



Australasian Division of the International Academy of Pathology Limited

ABN 73 008 593 815

PO Box 74, Cherrybrook, NSW 2126 Australia

Tel: +61 2 9894 6811 www.iap-aus.org.au

Exhibitor and Sponsor Information

Dear Exhibitor/Sponsor

The Australasian Division of the International Academy of Pathology would firstly like to thank you for taking part in the "47th Annual Scientific Meeting of the Australasian Division of the International Academy of Pathology" and wish you every success at this event.

This exhibitor information is to assist you with planning your event efficiently. Attached with this information is also the "BCEC Exhibitor Information Manual" which contains information on evacuation procedures, exhibition regulations and a list of services available for exhibitors.

Location of the Exhibition

The Exhibition will be located on Plaza Auditorium Foyer on Plaza level of the Brisbane Convention and Exhibition Centre, Brisbane.

Exhibition Entry Timings

Friday 26 th May 2023	7:00am – 9:30pm
Saturday 27 th May 2023	7:00am – 5:00pm
Sunday 28 th May 2023	7:00am - 4:30pm

	Date	Time
• Moreton Hire – Move in	Thursday 25 th May 2023	7:00am - 2:00pm
• Custom Stand Booths Move in	Thursday 25 th May 2023	10:00am - 2:00pm
• Sponsor/Exhibitor Access	Thursday 25 th May 2023	2:00pm - 9:00pm
• Moreton Hire Customer Service Desk	Thursday 25 th May 2023	2:00pm - 6:00pm
• Sponsor/Exhibitor Move out	Sunday 28 th May 2023	4:00pm - 6:00pm
• Moreton Move out	Sunday 28 th May 2023	6:00pm – 10:00pm
• Custom booths move out	Sunday 28 th May 2023	6.00pm – 10:00pm

***Please note Moreton Hire will be available from 2pm – 6 pm only on Thursday to help with any issues you may have with setting up your stands. Therefore, we encourage you to set up during these times so any issue you have can be addressed.**

Exhibitor Carpark Access

BCEC have organised a \$18.00 discounted daily parking rate for exhibitors, redeemed at our pay stations with an event specific QR code. Please note without this QR code, exhibitors will not be eligible to receive this discounted \$18.00 rate.

Please email Debbies@iap-aus.org.au the exhibitor Company, exhibitor name and their email address if they require parking at BCEC during the event.

BCEC will then email this code directly to the exhibitor.

Trade Booths



Moreton Hire is our official stand contractor. They will get in touch with all our Exhibitors in due course. All enquiries regarding your stand, custom stand, furniture hire, power and lighting should be directed to Moreton Hire.

The contact details are:

Mandy Scott
Moreton Hire
29B Brickworks Place
Rochdale QLD
T: 07 3307 4452
E: Mandy.Scott@moreton.net.au

Booth Inclusions

Inclusive in the Bronze (3m x 3m) Syma Shell Trade Booth Package:

- Size: 3m x 3m
- Walls: White walls 2.5m high.
- Fascia: Anodised aluminium frame with insert 2.1m clearance underneath.
- Sign: White sign with black lettering per aisle frontage.
Logo signage/corporate colours can be produced at an additional cost.
- Lighting: 2 x 150 watt adjustable spotlights installed on 1 track placed behind the fascia.
- Power: 1 x 4amp power point.
- Carpet: Venue Carpet.

Inclusive in the Platinum, Gold or Silver, (6m x 3m) Syma Shell Trade Booth Package:

- Size: 6m x 3m
- Walls: White walls 2.5m high.
- Fascia: Anodised aluminium frame with insert 2.1m clearance underneath
- Sign: White sign with black lettering per booth.
Logo Signage/corporate colours can be produced at an additional

- Lighting: cost.
4 x 150 watt adjustable spotlights installed on 1 tract placed behind the fascia.
- Power: 1 x 4amp power point.
- Carpet: Venue Carpet.

Custom Stands

All custom stands must be approved by the IAP organisers and the Brisbane Convention & Exhibition Centre safety department. Therefore please ensure that your custom stand builders send their plans to debbies@iap-aus.org.au and to exhibitorservices@bcec.com.au for approval at least 30 days prior to the event bump in. The stand design must include the stand name, number and all measurements so the safety team can assess accordingly.

Online Safety Induction must be completed for all Contractors, Staff and Exhibitors

Please note that Brisbane Convention & Exhibition Centre require **all** contractors, staff and exhibitors to complete an online safety induction prior to coming onsite. Please click on link for Safety induction - <https://www.linksafe.com.au/bcec-visitor/> if there are any issues, please email exhibitorservices@bcec.com.au

Safety Vests / Footwear

Exhibitors are responsible for arranging their own safety vests these must be worn during bump in and bump out. Suitable footwear must be worn at all times while on site (this includes bump in and bump out – when closed footwear must be worn).

Freight & Logistics



GEL events is our official contractor for transportation of exhibitor freight as well as onsite services. GEL provide exhibitors with peace of mind by supplying a door-to-stand freight service, with complete tracking and email notification when the freight arrives onsite at the stand.

GEL can arrange all local, interstate and international transport services. You do not need to be present at time of delivery when using GEL to transport your freight, our onsite team will receive your freight and take it directly to your stand prior to your arrival.

At close of the event, we understand the pressure of packing up your freight so as to catch flights or get home after what has been a long few days.

Our onsite representative will come and see you to confirm your return freight

requirements and provide you with return labels. Once packed up and your freight is labelled you are welcome to leave it at your stand for us to take care of the rest.

To request a quote please click on the link below. Complete and return the quote request form provided by Wednesday May 17th 2023.

Please note: You will be invoiced separately for these services by GEL Events.

[47th Annual Scientific Meeting of the Australasian Division of the International Academy of Pathology \(ASM2023\)](#)

For all inquiries please contact:

Chris O'Sullivan
Gel Events
Email: chris@gelevents.com.au
Ph - 1300 013 533 / 0418 178 688

Please note: The exhibitor/sponsorship package that you have taken with IAP does not include any of these service. They are at the exhibitors costs.

Gel Events will be operating a portage service during bump in day and bump out to assist exhibitors moving goods from the loading to stand and return to the loading dock post event.

This service is provided free of charge by the organiser and is only during the move in on **Thursday 25th May from 1pm – 6 pm** and during the move out of the show, **Sunday 28th May from 4:00pm to 8:00pm.**

Please don't leave anything behind. All materials must be removed from the exhibitor area by the end of tenancy, with no exceptions. All leftover materials will be disposed of.

Electrical Equipment – test and tag service

Please refer to the attached BCEC Exhibitor Information Manual.

All portable electrical equipment, brought onto the site by exhibitors must have been tested and tagged prior to arrival and should be label in accordance with Australian Standards please refer to the BCEC exhibitor manual.

Cleaning & Services available for exhibitors

Please refer to the attached BCEC Exhibitor Information Manual for all the below information including order forms for stand cleaning, stand catering, utility services and rigging.

Please place orders and request a quote via the link below. If you require any assistance please get in contact with exhibitorservices@bcec.com.au

[Please click here to place an order for The 47th Annual Scientific Meeting of the Australasian Division for the International Academy of Pathology](#)

Catering via Exhibitor Portal Closes: 18/05/2023

Exhibitor Portal Closes: 23/05/2023

Marketing Materials

There will be no delegate bags and therefore no satchel inserts. So please ensure you have adequate marketing materials in your stand. Please do not send any marketing materials to the IAP office.

Luck draw Prize

A Lucky draw will be organised to encourage delegates to visit Exhibitors' stands to go into a draw to win one of 3 prizes. This has been a huge success in the past couple of year. Delegates need to visit every stand and have their Lucky draw card (provided with their name badge) stamped by each exhibitor in order to go into a draw to win a prize.

Contact

If you have any questions, please don't hesitate to contact us.

Kind regards,

IAP Secretariat and Meeting Organisers

Uma Subramanian & Debbie Suann

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