



**Australasian Viral Hepatitis Conference
17 – 19 September 2014**

EXHIBITORS MANUAL

Alice Springs Convention Centre, Alice Springs, NT



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APPENDICES:

- A01: ASPCC Exhibition Manual
- A02: Delivery Label
- A03: Toll Express Freight Information
- A04: Public Liability Indemnity Form
- A05: Floor Plan
- A06: Exhibition Booth Requirement Form
- A07: Exhibitor Onsite Contact Form
- A08: Agility Freight Forwarding Form



REQUIREMENTS CHECKLIST

Item	Deadline	Tick as completed
50 word company profile, logo and contact information (Email to raphaelle.kelly@ashm.org.au)	Thursday 31 July	
Register any additional delegates to attend the scientific program, accommodation or social function tickets	Thursday 31 July	
Indemnity form or public liability cover evidence to be signed & returned (Email to raphaelle.kelly@ashm.org.au (A04_ Public Liability Indemnity Form))	Thursday 31 July	
Fill in the Exhibitor Onsite Contact Form Email to raphaelle.kelly@ashm.org.au (A07 – Exhibition Onsite Contact Form)		
Stand design for raw space submitted for approval. Email to raphaelle.kelly@ashm.org.au .		
Conference terms and conditions signed and return (located on page 10 of this document) Email to raphaelle.kelly@ashm.org.au .		
Fascia sign booking (if applicable) (Attachment A06 – Exhibition Booth Requirements Form)	Thursday 31 July	
Book furniture - particularly shell scheme booth holders (Attachment A06 – Exhibition Booth Requirements Form)		
Book additional electricity if required (Attachment A06 – Exhibition Booth Requirements Form or contact venue)		
Book booth catering from the venue if required. <i>Forms returned to the venue no less than 21 days prior to the conference. (A01 –ASPCC Exhibition Manual)</i>		
Pack goods for the event	Thursday 28 August	
Gather documents for the event including this exhibitor kit		
Send goods to the venue. <i>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.</i>	Ship on: Monday 1 September For delivery on: Monday 15 September	



CONTACT INFORMATION

Category	Company	Contact Person	Phone No.	Email
Venue Event Co-ordinator	Alice Springs Convention Centre	Rebecca Watling	+61 8 8950 0200	rebecca.watling@aspcc.com.au
Secretariat	ASHM	Raphaelle Kelly	+61 2 8204 0778	raphaelle.kelly@ashm.org.au
Exhibition Company	Sadadeen Expo Hire	Peter Collins	08 89525320	sadadeenexpohire@gmail.com
Furniture/ Signage/ Electricity	Sadadeen Expo Hire	Peter Collins	08 89525320	sadadeenexpohire@gmail.com
Audio-Visual	RAVE	Joe Richmond	0418 288 312	joe@raveaudiovisual.com
Registration	ASHM	Steven Thorne	02 8204 0770	Steven.thorne@ashm.org.au

THE VENUE

The Exhibition will be held along with all conference catering in the MacDonnell Room C, at Alice Springs Convention Centre.

Address

Alice Springs Convention Centre
93 Barrett Drive,
Alice Springs, NT

For information on room fixtures and size please refer to *A01 –ASPCC Exhibition Manual*.

DELIVERIES, STORAGE AND COLLECTION

Below are some important points however please refer to the Appendix_01_ASPCC_Exhibition_Manual for more details:

- A delivery label is attached in the A02_Delivery Label. Deliveries MUST display the provided label with all information filled in accordingly.
- Due to the remote location, it is advisable that senders aim for freight to arrive at the venue a minimum of 48 hours prior to the commencement of the function. Please note the **minimum** delivery time frame below:
 - **Interstate: 10 days**
 - **Overnight or express: 3 days**
- Deliveries outside of the Centres loading dock hours will need to be arranged prior to delivery including weekend access. Please refer to page 5 of Appendix_01_ASPCC_Exhibition_Manual
- The organisers and the venue will not accept any responsibility for the safety or well being of any items on, or delivered to, the site in the absence of the Exhibitor or his/her agent contractors.

Exhibition Booths

- Exhibitors may not place any display material or exhibit, nor extend their stand structure and fittings, beyond their contracted boundary. The permitted height of a stand is 3m.



Pack Up

- During the Exhibition, staff will visit each stand to discuss the pack-out arrangements. Where suitable arrangements have not been made, the ASPCC reserves the right to dispose of items forty eight (48) hours from the conclusion of the event.
- Goods must be clearly labelled with delivery labels and a courier should be arranged by the exhibitor for pick up on **Friday 19 September** or **Monday 22 September 2014**.
- 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.

Storage

- There is minimal storage available at the venue during the exhibition. Exhibitors may not leave boxes and packing materials in the Exhibition Display Area during the event.

FREIGHT FORWARDING/TRANSPORT/LOGISTICS

Agility Fairs & Events (a specialized exhibition & event logistics provider) is the recommended freight forwarder for domestic and international freight for the VH show.

Agility can arrange all local, interstate and international transport services to the venue. Prior to the exhibition, Agility will contact all exhibitors to discuss specific transportation and other logistics requirements.

To request a quote or to book these services, please complete and return the **"Transport Request Form"** provided at the end of this manual or for more information, please contact:

Agility Fairs & Events
28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045
Tel: +61 3 9330 3303
Fax: +61 3 9330 3337
E-mail: expohelp@agilitylogistics.com

PLEASE NOTE:

- Agility is not providing onsite services at this show.
- If you are using your own courier, please refer to the venue Loading Dock information, for specific details on access and vehicle limitations.

BANNERS & RIGGING

Strict rules and regulations apply to any rigging, lighting and trusses. Staging Connections at the ASPCC must be contacted to confirm arrangements and charges. **Nina Peters:** npeters@stagingconnections.com

PUBLIC LIABILITY

Please extend your public liability to cover your display and email the front cover of your Policy or a signed copy of the attached **Indemnity Form.doc** (A04_Public Liability Indemnity Form) to raphaelle.kelly@ashm.org.au by **Thursday 31 July 2014**. We must have evidence of your public liability or a signed copy of the indemnity form before we can allow you to set up your display.

Exhibitors are responsible for all their exhibits and contents and are advised to carry their own insurance for the loss, theft, and damage or otherwise of their belongings over the period of the conference. This insurance should remain in force until their exhibits are removed from the exhibition. Alice Springs Convention Centre is



not liable for any damage or loss of any exhibitors' material brought into the venue, prior, during or after the event. Exhibitors must assume all responsibility for any damage caused by themselves or their equipment to the exhibition area.

SECURITY AND SAFETY OVERVIEW

All organisers, contractors and exhibitors and their staff must wear safety vests and closed toed shoes whilst on the loading dock, service road or in the exhibition hall during the construction, pack in and pack out of events. Vests will be provided at a cost on-site by the Conference Secretariat.

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. Adequate insurance coverage of exhibits is recommended.

Moving machinery must be fitted with safety devices when the machines are in operation. Working machines must be placed at a safe distance from the audience. We recommend the use of safety guards.

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. The conference rooms are unable to be locked during opening hours – security needs to be arranged by the exhibitor if you are particularly concerned. Please do not ever leave any valuables on your stand. Whilst every precaution is taken, the Conference Secretariat or Venue cannot accept any responsibility for loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

TIMES - SET UP, RUN & DISMANTLE

Exhibition Mark Up: Monday 15 September: 12.00pm – 3.00pm

CONTRACTORS

Build and Set Up: Tuesday 16 September 10.00am – 5.00pm (Note: This includes custom-built exhibits)

Exhibition Dismantle: Friday 19 September: 5.00pm – 10.00pm (Note: This includes custom-built exhibits)

EXHIBITORS

Set-up time: Wednesday 17 September: 9.00am – 12.00pm

Note: Shell schemes and furniture will be ready to occupy at this time. All stands must be completely dressed and excess rubbish removed by 12.00pm on Wednesday.

Pack up: Friday 19 September: 3.30pm – 5.00pm



Exhibition Schedule (Run times)

Note: All booths must be fully staffed, operational and exhibits displayed to delegates during the break periods

Day 1 – Wednesday 17 September 2014	
12.30pm	Exhibition Opens
4.00pm – 4.30pm	Afternoon Tea in Exhibition Area
6.00pm – 6.30pm	Welcome Reception & Poster Viewing Evening in Exhibition Area

Day 2 – Thursday 18 September 2014	
10.20am – 10.50am	Morning Tea in Exhibition Area
12.00pm – 1.00pm	Lunch in Exhibition Area
3.30pm – 4.00pm	Afternoon Tea in Exhibition Area

Day 3 – Friday 19 September 2014	
10.30am – 11.00am	Morning Tea in Exhibition Area
12.30pm – 1.30pm	Lunch in Exhibition Area
3.00pm – 3.30pm	Afternoon Tea in Exhibition Area
3.30pm – 5.00pm	Exhibition Pack Up

Please note that during times when exhibitors are bumping in/out for the conference the exhibition area will not be open to avoid noise issues and for WH&S reasons. Also note the above is an estimate on times; please ensure you refer to the final program provided on the day.

EXHIBITOR RESPONSIBILITIES

1. The Alice Springs Convention Centre does not accept responsibility for loss & or damage to any goods brought to the center before, during or after an event. It is the exhibitors' own responsibility to arrange adequate insurance to cover such potential loss & or damage. The Alice Springs Convention Centre is classified as a public access area; please ensure that personal belongings are not left unattended.
2. Should exhibitors engage external contractors direct, it is the responsibility of the exhibitor to advise the Convention Centre Event Co-ordinator & to ensure that the contractors comply with the Convention Centre's grooming and professional behaviour standards & complies with all workplace health and safety requirements. Contractors who fail to do so will be asked to leave the premises. All contractors are required to have adequate public liability insurance.
3. It is the exhibitor's responsibility to organise clear and accurate dispatch labels, consignment notes and couriers for the collection of any goods left at The Alice Springs Convention Centre on conclusion of the conference. The Alice Springs Convention Centre will not fill in or sign consignment notes on behalf of the company. Courier companies must be told exactly how many boxes, the size and weight of the freight. Courier companies are not to be told the Alice Springs Convention Centre Event Co-ordinator is the contact and will provide all details. All details must be provided by the company organising the collection of goods.

EXHIBITION FLOOR PLAN

Floor Plan: Attached A05_Final Floor Plan



BOOTH ALLOCATION

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.

BOOTH INFORMATION

Shell Scheme Booth Information

The exhibition stands are to be provided by Sadadeen Expo Hire.

A **3m x 3m** shell scheme booth includes:

Stand: 3m x 3m with walls Velcro compatible with a corflute front runner (size and colour ultimately dependent on contracted exhibition company's stock)

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 stand regardless of size. For additional power refer to electricity section of this manual (page 9).

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

Custom Build Information

- **Size: 3m x 3m**
- Height limit: 3m (equivalent to a shell scheme booth).
- Raw floor space will be designated by markings on the floor. Set-up will be after this has been put in place by Sadadeen Expo Hire.
- Raw floor space does not include any accessories and equipment such as fascia, lights or power. If access to electric power is required, please request on the exhibition Booth Requirement Form – Appendix_06.
- Booth design plans to be sent to the Secretariat by **Thursday 31 July 2014**.

EXHIBITION SURVIVAL KIT - What to bring on the day

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
- Masking tape (for rebinding, packing cases) and sticky tape
- Stapler
- Power board, extension cord
- Velcro (hook & loop)
- Marker pens
- Writing pads
- Mini first-aid kit
- Mini sewing kit
- Clearly marked delivery labels for all packages sent to the exhibition (include your company name) and return labels for after the conference.
- Courier consignment notes for sending goods back to the office
- High vis vests



CATERING

- Full-day catering will be provided to the exhibition area 15 minutes prior to the delegate meal times. We request that exhibitors complete their meals before the delegate meal time in order to be free to converse with delegates at your stand.
- The ASPCC has sole rights to all food and beverage sold within the venue. Any exhibitors wishing to distribute or giveaway any food or beverage samples must seek prior approval from the ASPCC.
- Please complete and return the Food & Beverage Sampling Form (Form 2) found in A01_ASPPC Exhibition Manual.

SIGNAGE

Shell scheme booth holders please fill in the Fascia Section of A06_Exhibition Booth Requirement Form and return before by **Thursday 31 July 2014**.

FURNITURE HIRE

Furniture for your stand can be sourced from Sadadeen Expo Hire. All Hire Items must be ordered by **Thursday 31 July 2014**. For pricing and furniture options please refer A06_Exhibition Booth Requirement Form and the supplier's website www.sadadeenexpohire.com.au.

ELECTRICITY

Coffee carts and other large equipment will require more than the standard 4amps provided. For any additional powering Staging Connections at the ASPCC must be contacted to confirm arrangements and chargers. **Nina Peters:** npeters@stagingconnections.com

Power Board/Extension Cords and Electrical Appliances

It is a legal requirement in the Exhibition area that all electrical equipment be tested and tagged in accordance with Australian Standard 3760 and work place health and safety regulations.

This applies to all contractors working on site and exhibitors who bring in electrical leads and appliances for their stands during exhibitions. The onus is on the exhibitor.

TELEPHONE & INTERNET

The ASPCC has provision for telephone connection at various points throughout various rooms as well as a high speed network cabling system throughout the entire venue.

To order these services, please complete and return the Communications Order Form (Form 5) and return to ASPCC along with payment details minimum of five (5) working days prior to the event. Refer to A01_ASPPC Exhibition Manual.

REGISTRATION, ACCOMMODATION & SOCIAL FUNCTIONS:

If you require registration of delegates, accommodation, or social function tickets please do so via the online registration system which you can access via the Conference website www.hepatitis.org.au

Please note that the registration deadlines still apply for any additional paid registrations.

- Sponsor and Exhibitor Early bird Deadline: Friday 8 August 2014
- Accommodation Deadline: 8 August 2014
- Standard Deadline: 4 September 2014

For further information or assistance on group bookings please contact the Conference Secretariat at ASHM, steven.thorne@ashm.org.au or +61 2 8204 0770



TERMS & CONDITIONS

1 THE CONTRACT

1.1 In this contract, the Conference Secretariat is the ASHM Conference & Events Division ABN 48 264 545 457 are 'we': 'us' and 'our'. The person with an exhibition space is 'you' and 'your'.

1.2 These Terms and conditions apply from the date of signing. You acknowledge that we update the details of the exhibition from time to time.

2. OUR RIGHTS AND RESPONSIBILITIES

2.1 We will:

- a) organise and hold the exhibition
- b) promote the exhibition
- c) make reasonable efforts to offer you the space requested

2.2 We do not guarantee Exhibition visitor numbers or any level of commercial activity.

2.3 We may change the exhibition including but not limited to:

- a) changing your space or its location to suit floor plan and reducing your fee in proportion to any reduction in size
- b) changing how long it runs for
- c) changing visitor opening hours
- d) extending the venue in a separate area from the main venue

2.4 We ask you to:

- a) obey the relevant laws
- b) prevent any damage

2.5 We can:

- a) Refuse to allow, or stop displays, product demonstrations or other uses of your space
- b) specify display area wall heights and coverings
- c) approve or disapprove the content and presentation of your materials
- d) decide times you can set up and dismantle displays
- e) decide how you, your employees, contractors or agents use exhibition entry cards
- f) set conditions for moving goods and displays before, during and after the exhibition
- g) set restrictions on taking photographs - we will advise you if this will be required
- h) specify how you can use audio visual equipment and media and how you can demonstrate machines
- i) make health and safety requirements

3. YOUR RIGHTS AND RESPONSIBILITIES

3.1 You must:

- a) use your space only to display and promote goods and/or services in keeping with the exhibition
- b) make the most of your space's promotional goods and/or services in keeping with the exhibition
- c) follow our directions as soon as possible and pay any associated costs
- d) follow relevant laws, meet OH&S and venue guidelines, and avoid damaging a person or property
- e) keep your space clean and tidy, and immediately remove all your materials when the exhibition ends. If you do not, we will charge you a fee to do so
- f) not do anything that may interfere with the smooth running of the exhibition, including, but not limited to, encouraging exhibition visitors to view goods and services in another location

4. PAYMENT

4.1 You must pay the full fee owing for your exhibition space prior to the exhibition beginning or the organisers reserve the right to cancel your space

5. OUR REMEDIES

5.1 If you breach the contract, we will provide you with notice of the breach and give you a reasonable time to remedy it. If you fail to remedy the breach within this time, we may:

- a) reallocate your space or refuse you access to it
- b) remedy your breach without advising you and require you to pay for the cost of our actions
- c) remove you from the exhibition and your space



5.2 If you cancel all or part of the contract (except if you cancel because of our breach) we will claim a cancellation fee from you dependent on the time of the cancellation. Cancellation charges had been advised in the sponsorship & exhibition prospectus

6. RISK AND INSURANCE COVER

6.1 You agree that the exhibition site can be hazardous. You will take due care to prevent injury and property damage. We are not responsible for any damage caused by your acts or omissions. You must use our incident report form to tell us in writing about any site incident and give us supporting evidence. After an incident, you must not remove anything from the site without our prior approval.

6.2 You must give us proof of current public liability insurance by the date stated in the exhibition manual

6.3 You must not share your space without advising us in writing. By sharing your space the primary contact is responsible for payment and providing the proof of public liability insurance and is responsible for the actions of the other party unless a separate proof of public liability is provided

7. WARRANTIES AND LIABILITIES

7.1 As allowed by law, or except where the contract states, we:

- a) do not make any representations or warranties about you or your space
- b) are not liable for any person's injury or death, property damage, economic loss or any indirect damages to do with the exhibition

7.2 You indemnify us from and against any claims, damages, losses and costs we may incur because of:

- a) any breach of the contract that you make
- b) any of your displays or product demonstrations
- c) any of your acts or omissions to do with the exhibition, including any negligence and wrong doings

7.3 You agree not to sell or intend to sell goods at the exhibition that misrepresent or infringe intellectual property rights. You indemnify us from and against any and all claims, damages, losses and costs we may incur if you breach this agreement.

8. GIVING US MATERIAL

a) You must give us all material by the deadline that we set. If we do not receive it by the deadline, we will consider that you have cancelled the advertising.

b) If you want to cancel your advertising, you must tell us in writing. No reduction in exhibition space fees will apply.

c) If you have provided materials but wish to cancel the publication after the deadline we will endeavour to stop its publication but we are not liable if the material cannot be removed and we will not stop production if this risks the timely printing of it.

9. GENERAL ISSUES

9.1 We are not liable for any expenditure, liability or loss because of:

- a) acts of god or terrorism
- b) natural disasters
- c) strikes or shortages
- d) failure of electrical power or other venue issues
- e) lower than advised exhibition visitor numbers

9.2 You give us consent to use your contact information for internal purposes.

Accepted by (signature)	
Name and position	
Date	
Company	



Welcome to the
Alice Springs Convention Centre



alice springs
CONVENTION
CENTRE

EXHIBITOR MANUAL

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Floor Plan

Venue Information Table

Order Forms

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Form 2	Food and Beverage Sampling Request
Form 3	Equipment Hire Form
Form 4	Stand Cleaning Order Form
Form 5	Communications Order Form

Delivery Label

Introduction

This handbook has been designed to ensure you experience the highest standard of exhibition.

Included are the Alice Springs Convention Centre's evacuation procedures, exhibition regulations, a list of available services for hire and the forms to order these services.

Please take time to read this document and familiarise yourself with its contents.

All prices are inclusive of GST and are in Australian dollars unless otherwise specified.

All quoted prices are current at the time of printing and are subject to change.

All references to ASPCC mean the Alice Springs Convention Centre.

Services will not be provided until full payment has been received prior to your event.

By exhibiting at ASPCC you agree to be bound by the terms as set out in this manual.

Completed order forms and payment details can be forwarded to the:

Alice Springs Convention Centre
C/- Event Executive
PO Box 2632
Alice Springs NT 0871

Or

Fax: (08) 8950 0300

Contact details:

Phone: (08) 8950 0200

E-mail: info@aspcc.com.au

The Alice Springs Convention Centre looks forward to welcoming you and ensuring your stay is memorable.

1.0 Exhibiting at the Alice Springs Convention Centre

1.1 Evacuation Procedures

In the event of an evacuation ASPCC staff will act as fire wardens to assist moving people to the assembly points.

There are two distinct alarms that will sound in the event of a fire.

First Alarm

ALERT ALARM - Beep, Beep, Beep

If you hear this alarm you should:

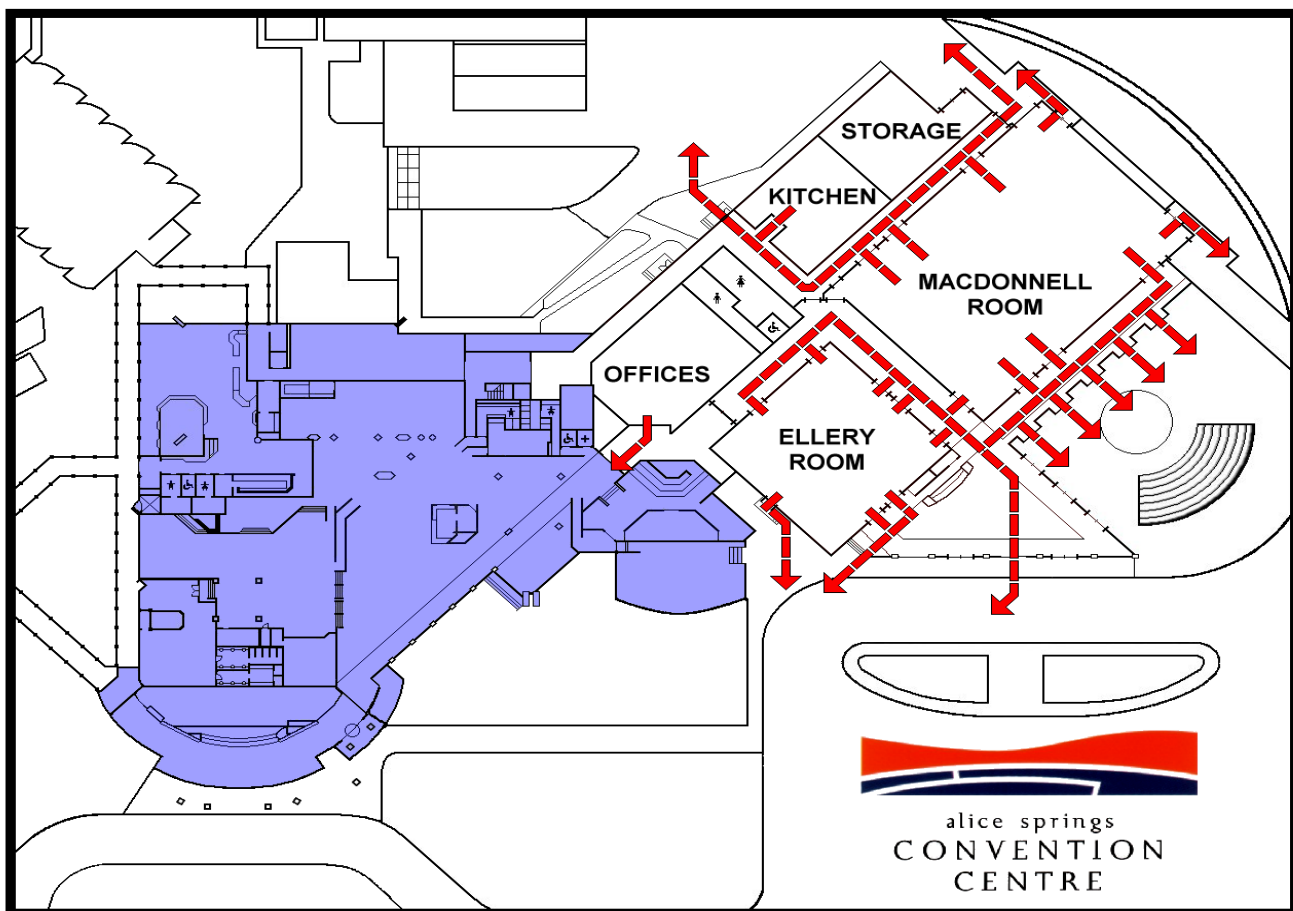
- Prepare to evacuate
- Await further instruction from ASPCC staff

Second Alarm

EVACUATION ALARM - Whoop, Whoop, Whoop

On hearing the **EVACUATION ALARM**,

- Calmly make your way to the nearest emergency exit
- Assemble at the nearest designated Assemble Point
- Follow ASPCC staff instruction



1.2 Deliveries

1.2.1 Delivery Address

Alice Springs Convention Centre
Loading Dock
93 Barrett Drive
ALICE SPRINGS NT 0870

1.2.2 Loading Dock Operating Hours

Monday – Friday: 0830 - 1630
Saturday & Sunday: Closed

1.2.3 Toll Express Agreement

The Alice Springs Convention Centre and national transport company Toll Express have an agreement in place that ensures our clients receive 20% discount. Call Vania Treleggan on 08 8229 5333 or vania_treleggan@toll.com.au and quote Alice Springs Convention Centre” to receive the discount. This is for larger amounts of freight and must be on a pallet or skid and shrink wrapped.

1.2.4 Sending Time Frame

Due to our remote location, it is advisable that senders aim for freight to arrive at the venue a minimum of 48 hours prior to the commencement of the function. The ASPCC will not take any responsibility for the delayed or late delivery of any goods. Due to simultaneous events, there may be occasions that freight may be recalled back to the freight depot until an appropriate delivery day in line with storage availability.

1.2.5 Labelling

The customised ASPCC Exhibitor Delivery Label included in this handbook must be affixed to each item when sending goods. Should you have multiple items, please copy the label and ensure all items have this label attached

1.2.6 Arrival of Goods

It is the responsibility of the sender to confirm with their freight company if their goods have been delivered to the ASPCC.

If the sender is unsuccessful with their freight company, then contact can be made with the ASPCC staff, however the Consignment Note Number/s must be quoted to trace the delivery

1.2.7 Storage

The ASPCC can provide limited storage space for exhibitor's equipment.

1.2.8 Locating Goods On Site

All freight relating to a conference will be placed in a general location accessible to Exhibitors. The Exhibitor may collect their goods at the date/time that the Conference Manager has strictly allocated for bump-in.

1.3 Collections

1.3.1 Collection Address

Alice Springs Convention Centre
Loading Dock
93 Barrett Drive
ALICE SPRINGS NT 0870

1.3.2 Loading Dock Operating Hours

Monday - Friday: 0830 – 1630
Saturday – Sunday: Closed

1.3.3 Labelling

All items, including pallets or individual boxes must be labelled with a fully completed Consignment Note. Details to be included on the Consignment Note include:

- Account Number (the ASPCC will not be responsible for any charge back of freight.)
- How the items are to be transported, eg. Same-Day, Overnight, Road or Air. (Road can take up to one week.)
- Sender's Name, Sender's Phone Number, Company Name, Destination Address and Destination Phone Number.
- Quantity of parcels, description of contents and estimated weight

1.3.4 Sending with TNT

Up to 8 separate items may be sent using 1 completed Consignment Note. The first item should have the consignment note attached with the first barcode; the other items are to display the remaining barcodes. This is how TNT identifies how many items are being sent together.

1.3.5 Courier Pick-up

When the Exhibitor has re-packed their freight and attached all consignment note/s, they may contact either the ASPCC staff to advise that their goods are ready to be transferred to ASPCC Loading Dock for collection.

The Exhibitor is then responsible for contacting their preferred freight company to advise that their items are ready for collection, (corresponding with ASPCC Loading Dock operating times.)

Where suitable arrangements have not been made, the ASPCC reserves the right to dispose of items forty eight (48) hours from the conclusion of the event.

1.4 Bump In

No exhibitor will be given access to the exhibition area prior to the time provided by the event organiser.

No exhibitor will be allowed into the exhibition area while booths are being constructed.

1.5 Bump Out

Prior consent of the event organiser and ASPCC is required for exhibitors to bump out prior to the scheduled time.

Exhibitors must bump out in the time allocated.

1.6 High Visibility Safety Clothing

It is a requirement of the ASPCC for all persons working within the venue during the building and breakdown of booths, to wear a high visibility safety vest.

2.0 Exhibits Requiring Approval

2.1 Animal & Livestock Displays

No animals or pets, excluding Seeing Eye or hearing dogs are permitted in the ASPCC except as an approved exhibit. Application for the display of animals and/or livestock must be sought in writing no less than fourteen days prior to the event.

2.2 Food and Beverage Sampling

The ASPCC has sole rights to all food and beverage sold within the venue. Any exhibitors wishing to distribute or giveaway any food or beverage samples must seek prior approval from the ASPCC.

Please complete and return the **Food & Beverage Sampling Form (Form 2)** found at the end of this manual, are returned to the ASPCC no later than twenty one (21) days prior to the commencement date of the event.

2.2.1 Exhibitor sampling guidelines

Guidelines for the distribution of sample servings of food and beverage are as follows:

- Samples must be given away free of cost to the patron
- Samples must be items the registered exhibitor wholesales in the normal conduct of their business or are produced by equipment in the normal conduct of their business
- Portions must be of a tasting style and size only:
- All tasting utensils and vessels provided by the exhibitor must be single use items and disposed of immediately after use.

2.2.2 Food Handling and Food Handlers

It is the responsibility of the exhibitor to be fully self-sufficient with all storage and service equipment specific to their food and /or beverage sampling.

2.2.3 Food Regulations

All exhibitors supplying and displaying food as part of their exhibit will be responsible for complying with the Northern Territory Food Act 2005

Further information is available from www.foodstandards.gov.au or contact Food Standards Australia New Zealand on (02) 6271 2222.

2.3 Fire Regulations

No equipment, fittings or materials may be placed in an area where the access to any designated exit is obstructed. ASPCC staff will remove any items should they not comply with Fire Regulations or be considered an obstruction.

2.4 LPG Cylinders

The use of LP gas or flammable liquids inside the Centre is prohibited. For use outside, prior notice to the event organiser and the ASPCC.

A LPG cylinder must be double regulated, its regulator and valves must not be accessible to the public and must be protected during its operation. Cylinders are to be disconnected at the conclusion of each day.

Cylinders must be tested, stamped and approved for use.

2.5 Motor Vehicle Displays

ASPCC must be advised of any vehicles being displayed at least fourteen days prior to the event.

The fuel tanks of all the vehicles being displayed must contain no more fuel than needed to enter and exit the Centre. Failure to comply with this will result in the vehicle being refused entry.

Drip trays must be provided for all vehicles displayed within the venue and courtyard, regardless of age. Charges will apply for any damages incurred.

2.6 Weapons and Firearms

Weapons and firearms are prohibited from any exhibition unless prior written approval has been granted by the ASPCC Manager.

3.0 Services available at the Alice Springs Convention Centre

3.1 Administrative Support Services

The following services are available from the Alice Springs Convention Centre Administration Desk. An Administration Assistant is available from 8.30am to 4.30pm Monday – Friday to assist you with these tasks.

Photocopies –

	Black & White	Colour
A4 single sided photocopy	\$ 0.20 per page	\$ 0.50 per page
A4 double sided photocopy	\$ 0.35 per page	\$ 0.75 per page
A3 single sided photocopy	\$ 0.40 per page	\$ 1.00 per page
Sorting & stapling	additional charge of \$ 0.20 per group	

Printing

A4 Black & White	\$ 0.20 per page
A4 Colour	\$ 0.50 per page
A3 Black & White	\$ 0.50 per page
A3 Colour	\$ 1.00 per page

Printing is available from a memory stick.

Facsimile

Charges may apply

Typing

Less than an hour	\$ 8.00 per 10 min
One hour	\$ 40.00 per hr
Incorporating Graphics & Design Work	\$ 60.00 per hr

Binding

A4 booklets (small spine)	\$ 1.50 per booklet
A4 booklets (large spine)	\$ 2.50 per booklet

3.2 Exhibition Equipment & Services

3.2.1 Furniture

The ASPCC can provide various sized tables and chairs. Please complete and return the **Equipment Hire Order Form (Form 3)** found at the end of this manual, are returned to the ASPCC.

All furniture must be ordered and paid for, prior to event bump in.

3.2.2 Power

Power connection for individual booths is supplied by the Exhibition Company. Any requests for extra power eg. 3 Phase can be ordered through Staging Connections.

3.2.3 Plumbing

ASPCC can arrange water supply for the operation of machinery in the exhibition area. The Centre reserves the right to relocate Exhibitors at the request of the Exhibition Organiser for this additional service. Industry plumbing charges apply and contractors must be approved by ASPCC Management.

3.2.4 Rigging, Lighting & Trusses

Must be organised through Staging Connections.

3.2.5 Scissor Lift

A scissor lift is available for hire to licensed operators at \$35 per hour, (subject to availability and only for a limited time). Operators must present licenses on application. The ASPCC can supply a licensed operator at \$60 per person per hour, when notice is provided.

3.2.6 Fork Lift

A forklift is available to licensed operators for \$50 per hour (for a limited time during bump in and bump out, subject to availability). All operators must present licenses before machine operation. For guaranteed unrestricted use, a Forklift should be hired through an equipment hire company. See Contacts List for suppliers. The ASPCC can also supply a licensed operator at \$45 per person per hour, when notice is provided.

3.2.7 Skip Bin

The ASPCC can organise the hire of a 3 cubic metre waste skip at a fee of \$80 per clearance. This price includes delivery, return and dump fees. This must be organised seven (7) days prior to the commencement of the event.

3.3 Extra Requirements

All equipment and services must be ordered and paid for prior to bump in. For any extra requirements once you have arrived, please see ASPCC floor staff. Credit card details and full payment will be required before any equipment will be provided.

No refunds will be given once equipment has been placed in the booth.

3.4 In-House Audiovisual

Our contracted in-house audiovisual supplier is Staging Connections. As a well established and experienced provider of technical and creative services in Alice Springs, Staging Connections will assist you with audio, lighting, data and vision requirements for your event and can also provide themeing, video, graphic and production support should you require.

They can also be available on-site throughout the exhibition period.

Staging Connections

Ph: 08 8950 0201

Fax: 08 8950 0301

Email: alicesprings@stagingconnections.com

3.5 Stand Cleaning

Public areas, foyers and exhibition aisles are cleaned and rubbish bins emptied on a regular basis by the ASPCC staff. Exhibitors are responsible for the cleaning of their individual display booths.

The ASPCC does however offer a stand cleaning service to exhibitors. Standard exhibitor stand cleaning will include mopping or vacuuming, spot cleaning and dusting of glass counters and removal of rubbish from your stand at the closure of the exhibition each day.

Please complete and return the **Stand Cleaning Form (Form 4)** at the end of this manual and return to the ASPCC prior to the event.

3.6 Telecommunication and Internet Line Services

The ASPCC has provision for telephone connection at various points throughout various rooms as well as a high speed network cabling system throughout the entire venue.

To order these services, please complete and return the **Communications Order Form (Form 5)** and return to ASPCC along with payment details minimum of five (5) working days prior to the event.

Service	Cost
Telephone connection charge Includes handset	\$55.50 per connection
Internet – Broadband Access fee (Hard wired option)	\$50.00 per connection Plus \$ 50.00 per day
Free Wi-Fi is available throughout the Centre	

4.0 General Information

4.1 Care of Venue

No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling, internal or external walls of the building. No nails, screws or other devices are to be driven into, or holes made in any part of the building.

All walls in MacDonnell Room, Ellery Room, Gallery and Circulation are Velcro compatible.

Other display material (ie – loose materials, such as hay, straw, wood chips, bark, etc) must be positioned on suitable protection sheet. It is the responsibility of the exhibitor to provide protection sheet and ensure these materials are removed at the conclusion of the exhibition. Cleaning and maintenance charges may apply and will be at the discretion of the ASPCC.

The exhibitor will be responsible for any damage to the walls or the floor of their occupied area.

4.1.1 Displays

The exhibitor is required to keep their area clean and presentable to the standard of the ASPCC.

4.2 Car Parking

There is ample parking within the ASPCC grounds. There is no charge for parking.

4.3 Electrical

No electrical work will be conducted without the consent of the ASPCC and only by an Electrical Contractor approved by ASPCC management.

4.3 .1 Power Boards, Extension Cords and Electrical Appliances

The ASPCC management reserves the right to demand removal from the venue any electrical equipment it deems to be non-compliant or suspect. All portable electrical equipment, appliances and leads must be tested and tagged in accordance with Australian/NZ Standard 3760 : 2003

4.4 Exhibition Accounts

All equipment and services must be paid for prior to bump in. Any extras incurred during the event will be charged to the nominated credit card.

In the event an exhibitor breaches any part of the terms set out in this manual, all monies paid will be forfeited in full. ASPCC has the right to require the exhibitor to vacate their allocated space and may not relocate to any other space. The exhibitor will not be released from liability and will have no claim against ASPCC.

The exhibitor will not be entitled to any refund in the event of cancellation of the exhibition because of industrial action, blackouts, fire, act of God or any other cause beyond the control of ASPCC management.

4.5 Exhibitor Agreement

The exhibitor, exhibition organiser and all sub contractors, contracted for an event, will comply with all rules and regulations of the authority, being ASPCC, having control over the building.

The ASPCC may amend, alter or add to term of this manual at any time prior to completion of the exhibition, but not to demise the space.

The Exhibitor shall at their own expense and at all times observe and comply with:

- Every statute, rule, regulation, ordinance and/or by-law concerning the safe and legal operation of the exhibition and the good conduct of the individuals involved.
- The requirements and/or directions of ASPCC staff and management or other competent authority.

4.6 Exhibition Layout, Schedule and Booth Activities

The Alice Springs Convention Centre reserves the right to refuse an application, cancel an agreement, relocate an Exhibitor's stand or amend the floor plan at the ASPCC Management's discretion.

The ASPCC may postpone or amend the scheduled exhibition times to such a time which in the opinion of the ASPCC is more suitable for the exhibition. The ASPCC will not be liable for any loss caused, provided that this right will be exercised only where circumstances arise to make it necessary.

The Alice Springs Convention Centre may reject and/or require any display or demonstration by any Exhibitor which is in the opinion of the Alice Springs Convention Centre to be causing a disturbance or constitutes a nuisance or is likely to lead to a prosecution as being offensive or otherwise unlawful to be recovered or stopped.

No lottery, raffle, guessing game of chance, or side-show shall be conducted without prior consent of the ASPCC.

No exhibitor will, without the approval of ASPCC, use any microphone, sound amplification or musical instrument.

4.7 First Aid and Medical Facilities

A First aid room is located in Lasseters Casino, adjoining the ASPCC. Please advise any ASPCC staff member if assistance is needed.

4.8 Insurance and Liability

The ASPCC requires the exhibition organiser and exhibitors to provide evidence for public liability insurance to the value of 10 million dollars, indemnifying the ASPCC and Lasseters Hotel Casino trading on behalf of Ford Dynasty.

The exhibitor shall indemnify and hold harmless the ASPCC for all such loss and damages claims arising in connection with the exhibitor's activities at the exhibition including loss or damage to products exhibited.

Where there is more than one exhibitor occupying space their liability will be joint and several.

4.9 Occupational Health and Safety

All exhibitors and their appointed contractors must comply with the Workplace Health and Safety Act 2007 and Workplace Health and Safety Regulations 2008.

4.10 Substance and Waste Disposal

No chemicals or oils are to be disposed of into the ASPCC drainage system. All waste chemical substances and paints must be contained, taken offsite for disposal.

4.11 Disable Access

ASPCC is all on one level with access is available at most doors.

4.12 Smoking Policy

ASPCC is a non smoking venue. Smoking is permitted in various areas outside the venue.

Contact List

Venue

Alice Springs Convention Centre

93 Barrett Drive
PO Box 2632
Alice Springs NT 0871
E: info@aspcc.com.au
W: www.aspcc.com.au

T: (08) 8950 0200
F: (08) 8950 0300

Accommodation

Lasseters

93 Barrett Drive
PO Box 2632
Alice Springs NT 0871
E: reservations@lasseters.com
W: www.lassetershotelcasino.com

Toll Free: 1800 808 975
T: (08) 8950 7777
F: (08) 8953 1680

Audiovisual Equipment

Staging Connections

93 Barrett Drive
Alice Springs NT 0871
E: alicesprings@stagingconnections.com

Event Staging Manager
T: (08) 8950 0201
F: (08) 8950 0301

Banners

(Vented banners recommended for Porte Cochere)

Brushcraft

5 Brown Street
Alice Springs NT 0870
E: brushcraft@octa4.net.au

T/F: (08) 8953 2850

TJ Signs

Whittaker Street
PO Box 1730
Alice Springs NT
E: tjsigns@bigpond.com

T: 8952 5075
F: 8953 0619

Booth Suppliers

Alice Springs

Sadadeen Expo Hire

2/23 Elder St
Alice Springs NT 0870
W: www.sadadeenexpohire.com.au

Peter Collins
T: (08) 8952 5320
F: (08) 8952 1390
M: 0414 716 145

Alice Expo Hire

Shop 1, 81 Elder St
Alice Springs NT 0870
E: info@aliceexpohire.com.au

Sam Gardiner
T / F : (08) 8952 3919
M : 0419 987 896
W : www.aliceexpohire.com.au

Booth Suppliers Cont

Adelaide

Adelaide Expo Hire

31 Deeds Road
North Plympton SA 5037
E : adexpo@aei.com.au

T : (08) 8350 2300
F : (08) 8350 2301

Renniks

854 South Road
Edwardstown SA 5039
E: sales@renniks.com.au

T: (08) 8371 2117
F: (08) 8293 5740

Darwin

Fusion Displays

1/43 Albatross Street
Parap NT 0804
E: sales@fusiondisplays.com.au

T: (08) 8947 1990
F: (08) 8947 1992

Total Event Services

24 Stuart Hwy
Stuart Park NT 0820
W: www.tes.com.au

T: (08) 8980 8222
F: (08) 8981 7525

Equipment Hire

Alice Equipment Hire

1 Ghan Road
Alice Springs NT 0870
E: aei@bigpond.com

T: (08) 8952 2755
F: (08) 8953 0206

Top End Hire

29 Stuart Highway
Alice Springs NT 0870
E: topendhire@bigpond.com.au

T: (08) 8953 1700

Plant Hire

Bloomin Deserts

14 Hele Crescent
Alice Springs NT 0870

T: (08) 8953 0655
F: (08) 8953 0693

Florists

Phone-a-flower

125 Todd Street
Alice Springs NT 0870

T: (08) 8952 8859
F: (08) 8953 0095

Alice Springs Flower Studio

Shop 9,
Yeperenye Shopping Centre
Alice Springs NT 0870

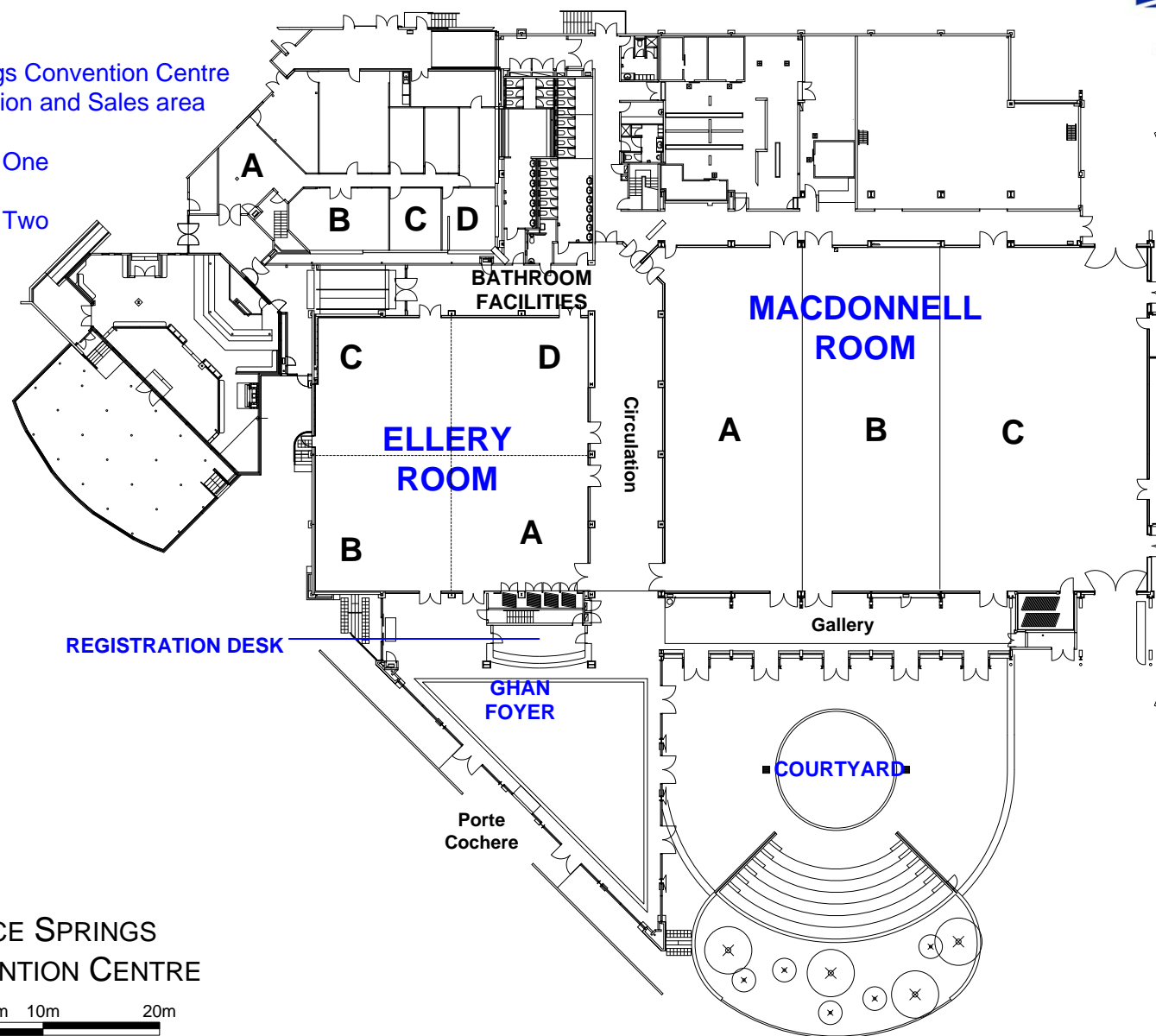
T: (08) 8952 3435
F: (08) 8952 3886

A: Alice Springs Convention Centre
Administration and Sales area

B: Boardroom One

C: Boardroom Two

D: Secretariat



Alice Springs
CONVENTION CENTRE

0m 6m 10m 20m

EXHIBITION VENUE INFORMATION TABLE

Convention & Function Area	Area Sq. M	Length	Width	Ceiling Height	Rigging Available	Power Available	Entry Dimensions	Booths* 3m x 2m
MacDonnell Room	1176	28m	42m	9.1m	Yes	Yes	3.69m W x 4.69m H	63
Section A only	336	28m	12m	9.1m	Yes	Yes	2.3m W x 2.9m H	15
Section C only	504	28m	18m	9.1m	Yes	Yes	3.69m W x 4.69m H	27
Section A/B	672	28m	24m	9.1m	Yes	Yes	2.3m W x 2.9m H	33
Section B/C	840	28m	30m	9.1m	Yes	Yes	2.3m W x 2.9m H	47
Ellery Room	576	24m	24m	4m	No	Yes	1.8m W x 2.9m H	30
A&D or B&C (1/2 of Ellery)	288	24m	12m	4m	No	Yes	1.8m W x 2.9m H	15
A or D (1/4 of Ellery)	144	12m	12m	4m	No	Yes	1.8m W x 2.9m H	6
B or C (1/4 of Ellery)	144	12m	12m	4m	No	Yes	1.8m W x 2.9m H	10
Ghan Foyer	433	21.6m	31m	2.6m	No	Yes	2.35m W x 2.9m H	8
Courtyard	680	28m	18-20m	Outdoors		Yes		10
Gallery	157.5	35m	4.5m	2.8m	No	Yes	2.35m W x 2.9m H	3
Circulatory	132	24m	5.5m	2.8m	No	Yes	2.35m W x 2.9m H	7

All interior walls are Velcro compatible.

*Number of booths may vary do to catering and audio visual set up

FORM 1

Exhibitor Services Account Form



THIS FORM TO BE COMPLETED WHEN ORDERING ANY SERVICES DIRECTLY FROM ASPCC

Event Name	
Booth Name	Booth Number
Company Name	
Address	
	Post Code
Contact Name	Mobile
Phone	Fax
Email	

- Please return all relevant order forms together with payment no later than seven (7) days prior to the commencement of the event.
- **No services will be provided until payment is received.**
- The preferred method of payment is by credit card.
- **All charges incurred during the event will be charged to your nominated credit card.**
- Cheques made payable to the Alice Springs Convention Centre will also be accepted seven (7) working days prior to supply. All service charges are current and subject to change without notice.
- When making payment via EFT please make reference to your company name, booth number and invoice number and email remittance advice to accounts.lhc@lasseters.com.au

☐ **CREDIT CARD**

☐ **COMPANY CHEQUE**

☐ **EFT**

☐ MasterCard

☐ Bankcard

☐ Visa

☐ American Express*

☐ Diners Club*

*American Express and Diners charges over \$2000 incur a 3.5% merchant fee.

Card Number	Expiry Date
Cardholder's Name	AMEX ID Number
Cardholder's Signature	

BANK	National Australia Bank	BSB	085005
ACCOUNT NAME	Ford Dynasty Pty Ltd	ACCOUNT NO.	525747377

Return this form along with Order forms together with payment details via post or fax

FORM 2

Food and Beverage Sampling Request



Event Name		Booth #	
Event Date	/ /	to	/ /
Company Name			
Address			
		Post Code	
Contact Name		Mobile	
Phone		Fax	
Email			
Onsite Contact		Mobile	

Description of handling and sampling and equipment to be used

ASPCC permits the distribution of foodstuffs used as a means of demonstrating any plant or equipment forming part of an exhibition or product manufactured or supplied by the exhibitor.

EXHIBITOR SAMPLING GUIDELINES

Guidelines for the distribution of sample servings of food and beverage are as follows:

- Samples must be given away free of cost to patron;
- Samples must be items the registered exhibitor wholesales in the normal conduct of their business or are produced by equipment used in the normal conduct of their business;
- Portions **MUST** be of a tasting style and size only:
 - Food – bite size
 - Beverage – alcoholic and non-alcoholic liquid portions must be no larger than 50ml; corkage charges may be applicable
- All tasting utensils and vessels provided by the exhibitor **MUST** be single use items and disposed of immediately after use.

Return this form no later than fourteen (14) days prior to the event.

FORM 3

Equipment Hire Form



Event Name	Booth #
Event Date / / to / /	
Company Name	
Name of person placing order	
Contact Number	
Signature of person placing order	
Onsite Contact	Mobile

Item	Price Per Day	Quantity	From Date	To Date	Total days	Total cost per item
Standard Trestle 1.8m l x .75m w x .71 h	\$ 21.50		/ /	/ /		
Thin Trestle 1.8m l x .45m w x .71 h	\$ 21.50		/ /	/ /		
Cocktail round .76m diameter x .71 h	\$ 21.50		/ /	/ /		
Cocktail square .76m ² x .71 h	\$ 21.50		/ /	/ /		
Banquet Chair	\$ 5.00		/ /	/ /		
Chair Cover	\$ 3.00		/ /	/ /		

TOTAL _____

- All table hire prices include 1 x table cloth
- Prices are GST inclusive
- All equipment is subject to availability

**Return this form along with the Exhibitor Services Account Form (Form 1)
with payment details via post or fax prior to event**

FORM 4

Stand Cleaning Order Form

Event Name	Booth #
Event Date / / to / /	
Company Name	
Onsite Contact	Mobile

Type of floor surface in stand (please circle)	Carpet	Melamine	Other (Specify)
Special Requirements			

Day Cleaning Required	Date Cleaning Required
Sunday	/ /
Monday	/ /
Tuesday	/ /
Wednesday	/ /
Thursday	/ /
Friday	/ /
Saturday	/ /
Total Number of Days -	Total Cost -

SERVICE INFORMATION

- This service is charged \$40 per day.
- Additional charges may be applicable should your cleaning requirements be deemed in excess of the quoted service.
- Standard exhibitor stand cleaning will include mopping or vacuuming of your stand, spot cleaning and dusting of glass counters and removal of rubbish from your stand at the closure of the exhibition each day.
- Care will be taken in the cleaning of exhibitor stands, however the ASPCC will not be held responsible for any damage to an exhibitor or their contractors stand, furniture, product or signage.
- Price is GST inclusive

**Return this form along with the Exhibitor Services Account Form (Form 1)
with payment details via post or fax**

FORM 5

Communications Order Form




Event Name	Booth #
Event Date / / to / /	
Company Name	
Name of person placing order	
Signature of person placing order	
Onsite Contact	Mobile
Connection Date	Disconnection Date
Connection Time	Disconnection Time


(Please indicate the service and quantity required below)		
Service	Rates	Quantity
TELEPHONE LINE AND HANDSET through PABX (Line suitable for Facsimile & Modem)	\$ 55.50 Connection	
INTERNET – Broadband Access Fee (Hard wired option)	\$ 50.00 Connection per line Plus \$ 50.00 per day	
Free Wi-fi is available throughout the Centre		

- All Call Charges will be charged after the event to the credit card provided.
- **Exhibitors ordering 'standard' modem lines to utilise EFTPOS machines must ensure that the EFTPOS machine is configured to dial "0" before dialling into your bank's toll free processing telephone number**
- All telephone, fax and modem line connections at the Alice Springs Convention Centre go through the PABX system. Callers are required to dial "0" to obtain an outside line.
- *Wireless Broadband vouchers can be purchased from Convention Centre Administration Office during working hours.

**Return this form along with the Exhibitor Services Account Form (Form 1)
with payment details via post or fax**

DELIVER TO:		Alice Springs Convention Centre		
 <p>alice springs CONVENTION CENTRE</p>		Lasseters Hotel Casino Loading Dock, 93 Barrett Drive ALICE SPRINGS NT 0870		
EVENT NAME				
COMPANY NAME:			BOOTH #:	
EXHIBITOR CONTACT NAME:			PHONE (MOBILE) #:	
EVENT DATE		/ / to / /	SACHEL PACKING MATERIAL? (Tick Yes or No)	YES NO
SPECIAL INSTRUCTIONS:				
BOX _____				
OF _____				

CONVENTION CENTRE CONTACT FOR THIS EVENT – **MARY HAIR, OPERATIONS MANAGER**

DELIVER TO:		Alice Springs Convention Centre			
		Lasseters Hotel Casino Loading Dock, 93 Barrett Drive ALICE SPRINGS NT 0870			
EVENT NAME					
COMPANY NAME:		BOOTH #:			
EXHIBITOR CONTACT NAME:		PHONE (MOBILE) #:			
EVENT DATE		/ / to / /	SATCHEL PACKING MATERIAL? (Tick Yes or No)	YES	NO
SPECIAL INSTRUCTIONS:					
BOX _____					
OF _____					

CONVENTION CENTRE CONTACT FOR THIS EVENT – **MARY HAIR, OPERATIONS MANAGER**



RE: Toll Express Freight

The Alice Springs Convention Centre has an agreement in place with national transport company TOLL EXPRESS ensuring our clients receive a 20% discount.

This special is for larger amounts of freight and all freight must be on a pallet or skid and shrink wrapped.

Contact Vania Treleggan on 08 8229 5333 or vania_treleggan@toll.com.au and quote "Alice Springs Convention Centre" to receive the discount.

For any further assistance please contact your event executive directly or call the Alice Springs Convention Centre on 08 89500 200 or email info@aspcc.com.au

We look forward to working with you and bringing your event to Alice Springs.

Regards
The Alice Springs Convention Centre Team





INDEMNITY FORM

Re: Public Liability for organisations exhibiting at the Australasian Viral Hepatitis Conference 2014 at the Alice Springs Convention Centre, Alice Springs, NT, Australia.

Regulations set by the Australasian Viral Hepatitis Conference Secretariat and the Alice Springs Convention Centre require that the former sight exhibitors' public liability cover. Please extend your public liability to cover your display and scan and email the front cover of your Public Liability Policy **or** a signed copy of this Indemnity Form. Please scan and email one of these documents to raphaelle.kelly@ashm.org.au by **Thursday 31 July 2014**.

We must have evidence of your public liability or a copy of your indemnity before we can allow you to set up your display.

Dates and times of required cover for your public liability:

Day 1, Tuesday 16 September 2014	10.00am – 11.59pm
Day 2, Wednesday 17 September 2014	12.00am – 11.59pm
Day 3, Thursday 18 September 2014	12.00am – 11.59pm
Day 4, Friday 23 November 2012	12.00am – 11.59pm

Indemnity

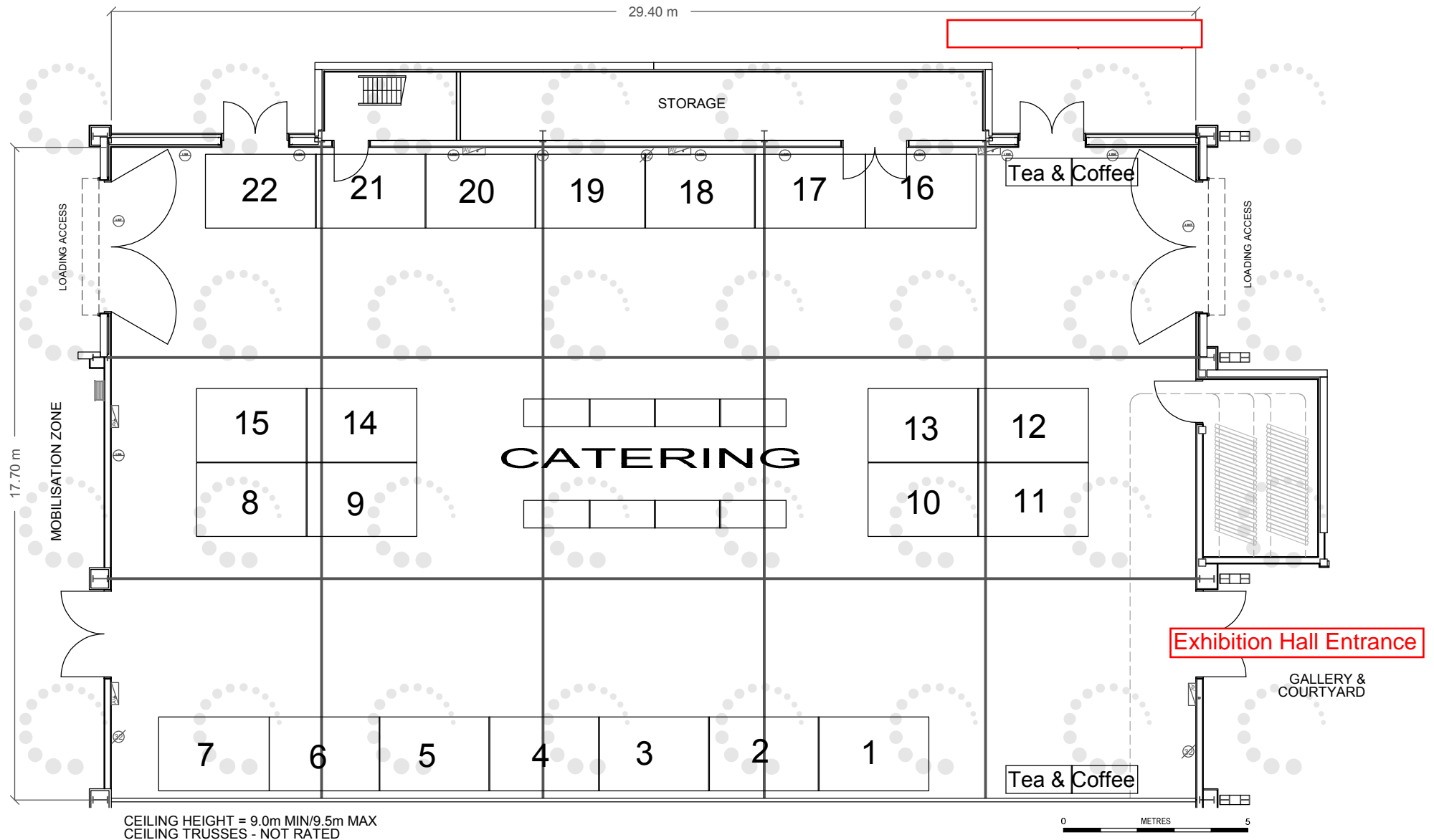
The Australasian Viral Hepatitis Conference Committee, ASHM Conference and Events Division and the Alice Springs Convention Centre shall not be held responsible for any liability whatsoever for damages to exhibits by loss, injury, damage, theft, fire, water, storms, strikes, riots or any other cause whatsoever. It shall be a precondition that the exhibitor arrange their own insurance of the exhibit or sign this Indemnity Form to cover loss or damage by any of the above-mentioned means and that ASHM Conference and Events Division and the Alice Springs Convention Centre shall be entitled to receive such indemnity prior to the exhibitor entering the exhibition. The exhibitor will be liable for any damages to the venue and shall not damage paint, glass, walls, carpets or floors.

Company name _____

Authorised by _____


Signature _____ Date _____

Australasian Viral Hepatitis Conference
Locked Mail Bag 5057 Darlinghurst NSW 1300
ABN 48 264 545 457
Telephone: +61 2 8204 0770
Facsimile: +61 2 9212 4670
Email: info@hepatitis.org.au
Web: <http://www.hepatitis.org.au>



Copyright © Staging Connections

CLIENT ...		EVENT TITLE/DESCRIPTION ASHM 2014 Conference		CONTACT/PHONE ...	
ACCOUNT MANAGER/PRODUCER ...	EVENT DATE ...	JOB NO. ...	ROOM MacDonnell C Alice Springs Convention Centre		
FILE NAME ASHM Conference - Expo booths Mac C v3		DRAWN BY NP		DRAWING DATE 06.02.2014	REVISION DATE 05.06.2014



alice springs
CONVENTION
CENTRE



ADELAIDE ~ AUCKLAND ~ BEIJING ~ BRISBANE ~ CANBERRA ~ CAIRNS ~ DUBAI ~ FIJI ~ GOLD COAST ~ GUANGZHOU ~ HOBART ~ KUALA LUMPUR ~ MELBOURNE ~ PERTH ~ SHANGHAI ~ SINGAPORE ~ SYDNEY ~ WOLLONGONG

PO BOX 8590 ALICE SPRINGS NT 0871
TEL 08 89525320 FAX 08 89521390 MOBILE 0414716145
Email sadadeenexpohire@gmail.com

Company _____

Stand No _____

Address _____

Suburb _____

State_____ **Postcode**_____

Contact Name _____

Email _____

Phone_____

SIGNATURE _____

Mobile _____

ELECTRICAL DETAILS

EACH BOOTH IS SUPPLIED WITH 4AMP POWER AND ECO FLEURO SPOT

DO YOU REQUIRE POWER YES _____ NO _____

IF YES PLEASE COMPLETE TABLE BELOW AND LIST ALL ELECTRICAL ITEMS TO BE USED IN THE BOOTH. EXTRA POWER POINTS ARE \$55.00 PLEASE REQUEST ON FURNITURE HIRE SHEET.

EQUIPMENT DESCRIPTION	240V	AMPS	WATTS
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FASCIA SIGN DETAILS

PLEASE ENTER FASCIA SIGNAGE DETAILS IN BOX PROVIDED MAX 25 LETTERS

SIGN REMAINS THE PROPERTY OF SADADEEN EXPO HIRE. STANDARD 80MM FONT USED LOGOS CAN BE ATTACHED TO FASCIA AT COST OF \$110.00 PDF FILE TO BE FORWARDED.

[illegible]

FURNITURE HIRE FORM.

ORDER INFORMATION PRICES ARE LISTED ON OUR WEB SITE IF THERE ARE ANY ITEMS NOT LISTED OR YOU UNABLE TO RETRIEVE PRICES PLEASE EMAIL US AND WE WILL FORWARD A QUOTE TO YOU.

ALL FURNITURE WILL BE DELIVERED BEFORE EXHIBITOR MOVE IN AND COLLECTED IMMEDIATELY AFTER EVENT HIRE RATES ARE FOR DURATION OF EXHIBITION. DAMAGED ITEMS WILL BE INVOICED AFTER THE EXHIBITION TO YOUR BUSINESS.

Please visit our web site sadadeenexpohire.com.au for further information

ITEM	QTY	RATE	TOTAL

IN NO CASE ARE STAPLES TO BE USED IN THE BOOTH, VELCRO ONLY PLEASE

HIRE TOTAL _____

DELIVERY CHARGE FOR HIRES UP TO \$750.00

DELIVERY PICK UP **\$110.00**

TOTAL _____

PAYMENT DETAILS

IF PAYING BY CHEQUE OR MONEY ORDER PLEASE MAKE PAYABLE TO SADADEEN EXPO HIRE
AND MAIL TO PO BOX 8590 ALICE SPRINGS NT 0871

EFT PAYMENTS

BANK ANZ BSB 015-881 ACCOUNT No 440222184

CREDIT CARD DETAILS VISA M/CARD B/CARD 2% SURCHARGE

CREDIT CARD No _____ EXP DATE _____ V No _____

CREDIT CARD TYPE (CIRCLE) VISA M/CARD B/CARD

CARD NAME _____ SIGNATURE _____

WHEN PAYMENT HAS BEEN RECEIVED AN INVOICE WILL BE ISSUED.

Order confirmation, please confirm that all details are correct and sign below, our general hire conditions apply, if you require a copy please advice.

SIGNATURE _____



AUSTRALASIAN VIRAL HEPATITIS CONFERENCE 2014

EXHIBITOR ONSITE CONTACT FORM

Required by 31 July 2014

SCAN AND EMAIL raphaelle.kelly@ashm.org.au

Organisation Name: _____

EXHIBITION BOOTH STAFFING DETAILS

Please provide the name and mobile number for the ONSITE booth contact.

Contact Name: _____

Mobile Number: _____

Please ensure this person is onsite for the duration of the conference.

Please ensure all other requirements outlined in the requirements checklist of this kit are returned to us by the deadlines stated.

TRANSPORT QUOTE REQUEST FORM

Agility Fairs & Events is able to offer a full door to stand transport service. If you would like a quote for this service, please complete Sections A and B below.

If you require any pre-show or after show storage please complete Sections A and C.

**** Please note: Agility is not providing onsite services at this show.**

AGILITY FAIRS & EVENTS.....*The easy way to exhibit!*

Section A – BILLING DETAILS							
Company:				ABN:			
Address:							
Suburb/Town:		Post Code:		Tel:		Fax:	
Contact Name:				Mobile:			
Email Address:				Agility Customer Code #			
Section B – TRANSPORT REQUIREMENTS							
Description of Consignment: <i>(if weights/dimensions are unknown at this stage, please estimate in the spaces provided)</i>							
Pallets <input type="checkbox"/>	Crates <input type="checkbox"/>	Loose Cartons <input type="checkbox"/>	Other <input type="checkbox"/>	Dangerous Goods: Yes <input type="checkbox"/> No <input type="checkbox"/>			
No. of Items:	Weight (approx.):	kgs	Volume (m³): (L)	x (W)	x (H)	=	m³
Available for Pick-Up / Preferred Date for Pick-Up:							
Day & Date:		Time:		Close:			
Pick-up address <i>(if different to address above):</i>							
Company:							
Address:							
Suburb/Town:		Post Code:					
Contact:		Telephone:		Mobile:			
Forklift available at pick-up point?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Is a Tailgate Vehicle Required:		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Special Requirements/Instructions:							
Deliver to:							
Hall:		Stand:		Delivery Date:			
Do you require us to return freight after the exhibition? YES <input type="checkbox"/> NO <input type="checkbox"/>							
Section C – STORAGE							
Pre-Show <input type="checkbox"/>		After Show <input type="checkbox"/>					
Description/Details:							
Approximate volume:		(L)	x (W)	x (H)	=	m³	
<input type="checkbox"/> I have read and accept Agility's Standard Terms & Conditions (refer to page 2). X Accepted by (Signature): _____							

PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 29th AUGUST, 2014 TO
EXPOHELP@AGILITY.COM OR FAX 03 9330 3337
 FOR INFORMATION CALL AGILITY FAIRS & EVENTS ON (03) 9330 3303.

Standard Terms and Conditions of Contract

PART I: GENERAL CONDITIONS APPLICATION

1. (A) Subject to clause (B) below, all services of the Company whether gratuitous or not are subject to these Conditions.
(i) The provisions of Part I shall apply to all such services.
(ii) The provisions of Part II shall only apply to the extent that such services are provided by the Company as agents.
(B) Where a document bearing a title of "bill of lading" (whether or not negotiable), or "waybill" is issued by or on behalf of the Company and provides that the Company contracts as carrier the provisions set out in such document shall be paramount in so far as such provisions are inconsistent with these conditions.
(C) Every variation, cancellation or waiver of these Conditions must be in writing signed by a Director of the Company. Notice is hereby given that no other person has or will be given any authority whatsoever to agree to any variation cancellation or waiver of these Conditions.
(D) The provisions of Part III shall only apply to the extent that such services are provided by the Company as principal.
(E) Where the Company performs any carriage, handling or storage of Goods but only to the extent that the carriage is performed by the Company itself or its servants and the Goods are in the actual custody and control of the Company, or
(F) Where prior to the commencement of the carriage of Goods the Customer in writing demands from the Company particulars of the identity, services or charges of persons instructed by the Company to perform part or all of the carriage, the Company shall be deemed to be contracting as a principal in respect of that part of the carriage in respect of which the Company fails to give such particulars demanded within 28 days of the Company's receipt of such demand, or
(G) To the extent that the Company expressly agrees in writing to act as a principal, or
(H) To the extent that the Company is held by a court of law to have acted as a principal.
Without prejudice to the generality of clause 2,
(A) The changing by the Company of a fixed price for a service or services of whatsoever nature shall not in itself determine or be evidence that the Company is acting as an agent or a principal in respect of such service or services;
(B) The supplying by the Company of their own or leased equipment shall not in itself determine or be evidence that the Company in acting as an agent or a principal in respect of any carriage, handling or storage of Goods;
(C) The Company acts as an agent where the Company procures a bill of lading or other document evidencing a contract of carriage between a person, other than the Company, and the Customer or Owner;
(D) The Company acts as an agent and never as a principal when providing services in respect of or relating to customs, requirements, taxes, licenses, consular documents, certificates of origin, inspection, and other similar services.
Definitions
(A) "Company" Is Agility Fairs & Events Pty Ltd
(B) "Customer" Means any person at whose request or on whose behalf the Company provides a service;
(C) "Person" Includes persons or any body or bodies corporate;
(D) "Owner" Includes the owner, shipper and consignees of the Goods and any other person who is or may become interested in the Goods and anyone acting on their behalf;
(E) "Authority" A duly constituted legal or administrative person, acting within its legal powers and exercising jurisdiction within any nation, state, municipality, port or airport;
(F) "Goods" Includes the cargo and any container not supplied by or on behalf of the Company, in respect of which the Company provides a service;
(G) "Container" Includes any container, flatrack, trailer, transportable tank, flat, pallet or any article of transport used to carry or consolidate goods and any equipment or connected thereto;
(H) "Dangerous Goods" Includes goods which are or may become of a dangerous, inflammable, radioactive or damaging nature and goods likely to harbour or encourage vermin or other pests;
(I) "Hague Rules" Means the provisions of the International Convention for the Unification of certain rules Relating to Bills of Lading agreed at Brussels on 25th August 1924;
(J) "Instructions" Means a statement of the Customer's specific requirements.
Obligations of Customer
The Customer warrants that he is either the Owner or the authorised agent of the Owner of the Goods and that he is authorised to accept and is accepting these Conditions not only for himself but also as agent for and on behalf of the Owner of the Goods.
The Customer warrants that he has reasonable knowledge of matters affecting the conduct of his business, including but not limited to the terms of sale and purchase of the Goods and all other matters relating thereto.
The Customer shall give sufficient and executable instructions.
The Customer warrants that the description and particulars of the Goods are complete and correct.
The Customer warrants that the Goods are properly packed and labelled, except where the Company has accepted instructions in respect of such services.
Special Instructions, Goods and Services
Unless otherwise previously agreed in writing, the Customer shall not deliver to the Company or cause the Company to deal with or handle dangerous Goods.
(A) If the Customer is in breach of sub-clause (A) above he shall be liable for all loss or damage whatsoever caused by or to or in connection with the Goods however arising and shall defend, indemnify and hold harmless the Company against all penalties, claims, damages, costs and expenses whatsoever arising in connection therewith and the goods may without notice be destroyed or otherwise dealt with at the sole discretion of the Company or any other person in whose custody they may be at the relevant time.
(B) If the Company agrees to accept Dangerous Goods and then in the opinion of the Company or any other person they constitute a risk to other goods, property, life or health they may without notice be destroyed or otherwise dealt with at the expense of the Customer or Owner.
(C) The Customer undertakes not to tender for transportation any Goods which require temperature control without previously giving written notice of their nature and particular temperature range to be maintained and in the case of a temperature controlled Container stuffed by or on behalf of the Customer further undertakes that the Container has been properly pre-cooled or preheated as appropriate, that the Goods have been properly stuffed in the Container and that its thermoelectric controls have been properly set by the Customer. If the above requirements are not complied with the Company shall not be liable for any loss or damage to the Goods caused by such non-compliance.
No insurance shall be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk. Unless otherwise agreed in writing, the Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any open or general policy. The Company is an agent in respect of the effecting of insurance and should the insurers dispute their liability for any reason the insured shall have recourse against the insurers only and the Company shall not be under any responsibility or liability whatsoever in relation thereto notwithstanding that the premium upon the policy may not be at the same rate as that charged by the Company or paid to the Company by its customers.
Except in accordance with express instructions previously received in writing and accepted in writing by the Company, the Company shall not be obliged to make any declaration for the purposes of any statute, convention or contract as to the nature of value of any Goods or as to any special interest in delivery.
Unless otherwise previously agreed in writing or otherwise provided for under the provisions of a document signed by the Company, instructions relating to the delivery or release of Goods against payment or against surrender of a particular document shall be in writing and the Company's liability shall not exceed that provided for in respect of misdelivery of Goods.
Unless otherwise previously agreed in writing that the Goods shall depart or arrive by a particular date, the Company accepts no responsibility for departure or arrival dates of Goods.
General Indemnities
(A) The Customer and Owner shall defend, indemnify and hold harmless the Company against all liability, loss, damage, costs and expenses arising (i) from the nature of the goods unless caused by the Company's negligence, (ii) out of the Company acting in accordance with the Customer's or Owner's instructions, or (iii) arising from a defect of warranty or obligation by the Customer or arising from the negligence of the Customer or Owner.
(B) Except to the extent caused by the Company's negligence, the Customer and Owner shall be liable for and shall defend, indemnify and hold harmless the Company in respect of all duties, taxes, imposts, levies, deposits and outlays of whatsoever nature levied by any Authority and for all payments, fines, costs, expenses, loss and damage whatsoever incurred or sustained by the Company in connection therewith.
(C) Advice and information in whatever form it may be given, are provided by the Company for the Customer only and the Customer shall defend, indemnify and hold harmless the Company for all liability, loss, damage, costs and expenses arising out of any other person relying on such advice or information.
(D) (i) The Customer undertakes that no claim be made against any servant, sub-contractor or agent of the Company which imposes, or attempts to impose upon any of them any liability whatsoever in connection with the Goods, if any such claim should nevertheless be made, to indemnify the Company against all consequences thereof.
(ii) Without prejudice to the foregoing, every such servant, sub-contractor or agent shall have the benefit of all provisions herein, as if such provisions were expressly for their benefit. In entering into this contract the Company, to the extent of those provisions, does so not only on his behalf, but as agent and trustee for such servants, sub-contractors and agents.
(iii) The Customer shall defend, indemnify and hold harmless the Company from and against all claims, costs and demands whatsoever and by whomsoever made or preferred in excess of the liability of the Company under the terms of these Conditions and without prejudice to the generality of this clause this indemnity shall cover all claims, costs and demands arising from or in connection with the negligence of the Company, its servants, sub-contractors and agents.
(iv) In this clause, "sub-contractors" includes direct and indirect sub-contractors and their respective servants and agents.
(E) The customer shall be liable for the loss, damage, contamination, soiling, detention or demurrage before, during and after the Carriage of property (including, but not limited to, Containers) of the Company or any person or vessel referred to in (D) above caused by the Customer or owner or any person acting on behalf of either of them or for which the Customer is otherwise responsible.
Charges etc.
(A) The Customer shall pay to the Company in cash or as agreed all sums immediately when due without deduction or deferment on account of any claim, counterclaim or set-off.
(B) When the Company is instructed to collect freight, duties, charges or other expenses from any person other than the Customer, the Customer shall be responsible for the same on receipt of evidence of demand and non payment by such other person when due.
(C) On all amounts overdue to the Company, the Company shall be entitled to interest calculated at 4 per cent above rate as set out under the Penalty Interest Rates Act 1983 (Vic), as varied from time to time, calculated daily from the date of default to the date of payment.
(D) Should payment remain outstanding beyond the Company's payment terms, the Customer agrees to pay all legal costs (on a solicitor/own Customer basis) and all Mercantile Agent's fees (including any commission payable on the payment of the debt) incurred by the Company as a result of non-payment of the debt.
Liabilities and Rights of the Company
The Company shall be entitled, except insofar as has been otherwise agreed in writing, to enter into contracts on behalf of itself or the Customer and without notice to the Customer.
(A) For the carriage of Goods by any route, means or person,
(B) For the carriage of Goods of any description whether containerised or not on or under the deck of any vessel,
(C) For the storage, packing, transhipment, loading, unloading or handling of Goods by any person at any place whether on shore or afloat and for any length of time,
(D) For the carriage or storage of Goods in containers or with other goods of whatever nature,
(E) For the performance of its own obligations and to do such acts as in the opinion of the Company may be necessary or incidental to the performance of the Company's obligations.
(A) The Company shall be entitled but under no obligation, to depart from the Customer's instructions in any respect if in the opinion of the Company there is a good reason to do so in the Customer's interest and it shall not thereby incur any additional liability.
(B) The Company may at any time comply with the orders or recommendations given by any Authority. The responsibility of the Company in respect of the Goods shall cease on the delivery or other disposition of the Goods in accordance with such orders or recommendations.
(C) If at any time the performance of the Company's obligations, in the opinion of the Company or any person whose services the Company makes use of, is or is likely to be affected by any hindrance, risk, delay, difficulty or disadvantage whatsoever and which cannot be avoided by reasonable endeavours by the Company or such other person, the Company may, on giving notice in writing to the Customer or Owner or without notice where it is not reasonably possible to give such notice, treat the performance of its obligations as terminated and place the Goods or any part of them at the Customer or Owner's disposal at any place which the Company may deem safe and convenient, whereupon the responsibility of the Company in respect of the Goods shall

- cease. The Customer shall be responsible for any additional costs of carriage to and delivery and storage at such place and all other expenses incurred by the Company.
If delivery of the Goods or any part thereof is not taken by the Customer or Owner at the time and place when and where the Company, or any person whose services the Company uses to deliver the Goods, or upon its entitlement to call upon the Customer or Owner to take delivery thereof, the Company or such other person shall be entitled to store the Goods in the open or under cover at the sole risk and expense of the Customer.
Notwithstanding clauses 20 and 21, the Company shall be entitled but under no obligation at the expense of the Customer payable on demand and without any liability to the Customer or Owner, to sell or dispose of
(A) on giving 21 days notice in writing to the Customer all Goods which in the opinion of the Company cannot be delivered as instructed, and
(B) Without notice Goods, which have perished, deteriorated or altered, or are in immediate prospect of doing so in a manner which has caused or may be reasonably expected to cause loss or damage to any person or property or to contravene applicable regulations.
The Company shall have a particular and general lien on all Goods or documents relating to Goods in its possession for all sums due at any time from the Customer or Owner and on giving 28 days notice in writing to the Customer, shall be entitled to sell or dispose of such Goods, or documents at the expense of the Customer and without liability to the Customer and Owner and apply the proceeds in or towards the payment of such sums.
The Company shall be entitled to retain and be paid all brokerages, commissions, allowances and other remunerations customarily retained by or paid to freight forwarders.
The Company shall have the right to enforce against the Owner and the Customer jointly and severally any liability of the Customer under these Conditions or to recover from them any sums to be paid by the Customer which upon demand have not been paid.
Containers
(A) If a Container has not been packed or stuffed by the Company, the Company shall not be liable for loss of or damage to the contents if Caused by:
(i) The manner in which the Container has been packed or stuffed,
(ii) The unsuitability of the contents for carriage in containers, unless the Company has approved the suitability.
(iii) The unsuitability or defective condition of the Container provided that where the Container has been supplied by or on behalf of the Company this paragraph (iii) shall only apply if the unsuitability or defective condition arose (a) without any negligence on the part of the Company or (b) would have been apparent upon reasonable inspection by the Customer or Owner or person acting on behalf of either of them.
(iv) If the Container is not sealed at the commencement of the Carriage except where the Customer has agreed to seal the Container.
(B) The Customer shall defend, indemnify and hold harmless the Company against all liability, loss, damage, costs and expenses arising from one or more of the matters covered by (A) above except for (A)(iii)(a) above.
(C) Where the Company is instructed to provide a Container, in the absence of a written request to the contrary, the Company is not under an obligation to provide a Container or any particular type or quality.
General Liability
(A) Except insofar as otherwise provided by these Conditions, the Company shall not be liable for any loss or damage whatsoever arising from:
(i) The act or omission of the Customer or Owner or any person acting on their behalf,
(ii) Compliance with the instructions given to the Company by the Customer, Owner or any other person entitled to give them,
(iii) Insufficiency of the packing or labelling of the Goods except where such service has been provided by the Company,
(iv) Handling, loading, storage or unloading of the Goods by the Customer or Owner or any person acting on their behalf,
(v) Inherent vice of the Goods,
(vi) Riots, civil commotions, strikes, lockouts, stoppage or restraint of labour from whatsoever cause,
(vii) Fire, flood or storm, or
(viii) Any cause which the Company could not avoid and the consequences whereof it could not prevent by the exercise of reasonable diligence.
(B) Subject to clause 15, however caused the Company shall not be liable for loss or damage to property other than the Goods themselves, indirect or consequential loss or damage, loss of profit, delay or deviation.
Amount of Compensation
Except insofar as otherwise provided by these Conditions, the liability of the Company, however arising, and notwithstanding that the cause of loss or damage be unexplained shall not exceed the following in respect of all claims other than those subject to the provisions of sub-clause (B) below, whichever is the least of
(i) The value of or
(ii) AS2 50 per gross kilogram of,
The Goods lost, damaged, misdirected, misdelivered or in respect of which a claim arises.
(B) In respect of claims for delay where not excluded by the provisions of these Conditions, the amount of the Company's charges in respect of the Goods delayed.
(A) Compensation shall be calculated by reference to the invoice value of the Goods plus freight and insurance if paid.
(B) If there be no invoice value for the Goods, the compensation shall be calculated by reference to the value of such Goods at the place and time when they were delivered to the Customer or Owner or should have been so delivered. The value of the Goods shall be fixed according to the current market price, or, if there be no commodity exchange price or current market price, by reference to the normal value of goods of the same kind and quality.
By special agreement in writing and on payment of additional charges, higher compensation may be claimed from the Company not exceeding the value of the Goods, or the agreed value, whichever is the lesser.
Notice of loss, Time Bar
(A) The Company shall be discharged of all liability unless:
(i) Notice of any claim is received in writing by the Company or its agent within 14 days after the date specified in (B) below or within a reasonable time after such date if the Customer claims that it was impossible to so notify, and
(ii) Suit is brought in the proper forum and written notice thereof received by the Company within 9 months after the date specified in (B) below.
(B) (i) In the case of loss or damage to Goods, the date of delivery of the Goods,
(ii) In the case of delay or non-delivery of the Goods, the date that the Goods should have been delivered,
(iii) In any other case, the event giving rise to the claim.
General Average
(A) The Customer shall defend, indemnify and hold harmless the Company in respect of any claims of a General Average nature which may be made on the Company and the Customer shall provide such security as may be required by the Company in this connection.
Miscellaneous
(A) Any notice served by post shall be deemed to have been given on the third day following the day which it was posted to the address of the recipient of such notice last known to the Company.
(B) The defenses and limits of liability provided for by these Conditions shall apply in any action against the Company whether such action be founded in contract or in tort.
(C) If any legislation is compulsorily applicable to any business undertaken these Conditions shall as regards such business, be read as subject to such legislation and nothing in these Conditions shall be construed as a surrender by the Company of any of its rights or immunities or as an increase of any of its responsibilities or liabilities under such legislation and if any part of these Conditions be repugnant to any extent such part shall as regards such business be over-ridden to that extent and no further.
(D) Headings of clauses or groups of clauses in these Conditions are for indicative purposes only.
Jurisdiction and Law
(A) The proper law of all contracts arising between the Company and the Customer is the Law of the State of Victoria and the parties agree to submit to the jurisdiction of the Courts of that State.
PART II: COMPANY AS AGENT
Special Liability and Indemnity Conditions
(A) To the extent that the Company acts as an agent, the Company does not make any contract with the Customer for the carriage, storage or handling of the Goods or for any other physical service in relation to them and acts solely on behalf of the Customer in securing such services by establishing contracts with third parties so that direct contractual relationships are established between the Customer and such third parties.
(B) The Company shall not be liable for the acts and omissions of such third parties referred to in sub-clause (A) above.
(C) The Company when acting as an agent has the authority of the Customer to enter into contracts on the Customer's behalf and to do such Acts as to bind the Customer by such contracts and acts in all respects notwithstanding any departure from the Customer's instructions.
(D) Except to the extent caused by the Company's negligence, the Customer shall defend, indemnify and hold harmless the Company in respect of all liability, loss, damage, costs, or expenses arising out of any contracts made in the procurement of the Customer's requirements in accordance with clause 38.
Choice of Rates
Where there is choice of rates according to the extent or degree of liability assumed by persons carrying, storing, handling the Goods, no declaration of value where optional will be made unless otherwise agreed in writing.
PART III: COMPANY AS A PRINCIPAL
Special Liability Conditions
(A) To the extent that the Company contracts as principal for the performance of the Customer's instructions, the Company undertakes to perform or in its own name to procure the performances of the Customer's instructions and subject to the provisions of these Conditions shall be liable for the loss of or damage to the Goods occurring from the time that the Goods are taken into its charge until the time of delivery.
(B) Where the Company contracts as a principal and sub-contracts the performance of the Company's services and it can be proved that the loss of or damage to or in respect of the Goods arose or was caused whilst the Goods were in the care or custody of the sub-contractor, the Company shall have the full benefit of all rights, limitations and exclusions of liability available to such sub-contractor in the contract between the Company and such sub-contractor and in any law, statute or regulation and the liability of the Company shall not exceed the amount recovered, if any by the Company from sub-contractor.
(C) Notwithstanding other provisions in these Conditions, if it can be proved where the loss of or damage to the Goods occurred, the Company's liability shall be determined by the provisions contained in any international convention or national law, the provisions of which
(A) Cannot be departed from by private contract, to the detriment of the claimant, and
(B) Would have applied if the claimant had made a separate and direct contract with the actual provider of the particular service in respect of that service or stage of carriage where the loss or damage occurred and received evidence thereof any particular document which must be issued if such international convention or national law shall apply.
(C) Notwithstanding other provisions in these Conditions, if it can be proved that the loss of or damage to the Goods occurred at sea or inland waterways and the provisions of clause 42 do not apply, the Company's liability shall be determined by the Hague-Visby Rules. Reference in the Hague-Visby Rules to carriage by sea shall be deemed to include reference to carriage by inland waterways and the Hague-Visby Rules shall be construed accordingly.
(D) Notwithstanding the provisions of clauses 42, 43 and 44 if the loss or damage to the Goods occurred at sea or on inland waterways, and the Owner Charterer or operator of the vessel establishes a limitation fund, the liability of the Company shall be limited to the proportion of the said limitation fund allocated to the Goods.
Air Carriage
If the carriage acts as a principal in respect of a carriage of Goods by air, the following notice is hereby given:
If the Company involves an ultimate destination of stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers in respect of loss of or damage to cargo. Agreed stopping places are those places (other than the places of departure and destination) shown under requested routing and/or those places shown in carriers timetables as scheduled stopping places for the route. The address of the first carrier is the airport of departure.
Both to Blame Collision Clause
The Current Both to Blame Collision Clause as adopted by BIMCO is incorporated in these conditions.
USA and/or Canada Clause
(A) With respect to transportation within USA or Canada, the responsibility of the Company shall be to procure transportation by carrier's (one or more) and such transportation shall be subject to such carrier's contracts and tariffs and any law compulsorily applicable. The Company guarantees the fulfillment of such carrier's obligations under their contracts and tariffs.
(B) If and to the extent that the provisions of the Harter Act of the USA 1893 would otherwise be compulsorily applicable to regulate the Company's responsibility for the Goods during any period prior to loading or on after discharge from the vessel on which the Goods are to be or have been carried, the Company's responsibility shall instead be determined by the provisions of these Conditions, but if such provisions are found to be invalid such responsibility shall be determined by the provisions in the Carriage of Goods by Sea Act of the USA Approved 1936.