



AVA
2018 ANNUAL
CONFERENCE

AUSTRALIAN VETERINARY ASSOCIATION
ANNUAL CONFERENCE

13-18 May 2018

Brisbane Convention and Exhibition Centre
Brisbane, Queensland

KNOWLEDGE

**2018 AVA Annual Conference, 13-18 May
Brisbane Convention and Exhibition Centre
Brisbane, Queensland, Australia**

**Scientific Programs: 14-17 May 2018
Exhibition: 13-17 May 2018**

conference.ava.com.au

EXHIBITOR MANUAL



AVA

AUSTRALIAN VETERINARY
ASSOCIATION

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









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EXHIBITOR CHECKLIST

All these forms are on the online exhibitor manual.

| Description | Due Date | Form Type |
|---|---|---|
| Indemnity agreement | 6 March 2018 | Compulsory |
| Company profile 150-word profile on your company | 6 March 2018 | Compulsory |
| Product listing | 6 March 2018 | Compulsory |
| Conference handbook adverts | 6 March 2018 | Optional |
| Passport competition | 6 March 2018 | Optional |
| Public liability insurance certificate | 27 March 2018 | Compulsory |
| Custom stand design and details | 27 March 2018 | Compulsory (for custom stands) |
| Satchel insert Mock up or sample | 27 March 2018 | Optional |
| Exhibitor registration | 3 April 2018 | Compulsory |
| Balance of account due | 3 April 2018 | Compulsory |
| Animal request form |  3 April 2018 | Optional |
| Stand and fascia confirmation form |  24 April 2018 | Compulsory (for shell scheme stands) |
| Electrical hire form |  24 April 2018 | Optional |
| Furniture hire form |  24 April 2018 | Optional |
| Brisbane Convention and Exhibition Centre forms |  1 May 2018 | Optional |
| Stand tracker order form |  1 May 2018 | Optional |
| Materials handling form |  1 May 2018 | Compulsory |
| Transport form |  1 May 2018 | Optional |

CONTACT LIST

Australian Veterinary Association Ltd (AVA)

Exhibition enquiries Lucy Rhodes, Senior Events Coordinator lucy.rhodes@ava.com.au

Kandy Musgrave, Events Manager eventsmanager@ava.com.au

Tel: +61 (02) 9431 5065

Fax: +61 (02) 9437 9068

Address: Unit 40, 6 Herbert St, ST LEONARDS, NSW 2065

Web: <http://conference.ava.com.au/>



Venue

Brisbane Convention and Exhibition Centre (BCEC)

Contact: Emma Ingram

Tel: +61-(07)-3308-3536

Fax: +61-(07)-3308-3138

Email: exhibitorservices@bcec.com.au

Address: PO Box 3869 South Brisbane QLD 4101 Australia



Exponet

Contact: Exhibitor Service Department

Email: esd@exponet.com.au

Tel: +61 (02) 9645 7070

Fax: +61 (02) 9645 5300

Address: P.O. Box 120, Sydney Markets NSW 2129.

Web: www.exponet.com.au



Registrations

Info Salons Australia

Email: ava@infosalons.com.au

Phone: +61 (02) 9211 7343

Fax: +61 (02) 9211 7601

Address: PO Box K1385, Haymarket NSW 1240



Accommodation

OzAccom

Contact: Madonna Moulds

Email: madonnam@ozaccom.com.au

Phone: +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: www.ozaccom.com.au



Freight

Kelsi Morrison

Event Logistics Specialist

Agility Fairs & Events

Direct line: +61 3 9330 9013

Fax: +61 3 9330 3337

E-mail: kmorrison@agility.com



EXHIBITORS AND FLOOR PLAN

Please visit the [exhibitors page](#) of the conference website – conference.ava.com.au for more information.

Please click [here](#) to see the Trade Show Directory listing
Please click [here](#) to see the current exhibition floor plan.

EXHIBITORS AND FLOOR PLAN

NEW!! Exhibitors lounge – found on the first floor at the rear of the exhibition near the "Hot Express" sign. This is a large exhibitor-only area open throughout the day with continuous tea and coffee provided.

EMERGENCY EVACUATION PROCEDURES

In the case of an emergency in the Centre, please stay calm. Please follow the instructions given by BCEC staff, fully trained for an emergency situation and all our Security and Building Services staff are qualified First Aiders.

The Centre has a 2-alarm system, which is as follows:

1st alarm sound.....

BEEP BEEP

This is a stand-by alarm. Do not evacuate the room but be prepared if evacuation becomes necessary.

2nd alarm sound.....

WHOOOP WHOOOP

This is the evacuation alarm, which is followed by a PA message. This message will tell you what level of evacuation is occurring, for example: a room, floor or the whole building. Please use the nearest exit and do not use the lifts in the event of a fire. If we do need to evacuate, all exits are clearly marked with exit written in green. Centre staff will direct you to a Safe Assembly area.

Assembly area is South Bank Institute footpath, which is directly across the road from our bus waiting area in Glenelg Street.

If you do have an emergency while in the Centre, all you have to do to obtain help is to pick up an in-house telephone and dial "8". Let Security know the details/location of the emergency and they will respond.

EMERGENCY FIRST AID AND MEDICAL

Emergency telephone numbers are: Ambulance - 000, Dental - 3830 4157.

In an emergency situation or if first aid is required, please alert a BCEC staff member immediately. Contact Security on any BCEC fixed phone by pressing '8'.

The nearest Public Hospital Casualty Department is at the Mater Misericordia Hospital, Annerley Road South Brisbane- Telephone 07-3840-8111.

ACCESS

Access to the Brisbane Convention and Exhibition Centre for Exhibitors and Contractors during bump-in and bump-out is via Glenelg Street. The Service Road is a one-way road and is deemed a tow-away zone to ensure a continuous and clear flow of traffic.

The Entrance to the Brisbane Convention and Exhibition Centre Car Park is located at the end of the service road past Exhibition Hall 4.

ACCOMMODATION

A selection of accommodation has been secured at favourable rates, in close proximity to the Brisbane Convention and Exhibition Centre. Please visit the AVA 2018 Annual Conference website page 'getting there, staying there' page of the website to book your accommodation conference.ava.com.au

Accommodation

OzAccom

Contact: Madonna Moulds

Phone: +61 (07) 3854 1611

Toll free: 1 800 814 611

Fax: +61 (07) 3854 1507

Email: madonnam@ozaccom.com.au

Web: www.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.

ADVERTISING IN THE CONFERENCE HANDBOOK

Send your ad to events@ava.com.au **by Monday 6 March 2018**

Please ensure you adhere to the following specifications, otherwise your advert may not be included. Please also note AVA's "Love is Blind" policy below.

| | |
|---|---|
| <u>Full page</u> - trim size 297x210mm - text area 277x190mm - please add 3mm bleed | <u>Half page horizontal</u> - trim size 148.5x210mm - text area 128.5x190mm - please add 3mm bleed |
| <u>Quarter page vertical</u> - trim size 148.5x103mm - text area 128.5x83mm - please add 3mm bleed | Accepted format: Only print-ready PDFs are accepted IN CMYK Images to be 300dpi |

Logos and fonts to be embedded or converted to outline
For examples of past handbooks visit – [past events](http://pastevents.conference.ava.com.au) at conference.ava.com.au.

AVA Policy – Love is Blind

AVA moves away from brachycephalic breeds in advertising

The popularity of certain breeds of dogs with exaggerated physical features has resulted in their increased use in marketing and advertising campaigns, and often in products aimed specifically at veterinarians, such as veterinary pharmaceuticals.



Unfortunately, the exaggerated features lead to serious health and welfare problems, which the veterinary community are faced with managing, to try to give these animals a more comfortable life. To raise awareness of this issue, the Australian Veterinary Association (AVA) and RSPCA Australia launched an awareness campaign in 2016 called 'Love is Blind'.

We have already reached out to our regular advertisers advising that we would like to stop using these breeds in all advertising material appearing in our publications, and are asking for your assistance with this when it comes to all marketing material, including:

- Any form of advertising in print and digital AVA products
- Exhibits at AVA conferences and events
- Any other form of marketing undertaken under the AVA brand.

Visit www.loveisblind.org.au to learn more. Visit the [AVA website for the policy](#)

ANIMALS

Where any animal (includes reptile, insect, fish etc) is to be displayed or used in any event, you must provide the following, prior to the animal being brought onto the premises;

- Provide evidence of insurance, which covers the type of animal to be brought onto the premises
- Provide a Risk Assessment to the Centre and procedures for the handling and containment of the animals, reptile or insect before, during and after the event.
- Animals shall not be kept on the premises overnight, unless authorised by the Centre
- All procedures for the handling, containment before, during and after the event shall be presented to the Centre for approval and the decision to allow such display etc shall be at the discretion of the Centre
- Where any interaction between animals and guests, public or staff are likely a separate risk assessment shall be provided to safeguard those persons safety
- Emergency procedures will be provided by the Organiser in the event that the animal, reptile or insect needs to be destroyed or where escape of such animal may occur
- A suitably qualified handler or trainer shall be on site at all times with the animal in order to ensure safety of persons or property whilst the animal is on site
- All efforts will be made by the handler or person displaying the animal, with regards to preventing of fouling of the Centre's property. Additional cleaning costs will be provided where this is not undertaken
- All Council requirements with regards to animal waste, food safety issues or concerns will be adhered to by the Organiser, handler and trainer.

Please complete and return Animal Use Request form for venue approval, downloadable from the online exhibitor manual. This form needs to be submitted by the **24 April 2018** and must be approved by the venue before arrangements are made for animals to be onsite.

BANKING

The following banking facilities are located in the South Bank precinct.

Commonwealth Banking Corporation
Shop 22, 164 Grey Street
South Brisbane Qld 4101

National Australia Bank
Boundary Street
South Brisbane Qld 4101

Westpac Banking Corporation
91 Boundary Street
West End Qld 4101

The Brisbane Convention and Exhibition Centre provides two Automatic Teller Machines located on the Great Hall Concourse and Exhibition Hall 4 Concourse. They accept all cards however do not accept credit cards for cash advances.

BOOTH DETAILS - CUSTOM STANDS – HEIGHT RESTRICTION 4.5 METRES

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:

- Name and contact details of the contracted stand builder
- Design details and dimensional plans of the stand
- 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 BCEC online safety site induction prior to commencing work on site.

To complete the induction go to www.bcec.com.au scroll down to the TOOLS and RESOURCES section and click on **SAFETY INDUCTION** and follow the prompts. Spot checks will be conducted; any person found not inducted may be directed to cease work and leave the site until properly inducted.

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

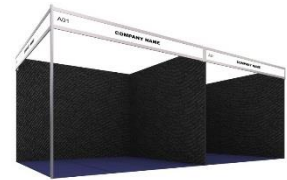
Please upload the required information to the online exhibitor manual by **Tuesday 3rd April**. See **Contractors** and **Bump-in Schedule** for further information on the stand builders' requirements.

Exponet can assist with the design and construction of your custom booth. Please contact Fran Orton on esd@exponet.com for more information.

BOOTH DETAILS – SHELL SCHEME

9sqm stands

- 2.4m high black Corinthian Velcro compatible walls
- Carpeted floor.
- White corflute sign with vinyl lettering. Row booths have 1 fascia sign, corner booths have 2 fascia signs.
- 2 x 150 watt adjustable spotlights installed behind the fascia.
- 1 x 4amp power point.
 - 2 exhibitor registrations including scientific sessions
 - Free entry in passport competition
 - Daily catering
 - Happy hour drinks
 - 2 x conference dinner tickets (exhibitors must book tickets for this event).
 - Inclusion in the website trade directory and smartphone app.
 - Inclusion in the conference handbook.
 - 1 conference bag



4sqm stands

- 2.4m high black Corinthian Velcro compatible walls
- Carpeted floor
- White corflute sign with vinyl lettering. Row booths have 1 fascia sign, corner booths have 2 fascia signs
- 1 x 150 watt adjustable spotlights installed behind the fascia.
- 1 x 4amp power point. 1 exhibitor registration including scientific sessions.
 - Daily catering.
 - Happy hour drinks.
 - 1 x conference dinner ticket (exhibitors must book tickets for this event).
 - Inclusion in the website trade directory and smartphone app
 - Inclusion in the conference handbook.
 - 1 conference bag

All shell scheme exhibitors are required to complete the **Fascia Sign Form** by **Monday 4 May** to confirm your requirements. This form as well as your furniture and power order forms will be provided to you via ExpoConnect (Exponet's new Online Exhibitor Kit). You will also find a link to ExpoConnect as part of the Exhibitor Portal.

Expoconnect: <http://www.expoconnect.com.au/Exhibitor/Login.aspx?sc=AVACQN8>

If you would like to make your stand vibrant and attractive, there are upgrade options available including printed graphics/logos on your stand walling or counters. Exponet can assist you with this. You will need to order this by **Monday 4 May**.

Exponet will send you your unique login details to complete your fascia form and furniture order form online. If you have not received your login details by Tuesday 6 March please contact Exponet Exhibitor Service Department.

Contact: Exhibitor Services Department - Exponet
Email: esd@exponet.com.au
Tel: +61 (02) 9645 7070
Address: P.O. Box 120, Sydney Markets NSW 2129
Web: www.exponet.com.au

BUMP-IN SCHEDULE

Industry exhibition, Sunday 13 May – Thursday 17 May 2018

| | | | |
|--------------------------|-----------------------|----------------|--|
| Set up exhibition | Saturday 12 May 2018 | 7.00am–5.00pm | Exponet |
| | Saturday 12 May 2018 | 9:00am | Custom stand builders only |
| | Sunday 13 May 2018 | 10.00am–4.00pm | Exhibitor bump in |
| Exhibition opening times | Sunday 13 May 2018 | 6.00pm–8.00pm | Welcome Reception and exhibition opening |
| | Monday 14 May 2018 | 9.30am–7.00pm | |
| | Tuesday 15 May 2018 | 9.30am–7.00pm | |
| | Wednesday 16 May 2018 | 9.30am–7.00pm | |
| | Thursday 17 May 2018 | 9.30am–2.00pm | |
| Dismantling | Thursday 17 May 2018 | 2.00pm | Exhibitor bump out |
| | Thursday 17 May 2018 | 3.00pm–11.59pm | Stand dismantling |

Please note: custom stands **must** be completed **before** the exhibitor move-in on **Sunday 13 May 2018**. If your custom stand builder requires more time, please contact Lucy Rhodes +61 (02) 9431 5065 to discuss alternative options. All contractors working on the construction of booths must wear a high visibility safety vest and enclosed shoes.

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 the exhibition area loading dock during bump in and bump out. 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 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 17 May 2018 | |
|---|------------------|
| Lunch | 12.30pm - 2.00pm |
| Exhibitor bump-out | 2.00pm - 3.30pm |
| Exponet and custom stand builders pack down | 3.30pm – 11.59pm |

Exhibitor bump out will begin at 2.00pm on Thursday 17 May 2018, 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 3.30pm 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.

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.

If you see a non-exhibitor or sponsor canvassing please contact the onsite events team.

CAR PARKING

Brisbane Convention and Exhibition Centre provides undercover parking for 1500 vehicles, with direct lift access to the Centre's convention and exhibition facilities. The flat rate for exhibitor parking is \$15.00 per day/per vehicle, redeemed at pay stations with an event specific Q R code. You will be emailed your Q R code by the Exhibitor Services Team in the week leading up to your event.

CATERING

Catering services are available for hire from the Brisbane Convention and Exhibition Centre online ordering system. [Click here](#) to log into your BCEC Online ordering System.

- The Brisbane Convention and Exhibition Centre has the sole rights for all catering and does not allow clients or exhibitors to bring any food or beverage products into the venue without prior approval from the Centre's Food and Beverage Manager.
- Exceptions may only be granted in relation to any events involving food and/or beverage sampling.
- Approval from the event organiser is required for On Stand catering functions held outside of the normal operational hours of the exhibition and also for catering functions held outside of the perimeter of your stand.
- Catering on the second story of a stand is subject to approval by the Centre's Food and Beverage Manager.
- Any service equipment lost or broken during your event will be charged back to your account.
- Any BCEC staff used to service your function are only to be used in a hospitality role.
- Any requests for special uniforms or costumes must be discussed prior to the event.
- The inclusion of food and beverage attendants is dependent on what has been ordered and our exhibitor services staff can advise you accordingly.

Health Regulations

The following health requirements are applicable for exhibitor's stands from which samples of food or drink are promoted to the public.

- Perishable packaged foods are required to be refrigerated.
- Where unpackaged food is to be given away, openly stored, displayed and handled, the following facilities and services need to be provided: -
 - A hand basin with hot and cold water.
 - A refrigerated display and/or storage cabinet if the food is perishable.
 - Glass or Perspex screens or sneeze guards to protect food from contamination.
 - A washable impervious floor e.g. sheet vinyl.

- Where serving implements or utensils are used, a separate sink with hot and cold water will be required.
- Where drainage and water is required, stands must be located with access to the appropriate service pits.
- All eating and drinking utensils must be disposable (paper cups, plastic spoons, plastic wine glasses) and must not be reused.
- When food or drink samples are given away for promotional purposes:
 - They must be offered in such a manner as to avoid being handled by the public e.g. apportioned and toothpicks inserted.
 - They should be protected from contamination, for example by the use of trays fitted with plastic covers.
 - Condiments such as sauces and mustards are to be contained in squeeze type dispensers or individual sealed packets.
- For other than food related exhibitions, cooking of food by Exhibitors is prohibited unless approved by the Centre. Early consultation with the Brisbane Convention and Exhibition Centre Management is mandatory.
- Exhibitors must provide receptacles for rubbish collection. These receptacles must be located in within or near to the stand and the contents shall be disposed of in a manner approved by Centre Management.
- All stands involved in the presentation of food and beverage must abide by the "Food Hygiene Regulations 1989".

Please note extra cleaning charges may be imposed for the disposal and cleaning of wet and food

Food Sampling

The Centre Management has sole rights for the sale or distribution of any article of food and beverage, therefore no food or beverage may be brought into the Centre without the consent of the Centre's Management.

The food and beverage sampling guidelines are as follows:

Samples to be given away free of cost to the patron must be:

- Items which registered members of the association buy wholesale in the normal conduct of business or are produced by equipment used in the normal conduct of their business

The sale of such sample products is not permitted.

- Portions must be of tasting size only:
- Liquid portions should not exceed 30% of what would be considered to be standard serving size
- Solid food should be no larger than bite size
- Health regulations apply.
- Exceptions to the above require written approval

CHILDREN

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

CLEANING

Public areas, foyers and exhibition aisles are cleaned and rubbish bins emptied daily by the Centre's cleaning staff.

Exhibitors requiring individual stand cleaning should complete the applicable section under "Utility Services" of the Only Exhibitor Services Form. [Click here](#) to log into your BCEC Online ordering System.

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 manual no later than Tuesday 6 March 2018.

COMPETITIONS/TRADE PROMOTIONS

It is the responsibility of the Client to obtain all necessary permits and/or licenses for any event that conducts a sweep, raffle, door prize, Calcuttas, etc., from the Department of Racing, Gaming and Liquor.

Any business or trade organisation wishing to conduct a trade competition, which involves a chance to win a prize, is required to obtain a permit. This applies only to business and trade organisations, and not to non-trade bodies such as sporting clubs, associations and charities.

Any competition, trade promotion or art union conducted at or in conjunction with an exhibitors' stand must comply with the Charitable and Non-Profit Gaming Act 1999, Regulations and Rules (Qld).

For more information on conducting a competition, trade promotion or art union, exhibitors should contact the Queensland Office of Gaming Regulation on (07) 3872 0999 A/H (07) 32102906 to obtain an information sheet or visit their web site:

Competitions and Trade Promotions: <http://www.aogr.qld.gov.au>

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 exhibitor manual by **Tuesday 7th April**.

CONVEX CARDS

Convex cards are in-house debit cards for venue services and can be used to make purchases at any of the food and beverage outlets within the Centre and for sundry items at the Information Desk. A deposit of \$400 is required before cards will be issued and all convex cards remain the property of BCEC and must be returned at the conclusion of the event. An \$11 charge per card will be applied on cards not returned within 2 working days. Convex cards are available for purchase on the Brisbane Convention and Exhibition Centre Online Ordering System.

DELIVERIES AND COLLECTIONS

If using a freight provider that is not Agility, please ensure they do not require a signature on arrival at the centre or there is a representative of your company at the loading dock for sign-off.

Please organise for all your items to be delivered on Saturday 12 May, 12:00pm – 8:00pm or Sunday 8:00am – 4:00pm. Unless otherwise approved in writing by the Event Manager, BCEC 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 – BCEC's logistics support services provider. Any item delivered outside the Hire without prior arrangement will be removed from BCEC's premises at the Client's expense. **Please ensure you use the Delivery Label in the online exhibitor manual for each item you are sending.**

Your items must be collected directly following the conclusion of the event on Thursday 17 May, 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's 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 13 May

Welcome Reception and Exhibition Opening: **6.00PM - 8.00PM**

Monday 14 May

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 15 May

Morning Tea: **10.00 AM – 10.45 AM**
Lunch: **1.00 PM – 2.30 PM (long lunch)**
Afternoon Tea: **3.30 PM – 4.00 PM**
Happy Hour: **6.00 PM – 7.00 PM**

Wednesday 16 May

Morning Tea: **10.00 AM – 10.30 AM**
Lunch: **1.30 PM – 2.30 PM**
Afternoon Tea: **3.30 PM – 4.00 PM**
Happy Hour: **6.00 PM – 7.00 PM**

Thursday 17 May

Morning Tea: **10.00 – 10.30am**
Lunch: **12.30 – 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

All public areas of the Centre can be accessed by wheelchair. Disabled car parking is also available at the Brisbane Convention and Exhibition Centre.

EXHIBITOR REGISTRATIONS

Exhibitors will be issued with 2 complimentary Full Exhibition Registrations per 9sqm stand and 1 complimentary Exhibitor Registration per 4sqm stand.

Please complete **Exhibitor Registration** by **Monday 3 April 2018**, accessible via the Online Exhibitor Manual.

Each company representative will have an official conference name badge. The pass 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 13 May 2018)
- lunch, morning and afternoon tea (Monday 14 – Thursday 17 May 2018)
- happy hour drinks (Monday 14 May - Wednesday 17 May 2018)
- 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 13 May 2018)
- lunch, morning and afternoon tea (Monday 14 – Thursday 17 May 2018)
- happy hour drinks (Monday 14 May- Wednesday 16 May 2018)

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 conference dinner ticket: \$120

EXHIBITION OPENING HOURS

Sunday 13 May 2018

6.00pm-8.00pm – Welcome Reception and exhibition opening

Monday 14 May 2018 – Wednesday 16 May 2018

Exhibitors – 9.00am

Delegates: 9.30am-7.00pm

Thursday 15 May 2018

Exhibitors – 9.00am

FIRE SAFETY REGULATIONS

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations.

The storage of any flammable liquids or fuel within the Exhibition is not permitted. Motor vehicles or other mechanical appliances displayed within the Exhibition venue must contain a full tank of fuel and be free of leaks.

Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations available from the Centre.

Fire-proof materials

Any materials used in stand construction or for display purposes must conform to the following standards:

- Non-combustible and inherently non-flammable material
- Durable flameproof fabric
- Self-extinguishing plastic
- Plywood, hardwood, pulp board or fibreboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities.

FREIGHT, MATERIALS HANDLING AND EQUIPMENT

Agility Fairs and Events is the preferred freight forwarder and official onsite logistics provider to the **2018 AVA Annual Conference**.

Agility specialises in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & 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:

Kelsi Morrison
Event Logistics Specialist
Agility Fairs & Events
Direct line: +61 3 9330 9013
Fax: +61 3 9330 3337
E-mail: kmorrison@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.

To avoid disappointment, **you must complete the MATERIALS HANDLING SECTION OF THE TRANSPORT REQUEST FORM** (included in this manual) **and return it to Agility at least 1 week prior to the show.**

ONSITE MATERIALS HANDLING:

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:

MOVE IN:

Sat 12 May 9am – 6pm
Sun 13 May 8am-5pm

MOVE OUT:

Thurs 17 May 2pm – 9pm

Courier companies should be instructed to pick up post event freight from the kitchen loading dock via Glenelg Street on **Thursday 17 May 2018**. The Centre will not take responsibility for freight left after this time.

FURNITURE

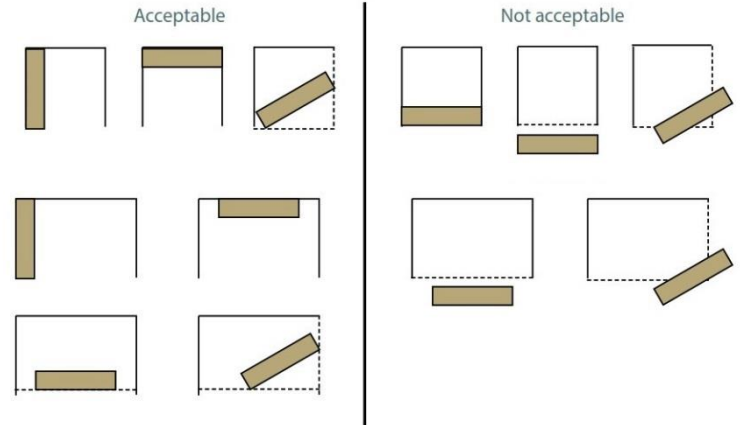
Exhibitors are responsible for organising their own furniture for the stand. **Exponet** is the official furniture supplier for the conference. You will receive an email from them, with all the necessary login information required to book these items.

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: Exhibitor Service Department
Email: esd@exponet.com.au
Tel: +61 (02) 9645 7070
Fax: +61 (02) 9645 5300
Address: P.O. Box 120, Sydney Markets NSW 2129
Web: www.exponet.com.au



HEALTH REGULATIONS

The following health requirements are applicable for exhibitor's stands from which samples of food or drink are promoted to the public.

- Perishable packaged foods are required to be refrigerated.
- Where unpackaged food is to be given away, openly stored, displayed and handled, the following facilities and services need to be provided: -
 - A hand basin with hot and cold water.
 - A refrigerated display and/or storage cabinet if the food is perishable.
 - Glass or Perspex screens or sneeze guards to protect food from contamination.
 - A washable impervious floor e.g. sheet vinyl.
 - Where serving implements or utensils are used, a separate sink with hot and cold water will be required.
 - Where drainage and water is required, stands must be located with access to the appropriate service pits.
- All eating and drinking utensils must be disposable (paper cups, plastic spoons, plastic wine glasses) and must not be reused.
- When food or drink samples are given away for promotional purposes:
 - They must be offered in such a manner as to avoid being handled by the public e.g. apportioned and toothpicks inserted.
 - They should be protected from contamination, for example by the use of trays fitted with plastic covers.
 - Condiments such as sauces and mustards are to be contained in squeeze type dispensers or individual sealed packets.
- For other than food related exhibitions, cooking of food by Exhibitors is prohibited unless approved by the Centre. Early consultation with the Brisbane Convention and Exhibition Centre Management is mandatory.
- Exhibitors must provide receptacles for rubbish collection. These receptacles must be located in within or near to the stand and the contents shall be disposed of in a manner approved by Centre Management.
- All stands involved in the presentation of food and beverage must abide by the "Food Hygiene Regulations 1989"

Please note extra cleaning charges may be imposed for the disposal and cleaning of wet and food waste.

INFORMATION DESK

Information desks are located in the Main Foyer and Grey Street Foyer. Services include printing, photocopying and the sale of stationery items. For exhibitor services enquiries outside of business hours, please proceed to the Information Desk for assistance.

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 3 April 2018**.

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 manual by Tuesday 3 April 2018.

LOADING DOCK

Exhibition Hall loading dock dimensions

Width: 10m

Height: 6m

Loading Dock Marshall

BCEC will provide a Loading Dock Marshall during move-in and move-out dates/times for events. The Dock Marshall will coordinate the access and management of the loading dock. The Client is to ensure proper liaison with the controller to ensure unhindered access to the dock area at all times.

PASSPORT COMPETITION

The passport competition is an incentive for delegates to visit your booth. All delegates will receive a passport in their conference bags. In order to be eligible for the prizes, delegates must collect a set number of stamps from sponsors and exhibitors of the passport competition. Once the delegates have completed their passports, they are entered into the draw to win one of the prizes. Winners for the passport competition are posted on the message board at lunchtime on Thursday 17 May 2018 and winners collect prizes from the sponsors and exhibitors. The AVA does not distribute or hold prizes.

We encourage exhibitors to conduct their own in-booth competitions and lucky draws so that you can tailor your entry forms to get the information you need from delegates.

Participation in the competition is open to all exhibitors and is free of charge. You have 3 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 manual by **Tuesday 6 March 2018**. 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 6 March 2018**.

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.

POLICIES

Policies and APVMA registration

There is to be no sale or promotion of products or services that conflict with AVA policy or are unregistered products unless an application for registration has been lodged with the [APVMA](#) and it is stated on the promotional material that the product is not registered and an application has been lodged. The conference organisers have the right to remove any products from display that they feel are inappropriate without penalty. To view the current AVA policies visit ava.com.au.



Support AVA in removing brachycephalic breeds from advertising

The popularity of certain breeds of dogs with exaggerated physical features has resulted in their increased use in marketing and advertising campaigns, and often in products aimed specifically at veterinarians, such as veterinary pharmaceuticals.

Unfortunately, the exaggerated features lead to serious health and welfare problems, which the veterinary community are faced with managing, to try to give these animals a more comfortable life. To raise awareness of this issue, the Australian Veterinary Association (AVA) and RSPCA Australia launched an awareness campaign in 2016 called 'Love is Blind'.

We have already reached out to our sponsors and regular advertisers advising that we will stop using these breeds in all advertising material appearing in our publications, and ask for your assistance with this when it comes to all marketing material, including:

- Any form of advertising in print and digital AVA products
- Exhibits at AVA conferences and events
- Any other form of marketing undertaken under the AVA brand.

The AVA will be enforcing this policy at the AVA National Conference, and we ask that you make sure that all of your team involved in the exhibition are aware of our policy and the animal welfare issues involved.

If you need more information please contact Melanie Latter, melanie.latter@ava.com.au. You can also visit www.loveisblind.org.au to learn more.

We believe this is great opportunity for the AVA and our valued industry partners to demonstrate a partnership that promotes healthy dogs and contributes to a positive animal welfare outcome.

[Read the AVA policy.](#)

[Watch the video](#)

Competing Products and Services - Clause 41

The AVA reserves the right to refuse to enter into a contract, or to restrict the activity of a sponsor, exhibitor or advertiser, when in the view of the AVA the product, exhibits, images or advertising content will:

- Not comply with AVA policies and values.
- Not comply with the relevant Australian Standards or legislation

- Contravene contractual relationships with commercial partners that we are legally bound to including Credit card providers, Health/Professional Indemnity, Business Insurance and On-Line Vet Bookings
- Directly promote membership of a competing veterinary membership association to AVA members and potential members.

POST OFFICE

The nearest Post Office is located at 75-77 Russell Street, South Brisbane, Telephone: 07-3844-6317.

PUBLIC ATTENDANCE

The general public will not be allowed to attend the scientific program of the conference. However, if they wish to enter the exhibition, they can register as an Exhibition Only attendee for \$65 per day for members and \$130 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

For safety reasons all rigging of overhead banners and signage will be completed by the BCEC and must be pre-arranged with the Centre prior to build up of the Exhibition. Any rigging component is subject to point availability and approval by the BCEC Rigging Department and it is stand builder's responsibility to ensure adequate height availability within the build area.

To book rigging, tick the appropriate box on the exhibitor services form. [Click here](#) to log into your BCEC Online ordering system.

SAFETY VESTS

All Organisers, contractors and exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events. Vehicle drivers and offsiders or passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

SATCHEL 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 27 March 2018** to the online exhibitor manual.

We will require 1,000 **inserts to be sent directly to Brisbane Convention and Exhibition Centre on Friday 11 May**. We allow for 1400 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 12 May** 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 manual.

SECURITY

BCEC Security Officers will maintain security. Whilst every reasonable precaution is taken, the Organisers and the Brisbane Convention and Exhibition Centre accept no responsibility for any loss or damage occurring to persons or property at the exhibition.

SMOKING POLICY

The Brisbane Convention and Exhibition Centre has a "No Smoking" policy within all areas of the Venue. Exhibitors are therefore requested not to smoke within the Exhibition Area.

STAND CONSTRUCTION and EXHIBITS

1. Cables

Electrical or other cables crossing walkways or public areas at floor level could cause a trip hazard. Where possible cable should be raised above the walkway. If this is not possible, cables need to be covered with carpet tile, matting or taped with gaffer.

In high traffic areas changes in floor level should be highlighted with high visibility or yellow/black hazard tape.

2. Demonstration of Equipment

Where an event or exhibition has demonstrations using portable electrical equipment, the Safety Manager must give special approval. Also extra safety precautions must be taken to protect members of the public. These extra precautions must be complied with at all times or the demonstration will be stopped.

3. Electrical Equipment

The BCEC Management reserves the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary.

All portable electrical equipment, appliances and leads used on the BCEC site must be tested and tagged in accordance with Australian Standard 3760 and Workplace Health and Safety Legislation.

Any electrical equipment found not tested will have to be done immediately or removed from the Centre. For safety reasons, double adaptors are not to be used in the Centre.

Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the Centre's Security Department.

4. Fire Regulations

All materials used in stand construction and decoration must be fire retardant to conform to local statutory building regulations.

The storage of any flammable liquids or fuel within the exhibition is not permitted. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations.

5. Floor Load Weight Limits

All floor areas within the BCEC have specified loading limits per square metre. Any equipment or item to be displayed, or used during an event weighing more than 500 kilograms must be assessed prior to the item or equipment being positioned. BCEC requires the following information in advance of the commencement of the build:

- The dimensions of the base of the item
- The gross weight of the item
- A picture or diagram of the item
- Indication on the floor plan where the item is to be located.

6. LPG Gas – Use on Stands

The use of LPG on stands is allowed in the Exhibition Halls, however, the following policies apply:

- All installations carried out in accordance with the relevant statutory acts and regulations
- All appliances must be approved for use in accordance with the relevant acts and regulations
- The quantity of LPG held within a stand is to be limited to that amount reasonably consumed in one day.
- Maximum Cylinder Size = 45kg
- One cylinder per appliance
- Centralised cylinders with appliances connected to a reticulation system are not permitted
- Cylinders must be fitted securely to appliances to prevent the cylinder from falling
- Cylinders and connections must be protected from damage
- Control of cylinders must be accessible by the stand but not by the public
- Each evening at the close of show the LPG must be turned off at the bottle and all cylinders must be removed from the building overnight to designated areas.
- Security and provision of storage facilities at designated areas is the responsibility of the Event Organiser
- The LPG supply must be connected and disconnected by a certified tradesman.

7. Motor Vehicle Displays

All vehicles should have a full tank of fuel when left in the Centre to reduce the vapour space in the tank as per Queensland Fire Service advice (Workplace Health and Safety, Risk Management Advisory Standard 2000). All vehicles must be supplied with a drip-tray. The vehicle keys are to be left with Security Control, unless alternate arrangements have been made with the Event Manager.

All vehicles displayed on a gradient (e.g. one set of wheels on a ramp) are to be locked and no access to be granted unless removing the vehicle from the display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

8. Temporary Structures

All temporary structures will be professionally designed, structurally sound and will contain reasonable provision for:

- Safety of persons to be accommodated in the event of fire, including means of egress
- Prevention of fire
- Suppression of fire
- Health of persons accommodated
- All structures over 2.4 metres in height, where persons either staff or guests gather, must be certified by an engineer.
- Patrons must give consideration for wheelchair access to the Stand (Building Code of Australia – Section D3.3)

The reduction of the existing level of fire protection is not permissible. Designers and builders have an obligation to design and construct to these principles and any relevant standards or legislation while meeting the special needs of their client. These principles include:

- Stands over 18sqm where roofing is fitted must have a “Smoke Detection Device” and have a fire extinguisher installed. The recommended material for the roofing is “shark tooth” type material that allows water penetration from sprinklers and fire canon.

SOCIAL EVENTS

Exhibitors are welcome to attend any of the social functions planned. Please contact Info Salons to purchase tickets and register.

Conference Dinner

The AVA Conference Dinner will be held at the Brisbane Convention and Exhibition Centre, on Thursday 17 May, 7pm for 7.30pm until late. This is a two-course dinner with drinks, music and fun.

Exhibitors are entitled to two (2) tickets to the Dinner per 9 sqm stand and one (1) ticket per 4 sqm stand. Additional tickets can be purchased for \$120 per person. Exhibitor Registrations must be complete by Monday 16 April 2018.

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) 9211 7343 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 Track Order form** in the supplier forms section of the online exhibitor manual by **Tuesday 1 May**.

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.

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 \$55.00 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. Please do not just assume that Agility will be onsite.

To avoid disappointment, you must complete the MATERIALS HANDLING SECTION OF THE TRANSPORT REQUEST FORM (included in this manual) and return it to Agility at least 1 week prior to the show.

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, crantage, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.

TIPS ON EXHIBITING AND ONSITE CHECKLIST

Items for your booth

| Item | |
|--------------------------|---|
| <input type="checkbox"/> | Business cards |
| <input type="checkbox"/> | Duct tape to tape over extension cords |
| <input type="checkbox"/> | Velcro dots for attaching material to the walls of your booth. (Please note that screws or any other item which may cause damage to the booths are not permitted) |
| <input type="checkbox"/> | Competition entry box (If you are doing an individual competition. Please note that we do not announce prizes for each booth competition) |
| <input type="checkbox"/> | Competition entry forms |
| <input type="checkbox"/> | Promotional flyers, brochures |

| | |
|--------------------------|---|
| <input type="checkbox"/> | Trolley for carting goods from your vehicle to the exhibition area |
| <input type="checkbox"/> | Comfortable clothes/flat shoes for set up, safety vest for bump in and out |
| <input type="checkbox"/> | Power boards and extension cords |
| <input type="checkbox"/> | Notepad and stationery |
| <input type="checkbox"/> | Rubber stamp for passport competition |
| <input type="checkbox"/> | Blazer/cardigan/scarf to keep warm |
| <input type="checkbox"/> | Freebies: lollies, samples, branded items (eg: pens, notepads) |
| <input type="checkbox"/> | Back ups of any information you might be displaying on a screen or laptop. You can either store this on a USB drive or services such as Dropbox and Google Drive offer free storage. |
| <input type="checkbox"/> | Wet wipes - great for if you need to quickly clean your hands or freshen up |
| <input type="checkbox"/> | Anti-bacterial/disinfecting wipes to clean your props/booth items if necessary |

[Tips on how to exhibit](#) - Exhibition and Event Association Australia

[Tips on measuring exhibition success](#) - Exhibition and Event Association Australia

VENUE

The Exhibition will be held in Exhibition Hall 1 of the Brisbane Convention and Exhibition Centre, corner of Merivale and Glenelg Streets, South Bank Qld 4101.

WI-FI

WE ADVISE BRINGING A USB TO THE CONFERENCE. Casual wireless internet is available at no cost to visitors of the centre and is designed for web browsing and checking web-based email. It is not designed for accessing VPNs or downloading large files. The speed is limited to 256k. All you need to do is connect to BCEC Link on your device to access this service. Should you require designated internet connections for your stand, orders can be placed via BCEC's Exhibitor Services Department. [Click here](#) to log into your BCEC Online ordering system.