



**MilCIS**  
**2024**

MILITARY COMMUNICATIONS AND INFORMATION SYSTEMS  
CONFERENCE AND EXPO

**12-14 November 2024**  
**National Convention Centre,  
Canberra, Australia**

# **CONSEC EXHIBITOR MANUAL**

**National Convention Centre  
Canberra (NCCC)**

**Tuesday 12 - Thursday 14 November 2024**

**[www.milcis.com.au](http://www.milcis.com.au)**

## IMPORTANT CONTACT DETAILS

### PROFESSIONAL CONFERENCE ORGANISER



#### Consec – Conference and Event Management

**Abby Budge**  
Senior Project Manager

Telephone: +61 2 6252 1200  
Email: [milcis@consec.com.au](mailto:milcis@consec.com.au)  
Website: [www.milcis.com.au](http://www.milcis.com.au)

#### EXPO CONTRACTOR



Account Manager  
**Elena Kolie**  
Unit 15, 1 Pirie Street  
FYSHWICK ACT 2609

T: +61 2 6239 1028  
E: [elena@sbx.biz](mailto:elena@sbx.biz)

#### VENUE



Head of Event Planning  
**Emily Kinnane**  
31 Constitution Avenue  
CANBERRA ACT 2601

T: +61 2 6276 5200  
E: [emily.kinnane@ihg.com](mailto:emily.kinnane@ihg.com)

**THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH THE  
2024 NATIONAL CONVENTION CENTRE'S  
EXHIBITION AND SERVICE MANUAL**

# GENERAL EXHIBITOR INFORMATION

## EXHIBITOR MOVE-IN DETAILS

Date: Monday 11 November 2024 from 2.00pm to 8.00pm.

Please note: This does not refer to the building of custom booths. Please contact Consec – Conference and Event Management should you require further details regarding custom booths.

**Access to the expo area for exhibitor move-in will only be available during this time (unless pre-arranged with the Professional Conference Organiser – Consec).**

**As it's considered a construction area, exhibitors MUST wear high visibility vests.**

**High visibility vests are not supplied by Consec – Conference and Event Management.**

**It is your responsibility to bring your own vests.**

## EXHIBITOR MOVE-OUT DETAILS

Date: Thursday 14 November 2024 from 4.30pm (at the conclusion of afternoon tea).

Move-out must be completed by 8.00pm. Please allow at least an hour for all delegates and exhibitor staff to clear the Expo area before custom booth builders have access to dismantle/pull down.

## EXPO HOURS

Monday 11 November 2024	Move-in (exhibitors from 2.00pm-8.00pm)
Tuesday 12 November 2024	7.30am-5.00pm
Wednesday 13 November 2024	7.30am-5.00pm
Thursday 14 November 2024	7.30am-4.30pm (move-out from 4.30pm - at the conclusion of afternoon tea)

## RIGGING

Rigging is only available for expo booths within the main expo hall and is limited to one company to perform all *top rigging* and *secondary rigging*.

### Rigging Company

**Encore Event Technologies**  
Venue Director, NCCC  
**Neil Ambida**



T: +61 (2) 6276 5212  
M: +61 (0) 425 519 372  
E: [neil.ambida@encore-anzpac.com](mailto:neil.ambida@encore-anzpac.com)

All custom build rigging plans must be sent and sighted by NCCC, no later than **Friday 30 August 2024**.

**Rigging will ONLY take place on Friday 8 November 2024. Any banners that need rigging must be delivered to the NCCC by Thursday 7 November 2024.**

## FREIGHT FORWARDER

Goods will only be accepted for pre-delivery *two working days prior to an event*. Materials for packaging, crates, boxes etc should be labeled, and removed from the premises during expo open hours. Packing materials may only be stored at your booth if they are out of sight and must be contained within the booth area.

**NO boxes or additional booth items are to be stored behind exhibition booths, if the venue finds items behind booths these will be removed without notice, if you need to store items during the event this will need to be arranged offsite.**

DB Schenker Australia can assist in receiving, storing and delivering equipment to the NCCC on Monday 11 November 2024.

All costs of storage etc are additional to the payment made for the expo booth. All arrangements MUST be made directly with DB Schenker Australia. Please contact:

### Freight Forwarding Company

**DB Schenker Australia**  
National Operations Manager,  
**Scott Guest**



M: +61 (0) 478 301 467

E: [scott.guest@dbschenker.com](mailto:scott.guest@dbschenker.com)

Please download the 'DB Schenker Exhibitor Information' via the exhibitor page on the MilCIS website [www.milcis.com.au](http://www.milcis.com.au)

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## DELIVERIES

All expo goods being forwarded to the NCCC should be marked with a delivery label (refer to the delivery label on the exhibitor's page of the MilCIS Conference website). Arrangements should be made for goods to arrive on the exhibitor's bump-in day or pre-deliver on Friday 8 November 2023. The NCCC will not accept responsibility for the security of any items delivered to the NCCC in the absence of the exhibitor or their agent.

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## CONDITIONS

- The NCCC does not take or accept responsibility for the safety of any items, delivered, stored or dispatched to the site in the absence of the exhibitor, agent or contractor.
- Deliveries can only be accepted on Monday – Friday between 8.00am-4.00pm.
- Specific event labels must be used and fully completed prior to the delivery being sent. 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.
- The Centre does not have a forklift on site. If you require delivery of non-standard Australian pallets (larger than 1165mm x 1165mm and/or heavier than 1t) the truck may require a working tailgate or alternatively please contact the preferred freight forwarder for the event to discuss a solution.
- All hand loaded items need to be under 25kg or have another way of moving them (eg attached wheels).

## **COLLECTION**

- All goods must be removed by the next working day. The NCCC reserves the right to dispose of any goods left at the Centre after 7 days.
  - A completed consignment note must be attached to boxes for prompt collection. It is advised that exhibitors using a courier service book a pick-up time with the courier company of their choice prior to bump out time.
  - Consignment notes should be organised prior to the end of the event. Please note that Centre staff cannot sign the dangerous goods declaration/customs form.
  - If goods need to be collected urgently, please advise the Centre to discuss how they can help you.
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## **LOADING DOCK - ACCESS FOR BUMP IN AND BUMP OUT**

Only trucks will be able to gain access to the NCCC loading dock to unload, all passenger vehicles must unload in the car park or from the turning circle at the front of the venue.

Passenger vehicles may also use the car park to access a one-metre wide goods lift.

The loading dock at the NCCC is open from 8.00am to 12.00pm and 1.00pm to 4.00pm Monday to Friday (excluding public holidays). Under no circumstances are trucks to be left unattended on the terrace area or on the loading dock. The height of the exhibitor loading dock is 10m.

**Please note: clients should be aware the NCCC does not have a forklift.**

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## **STORAGE**

**GOODS WILL ONLY BE ACCEPTED ON FRIDAY 8 NOVEMBER or MONDAY 11 NOVEMBER 2024.**

Materials for packaging, crates, boxes etc should be labeled and removed from the premises during expo open hours. Packing materials may only be stored at your booth if they are out of sight and must be contained within the booth area. Once the event has concluded, all goods should be removed from the NCCC within 24 hours.

**Please be aware that DB Schenker can assist with storage of the goods - contact them directly to organise this service.**

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## **HIRE OF FURNITURE, AUDIO VISUAL AND PLANTS**


Hiring can be booked directly with SBX please contact Elena Kolie T: 02 6239 1028 or E: [elena@sbx.biz](mailto:elena@sbx.biz) or for further details on what is available please visit their website [www.sbx.biz](http://www.sbx.biz)

**Please download the 'SBX Exhibitor Information' via the exhibitor page on the MilCIS Conference website.**

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## **EXPO/SPONSORSHIP ASSISTANCE DURING THE CONFERENCE**

Should you need assistance, please contact the Consec staff at the MilCIS Conference Registration Desk, located on the first floor outside the ballroom.



## **CAR PARKING**

Please refer to the NCCC Exhibition and Service Manual for further information.

## **ADDITIONAL BOOTH CATERING**

To arrange additional catering for your booth from the NCCC, please refer to the NCCC Exhibition and Service Manual for the order forms.

**Please Note: The NCCC has the sole catering rights to all food and beverage products.**

**Exhibitors are not permitted to bring food and beverage into the venue from outside caterers.**

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## **DELEGATE LIST AND PROGRAM**

Copies of the delegates list [including name, organisation and state] will be emailed to you in the week leading up to the conference. The conference program is available on the MilCIS Conference website: [www.milcis.com.au](http://www.milcis.com.au)

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## **INSURANCE**

Participants shall be regarded in every aspect as carrying their own risk for loss or injury to person or property including baggage, during the conference. We strongly recommend that at the time of booking your travel you take out a travel insurance policy of your choice. The policy taken should include the loss of deposit through cancellation, medical insurance, loss or damage to personal property, financial loss incurred through disruption to accommodation or travel arrangements due to strikes or other industrial action. The organisers are in no way responsible for any claims concerning insurance. All exhibitors must have current public liability insurance cover for their expo stand.

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## **LIABILITY WAIVER**

In the event of industrial disruptions, the conference and the organisers accept no responsibility for losses incurred by conference participants.

Participation in the expo does not imply any endorsement or approval by the MilCIS Conference Organising Committee. The committee takes no responsibility in relation to the displays, products, representations or promotional material of the participants. MilCIS has not assessed, endorsed or approved any display, product, representation or promotional material.

**ALL EXHIBITORS MUST HAVE CURRENT PUBLIC LIABILITY  
INSURANCE COVER FOR THEIR EXPO BOOTH**



## **NAME BADGES**

Name badges will be provided to all registered exhibitor staff on the day of move-in. They are to be worn at all times at the conference and expo. If you misplace your name badge, please see the Consec staff at the MilCIS Registration Desk for a replacement.

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## **ON SITE**

Uniformed staff from SBX will be installing the booths and they will be available throughout the entire move-in should adjustments need to be made. Furniture, plants, audio visual equipment etc that have been ordered will be delivered to you once booths have been built.

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## **PRIVACY LEGISLATION**

Due to the privacy legislation, the organisers cannot guarantee the inclusion of all participants' names are on the delegates list.

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## **TELEPHONE/COMMUNICATION SERVICES**

Please refer to the NCCC Exhibition and Service Manual for further information, costs and order form.

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## **FURTHER INFORMATION**

For further information about the expo, please contact Abby Budge at Consec – Conference and Event Management on telephone +61 2 6252 1200; or email [milcis@consec.com.au](mailto:milcis@consec.com.au)



## **GENERAL INFORMATION**

### **WELCOME TO CANBERRA**

Canberra is modern city, set within extensive parks and gardens and enjoys four distinct seasons.

The city's national museums and attractions hold and share the treasures of our nation. See our country and people through the eyes of our artists, and experience Australian character through sound and film, books and exhibitions.

Immerse yourself in the true nature of the native bushland that cradles our city and reveals unexpected delights among the leafy surrounds including stylish restaurants, hip bars, boutique shopping, fun for the kids, great outdoor fun and a busy calendar of events and festivals.

The surrounding region offers more than 30 wineries, historic townships, quiet coastlines, the lush southern highlands and the alpine roof of Australia. Canberra in November is a stunning picture of spring – splashed with bright colours and a certain festive feeling is in the air.

### **BANKS**

Banking hours may vary but most suburban and city banks are open from 9.30am-4.00pm Monday to Friday. Most suburban and city banks have after hours auto teller facilities.

### **CLIMATE**

With its variable climate, Canberra is mild in spring with temperatures ranging from approximately low to mid-twenties.

### **DISCLAIMER**

The exhibitor kit information is correct at the time of printing. However, the organisers reserve the right to change the information where necessary without notice.

### **TRANSPORT FROM THE AIRPORT**

The NCCC is an approximate 20-minute drive from the Canberra Airport.

All major car hire companies operate from the Canberra Airport.

### **WEBSITE**

Please check the MilCIS website regularly for conference updates at: [www.milcis.com.au](http://www.milcis.com.au)

