



**FASAVA CONGRESS 2017
EXHIBITOR MANUAL**

www.fasavacongress2017.com.au

11-14 August 2017

Gold Coast Convention & Exhibition Centre

2684-2690 Gold Coast Highway
Broadbeach, Queensland, 4218

Freight Delivery

Gold Coast Gold Coast Convention & Exhibition Centre
Western Ramp Loading Dock
Corner TE Peters Drive & Gold Coast Highway
BROADBEACH QLD 4218

Custom Stands bump in: Wednesday 9 August 2017, 12.00pm (midday)
Shell Scheme bump in: Thursday 10 August – 10.00am- 9.00pm, Friday 8.00am-9.00am

Scientific Sessions: Friday 11 August, Saturday 12 August, Sunday 13 August,
Monday 14 August 2017 – 8.15am-5.35pm

Exhibition Opening Hours

***Exhibitors have access at 8.00am Friday 11 August
Stands complete by 9.00am***

**Friday 11 August 2017 – 10.00am-7.30pm including
International stand up dinner – 5.35pm-7.30pm**

Exhibitors have access at 9.30am (30 minutes prior)

Saturday 12 August 2017 – 10.00am-4.00pm

Sunday 13 August 2017 – 10.00am-4.00pm

Monday 14 August 2017 – 10.00am-4.00pm

Bump out: Monday 14 August - 4.20pm-5.30pm

Gabi Caruana | Conference Secretariat

Australian Veterinary Association

Unit 40, 6 Herbert Street, St Leonards NSW 2065

T. 02 9431 5056 | E. gabi.caruana@ava.com.au | W. www.ava.com.au

Onsite events mobile: 0478 398 622 (Kandy Musgrave, National Events Manager)

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WELCOME

Welcome to the 2017 FASAVA Congress. The FASAVA Exhibitor Portal contains the information we need to ensure we have all the information to guarantee a smooth and successful exhibition experience. Please use the forms in the portal rather than sending information directly to the FASAVA Congress Team.

EXHIBITOR CHECKLIST

Details on how to complete these forms are on the online at the **FASAVA Exhibitor Portal**

Description	Due Date	Compulsory/Optional
Exhibition Guide Advertising	Monday 10 July 2017	Optional (charges apply)
Confirm company profile and contact details for Exhibition Guide	Monday 3 July 2017	Compulsory
Passport Competition	Monday 3 July 2017	Optional
Indemnity Agreement	Friday 14 July 2017	Compulsory
Public Liability Insurance Certificate	Friday 14 July 2017	Compulsory
Stand custom design forms	Wednesday 20 July 2017	Compulsory
Venue Forms Catering Stand Cleaning Rigging Communications Safety Checklist	Friday 14 July 2017	Optional
ExpoNet Forms Fascia Furniture Hire Power and AV	Monday 17 July 2017	Compulsory fascia form Others optional
Satchel Insert – artwork or sample	Friday 21 July 2017	Compulsory for all Satchel Insert providers.
Exhibitor Registration	Friday 21 July 2017	Compulsory
Satchel Inserts Arrive at Venue Satchel Insert Delivery label	Tuesday 8 August 2017	Compulsory for Satchel insert providers. Please ensure this is separate to your freight.
Delivery Label – Exhibitor Freight	Tuesday 8 August 2017	Compulsory

CONTACT LIST

Conference Secretariat

Australian Veterinary Association Ltd

Contact: Gabi Caruana, Events Coordinator gabi.caruana@ava.com.au
Tel: +61 (02) 9431 5056
Fax: +61 (02) 9437 9068
Address: Unit 40, 6 Herbert St
ST LEONARDS NSW 2065
Web: www.ava.com.au

Onsite AVA Exhibition Team

Kandy Musgrave, AVA National Events Manager – 0478 398 622
Lucy Rhodes AVA Events Coordinator, 0450 919 074 (onsite only)
Email: events@ava.com.au

Venue

Gold Coast Convention & Exhibition Centre (GCCEC)

Contact: Kasey Clarke

2684 -2690 Gold Coast Highway
Broadbeach, Queensland 4218

T: 07 5504 4028
F: 07 5504 4001
E: kclarke@gccec.com.au
W: www.gccec.com.au



Exponet

Email: esd@exponet.com.au
Tel: +61 (02) 9645 7070
Fax: +61 (02) 9645 5300
Address: P.O. Box 120, Sydney Markets NSW 2129.
Web: www.exponet.com.au



Accommodation

OzAccom

Toll Free: 1800 814 611
International: Tel: +61 7 3854 1611
Fax: +61 (0) 7 3854 150
Email: ozaccom@ozaccom.com.au
Website: <http://FASAVAcongress2017.com.au/travel-en/accommodation-en>



Registrations

Info Salons Australia

Contact: FASAVA Conference Registration Team
Email: fasava@infosalons.com.au
Tel: +61 (02) 9212 1452
Fax: +61 (02) 9211 7470
Address: PO Box K402, Haymarket, NSW 1240
Web: infosalonsgroup.com



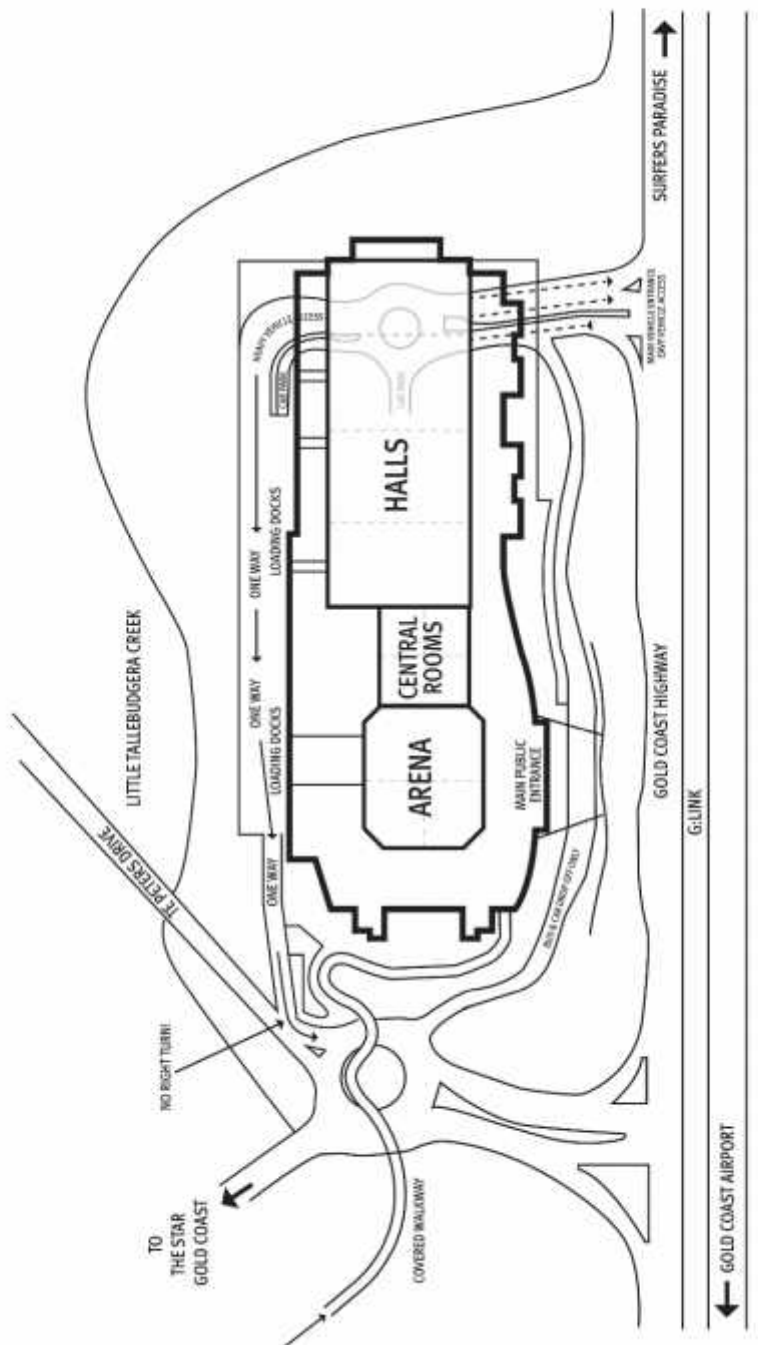
ACCESS – LOADING DOCK

Access during bump in and bump out is via the Western Ramp Loading Dock

Gold Coast Gold Coast Convention & Exhibition Centre
Western Ramp Loading Dock
Corner TE Peters Drive & Gold Coast Highway
BROADBEACH QLD 4218



Access to Arena, Central Rooms & Halls Site Map



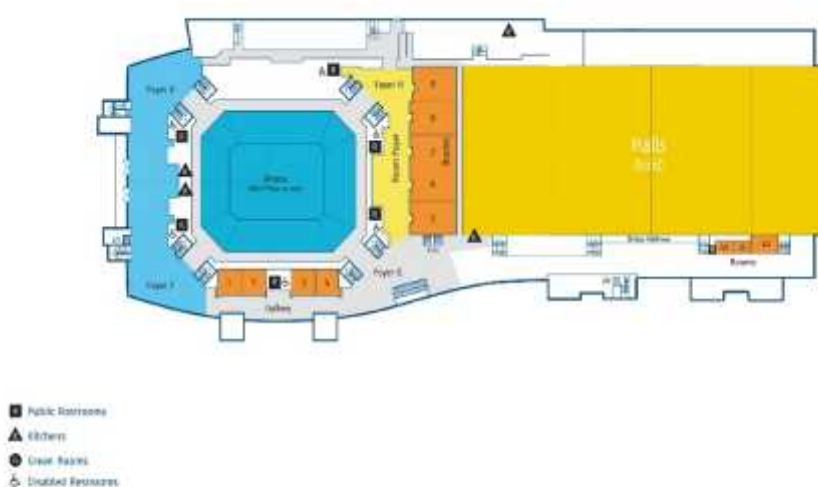
EXHIBITOR FLOORPLAN

[Current 2017 FASAVA exhibition floor plan.](#)

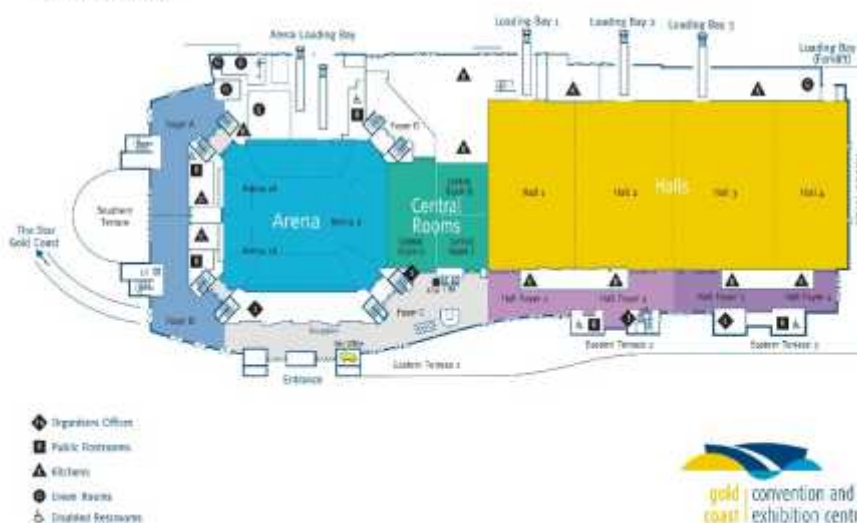
VENUE MAPS

- ✓ Exhibition – Halls 1 and 2
- ✓ Plenary & Session room – Arena 1
- ✓ Session Rooms – Rooms 9, 8, 7, 6, 5, Central A, Central B/C
- ✓ Breakfast sessions – Foyer E

Gold Coast Convention and Exhibition Centre
First Floor



Gold Coast Convention and Exhibition Centre
Ground Floor



ACCOMMODATION

We have an affordable range of specially negotiated accommodation options available in close proximity to the Gold Coast Convention & Exhibition Centre.

All bookings are through Ozacomm+. Should you have any queries please contact:

Madonna Moulds, Conference & Event Accommodation Bureau

E : madonnam@ozacom.com.au | W : <http://www.ozacom.com.au> | P : +61 (0)7 3854 1611 | F : +61 (0)7 3854 1507

PO Box 104 RBH POST OFFICE QLD 4029

Action optional: Visit <http://fasavacongress2017.com.au/travel-en/accommodation-en>

ACCOUNTS

All outstanding exhibitor payments must be paid in full 48 hours prior to bump in.

ADVERTISING IN THE CONGRESS EXHIBITION GUIDE

The Exhibition Guide is an A5 booklet that replaces the exhibitor handbook.

The 154mm wide x216mm high full colour booklet will encourage delegates to come to your stand using promotional vouchers, gift cards and discounts, which can only be redeemed onsite.

The perforated page design allows your advertising space to transform into entry forms or discount vouchers with ease.

Double sided page \$2,025

NEW

Page size: 154.5mm wide x 216mm high

These measurements INCLUDE a 3mm bleed all around

Trim size: 148.5 mm wide x 210mm high *Visible art to show in this area*

Type area: 118.5 mm wide x 195mm high

Type or art required in tear off section should be limited to this size to allow for tear off no matter if situated on left or right hand page

Action optional: Monday 10 July. To book advertising please send artwork and book **prior to 10 July**

Email artwork to gabi.caruana@ava.com.au

ANIMALS

Any requests relating to the display of animals for an exhibition will have to be presented in writing for approval by the GCCEC and ASAV. It is your responsibility, as the exhibitor to ensure you have the appropriate ethics approval for any activity involving animals and to forward a copy of your ethics approval to ASAV for approval. To find out more about ethics approval – [Click Here](#)

Persons must not bring any animal into the GCCEC without the prior arrangement and consent of the GCCEC.

When the animals are an approved exhibit or they form part of an activity or performance legitimately requiring the use of animals, written approval is required from the GCCEC.

Further guidelines include:

- ✓ Such approved animals or pets must be controlled by a competent animal handler (leashed dogs with muzzle if necessary and/or in an enclosure) at all times who must deal with dog misbehaviour (e.g. barking, fighting with other dogs etc.) and handle customer complaints.
- ✓ The owner must take full responsibility for the animal(s). This includes cleaning up after them.
- ✓ Where animals are being used as part of an exhibit or performance, the operator must demonstrate compliance with relevant animal protection and welfare requirements.
- ✓ All possible trip hazards (e.g. leashes on pathways) are eliminated.
- ✓ If an animal shows signs of illness, the animal handler must organise a vet to attend to the animal and alert the event organiser and the event manager of any issues.

Please consult with the GCCEC to ensure food safety standards are met when animals are being used as part of an exhibit or performance.

Action: Please see page 14 of [GCCEC Health and Safety Guidelines](#) and complete health and safety checklist accordingly.

BANKING/ATM

ATM machines are available at the GCCEC. Banks are located at nearby Broadbeach.

BOOTH DETAILS - RIGGING

All rigging top points must be installed and removed by a GCCEC licensed rigger (charges will apply for this service). All rigging plots must be submitted to the GCCEC for venue approval no later than 21 days prior to an event.

Exhibitors who require rigging must send plans for approval to ASAV by Thursday 20 July 2017 before organising with the Venue.

Plans must be uploaded with custom stand designs or rigging stand design.

Action optional: Thursday 20 July. Once approved by ASAV, please complete the Rigging Form and submit to GCCEC no later than **21 days prior to the event.**

BOOTH DETAILS - CUSTOM STANDS

Custom stands include carpeted floor space only. Lighting and power are not supplied

Exhibitors with custom built stands must provide the following information to the AVA for approval:

-) Name and contact details of the contracted stand builder
-) Design details and dimensional plans of the stand
-) Contractors public liability insurance certificates
-) Contractors OH&S policies

Action 20 July: Please upload the required information to the FASAVA Exhibitor Portal by **Thursday 20 July.**

See **Contractors** and **Bump-in Schedule** for further information on the stand builders' requirements.

Exponet can assist with the design and construction of your custom booth. Please contact the exhibitor service department on esd@exponet.com for more information.

BOOTH DETAILS - SHELL SCHEME

Exponet will provide and build all shell scheme booths.

9sqm stands

Type: White Octanorm walling

Size: 3 metres wide by 3 metres deep by 2.5 metres high.

Inclusions:

-) Fascia - The fascia panel is 220mm high and constructed in white melamine with black lettering. A fascia is provided for all open sides of the booth.
-) 2 x 150w spotlights
-) 1 x 4amp power point
-) 9sq metres of carpet

4sqm stands

Type: White Octanorm walling

Size: 2 metres wide by 2 metres deep by 2.5 metres high.

Inclusions:

-) Fascia - The fascia panel is 220mm high and constructed in white melamine with black lettering. A fascia is provided for all open sides of the booth.
-) 1 x 150w spotlight
-) 1 x 4amp power point
-) 4sq metres of carpet

All shell scheme exhibitors are to complete the Fascia Sign Form provided in ExpoConnect and return to Exponet by **Monday 17 July 2017** to confirm your requirements.

If you would like to make your stand vibrant and attractive, there are upgrade options available including printed graphics/logos on your stand walling or counters. Exponet can assist you with this.

Action Monday 17 July: [Click here to log into ExpoConnect](#)

BUMP IN SCHEDULE

Please note that exhibitor bump in takes places after the scientific program has begun. Please see Delegate Break times for more details.

Wednesday 9 August 2017	TIME
ExpoNet – build and GCCEC Rigging	7:00am – 10:00pm
Custom Stand Contractors - build	12:00pm - 10:00pm
Thursday 10 August 2017	TIME
Custom stand bump in	7:00am – 9.30am
Shell scheme bump in	10:00am-9.00pm
ExpoNet Customer Service Desk	7.00am - 6:00pm
Friday 11 August 2017	TIME
Stands to be completed by no later than	9:00am

* **Please note:** custom stands build components **must** be completed **before** the exhibitor move-in on Thursday 10 August 2017.

All contractors, staff and exhibitors must:

- ✓ Wear high visibility safety vests whilst on the loading dock, service road or in the exhibition during construction, bump in and bump out.
- ✓ No children under the age of 15 years are allowed the exhibition area loading dock during bump in and bump out.
- ✓ Appropriate footwear must be worn at all times during bump in and bump out of events. No open-toe footwear (i.e. sandals, thongs and the like) are permitted during these times.

All exhibitors must have completed their stand set-up by **9.00am on Friday 11 August 2017** to allow for the venue to clean the area in time for Exhibition opening at 10:00am.

BUMP IN – ONLINE INDUCTION

- ✓ Each individual contractor that comes on site must complete an induction. This is a short video followed by a questionnaire that can be completed prior to coming on site via the following link - <https://www.inductee.com.au/gccec/login.php> . At the end of the induction each contractor will be given a unique completion code. This code must be quoted at the Security Control Office when the contractor arrives on site, then they must sign in and will receive a wristband which will allow them access to work in the space.

INDUCTION IS COMPULSORY FOR ALL ONSITE EXHIBITORS, CONTRACTORS AND FOR THOSE WORKING ON BOOTH MODULAR AND CUSTOM STANDS

Action Friday 11 August: All exhibitors must have completed their stand set-up by **9.00am on Friday 11 August 2017** to allow for the venue to clean the area in time for Exhibition opening at 10:00am.

BUMP OUT SCHEDULE

Exhibitor bump out will begin at 4.20pm on Monday 14 August 2017, straight after afternoon tea.

Monday 14 August	TIME
Exhibition Closes	3:50pm
Exhibitor Bump-out	4:20pm-5.30pm
ExpoNet & Custom Stand Contractors <i>Stand Dismantling</i>	6:00pm – 11:30pm

As it is classified as a building site, only people wearing a high visibility safety vest will be able to remain in the exhibition hall after 3.50pm on Monday. Dismantling of stand fittings and displays will commence at 5.30pm so it is recommended that the majority of your stand is packed away by this time.

All contractors, staff and exhibitors must:

- ✓ Wear high visibility safety vests whilst on the loading dock, service road or in the exhibition during construction, bump in and bump out.
- ✓ No children under the age of 15 years are allowed in the exhibition area loading dock during bump in and bump out.
- ✓ Appropriate footwear must be worn at all times during bump in and bump out of events.
- ✓ No open-toe footwear (i.e. sandals, thongs and the like) are permitted during these times.

Should any exhibitor, agent or contractor fail to remove any exhibit, or part thereof including any rubbish within the times stipulated, then the Exhibitor shall indemnify the Conference Secretariat in respect of any claim thereby occasioned for failure to give possession of any part of the exhibition venue by the due date. The Conference Secretariat shall be entitled but not obliged to remove such materials, as they consider best at the cost of the Exhibitor who shall be liable for all loss and costs thereby occasioned.

The Conference Secretariat reserves the right to specify the time at which individual stands and exhibits shall be removed. Exhibitors may not remove any products on display during the course of the Exhibition without the express consent of the Conference Secretariat.

CATERING

On stand catering can be arranged via Gold Coast Convention & Exhibition Centre.

Action optional: Please complete Exhibitor Catering Form

*****Please note – the GCCEC has sole rights to food and beverage therefore exhibitors are not permitted to bring their own catering (including branded water) into the centre unless special approval has been granted.***

CANVASSING

Exhibitors may not canvass their products or distribute promotional material to delegates other than from their own stand. Special arrangements may apply for companies sponsoring scientific sessions or social events. All display material, furniture and selling aids must be kept within the perimeter of your booth, unless previously agreed to by the Conference Secretariat.

CAR PARKING

The GCCEC operates an automated car parking system. The cost is \$12.00 per vehicle per entry payable upon exiting the Centre. There are four (4) pay stations positioned throughout various locations in the Centre. These machines accept both cash and credit card. A 30 minute grace period applies to all vehicles, whereby payment is not required. Should this period be exceeded, a \$12.00 fee will apply. Car parking will revert to a manual system on occasions where high volume traffic is expected (i.e. concerts and entertainment events) to avoid major delays and traffic congestion. All guests including Exhibitors, Suppliers and Contractors are required to pay for parking.

Should any specific arrangements be required regarding car parking, please contact the Venue Events Manager.

CHILDREN

Children under the age of 15 are not permitted in the venue during the Bump In, Construction Phase and Bump Out.

CLEANING

The venue provides cleaning of the public areas (exhibition aisles, foyers and amenities) throughout the day.

Charges apply for the overnight cleaning of exhibitor stands if you require it.

Please complete Stand Cleaning Form.

Action optional Thursday 20 July. Booking is recommended 3 weeks prior to the event – **Thursday 20 July 2017.**

COMMUNICATION and IT SOLUTIONS

Please complete GCCEC Communication and IT form for Internet, TV, telephone, fax services at your stand.

Action optional 20 July. Booking is recommended within 3 weeks of the event – **Thursday 20 July 2017.**

COMPANY PROFILE

Each Exhibitor is entitled to submit a 50 word company profile to be published in the Conference Handbook.

Action Monday 3 July: Please complete the Company Profile form in the FASAVA Exhibitor Portal no later than **Monday 3 July 2017.**

COMPETITIONS/TRADE PROMOTIONS

It is the responsibility of the Client to obtain all necessary permits and/or licenses for any event that conducts a sweep, raffle, door prize, Calcuttas, etc., from the Department of Racing, Gaming and Liquor.

Any business or trade organisation wishing to conduct a trade competition, which involves a chance to win a prize, is required to obtain a permit. This applies only to business and trade organisations, and not to non-trade bodies such as sporting clubs, associations and charities.

Any competition, trade promotion or art union conducted at or in conjunction with an exhibitors' stand must comply with the Charitable and Non-Profit Gaming Act 1999, Regulations and Rules (Qld).

For more information on conducting a competition, trade promotion or art union, exhibitors should contact the Queensland Office of Gaming Regulation on (07) 3872 0999 A/H (07) 3210 2906 to obtain an information sheet or visit their web site:

Competitions and Trade Promotions: <https://www.business.qld.gov.au/industry/liquor-gaming/gaming/not-profit-charitable/competitions-raffles-bingo>

CONTRACTORS

Official contractors will be appointed by the Organiser to undertake stand construction and freight forwarding plus supply furniture, electrics, telecoms and IT equipment. This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition are required to produce current

Certificates of Currency for insurance, public liability and OH&S. Access will be denied without such documentation.

Action optional: Contractors forms are due by **Friday 14 July 2017**

DELEGATE BREAK TIMES

Catering for delegates and exhibitors will be held in the exhibition areas from morning tea on Friday 11 August 2017 until afternoon tea on Monday 14 August.

Exhibitor meals will be served 30 minutes before session breaks begin. This will give you time to have their meal and be back on the stand for the delegate breaks.

Please be present on your exhibition booth 30 minutes prior to the below break times:

Friday 11 August	Morning tea	10:00am - 10:40am
	Lunch	12:25pm - 1:25pm
	Afternoon tea	3:10pm - 3:50pm

Saturday 12 August	Morning tea	10:00am - 10:40am
	Lunch	12:25pm - 1:25pm
	Afternoon tea	3:10pm - 3:50pm

Sunday 13 August	Morning tea	10:00am - 10:40am
	Lunch	12:25pm - 1:25pm
	Afternoon tea	3:10pm - 3:50pm

Monday 14 August	Morning tea	10:00am - 10:40am
	Lunch	12:25pm - 1:25pm
	Afternoon tea	3:10pm - 3:50pm

DILAPIDATION

Exhibitors are responsible for the cost of making good, restoring or renewing any case of serious dilapidation to the Exhibition venue of any part thereof. Dilapidation includes (by way of examples only) marks caused to paintwork, bolt, and screw, nail holes etc. In their own interest exhibitors should satisfy themselves as to the condition of the sites both before erection and after clearance.

EMERGENCY EVACUATION PROCEDURES AND FIRST AID

In the event of an emergency there are two tones:

ALERT TONE: beep, beep, beep – this means, stop what you are doing and await further instructions as to whether an evacuation will be required. Observe your surroundings and advise if there is any visible cause of the alert in your area.

EVACUATION TONE: whoop, whoop, whoop – remain calm and evacuate to emergency assembly area through emergency exits as directed by the Emergency Wardens. The GCCEC assembly area is over the TE Peters Drive bridge, in the park near the Senior Citizens club.

A fully equipped first aid room is located near the Security office on ground level. For assistance please proceed to the security control office. All safety and security officers are first aid trained.

EXHIBITOR REGISTRATIONS

-) Each 9 sqm stand is entitled to two (2) Full exhibitor registrations (includes sessions)
-) Each 4 sqm stand is entitled to one (1) Full exhibitor registration (includes sessions)
 - o Full exhibitor registration includes: daily catering, International Stand-up Dinner (Friday), Gala Awards Dinner (Sunday), Farewell drinks (Monday) and admission to scientific sessions.
 - o Each exhibiting company is entitled to one conference exhibitor bag containing proceedings.

ADDITIONAL REGISTRATIONS

Additional Exhibitor Registrations can be purchased for either the whole week or per day.

Extra representatives per week \$860.00.

Includes:

-) Entry to the exhibition
-) Morning tea, Lunch and afternoon tea each day in the Exhibition Hall.
-) International stand-up dinner (Friday)
-) Farewell Drinks in Foyer (Monday)
-) Entry to scientific sessions (Friday – Monday)

Extra representatives per day \$430.00

Includes:

-) Entry to the exhibition and scientific sessions (nominated day only)
-) Lunch, morning tea and afternoon tea (nominated day only)

Additional exhibitor passes without scientific sessions can be purchased for \$170/day.

Exhibitor registration (excluding sessions) includes: daily catering and admission to the exhibition.

Does not include scientific sessions or Gala Awards Dinner.

Action: [REGISTER YOUR STAFF NOW](#)

EXHIBITOR SERVICES ONSITE - EXPONET

An exhibition floor manager from Exponet will be available onsite as follows. AVA exhibition team staff will also visit your stand each morning.

-) Wednesday 9 August 2017 – 7.00am-10.00pm (Custom stand build)

) Thursday 10 August 2017 – 7.00am-6.00pm

) Friday 11 August 2017 – 7.00am-11.00am

FEEDBACK MEETING

A feedback meeting will be held onsite on Monday 14 August as part of our continual improvement process with the AVA team and GCCEC staff in attendance. We also encourage you to share your ideas with us. Details will be in your welcome pack.

FREIGHT DELIVERY

Exhibitors may use a courier of their choice. It is the responsibility of the individual Exhibitor to arrange the freight of all material to and from the venue, incurring all relevant charges.

Access to the Gold Coast Convention & Exhibition Centre for Exhibitors and Contractors during bump in and out is via the Loading dock.

Gold Coast Convention & Exhibition Centre
Western Ramp Loading Dock
Corner TE Peters Drive & Gold Coast Highway
BROADBEACH QLD 4218

Deliveries:

Please organise for all your items to be delivered on Tuesday 8 August, 7.30am-4.30pm. The centre may not accept early deliveries prior to Tuesday 8 August.

Please ensure you use the correct freight label:

1. Banners – rigged
2. Satchel inserts
3. Stand freight

Important

Satchel inserts and banners for rigging MUST be separated from your stand freight. Please ask your freight company NOT TO shrink wrap them on the pallet with your stand freight.

Action Tuesday 8 August

FREIGHT COMPANIES

Exhibitors are welcome to use their own freight companies. You may wish to consider Agility Freight if you do not have your own freight company.

Agility Fairs & Events offers the following services:

- ✓ All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue.
- ✓ Storage of early consignments, packing materials during the exhibition and storage after the exhibition

- ✓ For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements.

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

Colin Smith
Event Logistics Specialist
Agility Fairs & Events
28-32 Sky Rd, Melbourne Airport VIC 3045
Direct line: +61 3 9330 9099
Fax: +61 3 9330 3337
E-mail: cosmith@agility.com

FREIGHT COLLECTION

Goods must be collected from the loading dock within 24 hours after the conclusion of the event. Storage charges will apply for goods remaining after this time.

Monday 14 August 4.20pm – 6:00pm

Tuesday 15 August 7:30am – 4.00pm

-) All freight to be collected from Gold Coast Convention & Exhibition Centre must be clearly labelled and addressed.
-) Please ensure you have a consignment note from your freight company when required.

Action

The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

FORKLIFTS

Forklifts and pallet jacks will be provided during exhibitor bump in and bump out.

FURNITURE

Exhibitors are responsible for organising their own furniture for the stand. **Exponet** is the official furniture supplier for the conference. You will have by now received an email from them, with all the necessary booking forms.

We suggest you consider the layout carefully before choosing furniture to avoid overcrowding and ensuring that delegates are able to move freely through your area.

Furniture and all other exhibitor goods must remain within the perimeter of your booth for the duration of the exhibition. The organisers and venue staff will ask you to move any material that is outside your allocated space.

Action Monday 17 July: [Click here to log into your ExpoNet Manual.](#)

INSURANCE AND LIABILITY

All Exhibitors must have public liability insurance (covered for no less than \$10 million) for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser. Exhibitors must provide written evidence of current public liability insurance by **Friday 14 July 2017**.

Action Monday 14 July: If an exhibitor does not have any public liability insurance to cover their presence at the Conference, Guild Insurance can provide coverage upon payment of a normal premium. [Click here for more information](#)

PASSPORT COMPETITION

The 2017 FASAVA Congress will see the return of the Passport Competition as a further incentive for delegates to visit your stand. All delegates will receive a passport on arrival at the Congress. When they visit your stand, you can stamp the appropriate area in the passport. Once delegates have filled their passport with stamps they will be entered into the draw to win one of the prizes on offer.

Participation in the competition is open to all exhibitors and is free of charge. You have three options:

1. Participate in the Passport Competition and provide a prize
2. Be listed in the Passport Competition but not provide a prize
3. Not be included in the Passport Competition

We would ask you to please bring a stamp along to the Conference, to stamp the passports of those delegates that visit your stand.

To support this competition and offer a prize, please complete the **Passport Competition** form available on the online exhibitor portal by **Monday 3 July 2017**. Offering a prize is a great way to increase the brand awareness of your product/s, as details of your prize will be listed in the passport which each delegate will receive.

Entries close on Monday 14 August at 1.25pm and winners will be posted on the noticeboard. Delegates will collect prizes directly from the exhibitor.

Action Monday 3 July: If you wish to opt out of the passport competition, please do so via the **Passport Competition** form to be completed by **Monday 3 July 2017**.

PUBLIC ATTENDANCE

The general public will NOT be allowed to attend scientific sessions of the 2017 FASAVA Congress. However, if they wish to enter the exhibition, they can register as an Exhibition Only attendee for \$120 per day.

Representatives from non-exhibiting veterinary industry companies are not allowed to sell or promote their goods or services within the Congress. If you are aware of someone selling or promoting their goods or services, please advise the Congress staff at your earliest convenience.

SAFETY VESTS

All Organisers, contractors and exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events.

Vehicle drivers and offsidiers or passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

SATCHEL INSERTS

The cost for an insert is \$2,025. If you have not already booked an insert and would like to, please contact Gabi on 02 9431 5056 or gabi.caruana@ava.com.au

If you have booked a satchel insert, you will need to have a sample or mock-up of the insert approved by the Conference Secretariat **before you go to print**

We will require 1600 **inserts to be sent directly to Gold Coast Convention and Exhibition Centre on Tuesday 8 August 2017**. We allow for 1600 bags to be packed, as at this stage we don't have final delegate numbers. There will most likely be some leftovers which we will return to your stand during the conference.

Satchel inserts must arrive prior to **Thursday 10 August** for satchel packing. If your satchel inserts are not at the centre by this time, we do not take responsibility for them not being included in the satchel.

Do not send your satchel inserts to the AVA office.

Exhibitor Tip: Please ensure your satchel inserts are packed separately to your stand material and clearly marked as being satchel inserts using the specific satchel insert delivery label.

Action Tuesday 8 August

SECURITY

The GCCEC **Security** Department operates between 6:00am and 10:00pm. Security will be onsite during these times. On Sunday 13 August security times will be extended to midnight.

SOCIAL EVENTS

Exhibitors are welcome to attend any of the social functions planned. Each full exhibitor registration included in your exhibitor package includes the Gala Awards Dinner ticket and entry to all networking drinks in the exhibition hall and Foyer.

Gala Awards Dinner

Sunday 13 August 2017, 7:00pm – late

You receive a complimentary ticket for every full exhibitor registration pass, however you must indicate your attendance by completing an exhibitor registration. Additional dinner tickets can be purchased for \$180 each.

Australiana Night (Saturday) and the UPAV exotics dinner (Friday) is not included in your exhibition package but you can purchase tickets

UPAV exotics dinner and unusual quiz night

Friday 11 August, 7.30pm-10.30pm

\$110 per ticket

Australiana Night – the Aussie Party Night

Saturday 12 August 2017, 5:45pm – 10:15pm

\$130 per ticket

Farewell Drinks – Foyer

Monday 14 August 2017 – 5.30pm-6.30pm

Action Friday 21 July: Registrations including extra social event tickets must be complete by **Friday 21 July 2017**.

STAND TRACKERS

Stand trackers are available for \$522.50 each including GST. To order please [click here](#)

Action optional

STORAGE

As GCCEC has limited storage facilities, additional storage and labour charges may be incurred for goods stored or relocated by the GCCEC outside the contracted booking period (Wednesday 9th August – Tuesday 15th August 2017). Road case storage is not guaranteed and must be arranged prior to arrival.

Limited storage facilities will be provided during the conference.

WIFI

Wifi is available throughout the GCCEC, please [click here](#) to view instructions on how to connect. Please see Communications and IT Services for information on how to hire internet for your stand.

Please note GCCEC's Wi-Fi service is a limited service and is not recommended for conference exhibitors or users requiring high speed access. Upgraded packages are available to purchase pre-event through the GCCEC exhibitor services department or onsite through the login portal.

Wishing you a great show from the 2017 FASAVA Congress Team