

EXHIBITION MANUAL

2017 AIPPI World Congress



International Convention Centre Sydney

October 13-17, 2017

aippi.org

CONTACTS

AIPPI – GENERAL SECRETARIAT Event Management	Contact Telephone Email Website	Andrea Morelli & Maria Bratsos +41 44 280 58 80 events@aippi.org www.aippi.org
TECHNICAL EXHIBITION COORDINATION AIPPI 2017 Professional Conference Organizers c/o Arinex Pty Ltd	Contact Telephone Email	Rachael Smith +61 2 9265 0700 rsmith@arinex.com.au
SHELL SCHEME / ELECTRICAL / AUDIO VISUAL / COMPUTER REQUIREMENTS Harry the Hirer	Contact Telephone Email Website	Sebastian Jacobson +61 2 9666 8699 sebastianj@harrythehirer.com.au www.harrythehirer.com.au
EXHIBITION MATERIALS HANDLING / STORAGE FREIGHT FORWARDING & SHIPPING Agility Fairs and Events	Contact Telephone Email	Domestic Exhibitors Rachel Taylor +61 2 8755 8808 rtaylor@agility.com
	Contact Email	International Exhibitors Makaela Cramp mcramp@agility.com
CONGRESS & EXHIBITION VENUE Sydney ICC	Contact Telephone Email Website	Exhibitor Services +61 2 9215 7373 exhibitionservices@iccsydney.com www.iccsydney.com.au

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REGISTRATION DESK

Please pick up your exhibitor badge and Congress bag at the registration desk located in the foyer, which will be open on the following days and times:

Friday, October 13	10:00 – 18:00
Saturday, October 14	08:00 – 19:30
Sunday, October 15	08:00 – 17:30
Monday, October 16	08:00 – 17:30
Tuesday, October 17	08:00 – 14:00

Your Exhibitor badge allows access to:

- ✓ Exhibition Area
- ✓ Opening Ceremony and Welcoming Reception
- ✓ Networking Lunches and official Coffee Breaks

In the interest of security, exhibitor badges must be worn at all times and must be clearly visible. Please note that access to the Exhibition Area will be denied without the mentioned identification.

EXHIBITION TIMETABLE

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

EXHIBITION MOVE-IN - FRIDAY, OCTOBER 13

07:00 – 17:00	DELIVERIES TO VENUE – Pre-arranged exhibition deliveries – brochures, merchandise, signage etc.
07:00 – 14:00	Booth construction by Harry the Hirer
14:00 – 18:00	Exhibitors access – Booth set-up

EXHIBITION BUILD – SATURDAY, OCTOBER 14

09:00 – 17:00	Exhibitors access – Booth set-up
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EXHIBITION OPEN HOURS

Saturday, October 14	20:30 – 22:30	Welcoming Reception & Opening of the Exhibition Area
Sunday, October 15	09:00 – 18:00	Exhibition
	10:30 – 11:00	Official Coffee Break in the Exhibition Area
	12:30 – 14:00	Networking Lunch
	15:30 – 16:00	Official Coffee Break in the Exhibition Area
Monday, October 16	09:00 – 18:00	Exhibition
	10:30 – 11:00	Official Coffee Break in the Exhibition Area
	12:30 – 14:00	Networking Lunch
	15:30 – 16:00	Official Coffee Break in the Exhibition Area
Tuesday, October 17	09:00 – 16:00	Exhibition
	10:30 – 11:00	Official Coffee Break in the Exhibition Area
	12:30 – 14:00	Networking Lunch
	15:30 – 16:00	Official Coffee Break in the Exhibition Area

EXHIBITION MOVE-OUT – TUESDAY, OCTOBER 17

16:00 – 18:00	Exhibitors to remove promotional items from booth walls and personal items from furniture. Package and label goods for collection by appointed courier company
17:00 – 18:00	Courier and freight contractors allowed entry to pick-up goods being removed from booths
18:00 – 23:00	Booth break down - Booth contractors access to dismantle booths and other equipment
<p>NOTE: Please ensure all valuable items are removed from hire furniture and all posters are removed from walls by 18:00 hr. Please note the exhibition area must be cleared of all exhibition equipment and display materials by 23:00 hr. on Tuesday, October 17. Items remaining in the exhibition area after this time may be freighted off-site or disposed of by the venue at the expense of the exhibitor.</p>	

FLOOR PLAN

Please note this floor plan is correct at date of publication and is **subject to change**. AIPPI retain the right to change the floor plan and rearrange booth locations if required.



SHELL SCHEME BOOTH DETAILS

Exhibitors who have purchased the shell scheme option will receive the following in their package:



The following are included in your modular booth package

- **SHELL SCHEME** Booth 3m wide x 3m deep, 2,4m high.

- **FASCIA SIGNAGE** A 22cm deep green panel with 9cm white vinyl cut lettering.
The clear height under the fascia is 2,18m. Fascia will be provided to all open sides and where necessary will be supported on 4cm square aluminium supports.

- **WALLS** 2,36m high white Octanorm walls in a 4cm x 4cm aluminium frame. Each wall panel is 97cm wide. Visual size for putting posters on the white panels is 95cm wide x 2,34m high.

- **FLOORING** The venue is already carpeted. Protective baseboard is compulsory and required for all carpet orders.

- **POWER & LIGHTING** 2 x spotlights and 1 x plug socket.

- **ITEMS WHICH CAN BE USED** The walls are Octanorm. Velcro strips are recommended to affix items to walls. No nails, staples, screws or glue are to be used. Damage to panels will be charged to the exhibitor.

Please note shelving will need to be ordered through Harry the Hire at an additional cost.

CUSTOM BUILD BOOTHS

Exhibitors installing custom designed booths must email the contact details of their appointed booth contractor, together with booth design specifications, (Refer below Custom Booth Build & Design Specifications) to the Technical Exhibition Coordinator, Ms Rachael Smith – rsmith@arinex.com.au

The Technical Exhibition Coordinator will provide written approval or advise of any modifications or changes that need to be made.

Unless otherwise stated, exhibitors are responsible for making their own arrangements for services required. It is the responsibility of all exhibitors to ensure their contractors or agents are familiar with the rules & regulations of ICC Sydney.

BUILD HEIGHT

The build height in the exhibition is 2,4m. Should you wish to exceed this please contact Ms Rachael Smith – rsmith@arinex.com.au

NETWORKING LOUNGES

Exhibitors who have purchased the networking lounge option will receive the following in their package:



The following are included in your networking lounge package

• SPACE	Space 3m wide x 3m deep
• FURNITURE	The space includes 1 sofa, 2 chairs and 1 coffee table <i>* Please note the space does not include a screen, this and any other furniture you require will need to be ordered through Harry the Hire at an additional cost.</i>
• FLOORING	The venue is already carpeted.
• POWER & LIGHTING	2 x spotlights and 1 x plug socket.
• ITEMS WHICH CAN BE USED	Velcro strips are recommended to affix items to walls. No nails, staples, screws or glue are to be used. Damage to panels will be charged to the exhibitor.

FLOORING

The venue is already carpeted.

ELECTRICAL / LIGHTING REQUIREMENTS

Electrical current in Australia is 240/250V, AC 50Hz.

Custom Designed Booths/Space Only

If you are installing a custom designed booth, lights and power are not provided. To order electricity you must contact Harry the Hirer, the official electrical contractor, by **September 15, 2017**.

If you are installing any form of equipment on your booth, please ensure you order adequate power. This will alleviate any power surges that may occur due to inadequate power supply. If you are unsure of the level of electrics you require, or if you require electrical converters, please contact Harry the Hirer or please [click here](#) to access the **Exhibitor Order Form**. Please do so by **Friday, October 8, 2017**.

FURNITURE AND SIGNAGE

To confirm your signage or to order any additional furniture and fixtures, please [click here](#) to access the **'Harry the Hirer' Exhibitor Order Form**.

VENUE ACCESS & DELIVERY DETAILS

VENUE ACCESS

To assist with courier deliveries, please use the ICC Sydney Delivery Label. Correct labelling is important to prevent delays and returns. ICC Sydney is not able to accept delivery of any goods on behalf of clients or exhibitors, nor is the venue responsible for the safety of items delivered to the venue. Please ensure that your representative or service contractor is present. Refer to the Loading Dock Access Map for delivery points. The Loading Dock is open from 07:00 to 16:30.

DELIVERY LABEL

For your convenience, a delivery label is included in the attachments section of this manual. Please ensure you attach this to every item being delivered to the ICC Sydney.

FREIGHT INFORMATION

Agility Fairs & Events has been appointed the official contractor for domestic and international freight forwarding as well as materials handling services, for the AIPPI 2017 World Congress.

As a service to exhibitors, the organizer has arranged for the transportation of exhibitor goods to and from the show, from **Agility's Sydney** warehouse. There is no cost to you for this **depot – venue – depot** service.

If you require a quote for transport from your premises to Agility's depot, and for your return freight please contact our international or domestic team.

Agility Service to International Exhibitors

Agility have International teams who are positioned around the globe to assist with your International Freight Requirements. Their team of experts can arrange a full door to booth service, inclusive of freight, customs and handling. Australia has detailed Customs and Quarantine Procedures, their teams will work with you to ensure your goods enter the country problem free. International exhibitors please make direct contact with mcramp@agility.com to discuss your needs.

Agility Service to Domestic Exhibitors

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

Rachel Taylor
Event Logistics Specialist
Agility Fairs & Events
Tel: +61 2 8755 8808
E-mail: rtaylor@agility.com

In order to avoid any issues, lost freight or unmarked items, it is absolutely critical that you follow these instructions below. Agility will take all care but cannot be held responsible for any freight that is delivered by other couriers which cannot be identified. A copy of Agility's Terms & Conditions is provided upon request.

What you need to do as an exhibitor:

1. Complete the Transport Request Form attached to this manual if you're a domestic exhibitor.
2. Contact mcramp@agility.com directly for international exhibitors.
3. Ensure that each item is numbered (e.g. 1 of 3, 2 of 3 etc..) and **labeled using the delivery label provided.**
4. Return the pre-alert form prior to **Friday, September 29, 2017.**
5. Deliver your goods to **Agility's Sydney warehouse** by no later than **Thursday, October 5, 2017, 16:00 hr.**
6. Your goods will then be delivered to the show on **Friday, October 13, 2017.**
7. At the close of the show, be sure to pack, label and number your goods accordingly.
8. Agility will be onsite to provide you with your return labels.

Please deliver **labeled** items to:

Agility Fairs & Events
10 Marigold Place
Milperra, NSW 2214

Please note:

- Your goods must be sufficiently packaged for transport. Loose items / fragile items will not be transported if insufficiently packaged.
- If you are using your own transport company, ensure you make specific arrangements with your transport provider and the venue.
- Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, crange, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.
- We recommend you procure insurance on your goods. Agility does not provide insurance on your behalf.

Why should you use Agility Fairs & Events? Refer to the 'Benefits of Using Agility' document attached.

ONSITE MATERIALS HANDLING:

Agility will be offering a FOC portorage service for exhibitors during the move in from **14:00 to 16:00 on Friday, October 13, 2017** and on the move out of the show, **Tuesday, October 17, 2017 from 16:30 to 20:00 hr.**

Custom stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Agility. Charges apply-the cost for forklifting onsite is \$55 included GST per fifteen (15) minutes. Please fill in the attached Materials Handling Form if you require a forklift service at the dock.

STORAGE

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 the exhibition display area during the show. Agility can arrange off-site storage at a cost of AUD 49.50 including GST per m3 or part thereof.

Exhibitors or their stand-builders requiring offsite storage during the show, must pre-book these services in advance with Agility. Charges apply.

Please do not just assume that Agility will be onsite.

To avoid disappointment, **you must complete the TRANSPORT REQUEST FORM** (included in this manual) **and return it to Agility at least one (1) week prior to the show.**

Why should you use Agility Fairs & Events? Refer to the 'Benefits of Using Agility' document attached.

SAFETY VESTS

All organizers, contractors and exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump in and bump out of events. Vehicle drivers and offsidors or passengers utilizing the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved high visibility clothing for safety purposes.

If you do not have your own safety vest, these can be purchased, for AUD 10 each, through a vending machine in the International Convention Centre Loading Dock.

AUDIO VISUAL

Audio visual equipment for exhibition booths may be hired from Harry the Hirer. Contact details are listed in the **Directory of Contacts** at the front of this Manual.

CAR PARKING

ICC Sydney has two car parks, providing patrons with access to a total of 826 parking bays, 365 days a year, 24 hours each day. The car park office is located in the exhibition centre car park. The entrances to the car parks can be easily found by heading south along Darling Drive. Signage will assist and indicate how many bays are available or if the car park is full. For convenience, one car park is located beneath the exhibition centre and the second is located next to the main Theatre. Both car parks have a height restriction of 2,1 metres, are controlled by auto pay machines and provide convenient lift access to the venue.

The contractor/exhibitor rate is AUD 25 during the move-in of the exhibition. The contractors/exhibitors will need to get their tickets validated at the ICC Sydney Customer Service Desk on the ground floor of the Convention Centre and are recommended to do so prior to 17:00 hr.

ELECTRICAL TESTING AND TAGGING REQUIREMENTS

All electrical equipment entering the ICC 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 must be tagged and tested. The outward sign of compliance with the Act will be the equipment's electrical test tag, compliant with AS3760: 2003.

The ICC reserves the right to inspect and 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.

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

FIRST AID

A fully equipped medical centre is located at the ground level of the convention centre. First aid rooms with a maximum capacity of 10 people are located on level two of the exhibition centre and level two of the Theatre. These rooms are manned during event operational hours. ICC Sydney security personnel are trained as first responders in fire/safety and first aid emergencies including the use of on-site defibrillators. In the event of a medical emergency, the venue's first aid attendants will be on hand to implement procedures and contact external agencies as required.

FOOD & BEVERAGE REGULATIONS

Any exhibitor wishing to serve alcohol, beverages, and food as 'on stand' hospitality must advise the AIPPI General Secretariat, who will need to seek approval from the Conference Venue (Sydney ICC) before going ahead.

CLEANING

Cleaning of general aisle ways is included in the cost of exhibition space.

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

If you require specific individual booth cleaning, this may be carried out by the Conference Venue (Sydney ICC). To pre-book this service, please contact info@iccsydney.com

ACCOMMODATION

For bookings and information on accommodation, please visit the Congress website at www.aippi2017.org/accommodation

INSURANCE / PRODUCT AND PUBLIC LIABILITY

Exhibitors must arrange adequate insurance cover for their booth, products and staff. This must include the move-in and move-out times of the Exhibition as well as for the duration of the Exhibition. Public liability insurance must also be included to the value of **AUD 20 million**. **Each exhibitor must forward a Certificate of Currency of their public liability insurance to the Exhibition Manager, Ms. Rachael Smith at rsmith@arinex.com.au, prior to September 15, 2017.**

INDEMNITY

Every exhibitor is required to complete the Indemnity Form located in the attachments section of this manual, indemnifying AIPPI against damage to the venue and public liability.

SECURITY

Exhibitors must make provisions for the safeguarding of their goods, materials, equipment and booths at all times. **Please be security conscious, do not leave bags, purses, laptops or any easily portable items unattended at any time in your booth.**

Please remember that neither AIPPI nor the Professional Conference Organizers will be held responsible for lost or damaged property. You are urged to maintain full insurance coverage for damage or loss of your property.

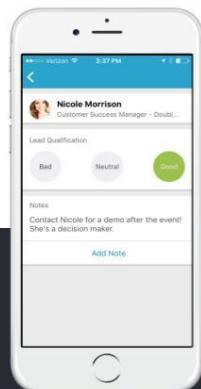
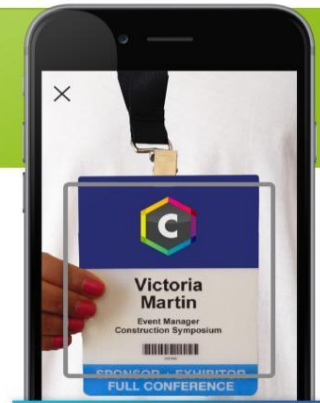
LEAD SCANNING

Lead Scanning

Everyone in the booth can scan badges and qualify leads right from their mobile device

Benefits

- 1 Generate High Quality Leads
- 2 Retrieve Leads with Zero-Effort
- 3 Unlimited Leads and Booth Staff
- 4 Qualify the Lead (Good, Neutral, Bad)
- 5 Add Notes
- 6 Provide Metrics in real-time
- 7 Export Leads for your CRM



* Compatible with supported Android and Apple iOS devices



Contact us:
 E-mail: sales@emobilise.com.au
 Phone: +61 2 9265 0700
www.emobilise.com.au



**AIPPI 2017 Sydney
World Congress**
 13 - 17 OCTOBER, 2017

Lead Scanning functionality is available to exhibitors through the Arinex Mobile App. Lead scanning technology is invaluable with assisting you in your sales process and is simple, fast and efficient.

Should you wish to secure Lead Scanning please fill in the following form by [clicking here](#). For further information please do not hesitate to contact Robert Masana – rmasana@arinex.com.au

RULES OF EXHIBITING

All demonstrations or other promotional activities, e.g. literature handouts, must be confined to your exhibit space and at no time will be allowed to be located in or distributed from other locations in the Exhibition or the venue generally. **No exhibitor will be allowed to display signs in any of the common areas of the Sydney ICC unless arranged with AIPPI.**

Aisles should not be obstructed in any way. Exhibitors are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted exhibition space. This restriction includes areas outside the Sydney ICC.

Demonstration tables must be placed a minimum of one metre from the aisle line of your exhibition booth.

- **Exhibitors may not sell or distribute food/ beverages or tobacco.**
- **No animals may be displayed as part of the exhibition booth, or brought into the Exhibition. Vision or hearing impaired persons will be granted permission for trained guide dogs.**
- **The Sydney ICC prohibits the use of helium balloons distributed or used for display purposes within the exhibition halls. No adhesive backed decals are to be given out or used within the exhibition halls. No exceptions will be allowed.**

ATTACHMENTS SECTION

INDEMNITY FORM

AIPPI (ABN: 806 536 950 46) and **Arinex Pty. Limited** (ABN 28 000 386 676) ('Conference Organizers')

Company Name: _____ ABN _____ ('Exhibitor')

The Exhibitor agrees that:

1. Insurance

The Exhibitor acknowledges that it is a term and condition of Exhibition Booking that, prior to occupying any allocated space at the Exhibition, the Exhibitor must provide proof of a policy of Public Liability insurance. Such insurance will cover all activities of the Exhibitor at the Exhibition and be for an insured amount of not less than AUD20 million in respect of each claim. Insurance must be with a reputable insurer. A Certificate of Currency of such insurance must be provided to the Conference Organizers prior to commencement of the exhibition in satisfaction of this condition of booking.

2. Indemnity

The Exhibitor indemnifies the Conference Organizers and Sydney International Convention Centre and their officers, agents, employees and other representatives against any liability, loss, damage, cost (including the cost of any settlement and legal costs and expenses on a solicitor and own client basis), compensation or expense arising out of or in any way in connection with:

- a. a default or any unlawful, wilful or negligent act or omission on the part of the Exhibitor, its officers, employees, agents or other representatives; and
- b. any claims for damage, loss, harm or injury to person, property or business of other exhibitors or any of their visitors, officers, agents, employees or other representatives, resulting from any negligent act or omission of the Exhibitor, their officers, agents, employees or other representatives; and
- c. any action, claim, dispute, suit or proceeding brought by any third party in respect of any infringement or alleged infringement of that third party's Intellectual Property including moral rights.

Exhibitors shall indemnify, defend and protect the Conference Organizers and hold the Conference Organizers, any Conference sponsor and the Sydney International Convention Centre or other exhibition space provider harmless from any and all claims, demands, suits, liability damages, losses, costs, solicitor's fees and expenses which might result from any negligent actions or omissions of the Exhibitor, their officers, agents, employees or other representatives.

Signed by (Name): _____

Title: _____

Signature: _____

Date: _____

By signing this form, the Exhibitor agrees to these terms for a period of 12 months from the date of signing.

THIS FORM MUST BE RETURNED TO THE CONFERENCE ORGANIZERS BEFORE
SEPTEMBER 15, 2017.

Return To: Rachael Smith | Email: rsmith@arinex.com.au