

ANZSOM ASM 2020

Sponsors and Exhibitors Manual

Thank you for supporting the 2020 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 Thursday 19th March to Sunday 22nd March, at Peppers Silo Hotel, Launceston.

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.** *Conditions apply

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)
- Tablecloth
- 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

Additional Exhibitor Registration (Saturday to Sunday including daily catering)	\$200.00 pp
WELCOME RECEPTION – Thursday evening Welcome Reception is inclusive for major sponsors, additional for some sponsors and exhibitors. Please check your package inclusions. Additional tickets can be purchased	\$75.00 pp
CONFERENCE DINNER – Friday evening The Conference Dinner is inclusive for major sponsors, additional for some sponsors and exhibitors. Please check your package inclusions. Additional tickets can be purchased	\$115 pp
“SURPRISING LAUNCESTON” Saturday evening “Surprising Launceston” is inclusive for major sponsors, additional for some sponsors and exhibitors. Please check your package inclusions. Additional tickets can be purchased	\$75.00 pp
For ticketing contact please contact the Secretariat .	

Exhibition Times

Bump In*

Saturday 21 March **700 – 1200** and Sunday 22 March **0700 – 0800**,

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

Bump Out*

Saturday 21 March **4.30 -5.30** and Sunday 22 March **From 1330 ***

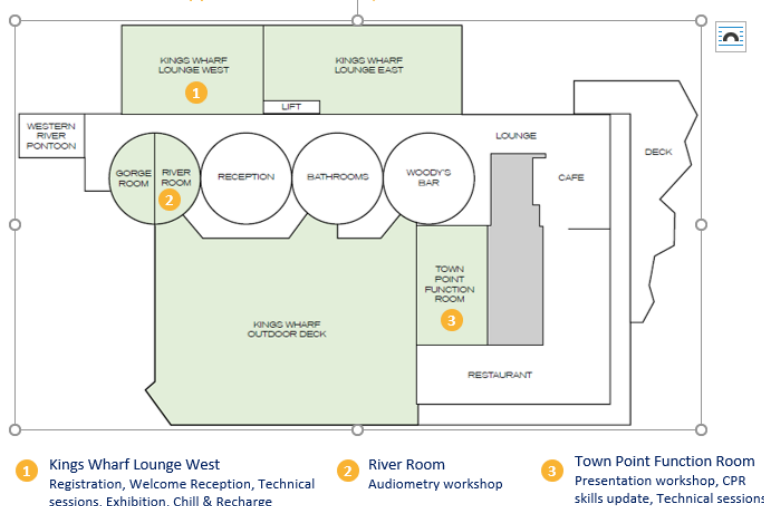
**please refrain from packing up prior to this time as delegates will be moving through the exhibition area*

Open to the delegates

1200 – 1630 | Saturday 21 March

0800 – 1330 | Sunday 22 March

VENUE LAYOUT – Peppers Silo Launceston, Level 1



Deliveries

All deliveries to Peppers Silo Launceston must be advised to the Functions Co-Ordinator beforehand and must be marked to their attention, as well as showing the function name. Whilst every effort will be made to assist in movement of goods, assistance will be offered on the basis of staff availability at the time.

The main contact for deliveries at the hotel is Ruby Hardman on 03 6700 0600

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 Monday 16 March

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

- All hand loaded items need to be under 25kg or have another way of moving them.

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*.
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Parking

Underground car parking is available on site at a rate of \$10.00 per night, subject to availability. Complimentary parking is available in the outside hotel car park and surrounding areas, subject to availability.

Contact the [ANZSOM Secretariat](#) for other arrangements.

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 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.

Please complete and attach to your item

Att: Conference Department, Ruby Hardman

Peppers Silo Hotel

89 – 91 Lindsay Street

Launceston, TAS 7248

SENDER DETAILS

Company Name -

Event Name

Box number ___ of ___ boxes

Senders Contact Number

Contents of Parcel