

TSANZ ANZSRS 2010 ASM

**THE THORACIC SOCIETY OF AUSTRALIA AND NEW
ZEALAND**

and

**THE AUSTRALIAN AND NEW ZEALAND SOCIETY OF
RESPIRATORY SCIENCE**

2010 ANNUAL SCIENTIFIC MEETINGS

19 – 24 MARCH 2010
BRISBANE CONVENTION & EXHIBITION CENTRE
BRISBANE, QLD, AUSTRALIA



EXHIBITORS' INFORMATION KIT

Conference Secretariat:

PO Box 949
Kent Town SA 5071
Australia

Tel: +61 8 8363 1307

Fax: +61 8 8363 1604

Em: tsanz@fcconventions.com.au

Checklist

Step 1

- [] I have registered all company representatives, **including complimentary registrations**, booked accommodation and social function tickets in advance through the Meeting Secretariat by 12 February 2010.

Step 2

- [] I have read and understood the information from the Brisbane Convention and Exhibition Centre and have completed and returned the appropriate forms

Step 3

- [] I have ordered any additional services and any furniture, audio-visual equipment or plants from Moreton Hire – please return by specified deadline

Step 4

- [] I have ordered stand catering, telephone or data lines from the Brisbane Convention and Exhibition Centre – please return forms by specified deadline

Step 5

- [] I have arranged for satchel inserts (*TSANZ Platinum, Gold and Silver and ANZSRS Gold Sponsors only*) to be delivered to Endeavour Business Service by **Wednesday 10 March 2010**.

Step 6

- [] I have completed the attached delivery label for all items to be forwarded to the Brisbane Convention and Exhibition Centre between **Wednesday 17 and Friday 19 March 2010**

TSANZ/ANZSRS 2010 ASMs – EXHIBITOR INFORMATION KIT
BRISBANE, MARCH 2010

Important Dates

Registration Form to Meeting Secretariat	Friday 12 February 2010
Accommodation cut-off	Friday 12 February 2010
Furniture & AV Order Form to Moreton Hire	Monday 15 February 2010
Bump-in	4.00pm on Friday 19 March 2010
	7.00 – 9.00 am on Saturday 20 March
Exhibition open	Saturday 20 March (Morning tea) – Tuesday 23 March (afternoon tea)
Bump-out	3.30 – 5.00pm on Tuesday 23 March 2010

Exhibition Manager

Emma Wundersitz
Festival City Conventions
PO Box 949
Kent Town SA 5071 AUSTRALIA
Telephone: 08 8363 1307 +61 8 8363 1307
Fax: 08 8363 1604 +61 8 8363 1304
Email: tsanz@fcconventions.com.au

Meeting Manager

Elisabeth Eaton
Festival City Conventions
PO Box 949
Kent Town SA 5071 AUSTRALIA
Telephone: 08 8363 1307 +61 8 8363 1307
Fax: 08 8363 1604 +61 8 8363 1604
Email: tsanz@fcconventions.com.au

Registrations

Michella Hunter
Festival City Conventions
PO Box 949
Kent Town SA 5071 AUSTRALIA
Telephone: 08 8363 1307
Fax: 08 8363 1604
Email: tsanz@fcconventions.com.au
Website: <http://www.thoracic.org.au/>

Exhibition Contractor

Moreton Hire
PO Box 624
Cannon Hill QLD 4170
Contact: Michael Buchanan
Telephone: 07 3010 4315
Mobile: 0488 336 926
Fax: 07 3307 4449
Email: Michael.buchanan@moreton.net.au
Website: www.moreton.net.au

Venue:

Brisbane Convention and Exhibition Centre
(cnr Merivale & Glenelg Streets, Southbank)
PO Box 3869
Southbank QLD 4101
Contact: Robyn Edward
Exhibitor Services Manager
Phone : 07 3308 3134
Fax: 07 3308 3138
or free fax back: 1800 063 302
Email: exhibitorservices@bcec.com.au
Website: www.bcec.com.au

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Exhibition Hours

Saturday 20 March	10.00 am - 5.00 pm
Saturday 20 March (TSANZ Welcome Reception)	6.00 pm - 7.30 pm
Sunday 21 March	9.00 am – 5.30 pm
Monday 22 March	9.30 am – 5.30 pm
Tuesday 23 March	9.00 am – 3.30 pm

Set Up and Bump Out Times

BUMP IN

Friday 19 March

Custom Booth Build	8.00 am – 3.00 pm
Exhibitors	From 4.00 pm

Saturday 20 March

Exhibitors	7.00 am – 9.00 am
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BUMP OUT

<u>Tuesday 23 March</u>	3.30 pm – 5.00 pm
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The exhibition will be located in Great Halls 3 and 4 on the Foyer Level of the Brisbane Convention and Exhibition Centre. All morning and afternoon teas (except morning tea on Wednesday) and lunches will be served in the exhibition area. Posters will be displayed in Great Hall 1, which will be open to Great Halls 3 and 4.

Set-up Friday 19 March

A fork lift has been booked for the construction phase of the exhibition bump in, from 8.00 am to 4.00 pm on Friday 19 March. Please note, exhibitors will only be given access to the halls once the fork lift has gone.

Exhibitor access to the halls will be from 4.00pm on Friday 19th March. Couriers and delivery vehicles carrying exhibition material should be directed to the Brisbane Convention and Exhibition Centre's Kitchen Loading Dock prior to 4.00 pm. After 4.00 pm, please direct to the Great Hall Loading Dock. Main vehicle access to the Exhibitor Loading Area at the Brisbane Convention and Exhibition Centre is via Glenelg Street. Exhibitors can off-load large goods from this point, but note that no parking is available on the loading docks.

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 Brisbane Convention and Exhibition Centre to answer your queries from 12noon on Friday 19 March. The Loading Dock is open from 7.00 am to 4.30 pm on Wednesday 17th, Thursday 18th and Friday 19th March. For after hours access, please speak with Katie Tomkins on 07 3308 3411 directly regarding this.

Custom Designed Booth Construction

Access for builders of custom-designed booths will be between **8.00 am – 3.00 pm on Friday 19th March**. 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. Floor plans must be submitted for BCEC approval at least 2 weeks prior to the event. Please forward floor plans to Katie Tomkins. Email: katiet@bcec.com.au.

High visibility clothing

All organisers, contractors and exhibitors and their staff must wear safety vests whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events.

Vehicle drivers and offsidors or passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

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Satchel Insert Deliveries

**Applicable for TSANZ Platinum, Gold and Silver, and ANZSRS Gold sponsors only*

Please contact Emma Wundersitz at the Conference Secretariat mid-February 2010 to ascertain the final numbers required. **Satchel Inserts must be delivered to Endeavour Business Service by Wednesday 10 March 2010 at the latest.**

- Please use the '**Satchel Insert Delivery Label**' at the end of this document to address all boxes clearly and advise Emma Wundersitz by e-mail detailing what the inserts are and that they have been sent.

Prearranged Goods can be delivered to the Brisbane Convention and Exhibition Centre from **Wednesday 17th March 2010**

Goods that are fragile, heavy, unstable or oddly shaped will not be moved or handled by BCEC

Satchel Insert Deliveries (continued)

- 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 and customs declarations have been finalised prior to delivery.

All exhibition goods being forwarded to the Brisbane Convention and Exhibition Centre should be marked with a delivery label (refer to attached form at the end of this document). Arrangements should be made for goods to arrive on the Exhibitor pack-in day or the first working day prior. The Brisbane Convention and Exhibition Centre will not accept responsibility for the security of any items delivered to the Centre in the absence of the Exhibitor or their agent. Goods will be stored up to 48 hours prior to the event.

Deliveries to the Brisbane Convention and Exhibition Centre Kitchen Loading Dock will only be accepted during the following designated times: **Wednesday 17th March, Thursday 18th March & Friday 19th March from 7.00 am – 4.30 pm.** After 4.00 pm on Friday 19th March, deliveries are to be directed to the Great Hall Loading Dock.

NB Goods will not be accepted any earlier than 2 days prior to an event. Please note, the Great Halls loading dock connects directly to the Great Halls

Storage

Prior to the Meeting:

- Brisbane Convention and Exhibition Centre will accept any freight deliveries/shipments on behalf of the Hirer or exhibitors two (2) days prior to commencement of License period. "Cash on Delivery" deliveries will not be accepted under any circumstances.
- Deliveries will be stored in the Brisbane Convention Centre's back of house freight cage. Exhibitors will not be permitted to access this area. Brisbane Convention and Exhibition Centre will not be held liable for any losses or damages to goods received.

During the Meeting:

- To assist in the smooth delivery of goods to an event or stand, all exhibitor deliveries **MUST** be clearly labelled with the Delivery Label Template attached to this document.
- Limited storage will be available for small items in the exhibition area during the exhibition. Please note, there will not be any storage space available for large equipment and boxes.

After the Meeting:

- NO storage space is available. All equipment must be removed by Tuesday 23 March 2010.
- The Brisbane Convention and Exhibition Centre and its staff will not be held liable for any losses or damage to items due to it being incorrectly packaged or insufficiently labelled. It is the sole responsibility of the Hirer/Exhibitor to ensure goods for collection are sufficiently labelled and packed appropriately prior to dispatch from the Loading Dock.

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Storage (continued)

After the Meeting:

- Goods that require collection by courier should be packaged and sealed immediately following an event and clearly labelled with the sender's and receiver's name and contact information on each item. A consignment note, to be supplied by the Hirer/Exhibitor, must be attached to the items to be collected displaying the sender's name and contact number and the Brisbane Convention and Exhibition Centre's collection address as follows:

Great Hall Loading Dock
Brisbane Convention & Exhibition Centre
Glenelg Street
South Brisbane QLD 4101

Collection of goods is to be made after 3.30 pm on Tuesday 23 March

- For any freight unable to be collected on 23 March:
Pick up address:
Kitchen Loading Dock
Brisbane Convention & Exhibition Centre
Glenelg Street
South Brisbane QLD 4101
Ph: 07 3308 3015
- All collection arrangements are to be made direct with your courier company. The Brisbane Convention Centre will only be responsible for the dispatch of goods from the Loading Dock..
- Please note, for security reasons, Brisbane Convention and Exhibition Centre staff are not permitted to complete consignment notes on your behalf.
- Consignment notes may also be obtained from Reception although please keep in mind that not all freight couriers will be available at all times.
- For tracking purposes, please take a record of your consignment number(s) with you for your reference.
- Items that are not collected due the above requirements not being met will be held in a secure storage area for a period of 7 days post event. Items that are not claimed within this time are to be removed at the discretion of the Brisbane Convention and Exhibition Centre without prior notice.

Bump-out

Exhibitors are requested not to dismantle until 3.30 pm on Tuesday 23 March 2010.

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, Organising Committee and BCEC accept no responsibility for these arrangements or for the loss or damage of your goods.

Please ensure that a completed consignment note and 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.

Do not leave your goods on your stand, goods left on the exhibition floor after the exhibition will be deemed as rubbish.

Security

The Exhibition Hall will be closed 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 TSANZ, ANZSRS, Brisbane 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.

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Registration Desk

The registration desk will be located near the Main Entrance on the Ground Floor of Brisbane Convention and Exhibition Centre. It will be open at the following times:

Friday 19 March	3.00 pm – 9.00 pm
Saturday 20 March	8.00 am – 6.00 pm
Sunday 21 March	6.45 am – 7.00 pm
Monday 22 March	7.00 am – 6.00 pm
Tuesday 23 March	6.45 am – 6.00 pm
Wednesday 24 March	6.45 am – 2.00 pm

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 which are to be submitted by COB Monday 15 February 2010.

Each standard exhibition booth measures 3m x 3m. The shell scheme being provided is Charcoal Corinthian. Each 3 x 3m booth is provided with 2 x 150w spotlights; 1 x 4amp power point; 1 x corflute fascia sign. The Exhibitor Catalogue is available at www.moreton.net.au

Exhibitor Entitlements

Each booth booking includes **two** full Exhibitor registrations, each of which includes:

- morning and afternoon teas and lunches
- Ticket to TSANZ and ANZSRS Welcome receptions
- one meeting satchel including the handbook
- one copy of the participant list

Exhibitor One-Day Passes are available for purchase at a cost of **AU\$65 per person per day** for stand only attendance which includes morning and afternoon teas and lunches (except Wednesday morning) Tickets for social functions can be booked on the exhibitor registration form at the cost indicated.

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)
- registration type (full complimentary exhibitor or exhibitor day registration)
- attendance at functions (e.g. complimentary or additional tickets outside of entitlements)
- accommodation required

Alternatively, an online registration form for exhibitors will be available on the conference website shortly.

**if there will be full paying delegates from the company attending the conference, please complete the delegate registration form, available on the registration brochure.*

Please return the form to Emma Wundersitz at the TSANZ/ANZSRS Meeting Secretariat no later than **Friday 12 February 2010** to:

TSANZ/ANZSRS 2010 Annual Scientific Meetings Secretariat
Festival City Conventions
PO Box 949
Kent Town SA 5071 AUSTRALIA
Ph: 08 8363 1307
Fax: 08 8363 1604
Email: tsanz@fcconventions.com.au

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Accommodation

The Meeting Secretariat has negotiated special rates for accommodation at a number of Brisbane 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 accommodation booking section of the form in the registration brochure sent with 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 12 February 2010.

Exhibitor Kits

Exhibitor registration kits may be collected from the TSANZ/ANZSRS registration desk located on the Foyer Level of the Brisbane Convention and Exhibition Centre at the following times:

Friday 19 March	3.00 pm – 8.00 pm
Saturday 20 March	8.00 am – 6.00 pm
Sunday 21 March	after 8.00 am

Exhibitor kits will contain:

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

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