

# **HAA 2007 ASM (HSANZ/ANZSBT/ASTH)**

**GOLD COAST CONVENTION & EXHIBITION CENTRE (GCCEC)  
QUEENSLAND  
14 - 17 OCTOBER 2007**

**ANNUAL SCIENTIFIC MEETING OF THE:  
HAEMATOLOGY SOCIETY OF AUSTRALIA AND NEW ZEALAND  
AUSTRALIAN AND NEW ZEALAND SOCIETY OF BLOOD TRANSFUSION  
AUSTRALASIAN SOCIETY OF THROMBOSIS AND HAEMOSTASIS**

## **EXHIBITORS INFORMATION KIT**

## **CHECKLIST**

### Step 1

- [     ] I have registered all company representatives, **including complimentary registrations**, booked accommodation and social function tickets in advance through the Meeting Secretariat

### Step 2

- [     ] I have read and understood the enclosed information from the Gold Coast Convention and Exhibition Centre (GCCEC) and have completed and returned the appropriate forms

### Step 3

- [     ] I have ordered any additional services, furniture or plants from Moreton Hire – please return their forms by the specified deadline

### Step 4

- [     ] I have ordered telephone lines and audio-visual equipment from the GCCEC – please return forms by specified deadline

### Step 5

- [     ] I have completed the attached delivery label for all items for exhibition materials to be forwarded to the GCCEC by Thursday 11 October 2007

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**IMPORTANT DATES**

Final payment	30 June 2007
Registration Form	7 September 2007
Accommodation Bookings	before 7 September 2007
Trade bump in	13 October 2007
Trade dates	14 October – 17 October 2007
Conference	Sunday 14 October to Wednesday 17 October 2007

**Exhibition Manager**

Anita Smith  
Festival City Conventions  
PO Box 949  
Kent Town SA 5071  
Telephone: 08 8363 1307  
Fax: 08 8363 1604  
Email: [haa@fcconventions.com.au](mailto:haa@fcconventions.com.au)

**Meeting Manager**

Elisabeth Eaton  
Festival City Conventions  
PO Box 949  
Kent Town SA 5071  
Telephone: 08 8363 1307  
Fax: 08 8363 1604  
Email: [haa@fcconventions.com.au](mailto:haa@fcconventions.com.au)

**EXHIBITION CONTRACTOR – MORETON HIRE**

Trudi Flemming, Senior Account Manager  
Vanessa Snelgrove, Account Co-ordinator  
Moreton Hire  
31 Paringa Road, Murrarrie QLD 4172  
PO Box 624, Cannon Hill, QLD 4170  
Telephone: 07 3307 4466  
Fax: 07 3307 4449  
Email: [trudi.flemming@moreton.net.au](mailto:trudi.flemming@moreton.net.au)

**VENUE SERVICES – GOLD COAST CONVENTION & EXHIBITION CENTRE**

(Internet, Phone/Fax, Catering, Water/Compressed Air, Stand Cleaning, Audio Visual & Rigging)  
Brooke Kelliher, Event Co-ordinator  
Gold Coast Convention and Exhibition Centre  
Corner T.E. Peters Drive and Gold Coast Highway  
Broadbeach QLD 4218  
Phone: 07 5504 4032  
Fax: 07 5504 4001  
Email: [bkelliher@gccec.com.au](mailto:bkelliher@gccec.com.au)

## HAA 2007 ASM – EXHIBITORS INFORMATION KIT Gold Coast 14 - 17 October 2007

### EXHIBITION HOURS

Sunday 14 October	5.30 pm – 7.30 pm (welcome reception)
Monday 15 October	8.30 am – 5.00 pm
Tuesday 16 October	8.30 am – 5.00 pm
Wednesday 17 October	9.00 am – 2.00 pm

### SET UP AND BUMP OUT TIME –

Schell Scheme build	Saturday 13 October 2007	7.00 am – 5.00 pm
Custom booth build	Saturday 13 October 2007	11.00am – 7.00 pm
Exhibitor Set up	Sunday 14 October 2007	0900am - 12 Noon
Exhibitor Dismantle	Wednesday 17 October 2007	11.30 pm – 12.30 pm
Contractor BUMP OUT	Wednesday 17 October 2007	12 Noon – 9.00 pm

The exhibition will be located in the Exhibition Hall of the Gold Coast Convention and Exhibition Centre. All catering (excluding morning tea on Sunday) will be served in the exhibition area.

### EXHIBITOR SET-UP SATURDAY 13 AND SUNDAY 14 OCTOBER

Exhibitor access will be from 0900am Sunday 14 October. If you have a non-Moretan Hire contractor they can access your space for construction from 11am Saturday 13 October. Couriers and delivery vehicles carrying exhibition material should be directed to the Gold Coast Convention and Exhibition Centre Loading Dock. In the interest of all exhibitors, please ensure loading and unloading is completed as quickly as possible and vehicles are removed immediately the delivery is completed. The Exhibition Manager will be on site at the Gold Coast Convention and Exhibition Centre to answer your queries from noon on Saturday 13 October.

### CUSTOM DESIGNED BOOTH CONSTRUCTION

Access for builders of custom-designed booths will be from 11.00am – 7.00 pm. There will be no refunds on the booth price for the non-use of standard exhibition hire modules. All contractors and exhibitors are to wear visible identification whilst in the venue.

### DELIVERIES TO THE GOLD COAST CONVENTION AND EXHIBITION CENTRE

- Goods should be delivered to the Gold Coast Convention and Exhibition Centre Thursday 11 October 2007 (Exhibitor Deliveries). Please use the '**Exhibitor Delivery Label**' attached to this document to address all boxes clearly.
- Please photocopy one form for each box.
- Please ensure boxes are marked numerically, eg Box 1 of 4 boxes.
- Please confirm with your courier company that your material has been delivered.

**\*\*\*The Gold Coast Convention and Exhibition Centre will not take responsibility for the safety of any such items delivered to the site in the absence of the exhibitor. There is no parking available to contractors or exhibitors on the loading dock during the move-in and move-out operation.**

### STORAGE

Prior to the Meeting:

- Storage is **not** available at the Gold Coast Convention and Exhibition Centre and deliveries will not be accepted prior to Tuesday 9 October 2007

During the Meeting:

LIMITED storage space is available during the exhibition.

After the Meeting:

- **NO** storage space is available. All equipment must be removed by Wednesday 17 October 2007.

## HAA 2007 ASM – EXHIBITORS INFORMATION KIT Gold Coast 14 - 17 October 2007

### BUMP-OUT

Exhibitors are requested not to dismantle until 11.30 am on Wednesday 17 October 2007.

Each company is responsible for making its own arrangements with a local or interstate courier or freight company regarding the return of their goods to head office. The Conference Manager and Organising Committee accept no responsibility for these arrangements. **Please ensure that a delivery label is attached to all equipment or boxes being collected from the Loading Dock and that the Courier Company is aware that all charges for freight are being charged directly to your organisation.**

### SECURITY

The Exhibition Hall will be locked at the specified exhibition closing time each day. All exhibitors must wear exhibitor identification provided by the secretariat in order to gain access.

### INSURANCE

It is the responsibility of each company to maintain insurance cover against injury to person or damage or loss of property in such amounts as the company shall deem appropriate. The HSANZ, ANZSBT, ASTH, Gold Coast Convention and Exhibition Centre or the Meeting Secretariat will not be responsible for any loss, damage or injury that may occur to the company's representatives or property from any cause whatsoever prior, during and subsequent to the exhibition.

### REGISTRATION DESK

The registration desk will be located in the Main Foyer of the Gold Coast Convention and Exhibition Centre. It will be open at the following times:

Saturday 13 October	1600 – 1800
Sunday 14 October	0800 – 1900
Monday 15 October	0800 – 1800
Tuesday 16 October	0800 – 1800
Wednesday 17 October	0800 – 1300

### DISPLAY BOOTH

The official supplier for the booth shell scheme, furniture, and electrical equipment is Moreton Hire. They will contact you direct regarding information and order forms.

Each standard exhibition booth measures 3m x 3m. The booth is constructed from corinthian panelling - (back and side walls) covered in velcro-compatible fabric. Screwing into the booth panels is not permitted. Please contact Moreton Hire if you require any assistance with hanging display items. The payment for each booth includes a fascia with the company name on each aisle frontage, one 240V power outlet and two 150w spotlights.

### EXHIBITOR ENTITLEMENTS AND REGISTRATION INFORMATION

Each booth booking includes **one** complimentary full-time exhibitor registration which covers:

*(e.g. 2 booths = 2 complimentary full-time exhibitor registrations)*

- One complimentary full-time exhibitor registration (including catering breaks, Welcome Reception and Conference Dinner) per booth
- One meeting satchel per booth
- One copy of the Meeting Program and Abstracts Book per registered exhibitor
- One copy of the meeting participant list subject to the Privacy Amendment (Private Sector) Act 2001 per registered exhibitor
- Exhibitor Day Passes for additional representatives at a cost of \$65 per person per day (see below).

Exhibitor One-Day Passes are available for purchase at a cost of **\$65 per person per day** for stand only attendance which includes morning and afternoon teas and lunches. Tickets for the Welcome Reception and Conference Dinner should be ordered and paid for on the registration form.

**HAA 2007 ASM – EXHIBITORS INFORMATION KIT**  
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**EXHIBITOR ENTITLEMENTS AND REGISTRATION CONTINUED ....**

Please complete only **one** of the enclosed exhibitor registration forms for each company, indicating your correct contact details and the name of the person to whom any correspondence regarding registrations should be addressed. To this form should be attached a list of all representatives attending the meeting, indicating for each person:

- name and State (and organisation if different from listed exhibitor company)
- the type of registration (e.g. full complimentary, \$65 per day registration or paying full delegate)
- attendance at functions (e.g. complimentary or additional tickets outside of entitlements)
- accommodation required

Please return the form to Anita Smith at the HSAZ/ANZSBT/ASTH Meeting Secretariat no later than **7 September 2007**:

HAA 2007 ASM Secretariat  
Festival City Conventions  
PO Box 949  
Kent Town SA 5071  
Telephone: 08 8363 1307 Fax: 08 8363 1604  
Email: [haa2007@fcconventions.com.au](mailto:haa2007@fcconventions.com.au)

**ACCOMMODATION**

The Meeting Secretariat has negotiated special rates for accommodation at a number of Gold Coast hotels. To take advantage of these rates, bookings must be made through the Meeting Secretariat. A deposit of one night's tariff or a credit card number is required to reserve each room. To secure accommodation bookings please complete the applicable sections of the Exhibitor Registration Form in the enclosed brochure and forward with the deposit to the Meeting Secretariat. Please note that accommodation cannot be booked by the Secretariat after Friday 7 September 2007.

**EXHIBITOR KITS**

Exhibitor registration kits may be collected from the HSAZ/ANZSBT/ASTH registration desk located in the Main Foyer at the Gold Coast Convention and Exhibition Centre between 1600 and 1800 on Saturday 13 October, between 0800 and 1900 on Sunday 14 October.

Exhibitor kits will contain:

- The conference handbook and abstracts
- Exhibitor name badge(s)
- Pre-ordered social function tickets

All staff at your display must be pre-registered. Exhibitors not wearing official Meeting name badges will not be permitted in the exhibition area.

## **GOLD COAST CONVENTION AND EXHIBITION CENTRE INFORMATION**

### **AUDIO VISUAL**

Please refer to GCCEC Exhibition Manual Section B1.0

### **CAR PARK**

The GCCEC has 1,400 carparking spaces located under the GCCEC. A charge of \$5.00 per car per day will apply. The GCCEC accepts no responsibility for theft of, or damage to vehicles parked in the car park, and it is in the owner's interest to remove all valuables from vehicles.

### **COMMUNICATIONS SOLUTIONS**

The GCCEC has an extensive communications infrastructure in place to facilitate voice, fax, data and internet solutions. Communication lines can be provided throughout the GCCEC on request. Please refer to the Internet Data – RF Connection Form (F6.0) for relevant connection costs. This form must be returned no later than 14 days prior to the event.

### **COMPRESSED AIR**

Compressed air is not available at the GCCEC however please contact your event coordinator to assist with contact details for the hire of a compressor.

### **FOOD AND BEVERAGE**

The GCCEC food and beverage policy states that the Centre has sole catering rights for the sale and distribution of any article of food or drink for consumption on site. Any item distributed by an organiser or exhibitor (irrespective of outside sponsorship agreements) must be approved by the GCCEC in writing. Ref GCCEC Exhibition Manual B3.0

### **EVENT CATERING**

The GCCEC operates under the Food Safety Act 2000 and complies with legislative standards under HACCP (Health Analysis Critical Control Points). These regulations apply in relation to all food and beverage storage and distribution. Organisers must comply and adhere to these standards.

### **ON-STAND CATERING AND HOSPITALITY**

The GCCEC can assist exhibitors with any requirements for hospitality within an exhibition. The opportunity for exhibitors to entertain key clients can be discussed with the event coordinator.

The GCCEC will email exhibitors prior to the event to ascertain any on-stand requirements, which will enable exhibitors to maximise any hospitality opportunities at the exhibition.

### **EXHIBITOR ON-STAND CATERING REGULATIONS**

No exhibitor or person shall distribute, sell or give away any item of food or drink not supplied by the GCCEC to public or trade exhibition visitors, without the express written consent of the GCCEC.

Generally, the GCCEC will have no objection to the provision by exhibitors of foodstuff which demonstrate any plant or equipment forming part of the exhibition, or the product manufactured or supplied by the exhibitor.

The GCCEC reserves the right to remove any food and beverage not authorised by the GCCEC.

### **GENERAL ACCESS GUIDELINES**

Exhibitors should be aware that:

- Any person wishing to gain access to the GCCEC outside the scheduled hours should notify the Event Coordinator at least twenty four (24) hours in advance.
- There is no parking available to contractors or exhibitors on the loading dock during the move-in, operation and move-out of an exhibition unless pre-arranged this with the GCCEC.
- Access into the GCCEC for build-up and / or breakdown will be via the loading dock only. Under no circumstances should event equipment be moved in or out via front of house areas.

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**RIGGING – FOR EXHIBITIONS IN THE CONVENTION CENTRE**

Rigging in the GCCEC must be carried out in accordance with the GCCEC Exhibition Manual section C22.0. Rigging request form is attached.

**SECURITY**

Exhibitors should ensure they keep an inventory of items prior to shipping and display on their stand.

**SIGNAGE**

Signs, banners and similar materials may not be nailed, stapled, hung or attached to the ceilings, walls, windows, sprinkler systems and other surfaces except by permission of the GCCEC. Damages resulting from installation will be a direct charge to the exhibitor.

**WASTE AND ENVIRONMENTAL SERVICES**

The GCCEC will clean all aisles, the public space and remove rubbish throughout the operational hours of an exhibition.

Ensure all rubbish is placed in the aisles for disposal by the GCCEC cleaning staff. Individual Stand Cleaning is available – refer to the attached Stand Cleaning Request Form.

Ensure no item is affixed to the GCCEC doors, glass, floors etc. Any infractions will create a removal, cleaning and/or resurfacing will be charge to the conference organiser

Please ensure at the conclusion of the event the removal of materials, eg bricks, timber, sand, metal frames, etc, from the site.

Notify your Event Coordinator of specific waste requirements, especially toxic, grease, oil etc. Correct disposal methods should be discussed with your Event Coordinator.

**DELIVERIES TO THE GCCEC**

- The GCCEC will not be responsible for the safety of any delivered items to the site in the absence of the exhibitor.  
Deliveries are not permitted prior to the contracted tenancy time for the event, unless prior arrangement for storage has been made.
- Exhibitors should refer to their Exhibitor's Manual for a delivery schedule relating to their event.
- For deliveries outside the GCCEC operational hours, clearance must be obtained from the organiser and the GCCEC.

**Please ensure that a delivery label is attached to all equipment or boxes being collected from the Loading Dock and that the Courier Company is aware that all charges for freight are being charged directly to your organisation.**

**GAS USAGE / STORAGE**

Any exhibitor wanting to use gas cylinders or appliances must have approval from the Building Services Department at the GCCEC. Please forward details to your Event Coordinator.

**PRIZES / LOTTERIES**

- If an event involves a raffle or door prizes, all licences (as required by law) are the responsibility of the exhibitor.
- Any business or trade organisation wishing to conduct a trade competition which involves the chance to win a prize is required to obtain a permit. This applies only to business and trade organisations, NOT to non-trade bodies such as sporting clubs, associations and charities.
- A person or organisation wishing to conduct a sweep or calcutta where the anticipated total value of tickets to be sold is over \$20,000, must hold an authorisation permit.