

# ComBio2018

## EXHIBITOR INFORMATION PACK

### Exhibition is to be held in “The Gallery” Level 2, ICC Sydney

ComBio2018 Exhibition: Bump in - Monday, 24 September  
Access to your booth is from 3.00pm onwards on Monday, 24 September.  
The exhibition runs from Monday evening, 24 September 7.00pm to 8.30pm  
and finishes at 2.10pm on Wednesday, 26 September. The exhibition timetable can be  
downloaded from: <http://www.combio.org.au/combio2018/exhibition.html>

**Goods can be delivered ONLY from 7.00am until 4.00pm on the Monday to the ICC Sydney Loading Dock.** A map showing the loading dock entrance can be downloaded from: <http://www.combio.org.au/combio2018/exhibition.html>

Couriers will be able to deliver straight to the Convention Loading Dock (14 Darling Drive, Darling Harbour), and Agility (the ICC Sydney in-house logistical and freight forwarding company) will be able to sign for exhibitor deliveries – but strictly only for the times above – 7.00am to 4.00pm. **Couriers must book their deliveries through the ICC Sydney Loading Dock Management System. Click [Here](#) for the User Guide for the Loading Dock Management System.**

The Venue Liaison Manager for Agility is David Gravolin who can be contacted at [dgravolin@agility.com](mailto:dgravolin@agility.com)

The exhibition contractor, Exhibit Systems, can supply a fork lift if required.

**Your couriers must collect goods no later than 6.00pm on Wednesday from the ICC Sydney Loading Dock. Agility porters will move your packed and labelled goods from your booth to the loading dock for collection. Storage fees will apply if goods are not removed by 6.00pm on Wednesday, 26 September.**

**NOTE: ALL DELIVERED GOODS MUST HAVE THE ICC SYDNEY “DELIVERY LABEL EXHIBITOR FREIGHT” ATTACHED. This label is attached and can also be downloaded from: <http://www.combio.org.au/combio2018/exhibition.html>**

This document is to provide you with all of the information you will need for this exhibition.

You have been advised of your booth number/s and sent a copy of the draft floorplan, but a list of companies exhibiting and corresponding booth numbers, together with the draft floorplan can be downloaded from our website at:

<http://www.combio.org.au/combio2018/exhibition.html>

The final floorplan will be available closer to the meeting when we know exactly how many booths and posters we need to accommodate.

The exhibition is to be held in “The Gallery”, on Level 2 of the ICC Sydney.

## **BOOTH PACKAGE**

### **Each booth includes :**

- 3 metres x 3 metres shell (carpeted walls that are velcro compatible)

(Note : 2.4m high wall panels are provided. Only velcro is to be used to attach displays to walls. Exhibit Systems (display contractor) will assist any exhibitors that require heavy items to be hung from the panels but have requested you liaise with them prior to the exhibition. See "Exhibition Contractor" for contact details.)

- Fascia sign
- 2 x 120-watt track spotlights
- 1 x 4 amp per 9m<sup>2</sup> booth
- 1 x complimentary exhibitor registration. Extra exhibitor registrations are \$260. *(Please see page 4 of this document.)*
- Mixer function on Monday evening.
- Morning/Afternoon refreshments.
- Lunches for each day of the exhibition.

## **EXHIBITION CONTRACTOR**

Exhibit Systems has been appointed as the official exhibition contractor. Your contact there is Maya Ryan: [mayar@exhibitsystems.com.au](mailto:mayar@exhibitsystems.com.au) Phone: (+61 2) 9982 5511 OR Mobile: 0402 575 644

Web: [www.exhibitsystems.com.au](http://www.exhibitsystems.com.au)

The Exhibit Systems Furniture (including Plasma and LCD Screens and display accessories) Catalogue, the Exhibit Systems Fascia/Furniture/Audio Visuals Hire which includes order forms for extra lighting and power requirements if needed, can be downloaded from: <http://www.combio.org.au/combio2018/exhibition.html>

### **You also need to confirm what is to be displayed (company name) on the fascia(s) on this order form.**

Please feel free to contact Maya with any queries in regards to your booth/s. Enquires re custom built booths should also be directed to Maya.

### **EXHIBIT SYSTEMS REQUIRE YOUR ORDERS AND DETAILS OF YOUR FASCIA REQUIREMENTS TO BE SENT TO THEM BY MONDAY, 3 SEPTEMBER 2018**

## **INTERNET ACCESS**

Wireless connectivity is readily available throughout the venue. Visitors have access to free public Wi-Fi, for basic browsing, email and social media.

Premium service and event specific network services for clients and exhibitors can be requested by completing the "Internet Services Order Form" available from the ICCSydney Exhibitor Manual at <https://www.iccsydney.com.au/~media/ICC/Files/Manuals/ICCSydney-Exhibitor-Manual.ashx> This manual can also be accessed on our <http://www.combio.org.au/combio2018/exhibition.html> page.

The venue does not allow the use of wireless access points other than the venue fixed wireless infrastructure and reserves the right to disable wireless transmitting devices found to be causing interference.

## **FREIGHT FORWARD/TRANSPORT/LOGISTICS/MOVE IN AND OUT**

Please refer to page 1 of this document.

**ALL GOODS MUST BE REMOVED NO LATER THAN 6.00PM  
ON WEDNESDAY, 26 SEPTEMBER FROM THE ICC SYDNEY LOADING DOCK  
OTHERWISE STORAGE FEES WILL APPLY**

## **STORAGE & ACCESS**

Please note a large booth will be built within the exhibition hall to store your packaging, crates, boxes etc. This storage area is marked "STORAGE AREA" on the floorplan in the south western corner.

**THE ICC SYDNEY WILL NOT ACCEPT DELIVERIES PRIOR TO MONDAY, 24  
SEPTEMBER**

As already advised above, a representative from Agility will sign for your goods from 7.00am until 4.00pm on Monday, 24 September.

The exhibition contractor, Exhibit Systems, can supply a fork lift if required.

## **ICC SYDNEY – CATERING AND ALL EXTRA SERVICES**

Exhibitors may order services including food and beverage, internet and telecommunications, water and waste facilities, banner hanging and rigging, stand cleaning and audio visual in advance of the event. Exhibitors are able to order these services at: [exhibitionservices@iccsydney.com](mailto:exhibitionservices@iccsydney.com) or by phoning 02 9215 7373.

Details of the services can also be found on the "ICC Sydney Exhibitor Manual" which can be found at: <https://www.iccsydney.com.au/~media/ICC/Files/Manuals/ICCSydney-Exhibitor-Manual.ashx>

## **SECURITY AND INSURANCE**

The Organisers will not be held responsible for any loss, injury to persons, or damage to property incurred during the Exhibition. It is the responsibility of persons bringing equipment, fittings or materials into the ICC Sydney to insure themselves and their equipment, fittings or materials against damage, loss or injury that their equipment, fittings or materials might cause to other persons or property.

## **DAMAGE**

No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling or walls of the venue. The ICC Sydney will not accept responsibility for damage or loss of merchandise left in the Centre prior to, during, or after the event.

## **ELECTRICAL SERVICES**

All electrical work must be installed by the exhibition contractor, Exhibit Systems. All electrical equipment, wiring, leads and plugs used in relation to the Exhibition must comply with Australian Electrical Standards. All electrical equipment needs to be tagged and tested which is a requirement of the ICC Sydney.

## **POWER**

Power is available to each booth as required. The individual power requirements of each stand can be organised via Exhibit Systems.

## **CAR PARKING**

ICC Sydney operates two 24 hour car parking stations. For convenience, the closest car park to The Gallery is located beneath the Exhibition Centre (referred to as P1). The entrances to the car parks can be easily found by heading south along Darling Drive.

Car park height: 2.1m  
Address: 14 Darling Drive, Sydney  
Operating hours: Monday to Sunday, 24 hours.

### **Parking rates:**

0-1 hour \$18, 1-2 hours \$30, 2-3 hours \$38, 3-4 hours \$44, 4+ hours \$49  
Rates are subject to change without notice.

## **REGISTRATIONS**

1. Each booth has 1 x Exhibitor Registration (including the mixer function) as part of the booking.
2. Exhibitor registrations are to be used only by representatives manning the booth. Exhibitor registrants are welcome to attend the scientific sessions but not to submit scientific abstracts. If exhibitors wish to submit an abstract for poster presentation, they need to register in the normal way.
3. Extra exhibitor registrations (over 1 per booth) will be charged at \$260 (inclusive of GST)
4. Change of exhibitor registrations from day to day will not incur an extra cost. However, only one badge per booth can be provided at any one time (unless extra exhibitor registrations have been purchased). Exhibitors must return their badges to the registration desk when there is a staff changeover, and a new badge issued.

All you need do is advise me of the name of your complimentary rep/s or ask me to invoice you for an extra rep/s registration. Online registration for exhibitors is also available at: <https://www.combio.org.au/cgi-bin/combio-registration-form.cgi>

After you complete your name, company and contact details, you will come to a drop down list of registration categories. The two categories applicable to exhibitors are "Trade Exhibitor: One per booth: \$0.00" OR "Trade Exhibitor Registration: \$260".

## **ACCOMMODATION**

Darling Harbour is very expensive for accommodation. We have been able to obtain reasonably priced rates from 6 hotels – please see details at:

<http://www.combio.org.au/combio2018/accommodation.html>

To obtain these rates, you need to book directly through the secretariat. Please contact me so I can check on availability.

### **PASSPORT COMPETITION**

We will be running a "Passport Competition" to encourage registrants to visit your booths. We will be having "Passport" booklets printed which will be handed to all attendees when they register. The Passport booklet consists of a list of all exhibitors, a trade exhibition floorplan and a space designated for each exhibitor to stamp. Registrants need to have their passport stamped by all exhibitors to be eligible to be in the running for the prizes drawn at the end of the lunch/poster session on the last day of the exhibition (Wednesday, 26 September).

### **YOU WILL NEED TO HAVE A SMALL STAMP (UP TO 2.5CM SQUARE) TO STAMP THESE BOOKLETS.**

The conference will buy some great prizes for the competition, but we also encourage exhibitors to donate prizes as well. Prizes do not need to be expensive – small wine packs or hampers to the value of \$60 make great prizes. Please let me know if you would like to donate a prize to the competition no later than 31 August.

### **EXHIBITION TIMETABLE**

The exhibition timetable is attached but can also be downloaded from:  
<http://www.combio.org.au/combio2018/exhibition.html>

Please contact me if you have any questions.

Kind regards

*Sally*

Sally Jay

ComBio2018 Secretariat, PO Box 2331, KENT TOWN SA 5071 AUSTRALIA

Phone/Fax: Within Australia: 08 8362 0009

Phone/Fax: Outside of Australia: +61 8 8362 0009

Email : [combio@asbmb.org.au](mailto:combio@asbmb.org.au) Web: <http://www.combio.org.au/combio2018/index.html>