



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

ASM 2024

Exhibitor and Sponsor Information Letter

Dear Exhibitor/Sponsor

The Australasian Division of the International Academy of Pathology would firstly like to thank you for taking part in the "48th 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 Guide 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 31 st May 2024	7:00am – 9:30pm
Saturday 1 st June 2024	7:00am – 5:00pm
Sunday 2 nd June 2024	7:00am – 2:00pm

Date Time

• Moreton Hire – Move in	Thursday 30 th May 2024	7:00am - 1:00pm
• Custom Stand Booths Move in	Thursday 30 th May 2024	10:00am - 1:00pm
• Sponsor/Exhibitor Access	Thursday 30 th May 2024	2:00pm - 8:00pm
• Moreton Hire Customer Service Desk	Thursday 30 th May 2024	2:00pm - 6:00pm
• Sponsor/Exhibitor Move out	Sunday 2 nd June 2024	2:30pm - 4:00pm
• Custom booths move out	Sunday 2 nd June 2024	4.00pm - 6:00pm
• Moreton Move out	Sunday 2 nd June 2024	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 has been appointed the official supplier for this show. Please complete the form below regarding plans for your stand.

All enquiries regarding your stand, custom stand, furniture hire, power and lighting should be directed to Moreton Hire.

Contact details:

Priya Srinivasan

07 3307 4406

E: priya.srinivasan@moreton.net.au

Please note the FORM IS DUE BY DATE: 23 Apr 2024 | ARTWORK DEADLINE: 30 Apr 2024

Please click on the link to complete your FORM for **Bronze Exhibitor** [Moreton Hire 3x3m Form](#)

Please click on the link to complete your FORM for **Platinum, Gold or Silver Exhibitors** [Moreton Hire 6x3m Form](#)

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.

CLEANING & SERVICES AVAILABLE FOR EXHIBITORS

Please refer to the attached BCEC Exhibitor Information Manual for all the below information including 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 48th Annual Scientific Meeting of the Australasian Division for the International Academy of Pathology](#)

Catering and Any F&B requests via Exhibitor Portal Closes: 27/05/2024
Exhibitor Portal Closes: 27/05/2024

BCEC SITE-SPECIFIC SAFETY INFORMATION

All exhibitors at the venue during bump in and bump out must read and acknowledge they have understood the BCEC Site Specific Safety Information, which can be accessed by the [URL](#) and/or QR code below:



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).

SECURITY

BCEC Security Officers will maintain security throughout the building. Whilst every responsible precaution is taken, the organisers and the BCEC accept no responsibility for any loss or damage occurring to persons or property at the Exhibition.

EXHIBITORS FREIGHT & LOGISTICS RESPONSIBILITIES

For Exhibitor freight delivery and/or pickup of materials to and from your stand, proceed with 1 of the 3 below options:

1. Contact your Organiser:

Please see table below for acceptable freight and contact your event organiser Debbie Suann at debbies@iap-aus.org.au for **Approved Event Specific Exhibitor Freight Labels**.

We require all details of your delivery to inform BCEC of what and when to expect your exhibitor freight. Limited storage have been arranged for this event.

Please note:

- **Unscheduled deliveries will not be accepted by BCEC**
- **The maximum weight of an item BCEC can handle is 200Kg (1.2m width/length x 1.2 m height).**

CLIENT APPROVED EXHIBITOR FREIGHT	ACCEPTABLE FREIGHT
<p>Please ensure your freight is approved by the ‘Event Organisers’ for BCEC to accept and handle.</p> <p>All associated charges will be forwarded to the ‘Event Organiser’</p> <p>BCEC will not accept ‘Client Approved Exhibitor Freight’ in the following spaces, but not limited to:</p> <ul style="list-style-type: none"> • Great Hall • Exhibition Hall 1 – 4 <p>NB: Exceptions may be applied for other spaces depending on event size, etc.</p>	<p>BCEC will accept pre-delivery of the following items:</p> <ul style="list-style-type: none"> • Cartons (maximum weight 20kg) • Banner bags • Display cases • Plastic tubs • Pallets and rigging banners <p>Please note these items must be labelled as per freight label.</p>
LIMITATIONS	
<p><u>SPECIALISED FREIGHT</u></p> <p>Items such as furniture, items that require packaging, oversized pallets, large crates, custom stands and Mistitems must be delivered and collected on the days of the event move-in & move-out.</p> <p><u>SENSITIVE FREIGHT</u></p> <p>Sensitive equipment including medical equipment and some electronic goods that are delivered & collected by Specialised “Site-to-Site” transport companies must, also be delivered & collected on the move-in and move-out days of the event.</p> <p>Specialised/Sensitive Freight, or freight in excess of 6 cubic metres may require the engagement of a Freight Forwarding Company.</p>	
CONSIDERATIONS	
<p>Freight/Courier Companies must ensure self-sufficiency with the unloading/loading from the truck.</p> <p>We recommend a tailgate truck in for this provision that will ensure goods are unloaded without a hold-up of requiring a forklift operator.</p>	
TERMS AND CONDITIONS	
<p>The Client approves and agrees to associated charges incurred by the use and provision of this Client Approved Exhibitor Freight Label.</p> <p>BCEC will accept Client and Client Approved Exhibitor Freight up to two working days prior to the event.</p> <p>Deliveries of freight outside of our standard operating hours will only be permitted by prior arrangement and agreement with BCEC.</p> <p>Should BCEC not receive prior advice of a delivery, we may reject the freight and request it be redelivered during operating hours or a time agreed to between both parties.</p> <p>Any freight not collected or labelled at the conclusion of event tenancy will be considered ‘abandoned freight’. This will be charged at \$110.00 per cubic metre incl GST to handle and store for a maximum of 7 days, after which it will be disposed of.</p>	

To ensure all freight is distributed to the appropriate location on time, a portage service during bump in day and bump out will be provided to assist exhibitors moving goods from the loading dock 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 30th May from 1pm – 5 pm** and during the move out of the show, **Sunday 2nd June from 2:00pm to 5:00 pm**

2. **Self-delivery and Couriers: to be delivered on the day of your move in and move out**, on-site storage is only available if pre-arranged through your organiser. A representative from your stand will need to be onsite to accept delivery.
3. **Car Park:** small items can be carried in by hand or small trolley, park at the Centre and proceed to the event space.
 - **Large trolleys and freight are not permitted in guest lifts.**
 - **Don't leave anything behind.** All materials must be removed from the exhibition area by the end of tenancy, with no exceptions. Left over materials will be disposed of.

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.

LUCKY 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 years. 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

Australasian Division of the International Academy of Pathology Limited

PO Box 74, Cherrybrook, NSW 2126 Australia

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Debbie Suann Mobile: 0403 261 170