



5th World Congress of Paediatric Cardiology and Cardiac Surgery

Exhibitor Manual

Sunday, 21 June – Friday, 26 June 2009

Cairns Convention Centre, Australia

www.pccs2009.com

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CONTACT PEOPLE

Who's who

Exhibition Organisers

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Official Stand Contractor

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Australia

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Contact Name
Nina Marland

Venue Contact

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Contact Name
Penny Menzies

Official Logistics Contractor

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Alexandria NSW 2015
Sydney, Australia 2000

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Facsimile: +61 2 9333 0470
Email: Ruediger.troll@schenker.com
Website: www.schenker.com.au

Contact Name
Ruediger Troll

IMPORTANT DATES

Remember these

Exhibition Opening Hours

Sunday, 21 June 2009	07:00 – 17:00
	19:00 – 20:30 (Re-open for Welcome Reception)
Monday, 22 June 2009	07:00 – 17:00
Tuesday, 23 June 2009	07:00 – 17:00
Wednesday, 24 June 2009	07:00 – 17:00
Thursday, 25 June 2009	07:00 – 17:00

- Stand personnel may only enter the Exhibition 30 minutes before and remain 30 minutes after the close of the Exhibition each day.
- Exhibitor badges must be worn at all times and will be available from the Registration Desk.
- Stands must be secured against theft or damage when the stand is left unattended.
- **NB** Installation/dismantling hours are subject to change, however Exhibitors will be notified if a change in hours occurs.

Move In and Set Up

Friday, 19 June 2009	09:00 – 20:00	Exhibition Contractors
Saturday, 20 June 2009	09:00 – 17:00	Exhibitors

- All Exhibits must be completed no later than 17:00 on Saturday, 20 June. Should Exhibitors exceed this time allocation or cause delay, a fee will be charged.

Dismantling and Move Out

Thursday, 25 June 2009	17:00 – 20:00	Exhibitors
Friday, 26 June 2009	09:00 – 20:00	Exhibition Contractors

- All stands and packaging material must be removed from the Exhibition by 20:00 on Friday, 25 June 2009.
- If not removed by this time, all goods will be disposed of at Exhibitor's expense

GENERAL INFORMATION

What you need to know

Accommodation

Booking accommodation for the Congress can be done via the link emailed to you. If you need this link again please contact nd@icms.com.au. The accommodation booking deadline is **Monday, 11 May 2009**.

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.

Arrival

Exhibitors must check-in at the Registration Desk to collect their Exhibitor badges during the Registration Desk hours. The Registration Desk hours are as follows:

- | | |
|---------------------------|---------------|
| ▪ Saturday, 20 June 2009 | 14:00 – 18:00 |
| ▪ Sunday, 21 June 2009 | 07:00 – 20:00 |
| ▪ Monday, 22 June 2009 | 07:00 – 17:30 |
| ▪ Tuesday, 23 June 2009 | 07:00 - 17:30 |
| ▪ Wednesday, 24 June 2009 | 07:00 – 17:30 |
| ▪ Thursday, 25 June 2009 | 07:00 – 17:30 |
| ▪ Friday, 26 June 2009 | 08:30 – 11:00 |

Exhibitor Badges

Exhibitors must register in advance by **Friday, 15 May 2009**. Badges can be collected from the Registration Desk, during opening hours.

Car Parking

The Cairns Convention Centre car park is by way of coin operated boom gates with a per entry fee of A\$3.00. Access to the car park is via Sheridan Street entry. The car park is open Monday to Friday and on weekends if an event is held at the Centre.

Communications

The Cairns Convention Centre can supply the following services to stands:

- Computer and Audio Visual
- Food and Beverage
- Banner Hanging
- Stand cleaning
- Business support services
- Internet access
- Telephone line, ADSL link, wireless access
- Handling equipment
- Water and waste

Exhibitors requiring any of the above services should complete the relevant Services Order Form and return it by the time stated on the form to Cairns Convention Centre. Contact details for the Convention Centre are located in the Summary Contact Section of this manual.

Deliveries

ICMS Pty Ltd, Exhibition Hire, and the Cairns Convention Centre **DO NOT** 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, Exhibition Hire, or Cairns Convention Centre 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. Pre delivered items will be accepted at the Cairns Convention Centre but must be prearranged with the Cairns Convention Centre prior to sending.

Providing the Cairns Convention Centre Delivery Label is completed and attached to consignments, Cairns Convention Centre Staff will deliver direct to your stand or the Exhibition Area – there is no requirement for you to be at your stand at the time of delivery.

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

Deliveries - On Site

Due to access restrictions on the loading bay facilities at the Cairns Convention Centre, it will be necessary for Exhibitors/contractors and/or appointed carriers to book a move in and move out time with the Cairns Convention Centre. It is important that you keep to the arranged time to avoid inconveniencing other Exhibitors and the smooth running of the operation.

Please contact the Cairns Convention Centre on Telephone: +61 7 4042 4200 or Facsimile: +61 7 4052 1152 to book your move in and move out times. It is vital that this is adhered to. ICMS Pty Ltd cannot book times for you.

All equipment **MUST** be taken through the loading bay area. Vehicles are not permitted to enter the Exhibition hall.

Exhibitors will be responsible for moving all their own equipment with the assistance of the Cairns Convention Centre Staff, if available. Forklift and operator, hand trolleys and pallet jacks will be available at the Cairns Convention Centre subject to availability. Fees may be applicable for these services depending on requirements and will be quoted prior to service commencing.

Exhibition deliveries and satchel inserts (please use the appropriate delivery label) will only be accepted on site to the Cairns Convention Centre from **Monday, 15 June 2009**. Deliveries will only be accepted between the hours of 9am – 5pm. Please note that for deliveries outside these hours please contact the Cairns Convention Centre as labour charges may apply.

Exhibitor Entry during Exhibition

Exhibitors may enter 30 minutes prior to the opening each day via the main entrances to Hall 2. **Entry to the Exhibition will be authorised only with an Exhibitor pass.**

Insurance

Exhibitors must 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 and of their stand.

PCCS 2009 Congress C/- ICMS Pty Ltd have retained the services of an insurance brokerage to provide Public Liability coverage, arranged with QBE Insurance (Australia) Limited. Please complete the form at the end of the Manual. For further information, contact ICMS Pty Ltd at nd@icms.com.au.

Loading Dock / Access for Exhibitors

Hall 2 is easily accessible via the Sheridan Street loading dock (via ramps and is on flat)

Exhibitors and contractors must be made aware of the following regulations concerning vehicle deliveries:

- Drivers must follow traffic and parking directions issued by loading dock personnel at the venue.
- Unloading only – NO PARKING
- Entrances to the buildings must be kept clear of parked vehicles during operational hours.
- Neither ICMS Pty Ltd, WCPCCS 2009 nor Cairns Convention Centre accepts responsibility for the safety of vehicles and their contents whilst they are parked in this area.
- Only the driver and jockey of any vehicle are permitted to disembark and enter the Cairns Convention Centre. No family members, children or pets are permitted access.
- Access to deliver and pick up goods is via the loading dock. All drivers should report to the Loading Dock Manager for directions.

All companies wishing to use the dock must book their move-in and move-out times with the Cairns Convention Centre Loading Dock Manager first.

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.

Security

Please ensure your goods are secured. The Exhibition Hall will be locked and secured overnight and Cairns Convention Centre staff will monitor the general venue.

Liability

Whilst every precaution will be taken, neither ICMS Pty Ltd, the Cairns Convention Centre, Exhibition Hire, nor the Local Organising Committee accept responsibility for any loss or damage which may occur to persons or property at the Exhibition (from any cause whatsoever).

Logistics Contractor / Freight Forwarder

Schenker Australia Pty Ltd has been appointed the official logistics provider and onsite handler for PCCS 2009 at the Cairns Convention Centre. For all your transport needs, talk to their fairs and exhibitions team. (Contact details are listed at the front of the Exhibitor Manual). Schenker provide a total logistics package for trade fairs like Auspack as well as for conferences, hotel exhibitions, forums, road shows, high security and many other special events.

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 (if required)

Safety Requirements

All Exhibitors are required to wear high visibility vests during the bump in and bump out hours. This is a mandatory requirement issued by the Cairns Convention Centre and the policy will be enforced on site by security and Cairns Convention Centre staff. ICMS and the venue cannot provide these vests. High visibility vests are available for purchase at a cost of \$15.00 per vest. Vests can be pre-ordered via the payment detail page at the front of the Cairns Convention Centre manual or purchased during bump in/out at the centre.

Smoking

Please note that smoking is not permitted at the Meeting or inside the Cairns Convention Centre.

Storage

Limited storage is available within the Exhibition area for small cartons and/or promotional materials such as brochures and give-away's. Exhibitors are advised to ensure all cartons, boxes and wrapping materials are removed from their stands prior to the opening of the Exhibition. The Exhibition Organisers are not responsible for storing boxes and display material and cannot be held responsible for the security of items left in any storage area. Exhibitors are solely responsible for goods placed in designated storage areas.

EXHIBITOR BADGES

Don't forget these

Badges

It is essential to pre-register all Exhibition booth staff.

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 are entitled to **two** Exhibitor passes per 9m². Badges will only be issued to employees of exhibiting companies and **not** to registered delegates. **Additional badges can be purchased at a cost of A\$425.00**

This amount covers the cost of daily catering, including breakfast Sunday to Tuesday, and entry to the welcome reception and it is imperative this amount is paid upon application.

Dinner tickets can be purchased via the exhibitor badge forms.

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 9m² stand, you must register via the link provided in the email.

All Exhibitors must be registered no later than Friday, 29 May 2009. Registrations submitted after this date will be charged an additional fee of A\$100.

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 Congress 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.

VENUE INFORMATION

Cairns Convention Centre

The Cairns Convention Centre

The Cairns Convention Centre is a world class venue for meetings in the tropical paradise of Cairns, fringed by the Great Barrier Reef and World Heritage Rainforest. Cairns is the very heart of the Asia Pacific region and its International Airport makes it the most convenient of convention locations.

The Cairns Convention Centre is a purpose built, award-winning meeting facility. Not only is it the most innovative, flexible and functional centre of its kind, it is the most stunning – both inside and out. And for the second consecutive year, was ranked in the top five in the 'World Best Convention Centre of the Year' survey.

The Centre is just minutes walking distance from a wide range of hotels, excellent seven day a week shopping, a wide variety of top class restaurants, arts and crafts markets, galleries and a host of nightly entertainment venues.

Forklifts and Materials Handling

All fork lifts and other materials handling equipment (depending on your requirements) will be operated by the Cairns Convention Centre Loading Dock staff. Special materials handling equipment MUST be booked with Cairns Convention Centre Loading Dock staff at least two weeks prior to the move in. Neither ICMS nor Exhibition Hire can organise or take bookings for the use of the forklift. ICMS Pty Ltd will not be liable or responsible for any loss or damaged caused by the operation of fork lifts or any other equipment used for moving equipment or for any loss or damage arising out of or in connection with the constructions and dismantling of the exhibition stands howsoever caused.

YOUR STAND

Stand information

Audio Visual Requirements

Please see Cairns Convention Centre's exhibitor's kit for any audiovisual requirements or email events@cairnsconvention.com.au

Banners and Signs

Signs, banners and similar materials may NOT be nailed, stapled, hung or attached to the Cairns Convention 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.

If you require any banners or signs for your stand, we recommend that you contact Exhibition Hire 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.

Carpet

Hall 2 is fully carpeted. Exhibitors are responsible for the carpet on their stand and any damage to the carpet will be charged back to the Exhibitor.

Competitions

Exhibitors wishing to conduct competitions or lotteries can do so only if appropriate licenses and approval are gained from the relevant State Authorities and ICMS Pty Ltd.

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 Cairns Convention 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 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 specialist lighting. For further information, please contact Exhibition Hire. Electrical requirements must be ordered through Exhibition Hire.

Floor Space Only Stands

Floor space only Exhibitors are required to submit their stand layout and design for approval by **Friday, 24 April 2009**. Please complete and return the appropriate form in this manual. Exhibitors may not be permitted onsite if the design is not received.

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. For furniture hire, we recommend that you contact Exhibition Hire at www.exhibitionhire.com.au.

Noise

Microphones, sound amplification, machine demonstrations and videos will be permitted where the level of sound causes no annoyance to neighbouring exhibitors, visitors and sessions. ICMS Pty Ltd will be the sole judge of an acceptable noise level.

Partition / Wall Height

The standard height for partition walls is 2.5 metres. Floor space only stands **MAY NOT** exceed this height unless written permission has been obtained from the Exhibition Organisers. Two storey stands will need to be approved by the venue and meet all the regulations in regards to fire and OH & S standards.

Plants

Please contact Exhibition Hire for assistance with the hire of plants for your stand or visit their website at www.exhibitionhire.com.au. All Plant orders will be subject to availability.

Public Liability Insurance

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

Whilst the PCCS 2009 Congress will provide the necessary security during the Exhibition, neither the ICMS Pty Ltd nor the Cairns Convention Centre, 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 Cairns Convention Centre, 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 Organisers, Committee and/or Cairns Convention Centre 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 should also be taken out.

Shelving

Wall mounted shelving can be ordered through Exhibition Hire.

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 and security.

TYPES OF STANDS

Shell Schemes – prior purchase required from ICMS Pty Ltd

(Space you have purchased is not inclusive of walls, lights, power and signage. Should you wish to purchase Shell Scheme, please contact Kate Weston, the Exhibition Coordinator via email: nd@icms.com.au)

Stand Name Sign

One sign bearing the exhibitor's company name will be entered on each stand. The company name style for all Shell Schemes is uniform. Lettering for company names has a maximum of 28 letters. Words such as Company, Limited, Brother etc will be abbreviated. Logos can be included at an additional charge. There is one company name sign per stand. Corner stands have two name signs. **Shell Scheme exhibitors are to complete the Booth Details Order Form and return it to Exhibition Hire by Friday, 15 May 2009.**

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. Blu tack cannot be stuck on the walls, as this will cause damage as walls are carpeted.

Acceptable methods of display fixing are:

- Double sided velcro strips and spots
- Shelving and compatible hooks – available from Exhibition Hire

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

Modular Walls and Fascia

Walls are white in aluminium frame lock frame and are 2.5 metres high. The fascia board is light blue with white text and 30cm high. Fascia will be installed over all open aisle frontages unless advised in writing prior to installation.

Lights

Spotlights will be fitted to the front of your stand (on the back of the fascia) facing into the booth to a ratio of 2 x 150 Watt lights per 9m². Feature lighting will ensure you are noticed. If you would like to incorporate some special effects on your stand, please complete the Lighting and Power Order Form and return it to Exhibition Hire.

Power

1 x 4amp power point per 9m². Should you require additional power please complete the Lighting and Power Order Form and return it to Exhibition Hire.

Custom Stand Packages

Please contact Exhibition Hire for a range of Custom Stand Package ideas.

TYPES OF STANDS

Floor space only

Stand Name Sign

No stand name will be supplied by the Exhibition Organisers. Exhibitors should contact Exhibition Hire 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 than Friday, 15 May 2009**.

Ceiling heights vary throughout the Centre's exhibition area in Hall 2. If any part of the booth/display exceeds 2.4 metres, please contact the Event Coordinator.

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.

Organisations who are not building a structure are not required to submit plans and designs.

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 Exhibition Hire and all work to exhibitor's stands must be carried out by Exhibition Hire.

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 Exhibition Hire.

Floor Coverings

Hall 2 is fully carpeted. **There is no option for the removal of carpet.**

PCCS 2009 Congress

SUMMARY & CHECKLIST OF ENCLOSED

For your convenience

ICMS Forms (Exhibition Organisers) due Friday, 15 May 2009

	Date Booked:	Completed
▪ Shell Scheme Order Form	___/___/2009	<input type="checkbox"/>
▪ Exhibitor Profile	___/___/2009	<input type="checkbox"/>
▪ Public Liability Insurance	___/___/2009	<input type="checkbox"/>

Exhibition Hire (Official Stand Contractor) due Friday, 15 May 2009

	Date Booked:	Completed
▪ Custom Stands Order Form	___/___/2009	<input type="checkbox"/>
▪ Exhibition Order forms	___/___/2009	<input type="checkbox"/>

Cairns Convention Centre Forms (Official Venue) due Friday, 15 May 2009

	Date Booked:	Completed
▪ Exhibition Services Request Form	___/___/2009	<input type="checkbox"/>

Schenker (Official Logistics Contractor) Friday, 15 May 2009

	Date Booked:	Completed <input checked="" type="checkbox"/>
▪ Booking form	___/___/___	<input type="checkbox"/>

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

