

# OzBio2010

## EXHIBITOR INFORMATION PACK

**OzBio2010 Exhibition: Bump in Sunday, 26 September 2010**  
**Exhibition runs from Monday, 27 September - Thursday, 30 September**  
**Exhibition Halls 10-12 at the Melbourne Convention & Exhibition Centre**

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

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

<http://www.asbmb.org.au/ozbio2010/exhibition.html>

The exhibition is to be held in Exhibition Halls 10-12 (part of "Jeff's Shed") of the Melbourne Convention & Exhibition Centre. A copy of the floorplan has already been sent to you but can also be downloaded from the website detailed above.

### **BOOTH PACKAGE**

**Each booth includes :**

- 3 metres x 3 metres shell

(Note : 2.4m high wall panels are provided. Only velcro is to be used to attach displays to walls. Exhibit Systems (display contractor) will assist any exhibitors that require heavy items to be hung from the panels but have requested you liaise with them prior to the exhibition. See "Exhibition Contractor" for contact details.)

- Fascia sign
- 2 x 120-watt track spotlights
- One x 4 amp per 9m<sup>2</sup> booth
- 1 x complimentary exhibitor registration. Extra exhibitor registrations are \$330. *(Please see page 5 of this letter.)*
- Continuous coffee
- Mixer function on Monday evening.
- Cocktail function on Tuesday evening.
- Lunches for each day of the exhibition.

### **SATCHEL INSERTS**

Satchel inserts are offered to exhibitors at a heavily discounted rate of **AUD\$650 + \$65 GST** for 1 x A4 page or smaller - this represents around 38 cents per insert for the 1,700 (approx) delegates attending. Please email me at [info@ozbio2010.com](mailto:info@ozbio2010.com) for a quote for anything larger than an A4 page insert, and also to book an insert. Inserts will be required by Monday, 13 September. Postal address for delivery of inserts will be advised at a later date (and after you make a booking).

### **EXHIBITION CONTRACTOR**

Exhibit Systems has been appointed as the exhibition contractor. Your contact there is Paul Hicks: Phone 02 9982 5511 Fax 02 9982 9899 (International – Phone 61 2 9982 5511 Fax 61 2 9982 9899).

Email: paul@exhibitsystems.com.au Web: [www.exhibitsystems.com.au](http://www.exhibitsystems.com.au)

Attached to this email are the Exhibit Systems Information and Furniture kits containing light, power and furniture/audio visual hire forms. You also need to confirm what is to be displayed (company name) on the fascia(s). Please feel free to contact Paul with any queries in regards to your booth/s. Enquires re custom built booths should also be directed to Paul.

### **INTERNET FACILITY**

The conference is providing a wireless facility throughout the exhibition hall. However, exhibitors who require a secure network to download continuous information over a longer period of time are advised to order a dedicated fixed-line service, which can be tailored for their individual needs. Please refer to section 2.2.3 of the MCEC Exhibitor Services Kit which is attached but can also be downloaded from <http://www.asbmb.org.au/ozbio2010/exhibition.html>

### **FREIGHT FORWARD/TRANSPORT/LOGISTICS**

Agility Fairs & Events (a specialized exhibition & event logistics provider) has been appointed as the official logistics contractor to OzBio2010.

As the show bumps in on a Sunday and deliveries **will not** be accepted at the venue prior to this date, 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 attachment “Benefits of using Agility” which outlines the services provided and will assist you in making an informed decision. This can also be downloaded from our <http://www.asbmb.org.au/ozbio2010/exhibition.html> page.

Agility can arrange all local, interstate and international transport. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged.

If you are an international exhibitor, Agility can provide comprehensive international freight forwarding services, tailored to each particular exhibitor’s requirements. Services include air & sea freight, Customs clearance, Tariff classification & advice, Duty & Sales Tax assessments and all relevant documentation. Agility also offers pre-show storage, delivery and on site handling. Please contact Agility for shipping instructions.

As a service to exhibitors, OzBio2010 is providing a free forklift service onsite (operated by Agility) during the bump in and bump out and as part of this service, your goods will automatically be delivered directly to your stand. For those exhibitors requiring a forklift to unload / re-load, please ensure your transport company delivers / collects within the following hours only:

**MOVE IN:**

**Sunday 26 September 9am – 7pm** (Note: it is preferred you move in on the Sunday but Agility have been contracted for two hours on the Monday morning for those of you who are unable to move in on the Sunday.)

**Monday 27 September 7am – 9am**

**MOVE OUT:**

**Thursday 30 September 4pm – 9pm**

Note: Afternoon tea finishes at 4.00pm, and we ask that no exhibitor packs up until the conclusion of afternoon tea. The exhibition contractor will start to dismantle booths from 6.00pm onwards.

**Friday 1 October 7am – 12pm**

Agility will be onsite at the above times if goods can not be collected on Thursday afternoon/evening.

Prior to the exhibition, Agility will contact all exhibitors to discuss individual transportation and other logistics requirements. In the meantime, to request a quote please complete and return the “Agility Transport Request Form” attachment which can also be downloaded from our <http://www.asbmb.org.au/ozbio2010/exhibition.html> page.

For further information please contact:

Gus Craig, Transport Manager  
Agility Fairs & Events  
11 – 15 Gould St, STH STRATHFIELD NSW 2136  
Tel: +61 2 8755 8899 Fax: +61 2 9642 6899  
E-mail: [gcraig@agilitylogistics.com](mailto:gcraig@agilitylogistics.com)

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 ensure you have a representative onsite at the time of delivery. Alternatively, instruct your courier to deliver “No signature required”.**
- 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.

### **STORAGE & ACCESS**

The Melbourne Convention and Exhibition Centre will not accept pre-deliveries.

The Loading Dock is Self-Servicing and a map to the Loading Dock is attached. **Also attached is the MCEC Loading Dock Delivery Label which must be used on all deliveries.** As above, we recommend you use Agility Fairs & Events, but if using another transport provider, please note again **that the Loading Dock will not accept your goods unless you have your own representative onsite at the time of delivery (who can sign for your goods) OR you will need to instruct your courier that “No signature is required” to deliver your goods.**

Storage of packaging, crates, boxes etc will be in a storage area on the north eastern side of the hall, opposite the internet café.

### **MCEC – CATERING AND ALL EXTRA SERVICES**

Please refer to the attached “MCEC Exhibitor Services Kit” which can also be downloaded from our <http://www.asbmb.org.au/ozbio2010/exhibition.html> page.

### **SECURITY AND INSURANCE**

The Organisers will not be held responsible for any loss, injury to persons, or damage to property incurred during the Exhibition. It is the responsibility of persons bringing equipment, fittings or materials into the MCEC to insure themselves and their equipment, fittings or materials against damage, loss or injury that their equipment, fittings or materials might cause to other persons or property.

### **DAMAGE**

No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling or walls of the venue. The Melbourne Convention & Exhibition Centre will not accept responsibility for damage or loss of merchandise left in the Centre prior to, during, or after the event.

### **ELECTRICAL SERVICES**

All electrical work must be installed by the exhibition contractor, Exhibit Systems. All electrical equipment, wiring, leads and plugs used in relation to the Exhibition must comply with Australian Electrical Standards. .

### **POWER**

Power is available to each booth as required. The individual power requirements of each stand can be organised via Exhibit Systems.

### **CAR PARKING**

All Exhibitors are encouraged to park in the Site X Car Park. Pre-purchase of car park tickets should be done at least one (1) week prior to the event to ensure spaces are blocked in the Site X car park. Exhibitor parking availability cannot be guaranteed unless pre booked. Rates and map are detailed on page 10-12 of the MCEC “Exhibitor Services Manual” attached (which can also be downloaded from our <http://www.asbmb.org.au/ozbio2010/exhibition.html> page).

## **REGISTRATIONS**

1. Each booth has 1 x Exhibitor Registration (including mixer and cocktail function) attached to them.
2. Exhibitor registrations are to be used only by representatives manning the booth. Exhibitor registrants are welcome to attend the scientific sessions but not to submit scientific abstracts. If exhibitors wish to submit an abstract for poster presentation, they need to register in the normal way.
3. One conference satchel is allocated per exhibitor registrant.
4. Extra exhibitor registrations (over 1 per booth) will be charged at \$330 (inclusive of GST)
5. Change of exhibitor registrations from day to day will not incur an extra cost, however, only one badge per booth can be provided at any one time (unless extra exhibitor registrations have been purchased). Exhibitors must return their badges to the registration desk when there is a staff changeover, and a new badge issued.

All you need do is advise me of the name of your complimentary rep/s or ask me to invoice you for an extra rep/s registration. Online registration for exhibitors is also available at <http://www.asbmb.org.au/ozbio2010/registration.html> - you just need to click into the blue box marked "secure online registration" to take you to the online form. After you complete your name, company and contact details, you will come to a drop down list of registration categories. The two categories applicable to exhibitors are "Trade Exhibitor: One per booth: \$0.00" OR "Trade Exhibitor: Extra Rep: \$330".

## **ACCOMMODATION**

Blocks of accommodation have been held at a variety of hotels. These can be downloaded from our accommodation page at:

<http://www.asbmb.org.au/ozbio2010/accommodation.html>

We request that all bookings with these hotels be made directly with the conference secretariat. We require one night's deposit to secure your booking **OR** credit card details that we can forward to the hotel as security (hotels will accept Amex and Diners as well as Visa and Mastercard). We recommend you book your accommodation as soon as possible as a number of our hotels are now fully booked.

## **GALA CONGRESS DINNER – The Banquet Room**

### **Melbourne Convention & Exhibition Centre**

**Thursday, 30 September 19:30 – 23:45**

A three-course meal and beverages will be served in The Banquet Room of the Melbourne Convention & Exhibition Centre which affords a spectacular view of Melbourne's skyline. The Gala Dinner will be a truly memorable evening in this wonderful setting.

Cost: \$110 per person. Dress: Smart casual.

Dinner tickets can be booked online when you register OR I can invoice you for a ticket.

### **PASSPORT COMPETITION**

We will be running a “Passport Competition” to encourage registrants to visit your booths. We will be having “Passport” booklets printed which will be included in all registrants’ satchels. The Passport booklet consists of a list of all exhibitors, a trade exhibition floorplan and a space designated for each exhibitor to stamp. Registrants need to have their passport stamped by all exhibitors to be eligible to be in the running for the prizes drawn at afternoon tea on the last day of the exhibition.

### **YOU WILL NEED TO HAVE A SMALL STAMP MADE WITH YOUR LOGO/COMPANY NAME TO STAMP THESE BOOKLETS.**

The conference will buy some great prizes for the competition, but we also encourage exhibitors to donate prizes as well. Prizes do not need to be expensive – small wine packs or hampers to the value of \$60 make great prizes. I will contact you closer to the conference to see who is interested in supporting the competition.

### **OTHER MARKETING OPPORTUNITIES**

Opportunities are available to advertise within the A5 conference program which will be distributed to all delegates so therefore represents a good marketing opportunity. Please contact me for further details at: [info@ozbio2010.com](mailto:info@ozbio2010.com).

### **EXHIBITION TIMETABLE**

The exhibition timetable is attached to this pack, but can also be downloaded from our exhibitors’ page at: <http://www.asbmb.org.au/ozbio2010/exhibition.html>

Please contact me if you have any questions.

Kind regards

Sally Jay

OzBio2010 Secretariat

PO Box 2331, KENT TOWN SA 5071 AUSTRALIA

Phone/Fax: Within Australia: 08 8362 0038

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