



**HOBART**  
10-13 NOVEMBER

# **APSad EXHIBITION MANUAL**

**Sunday 10 November – Wednesday 13 November 2019  
Hotel Grand Chancellor, Hobart Tasmania**

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

## Exhibition Manual Instructions

Please read each section of this exhibition manual to ensure smooth logistics during the lead up to and during the **APSAD Hobart 2019 Conference**. Please complete all items by the deadlines provided.

If you have any questions please contact:

**APSAD Conference Secretariat**  
 ASHM Conference & Events Division  
 LMB 5057, Darlinghurst NSW 2010  
 T: +61 2 8204 0770  
 E: [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au)

## Requirements Check List

Item	Deadline	Tick when completed
50 word company profile, logo email to <a href="mailto:apsadconference@ashm.org.au">apsadconference@ashm.org.au</a>	<b>Friday 27 September</b>	
<u>Onsite contact details</u> : email to <a href="mailto:apsadconference@ashm.org.au">apsadconference@ashm.org.au</a>		
Public liability cover OR signed <u>Indemnity Form</u> : email to <a href="mailto:apsadconference@ashm.org.au">apsadconference@ashm.org.au</a>		
<u>Register staff online</u> For conference/accommodation/social functions	<b>Monday 21 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 27 September</b>	
Stand builder/contractor public liability cover: email to <a href="mailto:apsadconference@ashm.org.au">apsadconference@ashm.org.au</a>	<b>Friday 18 October</b>	
Custom booth design plans to be sent to <a href="mailto:apsadconference@ashm.org.au">apsadconference@ashm.org.au</a> for approval (if applicable)		
Review <u>Custom Booth Requirements page</u> and advise HGC of storage requirements		
<b>Exhibition Booth Requirements</b> <u>Stand Builders Exhibition Kit</u> <u>Fascia &amp; Signage Form</u> <u>Furniture Form</u>		
Ship Goods to venue Label all boxes with the <u>Delivery Label</u>	<b>Friday 8 November</b>  <i>Deliveries must arrive between: 8.00am – 4.30pm</i>	

## Key Contacts

Please find below key contacts for the Conference:

Category	Company	Contact Person	Phone No.	Email
Venue/ Catering	Hotel Grand Chancellor	Sarah Gopal	+61 3 6235 4795	<a href="mailto:cescoordinator@hgchobart.com.au">cescoordinator@hgchobart.com.au</a>
Exhibition Company	ExpoTas	Rod Street	+61 3 6229 7177	<a href="mailto:rod@expotas.com.au">rod@expotas.com.au</a>
Audio Visual	RAVE	Joe Richmond	+61 418 288 312	<a href="mailto:joseph@raveaudiovisual.com">joseph@raveaudiovisual.com</a>
Conference Secretariat	ASHM	Ivy Chan	+61 2 8204 0770	<a href="mailto:ivy.chan@ashm.org.au">ivy.chan@ashm.org.au</a>

### ITEMS YOU NEED TO PROVIDE:

- Public liability insurance certificate of currency OR [Indemnity Form](#)
- [Onsite contact details](#)
- Company logo (JPEG min 300DPI)
- Company profile 50 words (word document)

**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 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 [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au) by **Friday 27 September 2019**

If you do not have public liability insurance, you must provide a signed copy of the [Indemnity Form](#) (Appendix 02) in PDF format to [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au) by **Friday 27 September 2019**.

Your stand builders and all sub-contractors must provide a copy of their public liability certificate of currency or the front cover of their Policy in PDF format to [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au) by **Friday 18 October 2019**

## Venue Information

The exhibition, poster displays and all conference catering will be held in the **Federation Ballroom** on **First Floor** at the **Hotel Grand Chancellor Hobart**.

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

Address	Hotel Grand Chancellor 1 Davey St Hobart TAS 7000
Email	<a href="mailto:cescoordinator@hgchobart.com.au">cescoordinator@hgchobart.com.au</a>
Phone	+61 3 6235 4535
Website	<a href="https://www.grandchancellorhotels.com/hotel-grand-chancellor-hobart">https://www.grandchancellorhotels.com/hotel-grand-chancellor-hobart</a>

## Deliveries, Storage, Pack Up and Collection

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Deliveries will be accepted on: **Friday 8 November 2019** in between **8.00am to 4.30pm**.

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

- Attention: **Sarah Gopal (APSAD)**
- Onsite contact name/mobile number
- Your exhibition booth/table number

Please use this [Delivery Label](#)

**For more information on Loading Bay and Goods Lift Dimensions**, please refer to the [Hotel Grand Chancellor \(HGC\) Exhibitor Information booklet](#)

**Rigging** in the **Federation Ballroom** can be organised through ExpoTas. View page 7 of the [HGC Exhibition Manual](#) for more information.

### Loading Dock

All items are to arrive and to be collected from the Loading Bay between the hours of **8.00am to 4.30pm, 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.

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 Hotel Grand Chancellor via Macquarie Street Loading Bay.

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

### Storage

As the Hotel Grand Chancellor 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 Hotel Grand Chancellor Hobart.

### 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 14 November**. Should goods not be collected by this date they will be deemed abandoned and disposed of accordingly.

## Set Up and Dismantle

<b>CONTRACTORS</b>		
<b>Custom Build Set-up:</b>	Monday 11 November 2019	01.00am – 08.00am
	<i><b>Note:</b> For custom-built exhibits, overnight build ONLY. Build MUST be finished by 8am so stands can be dressed</i>	
<b>Custom Build Dismantle:</b>	Wednesday 13 November 2019	16.15pm – 19.30pm
	<i><b>Note:</b> This includes all custom-built exhibits</i>	

<b>EXHIBITORS</b>		
<b>Stand Access Set-up:</b>	Monday 11 November 2019	08.00am – 10.00am
	<i><b>Note:</b> All stands must be completely dressed and excess rubbish removed by 9.55am on Monday 11 November (before morning tea begins)</i>	
<b>Exhibition pack down:</b>	Wednesday 13 November 2019	15.00pm – 16.00pm

### **BOOTH INFORMATION**

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

The exhibition stands will be provided by ExpoTas.

A 3mx3m or 3mx2m shell scheme booth includes:

- 2m 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)
- 1 x trestle table and 2 x chairs
- 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 ExpoTas.
- Custom booth design plans to be sent to [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au) for approval by **Friday 18 October 2019**.
- Maximum build height for stands – 4.5 metres
- Review [Custom Booth Requirements page](#) and advise HGC of storage requirements

**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

All booths must be fully staffed, operational and exhibits accessible to delegates during all breaks. [Program timing](#) subject to change without prior notice.

Day 1, Monday 11 November 2019	
10.00am	Exhibition Hall Opens
10.05am – 10.35am	Morning Tea in Exhibition Area
12.20pm – 1.20pm	Lunch in Exhibition Area
3.15pm – 3.45pm	Afternoon Tea in Exhibition Area
5.15pm – 6.15pm	Poster Session
6.15pm	Exhibition Closes

Day 2, Tuesday 12 November 2019	
8.00am	Exhibition Hall Opens
10.35am – 11.00am	Morning Tea in Exhibition Area
12.00pm – 12.50pm	Lunch in Exhibition Area
2.35pm – 2.50pm	Afternoon Tea in Exhibition Area
5.00pm	Exhibition Closes

Day 3, Wednesday 13 November 2019	
8.30am	Exhibition Hall Opens
10.15am – 10.35am	Morning Tea in Exhibition Area
12.15pm – 1.15pm	Lunch in Exhibition Area
2.30pm – 2.50pm	Afternoon Tea in Exhibition Area
3.00pm	Exhibition Closes (Pack up booths)

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

## Security

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 Hotel Grand Chancellor, ASHM and APSAD 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 Hotel Grand Chancellor Hobart 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

ExpoTas 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 [rod@expotas.com.au](mailto:rod@expotas.com.au). Please make sure that you complete and submit all required forms by **Friday 18 October**. Failure to do so will result in late order charges.

For any queries, please contact Rod Street at +61 3 6229 7177 or [rod@expotas.com.au](mailto:rod@expotas.com.au)

## Exhibition Floor Plan

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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 50 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 [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au) before **Friday 27 September**.

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.apsadconference2019.com.au](http://www.apsadconference2019.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

- **Standard Registration Deadline:** Monday 21 October 2019 (late charges apply after this date)
- **Accommodation Deadline:** Monday 30 September 2019

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 [exec.officer@apsad.org.au](mailto:exec.officer@apsad.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 8 November 2019 in between 8.00am to 4.30pm.**

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