

# **ANS/AuPS 2010 EXHIBITOR INFORMATION PACK**

**ANS/AuPS 2010 Exhibition : Bump in Sunday, 31 January 2010**  
**Exhibition runs from Sunday, 31 January to Tuesday, 2 February 2010**  
**Sydney Convention & Exhibition Centre**

This document is to provide you with all of the information you will need for this exhibition.

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

<http://www.sallyjayconferences.com.au/sydney2010/exhibition.html>

The exhibition is to be held in the Bayside Grand Hall of the Sydney Convention & Exhibition Centre. A copy of the floorplan has already been sent to you but further copies can 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 6 of this document.)
- Continuous coffee
- Lunches on each day of the exhibition
- Sunday night mixer.

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 7 for details.**

### **EXHIBITION CONTRACTOR**

Exhibit Systems has been appointed as the exhibition contractor. Your contacts there are Paul Hicks - paul@exhibitsystems.com.au or Tony Mahers - [tonym@exhibitsystems.com.au](mailto:tonym@exhibitsystems.com.au) Phone 02 9982 5511 Fax 02 9982 9899  
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/sydney2010/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/sydney2010/exhibition.html>

### **PHONE/FAX/INTERNET LINES**

**Hire of phone/fax/internet lines** need to be ordered through the Sydney Convention & Exhibition Centre. For the SCEC Exhibitor Information Pack / Exhibitor Manual, please see the relevant information and service order forms on their website:

[http://www.scec.com.au/download\\_centre/orderforms.cfm?categoryID=755](http://www.scec.com.au/download_centre/orderforms.cfm?categoryID=755)

(This is located under the Downloads section, 2009 service order forms. As the exhibition is in the Bayside Grand Hall, please check the details under the Convention Centre and Hall 6 header.)

### **STORAGE & ACCESS**

The Sydney Convention and Exhibition Centre does not accept any exhibitor deliveries on behalf of exhibitors. A representative of Exhibit Systems will be onsite **from 7.00am until 3.00pm on Sunday, 31 January to sign for deliveries**. Exhibitors must ensure that all delivered items arrive on the Sunday (not before and not after) and have the correct Exhibitor labeling information attached.

Access for exhibitor freight deliveries (from couriers) will be from the Convention Centre Loading Dock from 7.00am on Sunday, 31 January 2010. Maps of the Centre's Loading Docks can be viewed on the SCEC website

[http://www.scec.com.au/download\\_centre/Maps.cfm?categoryID=637](http://www.scec.com.au/download_centre/Maps.cfm?categoryID=637)

A storage area for freight will be in the Southwestern corner of the Bayside Grand Hall for Sunday, 31 January from 7.00am until 2.00pm

**No storage is available at the Sydney Convention and Exhibition Centre prior to 7.00am on Sunday, 31 January.** Goods delivered prior to this time will not be accepted by the Sydney Convention and Exhibition Centre. Similarly, **no storage space is available after Tuesday, 2 February and all items must be removed at the end of the exhibition.**

An SCEC porter will deliver the boxes to your stands by 2.00pm on Sunday, 31 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 booths 6 to 20, and also behind booths 3-5.

Your contact at the Sydney Convention & Exhibition Centre is Amanda Fotheringham, Event Manager. Phone: 02 9282 5055; Fax: 02 9288 6455 or e-mail: [afotheringham@scec.com.au](mailto:afotheringham@scec.com.au)

#### **ACCESS POLICY**

The Centre accepts no responsibility for the safety of vehicles and their contents within the Centre premises.

*Exhibitors should be aware that:*

It is a condition of entry to all persons who require access to the loading docks that vehicles, equipment and personal belongings (i.e. bags etc) may be randomly searched by Centre Security staff upon entering and exiting the loading docks.

A 15-minute unloading limit applies to all vehicles in this area. Times for larger vehicles are at the Dock Traffic Controller's discretion. Parking fines can be incurred.

There is no parking available to contractors or exhibitors on the loading dock during the move-in, operation and move-out of an exhibition.

Access into the convention centre for build-up and / or breakdown will be via the loading dock only. Under no circumstances should event equipment be moved in or out via front of house areas.

Please note that Centre Security will issue parking fines on the loading dock in the event of non compliance with the above.

It is a requirement that all organiser staff, contractors and exhibitors working on the move-in and move-out of exhibitions within the Centre wear closed in shoes and wear high visibility clothing, to minimise risks associated with plant and vehicle movements within the Centre and its loading docks.

Specifically, high visibility clothing must be worn:

- At all times on the Centre's loading docks.
- At all times inside the exhibition halls during the move-in or move-out of an event

Without exception, the above requirements must be observed by the exhibitors working on the event.

High visibility vests are available for purchase at Exhibitor Services and the Car Park Payment Booth for anyone wishing to enter the loading dock or venue areas during move-in and move-out, but who does not have suitable clothing.

## **SECURITY AND INSURANCE**

Whilst every reasonable precaution is taken by the Sydney Convention & Exhibition Centre, the Organisers and the Sydney Convention and Exhibition 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 SCEC 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 Sydney Convention & Exhibition 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.

## **POWER**

Power is available to each booth as required. If there are excessive power requirements, please notify me (Sally at [ans@sallyjayconferences.com.au](mailto:ans@sallyjayconferences.com.au)) in order for the SCEC to arrange access.

## **CLEANING SERVICES**

The Centre will clean aisles, the public space, stands (vacuuming only) and remove rubbish throughout the operational hours of an exhibition. Exhibitors should ensure all rubbish is placed in the aisles for disposal by the Centre's cleaning staff.

### **CAR PARKING**

Car Parking is available underneath the Exhibition Centre at the rate of \$30.00 per day (4 hours or more).

### **EMERGENCY EVACUATION**

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

### **EXHIBITOR SERVICES**

The Business Centre is situated on the ground level of the Bayside Convention Centre. Exhibitors are able to establish a credit facility to order services such as food and beverages, communication lines and equipment, water/waste facilities, compressed air, Bayside Lounge accounts.

Exhibitor Services  
Sydney Convention and Exhibition Centre  
Telephone: (02) 9282 5499 Fax: (02) 9288 6463  
Email: [exhibitorservices@scec.com.au](mailto:exhibitorservices@scec.com.au)

### **FIRST AID**

A fully equipped First Aid Room is located on site and first aid trained staff can be contacted through any house phone by dialing 5555 or by contacting any Security Officer. This includes requests for emergency vehicles. All accidents must be reported immediately to the Centre's Security Control (5555)

### **FOOD AND BEVERAGE**

The Sydney Convention and Exhibitions Centre's food and beverage policy states that the Centre has sole rights for the sale and distribution of any article of food and drink for consumption on site. These rights represent a material commercial value and any item distributed by an organiser or exhibitor must be approved by the Centre in writing.

The Centre can assist exhibitors with any requirements for hospitality within an exhibition. All food and beverage requirements for Exhibitors must be confirmed with the Centre no later than two weeks prior to the event. Please contact Erin McKnight, On-Stand Functions Coordinator on 02 9282 5123 for further information or e-mail the

**Catering Services Order Form** to [exhibitorservices@scec.com.au](mailto:exhibitorservices@scec.com.au)

The Catering Services Order Form is part of the service order forms that can be downloaded from: [http://www.scec.com.au/download\\_centre/orderforms.cfm?categoryID=755](http://www.scec.com.au/download_centre/orderforms.cfm?categoryID=755)

The Centre operates under the Food Safety Act 2000 and complies with legislative standards under HACCP (Health Analysis Critical Control Points). These regulations apply in relation to all food and beverage storage and distribution. Organisers must comply and adhere to these standards.

No exhibitor or person shall distribute, sell or give away an item of food or drink, not supplied by the Centre, to public or trade exhibition visitors without the express written consent of the Centre.

Any exhibitor wishing to serve alcohol as on-stand hospitality must enter an “agency agreement” with the Centre to ensure the Liquor Act is not contravened. Copies of the agreement are provided when alcohol is ordered.

The Centre reserves the right to remove any food and beverage not authorized by the Centre.

### **DELIVERY LABELS**

A copy of the SCEC delivery label can be downloaded from:

<http://www.sallyjayconferences.com.au/sydney2010/exhibition.html>

This label must be used for all deliveries. Please note again that goods cannot be delivered until 7.00am, Sunday, 31 January.

### **REGISTRATION INFORMATION**

1. Each booth has one Exhibitor Registration (including refreshments, lunch on Monday and Tuesday and the Sunday mixer). Each table also has one registration.
2. Exhibitor registrations are to be used only by employees of the exhibitor.
3. Extra exhibitor registrations (over one per booth or table) will be charged at \$260 each (inclusive of GST).
4. 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 and for extra exhibitor registrations at \$260. Please see:

<http://www.sallyjayconferences.com.au/sydney2010/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/sydney2010/accommodation.html>

We request that all bookings at the conference hotels 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 – Tuesday, 2 February 2010**

The conference dinner will be held at Dockside, Cockle Bay (close walking distance to the SCEC). Dinner tickets are \$95. You will need to book and pay for dinner tickets on your registration forms or request me to invoice you for these. At this time, over 500 tickets have been booked for the conference dinner – so it will be a great networking night!!

## **PASSPORT COMPETITION**

We will be running the Passport Competition this year to encourage registrants to visit your booths. We will be having "Passport" booklets printed which will be inserted in all conference satchels. The Passport booklets consist of a list of prizes and sponsors, a list of all exhibitors, a trade exhibition floorplan and a space designated for each exhibitor to stamp. Registrants need to have their passport stamped by all exhibitors to be eligible to be in the running for the prizes drawn on Tuesday afternoon. Please let us know if you do not wish to participate in the competition (i.e. we will just have "not to be stamped" printed, on your box in the passport).

**You can either bring a small stamp with you (maximum 2.5m square), or simply sign the appropriate box on the passports.**

The conference is buying the main prize (yet to be decided) and already a few exhibitors have indicated they will sponsor some terrific prizes. Prizes do not need to be expensive – small wine packs or hampers to the value of \$50 make great prizes.

**Any further offers of prizes would be appreciated as we want to encourage registrants to visit your booths.**

## **SATCHEL INSERTS**

**Exhibitors are offered satchel inserts (1 x A4 page or smaller) at a heavily discounted price of \$440 + \$44 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](mailto: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 \$570+GST. Inserts will be required by mid January. Postal address for delivery of inserts will be advised in mid August. We will require 1,000 inserts.

**EXHIBITION TIMETABLE** is attached but can also be downloaded separately from  
<http://www.sallyjayconferences.com.au/sydney2010/exhibition.html>  
Please contact me if you have any questions.

Kind regards

Sally Jay  
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