine Coast Convention Centre and 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

ExpoNet are the official stand builders for the exhibition.

ExpoNet will email you a link to their online Exhibitor Kit. The online kit contains important information and forms for both shell scheme and space only stands, including fascia, electrical, furniture etc.

Please make sure that you complete the necessary forms online by the deadlines stipulated in the *Requirements Checklist* above. Failure to do so will result in late order charges.

For any queries, please contact Shaun Rae at [shaun@exponet.com.au](mailto:shaun@exponet.com.au) or call +61 2 9645 7000

## Floorplan

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### Floorplan

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.

[View Floor Plan](#)

## 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.

**Delivery of goods: Friday 26 August 2022**

**Collection of goods: Thursday 1 September 2022**

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
- COVID Safety (RATs, face masks, hand sanitiser)

**All organisers, contractors and exhibitors and their staff must wear safety vests and steel-capped boots or 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 be provided on-site at a charge therefore we suggest packing your own.**