



Australian Veterinary Association Ltd

2017 Annual Conference
The nation's premier veterinary event
Melbourne 4-9 June



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.ava.com.au



2017 AVA ANNUAL CONFERENCE

EXHIBITOR INFORMATION MANUAL

Melbourne Convention and Exhibition Centre
Melbourne, Victoria

Scientific Programs: **5 - 8 June 2017**
Exhibition: **4 - 8 June 2017**



Australian Veterinary Association
Unit 40, 6 Herbert Street, St Leonards NSW 2065
ABN: 63 008 522 852



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EXHIBITOR CHECKLIST



AVA

All below forms are available via the online exhibitor portal

Description	Due Date	Form Type
Indemnity agreement	Tuesday 28 March 2017	Compulsory
Company profile and logo 150 word profile on your company	Tuesday 28 March 2017	Compulsory
Product listing	Tuesday 28 March 2017	Compulsory
Conference handbook adverts	Tuesday 28 March 2017	Optional
Passport competition	Tuesday 28 March 2017	Optional
Public liability insurance certificate	Tuesday 18 April 2017	Compulsory
Custom stand design and details	Tuesday 18 April 2017	Compulsory (for custom stands)
Contractor documentation	Tuesday 18 April 2017	Compulsory (for contractors)
Satchel insert Mock up or sample	Tuesday 18 April 2017	Optional
Exhibitor registration – register your on-site reps	Friday 19 May 2017	Compulsory
Melbourne Convention and Exhibition Centre forms Click here for Online ordering link	 Friday 19 May 2017	Optional
Stand tracker order form	 Friday 19 May 2017	Optional
Materials handling form	 Friday 12 May 2017	Compulsory if using Agility
Transport request form	 Friday 12 May 2017	Optional
Stand and fascia confirmation form Click here to download	 Monday 15 May 2017	Compulsory (for shell scheme stands)
Furniture/electrical hire order forms Click here to download	 Monday 15 May 2017	Optional
Melbourne Convention and Exhibition Centre safety induction	 Before arriving on site	Compulsory

CONTACT LIST

Conference Secretariat

The Australian Veterinary Association (AVA) Ltd

Contact: Lucy Rhodes, Exhibition Coordinator lucy.rhodes@ava.com.au
Kandy Musgrave, National Events Manager eventsmanager@ava.com.au

Tel: +61 (02) 9431 5065

Fax: +61 (02) 9437 9068

Address: Unit 40, 6 Herbert Street, St Leonards, NSW 2065

Web: conference.ava.com.au



Venue

Melbourne Convention and Exhibition Centre

Contact: Brittany Monaghan

Email: exservices@mcec.com.au

Tel: (03) 9235 8110

Address: 1 Convention Centre Pl, South Wharf VIC 3006

Web: mcec.com.au



Exhibition services

Exponet

Contact: Exhibition Services

Email: esd@exponet.com.au

Tel: 02 9645 7070

Address: 45 Princes Road West, Auburn NSW Australia 2144

Web: exponet.com.au

MCEC Exhibition Centre Loading Dock Manager: +61 3 9235 8384



Registrations

Info Salons Australia

Contact: AVA Conference Registration Team

Email: ava@infosalons.com.au

Tel: +61 (02) 92121452

Fax: +61 (02) 92117470

Address: PO Box K402, Haymarket, NSW 1240

Web: infosalonsgroup.com



Accommodation

OzAccom – book via conference.ava.com.au website.

Email: ozaccom@ozaccom.com.au

Tel: +61 (07) 3854 1611

Toll free: 1 800 814 611

Fax: +61 (07) 3854 1507

Address: PO Box 104, RBH Post Office, QLD 4029

Web: ozaccom.com.au



Visit "Getting there, staying there" page at conference.ava.com.au to book AVA specially-negotiated accommodation rates

Logistics and freight

Agility Fairs and Events

Contact: Colin Smith

Email: cosmith@agility.com

Tel: +61 3 9330 9099

Fax: +61 3 9330 3337

Address: Gate 2, Door 10, 28 – 32 Sky Road, Melbourne Airport, VIC 3045

Web: agility.com



EXHIBITORS AND FLOOR PLAN

Please [click here](#) to see the 2017 AVA Annual Conference exhibitor list.

Click here to [view](#) the current exhibition floor plan.



ONLINE INDUCTION

All persons onsite at the Melbourne Convention and Exhibition Centre (MCEC) for an exhibition, including external contractors/labourers/hired help must complete the MCEC's online induction.

THIS IS COMPULSORY FOR ALL ON SITE; EXHIBITORS, CONTRACTORS AND FOR THOSE WORKING ON BOTH MODULAR AND CUSTOM STANDS

The following are required to complete the online site induction module prior to completing work at MCEC:

- Event organisers directly managing event contractors
- Event contractors prior to completing any works at MCEC
- Exhibitors building or constructing their stand during the exhibition build

Your company will need to be registered with MCEC before you can complete the module. To register contact us on +61 3 9235 8062 or cms@mcec.com.au

Log in to the module [here](#). The full MCEC OH&S document can be downloaded [here](#).

EMERGENCY EVACUATION PROCEDURES

In case of emergency you should contact MCEC's security control room. There are two types of emergency alarms:

- BEEP BEEP BEEP – alert alarm. Advises of possible danger. No action is required other than by fire wardens
- WHOOP WHOOP WHOOP – evacuation alarm. Everyone must leave the building and move to the nearest evacuation assembly points

MCEC's site induction process provides further information on the centre's emergency and evacuation procedures. You should ensure that all your event staff and security contractors are familiar with the centre's emergency exits, fire-fighting equipment and evacuation assembly points.

- First aid kits supplied
- Staff familiar with emergency maps and evacuation procedures
- Dial 6666 on house phone in an emergency. External: +61 3 9235 8333

EMERGENCY FIRST AID AND MEDICAL

Event security staff are required to provide first aid assistance during events and should have first aid kits available. When an injury has occurred within the area covered by your licence, an incident report must be completed by your event security staff and a copy provided to the MCEC security control room. The MCEC's main first aid room is located off the Convention Centre foyer. A smaller first aid room is located off the Exhibition Centre foyer.

FIRE SAFETY REGULATIONS

The MCEC requires some stands to implement extra fire safety measures. This applies to stands with any of the following features:

- fitting the requirements for certification by an engineer a roof area greater than 18sqm or wider than 3m in any direction;
- raised floors of any height made of or containing combustible material



AVA

Stands in these categories must install smoke detectors and fire extinguishers.

The MCEC can also require extra fire safety measures on any other stands deemed to pose a fire risk and will advise you and the exhibitor in these cases.

ACCESS



ACCOMMODATION

A selection of accommodation has been secured at favourable rates, in close proximity to the Melbourne Convention and Exhibition Centre. Please visit the AVA Annual Conference website 'getting there, staying there' page of the website to book your accommodation - conference@ava.com.au

All accommodation enquiries can be directed to:

Accommodation
OzAccom

PO Box 104
RBH POST OFFICE QLD 4029
Phone: +61 (07) 3854 1611
Toll free: 1 800 814 611
Fax: +61 (07) 3854 1507
Email: ozaccom@ozaccom.com.au
Web: ozaccom.com.au



ACCOUNTS

All accounts for Venue Services must be paid in accordance with Centre requirements and paid in full seven (7) days prior to the commencement of the Event. AVA accounts are to be settled in full by Monday 6 March 2017.

ADVERTISING IN THE CONFERENCE HANDBOOK

Space is available to advertise in the official 2017 AVA Annual Conference Handbook. Full colour adverts can be purchased in full-page, half-page and quarter-page. To book an advert, please contact Kandy Musgrave events@ava.com.au by **Tuesday 28 March 2017**. Artwork will need to be submitted no later than **this date**. Visit the [advertising page](#) at the AVA Annual Conference website for further information.

Please ensure you adhere to the following specifications, otherwise your advert may not be included.

Full page - \$2,025

- trim size 297x210mm
- text area 277x190mm
- please add 3mm bleed

Half page horizontal - \$1,320

- trim size 148.5x210mm
- text area 128.5x190mm
- please add 3mm bleed

Quarter page vertical - \$890

- trim size 148.5x103mm
- text area 128.5x83mm
- please add 3mm bleed

Accepted format:

Only print-ready PDFs are accepted
Images to be 300dpi
Logos and fonts to be embedded or converted to outline

ANIMALS

All animals must be kept on a leash or in a secure pen under the control of a dedicated handler at all times in compliance with the Animal Welfare Act 1985 and Prevention of Cruelty to Animals Regulations 2000.

Exhibitors wishing to use any of the following as part of their exhibit must submit a proposal in writing to the MCEC briefly outlining the purpose. Please refer to the following as a guideline.

No animals or pets, with the exception of seeing-eye dogs, are permitted in the MCEC except as an approved exhibit, activity or performance requiring the use of animals. Such animals as are permitted in the licensed area must be on a leash or in an enclosed pen under the control of a handler at all times and comply with all requirements prescribed by law for the exhibition of such animals and in compliance with the relevant acts

and regulations. Exhibitors must submit a request for approval along with an animal management plan to the conference secretariat. These will then be passed on for approval by MCEC.

Please see the animals on site form in the online exhibitor platform. Please submit your plan addressing the following questions:

1. What animals will you be bringing on site?
2. What is the purpose of having these animals on site?
3. How many animals will you be bringing on site?
4. How will the animals be transported?
5. Please list the dates and times the animals will be onsite:
6. Will the animal be on a lead or in an enclosure whilst onsite?
7. Will the animals be exposed to the public?
8. What measures are in place to ensure the welfare of the animal?
9. What measures are in place to ensure the public safety?
10. What is your waste management plan?

ETHICS APPROVAL

In VICTORIA exhibitors DO NOT need a licence but given the potential liabilities, if animal welfare was compromised, the Dept Agriculture “recommend they obtain Animal Ethics Committee oversight” to use the animal(s) and ethics approval for the specific demonstration(s) the animal(s) will participate in.

The public access committee in Victoria is the Wildlife & Small Institutions AEC, with Max Campbell as the executive officer: max.campbell@ecodev.vic.gov.au & 0409 143 538

Exhibitors should contact Max Campbell and inform him that they have been advised that ethics approval of their event is recommended.

For more information, please see the Victoria Department of Agriculture [at this link](#) or contact our conference Convenor on convenor@ava.com.au

BANKING

The following banking facilities are located around the Southbank precinct.

Westpac
ATM 4, Ground Floor, 20 Convention Place
13 20 32

National Australia Bank
700 Bourke St
13 22 65

Commonwealth Bank
99 King St
(03) 9629 2502

Bank of Melbourne Branch
Clarendon St & York St
(03) 9935 650

ATMs are located adjacent to the Convention Centre entry and on the Exhibition Centre concourse.

BOOTH DETAILS

CUSTOM STANDS

Custom stands include carpeted floor space only. Lighting and power are not supplied.

Exhibitors with custom built stands must provide the following information to the AVA for approval:

- MCEC custom stand design appraisal form
- Contractors public liability insurance certificates
- Contractors OH&S policies

Plan and stand accepted subject to stand construction compliance with the Building Code of Australia, Australian Standards and Disability Discrimination Act access requirements.

The stand is to be erected in a safe and stable manner by appropriately licensed trade persons CC: and construction is to be undertaken by White Card Construction Induction card holders or interstate equivalent. In addition, said persons must have completed the ACC online safety site induction prior to commencing work on site.

Any rigging component is subject to point availability and approval by the ACC and it is stand builder's responsibility to ensure adequate height availability within the build area.

Please upload the above information to the AVA online exhibitor portal by Tuesday 18 April 2017. See *Contractors and Bump-in Schedule* for further information on the stand builders' requirements.

ExpoNet can assist with the design and construction of your custom booth. Please contact 02 9645 7070 for more information.

Chill Out Lounges are 36sqm and have height restrictions of 1.2m. The sponsor is responsible for furniture and theming.

SHELL SCHEME

ExpoNet will provide and build all shell scheme booths.

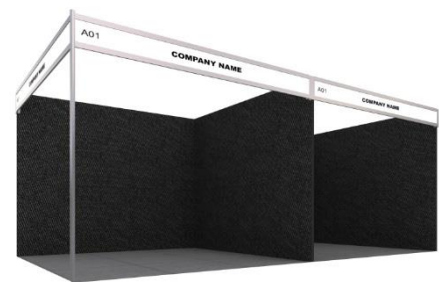
9sqm stands

Type: Black Corinthian velcro compatible walls

Size: 3 metres wide by 3 metres deep by 2.4 metres high

Inclusions:

- Fascia - White corflute sign with vinyl lettering. Standard booths have 1 fascia sign, corner booths have 2 fascia signs. Custom signage options are available.
- 2 x 150w spotlights
- 1 x 4amp power point
- 9sqm of charcoal grey carpet



4sqm stands

Type: Black Corinthian velcro compatible walls

Size: 2 metres wide by 2 metres deep by 2.4 metres high

Inclusions:

- Fascia - White corflute sign with vinyl lettering. Row booths have 1 fascia sign, corner booths have 2 fascia signs. Custom signage options are available.
- 1 x 150w spotlight
- 1 x 4amp power point
- 4sqm of charcoal grey carpet

All shell scheme exhibitors are required to complete the **Fascia Signage Form** by **Monday 15 May 2017** to confirm your requirements. This form as well as your furniture and power order forms will be provided to you via ExpoNet. These forms are also available via the online exhibitor portal. **It is important that these forms be completed and returned by: Monday 15 May 2017 to ensure that your requirements are in place prior to your arrival at the venue. Orders and fascia forms received after this date will incur late charges.** Please visit the ExpoNet website aeh.com.au to find further information on the above. If you have not received your forms and instructions, please contact the ExpoNet Exhibitor Service Department.

BUMP-IN SCHEDULE



Saturday 3 June 2017	
Move-in for ExpoNet	6:00am (floor manager from 5:30am)
Custom stand access to build	9:00am – midnight
All contractors to be out of Exhibition Hall	Midnight
Sunday 4 June 2017	
Exhibitor move-in	10:00am – 4:00pm (floor manager from 7.30am)
Registration Desk open	4:00pm – 8:00pm
Stands to be completed	4:00pm
Welcome Reception and Exhibition Opening	6:00pm – 8:00pm

* **Please note:** custom stands **must** be completed **before** the exhibitor move-in on **Sunday 4 June 2017**. If your custom stand builder requires more time, please contact Lucy Rhodes +61 (02) 9431 5065 to discuss alternative options.

All contractors, staff and exhibitors must wear high visibility safety vests whilst on the loading dock, service road or in the exhibition during construction, bump in and bump out. No children under the age of 15 years are allowed in the exhibition area loading dock during the move-in/out period. Appropriate footwear must be worn at all times during bump in and bump out of events. No open-toe footwear (i.e. sandals, thongs and the like) are permitted during these times. **See Safety Vests for more information.**

All exhibitors must have completed their stand set-up by 4.00pm on Sunday 4 June to allow for the venue to clean the area in time for the Welcome Reception and Exhibition Opening at 6:00pm.

BUMP OUT SCHEDULE

Thursday 8 June 2017	
Lunch	12.30pm - 2.00pm
Exhibitor move-out	2.00pm - 3.30pm (floor manager 1.30pm – 9:00pm)
ExpoNet and custom stand builders pack down	3.30pm – 9:00pm

Exhibitor bump out will begin at 2:00pm on Thursday 8 June 2017 straight after lunch.

Dismantling of stand fittings and displays will commence at 3:30pm. As it is classified as a building site, only people wearing a high visibility safety vest will be able to remain in the exhibition hall after 2:00pm on Thursday.

Should any exhibitor, agent or contractor fail to remove any exhibit, or part thereof including any rubbish within the times stipulated, then the Exhibitor shall indemnify the Conference Secretariat in respect of any claim thereby occasioned for failure to give possession of any part of the exhibition venue by the due date. The Conference Secretariat shall be entitled but not obliged to remove such materials, as they consider best at the cost of the Exhibitor who shall be liable for all loss and costs thereby occasioned.

The Conference Secretariat reserves the right to specify the time at which individual stands and exhibits shall be removed. Exhibitors may not remove any products on display during the course of the Exhibition without the express consent of the Conference Secretariat.

Goods must be collected from the MCEC during your designated move out period.

Where suitable arrangements have not been made, the MCEC reserves the right to remove the said items from site twenty four (24) hours from the conclusion of the event. All incurred cost will remain the responsibility of the concerned party.



CANVASSING

Exhibitors may not canvass their products or distribute promotional material to delegates other than from their own stand. Special arrangements may apply for companies sponsoring scientific sessions or social events. All display material, furniture and selling aids must be kept within the perimeter of your booth, unless previously agreed to by the Conference Secretariat.

CAR PARKING

- MEC underground car park, enter via Normanby Road – 1,066 cars
- Corner of Montague and Munro Streets, enter via Munro Street – 350 cars
- Freeway car park, enter via Munro Street – 650 cars
- South Wharf Retail car park, enter via Normanby Road – 800 cars
- Siddeley Street car park, enter via Siddeley Street – 690 cars

CATERING

The MCEC has sole catering rights in all areas of the Centre.

Public food services

There are two cafes open at the Convention Centre – the Plenary Café and the Shed Café in the Exhibition Centre.

Stand catering

You can pre-order food and beverage services to serve on stands. Order forms are included in the [MCEC Exhibitor Services Kit](#). - <http://mcec.com.au/plan-an-event/exhibiting/>

Food and wine sampling

Samples of food and wine can be distributed to event attendees but cannot be sold within the MCEC. Exhibitors planning to offer free sampling must have approval from the MCEC food and beverage department and must obtain the relevant permits:

- food and beverages (including alcohol): City of Melbourne Temporary Food Premise Licence; and
- alcoholic beverages: limited licence under the Victorian Liquor Control Reform Act 1998.

Application forms for both licences are included in the [MCEC Exhibitor Services Kit](#).

Food and beverage sampling: www.melbourne.vic.gov.au

Alcohol sampling: www.consumer.vic.gov.au

CHILDREN

Children under the age of 15 are not permitted in the venue during the construction phase.

CLEANING

General cleaning is included in the cost of the room hire to the exhibition organiser. Should you require specific stand cleaning please contact the Conference Secretariat.



COMPANY PROFILE

Each exhibitor is entitled to submit a 150 word company profile to be published in the Conference Handbook. Please complete the company profile form in the online exhibitor portal no later than **Tuesday 28 March 2017**.

COMPETITIONS/TRADE PROMOTIONS

From 20 June 2015 businesses, charities and community organisations do not need to apply to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) for a permit to conduct a trade promotion lottery. Trade promotion lotteries must continue to meet certain conditions or penalties apply.

For further details visit the Victorian Commission for Gambling and Liquor Regulation [website](#).

CONTRACTORS

Official contractors will be appointed by the Organiser to undertake stand construction and freight forwarding plus supply furniture, electrics, telecoms and IT equipment. This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition are required to produce current Certificates of Currency for insurance, public liability and OH&S. Access will be denied without such documentation. Please ensure you provide these details via the online exhibitor portal by **Tuesday 18 April 2017**.

DELIVERIES AND COLLECTIONS

Melbourne Convention and Exhibition Centre will not sign for deliveries. If you use your own courier, please ensure you have a representative available to sign for it, or that it is tracked and a signature not required.

All exhibitor goods delivered to the MCEC will need the exhibitor label attached to each box/banner.

There are two loading docks at the MCEC - all deliveries must be delivered to the Exhibition Centre via the loading dock on Normanby Road.

No deliveries will be accepted through the front entrance of the Exhibition Centre on Clarendon Street.

Accessed from Normanby Road and located at the rear of the Exhibition Centre, this loading dock runs the full length of the building. Traffic on the dock flows in one direction.

A 30-minute parking limit applies for drop-off/pick-up of goods during the move-in/move-out process. Vehicles are not permitted to park on either loading dock at any time.

Please organise for all your items to be delivered on Saturday 3 June, 12:00pm – 8:00pm or Sunday 4 June, 8:00am – 4:00pm.

Unless otherwise approved in writing by the Event Manager, MCEC will only accept deliveries addressed to the Client. Deliveries are only permitted during the period mentioned above, unless prior arrangement has been made with Agility Fairs and Events – MCEC's logistics support services provider. Any item delivered outside these times without prior arrangement will be removed from MCEC's premises at the Client's expense.

Please ensure you use the delivery label – in the online exhibitor portal for each item you are sending.

Your items must be collected directly following the conclusion of the event on Thursday 8 June 2017, or arranged with Agility for storage.

The Centre doesn't provide storage after the event. If an exhibitor leaves anything after move out, Agility will collect it and inform the exhibitor. It is then up to the exhibitor to liaise with Agility to collect it and any storage costs incurred.

DELEGATE BREAK TIMES

All catering for delegates and exhibitors will be held in the exhibition areas. Please endeavor to be present on your exhibition booth at the following daily break times:

Sunday 4 June 2017

Welcome Reception and Exhibition Opening: **6:00 PM – 8:00 PM**

Monday 5 June 2017

Morning tea: **10:15 AM – 10:45 AM**
Lunch: **12:15 PM – 1:30 PM**
Afternoon tea: **3:30 PM – 4:00 PM**
Happy Hour: **6:00 PM – 7:00 PM**

Tuesday 6 June 2017

Morning tea: **10:00 AM – 10:45 AM**
Lunch: **11:45 AM – 1.30 PM**
Afternoon tea: **3:30 PM – 4:00 PM**
Happy Hour: **6:00 PM – 7:00 PM**

Wednesday 7 June 2017

Morning tea: **10:00 AM – 10:30 AM**
Lunch: **12:30 PM – 1:15 PM**
Afternoon tea: **3:30 PM – 4:00 PM**
Happy Hour: **6:00 PM – 7:00 PM**

Thursday 8 June 2017

Morning tea: **10:00 AM – 10:30 AM**
Lunch: **12:30 PM – 2:00PM (exhibition closes at 2.00PM)**

Exhibitor meals will be served half an hour before session breaks begin. This will give exhibitors time to have their meal and be back on their stand for the delegate breaks.

The welcome reception and happy hour drinks will be held in the exhibition area to give you more time to meet and liaise with delegates.

DILAPIDATION

Exhibitors are responsible for the cost of making good, restoring or renewing any case of serious dilapidation to the Exhibition venue of any part thereof. Dilapidation includes (by way of examples only) marks caused to paintwork, bolt, and screw, nail holes etc. In their own interest exhibitors should satisfy themselves as to the condition of the sites both before erection and after clearance.

DISABLED ACCESS

Through its Accessibility Action Plan, the Melbourne Convention and Exhibition Trust (MCET) works proactively to ensure that the MCEC provides an environment for visitors, contractors and staff that is inclusive and addresses the needs of all users of our venue.

Parking is available for people with disabilities in the Melbourne Exhibition Centre car park. Accessibility parking locations are near entry doors 1, 6 and 10, which have lift access to the concourse and exhibition area on Level 1. To access Level 2 or Level 5 a separate elevator is located behind the customer service desk. Accessibility parking is also available in the South Wharf car park.

Easy access to trams and taxis is via a ramp outside the main Clarendon Street entrance. Accessibility toilets are situated in the MEC behind the customer service desk, along the concourse and also on Level 2 next to the organiser's suites. Inside the exhibition area, toilets are located on either side of the kiosks.

A telephone providing ease of use for visitors in wheelchairs is located with our other public telephones on the MEC concourse.

A TTV telephone suitable for hearing-impaired people can be found adjacent to the ATMs on the MEC concourse.

Accessibility access to the Convention Centre is via the four main entrances. To access all levels of the Convention Centre, lifts are located within the main foyer.

Accessibility toilets are also available on each level of the Convention Centre. An ambulant toilet is available in all toilets situated within the Convention Centre.

EXHIBITOR REGISTRATIONS

Exhibitors will be issued with two complimentary full exhibition registrations per 9sqm stand and one complimentary exhibitor registration per 4sqm stand. Please complete **exhibitor registration** by **Friday 19 May 2017**, accessible via the online exhibitor portal or by [clicking here](#). Each company representative will have an official conference name badge. The name badge must be worn at all times. If you do not have a name badge on you will not be permitted to enter the exhibition area.

Additional Full Exhibitor Registrations including scientific sessions

Cost: \$1,490 (GST inclusive)

- Entry to the exhibition
- Entry to the Welcome Reception (Sunday 4 June 2017)
- Lunch, morning and afternoon tea (Monday 5 - Thursday 8 June 2017)
- Happy hour drinks (Monday 5 - Wednesday 7 June 2017)
- Entry to scientific sessions

Additional Full Exhibitor Registrations excluding scientific sessions

Cost: \$745 (GST inclusive)

- Entry to the exhibition
- Entry to the Welcome Reception (Sunday 4 June 2017)
- Lunch, morning and afternoon tea (Monday 5 - Thursday 8 June 2017)
- Happy hour drinks (Monday 5 - Wednesday 7 June 2017)

Additional Day Exhibitor Registrations including scientific sessions

Cost: \$590 (GST inclusive)

- Entry to the exhibition
- Lunch, morning tea and afternoon tea (nominated day only)
- Happy hour drinks on the nominated day (Monday, Tuesday and Wednesday)
- Entry to scientific sessions

Additional Day Exhibitor Registrations excluding scientific sessions

Cost: \$240 (GST inclusive)

- Entry to the exhibition
- Lunch, morning tea and afternoon tea (nominated day only)
- Happy hour drinks on the nominated day (Monday, Tuesday and Wednesday)



Additional Gala Dinner ticket: \$180

EXHIBITOR SERVICES

An exhibition floor manager will be rostered for the following:

Saturday 3 June 2017 – 5.30am to midnight (Exponet and custom stand builder bump in)

Sunday 4 June 2017 – 7:30am to 6:00pm

Thursday 8 June 2017 – 1.30pm to midnight (Exhibitor, custom stand builder and ExpoNet bump out)

EXHIBITION TIMETABLE

Exhibition build	<p>Saturday 3 June 2017 6:00am – AEH commence carpet lay and stand mark out 9:00am – 5:00pm Custom stand builders commence Midnight – All contractors to exit exhibition hall</p> <p>Sunday 4 June 2017 10:00am – 4:00pm – Exhibitor bump in</p>
Exhibition opening times <i>Exhibitors will have access to the exhibition hall 30 minutes prior to exhibition opening.</i>	<p>Sunday 4 June 2017 6.00pm-8.00pm – Welcome Reception</p> <p>Monday 5 June 2017 9.30am-7.00pm</p> <p>Tuesday 6 June 2017 9.30am-7.00pm</p> <p>Wednesday 7 June 2017 9.30am-7.00pm</p> <p>Thursday 8 June 2017 9.30am-2.00pm</p>
Exhibition dismantle	<p>Thursday 8 June 2017 2.00pm – Exhibitor bump out</p> <p>Thursday 8 June 2017 3:30pm – ExpoNet and custom stand builders pack down Midnight – All contractors to exit exhibition hall</p>

FORKLIFT / SCISSOR LIFT / SWING LIFT



Exhibition Centre Loading Dock Manager: +61 3 9235 8384.

Exhibitors or their stand-builders requiring a forklift during bump in or bump out, can pre-book these services in advance with Agility. To avoid disappointment, you must complete the materials handling form (included in the online exhibition portal) and return it to Agility by **Friday 12 May 2017**.

Agility will be operating a forklift service during bump in and bump out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. These are provided free of charge by the AVA as a service to exhibitors. Please see the Agility staff at the loading dock for assistance. FOC forklifts are operating during the following times only:

BUMP-IN:

Saturday 3 June 2017	12.00pm – 8.00pm
Sunday 4 June 2017	8.00am – 4.00pm

BUMP-OUT:

Thursday 8 June 2017	2pm – 9pm
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Both clients and stand builders are free to engage their own supplier for fork lifting services. (**Order deadline:** fourteen (14) days prior to your event - **Friday 12 May 2017**). Please note that the appointed operators or contractors will be required to:

- successfully complete the MCEC's Online Contractor Induction (and building contractor induction if site conditions necessitate);
- provide a copy of its Public Liability Insurance Certificate of Currency;
- provide proof of compliance in terms of licensing requirements;
- pre-schedule all deliveries with the MCEC's nominated representative, including deliveries of forklifts; and
- agree to the removal of all equipment, including forklifts, during show hours and at the conclusion of the event.

FREIGHT, MATERIALS HANDLING AND EQUIPMENT

Melbourne Convention and Exhibition Centre will not sign for deliveries. If you use your own courier, please ensure you have a representative available to sign for it, or that it is tracked and a signature not required. All exhibitor goods delivered to the MCEC will need the exhibitor label attached to each box/banner.

AGILITY

Agility Fairs and Events is the official freight forwarder and onsite logistics provider to the AVA Annual Conference 2017.

Agility specialises in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display and merchandise are in the right place, at the right time, providing a complete transport, materials handling and storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition booth.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue.
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition

- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements.

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

Colin Smith
Event Logistics Specialist
Agility Fairs & Events
28-32 Sky Rd, Melbourne Airport VIC 3045
Direct line: +61 3 9330 9099
Fax: +61 3 9330 3337
E-mail: cosmith@agility.com

PLEASE NOTE:

The show bumps in on very tight parameters and deliveries will not be accepted at the venue earlier. Furthermore, all freight must be removed from the venue the same night as show close – no exceptions. For these reasons, we highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours. Please refer to the insert "Benefits of using Agility" which outlines the services provided and will assist you in making an informed decision.

ONSITE MATERIALS HANDLING

Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Agility. Please do not just assume that Agility will be onsite. To avoid disappointment, you must complete the MATERIALS HANDLING FORM (included in the exhibitor portal) and return it to Agility by Friday 12 May 2017.

Please see the Agility staff at the loading dock for assistance. Forklifts are operating during the following times only:

MOVE IN:

Sat 3 June	9am – 8pm
Sun 4 June	8am-4pm

MOVE OUT:

Thurs 8 June	2pm – 9pm
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STORAGE:

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) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show. Agility can arrange off-site storage at a cost of \$49.50 inc GST per m³ or part thereof. Exhibitors or their stand-builders requiring offsite storage during the show, must pre-book these services in advance with Agility. Charges apply.

To avoid disappointment, you must complete the materials handling form and return it to Agility by Friday 12 May 2017.

Please note:

- If you are using your own transport company, Agility 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.

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

ALTERNATIVE FREIGHT OPTIONS

CTL FAIRS & EXHIBITIONS

Chris Millane

General Manager

Tel: +61 (02) 6622 3951 fax: 02 6621 5012

Mobile: +61 (0)411 659598

Email: chris@ctl.net.au

ctl.com.au

FURNITURE

Exhibitors are responsible for organising their own furniture for the stand. Exponet are the official furniture supplier for the conference. You will be contacted by Exponet with further details on ordering furniture packages. We suggest you consider the layout carefully before choosing furniture to avoid overcrowding and ensuring that delegates are able to move freely through your area. Furniture and all other exhibitor goods must remain within the perimeter of your booth for the duration of the exhibition. The organisers and venue staff will ask you to move any material that is outside your allocated space.

Exponet

Contact: Exhibition Services

Email: esd@exponet.com.au

Tel: 02 9645 7070

Address: 45 Princes Road West, Auburn NSW Australia 2144

Web: exponet.com.au



INSURANCE AND LIABILITY

All Exhibitors must have public liability insurance (covered for no less than \$10 million) for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser. Exhibitors must provide written evidence of current public liability insurance by **Tuesday 18 April 2017**.

Exhibitors must insure, indemnify and hold the Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable. Whilst the Organiser will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organising Committee and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.

The Organiser shall not be liable for any loss, which the Exhibitor may incur as a result of the intervention of any Authority, which prevents the use of the premises or any part thereof in any manner whatsoever.

The Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the Organiser will not be accountable for the level of commercial activity generated.

Please upload a copy of your public liability coverage to the online exhibitor portal by Tuesday 18 April 2017.

If an exhibitor does not have any public liability insurance to cover their presence at the Conference, Guild Insurance can provide coverage upon payment of a normal premium.

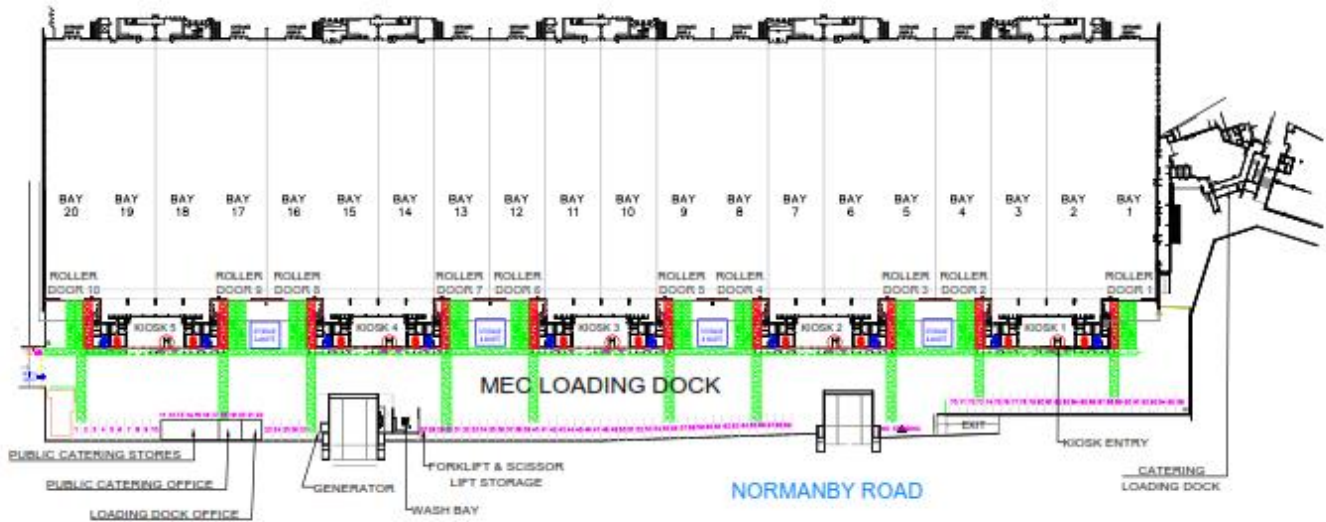
See the AVA website [at this link](#) or the online exhibitor portal for more information.



AVA

LOADING DOCK

Exhibition Centre Loading Dock Manager: +61 3 9235 8384.



Enter off Normanby Road, South Wharf, Victoria 3006, Australia

The Exhibition Centre loading dock is managed and controlled by MCEC Loading Dock Management.

The loading dock runs the full length of the Exhibition Centre.

- The loading dock is 45m deep with narrower sections above car park entries and behind kiosks.
- Traffic flows in a one-way direction in from and out to Normanby Road.
- All vehicles entering the loading docks require an access ticket, available from the entry checkpoint or, if this is not staffed, ticket machines.
- A 30 minute parking limit applies for drop-off/pick-up of goods during the move-in and move-out process – vehicles are not permitted to park on the loading dock at any one time.
- Children under 15 and animals are not permitted during move in and move out.
- Vehicles and contents are the responsibility of the owner while on the loading dock.
- Storage space on the loading dock can be arranged via MCEC Loading Dock Management – storage is limited and charges apply.
- The loading docks and surrounding car parks are gazetted areas and parking infringement notices will be issued.

PASSPORT COMPETITION

The 2017 AVA Conference will see the return of the Passport Competition as a further incentive for delegates to visit your stand. All delegates will receive a passport on arrival at the Conference. When they visit your stand, you can stamp the appropriate area in the passport. Once delegates have filled their passport with stamps they will be entered into the draw to win one of the prizes on offer.

Participation in the competition is open to all exhibitors and is free of charge. You have three options:

1. Participate in the Passport Competition and provide a prize
2. Be listed in the Passport Competition but not provide a prize
3. Not be included in the Passport Competition

We would ask you to please bring a stamp along to the Conference, to stamp the passports of those delegates that visit your stand. To support this competition and offer a prize, please complete the **Passport Competition** form available on the online exhibitor portal by **Tuesday 28 March 2017**. Offering a prize is a great way to increase the brand awareness of your product/s, as details of your prize will be listed in the passport which each delegate will receive. If you wish to opt out of the passport competition please do so via the **Passport Competition** form to be completed by **Tuesday 28 March 2017**.

PHOTOGRAPHY

An official photographer will be appointed by the Conference Secretariat. If you would like to make an appointment for the photographer to take some photos of your stand, please contact Kandy Musgrave on eventsmanager@ava.com.au for further details.

POST OFFICE

South Melbourne Market Street, 100 Market Street, South Melbourne VIC 3205
13 13 18

Opening hours

Mon – Fri 9:00am - 5:30pm

Saturday 9:00am - 12:30pm

Sunday - Closed

PUBLIC ATTENDANCE

The general public will NOT be allowed to attend the AVA Annual Conference. However, if they wish to enter the exhibition, they can register as an exhibition only attendee, priced at \$60.00 per day for AVA Members, students and new graduates and \$120.00 per day for non-members.

Representatives from non-exhibiting veterinary industry companies are not allowed to sell or promote their goods or services within the Conference or Exhibition. If you are aware of someone selling or promoting their goods or services, please advise the conference staff at your earliest convenience.

RIGGING

A copy of your rigging plans must be submitted along with your custom stand design. Any modular stand that requires rigging must also submit a copy of the plans.

- It is important that only the existing supports are utilised when installing exhibition displays and that the facility is not damaged.
- You will be responsible for costs associated with any damage caused.
- There are 22 eye bolt rigging points provided in the ceiling of each exhibition bay. Each point can bear a direct weight of up to 25kg.
- There are 13 rigging truss I beams in each bay which can bear up to 500kg per point with a maximum of two tonnes on any one beam.

Loads may be suspended from the rigging points provided and must not:

- be welded or mechanically fixed (e.g. rivets, screws) onto the roof;
- transfer any movement of torsional load to the roof structure;
- use supports provided for building services (e.g. sprinklers, air-conditioning ducts)
- alter or loosen any existing structural connections; and
- damage the roof.

SAFETY VESTS

All Contractors, Services Technicians and Tradespeople who work in the venue are required to adhere to all relevant Australian Standards, perform their tasks within set Industry Codes of Practice and hold all necessary licences. Apprentices must be supervised.

All contractors, service technicians, tradespeople and exhibitors staff are to wear visible identification tags whilst in the venue.

All contractors, tradespeople and organiser staff are to wear high visibility safety vests at all times whilst in the Exhibition Hall and loading dock area during move in and move out of all exhibitions. All high visibility vests must comply with Australian Standards.

Contractor companies are to supply to the MCEC all OH&S compliancy papers before commencing works. Supporting proof of an induction process of their company needs to be shown as evidence that all employees are inducted onto the MCEC site.

SACHEL INSERTS

If you have booked a satchel insert, you will need to have a sample or mock-up of the insert approved by the Conference Secretariat. Please upload a mock-up of your insert no later than **Tuesday 18 April 2017** to the online exhibitor portal.

We will require **1,000 inserts to be sent directly to Melbourne Convention and Exhibition Centre on Friday 2 June 2017**. We allow for 1000 bags to be packed, as at this stage we don't have final delegate numbers. There will most likely be some leftovers which we will return to your stand during the conference.

Satchel inserts must arrive prior to **Saturday 3 June 2017** for satchel packing. If your satchel inserts are not at the centre by this time, we do not take responsibility for them not being included in the satchel.

Do not send your satchel inserts to the AVA office.

Please ensure your satchel inserts are packed separately to your stand material and clearly marked as being satchel inserts using the specific satchel insert delivery label.

If you have not already booked an insert and would like to, please contact Lucy on 02 9431 5065 or lucy.rhodes@ava.com.au or book via the online exhibitor portal.

SECURITY

The MCEC has 24 hours a day security presence. The security control room is located on the ground floor of the convention centre. Convention Centre security control room: 03 9235 8333

SMOKING POLICY

The Melbourne Convention and Exhibition Centre has a no smoking policy. Smoking is permitted at designated areas outside the venue.

STAND CONSTRUCTION and EXHIBITS

The design and construction of exhibition stands and temporary structures must:

- Be structurally sound;
- Include a means of exit;
- Comply with the requirements of the Disability Discrimination Act 1992 (DDA).

Materials used for construction or display purposes must be:

- Non-combustible;
- Made of self-extinguishing plastic (if applicable);
- Flame proof fabric (if applicable);
- Rendered 'flame resistant' by an acceptable process of impregnation if manufactured from plywood, hardwood, pulp board or fibreboard.

All canopy/roof structures must be made from a permeable material to ensure the flow of water from the venue's sprinkler system is not inhibited.

All corners on aisle and walkways must be rounded (no sharp corners) and tapered down from stand floor level to the building floor level.

All aisle ways must be kept clear from obstruction and fire exits must have direct and clear access. Sight lines for exits lights must not be compromised.

Structures greater than 3.0 metres in height

These structures may require:

- Certification by an Engineer; and/or
- A submission in writing or CAD format (i.e. 'dwg' or 'dxf' files) to the MCEC.

All such structures will be checked by the ACC for stability prior to the opening of the exhibition. Structures deemed to be unstable must be modified or removed from an exhibition at the exhibitor's expense.

Stand Flooring

All raised floors, ramps and steps / stairs must comply with the relevant sections of the Australian National Construction Code (NCC), Disability Discrimination Act 1992 (DDA) and applicable Australian Standards (AS).

Considerations should include ramped edging for stands with a raised temporary floor, and the provision of handrails and ramps for the mobility impaired.

SOCIAL EVENTS

Exhibitors are welcome to attend any of the social functions planned. Exhibitor Registrations must be complete by **Friday 19 May 2017**.

Gala Dinner

The AVA Annual Conference Gala Dinner – "*Bright Light City*" - will be held at the Palladium at Crown, 8 Whiteman St, Southbank VIC 3006, on Thursday 8 June, 7pm until late. Exhibitors are entitled to two (2) tickets to the Gala Dinner per 9sqm stand and one (1) ticket per 4sqm stand. Additional tickets can be purchased for \$180 per person. Exhibitor Registrations must be complete by Friday 19 May 2017.

A range of other events have been organised by the AVA Special Interest Groups and details of these can be found on the social events page of the Conference website - conference.ava.com.au

Please contact Info Salons on +61 (02) 9212 1452 or ava@infosalons.com.au to book for any of the other social events or field trips on offer.

STAND TRACKERS

Stand trackers are available for exhibitors wishing to hire them. These can be used to record the details of the delegates who visit your stand and segment the data you collect with customised qualifiers. Each delegate will have a barcoded name badge, which you can scan with the tracker on your stand. After the Conference you will be able to download the contact details of these visitors for your follow up marketing purposes.

Trackers can be hired through Info Salons Australia for \$522.50 (GST inclusive) for the duration of the Conference. To order a tracker, please complete the stand tracker order form in the supplier forms section of the online exhibitor portal by Friday 19 May 2017. Alternatively, the InfoTracker App is available for both iPhone and Android. Please visit infosalonstracker.com for further details.

Please note AVA cannot provide delegate lists to exhibitors, it up to the exhibitor to investigate creative ways to track sales leads.

For further information, contact Info Salons:

T: +61 (02) 921 17344

F: +61 (02) 921 17470

E: trackersales@infosalons.com.au

STORAGE

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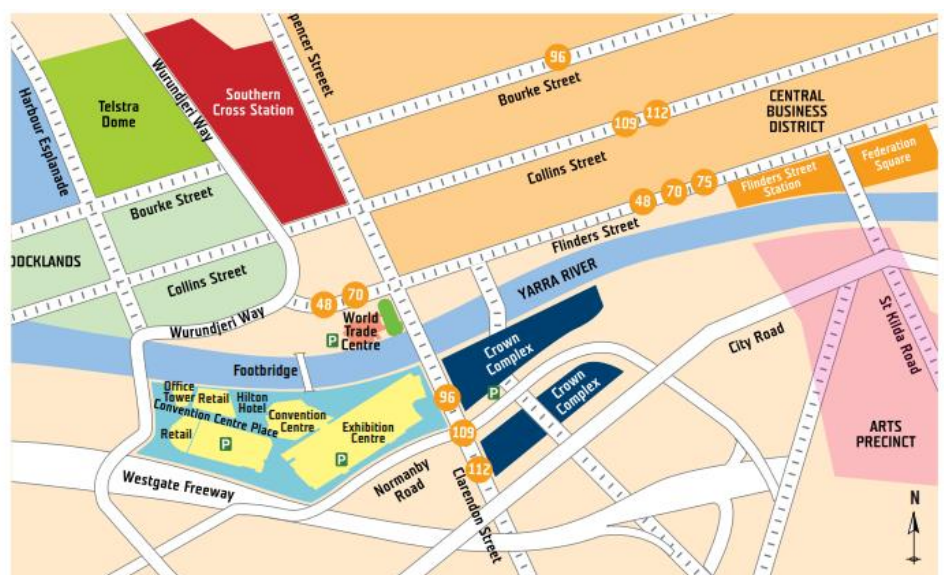
VENUE

The AVA Annual Conference 2017 exhibition will be held in Bays 14 and 16 of the Melbourne Convention and Exhibition Centre, 2 Clarendon Street, South Wharf 3006.

Telephone: +61 (08) 8212 4099

Facsimile: +61 (08) 8210 6750

Registration and delegate access is via Spencer Street, Wurundjeri Way, Clarendon Street and the footbridge.



WI-FI

Free wireless internet is provided by the MCEC and can be accessed throughout the Centre. The service is suitable for checking emails and basic web browsing, however connections are not guaranteed due to the varying number of users connected at the one time.

Casual WiFi plans are available for purchase by connecting to the prepaid network. To avail of this service, please use the Internet Order Form provided by the Venue.

Free Wi-Fi

- Coverage extends throughout the venue, including meeting rooms, exhibition bays, the plenary and all other public spaces.
- Suitable for webmail, Facebook, Twitter and basic internet browsing (but not for streaming video such as Skype).
- Maximum bandwidth of 256Kb/s per user, with actual bandwidth influenced by the number and density of concurrent users.
- Requires users to subscribe (free of charge) via a login page and agree to a set of terms and conditions.

Personal Wi-Fi on your stand

Please contact Exhibitor Services Team on exservices@mcec.com.au or 03 9235 8110

Lucy Rhodes
Exhibition Coordinator
AVA Annual Conference 2017
Office: 0294315065
On site: 0450919074



Australian Veterinary Association
Unit 40, 6 Herbert Street, St Leonards NSW 2065
ABN: 63 008 522 852