

ANS 2009

EXHIBITOR INFORMATION PACK

ANS 2009 Exhibition: Bump in Tuesday, 27 January
Exhibition runs from Tuesday, 27 January (in the evening)
through to Thursday, 29 January
Conference scientific program continues on Friday, 30 January
National Convention Centre, Canberra

This document is to provide you with all of the information you will need for this exhibition (in conjunction with the attached National Convention Centre Exhibitor Information & Services Manual).

You have been advised of your booth number/s, but a list of companies exhibiting and corresponding booth numbers is attached and may also be downloaded from our website at:

<http://www.sallyjayconferences.com.au/ans2009/exhibition.html>

The exhibition is to be held in the Exhibition Hall of the National Convention Centre. A copy of the floorplan is attached but further copies may be downloaded from the website detailed above.

BOOTH PACKAGE

Each booth includes:

- 3 metres x 3 metres shell

(Note : 2.4m high wall panels are provided. Only velcro is to be used to attach displays to walls. Exhibit Systems (display contractor) will assist any exhibitors that require heavy items to be hung from the panels but have requested you liaise with them prior to the exhibition. See "Exhibition Contractor" for contact details.)

- Fascia sign
- 2 x 120-watt track spotlights
- One x 4 amp per 9m² booth
- One x complimentary exhibitor registration
(Extra exhibitor registrations are \$260 - please see page 4 of this document.)
- Continuous coffee
- Lunches on each day of the exhibition
- Tuesday night mixer and Wednesday night cocktail function.

Please note that booths do not have complimentary dinner tickets or satchel inserts attached to them.

Discounted satchel inserts are offered to exhibitors.
Please see page 5 for details.

EXHIBITION CONTRACTOR

Exhibit Systems has been appointed as the exhibition contractor. Your contact there is Paul Hicks : Phone 02 9982 5511 Fax 02 9982 9899
Email: paul@exhibitsystems.com.au Web: www.exhibitsystems.com.au

The Exhibit Systems information kit containing light, power and fascia forms is attached but may also be downloaded from our website at

<http://www.sallyjayconferences.com.au/ans2009/exhibition.html>

Please feel free to contact Paul at any time with any queries in regards to your booth/s. Enquiries re custom built booths should also be directed to Paul.

FURNITURE (including Plasma and LCD Screens) AND DISPLAY ACCESSORIES

Exhibit Systems' furniture hire forms are attached but may also be download from our website at <http://www.sallyjayconferences.com.au/ans2009/exhibition.html>

PHONE/FAX/INTERNET LINES

Hire of phone/fax/internet lines need to be ordered through the National Convention Centre. See the National Convention Exhibitor Information and Services Manual attached.

STORAGE & ACCESS

The National Convention Centre will accept goods two working days prior to the commencement of the exhibition – so goods can be delivered from Thursday, 22 January onwards. Exhibitors must ensure that all delivered items have the correct Exhibitor labelling information which is attached – but can also be downloaded from our website: <http://www.sallyjayconferences.com.au/ans2009/exhibition.html>

Access for exhibitor freight deliveries will be from the Exhibitor Loading Area (back of the Exhibition Hall) at the National Convention Centre via Constitution Avenue.

The loading dock is for loading and unloading only and vehicles are required to unload and move their car to the car park. The loading dock is open from 8.00am to 12.00pm and from 1.00pm to 4.30pm, Monday to Friday (excluding public holidays).

Please note that Monday, 26 January is a public holiday.

The height of the exhibitor loading dock is 10m.

Please note that the National Convention Centre does not possess a forklift.

NCC porters will deliver the boxes to your stands by 2.00pm on Tuesday, 27 January (when all the booths should be constructed) and access for representatives to your booths will be from 2.00pm onwards.

Storage of packaging, crates, boxes etc will be behind a curtain at the back of the exhibition hall.

All goods must be removed no later than 4.30pm on Friday, 30 January (which gives you 24 hours after the completion of the exhibition). Official bump out instructions will be sent via email shortly before the exhibition – and the same details will also be handed out to all booths on the morning of the final day of the exhibition.

NATIONAL CONVENTION CENTRE CONTACT DETAILS

Your contact at the National Convention Centre is Nikki Biggin. Phone: 02 6257 4905; Fax: 02 6257 6405 or e-mail: nikki.biggin@nccc.com.au

SECURITY AND INSURANCE

Whilst every reasonable precaution is taken by the National Convention Centre, the Organisers and the National Convention Centre will not be held responsible for any loss, injury to persons, or damage to property incurred during the Exhibition. It is the responsibility of persons bringing equipment, fittings or materials into the National Convention Centre to insure themselves and their equipment, fittings or materials against damage, loss or injury that their equipment, fittings or materials might cause to other persons or property.

DAMAGE

No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling or walls of the venue. The National Convention Centre will not accept responsibility for damage or loss of merchandise left in the Centre prior to, during, or after the event.

ELECTRICAL SERVICES

All electrical work must be installed by the exhibition contractor, Exhibit Systems. All electrical equipment, wiring, leads and plugs used in relation to the Exhibition must comply with Australian Electrical Standards. The National Convention Centre reserves the right to refuse any equipment used by contractors, exhibitors and clients.

POWER

Power is available to each booth as required. Tables need to separately order power through Exhibit Systems (see contact details above under "Exhibition Contractor"). If you have excessive power requirements, you should also notify Exhibit Systems.

CLEANING SERVICES

The National Convention Centre is responsible for the cleaning of public areas, foyers and exhibition aisles. These areas are cleaned and rubbish bins emptied on a regular basis by the venue staff. Exhibitors are responsible for the cleaning of their individual display booths. The venue does offer a stand cleaning service to exhibitors. If you require your stand to be vacuumed, mopped and dusted prior to the opening or at the conclusions of each day, additional charges of \$25 per hour apply. Please see the booking forms for this service on the attached National Convention Centre "Exhibitor Information & Services Manual".

CAR PARKING

Car Parking is available underneath the National Convention Centre at the rate of \$10.00 per vehicle per week day.

EMERGENCY EVACUATION

All exhibitors, contractors and other associated staff are to comply with all workplace Health and Safety requirements in place at the National Convention Centre.

STAND CATERING

The National Convention Centre has the sole catering rights to all food and beverage. Exhibitors are not permitted to bring their own food and beverage into the Centre. Please see the stand catering order forms (including menus) on the National Convention Centre's "Exhibitor Information & Services Manual" attached. Further details can be obtained from your contact at the National Convention Centre: Nikki Biggin. Phone: 02 6257 4905; Fax: 02 6257 6405 or e-mail: nikki.biggin@nccc.com.au

DELIVERY LABELS

A copy of the National Convention Centre delivery label is attached but may also be downloaded from: <http://www.sallyjayconferences.com.au/ans2009/exhibition.html>

This label must be used for all deliveries. Please note again that goods cannot be delivered until 8.00am, Thursday, 22 January.

REGISTRATION INFORMATION

1. Each booth has one complimentary Exhibitor Registration (including ongoing coffee, lunches, morning and afternoon refreshments and the Tuesday mixer and Wednesday cocktail function). Each table also has one complimentary exhibitor registration.
2. Exhibitor registrations are to be used only by employees of the exhibitor.
3. Exhibitor registrations are not able to submit scientific abstracts, but exhibitor registrants are welcome to attend the scientific sessions throughout the meeting.
4. Extra exhibitor registrations (over one per booth or table) will be charged at \$260 (inclusive of GST).
5. Change of exhibitor registrations from day to day will not incur an extra cost, however, only one badge per booth (or one badge per table) can be provided at any one time (unless extra exhibitor registrations have been purchased). Exhibitors must return their badges to the registration desk when there is a staff changeover, and a new badge issued.

Online Registrations

There are online registration categories for both your allocated complimentary exhibitor registration/s and for extra exhibitor registrations at \$260. Please see: <http://www.sallyjayconferences.com.au/ans2009/registration.html>

You will need to click into the blue box marked "Secure online registration". After you complete name and contact details you will come to a drop down list of registration categories. There are two exhibitor categories:

Trade Exhibitor: One per booth: \$0.00

Trade Exhibitor: Extra Representative: \$260.00

Offline Registrations

It is probably easiest to just contact me with the name/s of your exhibitor registrations. I can invoice you for extra representatives, if you choose not to register them online.

ACCOMMODATION

Please see details at:

<http://www.sallyjayconferences.com.au/ans2009/accommodation.html>

We request that all bookings at the conference hotels offered be made directly with the conference secretariat. We require one night's deposit to secure your booking **OR** credit card details that we can send on to the hotel as security.

CONFERENCE DINNER – Thursday, 29 January

The conference dinner will be held at the prestigious New Parliament House. It will be a fun night and a good way to unwind after a busy exhibition.

Dinner tickets are \$100 (they are subsidized by the conference budget). You will need to book and pay for dinner tickets on your registration forms or request me to invoice you for these. Over 400 registrants have already booked a ticket for the dinner, so it will be a great place to network.

SATCHEL INSERTS

Exhibitors are offered satchel inserts (1 x A4 page or smaller) at a discounted price of \$400 + GST. Please note that if your insert has more than one page and is outside the size of a standard insert, you will be charged accordingly.

Please email me at ans@sallyjayconferences.com.au to make a booking or for a quote for anything larger than a 1 x A4 page insert.

Non Exhibitors (but Sustaining Members) will be offered 1 page inserts at \$520+GST. Inserts will be required by Wednesday, 14 January. Postal address for delivery of inserts will be advised in mid December. We will require 750 inserts but this will be confirmed in mid December to those that book inserts.

EXHIBITION TIMETABLE is attached but is also available for download at:

<http://www.sallyjayconferences.com.au/ans2009/exhibition.html>

Please contact me if you have any questions.

Kind regards

Sally Jay

ANS 2009 Secretariat

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