

HAA 2009 ASM (HSANZ/ANZSBT/ASTH)

ADELAIDE CONVENTION CENTRE (ACC)

ADELAIDE, SA

18 - 21 OCTOBER 2009

**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 information from the Adelaide Convention Centre (ACC) and have completed and returned the appropriate forms

Step 3

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

Step 4

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

Step 5

- [] I have contacted the freight forwarding company Agility Fairs and Events re delivery of stand materials to the ACC on Saturday 17 October

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IMPORTANT DATES

Final payment	30 June 2009
Registration Form	4 September 2009
Accommodation Bookings	before 4 September 2009
Trade bump in	17 October 2009
Trade dates	18 October – 21 October 2009
Conference	Sunday 18 October to Wednesday 21 October 2009

Exhibition Manager

Anita Smith

Conference 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

EXHIBITION CONTRACTOR

Adelaide Expo Hire is the official shell scheme contractor for HAA 2009 ASM, they also have a large range of furniture, plants and audio visual available for hire. Adelaide Expo Hire also specialize in custom built stands and signage.

Contact details are:

Tessa Beinke
Adelaide Expo Hire
31 Deeds Road
North Plympton SA 5037
Telephone: 08 8350 2304
Fax: 08 8350 2301
Email: tessab@aei.com.au
Website: www.aeh.com.au

FREIGHT FORWARDING / LOGISTICS & TRANSPORT

Agility Fairs & Events is the official freight forwarder for HAA 2009 ASM. Full details listed further in this manual. Contact details are:

Erica D'Angelo, Exhibition Coordinator
Tel: 03 9330 3303
Fax: 03 9330 3337
Email: edangelo@agilitylogistics.com
Web: www.agilitylogistics.com

ADELAIDE CONVENTION CENTRE

Luke Edginton
Exhibitor Planning Manager
Phone: 08 8212 4099
Fax: 08 8212 5101
Email: luke.edginton@adelaidecc.com.au

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EXHIBITION HOURS

Sunday 18 October	9.30 am – 7.30 pm
Monday 19 October	8.30 am – 5.00 pm
Tuesday 20 October	8.30 am – 5.00 pm
Wednesday 21 October	9.00 am – 11.00 am

SET UP AND BUMP OUT TIME

Schell Scheme build	Saturday 17 October 2009	04.00 am – 4.00 pm
Custom booth build	Saturday 17 October 2009	10.00 am – 4.00 pm
Exhibitor Move In	Saturday 17 October 2009	4.00 pm – 8.00 pm
	Sunday 18 October 2009	7.30 am – 9.30 am
Exhibitor Move Out	Wednesday 21 October 2009	11.30 am – 1.00 pm
Exhibition Dismantle	Wednesday 21 October 2009	1.00 pm – 9.00 pm

LOCATION

The exhibition will be located in Halls F G and H of the Adelaide Convention Centre. All catering (including 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 17 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.

ACC require all onsite contractors to be inducted upon arrival on site.

EXHIBITOR SET-UP SATURDAY 17 AND SUNDAY 18 OCTOBER

Exhibitor access for non custom built booths will be from 4.00 pm – 8.00 pm on Saturday 17 October and 7.30 am – 9.30 am on Sunday 18 October.

Couriers and delivery vehicles carrying exhibition material should be directed to the Adelaide Convention 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 after the delivery is completed.

The Exhibition Manager will be on site at the Adelaide Convention Centre to answer your queries from noon on Saturday 17 October.

DELIVERIES TO THE ADELAIDE CONVENTION CENTRE

- Goods should be delivered to the Adelaide Convention Centre on Saturday 17 October 2008 (Exhibitor Deliveries). Please use the '**Exhibitor Delivery Label**' to address all boxes clearly. The ACC will not accept deliveries before this date.
- If your courier service does not offer Saturday delivery, we recommend that you contact the official freight forwarder Agility Fairs & Events (Erica D'Angelo Tel 03 9330 3303) as Agility can handle weekend and after hours transport.
- 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 Adelaide Convention 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.**

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STORAGE

Prior to the Meeting:

- Storage is **not** available at the Adelaide Convention Centre and deliveries will not be accepted prior to Saturday 17 October 2009. An option is to arrange your freight to be delivered to Agility's depot prior to the show, however, you must make arrangements directly with Agility.

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 21 October 2009. Agility can assist with return freight. If this is required, please ensure you contact Agility prior to the bump out.

BUMP-OUT

Exhibitors are requested not to dismantle until 11.30 am on Wednesday 21 October 2009.

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, Adelaide Convention 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 Adelaide Convention Centre. It will be open at the following times:

Saturday 17 October	1600 – 1800
Sunday 18 October	0800 – 1900
Monday 19 October	0800 – 1800
Tuesday 20 October	0800 – 1800
Wednesday 21 October	0800 – 1300

DISPLAY BOOTH

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

Each standard exhibition booth measures 3m x 3m.

Exhibition booth walling is black frontrunner finished in Velcro-compatible fabric.

No pins, staples or nails are not permitted on booth panels.

Please contact Adelaide Expo Hire if you require any assistance with hanging display items.

Payment for each booth includes:

- 24cm Fascia Sign, with the company name on each aisle frontage (Red text on White Corflute)
- 1 x 5amp power outlet
- 2 x 120watt spotlights

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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 be held in the exhibition area, any day pass exhibitors wishing to be in the exhibition hall during the Welcome Reception will require a ticket.**

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 HAA Meeting Secretariat no later than
4 September 2009:

HAA 2009 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

ACCOMMODATION

The Meeting Secretariat has negotiated special rates for accommodation at a number of Adelaide 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 and forward with the deposit to the Meeting Secretariat. Please note that accommodation cannot be booked by the Secretariat after Friday 4 September 2009.

EXHIBITOR KITS

Exhibitor registration kits may be collected from the HAA 2009 registration desk located in the Main Foyer at the Adelaide Convention Centre between 1600 and 1800 on Saturday 17 October, or between 0800 and 1900 on Sunday 18 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.

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Freight forwarding / Transport / Logistics

Agility Fairs & Events is the recommended freight forwarder for domestic and international freight for HAA 2009 ASM show. Agility can arrange all local, interstate and international transport services including delivery onto exhibitor's stand. Storage of early consignments and storage after the exhibition can also be arranged. Prior to the exhibition, Agility will contact all exhibitors to discuss specific transportation and other logistics requirements.

To request a quote or to book these services, please complete and return the **"Transport Request Form"** provided at the end of this manual. For more information, please contact Agility Fairs & Events on:

Agility Fairs and Events
28-32 Sky Rd
MELBOURNE AIRPORT VIC 3045

Telephone: +61 3 9330 3303
Fax: +61 3 9330 3337

Contact: Erica D'Angelo, Exhibition Coordinator / Email: edangelo@agilitylogistics.com

ADELAIDE CONVENTION CENTRE INFORMATION

AUDIO VISUAL

Please refer to ACC Handbook (page 15)

CAR PARK

Please refer to ACC Handbook (page 11)

COMMUNICATIONS SOLUTIONS

Please refer to ACC Handbook (page 14)

COMPRESSED AIR

Please refer to ACC Handbook (page 13)

FOOD AND BEVERAGE

Please refer to ACC Handbook (page 11)

EVENT CATERING REGULATIONS

Please refer to ACC Handbook (page 12)

ON-STAND CATERING AND HOSPITALITY ORDER FORM

Please refer to ACC Handbook (page 24 & 25)

RIGGING – FOR EXHIBITIONS IN THE CONVENTION CENTRE

Please refer to ACC Handbook (page 13)

SECURITY

Please refer to ACC Handbook (page 16)

SIGNAGE CARE OF VENUE

Please refer to ACC Handbook (page 17)

WASTE AND ENVIRONMENTAL SERVICES

Please refer to ACC Handbook (page 19)

DELIVERIES TO THE ACC

Please refer to ACC Handbook (page 6)

GAS USAGE / STORAGE

Please refer to ACC Handbook (page 10)

PRIZES / LOTTERIES

Please refer to ACC Handbook (page 19)