



ANZSOM ASM 2019 Sponsors and Exhibitors Manual

Thank you for supporting the 2019 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 27th October to Wednesday 30th October, at The Playford Adelaide.

Please contact Cathie Vickers-Willis at the [ANZSOM Secretariat](#) to discuss any queries about supporting the Conference including your Exhibition space.

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 (Display boards can be ordered on request) or require additional power for your stand, please contact the [Secretariat](#).

Additional Costs

Additional Exhibitor Registration (Monday to Wednesday including daily catering)	\$550.00 pp
WELCOME RECEPTION Welcome Reception is inclusive for major sponsors, additional for some sponsors and exhibitors. Please check your package inclusions. Additional tickets can be purchased	\$95.00 pp
CONFERENCE DINNER Gala Dinner is inclusive for major sponsors, additional for some sponsors and exhibitors. Please check your package inclusions. Additional tickets can be purchased	\$165 pp
For ticketing contact please contact the Secretariat .	

Exhibition Times

Bump In*

Sunday 27 October **1600 – 1800**, Monday 28 October **0700 – 0800**, Tuesday 29 October **0700-0800** and Wednesday **30 October 0700 – 0800**.

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

Bump Out*

Monday 28 October **1530**, Tuesday 29 October **1530** and Wednesday 30 October **1530***

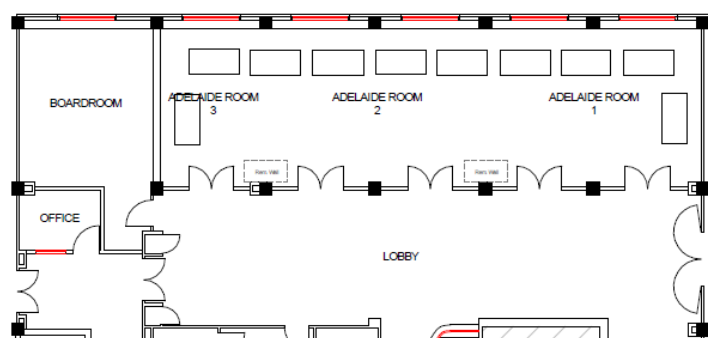
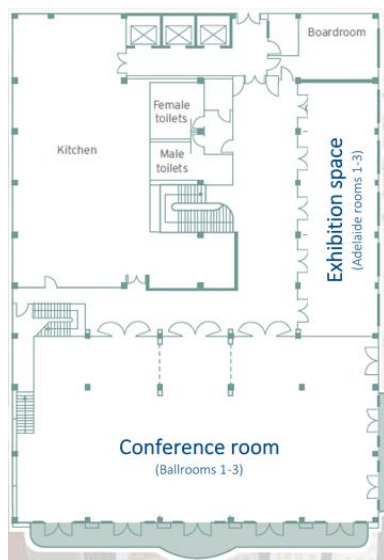
**please refrain from packing up prior to this time as delegates will be moving through the exhibition area*

Open to the delegates

0800 – 1630 | Monday 28 October

0800 – 1700 | Tuesday 29 October

0900 – 1630 | Wednesday 30 October



**All exhibitors and external suppliers will need to fill out the [Contractor Authority Form](#)
Please ensure you have returned this form to [Janelle Flores](#) at the Playford Hotel.**

Deliveries

All event equipment must be loaded in and out of the hotel via the loading dock. Loading Dock access hours are 0700-1500, Monday-Friday. Access to the Loading dock must be prearranged and approved via the Secretariat. Should the delivery arrive outside these hours, the front desk staff are 24 hours so they can accept the package/s.

The main contact for deliveries at the hotel is Jason Ellery on 08 8213 8830

Enter through Victoria Street, via North Terrace and the loading bay will be past the hotel drive way on the left hand side.

Equipment must be installed in a timely, safe, non-disruptive manner.

Contractors must at all times be courteous, polite and well behaved. Undue or excessive noise is not acceptable.

The venue will be able to start accepting goods on Thursday 24 October and Friday 25 October. (Please contact the hotel directly, if delivering after 3.00pm to make alternative arrangements on 08 8213 8802 or Janelle Flores in the Event office on 08 8212 8802).

For any deliveries prior to these dates, please contact the [ANZSOM Secretariat](#) as we can arrange an alternative drop off 9am -5pm Monday to Thursday in Adelaide.

- BOX 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 two working days prior to the event may not be accepted by 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 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

The Playford car park is located directly opposite the hotel on Victoria Street. Self-parking is available at a flat rate of \$24.00 per vehicle for day use which is applicable for all guests attending a function. Payment can be made at the Concierge Desk on departure.

Overnight self-parking is available from \$30.00 per vehicle (24 hours) or valet parking is available from \$45.00 per vehicle (24 hours).

Terms and Conditions for Sponsors and Exhibitors

- **All exhibitors and external suppliers will need to fill out the** [Contractor Authority Form](#)
- **Acceptance of Applications**
ANZSOM will issue a Tax Invoice once a Sponsorship and Exhibition application has been accepted.
- **GST and AUD**
All costs are exclusive of GST and listed in Australian Dollars. *Exceptions apply
- **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.
- **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 with names only will be supplied on the Conference App at the time of the conference, unless by prior arrangement.
- **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

BOX LABEL

(Must be used with all deliveries to the Hotel)

(Please complete in BLOCK CAPITALS)

TO: THE PLAYFORD
120 NORTH TERRACE
ADELAIDE SA 5000
via RECEIVING BAY (*off Victoria Street*)

HOTEL CONTACT:

EVENT NAME:

EVENT DATE:

COMPANY NAME:

COMPANY CONTACT:

TELEPHONE:

BOX OF

OFFICE USE

Date Received

Time Received

Received By

Deliver to Room

BY

HRS

Function Number

HOTEL CONTACT: Jason Ellery 08 8213 8830

EVENT NAME: ANZSOM ASM2019

EVENT DATE: 27 October 2019