



EXHIBITION MANUAL

Monday 16 September – Thursday 19 September 2019
Perth Convention & Exhibition Centre

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	8
Booth Requirements	9
Floor Plan	9
Marketing & Promotion	9
Registration & Accommodation	10
Packing	10

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

Exhibition Manual Instructions

Welcome to the exhibition manual for the 2019 Australasian Sexual Health and Australasian HIV&AIDS Conferences. Please ensure you view each section of this exhibition manual to ensure smooth logistics during the lead up to and during the Conferences.

ITEMS YOU NEED TO PROVIDE TO THE CONFERENCE SECRETARIAT

- Public liability insurance / Indemnity Form
- Terms and conditions
- Onsite contact details
- Company logo (JPEG min 300DPI)
- Company profile 100 words (word document)

The full conference exhibition manual can be found on the conference website.

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, 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** in PDF format by **Friday 26 July**

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

Key Contacts

Please find below the key logistics contacts for the Conference:

Category	Company	Name	Phone	Email
Venue	Perth Convention & Exhibition Centre	Nicky Nolan	Direct: 08 9338 0310 Mobile: 0424 750 031	nicky.nolan@pcec.com.au
Exhibition Builder	PERTHEXPO	Kirsty Bellman	P: 08 9475 2026 M: 0419 969 147	kirstybellman@perthexpo.com.au
Audio Visual	Rave Audio Visual	Joe Richmond	+61 418 288 312	joseph@raveaudiovisual.com
Conference Secretariat	Australasian HIV/AIDS Conference	Samantha Williamson	+61 478 020 177	Samantha.Williamson@ashm.org.au
	Australasian Sexual Health conference	Samantha Williamson	+61 478 020 177	Samantha.Williamson@ashm.org.au

Requirements Check List

Item	Deadline	Tick when completed
50 word company profile, logo and onsite contact information	Friday 26 July	
Indemnity form or public liability cover		
Signed conference Terms and conditions		
Custom booth design plans to be sent to for approval (if applicable)		
Register Staff online For conference/accommodation/social functions	Friday 26 July	
Promote your participation at the conference Add Conference logo to email signature, website and newsletters to advise contacts you will be at the conferences	Ongoing	
Exhibition Booth Requirements (via online link)		
Signage (if applicable)	Monday 19 August	
Stand upgrades (if applicable)	Monday 19 August	
Fascia sign (if applicable)	Monday 26 August	
Power & lighting (if applicable)	Monday 9 September	
Audio Visual (if applicable)	Monday 9 September	
Flooring (if applicable)	Monday 9 September	
Furniture (if applicable)	Monday 9 September	
Ship Goods to venue Label all boxes with the Delivery Label	Deliveries to arrive Between 7.30am – 3.00pm Sunday 15 September	

Note: PERTHEXPO will contact all exhibitors to provide a link for the above order requirements.

Venue Information

The exhibition will be held along with the poster displays and conference catering in Exhibition Hall, at the Perth Convention & Exhibition Centre (PCEC).

Address	21 Mounts Bay Road, Perth WA 6000
Phone	+61 8 9338 0300
Website	www.pcec.com.au

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

For information specific to the operating procedures in the Perth Convention & Exhibition Centre. Go to their [Event Toolkit page](#) to access the following info:

- [Floor Plans](#)
- [Events Manual](#)
- [Loading Dock Deliveries](#)
- [Risk Assessment](#)

Deliveries and Freight

All Exhibitor deliveries can only be accepted from **Sunday, 15 September 2019**, unless prior arrangements have been made with PCEC or Agility Fairs and Events – PCEC’s logistics support service provider.

Any items delivered outside the official move-in / move-out period without prior arrangement will be removed from The Centre’s premises at the exhibitor’s expense.

Any exhibitor deliveries to PCEC must have an [exhibitor delivery notice](#) attached to all items.

All goods coming into Perth Convention & Exhibition Centre should use the [Delivery Label](#) supplied, the label must clearly marked with;

- Onsite contact name
- Conference contact (Samantha Williamson)
- Name and date of the conference
- Your stand/booth number.

Delivery Label

All couriers and transport drivers delivering and collecting goods on behalf of our 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.

[Download Delivery Label](#)

All exhibitor/contractor deliveries must be made to the PCEC’s Loading Bay 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 is on site to sign for the goods. The PCEC, nor designated representatives will not sign for exhibitor or contractor deliveries. Couriers requiring a signature will be turned away. Any goods that are not labelled correctly or delivered outside of two working days prior to the event may not be accepted by the Centre.

Loading Dock

Each Exhibition Hall has a dedicated loading dock. Traffic flow to the access ramp and across the loading dock is strictly one-way only. Access to the loading dock is via a ramp located adjacent to the intersection of Mounts Bay Road and Spring Street. The dock exits onto Riverside Drive at the eastern end of the building. A vehicle checkpoint is located at the entry of the one-way access ramp. A truck holding area is located off Mounts Bay Road, below the Mitchell Freeway and may be used during major move-in or move-out. This area is managed by Main Roads, please make contact with the organiser for use of the space.

Vehicles traversing the dock must not exceed a speed of 10km/h and hazard lights must be active at all times whilst engines are running.

Vehicles may only stand temporarily on the loading dock for loading / unloading purposes and are not to be left unattended at any time. No parking is permitted and The Centre reserves the right to have fines issued by parking officers of the City of Perth and/or have offending vehicles removed from the premises at the Owner's expense. The Centre accepts no responsibility for the safety of vehicles and/or their contents.

Loading Dock Rules

Exhibitors and Contractors should be aware of the following:

- Access to The Centre for move-in and/or move-out will be via the loading dock only.
- All drivers of vehicles accessing the loading docks must provide their current Driver's license to the Centre's Security staff upon request to verify their identity.
- Under no circumstances will event equipment be permitted to move in or out via foyers or other public areas.
- High visibility clothing and enclosed shoes must be worn at all times during the move-in / moveout period.
- No access will be permitted via the loading dock bi-fold doors during the Operational Hours of an event.
- The PCEC will not sign possession of goods from couriers on behalf of exhibitors or clients.

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 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 19 September 2019. The Venue and/or Conference Organisers will not take responsibility for freight left after the conclusion of the event on **Thursday 19 September 2019**.

Pre, During and Post-Exhibition Storage

The 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.

For pre-event or post-event storage The Centre's preferred logistics supplier is Agility Fairs & Events; contact details can be found in the recommended suppliers section of this manual.

Please note:

If you are using your own transport company, ASHM or the Perth Convention & Exhibition Centre 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.

Set up and Dismantle

Contractors

Mark up: 7.00am – 8.30am

Custom Stand Build: 8:30am – 6:00pm Sunday 15 September 2019

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 – midnight Thursday 19 September 2019

Note: This includes custom-built exhibits.

Exhibitors

Stand access for Set Up: 7:00am – 10:30am Monday 16 September 2019

Shell scheme and furniture will be ready to occupy at 9.00am. All stands must be completely dressed and excess rubbish removed by 10:30am on Monday (before morning tea begins).

Stand Pack down: 3:45pm – 5:00pm Thursday 19 September 2019

Booth Information

Shell Scheme Booth Information

The exhibition stands will be provided by PERTHEXPO.

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

- 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 PERTHEXPO.
- Custom booth design plans to be sent to Samantha.Williamson@ashm.org.au for approval by **Friday 26 July**.

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.

Exhibition Opening Hours

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

Day 1, Monday 16 September 2019	
10.30am - 11.00am	Morning Tea in Exhibition Area
12.30pm – 1.30pm	Lunch in Exhibition Area
3.00pm – 3.30pm	Afternoon Tea in Exhibition Area

Day 2, Tuesday 17 September 2019	
10.30am - 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 – 6.30pm	Networking Reception in Exhibition Area

Day 3, Wednesday 18 September 2019	
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

Day 4, Thursday 19 September 2019	
10.00am – 10.30am	Morning Tea in Exhibition Area
12.30pm – 1.30pm	Lunch in Exhibition Area
2.30pm - 3.30pm	Afternoon Tea in Exhibition Area

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 and exhibits.

The Perth Convention & Exhibition 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. The Perth Convention & Exhibition 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 Perth Convention & Exhibition Centre, and both Conference secretariats cannot accept any responsibility for loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

Booth Requirement and Floorplan

Stand Builder

PERTHEXPO are the official stand builders for the exhibition. PERTHEXPO 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 Kirsty Bellman kirstybellman@perthexpo.com.au or +61 08 9475 2026

Floorplan

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.

[View Floor Plan](#)

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 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 samantha.williamson@ashm.org.au before **Friday 26 July 2019**

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/s, we suggest the following:

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

[Access the Digital Toolkit](#)

Registration and Accommodation

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

Contact Samantha.williamson@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: Sunday 30 June 2019
- Accommodation Deadline: Sunday 11 August 2019
- Final Registration Deadline: Sunday 31 August 2019 (late charges apply after this date)

Packing

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: Sunday 15 September

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

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.