

Exhibitor Manual

<https://www.aqnml.org.au/sponsor-exhibitor-information>

AQNML 2018 CONFERENCE MANAGERS

CRE8IT
EVENTS

07 3348 7380 **PHONE**
0412 733 193 **MOBILE**
martin@cre8itevents.com.au **EMAIL**
PO Box 155 Wynnum QLD 4178 **POST**
www.cre8itevents.com.au **WEB**



1.0	IMPORTANT INFORMATION	3
	VENUE	3
	ENQUIRIES	3
	PROGRAM TIMES*	3
	EXHIBITOR REGISTRATION	4
	CONTRACTORS EMPLOYED BY EXHIBITORS	4
2.0	MOVE-IN & MOVE-OUT	5
	EXHIBITOR MOVE-IN	5
	EXHIBITOR MOVE-OUT	5
	FREIGHT FORWARDING TO / COLLECTION FROM BRISBANE CONVENTION & EXHIBITION CENTRE	5
	PORTERS	5
3.0	BRISBANE CONVENTION & EXHIBITION CENTRE	6
4.0	OFFICIAL STAND CONTRACTORS	6
	CUSTOM STANDS	6
	ELECTRICAL / LIGHTING REQUIREMENTS	7
5.0	SHELL SCHEME STANDS	7
	STAND PERIMETER	7
	SHELL SCHEME PARTITIONING	7
	BOOTH SPECIFICATIONS AND INCLUSIONS	7
6.0	FURNITURE & MISCELLANEOUS HIRE	7
	FURNITURE	7
	AUDIOVISUAL HIRE	7
	INTERNET	7
7.0	GENERAL INFORMATION	8
	ALLOCATION OF SPACE	8
	PARKING	8
	ACCESS	8
	SMOKING	8
	SECURITY	8
	INSURANCE / LIABILITY	8

ADDITIONAL REFERENCE DOCUMENTS: Refer to <https://www.aqnml.org.au/sponsor-exhibitor-information> for the following documents.

- Trade Exhibition Floor Plan / BCEC Exhibitor Information / BCEC Exhibitor FREIGHT Delivery Label / Moreton Hire Exhibitor Forms

1.0 IMPORTANT INFORMATION

VENUE

Brisbane Convention & Exhibition Centre, Cnr Merivale and Glenelg Streets, South Brisbane, Qld, 4101
Telephone: 07 3308 3000

The Exhibition will be held on the Plaza Level, Rooms P9, P10 & P11.

The Conference plenary sessions will be held in the Plaza Rooms P7 & P8, Plaza Level.

ENQUIRIES

All enquiries prior to the Exhibition should be directed to:

Martin Bishop
AQNML 2018 Conference Manager
C/- Cre8it Events
Mail: PO Box 155, Wynnum Qld 4178
Phone: 07 3348 7380
Email: events@cre8itevents.com.au



PROGRAM TIMES*

Thursday 2 August 2018	Moreton Hire Build	2.00am - 8.00am
	<i>Exhibitor Move In</i>	<i>8.00am - 10.00am</i>
	Conference Sessions	8.30am - 4.35pm
	Morning Tea & Trade Exhibition (Opens)	10.20am - 10.50am
	Lunch & Trade Exhibition	12.45pm - 1.45pm
	Afternoon Tea & Trade Exhibition	3.05pm - 3.35pm
	Exhibition Close (Lock Down 3.40pm)	3.35pm
	Conference Awards Dinner	7.00pm - late
Friday 3 August 2018	Exhibitor Access	7.45am
	Registration, Arrival Tea & Coffee and Trade Exhibition	8.00am - 8.30am
	Conference Sessions	8.30am - 2.40pm
	Morning Tea & Trade Exhibition	10.00am - 10.30am
	Lunch & Trade Exhibition	12.10pm - 1.10pm
	<i>Exhibition Close & Move-Out</i>	<i>1.10pm - 2.20pm</i>
Moreton Hire Dismantle	From 2.20pm	

**Times subject to change. Please refer to the Conference Program at Registration for final times.*



EXHIBITOR REGISTRATION

All Exhibitors will be required to register for the Conference. The Exhibitor Online Registration is available from the AQNML 2018 Conference <https://www.aqnml.org.au/sponsor-exhibitor-information>

Registration Inclusions	Inclusive Exhibitor Delegate	Additional Exhibitor Delegate COST \$350.00 PER PERSON
Conference Sessions (THURSDAY & FRIDAY)	✓	✓
Morning Tea (THURSDAY & FRIDAY)	✓	✓
Lunch (THURSDAY & FRIDAY)	✓	✓
Afternoon Tea (THURSDAY & FRIDAY)	✓	✓
Conference Theme Dinner (THURSDAY 2 AUGUST)	✓	✓

Social Function - Guest Tickets	Individual Function Tickets PER PERSON
Conference Theme Dinner (THURSDAY 2 AUGUST)	AUD\$ 120.00

Conference Dress Code

Conference Sessions - Smart Casual / Business
Conference Awards Dinner - Dress Code tbc

ONSITE EXHIBITOR REGISTRATION

The Registration Desk will be located at the Plaza Level of Brisbane Convention & Exhibition Centre:

Thursday 2 August 2018 7.30am - 4.00pm
Friday 3 August 2018 7.45am - 2.30pm

Registration is necessary in order for each Organisation to collect Exhibitor name badges for security, and other exhibitor materials.

NAME BADGES

Exhibitors will be supplied with identification badges. These must be collected upon arrival from the Registration Desk.

Please note name badges are required for access to the Trade Exhibition, so please ensure name badges are clearly visible.

CONTRACTORS EMPLOYED BY EXHIBITORS

All Contractors employed by Exhibitors must comply with the Exhibition rules and regulations. Contractors must register at the security office at BCEC on arrival each day. All contractors must complete the BCEC Safety Induction prior to arriving onsite or onsite in the security office.

<https://www.inductee.com.au/bcec/login.php>

2.0 MOVE-IN & MOVE-OUT

EXHIBITOR MOVE-IN

Exhibitors must provide their own trolleys for the transportation of items.

Exhibitor move-in will occur on *Thursday 2 August 2018* between *8.00am - 10.00am*.

We have arranged for BCEC Porters (Agility) to assist with delivering freight to your Booths see below for detail. Times are scheduled for set up to occur prior to Trade Opening at Morning Tea and must be strictly adhered to. Shell Scheme and furniture will be ready to occupy at this time.

All stands must be completely dressed and excess rubbish removed by 10.00am on Thursday 2 August 2018.

EXHIBITOR MOVE-OUT

Removal of products and exhibits will commence at *1.10pm on Friday 3 August 2018, following lunch* and must be completed by 2.20pm. No Exhibitor will be permitted to remove products prior to this time.

We have arranged for BCEC Porters (Agility) to assist with removal of freight from your Booths, see Freight and Porters section below.

FREIGHT FORWARDING TO / COLLECTION FROM BRISBANE CONVENTION & EXHIBITION CENTRE

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.

No goods will be accepted at BCEC prior to Tuesday 31 July 2018. Please refer to the BCEC Exhibitor Delivery Docket for stock acceptance dates/times and address for deliveries.

PORTERS

Porters have been arranged for Thursday 2 August 2018 from 6.00am to 10.00am to assist with deliveries to exhibitor stands (via the Loading Dock). Exhibitors that arrive with items on the day and want immediate assistance, will either need to provide their own trolleys for the transportation of items. Other items may be delivered via the Loading Dock with the delivery label attached. There may be delays based on the number of deliveries and the porter will be subject to availability.

Any items sent to BCEC utilising the Delivery Docket from Tuesday 31 July 2018 will be delivered to exhibitor stands by the Convention Centre porters 'Agility Fairs and Events'.

Remember: You must bring consignment notes for any stock being collected from BCEC by a courier.

Please refer to the "BCEC Exhibitor Information" and "BCEC Exhibitor FREIGHT Delivery Label" which have been emailed to you accompanying this Manual and are also available on the AQNML 2018 Nursing & Midwifery Conference website - <https://www.aqnml.org.au/sponsor-exhibitor-information>

3.0 BRISBANE CONVENTION & EXHIBITION CENTRE

BCEC's online exhibitor ordering portal allows exhibitors to order multiple services at the same time and obtain tailored quotes using a secure payment gateway. The link below has been set up specifically for this event.

[Please click here to place an order for the AQNML 2018 Conference](#)

Please ensure all orders are placed and paid for well in advance to ensure your requirements can be accommodated. Online ordering will close 48 hours prior to start of event.

ALL enquiries regarding the Brisbane Convention & Exhibition Centre should be directed to:

The Exhibitor Services Department
Brisbane Convention & Exhibition Centre
PO Box 3869
South Brisbane, Qld 4101
Tel: 07 3308 3536
Email: exhibitorservices@bcec.com.au

4.0 OFFICIAL STAND CONTRACTORS

Moreton Hire has been appointed as the official contractor for the following services:

Shell scheme construction / Electrical installation in stands / Lighting in stands / Furniture hire

Moreton Hire will assist you with stand modification and/or custom-built design and construction. Details regarding stands and order forms for signage, electrical and lighting requirements are attached to this document. These forms are also available on the AQNML 2018 Conference website - <https://www.aqnml.org.au/sponsor-exhibitor-information>

The Moreton Hire forms must be returned **direct to Moreton Hire by Friday 13 July 2018.**

Should you wish to modify your stand in any way or have any special requirements, please contact Moreton Hire directly.

CONTACT: Olivia Modin
Ph: 07 3307 4415
Fax: 07 3307 4449
Mob: 0448 993 853
E: olivia.modin@moreton.net.au
W: www.moreton.net.au

CUSTOM STANDS

If you are having a Custom Stand built by any company other than Moreton Hire, you are required to advise the Conference Managers and Moreton Hire no later than **Friday 13 July 2018.**

All Custom Stand plans must be forwarded to Conference Managers, Cre8it Events via email events@cre8itevents.com.au / 07 3348 7380. This is required for approval prior to the build commencing.

ELECTRICAL / LIGHTING REQUIREMENTS

There are a number of electrical / lighting alternatives available. Please discuss these needs with Moreton Hire.

On no account should anything be attached or wrapped around the lighting track. Exhibitors using their own spotlights please note - only free-standing spotlights are permitted. All electrical equipment must be tested & tagged in accordance with Australian Standard 3760 & Workplace Health & Safety Legislation. Any electrical equipment found not tested will have to be done immediately or removed from the venue.

5.0 SHELL SCHEME STANDS

STAND PERIMETER

All display material, furniture and equipment must be kept within the perimeter of the stand. No obstacles are to be placed in aisles.

SHELL SCHEME PARTITIONING

Under no circumstances may Exhibitors fasten articles to the stand walls in a manner that may damage them. The acceptable method of display fixing is Velcro.

Velcro WILL NOT be supplied by either the Organisers or the Brisbane Convention & Exhibition Centre. It is the responsibility of each Exhibitor to supply their own display fixing accessories. Moreton Hire can provide assistance regarding large or heavy items subject to prior arrangement.

BOOTH SPECIFICATIONS AND INCLUSIONS	
SIZE	3.0m wide x 2.4m deep
WALLS	2400mm high Velcro compatible panels
FASCIA	300mm high Velcro compatible fascia board, across aisle frontages
SIGNAGE	One (1) x digital print lettering on white laminate in-fill per aisle (1800mm x 200mm high) (maximum 30 characters)
LIGHTING	Two (2) x 150-watt spotlights per booth installed to the back of the fascia
POWER	One (1) x 4amp power supply per booth
TABLE/CHAIR	One (1) x 1.8m Trestle Table/One (1) x black cloth/Two (2) x folding chairs

6.0 FURNITURE & MISCELLANEOUS HIRE

FURNITURE

Each booth will be furnished with one (1) 1.8 m trestle table with black cloth and two (2) chairs. Additional or customised furniture can also be hired from Moreton Hire.

AUDIOVISUAL HIRE

Please refer to Moreton Hire Additional Lighting & Power Request Form.

INTERNET

Please refer to the "BCEC Sponsor & Exhibitor Information" document which has been emailed to you accompanying this Manual and are also available on the AQNML 2018 Conference website - <https://www.aqnml.org.au/sponsor-exhibitor-information>

GENERAL INFORMATION

ALLOCATION OF SPACE

Spaces have been allocated as per the date of receipt of bookings. However, the Conference Committee and Conference Managers reserve the right to adjust the plan in the interest of presenting a professional Exhibition.

PARKING

Car parking is available underneath Brisbane Convention & Exhibition Centre. Exhibitors are entitled to a discounted parking rate of \$15.00, redeemed at BCEC pay stations with a QR Code. You will receive your event specific QR Code via email from the Exhibitor Services Team. Refer to the BCEC Exhibitor Information for more detail.

ACCESS

Access to Brisbane Convention & Exhibition Centre is via Glenelg or Merivale Streets.

SMOKING

Brisbane Convention & Exhibition Centre has a "NO SMOKING" policy inside all areas of the Venue. Exhibitors are therefore requested not to smoke within the Exhibition area.

SECURITY

You are responsible for securing items in your booth. BCEC have been advised to ensure that the Trade Exhibition Room is to be locked overnight. There will not be a security guard specifically for the Trade Exhibition. Consider the information below with regard to your insurance coverage of equipment and merchandise displays.

INSURANCE / LIABILITY

Neither the Organisers nor the Brisbane Convention & Exhibition Centre shall be liable in any way whatsoever to the Client for any loss or damage, whether direct, indirect, special or consequential, including without limitation, loss or damage arising out of personal injury, howsoever caused which the Client or any other person may suffer or incur and which may, without limiting the generality of the foregoing, arise directly or indirectly as a result of the failure or omission on the part of the Brisbane Convention & Exhibition Centre or the Organiser (or any officer, agent or employee of the Brisbane Convention & Exhibition Centre or the Organiser) to comply with any obligation imposed hereunder or at law, negligence or any act, matter or thing done or permitted or omitted to be done by the Brisbane Convention & Exhibition Centre or the Organiser in connection with this agreement. The Client assumes all liability for any injury or loss suffered by the Client's agents, delegates, employees and any member of the public that is caused directly or indirectly by the Client, its delegates, agents, or employees. The Client shall indemnify and keep indemnified, the Brisbane Convention & Exhibition Centre or the Organiser from any loss so caused.

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

Certificate of Currency - Public Liability:

All Exhibitors must forward a copy of their Certificate of Currency (valid over the dates of the Conference) to the Conference Managers (events@cre8itevents.com.au) by Friday 13 July 2018.

For any further information regarding the Exhibitor Manual or the AQNML 2018 Nursing & Midwifery Conference, please contact the:

AQNML 2018 CONFERENCE MANAGERS

CRE8IT
EVENTS

07 3348 7380 **PHONE**
0412 733 193 **MOBILE**
martin@cre8itevents.com.au **EMAIL**
PO Box 155 Wynnum QLD 4178 **POST**
www.cre8itevents.com.au **WEB**