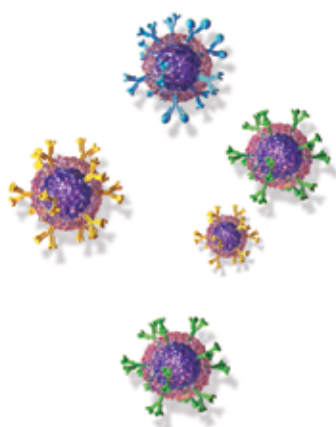


EXHIBITION MANUAL



ICI 2016
**INTERNATIONAL
CONGRESS OF
IMMUNOLOGY**
21-26 AUGUST 2016
**MELBOURNE
AUSTRALIA**



Hosted by
 **ASI** Australasian Society
for Immunology Inc.
 **IUIS** International
Union of
Pure and Applied
Immunology
Supported by
 **MELBOURNE**
AUSTRALIA



MELBOURNE



TABLE OF CONTENTS

CONTACTS	2
EXHIBITION CHECK LIST	3
EXHIBITION TIMETABLE	4
'SNAP SHOT' DATES & TIMES	4
DETAILED DATES & TIMES	4
STAFF MOVE-IN SCHEDULE	4
EXHIBITION HOURS & BREAK TIMES	5
STAFF MOVE-OUT SCHEDULE	7
LIST OF EXHIBITORS	7
FLOOR PLAN	7
VENUE DETAILS & DELIVERIES	8
LOADING DOCK ACCESS	8
VENUE ADDRESS	8
COURIER DELIVERY DETAILS	8
OFFICIAL FREIGHT CONTRACTOR	9
FORKLIFT REQUIREMENTS	9
STORAGE FACILITIES	10
SHELL SCHEME	11
SHELL SCHEME	11
SHELL SCHEME SERVICE FORMS	12
CUSTOM STAND EXHIBITS	12
PHARMACEUTICAL EXHIBITOR GUIDELINES	13
BUILD & DESIGN SPECIFICATIONS	13
EXHIBITION STAFF REGISTRATION AND NAME BADGES	15
NAME BADGE POLICY	15
REGISTRATION ENTITLEMENTS	15
ADDITIONAL EXHIBITION STAFF REGISTRATIONS	15
ONLINE REGISTRATION FORM	15
ACCOMMODATION	15
GENERAL INFORMATION	16
AUDIO VISUAL	16
BANNER RIGGING	16
BAGGAGE / CONCIERGE DESK	16
COMPETITIONS PRIZES GIVE AWAYS	16
CUSTOMER SERVICES DESK	17
DELEGATE LIST	17
ELECTRICAL TESTING AND TAGGING REQUIREMENTS	17
INSURANCE / PRODUCT AND PUBLIC LIABILITY	17
INDEMNITY FORM	18
PARKING	18
POSTERS	18
SOCIAL PROGRAM	18

STORAGE	18
VENUE SERVICES	19
STAND CATERING.....	19
VENUE SERVICES & ORDER FORMS	19
WIFI INTERNET CONNECTIONS	19
VENUE AND SURROUNDING AREA	19

CONTACTS

<p>EXHIBITION PROJECT MANAGER c/o Arinex Pty Ltd Conference & Exhibition Organisers L10, 51 Druitt St Sydney NSW 2000 Australia</p>	<p>Contact Telephone Facsimile Email</p>	<p>Vera Stojanovic +61 2 9265 0700 ext. 720 +61 2 9267 5443 vstojanovic@arinex.com.au</p>
<p>ACCOMMODATION ICI 2016 Congress Managers c/o Arinex Pty Ltd L10, 51 Druitt St Sydney NSW 2000 Australia</p>	<p>Contact Telephone Facsimile Email Website</p>	<p>Delegate Services Department +61 2 9265 0700 +61 2 9267 5443 ici2016@arinex.com.au http://www.ici2016.org</p>
<p>SHELL SCHEME / ELECTRICAL / AUDIO VISUAL / COMPUTER REQUIREMENTS ExpoNet Melbourne 44 White Street South Melbourne VIC 3205 Australia</p>	<p>Contact Telephone Facsimile Email Website</p>	<p>Samantha Cherry +61 3 9676 7736 +61 3 9676 7788 Samantha@ExpoNet.com.au www.ExpoNet.com.au</p>
<p>FREIGHT MATERIALS HANDLING / STORAGE Agility Fairs & Events Melbourne VIC 3000 Australia</p>	<p>Contact Telephone Email Website Contact Telephone Email</p>	<p>National Freight Fiona Ganatzos Ph: 02 8755 8808 fganatzos@agility.com www.agility.com International Freight Laura Drobiszewski +61 3 9330 9034 ldrobiszewski@agility.com</p>
<p>VENUE Melbourne Convention Centre 1 Convention Centre Place South Wharf VIC 3006 Australia</p>	<p>Contact Telephone Facsimile Email Website</p>	<p>Exhibitor Services +61 3 9235 8110 +61 3 9235 8121 exservices@mcec.com.au www.mcec.com.au</p>
<p>BANNER RIGGING Clifton Productions 84 – 88 Chifley Drive Preston VIC 3072 Australia</p>	<p>Contact Telephone Facsimile Email</p>	<p>Nic Cochrane +61 3 9416 6844 +61 3 9484 8166 Nic.Cochrane@cliftonproductions.com.au</p>

This Manual has been prepared by Arinex Pty Ltd, Sponsorship & Exhibitions Division, appointed Managers of the International Congress of Immunology

EXHIBITION CHECK LIST

The below checklist is provided as a guide to assist in ensuring all important operational items are actioned and deadlines are met.

Items marked ◆ are compulsory and must be returned or actioned by every exhibitor.

Items marked ● are optional based on your individual requirements.

KEY	ITEM / FORM	DUE DATE	REFER	CONTACT/ RETURN TO
◆	Public Liability Certificate	3 May 2016	Page 17	Arinex
◆	50 word Exhibitor Profile	17 June 2016	Email to Vera Stojanovic	vstojanovic@arinex.com.au
●	Centre Service Forms Internet/Cleaning/ Catering	1 July 2016	Refer Page 18	MCEC
◆	Exhibition Staff Registrations	18 July 2016	Page 15	Arinex
●	Accommodation Bookings	18 July 2016	Page 15	Arinex
●	Custom Stand - Plan Submissions	18 July 2016	Pages 12&13	Arinex
●	Fascia & Signage Confirmation Form	29 July 2016	Refer Page 12	ExpoNet
●	Wall Mounted Shelving or SlatWall Order Form	29 July 2016	Refer Page 12	ExpoNet
●	Furniture Order Form	29 July 2016	Refer Page 12	ExpoNet
●	Additional Lighting & Power Form	29 July 2016	Refer Page 12	ExpoNet
●	Stand Modifications Form	29 July 2016	Refer Page 12	ExpoNet
●	Transport Quote Form	5 August 2016	Attachments Section	Agility Fairs & Events

EXHIBITION TIMETABLE

Times are accurate at date of publication, however may be subject to change.

'SNAP SHOT' DATES & TIMES

Saturday 20 August	access from 2200 official stand contractor.
Sunday 21 August	access from 0200 other custom stand contractors. All custom stand build to be completed by 0700.
Sunday 21 August	0700 to 1730 Exhibition staff access to dress stands. 1730 to 2030 Welcome Reception (in exhibition area).
Monday 22 August	0930 to 1730 Exhibition Open.
Tuesday 23 August	0930 to 1730 Exhibition Open.
Wednesday 24 August	0830 to 1730 Exhibition Open.
Thursday 25 August	0830 to 1730 Exhibition Open.
Friday 26 August	0830 to 1730 Exhibition Open. 1530 Exhibition Close. 1530 to 1730 Exhibition Staff bump-out. 1730 to 1930 Courier and freight contractor access. 2000 to 2359 Stand contractor bump-out.

DETAILED DATES & TIMES

STAND CONTRACTOR ACCESS: SUNDAY 21 AUGUST 2016

2200	ExpoNet official contractor access (shell scheme build).
0200	Other stand contractor access. The completion time for custom stands may be extended if required (please ensure all custom stand designs are submitted to the Congress Managers by 18 July 2016) Note: No forklifts or construction of any kind is permitted in the Main Foyer after 0700. All ladders, trolleys must be removed from the Main Foyer by 0700. For additional information on stand construction in the venue, please refer to the Rules & Regulations section of the manual

STAFF MOVE-IN SCHEDULE

EXHIBITION STAFF ACCESS: SUNDAY 21 AUGUST 2016

0700 to 1730	Exhibitor staff access for set-up. Ensure all staff have access to a 'high visibility' safety vest. Open toe shoes are mandatory. Children under the age of 16 are not permitted in the exhibition area during bump-in/bump-out. Note: The use of trolleys (including deliveries from couriers etc.) is prohibited in the foyer after 0700. All goods should be delivered prior to 0700, alternatively please drop your goods off at the Loading Dock where assistance will be provided by venue staff.
--------------	--

EXHIBITION HOURS & BREAK TIMES

For a copy of the detailed conference program, topics & speakers [Click here](#)

SUNDAY 21 AUGUST 2016 – OFFICIAL OPENING

0830 to 1730	Registration desk open
1730	Exhibition open to delegates during Welcome Reception
1730 to 2030	Opening Ceremony and Welcome Reception in exhibition (stands to be staffed)
2030	Exhibition closed for the day

MONDAY 22 AUGUST 2016 – CONFERENCE DAY 1

0700 to 1730	Registration desk open
0730 to 0830	Exhibition Staff early access to top up stands
0830	Exhibition open to delegates
0830 to 1015	Program lectures
1015 to 1030	Morning tea break, Trade Exhibition and poster viewing
1030 to 1210	Mini-symposia
1215 1300	Lunch break, Trade Exhibition, poster viewing and lunch-time
1315 to 1510	Mini-symposia
1510 to 1515	Afternoon tea break, Trade Exhibition and poster viewing
1515 to 1630	Poster Discussion
1630 to 1730	Master Lectures
1730	Exhibition closed for the day
1800 to 2100	Novartis Award Ceremony and Reception

TUESDAY 23 AUGUST 2016 – CONFERENCE DAY 2

0700 to 1730	Registration desk open
0730to 0830	Exhibition Staff early access to top up stands
0830	Exhibition open to delegates
0830 1015	Program lectures
1015 to 1030	Morning tea break, Trade Exhibition and poster viewing
1030 to 1210	Mini-symposia
1215 to 1300	Lunch break, Trade Exhibition, poster viewing and lunch-time
1315 to 1510	Mini-symposia
1510 to 1515	Afternoon tea break, Trade Exhibition and poster viewing
1515 to 1630	Poster discussion
16.30 to 1730	Master Lectures
1730	Exhibition closed for the day

WEDNESDAY 24 AUGUST 2016 – CONFERENCE DAY 3

0700 to to 1730	Registration desk open
0730 to 0830	Exhibition Staff early access to top up stands
0830	Exhibition open to delegates
0830 to 1015	Program lectures
1015 to 1030	Morning tea break, Trade Exhibition and poster viewing
1030 to 1210	Mini-symposia
1215 to 1300	Lunch break, Trade Exhibition, poster viewing and lunch-time
115 to 1510	Mini-symposia
1510 to 1515	Afternoon tea break, Trade Exhibition and poster viewing
1515 to 1630	Poster discussion
1530 to 1730	Master Lectures
1730	Exhibition closed for the day

THURSDAY 25 AUGUST 2016 – CONFERENCE DAY 4

0700 to 1730	Registration desk open
0730 to 0830	Exhibition Staff early access to top up stands
0830	Exhibition open to delegates
0830 to 1015	Program lectures
1015 to 1030	Morning tea break, Trade Exhibition and poster viewing
1030 to 1210	Mini-symposia
1215 to 1300	Lunch break, Trade Exhibition, poster viewing and lunch-time
1315 to 1510	Mini-symposia
1510 to 1515	Afternoon tea break, Trade Exhibition and poster viewing
1515 to 1630	Poster discussion
1630 to 1730	The Immunology Debate
1730	Exhibition closed for the day
1900 to 2200	Congress Dinner

FRIDAY 26 AUGUST 2016 – CONFERENCE DAY 5

0700 to 1730	Registration desk open
0730 to 0830	Exhibition Staff early access to top up stands
0830	Exhibition open to delegates
0830 to 1015	Program lectures
1015 to 1030	Morning tea break, Trade Exhibition and poster viewing
1030 to 1210	Mini-symposia
1215 to 1300	Lunch break, Trade Exhibition, poster viewing and lunch-time
1315 to 1510	Mini-symposia
1510 to 1515	Afternoon tea break, Trade Exhibition and poster viewing
1515 to 1630	Poster discussion
1630 to 1730	Master Lectures
1730	EXHIBITION FINAL CLOSE
1730 to 1930	Closing Ceremony

STAFF MOVE-OUT SCHEDULE

FRIDAY 26 AUGUST 2016

1730 to 2000	Exhibitors to remove promotional items from stand walls and personal items from furniture. Package and label goods for collection by appointed courier company
1830 to 1730	Courier and freight contractors allowed entry to pick-up goods being removed from stands
2000 to 2359	Stand contractors access to dismantle stands and other equipment

NOTE: stand contractors will arrive at 2000 to commence the physical pull down. Please ensure all valuable items are removed from hire furniture and any posters are removed from shell scheme stand walls by 2000. The exhibition foyer area must be cleared of all exhibition equipment and display materials by 2300 on Friday 26 August 2016.

Items may be collected by courier on **Friday 26 or Monday 29 August**. **Items for collection on Monday should be collected from the loading dock.**

Any items not collected and remaining in the loading dock after COB on Monday 29 August will be freighted off-site at the expense of the exhibitor.

LIST OF EXHIBITORS

To review the current list of exhibitors go to the Congress website [click here](#)

FLOOR PLAN

The exhibition is located in the Main **Foyer 2 & 3** of the Melbourne Convention Centre. The floor plan is correct as at release of the Manual, however the Congress Managers reserve the right to change the floor plan and rearrange stand locations if required. [Click here](#) to download a copy or contact Vera Stojanovic vstojanovic@arinex.com.au

VENUE DETAILS & DELIVERIES

LOADING DOCK ACCESS

Access for deliveries to the exhibition area Main Foyer 2 & 3 is via the **Convention Centre Loading Dock**, the entrance to the loading dock is located off Normanby Road, South Wharf.

Three dock levellers enable vehicles to load and unload at floor level for the Plenary Foyer and a truck lift enables easy access to all levels of the Convention Centre. A 30 minute parking limit applies.

The loading dock is a restricted parking area and parking notices may be issued to ensure a clear flow is maintained during the move-in / move-out periods. Once equipment is unloaded / loaded, vehicles must be moved immediately. A dock controller will be on duty to control dock movement for both move-in and move-out. Vehicles are not permitted to park on the dock for extended periods without the express consent of the dock controller. [Click here](#) to note the location of the **Convention Centre** loading dock area.

VENUE ADDRESS

The address for dispatch of exhibition items is:

ICI 2016 Congress
Melbourne Convention and Exhibition Centre
Convention Centre Entrance
Loading Dock – Enter off Normanby Road
South Wharf, Victoria, 3006
Ph: + 61 3 9235 8000

A detailed delivery label which describes the location of the loading dock is located in the Attachments Section. Please ensure you attach this label to items sent to the venue via courier.

For moving bulky items such as computers or brochures during the move-in / move-out period, venue staff can assist at the Convention Centre Loading Dock.

For large or heavy items, it is recommended that exhibitors contact Agility Fairs & Events, the recommended materials handling supplier. Refer to the Materials Handling order form located in the Attachments Section of this manual.

COURIER DELIVERY DETAILS

Courier deliveries to the exhibition hall may arrive on either **Saturday 20 or Sunday 21 August**.

Courier deliveries: If you intend having your items delivered by courier please complete the 'delivery notice form' located in the attachments section and return to Vera Stojanovic e: vstojanovic@arinex.com.au by no later than **Monday 5 August**. **This information will assist the venue in keeping a track of receipted items and in gauging storage levels.**

Car Park: If you intend parking in the venue car park in order to bring items through the main foyer, please note that you can't use trolleys in the foyer after 0700. Trolleys can only be used before 0700. After 0700 goods will have to be hand carried in from the car park.

NOTE: The Venue will accept deliveries; however these will not be signed by venue staff. Therefore, please instruct your courier company that deliveries may be left without a signature. Arinex or the venue will not take responsibility for any goods, packages or other materials delivered onsite on behalf of an exhibitor. Additionally no responsibility will be taken by Arinex or the venue for any goods collected from the venue in the absence of the exhibitor, their agent or contractor.

SPONSORS PLEASE NOTE: If you are entitled to provide material for inclusion in the **delegate satchels** please note you will receive a specific Satchel Insert delivery label from the Congress Managers.

You must ensure items intended as a satchel insert are packed and labelled separately from your exhibition display materials.

Handy Tips

To avoid delay of your deliveries we suggest you observe the following guidelines:

- Ensure your on-site staff have full details of your delivery, including manifest and consignment notes/number, to facilitate the location of goods should they not be delivered to the venue on the designated day or time.
- DHL/FEDEX Deliveries. items sent from overseas via DHL or FEDEX; you **MUST** ensure all duties and taxes DPP (Delivery Duty Paid) are prepaid otherwise, your items will be held up in customs and will not be delivered on time. Please ensure exhibition staff have copies of consignment documents on hand as this may assist in tracking any late or non-delivered items.

OFFICIAL FREIGHT CONTRACTOR

Agility Fairs & Events are the official freight and materials handling contractor. Agility Fairs & Events will arrange all transport including delivery to each exhibitor's stand at the venue on the designated day of move-in. Agility Fairs & Events are also able to store items such as large packing crates off-site during the exhibition and return to the venue for the move-out period. **As the venue has strict regulations regarding access and delivery into the foyer area WE STRONGLY RECOMMEND ALL EXHIBITORS CONSIDER USING AGILITY to ensure prompt delivery of items to their stands.**

National Freight Enquiries:

Fiona Ganatzos
Ph: 02 8755 8808
fganatzos@agility.com

International Freight Enquiries:

Laura Drobiszewski
+61 3 9330 9034
ldrobiszewski@agility.com

FORKLIFT REQUIREMENTS



DO YOU REQUIRE A FORK LIFT OR PALLET JACK?

Agility Fairs & Events is the official materials handling contractor. If you intend installing heavy/large equipment, or are expecting delivery of pallets or large quantities of materials, please ensure you have ordered appropriate materials handling through Agility Fairs & Events. This service is available at a cost to exhibitors.

Complete the Agility Fairs & Events order form in the Attachments Section if you require assistance with freight or materials handling services.

COMPANIES NOT USING THE OFFICIAL FREIGHT FORWARDER - to avoid delay of your deliveries we suggest you note the following:

- During move-in ensure your on-site staff have full details of your shipment, including manifest and consignment notes/number, to facilitate the location of goods should they not be delivered to the venue on the designated day or time.

- **DHL/FEDEX Deliveries:** If sending small items (e.g. brochures) via DHL or FEDEX you **MUST** ensure all duties and taxes DPP (Delivery Duty Paid) are prepaid, otherwise, your items will be held up in customs and will not be delivered on time.
- **Couriers/Pick-ups:** ensure your couriers are advised of delivery and pick-up times. Items for courier collection must be packed and clearly addressed. If items are being collected by DHL, TOLL or FEDEX you MUST ensure your staff have a completed consignment note attached to the delivery ready for collection. Consignment notes are not available from the Congress Managers or the Venue. It is our experience that items will not be collected if they are not accompanied by a consignment note. Any items remaining in the exhibition area after 2300 on Friday 26 August 2016 will be freighted off-site at the expense of the exhibitor.

IMPORTED GOODS / QUARANTINE REGULATIONS

Australia has stringent importation and quarantine regulations. Any goods manufactured from plant materials and foodstuffs are subject to quarantine inspection on arrival in Australia. For details on the Rules and Regulations covering the importation of display items, including quarantine regulations contact Laura Drobiszewski at Agility e: ldrobiszewski@agility.com or Tel: +61 3 9330 9034.

STORAGE FACILITIES

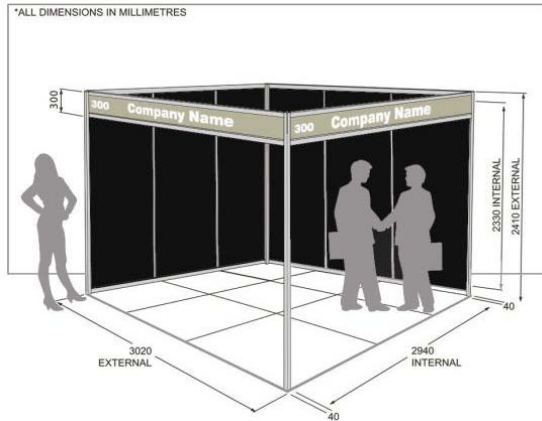
A small storage area is located in the exhibition for stand give-away items. If you think you may require storage for 'overflow' items during the event, please contact Vera Stojanovic so that we may gauge available capacity. e: vstojanovic@arinex.com.au

Large packing crates or boxes **MUST** be removed off site and returned to the exhibition for the move-out period. Exhibitors requiring storage of large items are advised to make arrangements with their nominated freight company, or contact the official freight forwarder Agility Fairs & Events.

SHELL SCHEME

SHELL SCHEME

Exhibitors who require the Standard shell scheme (refer below drawing) will receive the following in their package:



STAND SIZE

3m wide x 3m deep 9m².

FASCIA SIGNAGE

A 220mm high **blue panel** with 90mm high **white vinyl** cut **lettering**. A maximum of 30 characters. The clear height under the fascia is 2110mm. Fascia will be provided to all open sides and where necessary will be supported on 40mm square aluminium support.

WALLS

White panels 2.4m high set in a 40mm x 40mm aluminium frame. Each wall panel is 900mm wide.

FLOORING

The Main Foyer is tiled, carpet will not be provided.

LIGHTING

2 x 150w spotlights for each 3m x 3m booth OR 4 X 150w spotlights for each 6m x 3m booth.

POWER

1 x 4amp power connection for each 3m x 3m or 6m x 3m booth.

AFFIXING ITEMS ON WALLS

For positioning of promotional material blu-tac or double sided sticky tape is recommended.

No nails, staples, screws or glue is to be used to fix materials to walls. Damage to panels will be charged to exhibitors at \$150.00+ GST per panel.

Wall shelving may be ordered at an additional cost. Refer to the online order form.

Please note, when designing the layout of your stand, the Main Foyer at the Melbourne Convention Centre features a large floor to ceiling glass wall. This may impact the level of light on your booth and should be taken into consideration in relation to any screens (TV's or computers) you have featured on your stand.

For an alternative to 'stick on' posters why not consider having graphics digitally printed onto the walls. Contact Samantha Cherry at ExpoNet to further discuss
e: samantha@ExpoNet.com.au

SHELL SCHEME SERVICE FORMS



Various Service Forms need to be completed and returned to the stand contractor ExpoNet by 29 July 2016 – NB: these forms are to be submitted electronically. A representative from ExpoNet will contact exhibitors if forms are not received by the due date.

SERVICE FORMS COMPRISE

1. **Stand Information**
2. **Fascia & Signage Confirmation**
3. **Additional Lighting & Power**
4. **Stand Modifications**
5. **Wall Mounted Shelving or Slat Wall**
6. **Furniture Order**
7. **Audio Visual**
8. **Stand Layout & Final Check List**

To access the 'online' forms you will receive an email notice from the official stand contractor **ExpoNet**. The notice will contain a link and password. Service Forms need to be submitted to **ExpoNet** by the due date of **29 July 2016**. Forms and orders submitted after this date will incur a surcharge.

NB: when completing the online service forms and if you intend to order additional items- make sure you order everything you require for the event before you hit the **submit button**, as you will only be able to submit your order once.

Alternatively you can order your furniture via the ExpoNet website at www.exponet.com.au

If you experience difficulties accessing the 'online' form contact **Samantha Cherry at ExpoNet** on e: Samantha@ExpoNet.com.au

CUSTOM STAND EXHIBITS

If you intend installing a 'custom stand' please note the following.

Exhibitors must email the contact details of their appointed stand contractor, together with a copy of their stand design to the Exhibition Project Manager, by no later than **18 July 2016**
Vera Stojanovic e: vstojanovic@arinex.com.au

Stand designs must clearly indicate the stand size, wall height and any other special features.

Custom stand designs must be reviewed by the venue prior to the event or set-up will not be permitted. The Project Manager will provide written confirmation and advise if any modifications or changes need to be made.

Custom stand exhibitors are responsible for arranging services such as lighting and power connections and it is their responsibility to ensure their contractors are familiar with the rules and regulations of the venue.

Main Foyer2 & 3 are accessible by the general public, therefore Stands 2 to and including 14 must contain a rear wall and must not be visible to the public.

PHARMACEUTICAL EXHIBITOR GUIDELINES

The Medicines Australia's Code of Conduct sets the standards for the ethical marketing and promotion of prescription pharmaceutical products in Australia. It complements the legislation requirements of the *Therapeutic Goods Regulations* and the *Therapeutic Goods Act*. A copy of the code is available from [click here](#)

Section 9.6 covers trade displays and conferences held in Australia. Trade displays which include promotional materials for prescription products must only be directed to healthcare professionals. Companies and exhibitors are responsible for ensuring their trade display and materials available from the display comply with the code.

MCEC Stand Construction Information

No obstacles to be placed in the aisles and all parts of an exhibit are to be contained within the stand.

No raised floors or overhanging roof lines are permitted to cross aisles.

Walls or other structures built against another stand perimeter must be properly finished in a suitable manner on the outer face.

Any amplification on stands must not interfere with any adjacent exhibitor.

Large spans and solid overhead areas need to be perforated or have breaks between panels/sheets. Stands with false floors must use sheet Masonite (or similar material) with the smooth side down, beneath the false floor. These sheets need to be held together by masking or gaffer tape.

Additional requirements for MCEC locations are:

- system-based construction materials must be used for stand and display construction (Syma, Octanorm or Maxima systems are recommended);
- no cutting, sawing, gluing or painting is permitted anywhere in the Convention Centre;
- stands and other structures cannot be built within 500mm of the Centre's walls or windows;
- temporary electrical leads must be secured in cable tray style coverings (gaffer tape should not be used at any time); and
- drawings and plans of displays and stands other than standard exhibition booths must be submitted to the Exhibition Manager and venue for approval.

BUILD & DESIGN SPECIFICATIONS

Custom Designers please note stand designs must be sensitive to the amenity of the overall exhibition and surrounding exhibits. Views of external walls adjoining or visible by neighbouring stands must be appropriately cladded. Storage areas and packing materials should not be visible.

Stand Building and Design

1. All custom build designs must clearly incorporate booth number and name.
2. All temporary structures built for exhibitions must comply with the Building Code of Australia and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, height, fire safety and flammability rating of materials.
3. Stands over 3.0 metres in height, or stands designed to support weight other than light advertising material, must be approved. This application must include a design dimensioned plan, cross sectional plan and elevation views, together with details of construction materials and methods. Artist's impressions of stands are not acceptable. The centre may insist that a structural engineer's certificate be obtained where it is ascertained that the integrity of the structure or compliance with the Building Code of Australia may be questionable.

4. Any stand that has a structure contained within it that has a roof or ceiling may be required to provide additional fire protection equipment, such as the fitting of a smoke detector, a portable CO2 extinguisher and an extension of the existing sprinkler system.
5. All raised floors, steps and ramps within exhibits must comply with the relevant sections of the Building Code of Australia. Any raised floor sections must be clearly distinguishable from areas of the surrounding floor space.
6. Before any raised floor is installed, a protective layer must be installed between the venue floor and the raised floor. Carpet tiles or bubble wrap are acceptable protective layers. Please note, should any damage result from the installation of a raised floor, charges will apply and be passed on to the exhibitor.
7. All raised floors with a height of less than 115mm are not regarded as a step, and these floors will require a suitable and clearly distinguishable ramp from the main exhibition floor level or surrounding platform to the raised section. The ramp must be of a gradient no less than 1 to 3 and be contained within the contracted space. Ramps may not protrude into the nominated aisle way, so must be part of the stand space.
8. All raised floors with a height greater than 115mm but less than 190mm from the main exhibition floor level or surrounding platform will be regarded as a step and generally will not require a ramp. However, an approved stair nosing must be installed as per requirements for steps in public access. The only exception to this requirement is for ramping on 32mm raised flooring constructed from 1 metre modular floor sections, where an allowance of up to 100mm intrusion into the aisle will be acceptable and the 1 to 3 gradient will be maintained.
9. The raised floor sections must not contain sharp or dangerous edges and must not cause a trip hazard.
10. If halogen lights are to be used on any stand, the globe unit must be protected with safety glass to minimise the risk of fire. Please note that **tungsten halogen flood lights are banned**.
11. All exhibits must provide access for firefighting equipment, and be designed in accordance with the Building Code of Australia and to the satisfaction of the MCEC.
12. Any barriers incorporated into the custom stand are to be designed so that they yield to pressure without toppling.

Construction Materials

Any material used for stand construction or display purposes must conform to the Building Code of Australia and be:

- Non-combustible materials
- Inherently non-flammable materials
- Flame-proof fabrics
- Self-extinguishing plastic material
- Plywood, hardwood or fibreboard rendered flame-resistant by a process of impregnation acceptable to the relevant authorities

Flooring

The floor in the Main Foyer is tiled. Custom stand exhibitors may arrange for custom flooring with their stand builder if required.

EXHIBITION STAFF REGISTRATION AND NAME BADGES

NAME BADGE POLICY

All Exhibition Staff will be issued with name badges. For security reasons name badges must be worn at all times and must be clearly visible otherwise access to the Exhibition venue will be denied.

Badges will be available for collection onsite from the Congress Registration Desk.

REGISTRATION ENTITLEMENTS

Each organisation is entitled to **two** complimentary Exhibitor Registrations for each 3m x 3m (9m²) booth. Each Registration includes:

- ✓ Name Badge
- ✓ Entrance to the exhibition
- ✓ Attendance at the Welcome Cocktail Party
- ✓ Attendance at conference sessions
- ✓ Morning and afternoon tea each day (lunch not included in delegate /exhibitor registration)
- ✓ Satchel and conference materials

ADDITIONAL EXHIBITION STAFF REGISTRATIONS

\$400 per person includes all the above entitlements.

Social: attendance to the Congress Dinner is **not included** in the any of exhibition staff registrations. Refer to the social section of the exhibition staff 'online' registration form. Tickets are \$140.00 per person.

For more details on the social program [click here](#)

ONLINE REGISTRATION FORM

**To access the online form click on the below REGISTER NOW
(you can also access the form via the Congress website)**

**On the bottom of the contact details page you will see a 'Promotional Code Box'
Type in: CompExhibitor**

**Select the Complimentary or Additional Exhibitor registration category.
Register your staff before 18 July 2016.**

[REGISTER NOW](#)

Please note, exhibitors have the choice to nominate whether their name badges are personalised or 'generic' printed in the name of the company for staff members who are required to work on a roster basis.

ACCOMMODATION

Booking through the Congress Managers provides; a streamlined booking process and a choice of competitively priced quality hotels.

For an individual booking complete the accommodation section of the 'on line' registration form.

Please ensure you submit your accommodation request by no later than 18 July 2016.

For bookings of 15 rooms or more, contact the ICI 2016 Delegate Services Department on Tel: +61 2 9265 0700 or e: ici2016@arinex.com.au

For details on accommodation deposits, terms and conditions [click here](#)

GENERAL INFORMATION

AUDIO VISUAL

Audio visual equipment may be hired from ExpoNet www.expoconnect.com.au

BANNER RIGGING

All rigging at the MCEC must be done through a MCEC approved rigging company Clifton Productions.

Please ensure written details are provided to the Congress Managers and Clifton Productions at least four weeks prior to the event. The display of banners is **at an additional cost to the exhibitor**. Refer to the order form located in the Attachments Section of this manual and return to Clifton Productions by no later than **19 April 2016**.

BAGGAGE / CONCIERGE DESK

A concierge desk is located on the ground floor foyer entrance of the Melbourne Convention & Exhibition Centre. Baggage or suitcases may be checked into the concierge desk daily.

CLEANING

Cleaning of general aisle ways is included in your exhibition package.

If exhibitors require specific cleaning of stand floors or tables / bench tops, please contact Exhibitor Services e: exservices@mcec.com.au

Please ensure that the area around your display is kept as clean as possible at all times. Any rubbish or small boxes placed outside your display stand (in the general aisle ways) will be taken away by cleaning staff at the close of the exhibition each day.

COMPETITIONS | PRIZES | GIVE AWAYS

Victorian State Government Permits: Trade promotion lotteries that have a total retail prize value of \$5000 or less don't require a permit. No fee shall be required from any person for the right to participate in the lottery. This doesn't prevent a person from being required to purchase a genuine product or service to be eligible to enter. This is to cover postage or a telephone call and cannot be an entry fee. If the individual value of a prize in the lottery exceeds \$250, the name of the winner must be published in a newspaper circulating generally in Victoria. However, if the total value of prizes for the lottery is less than \$500 but an individual prize exceeds \$250, the name of the winner only needs to be published in a newspaper circulating generally in the area. The winner(s) must be notified in writing.

All entry forms and promotional material must include:

- The closing date of the lottery
- When and where the lottery will be drawn
- The means by which the winner will be notified, and
- The conditions of entry if any.

Entrants in a lottery must not be required to be present at the drawing of the lottery to be eligible to participate, unless the draw is to take place within 24 hours of commencement and the only means of entry is at the premises where the draw will take place. For example, at a trade expo where the draw will be conducted at the conclusion of the day.

For further information contact the Minor Gaming Unit at the Victorian Commission for Gambling Regulation on +61 3 9651 3630 or by email at minor.gaming@vcgr.vic.gov.au. Further information and applications forms can be found on the Victorian Government website at <http://www.vcglr.vic.gov.au/>

A permit must be obtained from the director of gaming and betting to conduct a trade promotion lottery in Victoria where the total retail value of the prize(s) exceed \$5000.

CUSTOMER SERVICES DESK

A Customer Services Desk operated by the MCEC is located in the Convention Centre at the main entrance (1 convention centre place). . Service Desk staff will also be available to assist exhibitors with enquiries relating to payments for telecommunication or food and beverage services provided by the MCEC. Faxing, printing and photocopying services are also available. Charges apply.

DELEGATE LIST

Each exhibiting company will receive a copy of the delegate list. The list will be distributed on-site at the Congress. Note in accordance with the Australian Privacy Act only those delegates who have consented their approval (on the Registration Form) to the inclusion of their details, will be included on the delegate list.

ELECTRICAL TESTING AND TAGGING REQUIREMENTS

All electrical equipment entering the MCEC must comply with the Australian Standards. All electrical equipment used in the workplace, including equipment brought in to the building by contractors or third parties. The outward sign of compliance with the Act will be the equipment's electrical test tag, compliant with AS3760: 2003.

The MCEC reserves the right to remove or replace any electrical equipment not complying with the Act. Power cords which are detachable, such as IEC leads, extension leads and power boards are separate items and need to be tested independently from the equipment they are supplied with.

The MCEC may inspect all equipment, fittings or materials brought into the venue. If any such equipment, fittings or material are deemed not be safe, they shall be removed from the MCEC immediately at the expense of the person who brought them in.

To have your items tested and tagged please contact your local electrician, or arrange for an electrical contractor to visit you onsite.

FIRST AID

All accidents must be reported to MCEC staff and the Congress Managers.

Emergency telephone numbers are:

Ambulance – 000

The nearest public hospital casualty department is at St Vincent's Hospital – telephone 03 9288 2211. St Vincent's Hospital is located at 41 Victoria Parade, Fitzroy.

FURNITURE & GREENERY HIRE

The official furniture hire and greenery contractor is ExpoNet. To view products online go to www.expoconnect.com.au

INSURANCE / PRODUCT AND PUBLIC LIABILITY

Exhibitors must arrange adequate insurance cover for their stand, products and personnel. This must include the move-in and move-out times of the Exhibition as well as for the duration of the Exhibition. Public and product liability insurance must also be included to the value of **\$10 million for each occurrence. Each exhibitor must forward a copy of their Certificate of Currency to the Congress Managers at the time of booking their exhibition stand and by no later than 3 May, 2016.**

Special Note: Exhibitors should consult their own insurance companies for proper coverage of their merchandise and displays. Public Risk Insurance, All Risk Insurance, Employer's Liability, Personal, Accident and Staff Insurance for your stand area should also be taken out.

It is understood and agreed that neither the Congress Managers, any sponsor, the MCEC or other exhibit space provider nor any of their officers, agents, employees, facilities, other representatives or assigns shall be liable for, and exhibitors hereby release them from, any claims for damage, loss, harm, or injury to the person, property or business of the exhibitors or any of their visitors, officers, agents, employees or other representatives, resulting from theft, fire, earthquake, water, unavailability of the exhibition facility or intermediate staging facilities, accident or any other reason in connection with the Exhibition or any planning meetings, demonstrations or staging.

Exhibitors shall indemnify, defend and protect the Congress Managers and hold the Congress Managers, any sponsor and the MCEC or other exhibit space provider harmless from any and all claims, demands, suits, liability damages, losses, costs, attorney's fees, and expenses which might result or arise from exhibitors' participation in the Exhibition or any actions of their officers, agents, employees or other representatives.

Exhibitors should also note that rental furniture is generally not covered by insurance. Exhibitors should check with their supplier and if required take out the relevant insurance in respect to loss or damage to hired items.

A travel insurance policy purchased in the country of origin covering loss of deposit, airfares, accommodation charges, medical expenses, loss or damage to personal property and repatriation expenses is strongly recommended. The insurance should cover loss arising from the passenger's inability to travel due to any reason whatsoever. **Arinex Pty Ltd** accepts no responsibility for any loss, damages or expenses incurred by a person travelling.

INDEMNITY FORM

Every exhibitor is required to complete the Indemnity Form. The Form was sent to you with your initial booking. If you require a form contact Vera Stojanovic e: vstojanovic@arinex.com.au

PARKING

Various parking options are available for details [click here](#)
Discount parking is available for exhibitors. Contact Wilson Parking for rates and conditions +61 3 9224 0301.

POSTERS

Scientific hard copy posters will be displayed on L1 of the Centre.

REFRESHMENTS

Morning and afternoon refreshments will be provided for all fully registered Delegates and Exhibitors within the exhibition area. Lunch is at the delegate and exhibitor own arrangements.

SOCIAL PROGRAM

Exhibitors are entitled to attend the Official Welcome Cocktail Party. The Congress dinner is not included in the exhibitor package; however tickets may be purchased from the Congress Managers. For details [click here](#)

STORAGE

Please note storage will be available onsite during the exhibition and this will be limited to stand promotional or give-away items. All large packing crates or freight boxes must be freighted off site and returned to the venue for the exhibition move-out.

VENUE SERVICES

STAND CATERING

The MCEC has sole catering rights. Therefore exhibitors need to seek venue approval to bring any outside catering, this includes stand giveaways food/beverage items. A revenue surcharge may apply.

MCEC offers a range of catering selections for your stand as well as stand-alone catering equipment including:

- coffee carts
- juice stands
- Ice cream and sorbet freezers.

VENUE SERVICES & ORDER FORMS

All orders must be accompanied by a completed **Exhibitor Services Account Form** and all service orders are to be received by MCEC seven days prior the event.

For a full list of MCEC services, including stand catering food and beverage items and relevant order forms [click here](#)

Forms include:

- **Cleaning:** specific cleaning of bench tops and booth floors
- **Communications**
- **Stand Catering**

WIFI | INTERNET CONNECTIONS

Free WiFi is available throughout the MCEC. Please note the WiFi is suitable for viewing and sending emails, viewing Facebook and twitter. It is not suitable for the download of large files.

For accessing content a hard wire service is required and can be ordered from the MCEC. To access the form click on the above link. Alternatively contact Exhibitor Services e: exservices@mcec.com.au

VENUE AND SURROUNDING AREA

For a view of the local area, venue surrounds and attractions [click here](#)

ATTACHMENTS SECTION

ICI 2016 CONGRESS EXHIBITION DELIVERY LABEL

<p>DELIVER TO: EXHIBITION CENTRE BUILDING MELBOURNE CONVENTION CENTRE LOADING DOCK, OFF NORMANBY RD SOUTH WHARF MELBOURNE VIC 3000</p>
<p>FROM: COMPANY NAME:</p> <p>CONTACT PERSON:</p>
<p>CONTACT PHONE NUMBER:</p>
<p>NAME OF EVENT: ICI 2016 CONGRESS</p>
<p>DATE OF EVENT: 21 to 26 August 2016 DELIVER ON & NOT BEFORE FRIDAY 20 AUGUST 2016</p>
<p>ROOM / AREA FOR DELIVERY: MAIN FOYER 2 & 3</p>
<p>THE FOLLOWING MUST BE COMPLETED WHEN SENDING GOODS FOR AN EXHIBITION AT THE MELBOURNE EXHIBITION CENTRE</p>
<p>STAND NAME:</p>
<p>STAND NUMBER: _____</p>
<p>TOTAL NUMBER OF ITEMS: _____</p>
<p>ITEM NUMBER: BOX: _____ OF Box: _____</p>
<p>NOTE: The Melbourne Exhibition Centre will not accept goods on behalf of exhibitors. Goods must not be sent to the loading dock before the scheduled times for the Exhibition move in.</p>

DELIVERY ADVICE FORM

ICI 2016 CONGRESS

IF YOU ARE SENDING ITEMS TO THE VENUE VIA COURIER - TO ASSIST THE VENUE IN GAUGING STORAGE REQUIRMENTS - COMPLETE THIS FORM & RETURN TO:

**Vera Stojanovic, at the ICI Congress Managers
prior to **Monday 1 August 2016****

vstojanovic@arinex.com.au

FROM:

COMPANY NAME:

CONTACT PERSON:

CONTACT PHONE NUMBER:

NAME OF EVENT: ICI 2016 CONGRESS

DATE OF EVENT: 21 to 26 August 2016

DELIVER ON & NOT BEFORE FRIDAY 20 AUGUST 2016

ROOM / AREA FOR DELIVERY: MAIN FOYER 2 & 3

**THE FOLLOWING MUST BE COMPLETED WHEN SENDING GOODS
FOR AN EXHIBITION AT THE MELBOURNE EXHIBITION CENTRE**

STAND NAME:

STAND NUMBER: _____

TOTAL NUMBER OF ITEMS TO BE DELIVERED: _____