



Cultivating Fresh Evidence
Dietitians Association of Australia
34th National Conference
18-20 May 2017, Hobart

Exhibition Manual



CONTACTS

EXHIBITION COODINATOR

Conference & Exhibition Managers
Arinex Pty Ltd
Level 10, 51 Druitt Street
Sydney NSW 2000

Contact
Telephone
Email

Jaimy Lancaster
+61 2 9265 0740
jlancaster@arinex.com.au

ACCOMMODATION

Conference Managers
Arinex Pty Ltd
Level 10, 51 Druitt Street
Sydney NSW 2000

Contact
Telephone
Email
Website

Delegate Services Department
+ 61 2 9265 0700
dietitians@arinex.com.au
<http://daa2017.com.au/accommodation/>

SHELL SCHEME / ELECTRICAL / AUDIO VISUAL REQUIREMENTS

Scene Change

Contact
Telephone
Email

Stefan Albrecht
+61 467 685 406
stefan@scenechange.com.au

EXHIBITION MATERIALS HANDLING / FREIGHT FORWARDING & SHIPPING

Agility Fairs & Events

Contact
Telephone
Email

Fiona Ganatzos
+61 2 8755 8808
FGanatzos@agility.com

CONFERENCE & EXHIBITION VENUE

Hotel Grand Chancellor, Hobart
1 Davey Street
Hobart TAS 7000

Contact
Telephone
Email
Website

Blair Hyland
+61 3 6235 4589
cecoordinator@hgchobart.com.au
www.grandchancellorhotels.com



EXHIBITION CHECK LIST

To assist with your pre-planning, the following checklist is provided as a guide to assist in ensuring all important operational items are actioned and deadlines are met. Please adhere to these deadlines to ensure smooth planning and operation of the entire event.

ITEM/FORM	DUE DATE	REFER	RETURN TO
50 word Exhibitor Profile	23 March 2017	Email to Jaimy Lancaster	Jaimy Lancaster jlancaster@arinex.com.au
Accommodation bookings	20 April 2017	http://daa2017.com.au/accommodation/	Arinex Pty Ltd
Public Liability Certificate	3 April 2017	Page 16	Jaimy Lancaster jlancaster@arinex.com.au
Custom Stand – Plan Submissions	3 April 2017	Page 12	Jaimy Lancaster jlancaster@arinex.com.au
Exhibition Staff Registrations	3 April 2017	Page 13	Register here Promo code: HOB17
Venue Food & Beverage Sampling Approval Form	ASAP or no later than 18 April 2017	Attachments Section	Hotel Grand Chancellor Hobart cecoordinator@hgchobart.com.au
Fascia, walling, furniture, AV Order Forms	As advised by Scene Change	Scene Change will contact you directly	Scene Change Stefan@scenechange.com.au
Freight Forwarding/Materials Handling Form	As advised by Scene Change	Attachments Section	Agility Fairs & Events FGanatzos@agility.com



EXHIBITION TIMETABLE

Times are accurate at date of publication, however, are subject to change.

When booking flights and accommodation, please note these times and dates may change slightly. For updated times and dates, please liaise with the Exhibition Manager.

For a detailed copy of the scientific program, please visit <http://daa2017.com.au/conference-program/>

STAND CONTRACTOR ACCESS: WEDNESDAY 17 MAY 2017

0600 to 1300	Scene Change official contractor access (shell scheme build)
0800 to 1300	Other stand contractor access. The completion time for custom stands may be extended if required (please ensure all custom stand designs are submitted to the Conference Managers by 3 April 2017)

STAFF MOVE IN SCHEDULE

EXHIBITION STAFF ACCESS: WEDNESDAY 17 MAY 2017

1300 to 1800	Exhibitor staff access for set-up. Ensure all staff have access to a 'high visibility' safety vest.
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EXHIBITION HOURS & BREAK TIMES

THURSDAY 18 MAY 2017 – CONFERENCE DAY 1

0700 – 1830	Registration desk open
0730 – 0845	Sponsored breakfast seminars
0700 – 1030	Exhibition staff early access to set up stands
1030 – 1930	Exhibition open to delegates
1030 – 1100	Exhibitor morning tea
1100 – 1130	Delegate morning tea
1245 – 1315	Exhibitor lunch
1315 – 1430	Delegate lunch
1500 – 1530	Exhibitor afternoon tea
1530 – 1600	Delegate afternoon tea
1800 to 1930	Welcome Cocktail Party in exhibition hall (stands to be staffed)
1930	Exhibition closed for the day

FRIDAY 19 MAY 2017 – CONFERENCE DAY 2

0700 – 1700	Registration desk open
0730 – 1030	Exhibition Staff early access to top up stands
1030 – 1700	Exhibition opens to delegates
1030 – 1100	Exhibitor morning tea
1100 – 1130	Delegate morning tea and poster viewing
1200 – 1230	Exhibitor lunch
1230 – 1330	Delegate lunch and poster viewing
1515 – 1545	Exhibitor afternoon tea
1545 – 1645	Delegate afternoon tea and poster viewing
1700	Exhibition closed for the day
1900 – 2300	Conference Social Event – The Founders Room, Salamanca Arts Centre (ticket holders only)



SATURDAY 20 MAY 2017 – CONFERENCE DAY 3

0700 – 1200	Registration desk open
0730 – 0945	Exhibition Staff early access to top up stands
0715 – 0830	Sponsored breakfast seminars
0945 – 1100	Exhibition open to delegates
0945 – 1015	Exhibitor morning tea
1015 – 1045	Delegate morning tea and poster viewing
1100	EXHIBITION CLOSED

EXHIBITIONMOVE-OUT SCHEDULE

SATURDAY 20 MAY 2017

1100 – 1400	Exhibitors to remove promotional items from stand walls and personal items from furniture. Package and label goods for collection by appointed courier company.
1400 – 1700	Courier and freight contractors allowed entry to pick-up goods being removed from stands.
1500 – 2300	Stand contractors access to dismantle stands and other equipment.
<p>NOTE: stand contractors will arrive at 1500 to commence the physical pull down. Please ensure all valuable items are removed from hire furniture and any posters are removed from shell scheme stand walls by 1500. The exhibition area must be cleared of all exhibition equipment and display materials by 2000 on Saturday 20 May 2017.</p> <p>Items must be collected by courier on Saturday 20 May. Any items left in the dock or venue after Saturday 20 May will be freighted off-site at the expense of the exhibitor.</p>	

FLOOR PLAN

The exhibition is located in the Federation Ballroom. This floor plan is correct as at release of this manual, however, the Conference Managers reserve the right to change the floor plan and rearrange stand locations if required. To view or download a copy of the floor plan [click here](#).

VENUE DETAILS & DELIVERIES

LOADING DOCK ACCESS

The loading dock is accessed from Macquarie Street. All deliveries need to be labelled correctly using the delivery advice label. Goods that are not labelled clearly will not be accepted. HGCH may sign for goods but accepts no responsibility for the security or safety of goods delivered into the venue. Goods should not be delivered to HGCH any earlier than 15 May 2017. HGCH reserves the right to refuse delivery of items prior to this. All items must be collected from the loading dock no later than 24 hours after the conclusion of the event.

There is a copy of the loading dock map on the delivery label in the attachments section of this manual.

DELIVERY LABEL

A detailed delivery label highlighting the loading dock is located in the Attachments Section. Please ensure you attach this label to items sent to the venue via courier.



COURIER DELIVERY DETAILS

Courier deliveries to the exhibition hall must arrive on and not before **Wednesday 17 May**.

NOTE: The Venue will accept deliveries, however these will not be signed for by venue staff. Therefore, please instruct your courier company that deliveries may be left without a signature. Arinex or the venue will not take responsibility for any goods, packages or other materials delivered onsite on behalf of an exhibitor. Additionally no responsibility will be taken by Arinex or the venue for any goods collected from the venue in the absence of the exhibitor, their agent or contractor.

Delivery of Fridges/Freezers

If you intend on delivering **fridges or freezers** it would be appreciated if you advise the Conference Managers beforehand together with a brief description of the item/s jlancaster@arinex.com.au.

Please ensure all deliveries are clearly labelled with the name of the exhibiting organisation, stand number and contact person including a mobile contact number.

Deliveries during the Exhibition

Additional deliveries may be made while the exhibition is in operation. You will need to provide Jaimy Lancaster (jlancaster@arinex.com.au) with the name of the courier company, vehicle registration number and expected day and time of delivery. Deliveries are to be made via the loading dock.

Handy Tips

To avoid delay of your deliveries we suggest you observe the following guidelines:

- Ensure your on-site staff have full details of your delivery, including manifest and consignment notes/number, to facilitate the location of goods should they not be delivered to the venue on the designated day or time.
- DHL/FEDEX Deliveries: items sent from overseas via DHL or FEDEX; you **MUST** ensure all duties and taxes DPP (delivery Duty Paid) are prepaid otherwise, your items will be held up in customs and will not be delivered on time. Please ensure exhibition staff have copies of consignment documents on hand as this may assist in tracking any late or non-delivered items.

COURIER COLLECTION DETAILS

Items for courier collection at the close of the exhibition must be clearly addressed.

Any items left in the dock or venue after Saturday 20 May will freighted off-site at the expense of the exhibitor.

For items being picked up by DHL or TOLL ensure your staff have consignment notes on hand as these are not available from the venue or Conference Managers. The con notes must be signed by the exhibitor and must be attached to items left for collection. DHL and TOLL will not collect without a completed and signed con note.



FREIGHT | TRANSPORT | LOGISTICS CONTRACTOR

Agility Fairs & Events are the recommended freight company if you are sending freight to the venue.

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 event Agility will make contact to discuss and determine your individual freight and logistics requirements. Complete the **Order Form** located in the **Attachments Section**, alternatively contact Fiona Ganatzos (FGanatzos@agility.com)

If you contract Agility they will ensure your items are placed directly onto your stand ready for set up by exhibition staff during move in.

Exhibitors or their stand-builders requiring a forklift during bump-in/bump-out must pre-book these services in advance with Agility. Charges apply. Please do not assume that Agility will be onsite to assist stand builders. To avoid disappointment **you must complete the TRANSPORT FORM** (included in the attachments section of this manual) **and return it to Agility at least 1 week prior to the event.**

STORAGE FACILITIES

A storage area is located in the exhibition for stand give-away items. If you require storage for 'overflow' items during the event contact Jaimy Lancaster (jlancaster@arinex.com.au) so that we may gauge available capacity.

Large packing crates or boxes **MUST** be removed off site and returned to the exhibition area for the bump-out period. Exhibitors requiring storage of large items are advised to make arrangements with their nominated freight company, or contact the official freight forwarder Agility.

Fridges or freezers: the provision of fridges or freezers for on-stand products should be factored into your display stand/space. If you think you may require storage for your fridge/freezer contact Jaimy Lancaster (jlancaster@arinex.com.au).

Additional charges will apply for access to power. You can book your power requirements direct with the stand contractor, Scene Change.

IMPORTED GOODS/QUARANTINE REGULATIONS

Australia has stringent importation and quarantine regulations. Any goods manufactured from plant materials and foodstuffs are subject to quarantine inspection on arrival in Australia. For details on the Rules and Regulations covering the importation of display items, including quarantine regulations contact Agility.



FLYER REGULATIONS

Any flyers or material being handed out at your stand must be approved by the DAA. You will not be permitted to distribute any items that have not been approved – this includes information sheets and brochures. Please provide a copy of your materials to Jaimy Lancaster (jlancaster@arinex.com.au) as soon as possible.

SHELL SCHEME

SHELL SCHEME STAND INCLUSIONS

Exhibitors who require a standard shell scheme (refer to below drawing) will receive the following in their package:



STAND SIZE

3m wide x 3m deep - 9m².

FASCIA SIGNAGE

A 220mm high **green panel** with 90mm high **white** vinyl cut lettering. A maximum of 30 characters. The clear height under the fascia is 2110mm. Fascia will be provided to all open sides and where necessary will be supported on 40mm square aluminium support.

WALLS

White panels 2.4m high set in a 40mm x 40mm aluminium frame. Each wall panel is 900mm wide.

LIGHTING

2 x 150w spotlights for each 3m x 3m booth OR 4 x 150w spotlights for each 6m x 3m booth.

POWER

1 x 4amp power connection for each 3m x 3m or 6m x 3m booth.

AFFIXING ITEMS ON WALLS

For positioning of promotional material blu-tac or double sided sticky tape is recommended.

No nails, staples, screws or glue are to be used to fix materials to walls. Damage to panels will be charged to exhibitors.

Wall shelving may be ordered at an additional cost. Refer to the online order form.



SHELL SCHEME SERVICE FORMS

To access the 'online' forms you will receive an email notice from the official stand contractor **Scene Change**. The notice will contain a link and password. Service Forms need to be submitted to **Scene Change**.

NB: when completing the online service forms and if you intend to order additional items – make sure you order everything you require before you hit the **submit button** as you will only be able to submit your order once.

If you experience difficulties accessing the **online** form contact **Stefan Albrecht from Scene Change** at stefan@scenechange.com.au

CUSTOM DESIGN STANDS

Please click on the link below if you are installing a custom stand
http://sponex.arinex.com.au/docs/CUSTOM_STANDS_BUILD&DESIGN_SPECIFICATIONS.pdf

STAND DESIGN SUBMISSION DATE

Exhibitors must email the contact details of their appointed stand contractor, together with a copy of their stand design, to the Senior Operations Coordinator, Jaimy Lancaster, by no later than 7 April 2017 (jlancaster@arinex.com.au).

Custom stand designs must be reviewed prior to the event or set-up will not be permitted. The Senior Operations Coordinator will provide written confirmation and advise if any modifications or changes need to be made.

Custom stand exhibitors are responsible for arranging services such as lighting and power connections and it is their responsibility to ensure their contractors are familiar with the rules and regulations of the venue.

STAND BUILD HEIGHT

The maximum build height in the exhibition for 'inline' stands is 2.4m. **If a custom stand abuts a shell scheme stand you must ensure the height of the stand is no more than 2.4m, the height of the adjoining shell scheme stand.**

The rear wall of inline stands situated at the perimeter of the exhibition may be greater than 2.4m, however, written approval must be obtained from the Conference Managers, Jaimy Lancaster (jlancaster@arinex.com.au).

DESIGN SPECIFICATIONS

Custom Designers please note stand designs must be sensitive to the amenity of the overall exhibition and surrounding exhibitors. Views of external walls adjoining or visible by neighbouring stands must be appropriately cladded. Storage areas and packing materials should not be visible.



PHARMACEUTICAL EXHIBITOR GUIDELINES

The Medicines Australia's Code of Conduct sets the standard for ethical marketing and promotion of prescription pharmaceutical products in Australia. It complements the legislation requirements of the *Therapeutic Goods Regulations* and the *Therapeutic Goods Act*. A copy of the code is available from <https://medicinesaustralia.com.au/code-of-conduct/code-of-conduct-current-edition/>.

Section 9.6 covers trade displays and conferences held in Australia. Trade displays which include promotional materials for prescription products must only be directed to healthcare professionals. Companies and exhibitors are responsible for ensuring their trade display and materials available from the display comply with the Code.

EXHIBITION STAFF REGISTRATION AND NAME BADGES

NAME BADGE POLICY

All Exhibition Staff will be issued with name badges. For security reasons name badges must be worn at all times and must be clearly visible otherwise access to the Exhibition venue will be denied.

Badges will be available for collection onsite from the Conference Registration Desk.

REGISTRATION ENTITLEMENTS – PROMO CODE: HOB17

Each organisation is entitled to **two** complimentary Exhibitor Registrations for each 3m x 3m (9m²) booth. Each Registration includes:

- ✓ Name Badge
- ✓ Entrance to the exhibition
- ✓ Attendance at the Welcome Cocktail Party
- ✓ Attendance at Conference sessions (**excludes attendance to workshops and breakfast seminars**)
- ✓ Lunch, morning and afternoon tea each day
- ✓ Satchel and Conference materials

ADDITIONAL EXHIBITOR REGISTRATIONS – PROMO CODE: HOB17

A\$545.45 (+\$54.55 GST) per person includes all the above entitlements except attendance to conference sessions, workshops and the breakfast seminars.

Social: attendance at the Conference Networking Event is **not included** in any of the exhibition staff registrations. Tickets may be purchased from the Conference Managers. Refer to the social section of the exhibition staff 'online' registration form.

[REGISTER NOW](#)

Please note: exhibitors have the choice to nominate whether their name badges are personalised or 'generic' printed in the name of the company for staff members who are required to work on a roster basis.



ACCOMMODATION

Booking through the Conference Managers provides a streamlined booking process and a choice of competitively priced quality hotels. **For details on accommodation deposits, terms and conditions please [click here](#)**

For an individual booking complete the accommodation section of the 'online' registration form. **Please ensure you submit your accommodation request by not later than 20 April 2017.**

For bookings of 15 rooms or more, please contact the DAA 2017 Delegate Services Department on Tel: +61 2 9265 0700 or Email: dietitians@arinex.com.au

PRODUCT SAMPLING – FOOD & BEVERAGE REGULATIONS

FOOD SAMPLING VENUE REQUIREMENTS

HGCH hold the sole rights for the sale and distribution of any article of food or drink for consumption.

Generally HGCH will have no objection to the provision by exhibitors of foodstuffs as a means of demonstrating any plant or equipment forming part of the exhibition, or a product manufactured or supplied by the exhibitor. However, the sale of such products will not be permitted.

Samples to be given away free to patrons must be:

- Items which exhibitors or registered members of the association buy wholesale in the normal conduct of their business
- Food must be handled following HACCP principles
- Items which are produced by equipment used in the normal conduct of their business
- Items that are related to their normal business operations
- Portions to be of normal tasting size only
- Non-alcoholic beverage samples should be no more than 100mls
- Liquor samples are to be no more than 50mls for wine, 100mls for beer and 20mls for spirits
- Food items should be no larger than bite size and should not be a replacement to HGCH's catering

Storage of equipment and food items by HGCH may incur charges.

The forms in the attachments section of this manual must be completed and returned 30 days prior to the conference and the exhibitor must receive approval from HGCH for any food and beverage being supplied to delegates.

CITY OF HOBART FOOD HANDLING REGULATIONS

It is a requirement of the City of Hobart that if the product you are supplying requires refrigeration you must complete the Food Handling form in the following link - <http://hccapps.hobartcity.com.au/TempFoodHandlingCertificates>



GENERAL INFORMATION

AUDIO VISUAL HIRE

Audio visual equipment may be hired from Scene Change.

BANNER RIGGING

Rigging is allowed in the exhibition, however, you must communicate with the venue to have all rigging designs pre-approved.

CLEANING

Cleaning of general aisle ways is included in your booth package.

Please ensure that the area around your display is kept as clean as possible at all times. Any rubbish or small boxes placed outside your display stand (in the general aisle ways) will be taken away by cleaning staff at the close of the exhibition each day.

STAND GIVEAWAYS / PROMOTIONS

Any on stand promotions, questionnaires or surveys specifically relating to exhibitor products must be pre-approved by the DAA. If you intend on conducting such a promotion written details of the nature of the promotion, including a copy of the entry coupon, questionnaire or survey must be forwarded to the Conference Managers (jlancaster@arinex.com.au).

Details of the promotion and content of the written material will be reviewed by the DAA and relevant feedback provided to the exhibitor by the Conference Managers.

The suggested timeline for submission of details to allow for the approval process and for Exhibitors to finalise arrangements is **30 March, 2017**.

DELEGATE LIST

Each exhibiting company will receive a copy of the delegate list onsite at the Conference. In accordance with the Australian Privacy Act only those delegates who have consented for their details to be disclosed (via the Registration Form) will be included in the delegate list.

ELECTRICAL TESTING AND TAGGING REQUIREMENTS

All electrical equipment entering the Hotel Grand Chancellor, Hobart must comply with the Australian Standards. All electrical equipment used in the workplace, including equipment brought into the building by contractors or third parties must be tested. The outward sign of compliance with the Act will be the equipment's electrical test tag, compliant with AS3760:2003.

The Hotel Grand Chancellor, Hobart reserves the right to remove or replace any electrical equipment not complying with the Act. Power cords which are detachable, such as IEC leads, extension leads and power boards are separate items and need to be tested independently from the equipment they are supplied with.

If any such equipment, fittings or material are deemed not safe, they shall be removed from the Hotel Grand Chancellor, Hobart immediately at the expense of the person who brought them in. To have your items tested and tagged please contact your local electrician, or arrange for an electrical contractor to visit you onsite.



INSURANCE/PRODUCT AND PUBLIC LIABILITY

Exhibitors must arrange adequate insurance cover for their stand, products and personnel. This must include the move-in and move-out times of the Exhibition as well as for the duration of the Exhibition. Public and product liability insurance must also be included to the value of **A\$10 million for each occurrence. Each exhibitor must forward a copy of their Certificate of Currency to the Conference Managers at the time of booking their exhibition stand and by no later than 3 April 2017.**

Special Note: Exhibitors should consult their own insurance companies for proper coverage of their merchandise and displays. Public Risk Insurance, All Risk Insurance, Employer's Liability, Personal, Accident and Staff Insurance for your stand should also be taken out.

It is understood and agreed that neither the Exhibition Managers, any sponsor, the Hotel Grand Chancellor, Hobart or other exhibit space provider nor any of their officers, agents, employees, facilities, other representatives or assigns shall be liable for, and exhibitor hereby release them from, any claims for damage, loss, harm or injury to the person, property or business of the exhibitors or any of their visitors, officers, agents, employees or other representatives, resulting from theft, fire, earthquake, water, unavailability of the exhibition facility or intermediate staging facilities, accident or any other reason in connection with the Exhibition of any planning meetings, demonstrations or staging.

Exhibitors shall indemnify, defend and protect the Conference Managers and hold the Conference Managers, any sponsor and the Hotel Grand Chancellor, Hobart or other exhibit space provider harmless from any and all claims, demands, suits, liability damages, losses, costs, attorney's fees, and expenses which might result or arise from exhibitors' participation in the Exhibition or any actions of their officers, agents, employees or other representatives.

Exhibitors should also note that rental furniture is generally not covered by insurance. Exhibitors should check with their supplier and if required take out the relevant insurance in respect to loss or damage to hired items.

INDEMNITY FORM

Every exhibitor is required to complete the Indemnity Form. The form was sent to you with your booking confirmation and a copy is located in the attachments section of this manual.

MARKET PLACE

The Market Place will be held in the exhibition on Friday 19 May 2017. If you are participating in the Market Place you will have access to set up your display from 1100. Tables will be labelled with your organisation name so you can identify your location. If you have any questions prior to setting up please speak to the Conference Staff at the registration desk.

PARKING

HGCH has a car park on site which can be accessed via Macquarie Street. Charges apply. Vehicle access is limited to cars only, with a maximum vehicle height of 1.9m.



REFRIGERATION FACILITIES

Fridges/freezers are not available for hire from the venue. In addition the venue is not able to store any items that require refrigeration facilities.

Exhibitors are advised to make their own arrangements for the hire of refrigeration facilities. These units may be placed in the storage area. If you require storage for fridges, freezers contact Jaimy Lancaster (jlancaster@arinex.com.au) at the Conference Managers so that we may gauge user requirements.

WASH-UP FACILITIES

There will be large tubs available to exhibitors where you can place any items that need to be washed. The venue will collect them and return them to you in time for the next break. If you require wash up facilities please contact Jaimy Lancaster (jlancaster@arinex.com.au) at the Conference Managers so that we may gauge user requirements.

SOCIAL PROGRAM

Exhibitors are entitled to attend the Official Welcome Cocktail Party. The Conference Networking Event is not included in the exhibitor package and tickets may be purchased from the Conference Managers via the Exhibitor online registration form.

FIRE REGULATIONS

The installation of any fuel burning appliances, either liquid or solid fuel, must conform to the uniform Building Regulations. The storage of any flammable liquids or fuels within the Exhibition is not permitted.

The installation of any fuel LPG appliances displayed within the Exhibition venue must contain a full tank of fuel, drip tray provided and their batteries must be disconnected.

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

- Non-combustible and inherently non-flammable materials.
- Flame-proof fabric.
- Self-extinguishing plastic material.
- Plywood, hardwood, pulp board or fibreboard rendered flame-resistant by a process of impregnation acceptable to Authorities.

Fire extinguishers shall be kept visible and accessible at all times.

Should the construction of exhibits create a potential smoke locked area, or an area where existing sprinklers cannot reach, the Conference Managers may require smoke detectors and an emergency lighting system to be installed.



ATTACHMENTS SECTION



INDEMNITY FORM

Conference Managers: Arinex Pty. Limited ABN 28 000 386 676 (**Exhibition Managers'**)

Company Name: _____ ABN _____ (**Exhibitor'**)

WHEREAS: The Exhibition Managers are professional conference organisers and the Exhibitor may participate in multiple Conferences organised by the Exhibition Managers, the Exhibitor agrees that:

1. Insurance

The Exhibitor acknowledges that it is a term and condition of Exhibition Booking that, prior to occupying any allocated space at the Exhibition, the Exhibitor must provide proof of a policy of Public Liability insurance. Such insurance will cover all activities of the Exhibitor at the Exhibition and be for an insured amount of not less than A\$10 million in respect of each claim. Insurance must be with a reputable insurer. A Certificate of Currency of such insurance must be provided to the Exhibition Managers prior to commencement of the exhibition in satisfaction of this condition of booking.

2. Indemnity

The Exhibitor indemnifies the Conference Managers and Hotel Grand Chancellor, Hobart and their officers, agents, employees and other representatives against any liability, loss, damage, cost (including the cost of any settlement and legal costs and expenses on a solicitor and own client basis), compensation or expense arising out of or in any way in connection with:

- a. a default or any unlawful, wilful or negligent act or omission on the part of the Exhibitor, its officers, employees, agents or other representatives; and
- a. any claims for damage, loss, harm or injury to person, property or business of other exhibitors or any of their visitors, officers, agents, employees or other representatives, resulting from any negligent act or omission of the Exhibitor, their officers, agents, employees or other representatives; and
- b. any action, claim, dispute, suit or proceeding brought by any third party in respect of any infringement or alleged infringement of that third party's Intellectual Property including moral rights.

Exhibitors shall indemnify, defend and protect the Conference Managers and hold the Conference Managers, any Conference sponsor and the Hotel Grand Chancellor Hobart or other exhibit space provider harmless from any and all claims, demands, suits, liability damages, losses, costs, solicitor's fees and expenses which might result from any negligent actions or omissions of the Exhibitor, their officers, agents, employees or other representatives.

Signed by (Name): _____

Title: _____

Signature: _____

Date: _____

By signing this form, the Exhibitor agrees to these terms for a period of 12 months from the date of signing. This form will be applicable to all conferences organised by the Conference Managers in which the Exhibitor participates.

THIS FORM MUST BE RETURNED TO THE EXHIBITION MANAGERS BEFORE 20 APRIL 2017

Return To: Jaimy Lancaster | Fax: +61 2 9267 5443 | Email: jlancaster@arinex.com.au

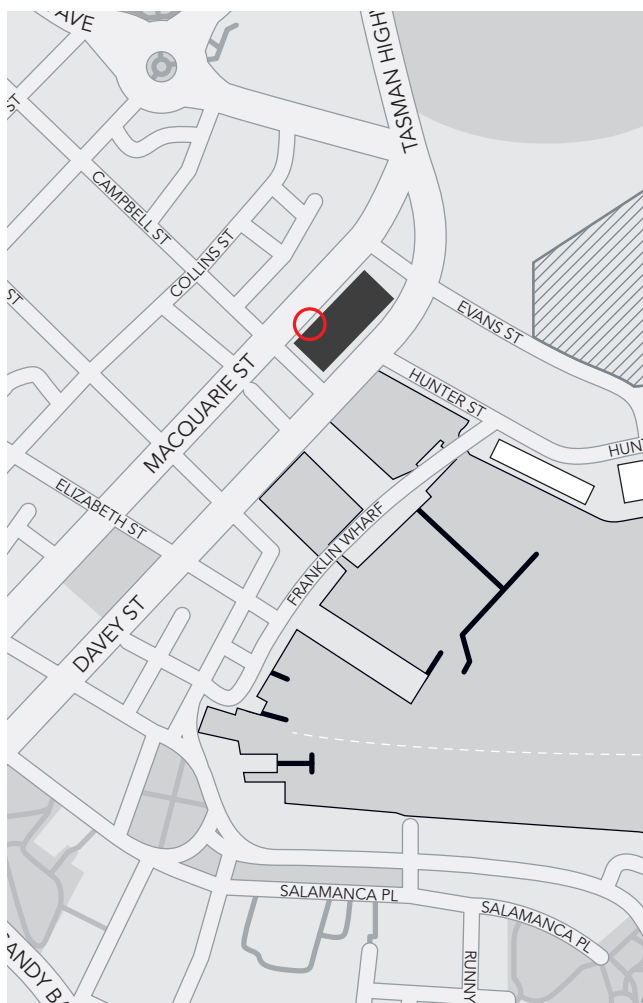
EXHIBITORS DELIVERY LABEL

MAXIMUM SIZE FOR DELIVERIES
2.04m high x 1.20 wide x 1.20 m deep and 1800kg

Deliver to:

Hotel Grand Chancellor Hobart
Macquarie Street
Hobart TAS 7000
Phone: 03 6235 4535
Monday - Friday 7am - 5pm

MACQUARIE STREET LOADING BAY



Courier Company:

Courier Phone:

Total Boxes:

SENDER DETAILS

Company Name:

Address:

State: Postcode:

Contact Name:

Phone:

Mobile:

Fax:

Email:

Name of Conference:

Start Date of Conference:

Number of Items/Boxes:

Exhibitors Display Items Satchel Other

HGC Coordinator:



BOOTH CLEANING

HGCH provides general cleaning of all public areas and exhibition walkways. Reasonable levels of rubbish will be removed from the exhibition during the event. It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in.

Exhibition/Conference:		Phone:
Stand Number:		Mobile:
Company Name:		Fax:
Company Address:		Email:
State:	Postcode:	

BOOTH CLEANING

CASUAL LABOUR DESCRIPTION	NUMBER OF DAYS REQUIRED	COST	TOTAL COST (Rate x Days)
Standard 3 x 3m or 3 x 2m Expo Booth		\$53.00 per clean	
Custom Booth		\$105.00 per clean	
	TOTAL		\$

General Booth Cleaning includes vacuum, dusting, spot cleaning of walls, glass and counters, detailing of furniture.

Please return this form to:

The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001

Fax to: 03 6235 4563



WIRELESS / BROADBAND INTERNET

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in.

Exhibition/Conference:	Phone:
Stand Number:	Mobile:
Company Name:	Fax:
Company Address:	Email:
State:	Postcode:

ACCESS	1 DAY RATE	FULL EVENT RATE (NO. OF DAYS)	QUANTITY REQUIRED	TOTAL AU\$
Wireless	\$33.00			
TOTAL	\$			\$

The system run a ADSL2+ at 24000kps down and 1000kps up. HGCH can supply both wireless and cabled broadband via Scene Change. Wireless is available in all function spaces, mezzanine and lobby levels only and will not provide adequate coverage or speed in the accommodation areas of the Hotel.

A total "branded" WI-FI system can be tailored to your function / conference at a daily rate for open access to all your delegates up to a maximum of 1000 people - Please contact Scene Change Directly for pricing of this option.

Require a tailored quote for additional network and cabling works: Yes No

Please return this form to:

The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001

Fax to: 03 6235 4563




**HOTEL GRAND
CHANCELLOR**
HOBART

 **HCEC** | **HOBART
CONVENTION &
EXHIBITION CENTRE**

STAND SAMPLING/SELLING REQUEST

Exhibition/Conference:		
Stand Number:	Phone:	
Company Name:	Mobile:	
Company Address:	Fax:	
State:	Postcode:	Email:

Only with the written approval from the Hotel Grand Chancellor Hobart (HGCH) will the exhibitors be permitted to distribute, sell or give away items of food or drink that is NOT supplied directly by HGCH.

Generally HGCH will have no objection to the provision by exhibitors of foodstuffs as a means of demonstrating any plant or equipment forming part of the exhibition, or a product manufactured or supplied by the exhibitor. However, the sale of such products will not be permitted.

Samples to be given away free to patrons must be:

- Items which exhibitors or registered members of the association buy wholesale in the normal conduct of their business
- Items which are produced by equipment used in the normal conduct of their business
- Items that are related to their normal operations
- Portions to be of normal tasting size only and served in conjunction with hotel content.
- Non-alcoholic beverage samples to be no more than 100ml
- Liquor samples are to be no more than 50ml for wine, 100ml for beer and 20ml for spirits
- Food items should be no larger than bite size

Description of core activities of your company:
Description of what will be cooked and how:
Description of how samples will be served and by whom:

I hereby agree that if the Hotel Grand Chancellor Hobart grants permission, I will indemnify and hold harmless the Hotel Grand Chancellor Hobart against any liability, claim or expense arising in connection with any activities or work carried out by or on behalf of _____ (insert the name of your company), including any activities or work authorised by the Grand Chancellor Hobart. I also agree that both my representatives and I will abide by the terms and conditions of the Hotel Grand Chancellor Hobart and any instructions issued by its officers or employees. I also agree to pay for any damage or charges that may subsequently arise from this permission being granted.

Signature of ACO:	Signature of Witness:
Name of ACO:	Name of Witness:
Date:	Date:

Please return this form to:

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Fax to: 03 6235 4563

