

# **HAA 2008 ASM (HSANZ/ANZSBT/ASTH)**

PERTH CONVENTION & EXHIBITION CENTRE (PCEC)

PERTH, WA

19 - 22 OCTOBER 2008

**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 Perth Convention and Exhibition Centre (PCEC) and have completed and returned the appropriate forms

### Step 3

- [     ] I have ordered telephone lines and/or stand catering from the PCEC – please return forms by specified deadline

### Step 4

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

### Step 5

- [     ] I have contacted the freight forwarding company re delivery of stand materials to the PCEC on Saturday 18 October

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**HAA 2008 ASM – EXHIBITORS INFORMATION KIT**  
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**IMPORTANT DATES**

Final payment	30 June 2008
Registration Form	5 September 2008
Accommodation Bookings	before 5 September 2008
Trade bump in	18 October 2008
Trade dates	19 October – 22 October 2008
Conference	Sunday 19 October to Wednesday 22 October 2008

**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**

(Furniture, plants, etc)

Rochelle Cahill  
Perth Expo Hire  
27 Belmont Avenue  
BELMONT WA 6104

Telephone: 08 9475 2024  
Fax: 08 9478 3165  
Email: [rochellecahill@perthexpo.com.au](mailto:rochellecahill@perthexpo.com.au)  
Website: [www.perthexpo.com.au](http://www.perthexpo.com.au)

**VENUE SERVICES – PERTH CONVENTION & EXHIBITION CENTRE**

(Internet, Phone/Fax, Catering, Water/Compressed Air, Stand Cleaning & Rigging)

Exhibitor Services Coordinator  
Perth Convention and Exhibition Centre  
21 Mounts Bay Road  
PERTH WA 6000

Phone: 08 9338 0315  
Fax: 08 9338 0309  
Email: [exhibitor@pcec.com.au](mailto:exhibitor@pcec.com.au)

**HAA 2008 ASM – EXHIBITORS INFORMATION KIT**  
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**EXHIBITION HOURS**

Sunday 19 October	9.30 am – 5.00 pm
Monday 20 October	8.30 am – 5.00 pm
Tuesday 21 October	8.30 am – 5.00 pm
Wednesday 22 October	9.00 am – 11.00 am

**SET UP AND BUMP OUT TIME**

Schell Scheme build	Saturday 18 October 2008	6.00 am – 3.00 pm
Custom booth build	Saturday 18 October 2008	10.00 am – 4.00 pm
Exhibitor Set up	Saturday 18 October 2008	4.00 pm – 8.00 pm
	Sunday 19 October 2008	7.30am – 9.30 am
Exhibitor Dismantle	Wednesday 22 October 2008	11.30 am – 1.00 pm
Contractor bump out	Wednesday 22 October 2008	1.00 pm – 9.00 pm

**LOCATION**

The exhibition will be located in Pavilions 1 and 2 of the Exhibition Hall of the Perth Convention and Exhibition Centre. All catering (except the Welcome Reception) will be served in the exhibition area.

**CUSTOM DESIGNED BOOTH CONSTRUCTION**

Access for builders of custom-designed booths for the construction phase of their build will be on Saturday 18 October from 10.00 am – 4.00 pm. If additional time is required, please contact Anita Smith to discuss your requirements. 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.

PCEC follows the guidelines set by Worksafe WA, and requests that all persons requiring entry during construction hold the correct permit. This permit is often referred to as a "Blue Card". Construction is considered to be any work that involves the erection, installation or dismantling of a building or structure. PCEC also requests that all contractors and organisers undergo a brief site induction with the venue prior to commencing work at PCEC for the first time. Inductions can be arranged through the Event Manager, and are valid for one year.

Please note that the "Blue Card" training requirements do not apply to exhibitors who require access to decorate their stand - as long as those exhibitors do not require access to the exhibition area during construction. However, any persons entering the construction zone, who are not involved in the construction work, must still hold a Blue Card if entering the area for an extended period of time. "Construction Safety Awareness Training" is both accessible and simple – visit <http://www.ntis.gov.au/?/accreditedcourse/51466/provider> for details of providers offering training courses. Further details can be found in the attached "Blue Card" document.

**EXHIBITOR SET-UP SATURDAY 18 AND SUNDAY 19 OCTOBER**

Exhibitor access for non custom built booths will be from 4.00 pm – 8.00 pm on Saturday 18 October and 7.30 am – 9.30 am on Sunday 19 October. Couriers and delivery vehicles carrying exhibition material should be directed to the Perth 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 Perth Convention and Exhibition Centre to answer your queries from noon on Saturday 18 October.

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**DELIVERIES TO THE PERTH CONVENTION AND EXHIBITION CENTRE**

- Goods should be delivered to the Perth Convention and Exhibition Centre on Saturday 18 October 2008 (Exhibitor Deliveries). Please use the '**Exhibitor Delivery Label**' (PCEC Exhibitors Manual page 47) to address all boxes clearly. The PCEC will not accept deliveries before this date.
- If your courier service does not offer Saturday delivery, we recommend that you contact Agility Exposervice (Jay Pustkuchen – jayp@agilitylogistic.com.au). Agility will act as freight forwarders for all material delivery on Saturday 18 October.
- 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 Perth 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 Perth Convention and Exhibition Centre and deliveries will not be accepted prior to Saturday 18 October 2008. Agility Exposervice, the freight forwarders, can also assist with storage.

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 22 October 2008. **BUMP-OUT** Exhibitors are requested not to dismantle until 11.30 am on Wednesday 22 October 2008.

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 and consignment note are 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 HSAZ, ANZSBT, ASTH, Perth 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 on Level 2 of the Perth Convention and Exhibition Centre. It will be open at the following times:

Saturday 18 October	1600 – 1800
Sunday 19 October	0800 – 1900
Monday 20 October	0800 – 1800
Tuesday 21 October	0800 – 1800
Wednesday 22 October	0800 – 1300

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**DISPLAY BOOTH**

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

Each standard exhibition booth measures 3m x 3m. The booth is constructed from a seamless system of panelling (back and side walls) covered in velcro-compatible fabric. Screwing into the booth panels is not permitted. Please contact Perth Expo 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 1000watt (4amp) 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** (Sunday, Monday and Tuesday) for stand only attendance which includes morning and afternoon teas and lunches. The day pass for Wednesday is complimentary but must be booked. Tickets for the Welcome Reception and Conference Dinner should be ordered and paid for on the Exhibitor Registration Form. Please note that the Welcome Reception will not be held in the exhibition area.

Please complete only **one** of the enclosed exhibitor registration forms for each company, indicating the 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 **5 September 2008**:

HAA 2008 ASM Secretariat  
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)

**ACCOMMODATION**

The Meeting Secretariat has negotiated special rates for accommodation at a number of Perth 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 5 September 2008.

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### **EXHIBITOR KITS**

Exhibitor registration kits may be collected from the HAA 2008 registration desk located in the Main Foyer at the Perth Convention and Exhibition Centre between 1600 and 1800 on Saturday 18 October, or between 0800 and 1900 on Sunday 19 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.

## **PERTH CONVENTION AND EXHIBITION CENTRE INFORMATION**

### **AUDIO VISUAL**

Please refer to PCEC Exhibition Manual (page 8)

### **CAR PARK**

The City of Perth owns and operates the carpark at the PCEC through its business unit, City of Perth Parking (CPP). For further information and customer inquiries, phone (08) 9464 2844 or email [info\\_city@cityofperth.wa.gov.au](mailto:info_city@cityofperth.wa.gov.au). Due to its popularity, the Convention Centre carpark fills very quickly on weekdays. Alternate parking is available within a short walk of the Perth Convention Exhibition Centre.

### **COMMUNICATIONS SOLUTIONS**

The PCEC has an extensive communications infrastructure in place to facilitate voice, fax, data and internet solutions. Communication lines can be provided throughout the PCEC on request. Please refer to PCEC Exhibition Manual (page 10) and complete relevant forms.

### **COMPRESSED AIR**

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

### **FOOD AND BEVERAGE**

The PCEC 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 PCEC in writing. Please refer to PCEC Exhibition Manual (page 20-29) and complete relevant forms.

### **EVENT CATERING**

The PCEC 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 PCEC 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 PCEC 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. Please refer to PCEC Exhibition Manual (page 20-29) and complete relevant forms.

### **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 PCEC to public or trade exhibition visitors, without the express written consent of the PCEC.

Generally, the PCEC 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 PCEC reserves the right to remove any food and beverage not authorised by the PCEC.

### **GENERAL ACCESS GUIDELINES**

Exhibitors should be aware that:

- Any person wishing to gain access to the PCEC 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 PCEC.
- Access into the PCEC 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.

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

Rigging in the PCEC must be carried out in accordance with the PCEC Exhibition Manual (**page 12**).

**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 PCEC. Damages resulting from installation will be a direct charge to the exhibitor.

**WASTE AND ENVIRONMENTAL SERVICES**

The PCEC 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 PCEC cleaning staff. Individual Stand Cleaning is available – refer to the PCEC Exhibition Manual (page 25).

Ensure no item is affixed to the PCEC 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 PCEC**

- The PCEC 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 PCEC operational hours, clearance must be obtained from the organiser and the PCEC.

**Please ensure that a delivery label and consignment note 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 PCEC. 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.