



**4<sup>th</sup> International Symposium on Hepatitis Care in Substance Users**  
**7 – 9 October 2015**

**EXHIBITORS MANUAL**

**Novotel Manly, Sydney, Australia**



Welcome to the exhibition manual for the **4<sup>th</sup> 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 complete by **Friday 26 June 2015**.

There is also an online tool designed to assist you with your planning and participation at the Conference. There are a number of actions that need to be completed as part of your 'To Do List'. Please refer to the check list in the online exhibition site which you can access [here](#).

**Items you will need to confirm and/or upload in the online exhibition site:**

- Public liability insurance
- Terms and conditions
- Onsite contact form
- Company logo
- Company 50 word write-up

**Please note that sponsors/exhibitors will not be granted entry to 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 upload a certificate of currency or the front cover of your Policy or a signed copy of the Indemnity Form.pdf by **Friday 26 June 2015**.

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### REQUIREMENTS CHECKLIST

Item	Deadline	Tick as completed
contact information <i>(Email to <a href="mailto:raphaelle.kelly@ashm.org.au">raphaelle.kelly@ashm.org.au</a>)</i>	26 June 2015	
Register any additional delegates to attend the scientific program, accommodation or social function tickets	21 August 2015	
<b>Documents to be submitted via the <a href="#">online exhibition site</a>.</b> Indemnity form or public liability Exhibitor Onsite Contact Form Conference terms and conditions 50 word company profile and logo	26 June 2015	
<b>Stand design for raw space</b> submitted for approval. <i>Email to <a href="mailto:raphaelle.kelly@ashm.org.au">raphaelle.kelly@ashm.org.au</a></i>	26 June 2015	
Fascia sign and furniture booking via Expoconnect: details will be sent by ExpoNet.	16 September 2015	
Pack goods for the event	28 September 2015	
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: 28 September 2015  For delivery on: 5 October 2015  *Please check timelines with your freight forwarder.	

### CONTACT INFORMATION

Category	Company	Contact Person	Phone No.	Email
Venue Event Co-ordinator	Novotel, Manly, Sydney	Conference Department	+61 2 8966 7420	<a href="mailto:H5462-SB3@accor.com">H5462-SB3@accor.com</a>
Secretariat	ASHM	Raphaelle Kelly	+61 2 8204 0778	<a href="mailto:raphaelle.kelly@ashm.org.au">raphaelle.kelly@ashm.org.au</a>
Exhibition Company / Furniture / Signage / Electricity	ExpoNet	Fran Orton	02 9645 7000	<a href="mailto:fran@exponet.com.au">fran@exponet.com.au</a>
Audio-Visual	RAVE	Joe Richmond	0418 288 312	<a href="mailto:joe@raveaudiovisual.com">joe@raveaudiovisual.com</a>
Registration	ASHM	Conference Secretariat	02 8204 0770	<a href="mailto:conference@ashm.org.au">conference@ashm.org.au</a>



### **THE VENUE**

The Exhibition will be held along with all conference catering in the Grand Ballroom, at the Novotel Manly, Sydney.

### **Address**

Novotel Manly Sydney Pacific  
55 North Steyne, Manly, NSW 2095  
Australia

### **DELIVERIES, STORAGE AND COLLECTION**

- All deliveries must display the hotels delivery label which you can access [here](#). Deliveries MUST display the provided label with all information filled in accordingly.
- Freight cannot arrive to the venue any more than 48 hours prior to the commencement of the exhibition build.
- All deliveries must be made between the business hours of 9am – 5pm.
- 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 Novotel Manly reserves the right to dispose of items forty eight (48) hours from the conclusion of the event.
- Goods must be clearly labelled with the return delivery labels A03\_Novotel Delivery Label and a courier should be arranged by the exhibitor for pick up at the conclusion of the Conference on **Friday 9 October 2015**.
- 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 INHSU 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 the [Agility Freight Forwarding Form](#), 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](mailto: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. The Novotel Manly Conference and Events Department must be contacted to confirm arrangements and charges. **Novotel Manly** +61 2 8966 7420 or [H5462-SB3@accor.com](mailto:H5462-SB3@accor.com)

**PUBLIC LIABILITY**

Refer to [online exhibition site](#).

**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:** Tuesday 6 October 2015 - Morning

**CONTRACTORS**

**Build and Set Up:** Tuesday 6 October 2015: 9.00am – 3.00pm (Note: This includes custom-built exhibits)

**Exhibition Dismantle:** Friday 9 October 2015: 5.00pm – 10.00pm (Note: This includes custom-built exhibits)



## **EXHIBITORS**

**Set-up time:** Tuesday 6 October 2015: 12.00pm – 3.00pm or Wednesday 7.30am – 9.30am

Note: Shell schemes and furniture will be ready to occupy at this time. All stands must be completely dressed and excess rubbish removed by 3.00pm on Tuesday.

**Pack up:** Friday 9 October 2015: 3.00pm – 5.00pm

## **Exhibition Schedule (Run times)**

Note: All booths must be fully staffed, operational and exhibits displayed to delegates during the break periods which will be made available via the Conference Program.

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 Novotel Manly 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 Novotel Manly 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 Novotel Manly on conclusion of the conference. The Novotel Manly 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 Novotel Manly 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 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.

## **BOOTH INFORMATION**

### **Shell Scheme Booth Information**

The exhibition stands are to be provided by ExpoNet.

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: 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 Exponet.
- 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 the online Exponet booking system.
- Booth design plans to be sent to the Secretariat by **Monday 31 August 2015**.

#### **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 Novotel Manly 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 Novotel Manly.

#### **SIGNAGE AND FURNITURE HIRE**

The exhibition company, ExpoNet, will be in contact directly with login details for their online booking system where you will be able to confirm your fascia signage, order furniture etc. Everything must be confirmed and ordered by **Wednesday 16 September 2015**.



### **ELECTRICITY**

Coffee carts and other large equipment will require more than the standard 4amps provided. For any additional powering Staging Connections at the Novotel Manly must be contacted to confirm arrangements and chargers.

### **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.

### **REGISTRATION, ACCOMMODATION & SOCIAL FUNCTIONS:**

If you require additional registration of delegates (above your complimentary allocation), accommodation, or social function tickets please contact the ASHM registration team at [conference@ashm.org.au](mailto:conference@ashm.org.au) or +61 2 8204 0770.

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

- Sponsor and Exhibitor Early bird Deadline: 21 August 2015
- Accommodation Deadline: 4 September 2015
- Standard Deadline: 1 October 2015

For further information or assistance on group bookings please contact the Conference Secretariat at ASHM, [conference@ashm.org.au](mailto:conference@ashm.org.au) or +61 2 8204 0770

### **TERMS & CONDITIONS**

Refer to [online exhibition site](#).