



# EXHIBITOR MANUAL

The 6<sup>th</sup> Australian Homoeopathic Medicine Conference

**13 – 14 September, 2008**

**Swiss-Grand Hotel**

**Bondi Beach, Sydney**

**Conference Office:**

**Think Business Events**

Level 1. 299 Elizabeth St

Sydney, NSW 2000 Australia

Telephone: +61 2 8251 0045 +61 2 8251 0097

Email: [danip@thinkbusinessevents.com.au](mailto:danip@thinkbusinessevents.com.au)

# Swiss-Grand, Bondi Beach, NSW

## IMPORTANT DATES & TIMES

		<b>Hours</b>
<b>Exhibition Build (Promenade Room)</b>		
Friday	12 September 2008	1430
<b>Furniture Distribution (Promenade Room)</b>		
Friday	12 September 2008	1530
<b>Exhibitor Set Up (Promenade Room)</b>		
Friday	12 September 2008	1630-1830
<b>Exhibition Build (Bellevue Terrace Room)</b>		
Friday	12 September 2008	0800
<b>Furniture Distribution (Bellevue Terrace Room)</b>		
Friday	12 September 2008	1100
<b>Exhibitor Set Up (Bellevue Terrace Room)</b>		
Friday	12 September 2008	1500 – 1800
<b>Exhibition Open Hours</b>		
Saturday	13 September 2008	0800 – 1700
Sunday	14 September 2008	0800 – 1530
<b>Exhibitor Move-Out</b>		
Sunday	14 September 2008	1530 - 1700
<b>Exhibition Dismantle</b>		
Sunday	14 September 2008	1630
<b>EHS Customer Service</b>		
Friday	12 September 2008	1500 - 1800

The organisers reserve the right to alter the hours of admission and access.

### Disclaimer

All services and associated rates published in this document were correct at the time of going to print. The Exhibition organisers cannot be held responsible for changes to services and rates provided by any companies or organisations listed in this document.

## KEY CONTACT LIST

### Conference Organiser

Think Business Events  
Level 1, 299 Elizabeth St  
Sydney, NSW 2000 AUSTRALIA

Tel: +61 2 8251 0045  
Fax: +61 2 8251 0097  
Email: [danip@thinkbusinessevents.com.au](mailto:danip@thinkbusinessevents.com.au)  
Contact: Dani Palmieri/Denise Broeren

### Exhibition Organiser

Exhibition Hire  
PO Box 120  
Sydney Markets NSW 2129 AUSTRALIA

Tel: +61 2 9645 7000  
Fax: +61 2 9645 5300  
Email: [zey@ehs.com.au](mailto:zey@ehs.com.au)  
Contact: Zeynep Yapar

### Exhibition Venue

Swiss-Grand  
Cnr Campbell Pde & Beach Rd  
Bondi Beach, NSW 2026 AUSTRALIA

Tel: +61 2 9365 9707  
Fax: +61 2 9365 9744  
Email: [sfagerlund@swissgrand.com.au](mailto:sfagerlund@swissgrand.com.au)  
Contact: Sara Fagurland

### Freight Forwarder

Schenker Australia  
72 – 80 Bourke Rd  
Alexandria NSW 2015 AUSTRALIA

Tel: +61 2 9333 0431  
Fax: +61 2 9333 0470  
Email: [mariam.kassir@schenker.com](mailto:mariam.kassir@schenker.com)  
Contact: Mariam Kassir

### General Information Contents

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### 1 Access

Access to the *Swiss – Grand* for exhibitors during set up is via the main entrance on Beach Road which will take you straight through to the exhibition area. The Exhibition is split between the Promenade Room and the Bellevue Terrace Room.

Exhibitor passes provided by the Conference Office, are required to be worn at all times in order to gain entry to the exhibition area. These passes are provided complimentary with the Exhibition Space (please refer to your sponsorship/exhibition entitlements letter to see how many you will receive) and will be available for collection onsite at the Registration and Information Desk at the *Swiss – Grand*.

### 2 Catering

Morning Tea, Lunch and Afternoon Tea will be provided to staff members that have exhibitor passes.

Additional exhibitor passes can be purchased at a cost of \$55.00 per person for Saturday and \$55.00 per person for Sunday. Please complete the “**Additional Exhibitor Pass Order Form**” provided at the end of this manual and return no later than **Friday 29 August 2008**.

### 3 Deliveries to the Exhibition Venue

The Organisers and the Venue will not accept any responsibility for the safety or well being of any items on, or delivered to, the site in the absence of the Exhibitor or his/her agent or contractor. Deliveries will not be permitted access to the exhibition during open hours.

Goods delivered to the *Swiss - Grand* will only be accepted on **Wednesday 10<sup>th</sup> to Friday 12<sup>th</sup> September 2008**. All goods are to be delivered **between 9am and 5:00pm**.

Please deliver all goods to:

Attn: Sara Fagerlund  
Swiss – Grand  
AHA Conference  
Corner Campbell Pde & Beach Rd  
Bondi Beach NSW 2026 AUSTRALIA

Goods are to be collected at the conclusion of the exhibition (preferably on the day, but if this is not possible, then items must be picked up on the working day after the event – Monday 15<sup>th</sup> September 2008). All items must be sealed and clearly labelled ready for pick up from your booth (either by your pre arranged courier or Schenker). A representative from Schenker will be onsite to arrange the return delivery of your items (should you require the service).

**NOTE:** Our preferred freight forwarder is Schenker. If you require your goods shipped to and from the *Swiss - Grand*, and you would like to utilise their service, please see form attached. Contact details are on page 2 of this manual.

# Swiss-Grand, Bondi Beach, NSW

## 4 Exhibitor Entitlements

The entitlements for the booking of an exhibition booth include: (sponsors please refer to your entitlements)

- One 2m x 2m exhibition booth for Saturday & Sunday.
- One exhibition pass for your company representative. This allows access to the exhibition area & catering (morning tea, lunch & afternoon tea) throughout the conference program. Additional passes may be purchased. (Forms are included at the end of this manual)

As part of your booth booking, you receive the following:

<b>Stand Size</b>	Standard exhibition size is 2m x 2m
<b>Walls</b>	2.5m high white melamine walls in an Aluminium Octanorm frame
<b>Fascia</b>	Aluminium frame with standard fascia board
<b>Signage</b>	Company names will be installed over each open aisle fascia. Lettering will be computer cut vinyl in navy blue fascia board. Each sign will be a maximum of 30 characters including spaces. <b>PLEASE COMPLETE RELEVANT FORMS IN EXHIBITOR KIT.</b>
<b>Lighting</b>	2 x 150 watt track mounted spotlights per 9 square metres. Mounted on light track inside fascia unless otherwise specified.
<b>Power</b>	1 X 4amp power point per 9 square metres. Located in rear corner of stand unless otherwise specified.
<b>Flooring</b>	Existing venue flooring will constitute the flooring of your stand. There will be an additional cost of you wish to change the colour of your carpet as it isn't possible to lay carpet on carpet, a base will be required. (SEE EXHIBITOR KIT FOR MORE DETAILS ON ALTERNATIVE FLOORING)
<b>Items which can be used on walls</b>	When attaching anything to the walls, please use Velcro, bluetac, double-sided adhesive tape or Octanorm shelving and hooks (available from EHS if required).
<b>Items which cannot be used on walls</b>	Exhibitors are <u>not</u> to use pins, staples, screws, nails, bolts, glue and paint as that will permanently damage the panels.

Please see attached 'Exhibitor Kit' from the Exhibition Builder (EHS) for information on ordering furniture, plants etc. Forms in the EHS Exhibitor Kit that are relevant to you, will need to be completed and faxed/posted to EHS by **Friday 29 AUGUST 2008**.

## 5 Fire Regulations

Any materials used in the construction or decoration of a stand must be treated with a fire retardant.

Please note that it is illegal to: block emergency exits, block the access route to an emergency exit, obscure or cover emergency exit signs as well as store equipment or any other item in fire stairs.

## 6 Insurance

Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that such goods are delivered to the Exhibition venue and such insurance should remain until their exhibits are removed.

Exhibitors are required to take out adequate insurance cover against the kinds of risks they will incur in connection with the Exhibition, especially Public Liability, All Risks on Property, Employer's Liability and Personal Accident to Staff.

## 7 Parking

Parking is available for exhibitors at a flat rate of \$8.00 per day underneath the hotel (via the hotel driveway), which is accessible from Beach Road. The car park operates 24 hours and all parking tickets can be validated at the hotel reception desk.

## 8 Registration Desk

The AHA Conference Registration Desk will be located at the *Swiss- Grand* (outside the Bellevue Terrace Room), and will operate during the following hours:

Friday 12 September 2008	1600 - 1830
Saturday 13 September 2008	0800 - 1730
Sunday 14 September 2008	0800 - 1700

All exhibition and registration materials, including name badges, Conference social tickets and program handbook may be collected from the Registration Desk during the times listed above.

## 9 Security

Whilst every reasonable precaution will be taken, the organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever.

## 10 Storage Facilities

There are limited storage facilities for packing materials and boxes.

\*\*Various newsagents, pharmacies, banks and supermarket are all within a short walking distance from the conference venue.

# Swiss-Grand, Bondi Beach, NSW

## ADDITIONAL EXHIBITOR PASS ORDER FORM

**Return no later than:** Friday 29th August 2008

**Return this form to:**

Think Business Events  
Level 1, 299 Elizabeth St  
Sydney, NSW 2000  
Australia

Attention: Dani Palmieri  
Tel: +61 2 8251 0045  
Fax: +61 2 8251 0097  
Email: danip@thinkbusinessevents.com.au

One exhibitor pass will be provided per exhibition space for all exhibitors (sponsors please refer to your entitlements).

Please mark below how many additional exhibitor passes you wish to purchase.

Booth Number: \_\_\_\_\_ Company Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Day	No. of <i>additional</i> Exhibitor Passes	Total
<b>Saturday 13 September 2008</b>	_____ @ A\$55.00 per person	\$
<b>Sunday 14 September 2008</b>	_____ @ A\$55.00 per person	\$
<b>TOTAL</b>		\$

Exhibitor Passes provide access to the exhibition area only (no conference sessions) and catering within the exhibition area, during the exhibition opening times.

**Method of Payment:**

Cheque    Bank Draft (payable in AUD\$ to 'AHA Inc Conference Account')

Credit Card:    MasterCard    Visa

Cardholder's Name: \_\_\_\_\_ Expiry Date: \_\_\_ / \_\_\_

Card No.: \_\_\_\_\_ Signature: \_\_\_\_\_

All amounts are in Australian dollars (AUD\$) and include 10% Goods and Services Tax (GST).

**Please complete and return/fax this form to the above mentioned address.**