



# Perspectives in Occupational Health

Annual  
Scientific  
Meeting 2018  
7–10 October  
Melbourne

[www.anzsom.org.au](http://www.anzsom.org.au)

The Australian and New Zealand Society of Occupational Medicine Inc (ANZSOM)



## ANZSOM ASM 2018 Sponsors and Exhibitors Manual

***Thank you for supporting the 2018 ANZSOM Annual Scientific Meeting!***

The Sponsors and Exhibitors Manual will provide you with information regarding the ANZSOM Annual Scientific Meeting, which will be held from Sunday 7<sup>th</sup> October to Wednesday 10<sup>th</sup> October, at the Pullman Melbourne on the Park.

Please contact Cathie Vickers-Willis at the [ANZSOM Secretariat](#) to discuss supporting the Conference and with any exhibition queries you may have.

### Your Contact Person and Representatives

#### Company Contact Person

When booking please appoint a **single point of contact within your Organisation**. All bookings will be recorded under the one name and all correspondence will be sent to this person.

#### Company Representatives

An official name badge will be required to access the conference and exhibition areas. **Anyone from your Organisation** attending the conference, or guests you wish to invite, **must register** with ANZSOM prior to the event. Each company exhibition space does include registration for two people to the educational program for the duration of their exhibition. **All company representative registrations and social functions, inclusive and/or additional, need to be booked.**

### Exhibition Site Inclusion

***The exhibition will run for the duration of the conference with morning tea, afternoon tea and lunch served in the exhibition areas. The exhibition area is carpeted.***

Exhibition Site includes:

- Dressed trestle table – 1800mm (L) x 720mm (H) x 750mm (W)
- Table cloth
- 2 Chairs
- Power (please advise if you have any special requirements)

If you need to order *additional furniture or require additional power* for your stand, please contact the [secretariat](#)

#### Additional Costs

<b>Additional Exhibitor Registration</b> (Monday to Wednesday including daily catering)	<b>\$550.00 pp</b>
<b>WELCOME RECEPTION</b> Welcome Reception is inclusive for major sponsors, additional for some sponsors and exhibitors. Please check your package inclusions. Additional tickets can be purchased	<b>\$95.00 pp</b>
<b>GALA DINNER</b> Gala Dinner is inclusive for major sponsors, additional for some sponsors and exhibitors. Please check your package inclusions. Additional tickets can be purchased	<b>\$165 pp</b>

## Exhibition Times

#### Bump In\*

Sunday 7 October **1600 – 1800**, Monday 8 October **0700 – 0800**, Tuesday 9 October **0700-0800** and Wednesday **10 October 0700 – 0800**.

*\*bump in time will be reconfirmed closer to the conference, please check this page regularly*

#### Bump Out

Monday 8 October **1530**, Tuesday 9 October **1530** and Wednesday 10 October **1330\***

*\*please refrain from packing up prior to this time as delegates will be moving through the exhibition area*

#### Open to the delegates

**0800 – 1630** | Monday 8 October

**0800 – 1700** | Tuesday 9 October

**0900 – 1530** | Wednesday 10 October

## Deliveries

- Deliveries will only be accepted between the hours of 10.30am and 3.00pm, Monday to Friday, four working days prior to the event. *The venue will be able to start accepting goods on Tuesday 2 October. (Please contact Events Department, if delivering after 3.00pm to make alternative arrangements on 9412 3113)*
- ANZSOM label (refer Appendix 1) must be used and fully completed prior to the deliveries being sent. Any goods that are not labelled correctly or delivered outside of four working days prior to the event may not be accepted by the ANZSOM.
- All hand loaded items need to be under 25kg or have another way of moving them.

Refer **Appendix 1** for the ANZSOM Delivery Label

## Collections

- Once the exhibition is concluded, *all goods should be removed from the venue as soon as possible*. ANZSOM reserves the right to dispose of any goods left at the venue after 7 days. If you have any delays in pick up please notify ANZSOM.
- A collection label will be handed out to Exhibitors at their stands prior to bump out. Refer also **Appendix 2**.
- A completed consignment note must be attached to boxes for prompt collection. It is advised that exhibitors using a courier service book a pick-up time with the courier company of your choice *prior* to bump out time.
- Consignment notes should be organised prior to the end of the exhibition. Please note that ANZSOM staff *cannot sign the dangerous goods declaration/custom form*.

## Parking

Conveniently located at the hotel and accessible via Wellington Parade, Pullman Melbourne on the Parks has onsite underground parking facilities. Parking is limited and is subject to availability. We are pleased to offer a special conference rate is \$30.00 per vehicle flat rate per exit.

Please note parking is not permitted in the loading dock, this is only for loading and unloading.

## Terms and Conditions for Sponsors and Exhibitors

- **Acceptance of Applications**  
ANZSOM will issue a Tax Invoice once a Sponsorship and Exhibition application has been accepted.
- **GST and AUD**  
All costs are inclusive of GST and listed in Australian Dollars.
- **Cancellation of Sponsorship and Exhibition Bookings**  
Once a sponsorship and exhibition application has been accepted all payments are non-refundable. If you are no longer able to attend the conference please contact ANZSOM to discuss your participation.
- **Exhibition Floor Plan**  
The exhibition floor plan is subject to change without notice. The floor plan is not to an exact scale but is a representation of the position and sizes of exhibition spaces. Refer **Appendix 3** for floor plan.
- **Correspondence**  
When booking please appoint a single point of contact within your Organisation. All bookings will be recorded under the one name and all correspondence will be sent to this person.
- **Allocation of Exhibition Spaces**  
ANZSOM will allocate exhibition spaces after taking into account each organisation's sponsorship, the date of application, preferences, proximity to competitors and any other matters deemed relevant.

- **Security**  
No valuable items should be left unattended at your exhibition at any time and especially not overnight. No responsibility is accepted for any loss or damage to equipment and display materials.
- **Representatives**  
Anyone from your Organisation attending the conference (apart from your agreed allocation) or guests you wish to invite to the conference must register with ANZSOM before the conference. An official name badge will be required to access the meeting and exhibition area.
- **Delegate List**  
Due to privacy requirements the delegate list will be supplied on the Conference App and the Conference Program at the time of the conference.
- **Interactive Exhibitions**  
Whilst we encourage you to develop entertaining and interactive displays to attract delegates, please be mindful not to disturb other exhibitors or delegates.
- **Storage**  
There is limited storage space on site for exhibition equipment or packaging.
- **Signage at the Venue**  
The venue doesn't allow any signage to be fixed to walls or other surfaces. Your signage should be free standing to allow for easy placement and should be contained within your exhibition space.

## Appendix 1 – Delivery label

**COURIER DELIVER TO:**

**PULLMAN MELBOURNE ON THE PARK**

**192 WELLINGTON PARADE  
EAST MELBOURNE VIC 3002**

**DELIVER TO:** Hotel Loading Bay (Access via Wellington Parade)

**Delivery between 10:30 am – 3.00pm Monday to Friday  
(Please contact Events Department, if delivering after 3.00pm to  
make alternative arrangements)**

**Clearance height for trucks: 3 metres.**

Please note any trucks over this height will be turned away and an alternate delivery must be arranged by the courier

**Clearance length for trucks: 6.4 metres long.**

**ATTENTION:** Conferences & Events Department  
03 9412 3113

**EVENT:** \_\_\_\_\_

**EVENT DATE:** \_\_\_\_\_

**CONTACT ON THE DAY:** \_\_\_\_\_

**ARTICLE #**  **OF**

Pullman Melbourne on the Park does not accept any responsibility for items held in transit on the premises.

The sender is ultimately responsible for the transfer of goods to and from the exhibition area or function room without obstructing the day-to-day operation of the venue. This also includes the delivery of goods by transport companies.

The hotel does not employ any staff for this purpose. Should you require any assistance from hotel staff, please advise your event planner and note that as per our OH&S policy, our staff cannot handle any items which weigh 25kg or more.

The hotel will not be responsible for any items that are not packed and labelled, and are left in a meeting room/exhibition space unattended.

**Sender:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

## Appendix 2 – Pick up label

### PICK UP OF ITEMS FROM PULLMAN MELBOURNE ON THE PARK

192 WELLINGTON PARADE  
EAST MELBOURNE VIC 3002

SENDER: \_\_\_\_\_

DESTINATION  
COMPANY: \_\_\_\_\_

DESTINATION  
ADDRESS: \_\_\_\_\_

Contact telephone: \_\_\_\_\_

ARTICLE #  OF

Pullman Melbourne on the Park does not accept any responsibility for items held in transit on the premises.

The sender is ultimately responsible for the transfer of goods to and from the exhibition area or function room without obstructing the day-to-day operation of the venue. This also includes the delivery of goods by transport companies.

The hotel does not employ any staff for this purpose. Should you require any assistance from hotel staff, please advise your event planner and note that as per our OH&S policy, our staff cannot handle any items which weigh **more than 20kg**. The hotel will not be responsible for any items that are not packed and labelled, and are left in a meeting room/exhibition space unattended.

EVENT ATTENDED: \_\_\_\_\_

## Appendix 3 – Floor plan

