

# Creativity. Capability. Capital.



16 to 19 October 2011  
Adelaide Convention Centre, South Australia  
[www.ausbiotech2011.com.au](http://www.ausbiotech2011.com.au)



## Provisional Exhibitor Manual

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### 1. Conference dates, venue and registration desk operating times

Sunday 16 to Wednesday 19 October 2011

Adelaide Convention Centre (ACC), North Terrace, Adelaide, South Australia, 5000, Australia

Registration Desk Operating Times:

Saturday	15 October	3:00pm – 6:00pm
Sunday	16 October	8.00am – 6.00pm
Monday	17 October	8.00am – 6.00pm
Tuesday	18 October	8.00am – 6.00pm
Wednesday	19 October	8.00am – 2.00pm

### 2. Related documents – essential information

- a. [Adelaide Convention Centre Exhibition Handbook](#)
- b. [Moreton Hire Exhibition Support Document](#)
- c. [Moreton Hire Exhibition Furniture Catalogue 2011](#)
- d. [Agility Fairs and Events transport quote request form](#)
- e. [Custom stand design and/or other item/s approval form](#)
- f. [Exhibition floor plan \(subject to change\)](#)
- g. [Exhibitor freight delivery label](#)

### 3. Summary of deadlines – dates are “latest due dates” and provision of information earlier is encouraged

Item	To	Due Date
Company logo and exhibitor profile	Misha Prusa <a href="mailto:mprusa@ausbiotech.org">mprusa@ausbiotech.org</a>	29 August 2011
Register your exhibitor staff (Number of passes as per your purchased exhibition package)	via online <a href="#">Exhibitor Registration Form</a> Exhibitor code will be provided to you	9 September 2011
Custom-built stand design approval	Misha Prusa <a href="mailto:mprusa@ausbiotech.org">mprusa@ausbiotech.org</a>	9 September 2011
Other items requiring prior venue approval	Misha Prusa <a href="mailto:mprusa@ausbiotech.org">mprusa@ausbiotech.org</a>	9 September 2011
Moreton Hire – fascia/furniture orders	Kate Holland <a href="mailto:kate.holland@moreton.net.au">kate.holland@moreton.net.au</a> Ph: +61 3 9300 5707 Fax: +61 3 9300 5733	9 September 2011
ACC venue services orders, ie. Stand cleaning requirements, broadband connections, phone lines etc. (refer Page 22-37 of Exhibition Handbook)	Joanne Wood Adelaide Convention Centre Fax: 8212 5101 Email: <a href="mailto:exhibitions@adelaidecc.com.au">exhibitions@adelaidecc.com.au</a>  You <b>must</b> send a copy to Misha Prusa also <a href="mailto:mprusa@ausbiotech.org">mprusa@ausbiotech.org</a>	9 September 2011
Agility transport quote request form	Kylie Curran <a href="mailto:kcurran@agilitylogistics.com">kcurran@agilitylogistics.com</a> Ph +61 3 9330 3303 Fax +61 3 9330 3337	30 September 2011
Certificate of Currency (Public Liability Insurance)	Misha Prusa <a href="mailto:mprusa@ausbiotech.org">mprusa@ausbiotech.org</a>	9 September 2011

**4. Contact details**

**National Events Manager & Registrations Manager**

Misha Prusa  
AusBiotech Ltd  
Level 1, 322 Glenferrie Road  
Malvern VIC 3144  
Australia  
T: +61 3 9828 1400  
F: +61 3 9824 5188  
[mprusa@ausbiotech.org](mailto:mprusa@ausbiotech.org)

**Conference Program Manager**

Hayley Laing  
AusBiotech Ltd  
Level 1, 322 Glenferrie Road  
Malvern VIC 3144  
Australia  
T: +61 3 9828 1400  
F: +61 3 9824 5188  
[program2011@ausbiotech.org](mailto:program2011@ausbiotech.org)

**Venue**

Luke Edginton  
Adelaide Convention Centre  
North Terrace  
Adelaide SA 5000  
Australia  
T: +61 8 8212 4099  
F: +61 8 8210 6750  
[exhibitions@adelaidecc.com.au](mailto:exhibitions@adelaidecc.com.au)

**Exhibition Contractor**

Kate Holland  
Moreton Hire  
PO Box 116 Duke St  
Altona North VIC 3026  
Australia  
T: +61 3 9300 5707  
F: +61 3 9300 5733  
[kate.holland@moreton.net.au](mailto:kate.holland@moreton.net.au)

**Freight Forwarder Coordinator for Conference**

FREIGHT QUOTES & ORDERS  
Kylie Curran  
Agility Fairs & Events  
28-32 Sky Road  
Melbourne Airport VIC 3045  
Australia  
T: +61 3 9330 3303  
F: +61 3 9330 3337  
[kcurran@agilitylogistics.com](mailto:kcurran@agilitylogistics.com)

**Freight Forwarder Coordinator for Conference**

ONSITE at Adelaide Convention Centre  
Angus Robertson  
Agility Fairs & Events c/o ACC  
North Terrace  
Adelaide SA 5000  
Australia  
T: +61 8 8210 6773  
F: +61 8 8210 6751  
[arobertson@agilitylogistics.com](mailto:arobertson@agilitylogistics.com)

**5. Adelaide Convention Centre (ACC map)**



Redevelopment of the Adelaide Convention Centre is scheduled to commence from September 2011. This will have an impact on the move in and move out phases of the exhibition. The existing entrance to our loading bay will be closed from this time therefore all access to the loading dock will be via Festival Drive. The easiest access to Festival Drive will be from the Morphet Street Bridge.

In order to ensure the move in and move out runs as smoothly as possible and avoid lengthy delays, all exhibitors are asked to contact Mr Angus Robertson at the Morphet Loading Dock on +61 8 8210 6773 or at [arobertson@agilitylogistics.com](mailto:arobertson@agilitylogistics.com) to schedule in your deliveries. Your assistance is greatly appreciated

**6. ACC manual and service order forms**

There is one very important document for exhibitors, provided by the venue:

- a. [Adelaide Convention Centre Exhibition Handbook](#)

It is the responsibility of all exhibitors to familiarise themselves with all venue rules and regulations.

The ACC Exhibition Handbook contains the following venue service order forms on the pages referred to:

**SECTION 2: SERVICE ORDER FORMS**

Form 1 ORDER SUMMARY FORM .....	23
Form 2 CAR PARK ORDER FORM .....	24
Form 3 INCENTIVE CATERING FORM .....	25
Form 4 STAND CLEANING ORDER FORM .....	31
Form 5 UTILITIES ORDER FORM .....	32
Form 6 STANDARD BANNER RIGGING ORDER FORM .....	33
Form 7 PHONE LINE ORDER FORM .....	34
Form 8 BROADBAND ORDER FORM .....	35
Form 9 FOOD & BEVERAGE SAMPLING REQUEST .....	36
Form 10 CUSTOM STAND DESIGN APPRAISAL.....	37

**7. Exhibition contractor**

Prior to the exhibition, Kate Holland of Moreton Hire will be in touch with you to discuss Moreton Hire’s current catalogue and their booking forms and information. To facilitate this, your contact details have been passed on to Moreton Hire. Please feel comfortable to contact Moreton Hire in the interim for all of your requirements, including rigging. The deadline for orders and final fascia confirmation (for shell scheme booths) is Friday 9 September 2011. Links to the relevant Moreton Hire documentation can be found in section 2 of this manual (c. and d.).

If you have chosen to use a different exhibition contractor other than Moreton Hire, you must provide their contact details to Misha Prusa [mprusa@ausbiotech.org](mailto:mprusa@ausbiotech.org) on or before Friday 9 September 2011. However electrical order for ALL stands including space only, must be ordered through Moreton Hire.

It is your responsibility to ensure your elected contractor complies with the venue rules and regulations. Any additional costs incurred through the use of your elected contractor remains the responsibility of the exhibitor.

### 8. Exhibition schedule (including move-in and move-out dates and times)

Due to demolition works on the North Terrace side loading dock ramp, there will be only one ramp for entry and exit of the loading dock. To assist with this process, Agility Logistics have an office onsite, and the exhibition schedule has been further staged to assist.

It is recommended that all exhibitors take advantage of the staged approach to ensure your exhibition space is set to your satisfaction.

Date	Exhibition Hall Opens	Exhibition Hall Closes	Activities
Friday 14 October	4:00am	7:00pm	<ul style="list-style-type: none"> <li>Moreton Hire and/or contractors only allowed access to commence build of infrastructure.</li> </ul>
Friday 14 October	12:00pm	7:00pm	<ul style="list-style-type: none"> <li>Space only contractors allowed access to exhibition hall.</li> </ul>
Saturday 15 October	7:00am	2:00pm	<ul style="list-style-type: none"> <li>Space only contractors to complete builds allowed access to exhibition hall.</li> </ul>
Sunday 16 October	8:00am	2:00pm	<ul style="list-style-type: none"> <li>Exhibitors (shell scheme booth) allowed access to exhibition hall.</li> </ul>
Sunday 16 October	<b><u>All exhibitors need to be set up by no later than 4:00pm</u></b>		
Sunday 16 October	2:00pm	4:00pm	<ul style="list-style-type: none"> <li>Exhibitors to comply with final clean and OHS check.</li> </ul>
Sunday 16 October	<b><u>All Welcome Reception ticket holders</u></b> <b><u>Welcome Reception, Adelaide Oval Function Centre 6:00-8:00pm</u></b>		
Monday 17 October	8.00am	5.30pm	<ul style="list-style-type: none"> <li>Exhibition open 8:00am-5:30pm</li> <li>Morning tea 11.00am-11.30am</li> <li>Lunch 1.00pm-2.00pm</li> <li>Afternoon tea 3.30pm-4.00pm</li> <li>Exhibitors' Reception 5.30pm-7.00pm</li> </ul>
Tuesday 18 October	8.00am	5:30pm	<ul style="list-style-type: none"> <li>Exhibition open 8:00am-5:30pm</li> <li>Morning tea 11.00am-11.30am</li> <li>Lunch 1.00pm-2.00pm</li> <li>Trade afternoon 2.30pm-5.30pm.</li> <li>Afternoon tea 3.30pm-4.00pm</li> </ul>
Tuesday 18 October	<b><u>All Conference Dinner ticket holders</u></b> <b><u>Conference Dinner, Adelaide Convention Centre 7:00pm-12:00am</u></b>		
Wednesday 19 October	8.00am	3.00pm	<ul style="list-style-type: none"> <li>Exhibition open 8:00am-3:00pm</li> <li>Morning tea 11.00am-11.30am</li> <li>Lunch &amp; AusBiotech Welcome to AusBiotech 2012 1:00-2:30pm</li> <li>Exhibitors to move out <b><u>after 3.00pm.</u></b></li> <li>All exhibitors to be moved out <b><u>before 9.00pm.</u></b></li> </ul>

The full program for AusBiotech 2011 can be found [here](#).

### 9. Exhibition trade afternoon – 2.30pm-5.30pm Tuesday 18 October

The trade afternoon, to be held from 2.30pm-5.30pm on Tuesday 18 October, is offered in addition to general access to the BioIndustry Exhibition for exhibitors and delegates. This time has been allocated specifically for exhibitors to invite guests and for graduate and undergraduate students to attend and engage with industry.

Exhibitors are able to invite guests, such as clients or senior managers to visit their stand and experience the BioIndustry Exhibition. Exhibitors' trade afternoon guests will need to complete the [Trade Afternoon Registration Form](#) and return completed form to [registrations2011@ausbiotech.org](mailto:registrations2011@ausbiotech.org) prior to Tuesday 18 October. They will then need to sign in at the registration desk to be provided with a special Trade Afternoon delegate pass.

### 10. Exhibitor entitlements

Please refer to the AusBiotech 2011 [Exhibitor Opportunities](#) document for your exhibitor booth and registration entitlements (unless otherwise noted in your agreement with AusBiotech).

### 11. Delegate handbook profile

As an AusBiotech 2011 exhibitor you are required to provide a company profile for the Delegate Handbook.

#### Profile word limits:

- *Single Booth – 25 words*
- *Double Booth – 50 words*
- *Triple Booth – 75 words*
- *Quad Booth – 100 words*
- *Six Booth – 150 words*
- *Eight Booth – 200 words*
- *Small Business Display – 25 words*

To ensure your exhibitor profile is included in the Delegate Handbook, please forward the profile together with your organisation's logo (high res jpg AND eps format) to [mprusa@ausbiotech.org](mailto:mprusa@ausbiotech.org) no later than Monday 29 August 2011.

### 12. Registration

Pre-registration for all of your allocated Exhibitor Passes and Full Registration Passes as per your purchased booth package are to be completed by Friday 9 September 2011 via the online [exhibitor registration form](#) using your exhibitor only code . You will be able to purchase upgrades and function tickets at this site.

### 13. Accommodation

Visit the conference website for information regarding [accommodation](#).

### 14. Visa and passport requirements

Australia has varying visa and passport requirements for overseas visitors. Please check with your local travel agent or passport office to confirm your visa requirements at least eight weeks prior to your departure to Australia. Visitors from all countries require passports which are valid for at least six months after arrival.

### 15. Security

Please ensure your name badge is worn at all times during the conference. Security will be restricting access at all times unless your official badge is worn.

### 16. Promotional materials

Please ensure that you have allowed for sufficient promotional materials and handouts to be available for the full three days of conferencing. AusBiotech anticipates approximately 1000-1200 delegates to be in attendance over the 3½ day period.

### 17. Custom-built stands

If you are having your exhibition stand custom-built, you must obtain prior approval. Please complete the [Custom Stand Design Appraisal form](#) and send to both the Adelaide Convention Centre [exhibitions@adelaidecc.com.au](mailto:exhibitions@adelaidecc.com.au) and AusBiotech [mprusa@ausbiotech.org](mailto:mprusa@ausbiotech.org) **no later than Friday 9 September 2011.**

If you require assistance with building your stand, please contact Isla Haddad of Moreton Hire by email [isla.haddad@moreton.net.au](mailto:isla.haddad@moreton.net.au) or telephone on +61 3 9300 5700 or +61 488 996 818 (mobile).

### 18. Other items requiring approval

Items requiring prior approval include:

- any on-booth catering
- any items to be rigged from the ceiling
- all vehicles – trucks/cars etc.
- all items greater than 2.4 metres in height, two-storey stands
- any raised or feature flooring on stands
- additional lighting, use of naked flames, LP Gas cylinders
- all prize draws
- helium balloons
- machinery
- refrigerators
- harmful chemicals
- anything loud, potentially intrusive or harmful to others
- anything outside the dimensions of your allocated booth space.

To request prior approval of the items mentioned above, please complete the [Custom Stand Design Appraisal form](#) and send to both the Adelaide Convention Centre [exhibitions@adelaidecc.com.au](mailto:exhibitions@adelaidecc.com.au) and AusBiotech [mprusa@ausbiotech.org](mailto:mprusa@ausbiotech.org) **no later than Friday 9 September 2011.**



### 19. Networking opportunities

Exhibitors are invited to attend the following social functions:

Event	Date	Time	Venue
Welcome Reception	Sunday 16 October	6.00pm-8.00pm	Adelaide Oval Function Centre
Exhibitors' Reception	Monday 17 October	5.30-6.30pm	BioIndustry Exhibition Hall
Conference Dinner	Tuesday 18 October	7.00pm-12.00am	Adelaide Convention Centre, Hall F
Closing Lunch Reception	Wednesday 19 October	1.00pm-2.30pm	BioIndustry Exhibition Hall

Conference Dinner tickets are not included in any registration type. Conference Dinner tickets are available to be pre-purchased [online](#) at a cost of \$175 inc. GST.

### 20. Catering

The following catering is included for all exhibitors:

- Conference morning teas, lunches and afternoon teas served in the Exhibition Hall;
- Welcome Reception
- Exhibitors' Reception
- Closing Lunch Reception (upon confirmation)

Any on-booth catering requests should be submitted to AusBiotech Ltd outlining food requirements and service. We ask that you do not make direct contact with the venue regarding catering requirements.

Exhibitors will be served approximately 30 minutes prior to the scheduled catering breaks.

### 21. High Visibility Safety Clothing

It is a requirement of the ACC for all persons working within the venue during the move in (build) and move out (breakdown) of an exhibition to wear a high visibility safety vest or high visibility clothing compliant with AS4602:1999. Exhibitors and contractors will not be permitted in the venue unless high visibility clothing is worn.

Important note: Exhibitors must provide their own staff and their own contractors with hi-visibility vests. People wearing open-toed shoes, sandals or thongs and children under 15 are not permitted access to the exhibition halls during move-in/out.

The AusBiotech Registration Desk will be selling hi-visibility vests for \$10 AUD each if you neglect to bring your own to the venue. Note that there is a limited amount available for purchase on-site, therefore we cannot guarantee there will be vests available.

### 22. Bump-IN & Bump-OUT Trolleys

The ACC has limited quantity of trolleys available for exhibitor use during the move in and move out phases of the event FOC. However, exhibitors are advised to bring their own trolleys to bump-in and bump-out of the exhibition hall to ensure smooth and uninterrupted operations of their bump-in & bump-out.

### 23. Freight forwarding

Agility Fairs & Events (a specialised exhibition and events logistics provider) have been appointed as the official and preferred logistics company for AusBiotech 2011.

Agility can arrange all local, interstate and international transport services including delivery onto each exhibitor's stand at the exhibition venue. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged.

If you are an international exhibitor, Agility can provide comprehensive international freight forwarding services, tailored to each particular exhibitor's requirements. Services include air and sea freight, customs clearance, tariff classification and advice, duty and sales tax assessments and all relevant documentation. Agility also offers pre-event storage, delivery and on-site handling. Please contact Agility for shipping instructions.

If you are using Agility for transport, your goods will be automatically delivered directly to your stand. Otherwise, the cost for forklifting onsite is \$55 for the first 15 mins and \$50 every subsequent 15 mins or part thereof. This is payable by credit card or cash at the time of booking.

There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in their exhibition display area during the show. Agility can arrange off-site storage at a cost of \$40.70 per m<sup>3</sup> or part thereof.

Prior to the exhibition, Agility will contact all exhibitors to discuss individual transportation and other logistics requirements. In the meantime, to request a quote please complete and return the [Transport Quote Request Form](#) (which includes information on the benefits of using Agility Fairs & Events) and forward to Agility (contact details on page 3).

All quotations contained in this document were accurate at the time of production of manual and are subject to change, quoted in Australian dollars.

[Click here](#) for the Freight Forwarding Label for ALL EXHIBITORS TO USE.

### 24. Loading dock management

All exhibitor/ contractor deliveries must be sent to the ACC's Morphett Loading Dock with the correct [Exhibitor Delivery Label](#) attached to each item. Exhibitor and contractor goods may only be delivered to the ACC during designated times at the Morphett Loading Dock.

Dates & Times as follows:

Friday 14 October (0700hrs – 1800hrs)

Saturday 15 October (0700hrs – 1800hrs)

Sunday 16 October (0700hrs – 1200hrs)

Wednesday 19 October (1500hrs – 1800hrs)

Deliveries prior to the specified move in time will not be accepted.

Deliveries not falling into the specified times and dates above will not be accepted.

### Important note:

The loading dock is self-servicing. No goods will be accepted on behalf of exhibitors by the Adelaide Convention Centre. Couriers requiring a signature from ACC staff will be turned away. Goods must not be sent to the loading dock before the scheduled times for the move-in of the event. All goods must be collected by the end of the official move-out time.

It is strongly recommended that any exhibitor transporting freight to and from the ACC use the services of a specialised exhibition focused freight forwarder (ie Agility). This will avoid potential problems with customs, duties, and deliveries outside designated times. The ACC will not accept any responsibility for arranging the freighting of any item or the costs associated therewith.

All airway bills/shipping notes must be clearly marked 'All charges to account consignor'. The ACC, nor AusBiotech, accept no responsibility for any charges associated with the duties, taxes or clearance of exhibitor/ contractor goods.

Any exhibitor/ contractor goods arriving at the ACC should have prior forklifting arrangements (ie book through Agility). The ACC does not provide complimentary forklifting for any exhibitor/contractor goods.

Shipping containers freighted to the Adelaide Convention Centre loading dock must be arranged prior. Please contact ACC loading dock staff on +61 8 8210 6773 at least 30 days prior to the event if you require a shipping container to be delivered. The ACC will advise if this is possible and what charges will apply if it is possible.

Any person under the age of 15 years is prohibited from accessing the ACC exhibition halls and loading dock during the designated move-in and move-out periods.

All vehicles entering the ACC loading dock will be issued a 20-minute unloading permit. Parking infringements may be issued by authorised officers for those vehicles exceeding the 20 minutes unloading rule. Vehicles must be removed prior to stand set-up commencing.

### **25. Deliveries to venue by own courier or car**

Deliveries to the venue via your own preferred courier or car need to be made between the dates and times as outline in Section 24.

You need to be at the venue to receive any freight being delivered for you via private courier or car. The ACC staff cannot and will not accept any freight on your behalf.

### **26. Move-IN and Move-OUT**

All exhibition booths must be completed and exhibitors moved in by 2.00pm on Sunday 16 October 2011. Any booths not completed by this time will not be permitted to exhibit and will forfeit their booth.

Exhibitors can commence moving-out on or after 3.00pm on Wednesday 19 October 2011, and move-out must be complete by 9.00pm. We request the cooperation of exhibitors in removing all goods, equipment, literature, etc. promptly to prevent any possible damage caused by the dismantling. Any items left behind will be thrown into the garbage.

**A high-visibility safety vest** must be worn by everyone involved in the move-in and move-out. **"No vest, no entry" policy applies.** Please pack vests for your staff; all staff on duty need to be vested prior to the commencement of the move-out, as the loading dock doors will only be opened for service once all staff involved are wearing safety vests and adequate closed footwear.

**Open-toed shoes are not permitted.** People wearing open-toed shoes, sandals or thongs and children under 15 are not permitted access to the exhibition halls during move-in/out.

**Courier companies should be instructed to pick up directly from your booth via:**

ACC Loading Dock: enter via Festival Drive – please refer to map in Section 4.

The packing up and removal of goods for return is solely the exhibitor's responsibility. All goods must be removed from the venue at the conclusion of the exhibition.

Exhibitors must arrange for retrieval of their own empty cartons from storage at the conclusion of the event.

Please ensure the following items are packed in your on-site kit for the move-out:

1. Sufficient copies of the appropriate return address label
2. Sufficient copies of your courier company's consignment notes, listing your company account number.
3. Knowledge of how to book a courier.
4. Packaging tap and scissors or a packing knife.
5. Hi-visibility vests for all of your staff
6. Trolley

Prior to leaving the site, staff must pack up all goods being collected by their courier. All goods must have both a return address label and a completed courier consignment note attached, in readiness for the courier to collect directly from the booth. **Otherwise, goods will be deemed rubbish and disposed of promptly. As at 9:00pm Wednesday 19 October 2011.**

The ACC and AusBiotech do not supply trolleys. If you need a trolley, please bring your own.

Please note you may need to contact Agility if your need is greater than a small trolley.

### 27. Car parking

See map in Section 4 showing location of car parks. Rates are as follows:

ACC OPERATED CAR PARKS – North Terrace and Riverbank Carparks - 24 hour operation	
<b>Applicable Rates</b>	
0 - 1 hour	\$4.00
1 - 2 hours	\$8.00
2 - 3 hours	\$12.00
And \$1.00 per hour thereafter to a maximum of \$24.00 per twenty four hour period	
<b>Early Bird Rate</b>	
Entry between 5.00am – 9.30am and Exit by 6.30pm	
Casual rates apply after 6.30pm	

### 28. Insurance

Insurance cover is the responsibility of the exhibitor. Please ensure that you are adequately covered. A copy of your Certificate of Currency (Public Liability Insurance) must be emailed to Misha Prusa at AusBiotech [mprusa@ausbiotech.org](mailto:mprusa@ausbiotech.org) prior to Friday 9 September 2011.

**Exhibitor liability:**

- The exhibitor indemnifies the organiser from and against all actions, claims, demands, fines, costs and expenses including but not limited to legal costs and expenses (as between solicitor and client) incurred by the organiser or for which the organiser may become liable in respect of any damage to property or loss or injury

to any person which may be suffered or sustained in or upon and in relation to any part of the exhibition space, or in respect of any inquiry into the same.

- The exhibitor will at its own expense effect and keep current at all times during in the move-in and move-out period of the exhibition a Public Risk and Property Damage Insurance Policy in respect of its space in an amount of not less than **twenty million Australian Dollars (A\$20,000,000)**.
- If the exhibiting company has any co-exhibitors on their stand they will also require insurance cover.

### 29. Exhibitor prize draws

As an exhibitor, you have the opportunity to make available a prize or prizes as your own incentive for delegates to visit and return to your stand over the duration of the event. You will need to collect business cards and promote your prize draw at your stand, and will be fully responsible for the drawing and announcing of your prize. This works well for delegates visiting the stand, and can work really well in ensuring delegates return to your stand at the time of your local draw. Draw times at your own exhibition booth are at your discretion, but must take place during catering breaks.

If you wish to offer a prize at your stand, please advise Misha Prusa of your intentions, and provide details of the prize by Friday 9 September 2011 by emailing [mprusa@ausbiotech.org](mailto:mprusa@ausbiotech.org)

Any competition/trade promotion, lottery in which winners of the lottery are determined by an element of chance (ie. Random draw, instant win) must be conducted in accordance with the Office of the Liquor and Gambling Commissioner (South Australia) trade promotion lottery rules. Please note that you are responsible for obtaining any relevant permits. For further details visit Office of the Liquor and Gambling Commissioner <http://www.olgc.sa.gov.au>

### 30. Testing and tagging

Please note that all electrical leads (extension cords and/or laptop leads) connected in any way to a power outlet within the venue must be tested and tagged for use on site at the ACC. It is best to have these items tested and tagged prior to bringing them on-site.

It is a legal requirement in all temporary exhibition work sites within ACC that all electrical equipment be tested and tagged. This applies to all contractors working on-site and exhibitors who bring in electrical leads and appliances of any sort for their stands during exhibitions. The ACC OH&S Officer will make regular random checks on appliances and exhibitors may be asked to show tags on demand.

Should you need to have any electrical equipment tested and tagged, Moreton Hire will provide this service on-site on request. Please note that testing and tagging is closely monitored at the ACC, so if your equipment is not already tested and tagged please use the services of Moreton Hire during this window. Once the technician leaves the building a \$250 call-out fee applies if you are asked to have items tagged.

**31. AusBiotech 2012 – Melbourne Exhibition & Convention Centre**

During exhibition you will have the opportunity to view the exhibition floor plan for AusBiotech 2012. To secure your choice of location on the floor plan, you will need to complete a registration form and pay a deposit. Registration forms will be available on the floor.

AusBiotech wishes you success with your exhibition at the AusBiotech National Conference 2011 and looks forward to continuing the advancement of biotechnology with your participation.



**AusBiotech National Conference Dates**

  
**AusBiotech**  
AUSTRALIA'S BIOTECHNOLOGY ORGANISATION

<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>ADELAIDE</b> South Australia 16 - 19 October	<b>MELBOURNE</b> Victoria 30 October - 2 November	<b>BRISBANE</b> Queensland 29 October - 1 November	<b>GOLD COAST</b> Queensland 28 - 31 October