

# EXHIBITION MANUAL

**Monday 14 November – Friday 18 November 2016**  
**Adelaide Convention Centre, Adelaide, South Australia**

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ALL FORMS CAN BE [DOWNLOADED FROM THE CONFERENCE WEBSITE](#)

## Exhibition Manual Instructions

Welcome to the exhibition manual for the 2016 Australasian Sexual Health and Australasian HIV/ & AIDS Conferences. Please ensure you view each section of this exhibition manual to ensure smooth logistics during the lead up to and during the Conferences. Please ensure all items are complete by **Friday 30 September 2016**.

### **ITEMS YOU NEED TO CONFIRM:**

- Public liability insurance / [Indemnity Form](#)
- [Terms and conditions](#)
- Onsite contact details
- Company logo
- Company profile 100 words
- [Fascia Order Form](#) (Schell Scheme only)

**Please note that exhibitors will not be granted entry to the Exhibition Hall without provision of a current public liability insurance certificate, signed terms and conditions (Appendix XX), onsite contact form and full payment for your participation.**

### **Public Liability Insurance**

Please extend your public liability to cover your display and email a certificate of currency or the front cover of your Policy or a signed copy of the [Indemnity Form](#) in PDF format by **Wednesday 28 September 2016**.

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

**Australasian Sexual Health Conference  
Secretariat  
ASHM Conference & Events Division  
LMB 5057, Darlinghurst NSW 2010  
T: +61 2 8204 0770 F: +61 2 8204 0779  
E: [info@shconference.com.au](mailto:info@shconference.com.au)**

**Australasian HIV & AIDS Conference  
Secretariat  
ASHM Conference & Events Division  
LMB 5057, Darlinghurst NSW 2010  
T: +61 2 8204 0770 F: +61 2 8204 0779  
E: [info@hivaidsconference.com.au](mailto:info@hivaidsconference.com.au)**

## Key Contacts

Please find below the key logistics contacts for the Conference:

Category	Company	Name	Phone	Email
<b>Venue</b>	Adelaide Convention Centre	Luke Edginton	+61 8 8210 6766	<a href="mailto:Luke.edginton@avmc.com.au">Luke.edginton@avmc.com.au</a>
<b>Conference Secretariat</b>	Australasian Sexual Health Conference	Amy Sargent	+61 2 8204 0751	<a href="mailto:Amy.Sargent@ashm.org.au">Amy.Sargent@ashm.org.au</a>
	Australasian HIV/AIDS conference	Amanda Burg	+61 2 8204 0775	<a href="mailto:Amanda.Burg@ashm.org.au">Amanda.Burg@ashm.org.au</a>
<b>Exhibition Builder</b>	Adelaide Expo Hire	Lauren Harrison	+61 8 8350 2304	<a href="mailto:laurenh@aeh.com.au">laurenh@aeh.com.au</a>
<b>Audio Visual</b>	Rave Audio Visual	Joe Richmond	+61 418 288 312	<a href="mailto:joseph@raveaudiovisual.com">joseph@raveaudiovisual.com</a>

## Requirements Check List

Item	Deadline	Tick when completed
100 word company profile, logo and onsite contact information: email to <a href="mailto:amanda.burg@ashm.org.au">amanda.burg@ashm.org.au</a>	Friday 30 September	
<a href="#">Indemnity form</a> or public liability cover: email to <a href="mailto:amanda.burg@ashm.org.au">amanda.burg@ashm.org.au</a>		
<a href="#">Signed conference Terms and conditions:</a> email to <a href="mailto:amanda.burg@ashm.org.au">amanda.burg@ashm.org.au</a>		
<a href="#">Register Staff online</a> For conference/accommodation/social functions	Tuesday 11 October	
Promote your participation at the conference Logo / Web banner: add to email signature, website and newsletters to advise contacts you will be at the conferences	Tuesday 1 November	
<a href="#">Fascia order form</a>	Tuesday 1 November	
<a href="#">Furniture hire order form</a> (if applicable)		
<a href="#">Electrical order form</a> (if applicable)		
<a href="#">Walling order form</a> (if applicable)		
<a href="#">Carpet order form</a> (if applicable)		
Ship Goods to venue Label all boxes with the <a href="#">Delivery Label</a>	<i>Delivery arrives: Sunday 13 November 2016</i>	

## Venue Information

The exhibition will be held along with the poster displays and all conference catering in Exhibition Halls F/G, access via Foyer F, at the Adelaide Convention Centre.

<b>Address</b>	North Terrace, Adelaide South Australia 5000 Australia
<b>Phone</b>	+61 8 8212 4099
<b>Fax</b>	+61 8 8212 5101
<b>Website</b>	<a href="http://www.adelaidecc.com.au">www.adelaidecc.com.au</a>

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

For information specific to the operating procedures in the Adelaide Convention Centre Download the [ACC EXHIBITION HANDBOOK](#). It includes the following forms:

- Stand Cleaning Form
- Utilities Order Form
- Standard Banner Rigging Order Form
- Internet Order Form
- Food and Beverage Sampling Request Form
- Custom Stand Design Appraisal

## Deliveries and Freight

Deliveries will strictly be accepted from **Sunday 13 November 2016**.

All goods coming into Adelaide Convention Centre should use the [DELIVERY LABEL](#) supplied, the label must clearly marked with;

- Onsite contact name
- Conference contact (Amy Sargent or Amanda Burg)
- Name and date of the conference
- Your stand/booth number.

### DELIVERY LABEL

All couriers and transport drivers delivering and collecting goods on behalf of our clients should arrive with full knowledge of the company they are representing and the name of the event the goods are for. All couriers should ensure that consignment notes are clearly signed by a hotel receiving person.

All exhibitor/ contractor deliveries must be made to the ACC's North Terrace Loading Dock accessed from North Terrace and must be scheduled in with the loading dock supervisor. Deliveries arriving without the correct delivery label or prior to the allocated move in period will not be accepted.

If you are having goods delivered by courier, please ensure someone from your company is on site to sign for the goods. The ACC, nor designated representatives will not sign for exhibitor or contractor deliveries. Couriers requiring a signature will be turned away.

### **Loading Dock**

The North Terrace Loading Dock is accessed from North Terrace and operates from 0800-1600 Monday to Friday or as determined by event requirements.

Parking is not permitted in the loading dock. Short stays are permitted only for the purpose of dropping off goods. Leaving goods unattended is done so at the responsibility of the driver.

This information must be passed onto transport or freight companies that are delivering goods on behalf of your company. Companies must arrange for adequate manpower themselves.

### **Dock Specifications and Equipment**

**Good Trolleys:** Trolleys are available on the loading dock on a first in first served basis.

**Pallet Jacks:** available on request

**Forklift:** 2.5t forklift operated and managed via Agility Fairs and Events who are the onsite logistics provider, charges for exhibitor forklifting are applicable. If you require forklift services at the venue to unload / re-load your goods, you must contact Agility Fairs and Events at least 5 working days prior to the show to book their services.

Trucks delivering large and/or heavy loads should ideally have a tilt tray or hydraulic hoist in order to facilitate ease of transfer of goods to the dock.

**The ACC will not sign possession of goods from couriers on behalf of exhibitors or clients. Agility Fairs and Events will not sign for delivery of any goods that have not been contracted to them.**

**To avoid issues with the delivery of your goods always ensure that a representative is on site to take possession of these goods. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of your event.**

Deliveries for both conferences must be clearly marked with the provided [DELIVERY LABEL](#).

All goods must be collected by the end of the official move-out time.

### **Pack Up**

- During the Exhibition ASHM staff will visit each stand to discuss the pack-out arrangements.
- Don't forget to bring tape/scissors/packaging and your return courier consignment notes for the return delivery of your exhibition materials.
- No responsibility can be taken for goods left behind, unlabelled and without clear instructions or collection arrangements.

### **Collection**

- Exhibitors may use their own couriers to pick up freight or can use the preferred freight & logistics supplier Agility Fairs & Events
- Courier Companies should be instructed to pick up freight at the conclusion of the event, Friday 18 November 2016. The Venue, Conference Organisers and/or Agility will not take responsibility for freight left after the conclusion of the event, **Friday 18 November 2016.**

### **Pre, During and Post-exhibition Storage**

Goods will only be accepted on event days. There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) and make arrangements with their stand builder or with

Agility Fairs and Events for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show.

**Please note:**

**If you are using your own transport company, ASHM, Adelaide Convention Centre or Agility Fairs and Events cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.**

**Freight Forwarding / Logistics Services**

Agility Fairs & Events is the preferred freight & logistics supplier at the ACC. Agility provides a comprehensive freight handling / logistics/ customs clearance / forklifting services and should be contacted directly to make the necessary arrangements.

**Agility Fairs & Events**

Angus Robertson  
 Loading Dock Supervisor  
 Tel (+61 8) 8210 6773  
 Fax (+61 8) 8210 6751  
 Email [northterracedock@avmc.com.au](mailto:northterracedock@avmc.com.au)

Agility Fairs and Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, crantage, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.

## Set up and dismantle

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**Contractors**

**Custom Stand Build**

Sexual Health and Joint Exhibitors: 9:00am – 11:59pm Sunday 13 November 2016  
 HIV&AIDS only Exhibitors: 5:00pm – 11:59pm Tuesday 15 November 2016

*Note:* For custom-built exhibits, if overnight build is required, approval must be obtain in advance from ASHM.

**Exhibition Dismantle:**

Sexual Health only Exhibitors: 5:30pm – 11:59pm Wednesday 16 November 2016  
 HIV&AIDS and Joint Exhibitors: 3:00pm – 8:30pm Friday 18 November 2016

*Note:* This includes custom-built exhibits.

**Exhibitors**

**Stand access for Set Up:**

Sexual Health and Joint Exhibitors: 7:00am – 10:30am Monday 14 November 2016  
 HIV&AIDS only Exhibitors: 6:30am – 10:30am Wednesday 16 November 2016

*Shell scheme and furniture will be ready to occupy at 7.00am. All stands must be completely dressed and excess rubbish removed by 10:30am on Monday and Wednesday (before morning tea begins).*

**Stand Pack down:**

Sexual Health only Exhibitors: 4:30pm – 7:00pm Wednesday 16 November 2016  
 HIV&AIDS and Joint Exhibitors: 1:30pm – 10:30pm Friday 18 November 2016

**BOOTH INFORMATION**

**Shell Scheme Booth Information**

The exhibition stands will be provided by Adelaide Expo Hire.  
 A 3m x 3m or 3m x 2m shell scheme booth includes:



- 2.4m high white laminated ply panels
- 1 x standard fascia board sign
- 2 x 150-watt track mounted spotlights per stand. Mounted on light track inside fascia unless otherwise specified.
- 1 x 4amp power point per stand regardless of size. Located in rear corner of stand unless otherwise specified. Those who require additional electric power are asked to request this by contacting Adelaide Expo Hire. Note: coffee machines will require additional power.
- Carpet colour will be grey
- Any additional requirements are at the exhibitor's expense

### Custom Build Information

- Raw floor space will be designated by markings on the floor
- Raw floor space does not include any accessories and equipment such as fascia, carpet, lights or power. If access to electric power is required, please request this with Adelaide Expo Hire
- Custom booth design plans to be sent to [amanda.burg@ashm.org.au](mailto:amanda.burg@ashm.org.au) for approval by **Friday 30 September**.

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.

## Exhibition Opening Hours

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

Day 1, Monday 14 November 2016	
10.30am	Exhibition opens
10.50am - 11.30am	Morning Tea in Exhibition Area
1.00pm - 2.00pm	Lunch in Exhibition Area
3.30pm - 4.00pm	Afternoon Tea in Exhibition Area
5.30pm - 7.00pm	Sexual Health Conference Welcome Reception and poster viewing in Exhibition Area
7.00pm	Exhibition Closes

Day 2, Tuesday 15 November 2016	
10.00am	Exhibition opens
10.30am - 11.00am	Morning Tea in Exhibition Area
12.30pm - 1.30pm	Lunch in Exhibition Area
4.00pm - 4.30pm	Afternoon Tea in Exhibition Area
4.30pm	Exhibition Closes

Day 3, Wednesday 16 November 2016 (Overlap day)	
10.00am	Exhibition opens
10.30am - 11.30am	Morning Tea in Exhibition Area
1.00pm - 2.30pm	Lunch in Exhibition Area
3.00pm - 3.30pm	Afternoon Tea in Exhibition Area
3.30pm	Exhibition Closes (Pack up of Sexual Health only booths)



<b>Day 4, Thursday 17 November 2016</b>	
10.00am	Exhibition opens
10.30am -11.00am	Morning Tea in Exhibition Area
12.30pm - 2.00pm	Lunch in Exhibition Area
3.30pm - 4.00pm	Afternoon Tea in Exhibition Area
5.30pm - 6.30pm	HIV&AIDS Conference Welcome Reception and poster viewing in Exhibition Area
6.30pm	Exhibition Closes

<b>Day 5, Friday 18 November 2016</b>	
9.30am	Exhibition opens
10.00am -10.30am	Morning Tea in Exhibition Area
12.00pm - 1.30pm	Lunch in Exhibition Area
1.30pm	Exhibition Closes (Pack up of HIV&AIDS only and JOINT booths)

Please note that during times when exhibitors are bumping in/out for each conference the exhibition area will not be open for WH&S reasons. Please ensure you keep valuable items with you at all times.

## Security

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

The Adelaide Convention Centre will not accept responsibility for damages or loss of goods and property left in the Centre prior to, during or after an exhibition. All goods and satchels belonging to clients must be claimed and removed from the Centre on the last day of the exhibition. The Adelaide Convention Centre reserves the right to inspect vehicles leaving the Centre during pack in/pack out of an 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. The conference rooms are unable to be locked – security needs to be arranged. Please do not ever leave any valuables on your stand. Whilst every precaution is taken, the Adelaide Convention Centre, the both Conference secretariats cannot accept any responsibility for loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

## Booth requirement and floor plan

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**Adelaide Expo Hire** exhibitor kit. The kit below contains important information and forms for both shell scheme and space only stands. Forms can be downloaded from the AEH website at <http://aeh.com.au/resources/>

[Exhibitor Kit](#)

[Fascia Order Form](#)

[Electrical Order Form](#)

[AEH Catalogue](#)

Please make sure that you return the necessary forms by **Tuesday 1 November**. Failure to do so will result in late order charges. For any queries, please contact Lauren Harrison at Adelaide Expo Hire +61 8 8350 2304 or [laurenh@afh.com.au](mailto:laurenh@afh.com.au)

### Adelaide Convention Centre

For information specific to the operating procedures in the Adelaide Convention Centre Download the [ACC EXHIBITION HANDBOOK](#). It includes the following forms:

- Stand Cleaning Form
- Utilities Order Form
- Standard Banner Rigging Order Form
- Internet Order Form
- Food and Beverage Sampling Request Form
- Custom Stand Design Appraisal

If you have any questions or queries, you can contact the Centres Exhibitor Services Department directly:

Luke Edginton  
 T: +61 8 8210 6766  
 E: [Luke.edginton@avmc.com.au](mailto:Luke.edginton@avmc.com.au)

### Floor Plan

Booth allocation as per the current [FLOOR PLAN](#)

Exhibition	Company	Booth #	Booth Size
Joint	Alere	16	3x3
Joint	Alphapharm Pty Ltd	28	6x3
HIV&AIDS only	Australian Research Centre in Sex, Health and Society (ARCSHS)	39	3x3
Sexual Health only	Australian Therapeutics	31	3x2
Sexual Health only	Bayer	20	3x3
HIV&AIDS only	BMS	22	6x6
Joint	Cepheid	15	3x3
HIV&AIDS only	Gilead Sciences Australia & New Zealand	24	6x3
Joint	Hologic	14	3x3
Joint	Janssen	13	3x3
Sexual Health only	MS Health	36	3x3
Joint	MSD	11	6x6
HIV&AIDS only	Pfizer	40	3x3
Sexual Health only	Seqirus	37	3x3
Sexual Health only	SHine SA	35	3x3
Sexual Health only	SpeeDx	38	3x3
Joint	ViiV Healthcare	21	6x15

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.

## Marketing and Promotion

A company profile of no more than 100 words and company logo is required to promote your participation as an exhibitor in the conference handbook. Please email your company profile text (as a Word document) and your logo (in high-res EPS or jpeg format min 300DPI) to [info@hivaidsconference.com.au](mailto:info@hivaidsconference.com.au) or [info@shconference.com.au](mailto:info@shconference.com.au) before **Monday 19 September 2016**.

We are excited you are participating in either or both of the Conferences. To assist you in promoting your participation we are providing you with tools to market your involvement in the conference/s, we suggest the following:

- Conference logo/s: Use the logo/s or web banners in emails, websites, newsletters, print advertising and other promotional materials to let your clients know they can meet you at the Conference. When using the conference logo or banner online, please link them to [www.hivaidsconference.com.au](http://www.hivaidsconference.com.au) or [www.shconference.com.au](http://www.shconference.com.au)

### ACCESS THE MARKETING TOOLKIT

## Registration and accommodation

Sponsors and Exhibitors are entitled to the following discounted registration rates to attend the conference. Please note these rates are strictly for company or organisational members *only* and are not for delegates who are being supported by sponsors to attend.

- HIV&AIDS Only Sponsor or Exhibitor – A\$660 (Mon 14- Wed 16)
- Sexual Health Only Sponsor or Exhibitor – A\$660 (Wed 16 – Fri 18)
- Joint Sponsor or Exhibitor – A\$990 (Mon 14 – Fri 18)
- One Day Sponsor or Exhibitor Rate – A\$350

To access the sponsor conference registration rates please complete your registration/s via the below link.

**Link:** <https://www.eiseverywhere.com/ereg/newreg.php?eventid=169685&categoryid=1439021>

**Password:** JOINT16SPON

An ***exhibition only*** pass can be purchased for the below fees, this pass is for booth staff only and provides catering and access to the exhibition ONLY (no access will be granted to the conference sessions with this pass).

**Link:** <https://www.eiseverywhere.com/ereg/newreg.php?eventid=169685&>

**Action:** Select the *conference* (SH, HIV or JOINT) and then *Exhibitor Registration*

- HIV&AIDS Only Exhibitor pass – A\$300 (Mon 14- Wed 16)
- Sexual Health Only Exhibitor pass – A\$300 (Wed 16 – Fri 18)
- Joint Sponsor Exhibitor pass – A\$500 (Mon 14 – Fri 18)

Registration rates and information on the, accommodation, social functions and scientific program can be found on the conference website <http://www.shconference.com.au> or [www.hivaidsconference.com.au](http://www.hivaidsconference.com.au).

Please note the below deadlines apply for ALL registrations

- Early bird Registration Deadline: Sunday 11 September 2016
- Accommodation Deadline: Monday 10 October 2016
- Final Registration Deadline: Friday 28 October 2016 (late charges apply after this date)

## Packing

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Please ensure you allow enough time for freight to arrive on time, refer to Deliveries and Freight of this manual. Please check with your freight forwarder to confirm and use the below as a guide only.

### Delivery of goods: Sunday 13 November 2016

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
- Tape (for packing boxes/cases)
- Stapler
- Velcro (hook & loop) / Blu-Tack (to stick things to your stand walls)
- Pens and markers
- Note pads
- Mini first-aid kit
- Safety Vests
- Power board, extension cord, phone/laptop/tablet charger (brand new or tagged and tested)
- Clearly marked return delivery labels for all packages for after the conference
- Courier consignment notes for sending goods back to the office

**All organisers, contractors and exhibitors and their staff must wear safety vests and steel-capped boots or shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events. Vests will be provided on-site at a charge therefore we suggest packing your own.**