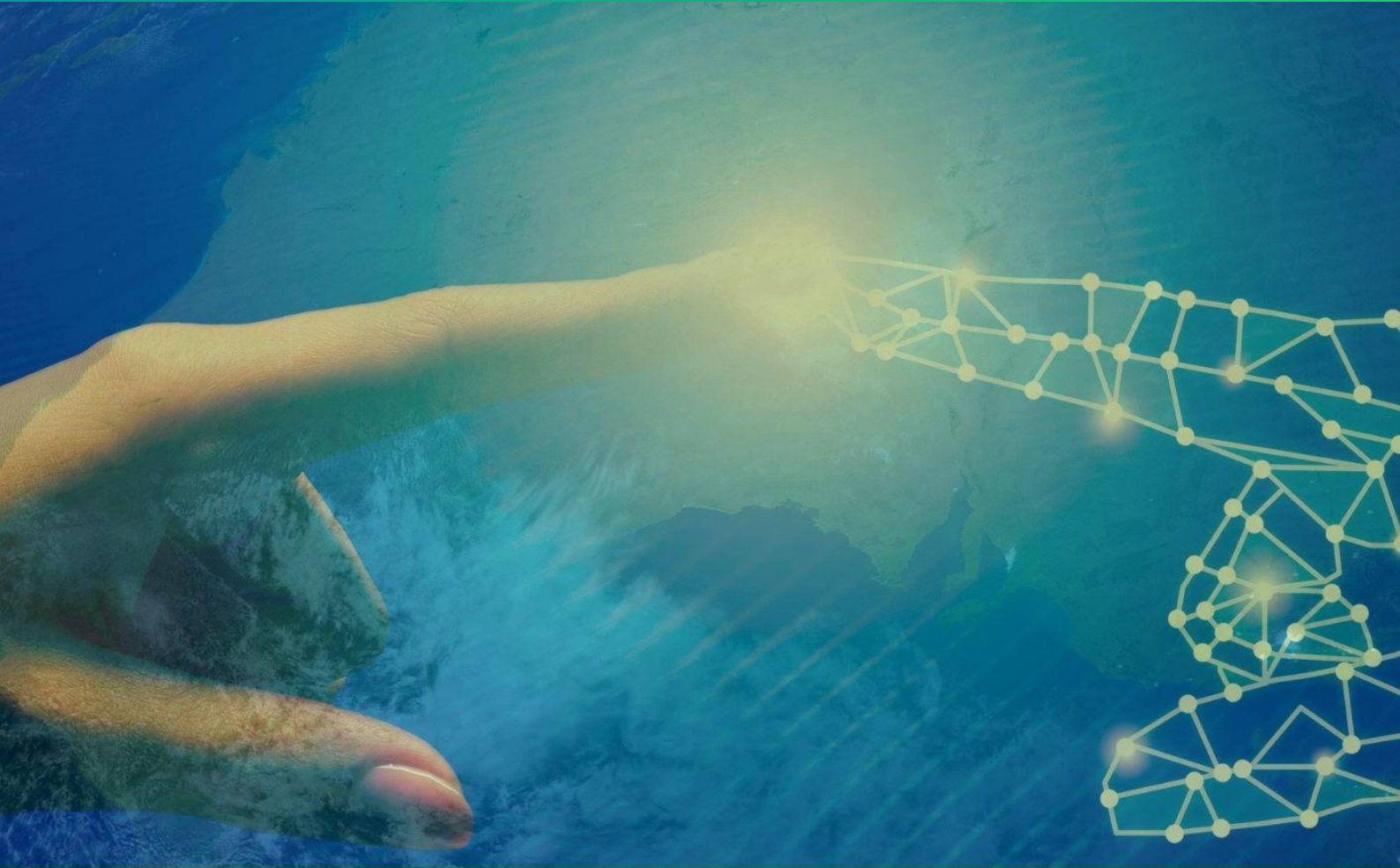




ALPMA  
SUMMIT 23  
MELBOURNE SEPTEMBER 6-8

## PARTNER EXHIBITOR MANUAL



PRINCIPAL  
PARTNER

EMBRACE  
ADAPT  
EVOLVE

THE SUSTAINABLE  
FIRM OF THE FUTURE

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## INTRODUCTION

Dear Partner,

We are delighted that your organisation will be exhibiting at the 2023 ALPMA Summit to be held on Wednesday, 6 to Friday, 8 September 2023.

Your involvement in the Summit Exhibition is key to the success of the event. To assist with your preparations for the Summit, this document provides all the information you need for this event.

Please ensure that you thoroughly read this document so that you are familiar with all aspects of the Trade Exhibition.

### Summit Structure

#### Tuesday, 5 September

- Exhibition Build and Exhibitor Bump In

#### Thursday, 7 September

- Registration & Exhibition Open
- Keynote & Concurrent Presentations
- Gala Dinner & Awards

#### Wednesday, 6 September

- Final pod/space set up
- Registration & Exhibition open
- Keynote Presentations
- Welcome Reception
- Movie Night

#### Friday, 8 September

- Registration & Exhibition Open
- Keynote & Concurrent Presentations
- Exhibitor close and build Bump Out

### Dates of the Trade Exhibition

The Summit Exhibition will be held on Wednesday, 6, Thursday, 7, and Friday 8 September 2023.

### Event Management

The team from GEMS Event Management Australia will be onsite at the venue for the duration of the Summit and will be available at any time to assist with any questions about setting up or removing your display.

Prior to the Summit, if you have any questions, please contact GEMS Event Management Australia on 02 9744 5252 or [alpma@gemsevents.com.au](mailto:alpma@gemsevents.com.au). Further contact details are as follows:

**Sarah Robinson**

Summit Manager

Email: [srobinson@gemsevents.com.au](mailto:srobinson@gemsevents.com.au)

Mobile: 0479 151382

**Julie McGraw**

Summit Manager

Email: [alpma@gemsevents.com.au](mailto:alpma@gemsevents.com.au)

Mobile: 0418 889221

## Summit Website

The Summit website is [www.gems.eventsair.com/2023-almma-summit](http://www.gems.eventsair.com/2023-almma-summit). This website contains information about the Summit, including the final Summit program, social activities, keynote speaker biographies, presenter abstracts and online registration.

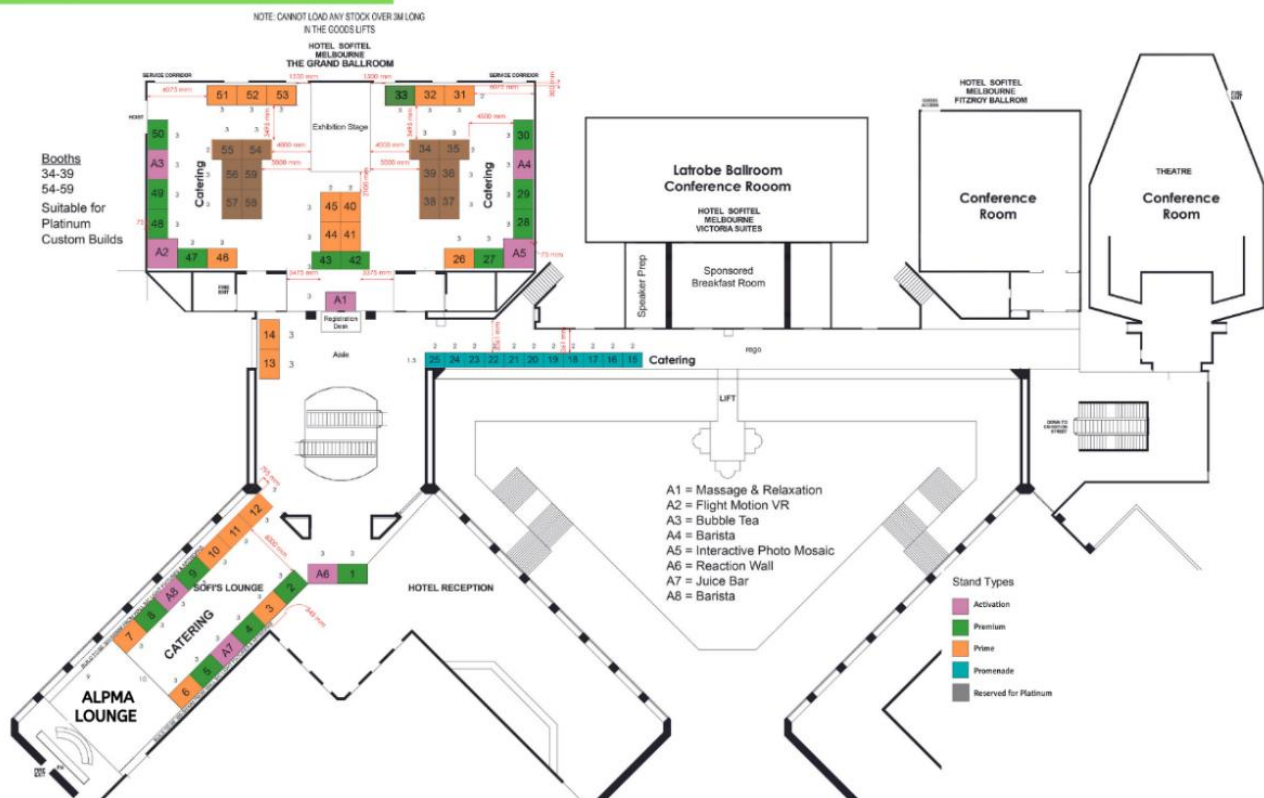
This must attend 3-day law firm management Summit is not to be missed. This year's Summit programme will focus on the relationship between people and technology and how firms can leverage this to build a sustainable law firm into the future. Therefore, if you have colleagues or other stakeholders who may be interested in attending, please direct them to the Summit website for further information.

## Summit and Trade Exhibition Location

The Trade Exhibition will be set up in the **Grand Ballroom and Sofi's Lounge** at the Sofitel. Please see below for the exhibition floorplan.

### EXHIBITION FLOORPLAN

To view the live floorplan, showing which booths have been sold, click the floorplan.



## PARTNERSHIP DATES AND DEADLINES

Please tick (☑) the following items once they are completed, to ensure you are prepared for the Summit.

DATE / DEADLINE	REQUIREMENT
ASAP	<b>Principal and Platinum Partners:</b> Presentation details emailed to <a href="mailto:f.croswell@alpma.com.au">f.croswell@alpma.com.au</a> and <a href="mailto:m.bryce@alpma.com.au">m.bryce@alpma.com.au</a> <ul style="list-style-type: none"> <li><input type="checkbox"/> Session Title</li> <li><input type="checkbox"/> Brief session outline</li> <li><input type="checkbox"/> Presenter Name</li> <li><input type="checkbox"/> Presenter Position</li> <li><input type="checkbox"/> Presenter Organisation</li> <li><input type="checkbox"/> Presenter photo and bio (up to 200 words)</li> </ul>
Mon, 24 Jul	<b>Principal, Platinum, and Premium Partners:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confirmation of your intention to have an item in the delegate gift bags to <a href="mailto:alpma@gemsevents.com.au">alpma@gemsevents.com.au</a></li> <li><input type="checkbox"/> Partner Blog Post emailed to <a href="mailto:j.easterbrook@alpma.com.au">j.easterbrook@alpma.com.au</a> and <a href="mailto:marketing@alpma.com.au">marketing@alpma.com.au</a></li> <li><input type="checkbox"/> Text and images for Partner Newsletter emailed to <a href="mailto:alpma@gemsevents.com.au">alpma@gemsevents.com.au</a></li> </ul>
Fri, 4 Aug	<b>All Partners:</b> Upload your Information to the Partner Portal. This includes: <ul style="list-style-type: none"> <li><input type="checkbox"/> Settle any outstanding Invoices</li> <li><input type="checkbox"/> Add your 250-word Partner Profile</li> <li><input type="checkbox"/> Confirm your Stand Demonstration Details</li> <li><input type="checkbox"/> Advise who you wish to use your complimentary guest registrations</li> <li><input type="checkbox"/> Upload your company brochures &amp; video links</li> <li><input type="checkbox"/> Check your logo</li> <li><input type="checkbox"/> Upload your Public Liability Insurance Certificate (\$20,000,000)</li> <li><input type="checkbox"/> Provide details of any Exhibitor Passport Prizes available</li> <li><input type="checkbox"/> Agree to the ALPMA Partner Code of Conduct</li> <li><input type="checkbox"/> Register and book accommodation for your attendees</li> <li><input type="checkbox"/> Update your contact details</li> <li><input type="checkbox"/> Set up your Lead Tracking</li> </ul>
Mon, 7 Aug	<b>Principal, Platinum, and Premium Partners:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Touch-screen kiosk display advertisements sent to <a href="mailto:alpma@gemsevents.com.au">alpma@gemsevents.com.au</a></li> <li><input type="checkbox"/> Attendee App Banner Advertisements sent to <a href="mailto:alpma@gemsevents.com.au">alpma@gemsevents.com.au</a></li> </ul>
Mon, 7 Aug	<b>Premium Partners Only</b> Activation Artwork to <a href="mailto:alpma@gemsevents.com.au">alpma@gemsevents.com.au</a>
Fri, 11 Aug	<b>All Partners:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Log into the Exponet Portal and complete all required actions including:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Fascia or full panel printing artwork to <a href="mailto:o.ahn@exponet.com.au">o.ahn@exponet.com.au</a></li> <li><input type="checkbox"/> Completion of additional furniture, AV, power, and lighting order forms.</li> </ul> </li> </ul>

	<b>PLEASE NOTE: Orders placed after Friday, 11 August will incur a 20% surcharge on hire charges with a minimum of \$100, payable by the exhibitor.</b>
<b>Wednesday, 16 Aug</b>	<b>Principal and Platinum Partners:</b> <input type="checkbox"/> Movie Trailers sent to ALPMA as a YouTube Link for approval
<b>Wed, 23 Aug</b>	<b>Principal and Platinum Partners:</b> <input type="checkbox"/> Movie Trailers sent on hard drive to Kino Cinema.
	<b>All Partners:</b>
<b>Fri, 1 Sept</b>	<input type="checkbox"/> Deliveries to the hotel NOT BEFORE
<b>Tue, 5 Sep, 1600</b>	<input type="checkbox"/> Exhibitor Bump In
<b>Wed, 6 Sep, 0630 - 0800</b>	<input type="checkbox"/> Final Bump In
<b>Wed, 6 Sep, 0800</b>	<input type="checkbox"/> Exhibition opens
<b>Fri, 8 Sep, 1400</b>	<input type="checkbox"/> Exhibitor Pack Down (from the conclusion of lunch)
<b>Fri, 8 Sep, 1600</b>	<input type="checkbox"/> Exhibitor Pack Down completion deadline
<b>Tue, 12 Sep, 1500</b>	<input type="checkbox"/> All goods collected from the hotel by this deadline

### Partner Presentations (Principal and Platinum Partners)

Our Platinum Partners receive a 10-minute speaking spot in the Summit Program. Please forward a title and brief overview for your presentation, and details of your presenter, including a 200-word biography and photo to [f.croswell@alpma.com.au](mailto:f.croswell@alpma.com.au) and [m.bryce@alpma.com.au](mailto:m.bryce@alpma.com.au) as soon as possible. If you wish to discuss your involvement in the Summit Program, please contact Fiona Croswell on 03 8644 7054 or [f.croswell@alpma.com.au](mailto:f.croswell@alpma.com.au).

### Blog Posts and EDMS (Principal, Platinum, and Premium Partners)

Principal, Platinum, and Premium Partners can provide content for an Event Direct Mailing (EDM) and a blog post for the ALPMA blog in the lead up to the Summit. Content should be sent by **Monday 24 July** so the EDMs and blog posts can be scheduled into the Summit Marketing Plan.

#### Blog Posts

As your blog post will be published on the ALPMA website, please follow the standard guidelines for partner articles. We encourage you to connect your article topic to the 2023 ALPMA Summit theme. ALPMA's standard blog entitlement guidelines and editable briefing template can be found here:

<https://www2.alpma.com.au/entitlements/blog>. Please forward your completed blog brief to: [j.easterbrook@alpma.com.au](mailto:j.easterbrook@alpma.com.au) and [marketing@alpma.com.au](mailto:marketing@alpma.com.au)

#### EDM Partner Newsletter

Our Principal Partner will receive 2 newsletter articles, Platinum, and Premium 1 article. As these will be sent in conjunction with the 2023 Summit, we encourage you to connect your topic to the 2023 ALPMA Summit theme. Please [click here for specifications](#) and forward your information to [alpma@gemsevents.com.au](mailto:alpma@gemsevents.com.au).

### Delegate Gift Bags (Principal, Platinum, and Premium Partners)

Platinum and Premium Partners can contribute 1 item to delegate gift bags. If you would like to add something please advise [alpma@gemsevents.com.au](mailto:alpma@gemsevents.com.au) by **Monday, 24 July**. You will then receive further instructions on quantities required and dates for sending.

## Partner Portal

The Summit Attendee App will be featured at the ALPMA Summit 2023. Delegates will be able to plan their attendance, connect with other attendees and obtain information of all sponsors and exhibitors.

Exhibitors are requested to provide the following information via the Exhibitor Portal by **Friday, 4 August 2023**.

### Invoices

Please settle any outstanding balances

### Partner Profile

This information will be displayed to anyone using the Attendee app and is an opportunity to give them an overview of your organisation. Please keep this to a **maximum of 250 words**.

### Stand Demonstration Details

You have the opportunity to run a 10-minute stand demonstration or presentation and have ALPMA promote this within a demonstration program of events. Stand demonstrations will be held at your stand during breaks across the three days. They can be in the format of either a talk or a demonstration. Once all stand demonstration details have been submitted, we will advise of the time you have allocated within the program.

If you wish to have a stand demonstration, please provide details in the Portal. The program will be allocated on a pre-arranged, first come, first serve basis. You will be contacted to confirm your place within the program.

### Complimentary Guest Registrations (Principal, Platinum, Premium and Prime only)

Please supply the names and organisations of the people that you would like to offer your complimentary guest registrations to. Once approved by ALPMA you will receive a discount code to pass on to them so they can register.

Partner invitations for complimentary registrations are subject to ALPMA approval and all nominees must meet ALPMA's membership eligibility criteria and not be a current ALPMA member.

Platinum and Premium Partners can offer 2 complimentary registrations. Prime Partners can offer 1. Complimentary guest registrations are not available to Promenade Partners.

### Brochure / Video Upload

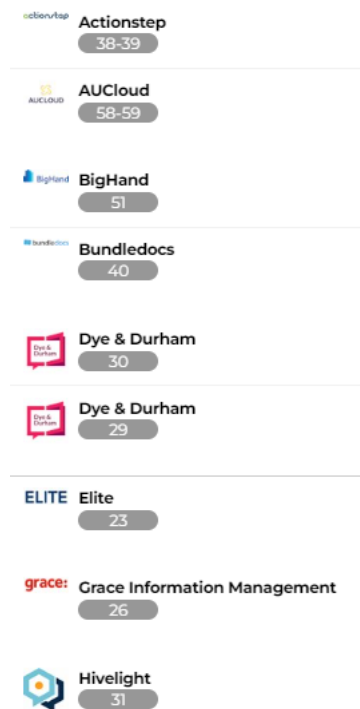
To help attendees learn more about your organisation and products available, please add any brochures or videos to the Partner Portal. Please note, you can add PDF documents, URL links or videos to be shown within your listing on the Attendee App. There is no limit to the number of brochures or videos that you can add, but all files must be less than 5MB.

### Company Logo

When in the Partner Portal click Upload next to the Company Logo field to check that we have the correct logo for your listing. The recommended dimensions are **150px X 150px** to display correctly within the Attendee App. Landscape logos can be used;



however, they may appear small in your Attendee App listing. See example. You can replace the logo if you wish.



**Important note: Please ensure that the person that has the Sponsorship booking linked to their account has uploaded the correct Logo and Information. The system links this profile to the Attendee App for all Information.**

### Public Liability Insurance

It is a condition of your participation that your company is covered for a minimum of \$20,000,000 public liability for the duration of the Conference, from bump-in on Tuesday, 5 September through to bump-out on Friday, 8 September 2023.

Please click into the Additional Requirements Section of the Portal and upload a copy of your Public Liability Insurance Certificate.

### Exhibitor Passport Prize Donations

You will be provided with a stamp for use on exhibitor passports. All delegates will receive a card which they will need to get stamped when they visit your pod.

For every Exhibitor Passport correctly stamped and returned, Summit attendees receive an entry into the draw to win a prize. All prizes are listed in the Attendee App, and drawn during Lunch on Friday, 8 September 2023.

ALPMA donates a Full Delegate Registration to next year's Summit as part of the prize draw. This is valued between \$1,400 to \$2,000.

We encourage all partners to include a prize in the Exhibitor Passport competition or to run their own prize draw in conjunction with the passport competition. Your organisation is acknowledged in the Attendee App for donating the prize, and you will be invited to present your prize to your winner on the Exhibition Stage at lunch time on Friday, 8 September.

Details of your prize, and any eligibility criteria (if running your own draw) should be entered into the additional requirements section of the Exhibitor Requirements tab within the Portal.

### **ALPMA Code of Conduct**

We are committed to ensuring that partnering with ALPMA is a mutually beneficial experience for our partners, members, and our respective organisations. ALPMA's Partner Code of Conduct is intended to conserve and enhance the integrity of business relationships developed through contact with ALPMA members, to protect member confidentiality and respect member privacy. Accordingly, ALPMA requires its partners to comply with the principles set out in this Code of Conduct. Members also agree to a Code of Conduct. Please tick the box within the additional requirements section of the Portal to confirm your agreement to the code of conduct.

### **Exhibitor Contact Details**

Click to update the contact details, address and social media links that will be displayed as part of your profile within the Attendee App.

### **Lead Tracking Management**

When meeting with attendees, exhibitors can qualify each attendee by setting up lead tracking. Through the Lead Tracking Management System, exhibitors can pre-set questions they would like to ask attendees at the Summit, set a thank you email that is sent once you have finished a conversation with an attendee or even send an automatic email to your sales team.

In the online Partner Portal, there is a tab called 'Lead Management Setup'. In this tab you will be able to setup lead tracking for your team to use. Further details on how to utilise lead scanning will be sent to you in the lead up to the event.

### **Setting up Lead Tracking Questions**

Lead tracking questions are useful for you and your team to determine which attendees are serious about working with you, who needs further information and who may be a potential sale down the line. To setup a question you would like your team to answer for each new contact they make, follow the below steps:

1. Navigate to the Lead Management Setup page of the online Sponsor Portal
2. Click the add new question button
3. Add the question, how you would like your staff to respond, and whether or not you want this question to be mandatory for a submission for each lead.

Questions Auto Thank You Email Lead Alert Email

**New Question Setup**

Question\*

Response Type\*

Mandatory

Hide

Cancel Save

**Important:** You can update or add any questions throughout the Summit by returning to the portal.

### Automatic Emails

If you choose to send an automatic thank you email to attendees, navigate to the 'Auto Thank You Email' tab and add the from name, from email address, subject, email body and any attachments. Once you have setup the email with the relevant information and click the 'save' button.

If you wish to send an automatic email to your sales team, click the checkbox on the 'Lead Alert Email' tab. From there you can add a subject line, to email address and name, a from email address and name. When an email is sent, they will receive the contact details of the delegate and the answers to your lead tracking questions.

Questions Auto Thank You Email Lead Alert Email

**Auto Thank You Email Setup**

A thank you email can be configured to be automatically sent to all contacts that are scanned and information collected. This email can include an attachment which might be a product brochure or useful information that is applicable to all contacts that have been scanned.

To Create your thank you email, in the below box add the from name, from email address, subject and what you would like the email to say. Add a brochure if you wish and click the save button at the bottom of the screen.

From Name\*

From Address\*

Cc

Bcc

Subject\*

Attachment  Browse

Body\*

**Lead Alert Email Setup**

In addition to the thank you email, send an Alert Email to your internal sales team which will include the contact information and the answers to your custom questions.

Send Lead Alert Email

To Name*	<input type="text"/>
To Address*	<input type="text"/>
From Name*	<input type="text"/>
From Address*	<input type="text"/>
Cc	<input type="text"/>
Bcc	<input type="text"/>
Subject*	<input type="text"/>

### Partner Registrations and Accommodation Bookings

Please complete your partnership registration, and all complimentary registrations associated with your partnership, via your partner portal by **Friday 4 August 2023**.

**Please refer to the relevant Partnership Inclusions Section below to view your registration entitlements.** If you wish to purchase additional registrations, this can be done through the exhibition portal at the rate of \$999 plus GST.

If you wish to purchase guest tickets to any of the social functions, you can do so when putting your registrations through the portal.

Special accommodation rates have been negotiated with the Sofitel Melbourne on Collins for all Summit Delegates and Partners. If you wish to book accommodation, this can be done when registering through the Exhibitor Portal. Please note that accommodation bookings and rates are subject to availability at the time of booking.

The **Sofitel Melbourne on Collins** is offering all Delegates and Partners the following rates:

- Superior King/Twin City View (Room Only) - \$310.00 per night
- Superior King/Twin City View Single Occupancy (Incl 1 Breakfast) - \$340.00 per night
- Superior King/Twin City View Double Occupancy (Incl 2 Breakfasts) - \$370.00 per night
- Superior King/Twin Bay View (Room Only) - \$340.00 per night
- Superior King/Twin Bay View Single Occupancy (Incl 1 Breakfast) - \$370.00 per night
- Superior King/Twin Bay View Double Occupancy (Incl 2 Breakfasts) - \$400.00 per night

### Partner Name Badges

Partner name badges will be supplied to all staff who have registered. These badges must be worn at all times during exhibition hours for the purpose of security and for the benefit of delegates attending the Summit. They will also be required to gain access to the exhibition and catering. In the interests of security, badges should be worn so

they are clearly visible. Please refer to your sponsorship package for details of your complimentary registrations.

### Digital Display Kiosk Advertisements (Principal, Platinum and Premium)

Platinum and Premium partners have 1 digital signage kiosk advertisement included as part of their package. Please supply a static or short (up to 30 second) video advertisement according to the specs below and email to [alpma@gemsevents.com.au](mailto:alpma@gemsevents.com.au) by **Monday 7 August**. All videos should be 1080w x 1920h as Mp4. All images should be hi res Jpegs.



**OS:** Android  
**Type:** LED Display  
**Inputs:** USB  
**Touch Screen:** YES  
**Resolution:** Full HD 1920 x 1080  
**Sound:** Yes, inbuilt  
**Power:** 4 Amps required  
**Dimensions:** 1950mm x 800mm x 450mm  
(with base stand)  
**Mount:** Floor stand  
**Extras:** n/a

### Attendee App Banner Advertisements (Principal, Platinum and Premium)

Principal, Platinum, and Premium partners wishing to have a rotating banner advertisement within the Summit Attendee App should submit their artwork by **Monday 7 August** to [alpma@gemsevents.com.au](mailto:alpma@gemsevents.com.au). Advertisements should be 1440px wide and up to 200px high and send as a .jpeg or .png. Please advise the URL that your banner should be linked to.

### Activation Artwork (Principal and Premium Partners)

Premium Partners will be contacted separately with regards to arrangements for their chosen activation.

### Exponet Online Exhibitor Kit

You should have been contacted by Exponet with log in details to their Online Exhibitor Kit (OEK). Please ensure you complete all sections of the kit and forward your artwork to [o.ahn@exponet.com.au](mailto:o.ahn@exponet.com.au) by **Friday, 11 August**.

**Any late orders will incur a 20% surcharge on hire charges with a minimum of \$100, payable by the exhibitor.**

### Movie Screening Advert Details (Principal and Platinum Partners)

All content must be delivered on a hard drive (formatted to EXT2 or NRSF) by **Wednesday 23 August 2023**.

- Content must be in DCP (Digital Cinema Package) Format
- Duration of promotion – max 60 seconds
- Picture rate must be 24 or 25 fps
- Aspect ratio: scope format of 2048 x 858 [2.39:1], flat aspect ratio of 1998 x 1080 [1.85:1]
- Please give your file an easily identifiable name that includes the film title.

### **Converting you content to DCP**

All digital material must be converted to DCP by a reputable commercial provider. We recommend getting a quote as early as possible from FEBN DCP Services. Contact Felix Hubble at [felix.hubble@febn.com.au](mailto:felix.hubble@febn.com.au)



Hard drives should be clearly addressed as follows:



Cinema Manager  
The Kino  
45 Collins Street  
MELBOURNE 3000

From: Sender name, organisation, and address

Event: 2023 ALPMA Summit Private Movie Screening  
Wednesday 6 September 2023

## PARTNERSHIP INCLUSIONS

PLATINUM PARTNERSHIP	PREMIUM PARTNERSHIP
 <p>*Your logo will feature where the ALPMA logo and blue shading is highlighted (Included)</p>	 <p>*Your logo will feature where the ALPMA logo and blue shading is highlighted (Included)</p>
<p>Each booth includes:</p> <ul style="list-style-type: none"> <li>• 6.0m x 2.0m exhibition pod or a 6m x 2m space for custom build* (subject to ALPMA approval)</li> <li>• Lounge seating for 4 including coffee table</li> <li>• 2 x arm lights</li> <li>• 2 x 4amp PowerPoint</li> <li>• Branded fascia sign</li> <li>• Built - in lockable cabinet</li> </ul> <p>*Furniture not included for custom builds</p>	<p>Each booth includes:</p> <ul style="list-style-type: none"> <li>• 3.0m x 2.0m exhibition pod next to activation of choice</li> <li>• 2 x high stools inc. high table</li> <li>• 2 x arm lights</li> <li>• 2 x 4-amp power outlets</li> <li>• Branded fascia sign</li> <li>• Built - in lockable cabinet</li> </ul>
<p><b>Platinum Partnership Inclusions:</b></p>	<p><b>Premium Partnership Inclusions</b></p>
<ul style="list-style-type: none"> <li>• Hosted Breakfast or Cinema Experience</li> <li>• Movie Trailer Advertisement (60 seconds)</li> <li>• \$1,000 exhibition upgrade credit</li> <li>• 4 x pull up banners</li> <li>• Banner ad on App</li> <li>• Logo placement on homepage, supporters page and all Summit EDM's</li> <li>• Opportunity to present thought leadership piece within Program</li> <li>• Opportunity to host a stand</li> <li>• 6 x complimentary partner registrations and 2 guest registrations</li> <li>• 4 posts on ALPMA social media accounts</li> <li>• Recognition in all promotional emails</li> <li>• Recognition on Summit Website &amp; PowerPoint Session Slides</li> <li>• Promotional opportunity within Partner Summit Email</li> <li>• 1 x ALPMA Blog Post</li> <li>• Opt-in Delegate List</li> <li>• Delegate Lead Management System</li> <li>• Ability to participate in Exhibitor Passport and Prize Draw</li> <li>• Items in Delegate Gift Bag</li> <li>• Opportunity to access additional 'add-on' packages</li> </ul>	<ul style="list-style-type: none"> <li>• \$750 exhibition upgrade credit</li> <li>• 2 x pull up banners</li> <li>• Logo placement on homepage, supporters page and all Summit EDM's</li> <li>• Opportunity to host a stand</li> <li>• Banner ad on App</li> <li>• 4 x complimentary partner registrations and 2 guest registrations</li> <li>• 2 posts on ALPMA social media accounts</li> <li>• Recognition in all promotional emails</li> <li>• Recognition on Summit Website &amp; PowerPoint Session Slides</li> <li>• Promotional opportunity within Partner Summit Email</li> <li>• 1 x ALPMA Blog Post</li> <li>• Opt-in Delegate List</li> <li>• Delegate Lead Management System</li> <li>• Ability to participate in Exhibitor Passport and Prize Draw</li> <li>• Items in Delegate Gift Bag</li> <li>• Opportunity to access additional 'add-on' packages</li> </ul>

PRIME PARTNERSHIP	PROMENADE PARTNERSHIP
 <p data-bbox="252 526 742 573">*Your logo will feature where the ALPMA logo and blue shading is highlighted (Included)</p>	 <p data-bbox="895 546 1385 593">*Your logo will feature where the ALPMA logo and blue shading is highlighted (Included)</p>
<p data-bbox="204 622 475 651">Each booth includes:</p> <ul data-bbox="247 658 660 862" style="list-style-type: none"> <li>• 3.0m x 2.0m exhibition pod</li> <li>• 2 x high stools inc. high table</li> <li>• 1 x arm light</li> <li>• 1 x 4-amp power outlet</li> <li>• Branded fascia sign</li> <li>• Built – in lockable cabinet</li> </ul>	<p data-bbox="809 622 1080 651">Each booth includes:</p> <ul data-bbox="852 658 1265 862" style="list-style-type: none"> <li>• 2.0m x 1.5m exhibition pod</li> <li>• 1 x high stool</li> <li>• 1 x arm light</li> <li>• 1 x 4-amp power outlet</li> <li>• Branded fascia sign</li> <li>• Built – in lockable cabinet</li> </ul>
<p data-bbox="204 907 587 936"><b>Prime Partnership Inclusions:</b></p>	<p data-bbox="809 907 1262 936"><b>Promenade Partnership Inclusions</b></p>
<ul data-bbox="252 947 780 1361" style="list-style-type: none"> <li>• \$500 exhibition upgrade credit</li> <li>• Logo placement on supporters page of Website</li> <li>• Opportunity to host a stand</li> <li>• 2 x complimentary partner registrations and 1 guest registration</li> <li>• Opt-in Delegate List</li> <li>• Delegate Lead Management System</li> <li>• Ability to participate in Exhibitor Passport and Prize Draw</li> <li>• Opportunity to access additional 'add-on' packages</li> </ul>	<ul data-bbox="857 947 1377 1361" style="list-style-type: none"> <li>• \$250 exhibition upgrade credit</li> <li>• Logo placement on supporters page of Website</li> <li>• Opportunity to host a stand</li> <li>• 1 x complimentary partner registration</li> <li>• Opt-in Delegate List</li> <li>• Delegate Lead Management System</li> <li>• Ability to participate in Exhibitor Passport and Prize Draw</li> <li>• Opportunity to access additional 'add-on' packages</li> </ul>

For further details regarding what is included in your Trade Exhibition setup, please refer to the 2023 Sponsorship and Exhibition Prospectus.

If you wish to upgrade to full panel printing (and have not already done so) please contact GEMS Event Management on 02 9744 5252 or email [alpma@gemsevents.com.au](mailto:alpma@gemsevents.com.au).

**Platinum Partners:**

You will be contacted separately with regards to your arrangements for your sponsored breakfast session or movie screening.

**Premium Partners:**

You will be contacted separately with regards to arrangements for your chosen activation.

**Add-on Packages:**

If you have taken an add-on package in addition to your Partnership (e.g., Stage, Gala Dinner, Photography etc.) we will contact you separately with the details of requirements and deadlines relevant to your add-on. If you wish to purchase of an add on, please contact: Miriam Bryce, [m.bryce@alpma.com.au](mailto:m.bryce@alpma.com.au) or 0422 602 995.



## EXHIBITON TIMINGS AND IMPORTANT INFORMATION

### Bump-In/Set-Up

**Exhibitor Set-up:** Tuesday, 5 September from 3.00pm or  
Wednesday, 6 September between 6:30 am and 8:00 am.

Please note all Exhibition spaces must be set up by no later than 8:00 am on Wednesday, 6 September 2023.

Exhibitors are responsible for all costs involved in ensuring set-up and breakdown times are adhered to in all function spaces. It is necessary for all exhibitors to provide their own labour and equipment for the unloading of trucks, taking exhibits or displays to and from the loading dock to the exhibition floor and/or display room, spotting and erecting the same and also to dismantle and remove them from the hotel. The hotel does not have labour on site to assist in these operations, however if you require assistance this can be arranged in advance through your Sofitel Event Executive **Pranathi Malempati**. The additional labour costs for these operations will be billed directly to the exhibitor. If loading access is required, this needs to be arranged through the hotel contact.

**Trade Open:** From 8:00 am on Wednesday, 6 to 3:00 pm on Friday, 8 September 2023.

### Bump-Out/Dismantle

**Pack Down:** Friday, 8 September 2023 at the conclusion of Lunch from 2.00pm.

**Goods Pick Up Date:** No later than 3:00 pm Tuesday, 12 September 2023.

Exhibitors are not permitted to dismantle their trade displays until the conclusion of lunch on Friday, 8<sup>th</sup> September 2023. All display materials must be removed from the exhibition area, no later than 4:00 pm on Friday, 8 September 2023.

Exhibitors are responsible to pack down all items from their allocated exhibition space and to arrange for any items to be disposed of if required. Any leftover materials will be disposed of unless prior arrangements for storage have been confirmed with the Event Floor Manager. If loading access is required, this needs to be arranged through the hotel contact.

GEMS Event Management Australia accepts no responsibility for goods left on the walls or stacked on the floor. Please be advised that a member of your staff, agent or contractor should remain with your merchandise until it is collected.

### Safety Guidelines

Safety during bump in, the Summit and bump out is extremely important. Make sure both yourself and your staff are aware of any potential risks prior to your arrival.

Please find below a few tips to help you in your preparation.

- Get help with big jobs. Too many jobs at once can be a load of trouble
- Before walking under something, look up
- Never step backwards, always turn and look
- Watch your step in crowded aisles
- Dispose of waste properly
- Smoking is not permitted within the venue at anytime

## ACCESS & DELIVERY/COLLECTION PROCEDURE

All deliveries to the Hotel must be advised to the Conference & Events Office prior to delivery and must be marked with the name and date of the Summit. **The Organisers and/or Sofitel Melbourne on Collins will not take delivery of any goods, packages, or other materials on behalf of an Exhibitor unless previously arranged with Sofitel Melbourne on Collins.** The Organisers and Sofitel Melbourne on Collins will not accept responsibility for the safety or wellbeing of any such items on or delivered to the site in the absence of the Exhibitor and left unattended. All items must be clearly labelled with the completed delivery instructions attached.

All items must be delivered no earlier than **three** working days prior to the event and will be stored in the client storeroom located on Level 1. All items must be collected on the final day of the event or no later than the next working day.

**As part of the Sofitel Melbourne on Collins Management Systems Plan Certification the Hotel does not accept polystyrene packaging or waxed cardboard containers for delivery from clients, exhibitors, suppliers, or contractors as these forms of packaging cannot be recycled.**

It is the exhibitor's responsibility to seal and clearly label all items left behind. Sofitel Melbourne On Collins will not be responsible for incorrectly labelled or unsealed packages. Any leftover items not collected in the correct timeframe will be disposed of. **All deliveries made on pallets must be delivered on branded pallets e.g., Chep or Loscam. If any items are delivered on non-branded pallets, it will be the exhibitors' responsibility to ensure the pallet is removed from the loading dock area at the conclusion of the event. If the pallet is not removed, then Sofitel Melbourne on Collins will arrange this on the exhibitor's behalf, and it will be charged to them directly at \$50.00 per pallet.**

All deliveries and collections must be made via the Collins Place Loading Dock which is accessible from Flinders Lane. Collins Place Loading Dock is located on Flinders Lane between Spring and Exhibition Streets on the right-hand side.

Loading Dock Opening Hours:

Monday – Friday  
7:00 am – 3:00 pm

**Reminder only 1 x truck is allowed in loading at a time for multiple deliveries.**

Items delivered to the hotel driveway, reception, or concierge desks via the hotel's main entrance at 25 Collins Street Melbourne will not be accepted. Couriers will be re-directed to the Collins Place Loading Dock on Flinders Lane.

Couriers must provide their own trolleys for the delivery and collection of goods. If couriers require the use of a trolley from Sofitel Melbourne on Collins, then the hotel reserves the right to ask for security i.e., Drivers license, car keys or a mobile phone.

Couriers collecting goods from the Conference and Events Operations Office must provide clear and precise details including the event name, company name and description and quantity of items being collected. It is the exhibitor's responsibility to ensure their courier has been provided with this information.

Trucks/External couriers delivering/collecting items into the loading bay must have a tail gate to unload items. No forklift or pallet jacks are available onsite. All companies must provide their own pallet jacks and forklift if required to unload items to and from the venue.

Sofitel Melbourne On Collins is not responsible for completing consignment notes on behalf of the exhibitors. It is the sole responsibility for the exhibitor to complete the consignment note and attach the items being collected along with a label outlining the appropriate delivery address.

All **large deliveries** to the venue must be made through the Loading Dock and all exhibitors must complete the 'Exhibitors Delivery Label' below.

Upon arrival at the venue and before proceeding to your exhibition space, please contact a member of the GEMS Event Management Australia team at the Summit Registration Desk inside the Summit venue, who will then direct you to your exhibition space.

During bump in, Sarah Robinson from GEMS Event Management Australia, may be contacted at all times via the Registration Desk or on 0479 151382.

### Loading Bay Hours

- 7.00 am – 3.00 pm Monday – Friday
- Please report to Sofitel Melbourne on Collins for sign in and identification lanyard/pass

### Loading Bay Dimensions

- 3200mm (height)
- 3600mm (width)

### Goods lift

- 3250mm (height)
- 1854mm (width)
- 1752mm (depth)
- Elevator door height (2690mm)
- Elevator door width (1220mm)
- Door to Door (2000mm)
- Weight capacity (1587kg)

**Restricted areas in the service corridor via the loading dock may affect the height of large items. Please contact your Sofitel Events Executive Pranathi Malempati to reconfirm measurements.**

Service Entrance from Car Hoist:

- Height 2660mm (2.66m)
- Width 2660mm (2.66m)

Car Hoist:

- Door Height 2710mm (2.71m)
- Width 2740mm (2.74m)
- Length 7600mm (7.6m)
- Weight Capacity 3000kg (2.9 tonnes)

**Heavy or large equipment can be bumped into the Hotel via the car hoist. The car hoist must be operated by qualified Hotel staff only. Access times of use are between 00:01 and 06:00. Use of the car hoist must be pre booked a minimum of seven working days in advance. If**

**you need to use the car hoist, please contact your Sofitel Event Executive Pranathi Malempati to discuss the costs involved.**

### **Labelling of your goods**

**IF GOODS ARE LABELLED INCORRECTLY FOR BOTH DELIVERY AND PICK UP, THE VENUE AND ITS AGENTS CANNOT BE HELD RESPONSIBLE FOR THEM.**

**We recommend printing your Delivery Labels on brightly coloured paper so your items can be easily located.**

Please ensure all goods for your trade display are addressed using the Goods Delivery Docket available at the end of this document. This will ensure items are directed to the correct event, space, and person. Goods being returned must be packed and labelled by the exhibitor, **WITH A DULY COMPLETED CONSIGNMENT NOTE.**

Goods will only be accepted from the Venue three working days prior to the function, on **Friday, 1 September 2023**. Each exhibitor must arrange for their own courier to pick up any items by **Tuesday, 12 September, no later than 3:00 pm**, as there is only a limited amount of storage available at the Sofitel Melbourne on Collins. Please note, the venue **DOES NOT** have consignment notes and it is the responsibility of the exhibitor to ensure that all packages are appropriately labelled and signed before leaving the venue. GEMS Event Management Australia and venue staff cannot assist with printing and completing consignment notes.

## VENUE

### Contacts

#### Event Executive:

**Pranathi Malempati**

Director of Conference & Events Planning

T. + 61 (0) 3 9653 7756

M. +61 481 911 767

E. [Pranathi.malempati@sofitel.com](mailto:Pranathi.malempati@sofitel.com)

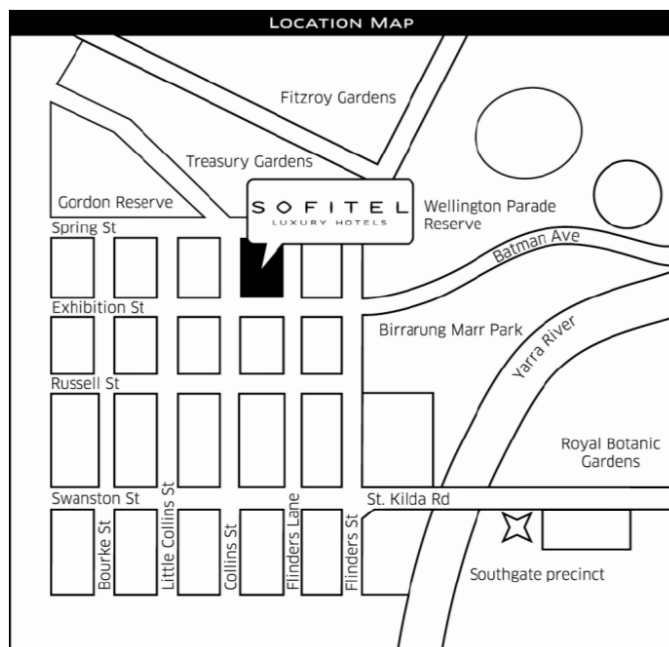
#### Softel Melbourne On Collins

25 Collins Street

Melbourne VIC 3000

Australia

Website: [www.sofitelmelbourne.com.au](http://www.sofitelmelbourne.com.au)



### Parking

#### Valet Parking

In-House Guest Parking from \$65.00 per vehicle per day

Casual Valet Parking from \$70.00 per vehicle per day

(Guest parking is subject to availability and rates are subject to change)

#### Public Parking

The closest public carpark within proximity to the Sofitel Melbourne on Collins is Collins Place Wilson Car Parking located at 72 Flinders Lane, Melbourne. For more information, please visit <http://www.wilsonparking.com.au/go/wilson-car-parks/vic/collins-place>.

There is an additional Secure Parking located at 32 Flinders Street, Melbourne. For more information, please visit

<http://www.secureparking.com.au/DisplayCarPark.aspx?carparkid=192>

## Approvals Required

The use of the following items will require approval from the Summit organisers and the venue:

- Smoke/haze machines
- Special Balloon effects
- Pyrotechnics

If you have any queries about the use of any of these items, please contact Crystal Torley at GEMS Event Management Australia on +61 2 9744 5252 or by email on [alpma@gemsevents.com.au](mailto:alpma@gemsevents.com.au)

## AV

Audio Visual Dynamics (AVD) is the in-house Audio-Visual partner of Sofitel Melbourne on Collins.

Justin Harris  
Audio Visual Venue Manager  
T. (+61) 0498 044 895  
E. JustinH@avdynamics.com.au  
Sofitel Melbourne On Collins  
25 Collins Street, Melbourne 3000, Australia

If you have audio visual requirements for your stand, this can be arranged either through Exponet (via their online exhibitor kit), or AVD.

If you wish to use another supplier additional charges will apply. Please contact GEMS Event Management to discuss.

## Electrical Compliance Testing and Tagging

In accordance with Australian Standard 3760, all portable electrical equipment used on site at Sofitel Melbourne on Collins must be safety tested and tagged by a licensed electrician prior to being on site. The tag must be valid with no exception. This includes all equipment supplied by clients, their guests, and their contracted suppliers. The status of each piece of equipment will be checked by an in-house Hotel Technical Representative to ensure it is compliant.

Sofitel Melbourne On Collins reserves the right to suspend the use of any equipment that is not compliant until the matter is resolved. Should equipment come on site that is non-compliant, a qualified technician will be allocated to provide the required test & tagging procedure. Please be advised that a fee is applicable for this service.

Written client authorisation by signature is required on a credit card authorisation form agreeing to these charges prior to the test and tagging being conducted. Tags are valid for the relevant event duration only.

## Fixtures/Fittings

Hotel Property - No display items are to be nailed, screwed, stapled, or adhered to any wall, door or other surface or part of the building. Signage in Hotel public areas is to be kept to a minimum and must be approved by the Conference and Events Department.

Exhibition Space - Within the exhibition pods please do not use pins, staples, nails, bolts, or glue as these cause permanent damage to the panels. Charges will apply for ALL damage to wall panels.

GEMS Event Management Australia will stock small amounts of Velcro, double sided tape, packing tape and a range of stationery items (including pens, scissors, and utility knives etc). Exhibitors are however, advised to bring their own Velcro to hang posters etc due to the limited supplies available.

### Rigging

The grand Ballroom has a SWL of 200kgs. Please advise the Gems Event management team via [alpma@gemsevents.com.au](mailto:alpma@gemsevents.com.au) if you wish to use rigging as there will be additional costs involved.

### Banners

Banners are only permitted within your allocated display area and must be designed and erected so as not to detract from the general appearance of the Trade Exhibition. Free standing banners- Please note a limit of three (3) free standing banners are permitted immediately outside the designated function room.

### Canvassing

Exhibitors may not canvass or distribute promotional material other than from their Exhibition stand.

### Storage of boxes/Cartons During Summit

Due to very limited storage areas for boxes/cartons/crates etc. that may be required for the return of Trade Display Items/Equipment, exhibitors **MUST** check with GEMS Event Management Australia if storage is available.

Every effort will be made to provide storage space, but this cannot be guaranteed. No responsibility will be taken if cartons/containers etc. are left without authorisation as these may be disposed of by venue cleaning staff.

Limited storage is available within the exhibition area for small cartons and/or promotional materials such as brochures and giveaways. Exhibitors are advised to ensure all cartons, boxes and wrapping materials are removed from their stands prior to the opening day of the exhibition. Sofitel Melbourne On Collins will not be responsible for storing boxes and display material and cannot be held responsible for the security of items left in any storage area.

Exhibitors are solely responsible for goods placed in designated storage areas and are to ensure all items are labelled accurately.

### Insurance

It is a condition of your participation that your company is covered for a minimum of \$5,000,000 public liability for the duration of the Summit, from bump in on Tuesday, 7 September 2023 through to bump out on Friday 8 September 2023. If you do not have Public Liability Insurance, you are able to obtain insurance for the duration of the exhibition through our preferred insurer, H2 Insurance Solutions. For further information please visit [www.h2is.com.au](http://www.h2is.com.au).

If you have not yet provided us with your PLI Certificate of Currency, please upload it to the Exhibitor Portal by no later than **Friday, 4 August 2023**.

## Internet

Complimentary Wi-Fi will be provided to all attendees throughout the Summit. If you have additional requirements for your exhibition space Sofitel Melbourne on Collins has a variety of packages available based on single/multiple devices and download limits. Please discuss your internet requirements with your Sofitel Event Executive **Pranathi Malempati** so that a package can be quoted according to your needs.

## Liability

The Hotel does not accept responsibility for damage to or loss of any client's property left in the Hotel prior to, during or after a function. Organisers are financially responsible for any damage sustained to hotel fittings, property or equipment by clients, guests, or outside contractors prior to, during or after a function. Please ensure valuables are not left unattended.

## Security

If the Hotel has reason to believe that a function will affect the smooth running of the Hotel's business, security, or reputation, it reserves the right to cancel the function and remove any disruptive individuals. Furthermore, the hotel reserves the right to require security guards at any event or trade exhibition where alcohol will be served or should there be a perceived security risk. This will be charged accordingly to the Organiser.

Whilst every precaution is taken, the Sofitel Melbourne on Collins and GEMS Event Management Australia cannot accept responsibility for any loss, injury or damage which may occur to persons or property from any cause whatsoever.

## Exhibition Safety and Security

Sofitel Melbourne on Collins reserves the right to dismantle any booth it deems a fire or safety hazard.

All booths must conform to the following safety standards:

- No booth can obstruct fire exits or designated aisle space
- Electrical equipment must be in accordance with Australian Standard 3760. All portable electrical equipment brought onto Sofitel Melbourne on Collins premises by clients, their guests, and their contracted suppliers, must have been tested and tagged by a licensed electrician, and the tag must be valid with no exception. For e.g., laptops, plasma screens etc (Please refer to "Electrical Compliance Testing & Tagging" on page 3)
- No flammable liquids of any kind are permitted
- All display materials, including banners, tablecloths and decorations must be flame retardant and are subject to inspection by the Fire Warden
- Smoke/fog machines, fireworks, cooking, etc, will be prohibited in the exhibit areas

The hotel is not responsible for loss and/or damage to any items left unattended in the exhibit area or function rooms.

Any extensive set ups involving pyrotechnics, substantial AV staging, lighting and any other equipment must have a floor plan approved by the authorised Hotel Representative and/or local authority. It is a requirement that the certificate of insurance carried by any company supplying these services also indemnifies the hotel as being covered as a third party.



# EXHIBITOR AV REQUIREMENT FORM

## EXHIBITOR AUDIO VISUAL REQUIREMENT FORM

Exhibitor Onsite Contact name: \_\_\_\_\_  
 Exhibitor Company name: \_\_\_\_\_  
 Exhibitor email address: \_\_\_\_\_  
 Booth Location / Room: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Conference Function Name: **2023 ALPMA SUMMIT** \_\_\_\_\_  
 Event Hire Date(s) from: \_\_\_\_\_ until: \_\_\_\_\_  
 Time the equipment should be set by: \_\_\_\_\_ am/pm & Removed by: \_\_\_\_\_ am/pm

	1st day/ Per unit	Number of Days	Number of Units
24" LCD monitor	\$126.50 inc GST*		
48" plasma on tall stand	\$440.00 inc GST*		
65" LED TV on tall stand	\$605.00 inc GST*		
Laptop with MS Office 365	\$275.00 inc GST*		

\*Please note that above prices are per unit per day and do not include associated labour costs.

Other including power requirements: \_\_\_\_\_

The above prices include GST

**PLEASE NOTE - FINAL AUDIO-VISUAL REQUIREMENTS QUOTE WILL BE SENT UPON RECEIVING THIS FORM, PLEASE EMAIL THIS REQUEST TO SOFITELMELBOURNE@AVDYNAMICS.COM.AU**

Purchase Orders should be made payable to Sofitel Melbourne on Collins.

I (name) \_\_\_\_\_ hereby authorise Sofitel Melbourne on Collins to charge my credit card with the expenses incurred for requirements selected above.

**Credit card type:**

<input type="checkbox"/> American Express	<input type="checkbox"/> Diners Club	<input type="checkbox"/> Visa
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Bankcard	<input type="checkbox"/> JCB

Card Number: \_\_\_\_\_  
 Expiry Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Post Code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Post Code: \_\_\_\_\_

**\*CREDIT CARD PAYMENTS WILL INCUR A 1.3% SURCHARGE ON THE TOTAL AMOUNT BEING PAID PER TRANSACTION. THIS APPLIES TO ALL CREDIT CARDS**

FINAL RECEIPT WILL BE SENT TO THE ABOVE ADDRESS BY SOFITEL MELBOURNE ON COLLINS.

# EXHIBITOR EQUIPMENT REQUIREMENT FORM

## EXHIBITOR EQUIPMENT REQUIREMENT FORM

Exhibitor Name: \_\_\_\_\_  
Booth Location: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Event Date(s): **WEDNESDAY 6, THURSDAY, 7 & FRIDAY, 8 SEPTEMBER** \_\_\_\_\_  
Conference Name: **2023 ALPMA SUMMIT** \_\_\_\_\_  
Exhibitor Contact Name: \_\_\_\_\_

Hiring of Additional equipment (subject to venue availability)

- Wireless Internet at \$75.00 per day per user - Exhibition/Trade Booth  
Please advise how many days required \_\_\_\_\_  
If you have any specific internet requirements, please contact the hotel directly.
- Flipcharts including markers and paper \$70.00 each item per day
- Whiteboards including markers and eraser \$70.00 each item per day
- Other including power requirements (may incur additional charges)  
\_\_\_\_\_

The above prices include GST.

**PLEASE EMAIL THIS REQUEST TO YOUR EVENT EXECUTIVE:**

**Pranathi Malempati, [Pranathi.malempati@sofitel.com](mailto:Pranathi.malempati@sofitel.com)**

I (name) \_\_\_\_\_ hereby authorise Sofitel Melbourne on Collins to charge my credit card with the expenses incurred for requirements selected above.

Credit card type:

<input type="checkbox"/> American Express	<input type="checkbox"/> Diners Club	<input type="checkbox"/> Visa
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Bankcard	<input type="checkbox"/> JCB

Card Number: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Please forward the receipt to following address:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Post Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Post Code: \_\_\_\_\_

**\*CREDIT CARD PAYMENTS WILL INCUR A 1.3% SURCHARGE ON THE TOTAL AMOUNT BEING PAID PER TRANSACTION. THIS APPLIES TO ALL CREDIT CARDS**

**FINAL RECEIPT WILL BE SENT TO THE ADDRESS ABOVE BY SOFITEL MELBOURNE ON COLLINS**

## DELIVERY LABEL

Please complete all details in CAPITAL LETTERS

### SHIPPER INSTRUCTIONS:

To enable us to efficiently manage the large volume of material arriving at the hotel each day, it is essential that you complete this form and attach one copy to EACH item being delivered for your function/event.

### EVENT DETAILS:

Name of Function: **2023 ALPMA SUMMIT**

Date of Function: **TUESDAY, 5, WEDNESDAY 6, THURSDAY, 7 & FRIDAY, 8 SEPTEMBER**

Time of Function: **4PM EXHIBITOR BUMP-IN COMMENCES**

Location of Function (Room): **GRAND BALLROOM AND SOFIS LOUNGE**

Box / Banner / Carton: \_\_\_\_ of \_\_\_\_ (Total)

Senders Name & Company: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Stand Number and Company: \_\_\_\_\_

Event Executive Name: **Pranathi Malempati**

Event Executive Contact Number: **T. + 61 (0) 3 9653 7756 M. +61 481 911 767**

**ATTENTION HYNDER SULTAN AND MICHELLE CHAN  
CONFERENCE AND EVENTS OPERATIONS MANAGERS**

### COURIER INSTRUCTIONS:

**Deliveries will ONLY be accepted when taken to Level 1 Conference and Events Operations Department VIA Hotel Level P2 Loading Dock. Couriers MUST enter via 62 Flinders Lane for access from the Collins Place Loading Dock.**

1. THE P2 LOADING BAY IS ACCESSIBLE FROM FLINDERS LANE 24 HOURS A DAY. (PREFERABLY BETWEEN 07:00 TO 15:00) FOR DELIVERY AND PICK UP OF GOODS.
2. TURN INTO FLINDERS LANE FROM SPRING STREET (THE LOADING BAY IS THE *DELIVERY ENTRANCE*, ON THE RIGHT-HAND SIDE, BETWEEN SPRING AND EXHIBITION STREETS)
3. NO PARKING IS ALLOWED IN THE LOADING BAY - *ONLY SHORT TERM DROP OFF AND PICK UP IS ALLOWED (UP TO 15-20 MINUTES ONLY)*
4. COURIERS MUST COLLECT AND SIGN FOR A CONTRACTORS PASS AND A LIFT SWIPE CARD FROM THE SECURITY OFFICE
5. TAKE THE GOODS LIFT No. 4 OR 5 TO LEVEL 1 - CONFERENCE & EVENTS OPERATIONS DEPARTMENT AND GOODS WILL BE RECEIVED AND SIGNED FOR BY HOTEL STAFF
6. DO NOT LEAVE ANY ITEMS ON THE LOADING BAY AREAS
7. THE HOTEL WILL NOT BE RESPONSIBLE FOR ITEMS LEFT ON THE LOADING BAY AREAS
8. THE HOTEL DOES NOT SUPPLY STAFF, TROLLEYS, OR PALLET JACKS FOR THE MOVEMENT OF GOODS TO AND FROM THE LOADING DOCK
9. AS PART OF OUR EMS PLAN AND ISO14001:2015 CERTIFICATION THE HOTEL DOES NOT ACCEPT POLYSTERENE PACKAGING OR WAXED CARDBOARD CONTAINERS FOR DELIVERY FROM CLIENTS, EXHIBITORS OR SUPPLIERS A STHESE FORMS OF PACKAGING CANNOT BE RECYCLED.

### LOADING BAY DIMENSIONS:

HEIGHT CLEARANCE 3.2 metres

WIDTH 3.6 metres

### GOODS LIFT DIMENSIONS:

DEPTH 1752mm (5'9"ft)

LIFT DOOR HEIGHT 2690mm (8'10"ft)

LIFT DOOR WIDTH 1220mm (4'0"ft)

DOOR TO DOOR 2000mm (6'7"ft)

WEIGHT CAPACITY 1587kg (3500lb)

### CONDCTIONS OF ACCEPTANCE:

1. ITEMS MUST BE DELIVERED THREE -WORKING-DAYS PRIOR TO THE EVENT. THEY WILL BE STORED IN THE CONFERENCE & EVENTS OPERATIONS CLIENT STORE-ROOM ON LEVEL ONE.
2. AT THE CONCLUSION OF YOUR EVENT, WE ASK THAT ALL ITEMS BE TAKEN WITH YOU ON THE DAY. IF THIS IS NOT POSSIBLE, ITEMS MUST BE PICKED UP ONE WORKING DAY AFTER EVENT CONCLUSION.
3. YOU MUST SEAL AND CLEARLY LABEL ANY AND ALL ITEMS THAT ARE LEFT BEHIND.
4. THE HOTEL WILL NOT BE RESPONSIBLE FOR INCORRECTLY LABELLED OR UNSEALED PACKAGES. ANY ITEMS NOT COLLECTED FROM THE HOTEL WILL BE DISPOSED OF RESPONSIBLY.
5. IF THERE ARE ANY ITEMS THAT ARE DELIVERED USING A PALLET, IT IS THE CLIENT'S RESPONSIBILITY TO HAVE THE PALLET COLLECTED BY A COURIER. OTHERWISE THE HOTEL WILL CHARGE FOR THE REMOVAL OF THE PALLET DIRECTLY TO THE CLIENT AT \$100.00 PER PALLET.

## COLLECTION LABEL

Collection label /pick up instructions

PLEASE ATTACH ONE FORM TO EACH ITEM BEING collected

To enable us to efficiently manage the large amount of material being collected from the hotel each day, it is essential that you complete the following form and attach one copy to each item being collected from your function/event. your courier will also require this information to access the loading dock for collection purposes:

1. Collins Place Loading Dock via P2 loading bay is accessible from Flinders Lane 24 hours a day. (Preferably between 07:00 to 15:00) for delivery and pick up of goods.
2. Turn into Flinders Lane from Spring Street (the loading bay is the *delivery entrance*, on the right-hand side, between Spring and Exhibition Streets) Reminder 1 x truck allowed in loading at a time for multiple deliveries.
3. No parking is allowed in the Loading Bay – *only short term drop off and pick up is allowed* (up to 15-20 minutes only)
4. Couriers must collect and sign for a contractors pass and a lift swipe card from the security officer in the loading dock
5. Take the goods lift no.4 or 5 to level 1 – Conference & Events Operations Department and goods can be collected and signed for
6. **DO NOT LEAVE ANY ITEMS ON THE LOADING BAY AREAS AT ANY TIME** The hotel will not be responsible for items left on the loading bay areas
7. The hotel does not supply staff or trolleys for the movement of goods to and from the dock
8. At the conclusion of your function, we ask that all items be taken with you on the day. If this is not possible, items must be picked up on the next working day after the event.
9. Each individual is responsible to seal and clearly label ALL items that are left behind
10. Sofitel Melbourne On Collins is not responsible for completing consignment notes on behalf of the exhibitors or sender. It is the sole responsibility for the exhibitor/sender to complete the consignment noted and attach the items being collected along with a label outlining the appropriate delivery address.
11. The hotel will not be responsible for incorrectly labelled or unsealed packages. All items will be stored in the C&E Operations client storeroom on level 1. Any items not collected from the hotel will be disposed of.
12. All deliveries made on pallets must be delivered on branded pallets e.g., CHEP or Loscam. If any items are delivered on non-branded pallets, it will be the exhibitor/senders responsibility to ensure the pallets are removed from Collins Place Loading Dock area at the conclusion of the event. If the pallet is not removed, then Sofitel Melbourne on Collins will arrange this on the exhibitor/sender's behalf, and it will be charged to them directly at \$50.00 per pallet.

EVENT NAME: 2023 ALPMA SUMMIT \_\_\_\_\_

COLLECTION DATE \_\_\_\_\_

EXHIBITION/ ROOM NAME \_\_\_\_\_

BOX / BANNER / CARTON \_\_\_\_\_ OF \_\_\_\_\_ (TOTAL)

EXHIBITION BOOTH NUMBER & COMPANY \_\_\_\_\_

COURIER COMPANY NAME \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

CONTACT NUMBER \_\_\_\_\_

**PLEASE CALL 03 9653 0000 & ASK FOR HYNDER SULTAN OR MICHELLE CHAN  
CONFERENCE & EVENTS OPERATIONS MANAGERS  
TO CONFIRM ITEMS BEING COLLECTED FROM THE HOTEL**

LOADING BAY DIMENSIONS:	HEIGHT	3.2 metres
	WIDTH	3.6 metres
GOODS LIFT:	DEPTH	1752mm (5'9''ft)
	ELEVATOR DOOR HEIGHT	2690mm (8'10''ft)
	ELEVATOR DOOR WIDTH	1220mm (4'0''ft)
	DOOR TO DOOR	2000mm (6'7''ft)
	WEIGHT CAPACITY	1587kg (3500lb)

Trucks collecting items must enter via Collins Place Loading Bay must have a tail gate to collect items. No forklift or pallet jacks are available onsite. All companies must provide their own pallet jacks & Forklift if required to collect items.