



EXHIBITION MANUAL

Gold Coast Convention & Exhibition Centre
29 September – 1 October 2016

Contents

Contents

Exhibition Manual Instructions	3
Contact list	3
Requirements Checklist	4
Venue Information.....	5
Deliveries, Storage & Collection.....	5
Set up & dismantle.....	6
Security	6
Floor Plan	7
Marketing & Promotion	7
Packing.....	7

APPENDICES:

- Appendix_01_Indemnity Form
- Appendix_02_GCCEC Exhibitor Catering Form
- Appendix_03_Delivery Label
- Appendix_04_GCCEC Exhibitor Manual
- Appendix_05_Floor Plan
- Appendix_06_Conference web banner

Exhibition Manual Instructions

Welcome to the exhibition manual for the Australasian Viral Hepatitis Conference 2016. Please ensure you view each section of this exhibition manual to ensure smooth logistics during the lead up to and during the Conferences. Please ensure all items are completed by the due dates listed.

Please note that exhibitors and sponsors will not be granted entry to set up in 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. Please extend your public liability to cover your display if necessary.

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

10th Australasian Viral Hepatitis 2016 Conference Secretariat

ASHM Conference & Events Division
LMB 5057, Darlinghurst, NSW, 1300
T: +61 2 8204 0770
E: info@hepatitis.org.au

Contacts

Please find below the key logistics contacts for the Conference:

Category	Company	Contact Person	Phone No.	Email
Venue Exhibitor	Gold Coast Convention & Exhibition Centre	Michelle Cuzens	07 5504 4180	mcuzens@gccec.com.au
Conference Secretariat	ASHM	Samantha Williamson	+61 2 8204 0778	Samantha.williamson@ashm.org.au
Exhibition Company	Exponet	Exhibitor Services Department	02 9645 7070	esd@exponet.com.au
Audio Visual	RAVE	Joe Richmond	0418 288 312	joe@raveaudiovisual.com

Requirements Checklist

Item	Deadline	Task complete Y/N
50 word company profile, logo and contact information (email to Samantha.williamson@ashm.org.au)	Friday 19 August 2016.	
Register any additional delegates to attend the scientific program, accommodation or social function tickets		
Indemnity form or public liability cover evidence to be signed & returned to Samantha.williamson@ashm.org.au <i>Appendix_01_Indemnity Form</i>		
Book booth catering from venue, if required. Forms must be returned to the Gold Coast Convention & Exhibition Centre no less than 21 days prior to the conference. Please refer to <i>Appendix_02_GCCEC Exhibitor Catering Form</i>	Thursday 8 September 2016	
Deadline to submit Exponet forms Please refer to the below Exponet requirements	Thursday 8 September 2016	
Send goods to venue Label all boxes with the delivery form and the applicable booth number. Allow enough time for freight to get there – please check with your freight forwarder to confirm.	All goods must be received at GCCEC on Wednesday 28 September 2016	

Booth Requirements Checklist - Exponet

Exponet has been appointed the official contractor for this event. Below are various documents containing important information and forms for both shell scheme and space only stands, so that you can specify your individual requirements. Once you have read and completed the relevant documentation please return the necessary forms by **Thursday 8 September** via Exponet's online Exhibition Manual. Failure to do so will result in late order charges.

Exponet will email you your login details to access the online manual.

Exponet Exhibition Order Forms:

- Stand information form
- Facia and signage confirmation
- Additional lighting and power
- Stand modifications
- Wall mounted shelving or SlatWall
- Booth furniture order
- Audio visual
- Stand layout and Final Checklist

Inclusions for Shell Scheme booths:

Stand:	3m x 3m or 2m x 3m size with white melamine walls (number of walls dependent on position)
Fascia:	1 x Company Name sign and company Logo in black and white (with a maximum number of letters to be determined)
Lighting:	2 x 150 watt track lights per booth Power: 1 x single power point (4 amp) per booth
Flooring:	The venue has concrete flooring - please note carpet will be supplied
Furniture:	At the exhibitor's own expense Please note: Any additional requirements are at the exhibitor's expense

Please view the Exponet Exhibition Manual for further information.

Venue Information

The Exhibition will be held along with the poster displays and all conference catering in Hall 1, Ground level of the Gold Coast Convention & Exhibition Centre.

Address:	Gold Coast Convention & Exhibition Centre , 2684-2690 Gold Coast Hwy, Broad beach, QLD
Phone:	+61 7 5504 4000
Fax:	+61 7 5504 4001
Website:	http://www.gccec.com.au/

Deliveries, Storage & Collection

Deliveries will be accepted on **Wednesday 28 September 2016**.

All goods coming into the Gold Coast Convention & Exhibition Centre should use the delivery note supplied, this should be clearly marked with the name of the client contact, the conference contact (Samantha Williamson) the name of the event and the date of the event. Exhibitors should ideally include their stand or booth number.

Delivery Label – Please refer to *Appendix_03_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.

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 GCCEC, entry via Western Service Ramp. Regardless of the entry point, all items are to be clearly marked as indicated above.

Loading Dock

The standard operating hours for receiving goods is Monday to Friday 7.30am – 4.00pm.

Please note: Arrangements outside these hours would need to be organised with your event manager or event planner. 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.

Storage

As GCCEC has limited storage facilities, delivery of items earlier than 24 hours prior to the event will require prior approval from your event manager. 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 the GCCEC outside the contracted booking period. Crate or pallet storage is not guaranteed and must be arranged prior to arrival.

Collection of Goods

Goods must be collected from the loading dock by **Monday 3 October 2016**. Storage charges will apply for goods remaining after this time. The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge. The organisers and the venue will not accept any responsibility for the safety or wellbeing of any items on, or delivered to, the site in the absence of the Exhibitor or his/her agent contractors.

For further information on deliveries, storage and collection of goods, ceiling heights, and height restrictions please refer to Gold Coast Convention & Exhibition Manual – Appendix_04_GCCEC Exhibitor Manual

Set up & Dismantle

Bump in: Thursday 29 September 2016

Custom Build: 6.00am – 12.30pm

Exhibitor set up: 12.30pm – 3.30pm

Note: Shell scheme furniture will be ready to occupy at 12.30pm. All stands must be completely dressed and excess rubbish removed **by 3.30pm Thursday 29 September 2016**.

Bump out: Saturday 1 October 2016

Exhibitors pack up: 1.30pm – 3.00pm

Exhibition dismantle: 3.00pm – 6.00pm

Note: 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.

- 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.

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 Gold Coast Convention & Exhibition Centre will not accept responsibility for damages or loss of goods and property left in the hotel prior to, during or after the 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 Gold Coast Convention & Exhibition Centre and 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.

Floor Plan

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. Please refer to *Appendix_05_Floor Plan*

Booth Listing

AbbVie	1, 2, 3, 4
MSD	5, 6, 7, 8
BMS	9, 10, 11, 12
Hepatitis Australia	17
Medical Technologies	18
AIVL	19
Gilead	20
Collaborator lounge	21
ASHM	22
Burnet Institute	24

Marketing & Promotion

As an exhibitor your information will be printed in the conference handbook. An organisation profile of no more than 50 words and company logo is required. Please email your company/organisation text (as a Word document) and your logo (in high-res EPS or jpeg format) to samantha.williamson@ashm.org.au before **Friday 19 August 2016**.

The Conference Committee is excited you are participating in the Conference therefore we are providing you with tools to help you get the most from your involvement in the meeting. Suggestions include:

The Conference logo displayed on your promotional material signals your involvement in this premier industry event. Use the logo or web banner in emails, websites, newsletters, print advertising and other promotional materials.

Web Banner – *Appendix_06_Conference web banner*

Packing

Please ensure you allow enough time for freight to arrive on time, refer to deliveries tab of this online manual. Please check with your freight forwarder to confirm when you need to arrange delivery to be sent.

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
- Sticky tape and Masking tape (for rebinding, packing cases)
- Stapler (staples)
- Power board, extension cord (brand new or tagged and tested)
- Velcro (hook & loop)
- Clearly marked delivery labels for all packages sent to the exhibition (include your company name) and return labels for after the conference (A02).
- Pens and permanent markers
- Writing pads
- Safety Vests
- Mini first-aid kit
- Mini sewing kit
- 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.