



The XXII Congress of the International Society for Photogrammetry and Remote Sensing

25 August – 1 September 2012

Melbourne Convention and Exhibition Centre, Melbourne,
Australia

Exhibitor Manual

www.isprs2012.org



ICMS Pty Ltd – Conference Organisers
84 Queensbridge Street
Southbank VIC 3006
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Email:
Website: <http://www.isprs2012.org>

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CONTACT PEOPLE

Who's who

Exhibition Organisers ~ ICMS Pty Ltd

Contact Name
Michelle Bye
Conference Administrator

ICMS Pty Ltd
84 Queensbridge Street
Southbank VIC 3006

Telephone: +61 3 9682 0244
Facsimile: +61 3 9682 0288
Email: xm@icms.com.au
Website: www.isprs2012.org

Official Stand Contractor ~ ExpoNet

Contact Name:
Chloe Armstrong - Coordinator

44 White Street
South Melbourne VIC 3205

Telephone: +61 3 9676 7777
Facsimile: +61 3 9676 7788
Email: chloe.armstrong@exponet.com.au
Website: www.exponet.com.au

Venue ~ Melbourne Convention and Exhibition Centre

Contact Exhibitor Services

Melbourne Convention and Exhibition Centre
Exhibitor Services
GPO Box 777
Melbourne VIC 3001

Tel: +61 3 9235 8110
Fax: +61 3 9235 8121
Email: exservices@mcec.com.au

Customs, Exhibition Freight Forwarding (Materials Handling and Shipping Agents)

Contact Name :
Sarah Luppino
Fairs, Exhibitions, Sports, Arts, Removals and Special Events

Schenker Australia Pty Ltd
43 - 57 South Centre Road
Melbourne Airport VIC 3045

Telephone : +61 3 9344 9727
Facsimile: +61 3 9310 4203
Email : sarah.luppino@dbschenker.com
Website : www.schenker.com.au

IMPORTANT DATES

Remember these ---

Activity	Thu 23 & Fri 24 August only	Sat 25 Aug	Sun 26 Aug	Mon 27 Aug	Tue 28 Aug	Wed 29 Aug	Thu 30 Aug	Fri 31 Aug
Freight Deliveries/Collections	0700-1630	x	x	x	x	x	x	x
Official Stand Contractor Move-In		0001-0900	x	x	x	x	x	x
Custom Stand Builders Move -In		0700-1700	x	x	x	x	x	x
Exhibitors Move-In		1400-1700	0800 - 0930	x	x	x	x	x
ISPRS Registration Desk	Friday 0800-1730	0800-1900	0800-1730	0830-1730	0830-1730	0830-1730	0830-1730	0830-1730
Exhibition Booths must be completed by 0900 Sunday 26 August								
Opening Hours of Exhibition	x	x	1000-1730	1000-2030	1100-1730	1000-1730	1000-1730	1000-600
Social Event	x	x	x	Exhibitor Reception	x	x	x	Congress Dinner 1900-2230
Move-Out : All Exhibitors	x	x	x	x	x	x	x	1600-1800
Move-Out : Official Stand Contractor & Custom Stand Builders	x	x	x	x	x	x	x	1800-2359

- Exhibitor Badges must be worn at all times and are available from the ISPRS Registration Desk.
- Later access times can be arranged by negotiation.
- High visibility vests must be worn during Move-In & Move-Out.
- Congress Dinner. Tickets to this event may be purchased at \$175.00 per ticket.
- Stands must be secured against theft or damage when the stand is left unattended.
- Stand personnel may only enter the Exhibition 30 minutes before and remain 30 minutes after the close of the Exhibition each day.

GENERAL INFORMATION

What you need to know

Accommodation

Special Conference accommodation rates have been secured and can be obtained by booking online at:

<https://www.icms.com.au/isprs2012/register/exhibitor.asp>

Your company may have already booked accommodation on your behalf. Please check in order to avoid double-bookings. Please note that the deadline for booking accommodation is Friday, 20 July 2012. Bookings after this time need to be made directly with the hotel.

Accounts

All accounts for Exhibition stands must be paid in full before the event and in accordance with the terms and conditions of the signed contract. Please bring proof of payment with you for late payments.

Exhibitors are reminded that non-compliance with the payment terms and conditions, as specified in the Exhibition Regulations, may result in the re-letting of space to another Exhibitor.

No Exhibitor will be allowed onsite if full payment has not been made.

Registration for Exhibitors

Exhibitors must register in advance by Friday, 20 July 2012. To register please click on the following link:

<https://www.icms.com.au/isprs2012/register/exhibitor.asp>

Badges can be collected from the Registration Desk, during opening hours.

Please note: There will be a late fee of \$150.00 per badge charged for those booked after this date.

Communications

The MCEC can supply the following services to stands:

Telephone Line (STD and IDD access)
Fax Line
EFTPOS Line
ISDN Line
Broadband

To request any of these services provided by MCEC please contact 'Exhibitor Services' on 03 9235 8110, email exservices@mcec.com.au, alternatively please complete the accompanying Exhibitors Services Request for Information form and send to Exhibitor Services.

The Melbourne Convention and Exhibition Centre's 'Exhibitor Services Kit' is available on request from the Conference office, if these services are required for your exhibit during The XXII Congress of the International Society for Photogrammetry and Remote Sensing.

Car Parking

There are a number of car parks available for visitors to the MCEC, all entrances are marked on the map. Refer to the MCEC site map.

(1) MELBOURNE EXHIBITION CENTRE CAR PARK - this is an undercover car park

Entry and Exit via Normanby Road - 24 Hour Operation

Day Rate: Monday to Friday (to 6:00pm)

0 - 1 hour \$9.00 Minimum

1 - 2 hours \$18.00

2 - 3 hours \$27.00

3 - 4 hours \$36.00

4+ hours \$36.00 Maximum

Early Bird Rate: Monday to Friday (entry between 6:00am – 9:00am and exit between 3:00pm – 12:00am)

Early Bird Rate \$13.00 Maximum

Evening Rate: Monday to Thursday (Entry after 6pm and exit before 6am)

Night Rate \$12.00

Weekend Rate: Per exit, per day (from 6:00pm Friday to 6:00am Monday)

Weekend Rate \$14.00 Per exit, per day

Any enquiries please call the Wilson Car Park office (03) 9224 0301

(2) SOUTH WHARF Enter via Normanby Road – this is an open air car park

Single Exit Tickets \$5.00 for 12 hours Per 12 hours

Open 24 hours, 7 days a week

0 - 1 hour \$4.00 Minimum

1 - 2 hours \$8.00

2 - 3 hours \$12.00

3 - 4 hours \$16.00

4 - 5 hours \$20.00

5 – 6 hours \$24.00

6+ hours \$28.00 Maximum

Deliveries & Property Security

Neither ICMS Pty Ltd, ExpoNet, the XXII Congress of the International Society for Photogrammetry and Remote Sensing Organising Committee, nor the MCEC will accept responsibility for the safety or well being of any display or product items delivered directly to the Exhibition venue. Nor will ICMS Pty Ltd, ExpoNet, the XXII Congress of the International Society for Photogrammetry and Remote Sensing Organising Committee, nor the MCEC take delivery of such items on behalf of an exhibitor. Exhibitors should have all goods and exhibits adequately insured for the period from when goods are dispatched to the Exhibition, until goods are removed from the Exhibition and received at their return address.

Please note that all deliveries MUST have a delivery label attached to each parcel clearly noting that each item is an 'EXHIBITOR MATERIALS'. The delivery docket must also be sent through to the Conference Office prior to delivery for approval.

The Loading Dock will not accept Exhibitor deliveries prior to the scheduled exhibitor move in time.

Loading Dock staff hire charges apply if assistance is required to transport freight from the Loading Dock to exhibition area.

The MCEC will not sign possession of goods from couriers on behalf of exhibitors or clients. To avoid issues with the delivery of your goods always ensure that a representative is on site to take possession of these goods.

Deliveries to your stand can only be made before or after Exhibition Opening Hours for delegates.

Courier / Freight – pre and post Conference

Exhibitors are advised booking their own courier for material delivery and pick up requirements, using their existing suppliers.

For assistance with the delivery of freight, Schneker Australia Pty Ltd are the official freight contractor. Their contact details are on page 4. Schenker can arrange all local, interstate and international transport services to the venue.

Storage of early consignments and storage after the exhibition will also need to be organised through your freight forwarder as there is NO STORAGE at the Conference and exhibition venue.

Prior to the exhibition, Schenker will contact all exhibitors to discuss specific transportation and other logistical requirements. Schenker Australia Pty Ltd can assist in the following logistic services:

International transport
Domestic transport

On-site material handling
Storage of empty packaging during the event

Loading Dock – enter off Normanby Road (see Location map on page 13)

- For further information on the MCEC Loading Dock please see the 'Loading Dock' section on page 9

Exhibitor entry during Exhibition

Exhibitors may enter 30 minutes prior to the opening each day via the main entrance.

Entry to the Exhibition will be authorised only with an Exhibitor pass.

Food and beverage sampling

The Victorian State government food and Liquor regulations that cover all distribution of food and beverage products will continue to be applied to all events held at the Melbourne Convention and Exhibition Centre.

The MCEC has exclusive rights for the sale and distribution of all food and drink.

No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors or delegates of the XX11 Congress of the International Society for Photogrammetry and Remote Sensing without the prior written approval of the Conference Office and in turn the MCEC. Generally, MCEC management will not object to the distribution by exhibitors of food items, used as a means of demonstrating any product manufactured or supplied by the exhibitor, forming part of an exhibition. However the sale of such products is not permitted.

Please submit all proposals for approval to Michelle Bye, Conference Administrator at isprs2012@icms.com.au detailing the item/s, quantities, and relation to the core business.

As a rule, guidelines for the distribution of sample servings of food or beverages are as follows:

- All Exhibitors wishing to distribute food or beverage must register a temporary food premises with the Melbourne City Council.
- Samples must be given away free of cost.
- Such samples must be items that registered exhibitors wholesale in the normal conduct of their business or are produced by equipment used in the normal conduct of their business.
- Exhibitors must obtain a Limited Liquor Licence from the Office of Director of Liquor Licensing in Victoria if they wish to provide alcoholic samples. Ph 1300 650 367
- Sample portions must be of a tasting style and size only - no larger than 50ml.
- Sampling of alcoholic product can be conducted in the licensed area only.
- Extra cleaning charges incurred through spillage or the removal of food or wet waste will be the responsibility of the Exhibitor.

Insurance

Exhibitors should ensure that adequate insurance coverage is taken out against the loss, theft or damage of all products brought to the Exhibition. This includes during transportation to and from the event. It is recommended that Exhibitors take out public liability insurance to cover any loss, damage, expense, liability, mishap or injury which may occur within their stand area or in connection with the construction of their stand.

Liability

Whilst every precaution will be taken, neither ICMS Pty Ltd, ExpoNet, the XXII Congress of the International Society for Photogrammetry and Remote Sensing Organising Committee accept responsibility for any loss or damage which may occur to persons or property at the Exhibition (from any cause whatsoever).

Loading Dock / Access for Exhibitors - enter off Normanby Road

All vehicles entering the Melbourne Convention Centre Loading Dock will be issued a 30-minute unloading permit. This is a Self-Servicing Loading Dock.

If assistance is required Schenker Australia are the appointed freight handling company.

The MCEC will not sign possession of goods from couriers on behalf of exhibitors or clients. To avoid issues with the delivery of your goods always ensure that a representative is on site to take possession of these goods. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of the Conference. All goods must be collected by the end of the official move-out time.

Removal of Goods

Exhibitors removing goods must wear their Exhibitor badge or company identification badge when removing goods from the Exhibition. Security may request identification in order to verify details.

Storage

There is NO storage available at the Melbourne Convention and Exhibition Centre.

Storage of early consignments and storage after the exhibition will need to be organised through your freight forwarder. See page 5 for information on Freight forwarding contractors.

Safety Requirements

All Exhibitors are required to wear high visibility vests and closed toed shoes during the move-in and move-out times, whilst a fork lift or other heavy machinery is in operation. This is a mandatory requirement issued by the MCEC and the policy will be enforced on site by security and staff.

Please Note: No children under the age of 15 are permitted on site during set up and pack down.

Security

There will be security guards on duty during the move-in, Exhibition days and move-out.

Smoking

Please note that smoking is not permitted at the Conference and Exhibition venue.

Testing and Tagging

It is a legal requirement in all temporary Exhibition work sites that all electrical equipment be tested and tagged. This applies to all contractors working on site and exhibitors who bring in electrical leads and appliances for their stands during exhibitions.

EXHIBITOR BADGES

Don't forget these

Badges

It is essential to pre-register all Exhibition booth staff. To do so please click on the following link:

<https://www.icms.com.au/isprs2012/register/exhibitor.asp>

Exhibitor badges are supplied to all personnel working on the Exhibition stand, and should be worn at all times during Exhibition hours for security reasons and for the benefit of delegates attending. The badges have space for your organisation's name and the individual's name. In the interests of security, they should be worn so they are clearly visible.

Exhibiting companies who have purchased floor space or a shell scheme package are entitled to two exhibition badges per 9m². Sponsoring companies will have an agreed number of badges included in their package entitlements. Badges will only be issued to those employees/delegates that are included in a pre-approved exhibitor list or confirmed by the exhibition stand contact onsite.

Additional badges can be purchased at a cost of \$600.00. This amount covers the cost of daily catering and the welcome and exhibitor reception. It is imperative this amount is paid upon application.

Exhibitor passes alone do not allow entry into any Conference programmed sessions or to the Conference Dinner or other associated meetings and events.

Badges will be available for collection at the Registration Desk and will not be distributed in advance.

In order to receive the complimentary badges per 3x3 (9m²) stand, the online form must be completed.

All Exhibitors must be registered no later than Friday, 20 July 2012. Onsite registrations will cost \$750.00 each.

Exhibitor Registration Onsite

Exhibitors registering or picking up badges on site will be required to show proof of identity/employment and leave a business card with the Conference Registration Desk.

It is the responsibility of each Exhibiting Company to provide authorisation for individuals to receive badges.

Individuals requesting badges on site who have not been pre-registered or who do not have proper authorisation will not be issued with a badge.

Sharing Generic Exhibitor Badges

The Conference Office is happy to arrange shared or generic company badges for those exhibitors who a roster of different staff members attending the Exhibition to man the booth.

These badges can also be collected from the Registration Desk. The registration staff can change the names on each badge onsite if required.

Once the staff member has finished their shift they are required to drop the badge and Conference program back to the Registration Desk for the next person to collect.

VENUE INFORMATION

Melbourne Convention and Exhibition Centre (MCEC)

Convention Centre entrance

Loading Dock – enter off Normanby Road
South Wharf Victoria 3006 Australia

Height of Foyer

Clear height of 11.5m and maximum height of 18m between trusses.

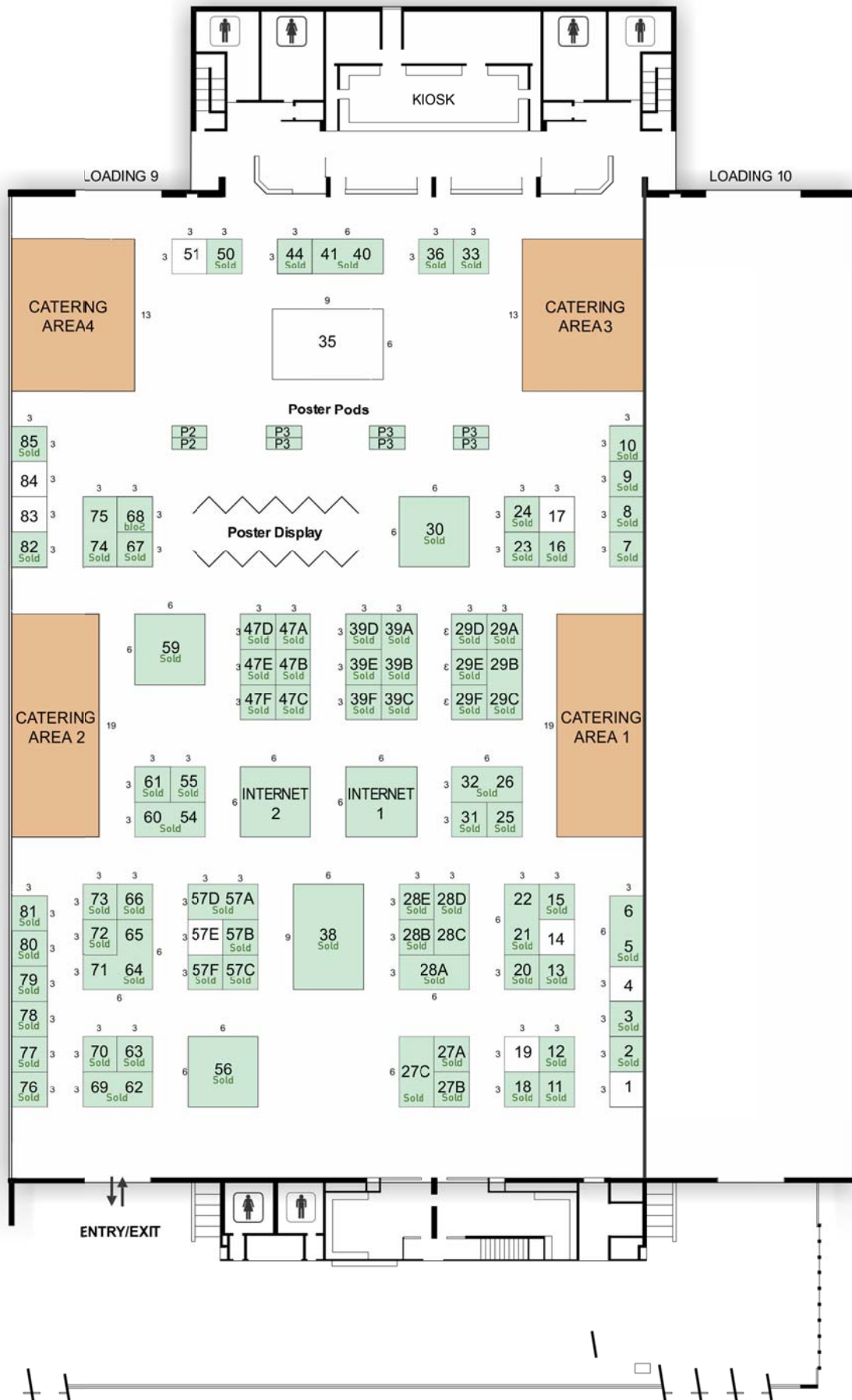
Load Allowance on Foyer Floor

The Hall has a design live load of 20Kpa (or 2 tonnes per sqm).

This allowance caters for:

- > A fully laden road vehicle
- > 1m of soil coverage (18 Kpa)
- > 2m of water coverage (20 Kpa)
- > Multi-level displays

EXHIBITION FLOOR PLAN



MCEC VENUE PLAN



YOUR STAND

Stand information

Audio Visual Requirements

Please contact ExpoNet for any audiovisual requirements or visit their website at www.exponet.com.au. All Audio Visual orders will be quoted separately and will incur freight & handling charges.

Banners and Signs

Signs, banners and similar materials may not be nailed, stapled, hung or attached to the Melbourne Convention and Exhibition Centre ceilings, walls, windows and other surfaces. Damages resulting from installation will be charged. Please also refer to the Exhibition Rules and Regulations regarding the hanging of banners and signs.

Helium balloons must be fixed features of a stand or exhibit. There is a minimum charge of \$330 to retrieve loose balloons from the centre's exhibition hall ceiling.

Pre approval is required for helium balloons via Exhibitor Services Tel 03) 9235 8110 or email: exservices@mcec.com.au

If you require any banners or signs for your stand, we recommend that you contact ExpoNet for advice and assistance. The approved rigging company must carry out all rigging.

Canvassing

Exhibitors may not canvas or distribute promotional material other than from their Exhibition stand.

Catering Stations

Catering stations stipulated on the floor plans are not indicative of final locations. The venue and the Conference Organisers will make the final decision on locations once the exhibition build is complete and based on final delegate numbers.

Contractors

The services specified in this manual are available for use by Exhibitors. ICMS Pty Ltd are not the agent for either contractors or subcontractors, and will accept no liability for any contract entered into between Exhibitors and contractors for the negligence or default of any such person, their servants or agents.

The Exhibition Organisers have appointed official contractors in order to control the number of people at the Exhibition venue. However, an Exhibitor may appoint their own contractor if they wish. The Exhibition Organisers must approve any contractors other than the official contractor. Unless otherwise stated, Exhibitors are responsible for making their own arrangements for services required.

It is the responsibility of all Exhibitors to see that their contractors or agents are familiar with the Rules and Regulations of the Exhibition including any rules and regulations of the Melbourne Convention and Exhibition Centre. Exhibitors are reminded to observe all regulations concerning the use of Trade Union Labour within the venue, and to ensure their contractors and agents are aware of these and any other regulations that may apply.

Deliveries

Please refer to the previous 'General Information' section for delivery details and instructions.

Electrical / Lighting Requirements

The official electrical contractor must carry out all electrical supply and connection work. There are a number of options available to exhibitors for power supply and special lighting. For further information, please contact ExpoNet at www.exponet.com.au

Floor Space Only / Custom Stands

Floor space only / Custom Stand Exhibitors are required to submit their stand layout and design for approval by Friday, 20 July 2012. Please complete the appropriate form and return to Michelle Bye at the Congress Office at xm@icms.com.au. Exhibitors may not be permitted onsite if the design is not received by this date and approved by the **Conference Organising Committee and venue**.

Furniture

If you intend to order furniture or display fixtures for your stand, we advise that you plan the layout very carefully so that it is coordinated with the rest of your stand and not overcrowded.

We recommend ExpoNet if you require the hire and coordination of furniture, brochure stands, flat screens etc. You can contact ExpoNet by visiting their website at www.exponet.com.au

No tables, chairs or additional furniture will be supplied by the Conference Organisers.

Noise

Microphones, sound amplification, machine demonstrations and videos will be permitted where the level of sound causes no annoyance to neighboring exhibitors, visitors and sessions. The Conference organisers and venue staff will be the sole judge of an acceptable noise level.

Partition / Wall Height

The standard height for partition walls is 2.4 metres. Floor space only stands may not exceed this height unless written permission has been obtained from the Exhibition Organisers. Stands of a two-storey nature and stands exceeding 5 metres in height will not be accepted.

Plants

Please contact ExpoNet for assistance with the hire of plants for your stand or visit their website to **book online at** www.exponet.com.au

Public Liability Insurance

Exhibitors should arrange adequate public liability insurance and any other insurance appropriate for the risks associated with the exhibition.

Whilst the necessary security will be provided during the Exhibition, ICMS Pty Ltd, the Organising Committee nor the MCEC, nor any of their staff, employees, agents or other representatives shall be held accountable for or liable for, and the same are released from and indemnified against liability, costs, demands, expenses, or proceedings for any damage, loss, harm or injury to any person, entity or their staff, employees, agents or other representatives howsoever caused or to any property however caused or any of its staff, employees, agents or other representatives, nor for goods sent to the MCEC, before or remaining after the Exhibition, nor whilst in transit to or from the Exhibition or during the Exhibition. In the event of industrial disruption and/or equipment failure due to power supply problems, the Conference Organisers, Committee and/or MCEC will not be held liable and accept no responsibility for loss of monies incurred by exhibitors or damage to property.

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 area are recommended.

Rigging

All rigging at the Melbourne Convention and Exhibition Centre must be done through MCEC approved rigging companies. Listed below are details of the MCEC approved rigging companies. Please contact them directly to discuss your requirements and to obtain a quote.

Please Note: ExpoNet, our official exhibition contractors are included in the list of approved rigging companies.

The XXII Congress of the International Society for Photogrammetry and Remote Sensing

Others include:

Clifton Productions Pty Ltd
84 – 88 Chifley Drive
Preston VIC 3072
Tel (03) 9484 8044
Fax (03) 9484 8166

Diversity Rigging Pty Ltd
GPO Box 1210K
Melbourne VIC 3001
Tel (03) 9585 4613
Fax (03) 9585 4619

Showtech Australia Pty Ltd
15 Capital Court
Braeside VIC 3195
Tel (03) 9587 7311
Fax (03) 9587 2500

Harry The Hirer
81-95 Burnley Street
Richmond VIC 3121
Tel (03) 9425 8666
Fax (03) 9429 6842

Shelving

Wall mounted shelving can be ordered through ExpoNet.

Stand Perimeter

All display material, furniture and selling aids must be kept within the perimeter of the stand. Any stands exceeding their allocated space will be alerted by the Venue Manager and Security.

TYPES OF STANDS

Floor space only

Stand Name Sign

No stand name will be supplied by the Conference Organisers. Exhibitors should contact ExpoNet for assistance.

Stand Design Restrictions

All structures on-site will be subject to the approval of the Organisers. Floor plans and designs with specifications MUST be submitted for approval **NO LATER Friday, 20 July 2012**.

The general clear height in the Bays is 8.5m.

Where the wall of one stand exceeds the height of an adjoining stand, that portion of the wall in excess shall be clad on the reverse side to present a clean appearance – at the cost of the exhibitor requiring a higher wall section.

Materials used in stand construction and design must not be readily ignitable nor be capable of emitting toxic fumes should ignition take place.

Large spans and solid overhead areas need to be perforated or have breaks between panels / sheets.

Temporary structures over 100 square metres require a building permit and application fees are applicable.

Electrics

No power points or lighting will be supplied by the Organisers however all power consumed during the Exhibition period has been included in the cost of your stand. The official electrical contractor is ExpoNet and all work to exhibitor's stands must be carried out by ExpoNet.

Wall and Signage

No walling or signage will be supplied by the Organisers. Should you require a company name sign and/or walling, please contact ExpoNet.

TYPES OF STANDS

Exhibition Booth

Shell Scheme Booth

Stand Name Sign (Fascia)

One sign bearing the exhibitor's company name will be entered on each stand. The company name style for all Shell Schemes is uniform with a maximum of 30 letters and a white background. Words such as Pty Ltd etc are deleted. There is one company name sign per stand. Corner stands have two name signs. Shell Scheme exhibitors are required to confirm their Fascia Name with ExpoNet by Friday, 20 July 2012.

Shell Scheme Partitioning

Under no circumstances may exhibitors fasten articles to the stand walls in a manner that may damage them. Any damage caused to panels will be charged to the exhibitor. Acceptable methods of display fixing are:

Velcro strips and spots

Blutac

Double-sided adhesive tape

Shelving and Octanorm hooks – available from ExpoNet

These items will not be supplied by either the Organisers or the MCEC. It is the responsibility of each exhibitor to supply their own display fixing accessories.

Modular Walls and Fascia

Walls are white in aluminium Octanorm frame and are 2.5m high. Standard fascia board with your company name in vinyl lettering (2 for corner stand booths). Fascia will be installed over all open aisle frontages unless advised in writing prior to installation.

Lights

2 x 150 watt track spotlights per 3x3m (9m²) will be fitted.

Power

1 x 240 volt power point per 9 square metres (maximum loading 4 Amp or 1000 watt). Should you require additional power please complete the Lighting and Power Order Form and return it to ExpoNet.

SUMMARY & CHECKLIST

For your convenience

ENCLOSED IN THIS MANUAL:

ICMS Forms (Exhibition Organisers) due Friday, 20 July 2012

	Date Booked:	Completed
▪ Exhibitor Registration Form (<i>via online link</i>)	___/___/2012	<input type="checkbox"/>
▪ Additional Exhibitor Registration Form	___/___/2012	<input type="checkbox"/>
▪ Exhibitor Profile	___/___/2012	<input type="checkbox"/>
▪ Delivery Label (for approval by venue)	___/___/2012	<input type="checkbox"/>

UPON REQUEST TO CONTRACTOR:

1) ExpoNet (Official Stand Contractor) due Friday, 20 July 2012

Contact: Chloe Armstrong at chloe.armstrong@exponet.com.au or call +61 3 9676 7777

	Date Booked:	Completed
▪ Rigging Request	___/___/2012	<input type="checkbox"/>
▪ Additional Power & Lighting	___/___/2012	<input type="checkbox"/>
▪ Fascia Signage Text & Logo	___/___/2012	<input type="checkbox"/>
▪ Audio Visual Equipment Hire Form	___/___/2012	<input type="checkbox"/>
▪ Furniture Order Form	___/___/2012	<input type="checkbox"/>
▪ Custom Build Stand Design Application	___/___/2012	<input type="checkbox"/>

2) Schenker (Freight and Storage Services Contractor) due Friday, 20 July 2012 –

Contact : Sarah Luppino at sarah.luppino@dbschenker.com

	Date Booked:	Completed
▪ SCHENKER Booking Form (If Required)	___/___/2012	<input type="checkbox"/>

UPON REQUEST TO VENUE

(ONLY IF THESE ADDITIONAL EXTRAS ARE REQUIRED):

MCEC (Conference Venue) due Friday, 20 July 2012 –

Contact: Exhibitor Services at exservices@mcec.com.au or call +61 3 9235 8110

	Date Booked:	Completed
▪ Temporary Liquor License for sample distribution	___/___/2012	<input type="checkbox"/>
▪ Temporary Food Premises Registration	___/___/2012	<input type="checkbox"/>
▪ Communications Order Form	___/___/2012	<input type="checkbox"/>
▪ Business Support Equipment Order Form	___/___/2012	<input type="checkbox"/>
▪ Stand Catering Order Form (Coffee/Esspresso Machine)	___/___/2012	<input type="checkbox"/>



Strike out whichever building destination is incorrect

Loading Dock Delivery Label

Goods will not be accepted unless the building facility below is identified.

DELIVERING TO WHICH BUILDING:	EXHIBITION CENTRE BUILDING Melbourne Convention and Exhibition Centre Exhibition Centre entrance Loading Dock – enter off Normanby Road South Wharf Victoria 3006 Australia
YOUR CONTACT NAME:	
YOUR CONTACT PHONE NUMBER:	
NAME OF EVENT:	ISPRS
DATE OF EVENT:	25 August to 01 September, 2012
ROOM / AREA FOR DELIVERY:	EXHIBITION BAYS
STAND NAME:	
STAND NUMBER:	
TOTAL NUMBER OF ITEMS:	
ITEM NUMBER:	
DESCRIPTION OF GOODS:	

Terms and Regulations

1. If the Exhibitors fail to comply in any respect with the terms of this agreement the Organisers shall have the right to sell the space and the Exhibitor shall be liable for any loss suffered by the organisers thereby, and all monies paid by the Exhibitor hereunder shall be absolutely forfeited to the Organisers. If the Exhibitor fails to occupy the said space by the advertised opening of the show, the Organisers are authorised to occupy or cause the said space to be occupied in such manner as it may deem best for the interest of the Exhibition without refund to the said Exhibitor and without releasing the Exhibitor from any liability hereunder.

2. No Exhibitor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with an adjoining Exhibitor.

3. All Exhibitors shall be producers, importers or representatives for goods and/or services displayed. No Exhibitor shall display on his stand any advertisement for goods manufactured and/or sold, or services provided by a non-Exhibitor unless written permission has been obtained from the Organisers. No Exhibitor or Sponsor shall provide any delegate or visitor with access to the Internet or e-mail from within a stand or within the venue unless written permission has been obtained from the Organisers.

4. **Dismantling the Exhibits.** Exhibits must not be removed and displays not be dismantled either partially or totally, before the closing time on the last day of the Exhibition. All exhibits and display material must be removed as soon as possible and by the time indicated

5. Exhibitors shall comply with the rules and regulations stipulated by the Organisers, the venue management, the Health Department and the Metropolitan Fire Brigade and with all relevant State and Commonwealth Acts.

6. The Exhibitor will not damage any walls or floors or ceiling of the exhibition area in which his stand is located - by nails, screws, oil, paint, or any other cause whatsoever and the Exhibitor shall be liable for, and make good at its own expense, any such damage.

7. Exhibitors have seven (7) days in which to make their final payment when it falls due. After this time, if the final payment has not been received, the stand will be available for sale to another firm. All deposits paid to this stage will automatically be forfeited and no refund will be made. No Exhibitor shall occupy his stand space in the Exhibition until all monies owing to the Organisers by the Exhibitor are paid in full.

8. **Exhibitors' Liabilities.** The Exhibitor agrees and acknowledges that the Organiser shall not be liable for and hereby agrees to release and indemnify the Organiser its servants, employees, directors, subcontractors and agents from and against all liability, actions, suits, proceedings, damages, claims, demands, costs and expenses whatsoever (including without prejudice to the generality of the foregoing, any claim for costs, personal or property loss or damage, interest, contribution, indemnity, expenses and any compensation costs and disbursements paid by the Organisers to compromise or settle any such claims), which may be taken or made against or incurred or become payable by the Organisers its servants, employees, directors, subcontractors and agents or any other person or entity arising out of or in connection with the Exhibition howsoever caused whether or not such loss or damage is caused or contributed to either directly or indirectly as a result of any negligent or intentional acts, defaults, or omissions on the part of the Organiser, its servants, employees, directors, subcontractors and agents.

Notwithstanding the indemnity hereby given, the Exhibitor undertakes to arrange appropriate third party liability insurance.

9. **Insurance Liability.** Neither the Organisers nor the venue owners will be responsible for the safety of any Exhibitor or any other person, any exhibit or property of any Exhibitor or other person or for the loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor for any reason whatsoever including but without prejudice to the generality of the foregoing any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, Inevitable accident, force major, or any other cause not within the control of the Organisers or for any loss or damage occasioned, if by reason of happenings of any such event the opening of the Exhibition is prevented or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the Exhibition. The Exhibitor agrees and undertakes to insure in their full replacement value the contents of his stand and all associated equipment and materials.

10. The Exhibitor is responsible for the safety of his products, display and stand. During move-out period, material should not be left unattended at any time.

11. It is the responsibility of the Exhibitor to leave his stand space clean and tidy during the Exhibition and after moving out.

12. The Organisers reserve the right to postpone the holding of the Exhibition from the set dates, and to hold the Exhibition on other dates as near to the original dates as practicable, utilising the right only where circumstances necessitate such action and without any liability to the Organisers.

13. If due to any unforeseen circumstances it is found necessary to close the Exhibition on any day or days or to vary the hours the Exhibition is open the Organisers reserve the right to do so, at their sole discretion.

14. The Organisers may from time to time add to or vary the foregoing rules and regulations and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers.

15. **Cancellation of Space:** In exceptional circumstances the Organisers will be prepared to consider cancellation of their Contract with Exhibitors, but only if the following conditions are complied with:

(a) That the request for cancellation is submitted in writing;

(b) That the Organisers are able to re-let the cancelled space in its entirety;

(c) That the reason given for the request of the cancellations is, in the opinion of the Organisers, well founded;

(d) That the Exhibitor agrees that the Organisers shall retain 10 percent of the contract price if the cancellation is accepted more than twelve months before the Exhibition, 50 percent of the contract price if the cancellation is accepted after that time but greater than three months before the opening of the Exhibition and 100 percent of the contract price if the cancellation is accepted within three months of the opening of the Exhibition.

16. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

17. **Conduct of Exhibitors and Representatives.**

Annoyance: The Organisers reserve the right to stop any activity on the part of, supplied by, promoted by or facilitated by any Exhibitor that may in the opinion of the Organiser cause any annoyance, loss or damage of any kind to other Exhibitors, Sponsors or visitors. Business must be conducted only from the Exhibitor's own stand and under no circumstances may this be carried out from a gangway or elsewhere in the Exhibition.

Microphones: The use of microphones and announcements (amplified or otherwise) is permitted, but the volume must not be such as to cause annoyance to other Exhibitors. The Organisers reserve the right to prohibit their use if in the Organisers' opinion any annoyance is being caused.

Gangways: Any encroachment upon gangways or passages shall be deemed to be a breach of contract and articles or goods found therein during the period of the Exhibition may be removed by the Organisers or their agents and the Organisers shall not be responsible for any loss thereto occasioned by such removal.

Publicity Material: Any publicity material shall be displayed and/or given away only from within the Exhibitor's own stand. Sponsorship activities shall only occur within the area of the Exhibitor's own stands - roving masseurs, wandering dancers etc. will not be allowed.

Competing Events: The Exhibitor shall not arrange competing events against any of the official Conference events without prior written approval by the Conference organiser and the convenor. All requests must be submitted no later than three months prior to the commencement of the Conference.

Timing: Exhibitors shall ensure that events arranged by them before and after Conference will not overlap with Conference activities - Breakfast Conferences must finish 15 minutes prior to the commencement of the program, and evening functions not commence until 30 minutes after the end of the program.

18. The Organisers shall not be responsible for any damages claimed by any person or persons who may be injured whilst in the area allotted to the Exhibitor and the Exhibitor agrees to indemnify the Organisers in the event of any claim made against the Organisers.

19. **Right of Rejection.** Exhibits are admitted to the Exhibition, and shall remain there, solely on strict compliance with these Rules and Regulations. The Organisers reserve the right to prohibit in whole or in part and reject any Exhibitor or his representative in the case of failure to comply with the Rules and Regulations. There shall be no return of payment if the Organisers deem such rejection or prohibition necessary.

20. No stand or area within a stand may be sublet in any manner without consent of the Organisers.

21. If there is any inconsistency between the provisions of these Regulations and the provisions of the Sponsorship Prospectus, these Regulations shall prevail.

22. Law of the Contract. The Contract is governed in all respects by the law of the State of Victoria and any legal action arising under the Contract shall be litigated only in the appropriate Court having jurisdiction in that State.