



# EXHIBITION MANUAL

**Four Points by Sheraton Hotel**

**Darling Harbour, Sydney**

**30 October - 2 November 2016**

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## Exhibition Manual Instructions

Welcome to the exhibition manual for the APSAD Sydney 2016 Conference. 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 and provide one of the following in PDF format by **Monday 12 September 2016**:

- A Certificate of Currency or
- the front cover of your Policy or
- A signed copy of the Indemnity Form (A00)

### **Public Liability Insurance**

Please extend your public liability to cover your display and email a certificate of currency or the front cover of your Policy or a signed copy of the Indemnity Form (**Appendix\_01\_Indemnity Form**) in PDF format by **Monday 12 September 2016**.

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

### **APSAD Sydney 2016 Conference Secretariat**

ASHM Conference & Events Division  
LMB 5057, Darlinghurst, NSW, 1300  
T: +61 2 8204 0770  
E: [apsadconference@ashm.org.au](mailto:apsadconference@ashm.org.au)

## Contacts

Please find below the key logistics contacts for the Conference:

Category	Company	Contact Person	Phone No	Email
Venue	Four Points	Stefanie Marousis	+61 2 9290 4807	<a href="mailto:stefanie.marousis@fourpoints.com">stefanie.marousis@fourpoints.com</a>
Conference Secretariat	ASHM	Rini Das	+61 2 8204 0770	<a href="mailto:Rini.Das@ashm.org.au">Rini.Das@ashm.org.au</a>
Exhibition Company	ExpoNet	Exhibitor Services Department	+ 61 2 9645 7070	<a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a>
Audio-visual	Rave Audio Visual	Joe Richmond	+61 418 288 312	<a href="mailto:joseph@raveaudiovisual.com">joseph@raveaudiovisual.com</a>

## Requirements Checklist

Item	Deadline	Tick as completed
<b>100 word company profile, logo and onsite contact information</b> (email to <a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a> )	<b>Monday 12 September</b>	
<b>Indemnity form or public liability cover</b> evidence to be signed & returned to <a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a> <i>Appendix_01_Indemnity Form</i>		
<b>Conference Terms and conditions</b> signed and emailed to <a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a> <i>Appendix_02_Conference Terms &amp; Conditions</i>		
<b>Custom Booth Design Plan approval.</b> Please email the design to <a href="mailto:rini.das@ashm.org.au">rini.das@ashm.org.au</a>	<b>Friday 7 October 2016</b>	
<b>Loading Dock &amp; Lift Access Form</b> This Form must be returned to <a href="mailto:stefanie.marousis@fourpoints.com">stefanie.marousis@fourpoints.com</a> less than 21 days prior to the conference. Please refer to <i>Appendix_05_Loading Dock Information</i>	<b>Friday 7 October 2016</b>	
<b>Register</b> for the conference, book your accommodation and/or social function tickets in advance.	<b>Sunday 9 October</b>	
<b>Fill Forms online for the Exhibition Company</b> Exponet would be in contact with you regarding your login details	<b>Monday 10 October 2016</b>	
<b>Send goods to venue:</b> <b>Label all boxes</b> with the delivery form and the applicable booth number. <b>Allow enough time</b> for freight to get there – please check with your freight forwarder to confirm.	<b>All goods must be delivered to the Four Points by Sheraton Hotel on Friday 28 October 2016</b>	

## Venue Information

The exhibition will be held along with the poster displays and all conference catering in the Maritime Ballroom 4 at the Four Points by Sheraton Hotel, Sydney.

<b>Address:</b>	Four Points by Sheraton Sydney
<b>Phone:</b>	02 9290 4000
<b>International calls:</b>	+61 2 9290 4000
<b>Website</b>	<a href="http://www.fourpointssydney.com">www.fourpointssydney.com</a>

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

**For further information on parking, deliveries, storage and collection of goods please refer to Four Points by Sheraton's Exhibition Manual – *Appendix\_03\_Four Points by Sheraton Exhibitor Guide***

## Deliveries, Storage & Collection

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Deliveries will be accepted on **Friday 28 October 2016**.

All goods coming into the Four Points by Sheraton Hotel, Sydney should use the delivery note supplied, this should be clearly marked with the name of the client contact, the conference contact (Rini Das), 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\_04\_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 Four Points by Sheraton Hotel Sydney, entry via Slip Street, Sydney, NSW 2000.

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 7.00am – 3.00pm.

For further details on access, ceiling height etc. please refer to **Appendix\_05\_ Loading Dock Information**

**Please note:** Arrangements outside these hours would need to be organised with the event manager, please email [stefanie.marousis@fourpoints.com](mailto:stefanie.marousis@fourpoints.com). 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 Four Points by Sheraton 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.

### **Collection of Goods**

Goods must be collected from the loading dock by **Thursday 3 November 2016**. Storage charges will apply for goods remaining after this time. The Four Points by Sheraton 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 parking, deliveries, storage and collection of goods please refer to Four Points by Sheraton's Exhibition Manual – Appendix\_03\_Four Points by Sheraton Exhibitor Guide**

## Set up & Dismantle

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### **Bump in: Sunday 30 October 2016**

Custom Build: 3.00pm – 9.30pm

Exhibitor set up: 6.30pm – 9.30pm

**Note:** Shell scheme furniture will be ready to occupy at 6.30pm. All stands must be completely dressed and excess rubbish removed **by 9.30pm Sunday 30 October 2016.**

### **Bump out: Wednesday 2 November 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

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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 Four Points by Sheraton Hotel 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 Four Points by Sheraton Hotel 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.

## Booth Requirements Checklist - Exponet

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Exponet has been appointed the official contractor for this event. There are several forms that you need to complete online via the below link (please see the list below) by **Monday 10 October**: <http://www.expoconnect.com.au/Exhibitor/Login.aspx?sc=APSANN6>

Online Order Forms (available online via the link above):

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

**Exponet will contact you directly with your login details**, if you haven't been contacted please notify [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au). Once you have read and completed the relevant documentation please complete the necessary forms online by **Monday 10 October** via Exponet's online Exhibition Manual. Failure to do so will result in late order charges.

Shell Scheme booth Inclusions:

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 120 watt (or energy efficient equivalent) spotlights per display booth AND 1 x 4amp power point per display booth
Flooring:	The venue is carpeted, note: it is a blue patterned carpet
Furniture:	1 X Trestle Table and 2 Chairs Contact Exponet for any additional furniture requirements. Note: any additional furniture will be at the exhibitor's expense.

### Custom Build Information

- Raw floor space will be designated by markings on the floor
- Raw floor space does not include any accessories and equipment such as fascia, carpet, lights or power. If access to electric power is required, please request this with Exponet
- Custom booth design plans to be sent to [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au) for approval by **Friday 7 October 2016**.

## Floor Plan

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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\_06\_Floor Plan**

## Marketing & Promotion

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As an exhibitor your information will be printed in the conference handbook. A company profile of no more than 100 words and company logo is required. Please email your company profile (as a Word document) and your logo (in high-res EPS or jpeg format min 300 DPI format) to [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au) before **Monday 12 September 2016**.

The Conference Committee is excited you are participating in the Conference. To assist you in promoting your participation we are providing you with tools to market your involvement in the conference, we suggest the following:

- Conference logo: Use the logo or web banners 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.apsadconference.com.au](http://www.apsadconference.com.au)

Web Banner – ***Appendix\_07\_Conference Logo and Appendix\_08\_Conference web banner***

## Registration and Accommodation

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A **Unique ID CODE** for your included complimentary registrations should have been emailed to you, if you have not received your ID CODE please contact [rini.das@ashm.org.au](mailto:rini.das@ashm.org.au).

Please complete your registrations via the [online registration system](#).

Please select the following links for further information on:

[Registration Rates](#)  
[Scientific Program](#)  
[Accommodation](#)  
[Conference Dinner](#)

Please note the below deadlines apply for ALL registrations:

- **Accommodation Deadline:** Sunday 18 September 2016
- **Final Registration Deadline:** Sunday 9 October 2016 (late charges apply after this date)

## Packing

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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)
- Pens and permanent markers
- Writing pads
- Safety Vests
- Mini first-aid kit
- Clearly marked delivery labels for all packages sent to the exhibition (include your company name) and return labels for after the conference (*Appendix\_04\_Delivery Label*).
- 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.**