Sponsor & Exhibitor Manual

Saturday, 8 September – Monday, 10 September 2018
Brisbane Convention & Exhibition Centre

EXHIBITION HOURS:
Saturday & Sunday 08:00 – 18:00
Monday 08:00 – 16:00
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GESA AGW 2018

Sponsor & Exhibitor Manual Introduction

The information contained in this manual has been compiled for GESA AGW 2018 Sponsor and Exhibitor partners. Please note that all communication pieces will be sent to the nominated contact as listed on your application form. It is this person’s responsibility to circulate this manual to other interested parties e.g. suppliers, contractors etc.

It is each Sponsors/Exhibitors responsibility to ensure all documentation is read, actions are completed and deadlines are met.

This document contains a:
- Key Partner Contacts listing
- Critical Date Summary
- General information related to your participation at GESA AGW 2018

Please read this Information carefully, in conjunction with the following linked documents:
- GESA AGW 2018 Floor Plan
- Brisbane Convention and Exhibition Centre Exhibition Handbook
- Brisbane Convention and Exhibition Centre Delivery Label
- Moreton Hire Exhibitor Manual (Space Only)
- Moreton Hire Exhibitor Manual (Booth)
- Benefits of using Agility Fairs and Events
- Agility Fairs and Events Transport Request Form
- Agility Fairs and Events Materials Handling Form

Brisbane Convention and Exhibition Centre (BCEC)
Services portal Click Here to place an order for GESA AGW 2018.

If you have any questions regarding the information contained in this document or about GESA AGW 2018 in general, please contact:

Gastroenterological Society of Australia
Wendy Weston – Event and Stakeholder Manager

Mobile: 0466 574 002
Email: wweston@gesa.org.au
Web: www.agw2018.org.au

Alternatively, please contact the relevant person listed in ‘Key Partner Contacts’ on the next page. We are here to assist you in any way we can.

We look forward to your participation in GESA AGW 2018
GESA AGW 2018 KEY PARTNER CONTACTS

GESA AGW 2018 ORGANISERS:
Gastroenterological Society of Australia (GESA)
www.gesa.org.au

GESA EXHIBITION COORDINATOR:
Wendy Weston, Event and Stakeholder Manager
Mobile: 0466 574 002
Email: wweston@gesa.org.au
www.agw2018.org.au

KEY PARTNERS:

Brisbane Convention & Exhibition Centre (BCEC) –
Emma Ingram, Exhibitor Services Coordinator
Phone: (61 7) 3308 3536
Email: exhibitorservices@bcec.com.au
www.bcec.com.au

Agility Fairs and Events - Official Carrier and
Onsite logistics (forklifts & storage) provider
Dominga De La Cruz
Phone: (61 2) 8755 8808
Fax: (61 2) 9642 6899
Email: DCruz@agility.com
www.agility.com

Moreton Hire - Official stand, furniture and electrical contractor
Bridget Egan, Account Coordinator
Phone: 0439 737 012
Email: bridget.egan@moreton.net.au
www.moreton.net.au

Ozaccom+ - Official accommodation, registration, abstract portal and tracker
Phone: (61 7) 3854 1611 Fax: (61 7) 3854 1507
Email: ozaccom@ozaccom.com.au
Website: www.ozaccom.com.au

Remco Photography – Official photography partner
Phone: (61 7) 5572 7751 Mobile: 0414 705 470
Email: remco@remcophotography.com
## CRITICAL DATE SUMMARY

Entitlements will be allocated to all Sponsors & Exhibitors once payment is received.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>GESA AGW 2018 Component</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SPONSOR</td>
</tr>
<tr>
<td>30 June 2018</td>
<td>Deadline for submission of Sponsor and Exhibition Applications</td>
</tr>
<tr>
<td>2 July 2018</td>
<td>Sponsor and Exhibitor entitlements portal (upload) closes for:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>30 July 2018</td>
<td>Close of Moreton Hire Exhibitor Forms</td>
</tr>
<tr>
<td>1 Aug 2018</td>
<td>1800 x Satchel inserts required for packing</td>
</tr>
<tr>
<td>17 Aug 2018</td>
<td>Close of Agility Transport Quote Request, Agility Materials Handling Forms &amp; all BCEC orders</td>
</tr>
<tr>
<td>6 Sept 2018</td>
<td>Commencement of freight forwarding to Brisbane Convention &amp; Exhibition Centre</td>
</tr>
<tr>
<td></td>
<td>Ozaccom arrive (PM) to set-up registration desk</td>
</tr>
<tr>
<td>7 Sept 2018</td>
<td>Sponsors &amp; Exhibition Staff bump-in and registration from 14:00. All stands located to the left of the pink line as displayed on the current floor plan commence building from 10am to opening. (24 hour access). Hi-visibility vests must be worn at all times and no open toed shoes to be worn.</td>
</tr>
<tr>
<td></td>
<td>Sponsors &amp; Exhibition Staff bump-out from 16:00</td>
</tr>
<tr>
<td></td>
<td>Moreton Hire dismantle 17:00 – 23:00</td>
</tr>
<tr>
<td></td>
<td>Custom Stand Contractors dismantle 17:00 – 23:00</td>
</tr>
</tbody>
</table>

*Front of hall stand build starts at 11:00
Middle of hall starts at 12:00
Back of hall starts at 14:00
SPONSOR AND EXHIBITOR ENTITLEMENTS

The following GESA AGW 2018 sponsor and exhibitor materials must be loaded onto the Sponsor and Exhibitor Entitlements Portal prior to 17:00 on Monday, 2 July, 2018.

Access to the GESA AGW 2018 Sponsor and Exhibitor Entitlements Portal will be emailed to all Sponsors and Exhibitors once payment is received.

Logos
High Resolution pdf’s OR eps (vector) files are preferred. Resolution: 120dpi – 200dpi @ Output Size (full size).

Company Profile
Your company profile must be loaded as a word document:
► 500 words for Platinum sponsors
► 350 words for Gold sponsors
► 200 words for Silver sponsors
► 100 words for Exhibitors who have purchased 6mx6m of raw floor space
► 50 words for Exhibitors who have purchased 6mx3m of raw floor space

Advertisements
Your advertisement must be loaded as a high resolution print ready pdf in cmyk:
► Full page A4 advertisement for Platinum sponsors
► ½ page A4 advertisement for Gold sponsors
► ¼ page A4 advertisement for Silver sponsors

Satchel Insert Sample
All satchel inserts must be approved by GESA. Please email your satchel insert to Wendy Weston at wweston@gesa.org.au.

Once your satchel insert is approved, a delivery label will be emailed to you. 1800 Satchel inserts must reach the packing company by Wednesday, 1 August, 2018 for inclusion in GESA AGW 2018 registration satchels.

Staff Registrations
All sponsor and exhibitor staff must be registered via the Sponsor and Exhibitor Entitlements Portal and wearing their personalized registration passes in order to gain entry to conference sessions and the exhibition hall. Staff endeavoring to enter these areas without a pass will be denied entry to these areas.

Additional registrations can be purchased for $100 plus GST per person per day, via the Sponsor and Exhibitor Entitlements Portal or at the GESA AGW 2018 registration desk from 08:00 on Friday 7 September 2018.
REGISTRATION

Complimentary Sponsor and Exhibitor registrations will be available for pick-up at the registration desk from 08:00 on Friday 7 September 2018. Each company will receive their total allocation in one pack under the name of the relevant company.

The GESA AGW 2018 Registration Desk will be located in the main foyer and open from:

08:00 – 17:00 Friday, 7 September 2018
07:00 – 18:00 Saturday, 8 September 2018
07:00 – 18:00 Sunday, 9 September 2018
07:00 – 17:30 Monday, 10 September 2018
EXHIBITION

Exhibition Floor plan
The exhibition floor plan is available here.

Exhibition Hours

<table>
<thead>
<tr>
<th>Date</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday, 8 September</td>
<td>08:00 – 18:00</td>
</tr>
<tr>
<td>Sunday, 9 September</td>
<td>08:00 – 18:00</td>
</tr>
<tr>
<td>Monday, 10 September</td>
<td>08:00 – 16:00</td>
</tr>
</tbody>
</table>

Exhibition staff will have access to the exhibition area from 07:00 each morning.

Official Stand Builder
Moreton Hire has been appointed as the official stand, furniture and electrical contractor for GESA AGW 2018. Please refer to the Moreton Hire Exhibitor Manual for information relating to the shell stand inclusions and relevant signage, electrical and furniture order forms.

Moreton Hire can also assist with stand upgrades and custom stand design solutions. Please contact them directly for further information and quotations.

Custom Built Stands
Plans for custom built stands must be submitted to the GESA office via the Sponsor and Exhibitor Entitlements Portal for review and approval by Monday, 2 July, 2018. The Society reserves the right to rearrange the floor plan should any custom build be seen to interfere with the space of another exhibitor.

Once GESA have approved custom stand plans, they will forward them onto the venue for their approval. In this instance, the Brisbane Convention & Exhibition Centre have requested that all custom stand plans show dimensions. Plans submitted without dimensions will be returned for rectification.

Height Restriction
A 5m height restriction applies to all exhibition stands and associated banners. It is a venue requirement that any stands over 2.4m in height must be certified by an engineer.

Contractors/Workers
All persons on-site at the Brisbane Convention and Exhibition Centre (BCEC) for an exhibition, including external contractors/laborers/hired help, must wear high-visibility safety vests at all times working within the venue during move-in and move-out of an exhibition.

During bump-in and bump-out, all people must wear enclosed shoes due to Occupational Health and Safety requirements. Children under 15 and animals are not permitted within the Exhibition area.
## Bump-In/Bump-Out Schedule

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>ACTIVITY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>6 September 2018</td>
<td>Great Halls, Moreton Hire, Custom Stand Builders</td>
<td>Refer below</td>
</tr>
<tr>
<td>Friday</td>
<td>7 September 2018</td>
<td>Great Halls &amp; Hall 1, Bump in, Moreton Hire, Custom Stand Builders</td>
<td>10:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bump in, Exhibitor Staff</td>
<td>14:00</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 September 2018</td>
<td>Exhibition Hours</td>
<td>08:00 – 18:00</td>
</tr>
<tr>
<td>Sunday</td>
<td>9 September 2018</td>
<td>Exhibition Hours</td>
<td>08:00 – 18:00</td>
</tr>
<tr>
<td>Monday</td>
<td>10 September 2018</td>
<td>Exhibition Hours, Bump out</td>
<td>08:00 – 16:00</td>
</tr>
<tr>
<td>Tuesday</td>
<td>11 September 2018</td>
<td>Bump out</td>
<td>TBC</td>
</tr>
</tbody>
</table>

*Front of hall stand build starts at 11:00
Middle of hall stand build starts at 12:00
Front of hall stand build starts at 14:00

Note: times may be subject to change. Exhibitors should refer to [www.agw2018.org.au](http://www.agw2018.org.au) for updates.
CATERING

Delegate Catering
Morning Tea: 10:00 – 10:30
Lunch: 12:30 – 13:30
Afternoon Tea: 15:30 – 16:00

All catering will be served in the Exhibition Hall.

Staff Catering
Each day, morning and afternoon tea and a stand-up lunch will be served to sponsor and exhibitor staff within the exhibition area, 30 minutes prior to the advertised delegate schedule.

Exhibition Stand Catering
Tea/Coffee carts are permitted on Platinum Sponsor stands only and must be arranged via the BCEC. Other sponsors are entitled to arrange 1 catering option per stand. Sponsors must arrange all catering items via the BCEC.

No other catering is permitted on Exhibitor stands or booths.

Photography
Remco Photography has been appointed as the official GESA AGW 2018 photographers. Remco Photography can be contacted by phone (61 7) 5572 7751 mobile 0414 705 470 or via email remco@remcophotography.com.

Event Trackers
Ozaccom are the official suppliers of event trackers for GESA AGW 2018. Trackers do not form part of any sponsor/exhibitor packages. Please feel free to make contact directly with Ozaccom to arrange all your event tracker needs.

Sponsor/Exhibitor Consumables Storage
Two storages areas have been set aside for Sponsor and Exhibitor consumables. These areas are open from 07:00 each morning until 18:30. Access to these areas during the exhibition is via the rear of the Poster Area (refer to floor plan for exact location).
Freight Forwarding/Transport/Delivery Information/Storage

Agility Fairs and Events is the official freight forwarder and onsite logistics provider to GESA AGW 2018.

Agility specialises in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition booth.

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 GESA AGW 2018, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

Dominga De La Cruz
Phone: (61 2) 8755 8808
Fax: (61 2) 9642 6899
Email: DCruz@agility.com
www.agility.com

Please Note

GESA AGW 2018 bumps-in on Thursday, 6 September, 2018 and Friday, 7 September, 2018 and deliveries will not be accepted at the venue earlier. Furthermore, all freight must be removed from the venue as per the communicated Move-Out times – no exceptions.

For these reasons, we highly recommend using Agility as their service is door-to-stand and they work week-ends and outside normal business hours.

Please refer to the insert “Benefits of using Agility” which outlines the services provided and will assist you in making your decision.

Onsite Materials Handling

Exhibitors or their stand builders requiring a forklift during bump-in or bump-out, must pre-book these services in advance with Agility. Please do not just assume that Agility will be onsite.

To avoid disappointment, you must complete the MATERIALS HANDLING FORM and return it to Agility at least 2 weeks prior to GESA AGW 2018.

Agility will be operating a forklift service during bump-in and bump-out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. These are provided free of charge by GESA as a service to exhibitors.

Please see the Agility staff at the loading dock for assistance. FOC forklifts are operating during the following times only:

Bump-in:  
- Thursday 6 September 09:00 – 17:30
- Friday 7 September 07:00 – 18:00

Bump-out:  
- Monday 10 September 16:00 – 21:00
- Tuesday 11 September 07:00 – 15:30
Storage

There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition.

Exhibitors may not leave boxes and packing material in the exhibition display area during the show. Agility can arrange off-site storage at a cost of $55.00 inc GST per m³ or part thereof.

Exhibitors or their stand builders requiring offsite storage during the show, must pre-book these services in advance with Agility. Charges apply.

Please do not just assume that Agility will be onsite.

To avoid disappointment, you must complete the MATERIALS HANDLING FORM and return it to Agility at least 2 weeks prior to GESA AGW 2018.

Please note:
► If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.
► Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, cranage, forklift, porterage, clearance, delivery, storage, positioning and all other onsite services.


Delivery Labels

If you are using your own transport company, please ensure that an official exhibitor delivery label is affixed to each item sent to the BCEC. Delivery labels can be obtained here.

Venue Services

All rigging in the Exhibition Halls must be submitted to and approved by the BCEC. The BCEC will only allow certified and/or licensed riggers to carry out these works. Please refer to the BCEC Exhibitor Handbook for further information.

Please refer to the BCEC Exhibitor Handbook for detailed information regarding all venue services and exhibitor requirements – including:
► Contractors / Workers.
► Fire and Safety Regulations.
► AV / Communication / Internet Services.
► Rigging and Lighting.
► Additional venue services and requirements.

Important Note:

Tea/Coffee carts are permitted on Platinum Sponsor stands only and must be arranged via the BCEC. Other sponsors are entitled to arrange 1 catering option per stand. Sponsors must arrange all catering items via the BCEC.

No other catering is permitted on Exhibitor stands or booths.

Thank you and we look forward to seeing you at GESA AGW 2018.