

Exhibition
Manual



INHSU 2016

Exhibition Manual

7 – 9 September 2016

Radisson Blu Scandinavia Hotel, Oslo, Norway



5th International Symposium on Hepatitis Care in Substance Users • Oslo • 7 - 9 September 2016 • www.inhsu2016.com

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Exhibition Manual Instructions

Welcome to the exhibition manual for the **5th International Symposium on Hepatitis Care in Substance Users**. Please ensure you view each section of the manual to ensure smooth logistics during the lead up to and during the Conference. Please ensure all items are completed by the due dates listed.

Please note that exhibitors 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 **Friday 19 August 2016**:

- a Certificate of Currency or
- the front cover of your Policy or
- a signed copy of the Indemnity Form (A01)

If you have any questions, please contact us directly.

Conference Secretariat
 ASHM Conference & Events Division
 Email: info@inhsu2016.com
 Phone: +61 2 8204 0770

Contacts

Category	Company	Contact Person	Phone No.	Email
Venue Event Co-ordinator	Radisson Blu Scandinavia Hotel, Oslo	Synnøve Moe Kolvik	+47 232 93 554	synnove.moe.kolvik@radissonblu.com
Secretariat	ASHM	Amy Sargent	+61 2 8204 0751	Amy.Sargent@ashm.org.au
Exhibition Company / Furniture / Signage / Electricity	Messekompaniet AS	Hans Erik Huset	+47 950 86 929	hans.erik.huset@messekompaniet.no
Audio-Visual	RAVE	Joe Richmond	+61 418 288 312	joe@raveaudiovisual.com
Registration	ASHM	Conference Secretariat	+61 2 8204 0770	conference@ashm.org.au



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Requirements Checklist

Item	Deadline	Tick as completed
50 word company profile, logo and onsite contact information email to amy.sargent@ashm.org.au	Friday 5 August	<input type="checkbox"/>
Indemnity form (A01) or public liability cover evidence to be signed & emailed to amy.sargent@ashm.org.au		<input type="checkbox"/>
Conference Terms and conditions signed and emailed to amy.sargent@ashm.org.au		<input type="checkbox"/>
Any additional requirements e.g. furniture email to hans.erik.huset@messekompaniet.no	Friday 19 August	<input type="checkbox"/>
Add INHSU 2016 Logo and Web banner (A02 & A03) to email signature, website and newsletter to advise contacts you will be at INHSU 2016	Friday 19 August	<input type="checkbox"/>
Register any additional delegates to attend the scientific program, accommodation or social function tickets	Friday 19 August	<input type="checkbox"/>

Booth Requirements

Messekompaniet AS has been appointed the official contractor for this event. For any requests or special requirements outside of what is provided for you please contact Hans Erik Huset at hans.erik.huset@messekompaniet.no by **Friday 19 August 2016**. Failure to do so will result in late order charges.

Booth Information

Shell Scheme Booth Information

The exhibition stands are to be provided by Messekompaniet AS

- A **3m x 2m** shell scheme booth includes:
 - Stand: 3m x 2m Velcro-compatible frontrunner in white, melamine walls
 - Signage: 1 x – to include logo and short company name in black and white
 - Lighting: 2 x 150W track lights per booth, located in positions that can be altered if necessary
 - Power: 1 x single power point (4 amp) per booth
 - Flooring: Carpet
 - Furniture: At the exhibitor's own expense. Please note: Any additional requirements are at the exhibitor's expense

Custom Build Information

- Size: as per agreement
- 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 Messekompaniet AS
- 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 via email to hans.erik.huset@messekompaniet.no by **Friday 19 August 2016**.
- Booth design plans to be sent to the Secretariat by **Friday 19 August 2016**.



Exhibition Floor Plan and Booth Allocation

Booth allocation is currently in progress. 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.

Venue Information

The Exhibition will be held along with all conference catering in the foyer, at the Radisson Blu Scandinavia Hotel, Oslo.

Address:	Holbergsgate 30, 0166 Oslo, Norway
Phone:	+47 23 29 30 00
Fax:	+47 23 29 30 01
Email:	info.scandinavia.oslo@radissonblu.com
Website	www.radissonblu.com

Deliveries

All deliveries must be sent to:

Radisson Blu Hotel Scandinavia

Attn: Hovmester / Bankett: INHSU 06th September 2016

Holbergs gate 30

0166 Oslo

NB: Deliverance to conference entrance is preferred, not the front desk

*Deliveries for the conference will not be accepted any earlier than **Friday 2 September 2016**.*

Loading dock

For larger deliveries please use the hotel loading lock. Entrance through the garage in St. Olavs gate

Set-up and Dismantle

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.

Contractors

Exhibition Mark up: Tuesday 6 September 6.00pm – 7.00pm

Exhibition Stand Build: Tuesday 6 September 7.00pm – 11.00pm

Stand access for Set-up: Wednesday 7 September 6.00am – 8.00am

Exhibition Dismantle: Friday 9 September 5.00pm – 8.00pm

Note: This includes custom-built exhibits

Exhibitors

Set-up Time: Wednesday 7 September 6.00am – 8.00am



Note: Shell scheme and furniture will be ready to occupy at this time. All stands must be completely dressed and excess rubbish removed by **8.00am Wednesday 7 September**.

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 Time: Friday 9 September 3.15pm – 5.00pm

- During the Exhibition, staff will visit each stand to discuss the pack-up arrangements. Where suitable arrangements have not been made, the Radisson Blu Scandinavia Hotel reserves the right to dispose of items forty eight (48) hours from the conclusion of the event.
- Goods must be clearly labelled with return delivery labels and a courier should be arranged by the exhibitor for pick up at the conclusion of the Conference on **Friday 9 September 2016**.
- 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, unlabeled 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.

Security

Exhibitors are fully responsible for the total management of their exhibits in the booths. The organiser will not be held responsible for any damages, robberies and losses incurred by exhibitors, and compensation will not be provided for the loss of personal belongings and exhibits.

The Radisson Blu Scandinavia 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 Radisson Blu Scandinavia 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.

Exhibitor Responsibilities

1. The Radisson Blu Scandinavia Hotel does not accept responsibility for loss & or damage to any goods brought to the hotel before, during or after an event. It is the exhibitors' own responsibility to arrange adequate insurance to cover such potential loss & or damage. The Radisson Blu Scandinavia Hotel 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 Hotels Event Co-ordinator and to ensure that the contractors comply with the Hotels



grooming and professional behaviour standards and 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 Radisson Blu Scandinavia Hotel on conclusion of the conference. The Radisson Blu Scandinavia Hotel 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 Radisson Blu Scandinavia Hotel Event Co-ordinator is the contact and will provide all details. All details must be provided by the company organising the collection of goods.

Registration, Accommodation and Social Functions

For Platinum, Gold, Silver or Bronze supporter packages 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 amy.sargent@ashm.org.au.

If you require additional registration of delegates (above your complimentary allocation), accommodation, or social function tickets please contact the Conference Secretariat at info@inshu2016.com or +61 2 8204 0770.

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

For Exhibitor only discounted registrations please complete your [registrations here](#).

Please select the following links for further information on:

[Registration Rates](#)

[Programme](#)

[Accommodation](#)

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

- Sponsor and Exhibitor Early bird Deadline: CLOSED
- Accommodation Deadline: 4 August 2016
- Final Registration Deadline: 19 August 2016

For further information or assistance on group bookings please contact the Conference Secretariat at info@inshi2016.com or +61 2 8204 0770

Electricity

Coffee carts and other large equipment will require more than the standard power provided. For any additional powering the Radisson Blu Scandinavia Hotel must be contacted to confirm arrangements and chargers.



Packing

Please ensure you allow enough time for freight to arrive on time, all goods should be delivered directly to the venue by **Tuesday 6 September**.

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