



EXHIBITOR MANUAL

OT Australia 23rd National Conference & Exhibition 2008

11 – 12 September, 2008

Sofitel Melbourne

Melbourne, Australia

Conference Office:

Think Business Events

Level 1, 299 Elizabeth St

Sydney, NSW 2000 Australia

Telephone: +61 2 8251 0045 +61 2 8251 0097

Email: danip@thinkbusinessevents.com.au

		Hours
Exhibition Build (Sofi's Area) Booths 1 - 15		
Tuesday	9 September 2008	0800
Furniture Distribution (Sofi's Area)		
Tuesday	9 September 2008	1000
Exhibitor Set Up (Sofi's Area)		
Wednesday	10 September 2008	1500 – 1830
Thursday	11 September 2008	0600 - 0800
Exhibition Build (Terrace) Booths 34 - 53		
Wednesday	10 September 2008	1400
Furniture Distribution (Terrace)		
Wednesday	10 September 2008	1600
Exhibitor Set up (Terrace)		
Wednesday	10 September 2008	1800 – 2000
Exhibition Build (Promenade) Booths 16 - 33		
Thursday	11 September 2008	0001
Furniture Distribution (Promenade)		
Thursday	11 September 2008	0200
Exhibitor Set Up (Promenade)		
Thursday	11 September 2008	0730 - 1030
Exhibition Open Hours (Sofi's Area)		
Thursday	11 September 2008	0800 - 1900
Friday	12 September 2008	0800 - 1530
Exhibition Open Hours (Terrace & Promenade)		
Thursday	11 September 2008	1030 - 1900
Friday	12 September 2008	0800 - 1530
Exhibitor Move-Out		
Friday	12 September 2008	1530 - 1700
Exhibition Dismantle		
Friday	12 September 2008	1700

The organisers reserve the right to alter the hours of admission and access.

Disclaimer

All services and associated rates published in this document were correct at the time of going to print. The Exhibition organisers cannot be held responsible for changes to services and rates provided by any companies or organisations listed in this document.

KEY CONTACT LIST

Conference Organiser

Think Business Events
Level 1, 299 Elizabeth St
Sydney, NSW 2000 AUSTRALIA

Tel: +61 2 8251 0045
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Email: danip@thinkbusinessevents.com.au
Contact: Dani Palmieri

Exhibition Organiser

Exhibition Hire
PO Box 120
Sydney Markets NSW 2129 AUSTRALIA

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Email: zey@ehs.com.au
Contact: Zeynep Yapar

Exhibition Venue

Sofitel Melbourne
25 Collins St
Melbourne, VIC 3000 AUSTRALIA

Tel: +61 3 9653 7772
Fax: +61 3 9653 7733
Email: H1902-SB05@accor.com
Contact: Alison Armstead

Freight Forwarder

Schenker Australia
95 – 99 South Center Road
Tullamarine VIC 3043 AUSTRALIA

Tel: +61 3 9335 7111
Fax: +61 3 9335 7136
Email: Ryan.leitch@schenker.com
Contact: Ryan Leitch

General Information Contents

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1 Access

Access to the *Sofitel Melbourne* for Exhibitors during set up is via the Collins Place Loading Dock (or main hotel entrance if you only have small items to bring in). Further details are outlined in the attached delivery instructions. The Exhibition is split between Sofi's Lounge, The Terrace Room and the Promenade. Sofi's and the Promenade (foyer/pre function space) are located on the 1st floor of the hotel which is the same level as the hotel lobby and reception area. The Terrace Room is located on the mezzanine level directly above the 1st floor and is accessible via 2 sets of stairs and a lift. The Terrace Room is the only function space on this level. Please refer to map attached.

Exhibitor passes provided by the Conference Office, are required to be worn at all times in order to gain entry to the exhibition area. These passes are provided complimentary with the Exhibition Space (please refer to your sponsorship/exhibition entitlements letter to see how many you will receive) and will be available for collection onsite at the Registration and Information Desk at *Sofitel Melbourne*.

2 Catering

Morning Tea, Lunch and Afternoon Tea will be provided to staff members that have exhibitor passes.

Additional exhibitor passes can be purchased at a cost of \$100.00 per person for Thursday (includes Welcome Reception) and \$55.00 per person for Friday. Please complete the **“Additional Exhibitor Pass Order Form”** provided at the end of this manual and return no later than **Friday 22 August 2008**.

3 Deliveries to the Exhibition Venue

The Organisers and the Venue will not accept any responsibility for the safety or well being of any items on, or delivered to, the site in the absence of the Exhibitor or his/her agent or contractor. Deliveries will not be permitted access to the exhibition during open hours.

Goods delivered to the *Sofitel Melbourne* will only be accepted on **Tuesday 9 September 2008 & Wednesday 10 September 2008**. All goods are to be delivered **between 9am and 5:00pm**.

See attached delivery label. Please ensure the delivery label is on all packages.

Goods are to be collected at the conclusion of the exhibition (preferably on the day, but if this is not possible, then items must be picked up on the working day after the event – Monday 15th September 2008). Storage charges of \$150.00 per day will apply for goods remaining after this time. All items must be sealed and clearly labelled ready for pick up from your booth (either by your pre arranged courier or Schenker). A representative from Schenker will be onsite to arrange the return delivery of your items (should you require the service).

NOTE: Our preferred freight forwarder is Schenker. If you require your goods shipped to and from *Sofitel Melbourne*, and you would like to utilise their service, please see form attached. Contact details are on page 2 of this manual.

4 Exhibitor Entitlements

The entitlements for the booking of an exhibition booth include: (sponsors please refer to your entitlements)

- Your company and logo listed in Conference Program Handbook
- Company logo to appear on exhibitor/sponsor page of the conference website

- One 2m x 3m exhibition booth – octonorm white walls - (Prime and Standard booths in Sofi's Area and Terrace Area) and one 1.5m x 3m exhibition booth (in the Promenade Room), two spotlight's and one powerpoint for Thursday & Friday
- Two exhibition passes for your company representatives. This allows access to catering throughout the conference program. Additional passes may be purchased. (Forms are included at the end of this manual)
- One satchel and delegate list (soft copy)
- Two tickets to the Welcome Reception

As part of your booth booking, you receive the following:

Stand Size	Standard exhibition size is 3m x 2m / 3m x 1.5m
Walls	2.5m high white melamine walls in an Aluminium Octanorm frame
Fascia	Aluminium frame with standard fascia board
Signage	Company names will be installed over each open aisle fascia. Lettering will be computer cut vinyl in navy blue fascia board. Each sign will be a maximum of 30 characters including spaces.
Lighting	2 x 150 watt track mounted spotlights per stand. Mounted on light track inside fascia unless otherwise specified.
Power	1 X 4amp power point per stand regardless of size. Located in rear corner of stand unless otherwise specified.
Flooring	Existing venue flooring will constitute the flooring of your stand. There will be an additional cost of you wish to change the colour of your carpet as it isn't possible to lay carpet on carpet, a base will be required.
Items which can be used on walls	When attaching anything to the walls, please use Velcro, bluetac, double-sided adhesive tape or Octanorm shelving and hooks (available from EHS if required).
Items which cannot be used on walls	Exhibitors are <u>not</u> to use pins, staples, screws, nails, bolts, glue and paint as that will permanently damage the panels.

Please see attached 'Exhibitor Kit' from the Exhibition Builder (EHS) for information on ordering furniture, plants etc. Forms in the EHS Exhibitor Kit that are relevant to you, will need to be completed and faxed/posted to EHS by **22 AUGUST 2008**.

5 Fire Regulations

Any materials used in the construction or decoration of a stand must be treated with a fire retardant.

Please note that it is illegal to: block emergency exits, block the access route to an emergency exit, obscure or cover emergency exit signs as well as store equipment or any other item in fire stairs.

6 Insurance

Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that such goods are delivered to the Exhibition venue and such insurance should remain until their exhibits are removed.

Exhibitors are required to take out adequate insurance cover against the kinds of risks they will incur in connection with the Exhibition, especially Public Liability, All Risks on Property, Employer's Liability and Personal Accident to Staff.

7 Parking

Parking is available for exhibitors under *Sofitel Melbourne* in Collins Place Wilson Parking, which is accessible from Flinders Lane. (The car park is located between Spring St and Exhibition Street). The following rates currently apply:

Under 0.5 hours:	\$3.00
0 – 1 Hours:	\$13.00
1 – 2 hours:	\$30.00
2 – 3 hours:	\$39.00
Maximum charge per day:	\$44.00
Evening Rate (Mon – Fr)	\$4.00 per hour, maximum charge \$16.00
Enter after 5pm and exit before 6am)	

8 Registration Desk

The OT Australia Registration Desk will be located at the *Sofitel Melbourne*, and will operate during the following hours:

Wednesday 10 September 2008	1500-1830
Thursday 11 September 2008	0800-1800
Friday 12 September 2008	0800-1700

All exhibition and registration materials, including name badges, Conference social tickets and program handbook may be collected from the Registration Desk during the times listed above.

9 Security

Whilst every reasonable precaution will be taken, the organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever.

10 Storage Facilities

There are limited storage facilities for packing materials and boxes.

**** Sofitel Melbourne is located at the 'Paris end' of Collins St. It is within a few minutes walk to all the major banks, post office, pharmacy etc and most of these facilities are located within the Collins Place Retail Complex situated underneath the hotel.**

ADDITIONAL EXHIBITOR PASS ORDER FORM

Return no later than: Friday 22nd August 2008

Return this form to:

Think Business Events
Level 1, 299 Elizabeth St
Sydney, NSW 2000
Australia

Attention: Dani Palmieri
Tel: +61 2 8251 0045
Fax: +61 2 8251 0097
Email: danip@thinkbusinessevents.com.au

Two exhibitor passes will be provided per exhibition space and two tickets for the Welcome Reception for all exhibitors (sponsors please refer to your entitlements).

Please mark below how many additional exhibitor passes you wish to purchase.

Booth Number: _____ Company Name: _____

Signed: _____ Date: _____

Day	No. of <i>additional</i> Exhibitor Passes	Total
Thursday 11 September 2008	_____ @ A\$100.00 per person (includes Welcome Reception)	\$ _____
Friday 12 September 2008	_____ @ A\$55.00 per person	\$ _____
TOTAL		\$ _____

Exhibitor Passes provide access to the exhibition area only (no conference sessions) and catering within the exhibition area, during the exhibition opening times.

Method of Payment:

Cheque Bank Draft (payable in AUD\$ to 'Australian Association of Occupational Therapists')

Credit Card: MasterCard Visa AMEX

Cardholder's Name: _____ Expiry Date: ____ / ____

Card No.: _____ Signature: _____

All amounts are in Australian dollars (AUD\$) and include 10% Goods and Services Tax (GST).

Please complete and return/fax this form to the above mentioned address.