

2018 Exhibition Manual



**The International Federation for Structural
Concrete 5th International *fib* Congress**

6 - 12 October 2018

TABLE OF CONTENTS

CONTACTS.....	3
EXHIBITION CHECK LIST	3
REGISTRATION DESK	5
EXHIBITION TIMETABLE.....	5
DELIVERIES TO VENUE	5
MOVE- IN SCHEDULE	5
EXHIBITION OPEN HOURS.....	6
MOVE- OUT SCHEDULE	7
FLOOR PLAN	8
SHELL SCHEME STAND DETAILS.....	8
CUSTOM BUILD STANDS.....	9
EXHIBITION REQUIREMENTS	9
INSURANCE / PRODUCT AND PUBLIC LIABILITY	10
INDEMNITY.....	10
EXHIBITOR REGISTRATIONS AND NAME BADGES	10
EXHIBITION STAFF NAME BADGES.....	10
VENUE ACCESS & DELIVERY DETAILS.....	11
EXHIBITOR INFORMATION.....	13
COMPETITIONS / PRIZES / GIVEAWAYS	14
PAYMENT, BOOKING CONDITIONS & CANCELLATIONS.....	15
RULES OF EXHIBITING.....	15
ATTACHMENTS SECTION	16

This Manual has been prepared by Arinex Pty Ltd, Sponsorship & Exhibitions Division,
Appointed Congress Managers of *fib*2018.

CONTACTS

EXHIBITION COODINATOR

*fib*2018 Managers
c/o Arinex Pty Ltd

Contact **Rhiannon Cremasco**
Telephone +61 2 9265 0700
Facsimile +61 2 9267 5443
Email rcremasco@arinex.com.au

ACCOMMODATION

Congress Managers
c/o Arinex Pty Ltd

Contact **Delegate Services Department**
Telephone + 61 2 9265 0700
Facsimile +61 2 9267 5443
Email fibcongress2018@arinex.com.au

SHELL SCHEME / ELECTRICAL / AUDIO VISUAL / COMPUTER REQUIREMENTS

Harry the Hirer

Contact **James Nugent**
Telephone 02 9666 8699
Email jamesn@harrythehirer.com.au

EXHIBITION MATERIALS HANDLING / STORAGE

FREIGHT FORWARDING & SHIPPING

Gaffneys Event Logistics

Contact **Julie Barns**
Telephone 1300 013 533
Email jbarns@gaffneys.com.au
Website www.gaffneys.com.au

CONGRESS & EXHIBITION VENUE

Melbourne Convention and Exhibition Centre (MCEC)

Contact Exhibitor Services
Telephone +61 3 9235 8110
Email exservices@mcec.com
Website mcec.com.au/exhibitors

EXHIBITION CHECK LIST

Plan your experience and maximise your opportunities

To assist with your pre-planning, the following checklist is provided as a guide to assist in ensuring all important operational items are actioned and deadlines are met. Please adhere to these deadlines to ensure smooth planning and operation of the entire event.

ACTION	DUE DATE	PAGE	RETURN TO	COMPLETE <input type="checkbox"/>
Full Payment	Due Now		rcremasco@arinex.com.au	
Logo and Company profile	DUE NOW		rcremasco@arinex.com.au	
Exhibitor Registration	7 September 2018	To register please click here.		
Stand Builder Requirement Forms	Harry the Hirer	Harry the Hirer will contact you directly	jamesn@harrythehirer.com.au	
Public Liability & Indemnity Form	7 September 2018	Please refer to attachments for these forms.	rcremasco@arinex.com.au	
Accommodation Booking	7 September 2018	To book accommodation click here.	fibcongress2018@arinex.com.au	
Freight Forwarding/ Materials Handling Order Form	25 September 2018	Please refer to attachments for Quote Request Form forms.	jbarns@gaffneys.com.au	

Make the Most of your Exhibition Experience



Set SMART Objectives

Specific, Measurable, Attainable, Realistic and to a Timeframe. What do you want from this exhibition e.g. get 30 new sales leads, launch a new product etc.



Plan your display

Devise a marketing strategy. What is your main message? Be creative and love the space you create.



Attract delegates to your stand

Consider show promotions, sample giveaways, games, competitions, hospitality, or launch a new product. Don't forget to engage your stand visitors. Be approachable and listen.



Try a new promotion

Put away the fishbowl and get creative with a promotion that will attract more attendees and reinforce your brand and marketing message.



Follow up with leads

Leads generated should be closely tracked and followed up on a timely basis after you return to the office (between 2 - 4 weeks is ideal).

Let us help create your own inspiring experience

REGISTRATION DESK

The Registration Desk will be in the Main Foyer 2 & 3, within the Exhibition Space and will be open the following days and times:

Monday 8 October: 0730 - 1730
Tuesday 9 October: 0800 - 1730
Wednesday 10 October: 0800 - 1730
Thursday 11 October: 0800 - 1330

EXHIBITION TIMETABLE

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

When booking flights and accommodation, please note these times and dates may change slightly. For updated times and dates, please liaise with the Exhibition Manager.

For a detailed copy of the scientific program, please [click here](#).

DELIVERIES TO VENUE

Satchel Inserts: will be accepted between Thursday 4 October – Friday 5 October

Exhibitor deliveries will be accepted between Friday 5 October & Sunday 7 October

Please note: Exhibitor items will be turned away prior to Friday 5th October (Refer to Attachments)

MOVE- IN SCHEDULE

Sunday 7 October

2000 - 0700	Exhibition Access for Contracted Stand Builder; Harry the Hirer
2000 - 2200	Booth Construction & Setup
2200	Custom Stand Builder Access (<i>By Approval Only</i>) *

Monday 8 October

0700	Exhibition staff access to dress stands
0900	Finalising and cleaning of stands. All stands must be completed by 1000
1030	Exhibition Open

*Custom Stand Builder Definition/Approval Required – (Access only for those building custom stands not exhibiting company employees dressing stands)

EXHIBITION OPEN HOURS

Monday 8 October

0700 - 1000	Exhibition staff 'early bird' access to set up stands
1030 - 1900	Exhibition operational times
0900 - 1030	Opening session
1015 - 1030	Exhibitor morning tea served
1030 - 1100	Morning tea served in the exhibition area
1100 - 1300	Plenary sessions
1230 - 1300	Exhibitor lunch served
1300 - 1400	Lunch served in the exhibition area
1400 - 1545	Breakout sessions
1530 - 1545	Exhibitor afternoon tea served
1545 - 1615	Afternoon tea served in the exhibition area
1615 - 1730	Breakout sessions
1730 - 1900	Welcome Reception – <i>Held in Main Foyer 2 & 3 (Exhibition)</i>
1930	Exhibition closed for the day

Tuesday 9 October

0700 - 0730	Exhibition staff 'early bird' access to set up stands, restock brochures
0730 - 1730	Exhibition operational times
0900 - 1030	Breakout sessions
1015 - 1030	Exhibitor morning tea served
1030 - 1100	Morning tea served in the exhibition area
1100 - 1300	Breakout sessions
1230 - 1300	Exhibitor lunch served
1300 - 1400	Lunch served in the exhibition area
1400 - 1545	Breakout sessions
1530 - 1545	Exhibitor afternoon tea served
1545 - 1615	Afternoon tea served in the exhibition area
1615 - 1730	Breakout sessions
1730	Exhibition closed for the day
1900 - 2300	Congress Dinner – Melbourne Park Function Centre

Wednesday 10 October

0730 - 0800	Exhibition staff 'early bird' access to set up stands, restock brochures
0800 - 1730	Exhibition operational times
0900 - 1030	Breakout sessions
1015 - 1030	Exhibitor morning tea served
1030 - 1100	Morning tea served in the exhibition area
1100 - 1300	Breakout sessions
1230 - 1300	Exhibitor lunch served
1300 - 1400	Lunch served in the exhibition area
1400 - 1545	Breakout sessions
1530 - 1545	Exhibitor afternoon tea served
1545 - 1615	Afternoon tea served in the exhibition area
1615 - 1730	Breakout sessions
1730	Exhibition closed for the day

Thursday 11 October

0700 - 0730	Exhibition staff 'early bird' access to set up stands, restock brochures
0730 - 1330	Exhibition operational times
0900 - 1030	Breakout sessions
1015 - 1030	Exhibitor morning tea served
1030 - 1100	Morning tea served in the exhibition area
1100 - 1230	Breakout sessions
1200 - 1230	Exhibitor lunch served
1230 - 1330	Lunch served in the exhibition area
1330 - 1430	Closing Ceremony
1330	Exhibition FINAL CLOSE

MOVE- OUT SCHEDULE - THURSDAY 11 OCTOBER

1330 - 1430	Exhibitors to remove promotional items from stand walls and personal items from furniture. Package and label goods for collection by appointed courier company
1400	Courier and freight contractors allowed entry to pick-up goods being removed from stands
1700	Stand contractors access to dismantle stands and other equipment

NOTE: Please ensure all valuable items are removed from hire furniture and all posters are removed from walls by 1430. Please note the exhibition area must be cleared of all exhibition equipment and display materials by 1430 on Thursday 11 October. **Items remaining in the exhibition area after this time may be freighted off-site at the expense of the exhibitor or disposed of by the venue.**

FLOOR PLAN

To view the most up to date floor plan please [click here](#).

* The Exhibition Managers retain the right to change the floor plan and amend stand locations if required.

SHELL SCHEME STAND 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 Stand 3m wide x 3m deep, 2.4m high

A 220mm deep white panel with 90mm black vinyl cut lettering.
- FASCIA SIGNAGE 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 supports

- WALLS 2360mm high white Octanorm walls in a 40mm x 40mm aluminium frame. Each wall panel is 970mm wide. Visual size for putting posters on the white panels is 950mm Wide x 2340mm High.

- FLOORING The MCEC Main Foyer is a tiled space. If you wish to having flooring in your booth this can be organised through the contracted stand builder.

- POWER & LIGHTING 2 x spotlights & 1 x power point

- 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.

Shelving may also be ordered for an additional cost.

CUSTOM BUILD STANDS

Exhibitors installing custom designed stands must email the contact details of their appointed stand contractor, together with stand design specifications, (Refer below Custom Stand Build & Design Specifications) to the Exhibition Coordinator, at rcremasco@arinex.com.au by **11 September 2018**.

Custom stand designs must be submitted for approval by the Exhibition Coordinator rcremasco@arinex.com.au by 11 September 2018 or set-up/build will not be permitted.

The 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 the MCEC.

Please refer to the attachments for custom stand design specifications.

BUILD HEIGHT

The maximum build height for the MCEC is 2.4m. Any stand with a height greater than 2.4m must be approved by the organiser and discussed with MCEC.

ELECTRICAL / LIGHTING REQUIREMENTS

Custom Designed Stands/Space Only

If you have purchased a raw space option and are therefore installing a custom designed stand, lights and power are not provided. To order electricity you must contact Harry the Hirer, the official electrical contractor, by **11 September 2018**.

If you are installing any form of equipment on your stand, 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.

EXHIBITION REQUIREMENTS

CLEANING

Cleaning of general aisle ways is included in the cost of Exhibition space. Please ensure that the area around your display is kept as clean as possible always. 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.

If you require specific individual stand cleaning this may be carried out by the venue. To pre-book this service, contact the venue exservices@mcec.com.au.

SECURITY

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

Please remember, the Exhibition Managers will not be held responsible for lost or damaged property. You are urged to maintain full insurance coverage for damage or loss of your property.

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 liability insurance must also be included to the value of **A\$20 million**. **Each exhibitor must forward a Certificate of Currency of their public liability insurance to the exhibition coordinator prior to 11 September 2018.**

INDEMNITY

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

EXHIBITOR REGISTRATIONS AND NAME BADGES

EXHIBITION STAFF NAME BADGES

All Exhibition Staff will be issued with name badges. In the interest of security, name badges must be worn at all times and must be clearly visible. Please note access to the Exhibition venue will be denied without the correct identification.

COMPLIMENTARY EXHIBITOR REGISTRATION – PROMO CODE: COMPEX18

Each company will receive two (2) exhibition staff pass for every 9m2 booth/space. The Exhibitor Registration includes:

- ✓ Name badge
- ✓ Entrance to the exhibition
- ✓ Welcome Reception
- ✓ Congress satchel (including all Congress material, program and delegate list*)
- ✓ Lunch, morning and afternoon tea (to be served in the exhibition area)
- ✓ Access to sessions

ADDITIONAL EXHIBITOR REGISTRATION - \$550.00

Exhibitors may purchase Additional Exhibitor Registrations if they require more passes than their included entitlements. The Additional Exhibitor Registration includes:

- ✓ Name badge
- ✓ Entrance to the exhibition
- ✓ Welcome Reception
- ✓ Congress satchel (including all Congress material, program and delegate list*)
- ✓ Lunch, morning and afternoon tea (to be served in the exhibition area)

* This list will be provided prior to the Congress. Such lists will exclude any delegates who have withheld permission to publish their details in accordance with the Australian Privacy Act.

HOW TO REGISTER

1. To redeem your Complimentary Exhibitor Registration or to purchase Additional Exhibitor Registrations, please [click here](#).
2. In the 'Promo Code' section of the registration form please enter the code applicable.

Please note, exhibitors have the choice to nominate whether their name badges are printed with personal and company name OR company name only.

Any staff required to work on your stand in addition to the nominated exhibitor representative must purchase an Additional Exhibitor Pass. Badges will be available for collection at the Congress from the Registration Desk, located along Foyer 2 and 3, MCEC.

VENUE ACCESS & DELIVERY DETAILS

CAR PARKING

There are multiple car parks within the immediate vicinity of MCEC. Please be advised that the car parks are not managed by MCEC and for any queries, please contact the car park management directly. Click [here](#) for current pricing and information.

EXHIBITION DELIVERIES

For your convenience, a delivery label is included in the attachments section of this manual. Please ensure you attached this to every item being delivered to the venue as the loading dock will not accept deliveries without this label. Deliveries will be accepted by the venue on Friday 5 0 Sunday 7 October 2018.

SACHEL INSERTS

SPONSORS PLEASE NOTE: If you are entitled to provide material for inclusion in the delegate satchels, please ensure you **DO NOT USE** the exhibition delivery label. A separate label for satchel inserts will be provided to all sponsors by the Sponsorship Manager in due course. You must ensure items intended as a satchel insert are packed and labelled separately from your exhibition display materials.

Satchel inserts are to be delivered to the MCEC, on Thursday 4 – Friday 5 October 2018. Should your items not be delivered, they will not be included in the conference satchels.

FREIGHT INFORMATION

The allocated freight & logistics service provider is **GE Logistics**. For your convenience please find a freight booking form in the attachments section of this manual. Please contact Gaffneys for a quote or for any freight queries.

Online form link: <https://fs9.formsite.com/gaffneys/form205/index.html>

LOADING DOCK ACCESS POLICY

Entry to the Convention Centre loading dock is via Normanby Road, South Wharf. The loading dock is managed and controlled by MCEC Logistics department.

The loading dock runs the full length of the Exhibition Centre and is 45m deep with narrower sections above car park entries and behind kiosks.

Traffic flows in a one-way direction in from and out to Normanby Road. All vehicles entering the loading dock will be required to check in at the boom gate. If not manned, please use the intercom and speak to security.

A 30-minute parking limit only applies for drop-off/pick-up of goods during the move in and move out process and vehicles and contents are the responsibility of the owner.

SAFETY VESTS

All Organisers, 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 utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

STORAGE

Please note there is minimal storage in during the exhibition. Large packing crates or boxes **MUST** be removed off site and returned for the move-out period. Exhibitors requiring storage of goods during the Exhibition are advised to plan with their freight forwarder or contact the official freight forwarder **Gaffneys event logistics**.

It is recommended exhibitor and production storage be factored into your floorplan or allowances be made in the auxiliary rooms. Limited open-air storage is available at the Exhibition Centre loading dock; however, charges will apply.

AUDIO VISUAL

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

FLOOR LOADINGS

The Exhibition Bays have been designed to tolerate loads of up to 20 kPa or two ton per sqm. If you anticipate heavy loads will be involved in your event, you need inform the venue.

Written approval from MCEC is required to bring in any heavy or vibrating equipment which might cause damage to the floor or any part of the center.

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 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 MCEC 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.

FIRE REGULATIONS

Fire safety controls are determined based on review of a risk assessment. Please ensure that any potential risks are brought to MCEC's attention and all fire equipment is visible and accessible to the public.

MCEC will require the following stands to implement extra fire safety measures:

- Fitting the requirements for certification by an engineer a roof area greater than 18sqm or wider than 3m in any direction;
- Raised floors of any height made of or containing combustible material; and
- where pyrotechnics, smoke machines or flutter-fetti cannons are to be used.

Stands in these categories will also be required to install smoke detectors and fire extinguishers. Fire extinguishers must be A: B:(E) dry powder type and meet AS/NZS 1841: 2007 Portable Fire Extinguishers. Smoke detectors must comply with AS 3786: 1993.

MCEC may also require extra fire safety measures be implemented on any other stands deemed to pose a fire risk and will advise you and the exhibitor in these cases. These requirements will generally be identified during the event sign off inspection, prior to the show opening.

FOOD & BEVERAGE REGULATIONS

For safety reasons, alcoholic beverages are strictly prohibited from the Exhibition (excluding official functions arranged by the organisers). This includes the period of move-in and move-out as well as during the Exhibition.

Any exhibitor wishing to serve alcohol, beverages, and food as 'on stand' hospitality must advise the Congress Managers who will need to seek approval from the Venue before going ahead.

EXHIBITOR INFORMATION

WIFI ACCESS

The Organising Committee has arranged complimentary Wi-Fi for all attendees of the Congress. Congress Wi-Fi details will be available upon arrival to the conference.

The venue offers complimentary Wi-Fi throughout the centre. The complimentary service is suitable for email, social media and basic internet browsing. This is not suitable for streaming video such as Skype. Internet Packages are available to purchase for an additional cost please contact exservices@mcec.com.au to arrange.

PROGRAM

The detailed Congress program is available to download from the Congress website, [click here](#).

- **Program Book**
Exhibitors will also receive a copy of the program book in their satchel bag upon arrival at the Congress.
- **Congress Mobile App**
The program will also be available on the Congress Mobile App. Details on the Congress App will be sent out once the app is made available.

SOCIAL PROGRAM

There are two social functions being held as a part of the *fib* 2018 Program.

The welcome Reception is inclusive in the Exhibitor Passes;

Welcome Reception: Monday 8 October 1730 – 1830

Location: Main Foyer 2 & 3 MCEC

The Congress Dinner is not included, but tickets are available to purchase if you wish to attend.

Congress Dinner: Tuesday 9 October 1900 – 2300

Location: Melbourne Park Function Centre

To purchase tickets for the above please [click here](#).

Thinking about holding your own social function? We can help. Contact us today for further information and to discuss options available to you
rcremasco@arinex.com.au.

ACCOMMODATION

Whether booking for individuals or groups, enjoy the convenience of organising your accommodation requirements through the Exhibition Managers.

Benefit from:

- A more streamlined booking process
- A choice of competitively priced quality hotels
- Coordination of specialist hotel services (e.g.: meeting rooms, group check in, gift delivery to rooms)
- Flexibility to cancel or change your booking up to 30 days out from the Congress.

For further information on accommodation, please [click here](#) to visit the Congress website.

COMPETITIONS / PRIZES / GIVEAWAYS

One of the keys to a successful exhibition stand is interaction. Exhibitors are encouraged to introduce prize draws, guessing competitions and product giveaways to maximise your impact.

Examples of give-away items appear below:

ACCEPTED ITEMS	PROHIBITED ITEMS
City Souvenirs	Helium Balloons
Writing pens, mouse mats, novelty items	Stickers or Decals
Coffee mugs, plastic drink bottles	Tobacco Products
Caps, T-Shirts, chocolates, carry bags	

Need some promotional items? We are here to help!

The Exhibition Managers are able to suggest items and coordinate production on your behalf which can greatly reduce your freight and transportation costs. Contact the exhibition coordinator to discuss your requirements cremasco@arinex.com.au.

For Trade Promotion Lotteries, that have a retail prize value of \$5,000 or less, the following guidelines apply:

This type of trade promotion lottery does not require a permit.

- a) No fee shall be required from any person for the right to participate in the lottery. This does not prevent a person from being required to purchase a genuine product or service to be eligible to enter. In addition, no participant can be required to incur a cost of more than 55 cents to enter. (This is to cover postage or a telephone call – it cannot be an entry fee)
- b) 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.
- c) The winner(s) must be notified in writing.
- d) All entry forms and promotional material must include:
 - i. the closing date of the lottery, and
 - ii. when and where the lottery will be drawn, and
 - iii. how the winner will be notified; and
 - iv. the conditions of entry if any.
- e) 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. e.g.: at a trade expo and the draw will be conducted at the end of the day.

For any further information please contact the Minor Gaming Unit, Victorian Commission for Gambling Regulation on 03 9651 3630 or by email at minor.gaming@vcgr.vic.gov.au.

Further information and applications forms if required can be found on Victorian Government website at www.vcgr.vic.gov.au or [click here](#).

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.

Exhibitors may not sell tickets for lotteries, raffles or competitions without the consent of the appropriate authorities and the Exhibition Managers. Written details must be provided to the Exhibition Managers by 11 September 2018 advising of the nature of any competitions taking place on your display.

PAYMENT, BOOKING CONDITIONS & CANCELLATIONS

In the event of cancellation, a service fee of A\$1,000 applies for each 9m² of space cancelled prior to 11 July 2018. No refunds will be made for cancellations after this date. Any space not claimed and occupied before 1000 on Monday 8 October can be reassigned without refund.

The Exhibition Managers reserve the right to rearrange the floor plan and/or relocate any exhibit without notice. The Exhibition Managers will not discount or refund for any facilities not used or required.

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 MCEC unless participating in a program sponsored by the Exhibition Managers.**

Aisles should not be obstructed in any way. Stand personnel, including promotional staff, etc., are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted exhibit space. This restriction includes areas outside the MCEC.

Sufficient space must be provided within the stand for the comfort and safety of persons watching demonstrations and other promotional activities. If large crowds gather to watch a demonstration and interfere with the flow of aisle traffic, Exhibition Managers have the responsibility, as per fire regulations, to resolve the situation. The exhibitor will be required to provide rope and stanchion or security personnel, to direct traffic, at the exhibitor's expense, or the presentation will be terminated.

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

The Exhibition Managers reserve the right to restrict exhibits which, because of noise, method of operation, materials or any other reason, become objectionable. Exhibition Managers may prohibit or remove any exhibit which, in the opinion of the Exhibition Managers, detracts from the general character of the Exhibition as a whole, or consists of products or services inconsistent with the purpose of the Exhibition. If in doubt, please call the Exhibition Managers in advance of the Exhibition to discuss your exhibit. The above restrictions include people, props, conduct, printed matter, and anything of a character which the Exhibition Managers determine is objectionable or inappropriate for any reason.

- **Exhibitors may not sell or distribute food/ beverages or tobacco.**
- **No animals may be displayed as part of the exhibit stand, or brought into the Exhibition. Vision or hearing impaired persons will be granted permission for trained guide dogs.**
- **Please alert the Exhibition Managers, in writing, of any promotional items to be given away at your stand. The Exhibition Managers reserve the right to deny permission for promotional items deemed objectionable or inappropriate.**
- **MCEC prohibits the use of helium balloons distributed or used for display purposes within the exhibit halls. No adhesive backed decals are to be given out or used within the exhibit halls. No exceptions will be allowed.**

ATTACHMENTS SECTION

INDEMNITY FORM

Exhibition Managers: Arinex Pty Ltd ABN 28 000 386 676 ('Exhibition Managers')

Company Name: _____ ABN _____ ('Exhibitor')

WHEREAS: The Exhibition Managers are professional conference organisers and the Exhibitor may participate in multiple Conferences organised by the Exhibition Managers, 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 A\$20 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 Exhibition Managers prior to commencement of the exhibition in satisfaction of this condition of booking.

2. Indemnity

The Exhibitor indemnifies the Exhibition Managers and the Melbourne Convention and Exhibition 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 Exhibition Managers and hold the Exhibition Managers, any FIB 2018 sponsor and the Melbourne Convention and Exhibition Centre or other exhibit 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 twelve (12) months from the date of signing and the signatory warrants that he is authorised to complete this document on behalf of the Exhibitor. This form will be applicable to all conferences organised by the Exhibition Managers in which the Exhibitor participates.

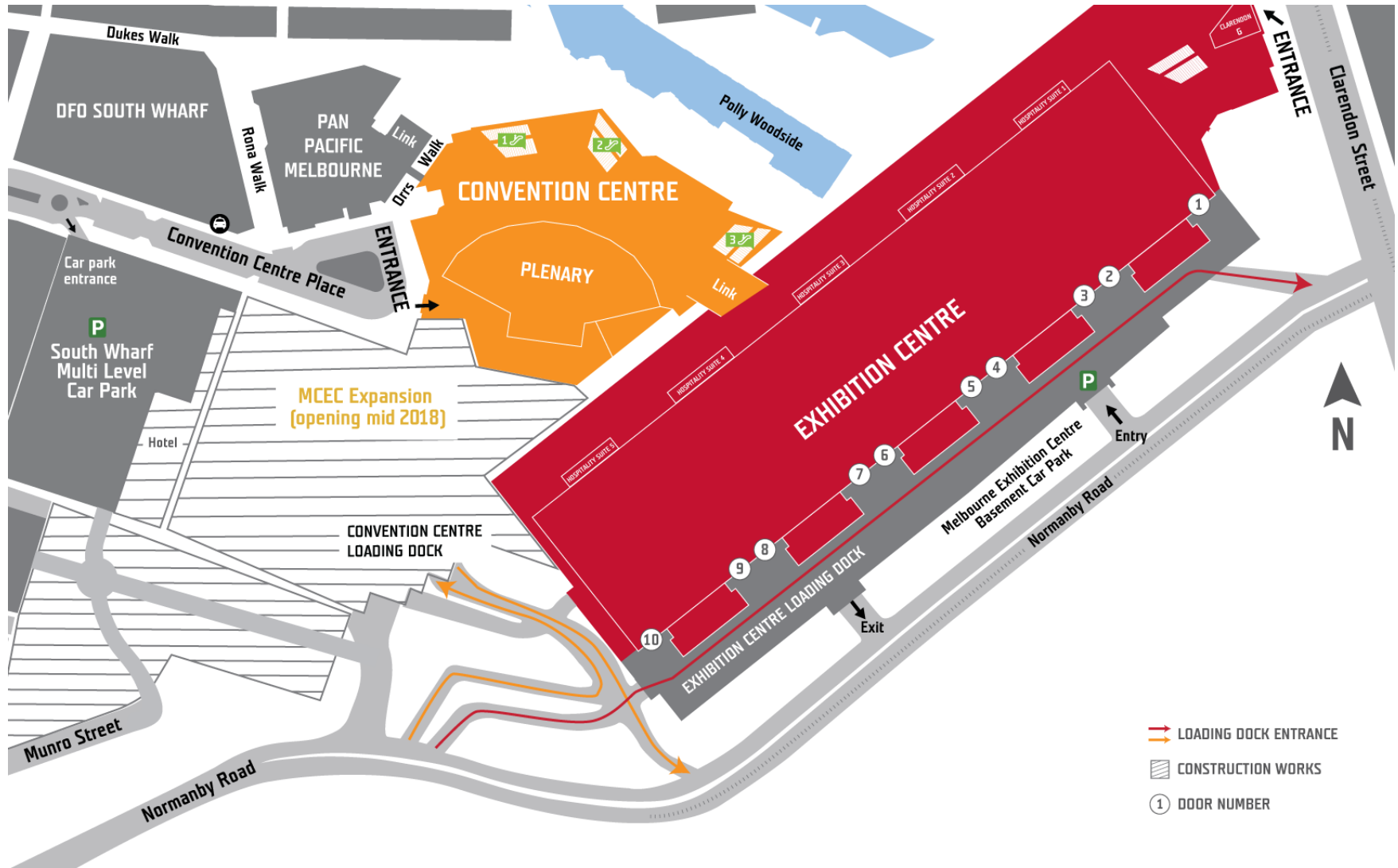
THIS FORM MUST BE RETURNED TO THE EXHIBITION MANAGERS BEFORE 7 SEPTEMBER 2018

Return To: Rhiannon Cremasco | Fax: +61 2 9267 0749 | Email: rcremasco@arinex.com.au



DELIVER TO	<p>MELBOURNE CONVENTION CENTRE Loading Dock – enter off Normanby Road South Wharf Victoria 3006 Australia</p> <p>EXHIBITOR MATERIALS</p>
MCEC CONTACT FOR DELIVERIES/COLLECTIONS: 03 9235 8386	
CONTACT NAME: <i>(Person Responsible for Delivery)</i>	
CONTACT PHONE NUMBER: <i>(Person Responsible for Delivery)</i>	
EVENT NAME: The International fib Congress and Exhibition 2018	
EVENT NUMBER: 60059	
EVENT DATES: Sunday 07 Oct 2018 - Thursday 11 Oct 2018	
DELIVERY DATES: Friday 05 Oct 2018 – Sunday 07 Oct 2018	
ROOM / AREA FOR DELIVERY: MAIN FOYER 2 & 3	
STAND NAME:	
STAND NUMBER:	
TOTAL NUMBER OF ITEMS:	
ITEM NUMBER:	

NOTE: Melbourne Convention and Exhibition Centre staff will not sign to accept courier deliveries and cannot take responsibility for items left on the Loading Dock.



Quote Request Form

gaffneys is the official supplier for freight and onsite logistics

gaffneys provide the following services:

- ☒ Transportation of your freight from your premises direct to your stand, and return.
- ☒ Forklift handling to unload your freight and take it directly to your stand or storage.
- ☒ Storage during the show.



☒ To request a quote please follow the link below:

FIB 2018 Congress / Transport - Onsite Forklifting & Storage Quote Request Form

or, alternatively print and complete this form and send back to us by fax or scanned within an email.

Please complete form and return by Tuesday 25th September 2018 to confirm services required.

Contact Details

Company Name:		Stand No.:
Contact Name:		
Email Address:		
Address:		Post Code:
Telephone:	Mobile Phone:	


1. Transport Requirements: (if you require transport of your freight please complete the following details, if not go to PART 2)

Pick Up Address:	If the same address provided above, please write: as above
Forklift Available: <input type="checkbox"/> Yes <input type="checkbox"/> No Tailgate truck required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preferred pick up date and time: DD / MM : am pm Do you require return freight: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preferred delivery onsite date and time: DD / MM : am pm Special Instructions:	

Freight Details

Number of Items	Brief Description - Please select one option	Length (cm)	Width (cm)	Height (cm)	Weight (Kg)
	Pallet <input type="checkbox"/> Carton <input type="checkbox"/> Crate <input type="checkbox"/> Satchel <input type="checkbox"/> Other: <input type="text"/>				
	Pallet <input type="checkbox"/> Carton <input type="checkbox"/> Crate <input type="checkbox"/> Satchel <input type="checkbox"/> Other: <input type="text"/>				
	Pallet <input type="checkbox"/> Carton <input type="checkbox"/> Crate <input type="checkbox"/> Satchel <input type="checkbox"/> Other: <input type="text"/>				

2. Onsite Forklift Handling: (if you require onsite forklifting please complete the following details, if not go to PART 3)

Stage	Qty	Size *Length, Width, Height (cm), Weight (kg)	Description / Date & Time Required
Move In		Length <input type="text"/> Width <input type="text"/> Height <input type="text"/> Weight <input type="text"/>	 DD / MM : am pm
Move Out		Length <input type="text"/> Width <input type="text"/> Height <input type="text"/> Weight <input type="text"/>	DD / MM : am pm

3. Storage during the event: (if you require onsite storage please complete the following details)

Qty	Storage Description	Approximate Volume
		Length <input type="text"/> Width <input type="text"/> Height <input type="text"/> = M ³
		Length <input type="text"/> Width <input type="text"/> Height <input type="text"/> = M ³

Confirmation of delivery direct to the event:

Date of arrival of your freight: DD / MM : am pm	Carrier:
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Please Note

1. All services provided are subject to gaffneys Standard Terms & Conditions. / 2. gaffneys will send a quote for transport and an invoice for onsite services on submission of this form / Payment must be received before your booking can be confirmed. / 3. Bookings made onsite will incur an extra charge. / 4. Any services provided onsite will be invoiced separately.

Acceptance

By signing this document you have read and accept gaffneys Standard Terms & Conditions.

Print Name:	Signature:	Date
<input type="text"/>	<input type="text"/>	DD / MM / YY