



Australasian Division of the International Academy of Pathology Limited

ABN 73 008 593 815

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ASM 2025

Exhibitor and Sponsor Information Manual

Dear Exhibitor/Sponsor

The Australasian Division of the IAP would firstly like to thank you for taking part in our upcoming event "The 49th 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. Please click on the <https://iccsydney.com.au/wp-content/uploads/2023/05/ICC-Sydney-Exhibition-Manual.pdf> for more information on evacuation procedures, exhibition regulations and a list of services available for exhibitors.

LOCATION OF THE EXHIBITION

The Exhibition will be located in Parkside 1 Ballroom on level 2 of the ICC Sydney Convention Centre, Darling Harbour, Sydney.

EXHIBITION ENTRY TIMINGS

Friday 30th May 2025	7:00am – 9:30pm
Saturday 31 st May 2025	7:00am – 7.30pm
Sunday 1 st June 2025	7:00am – 5:15pm

Date/Time

• Moreton Hire – Move in	Thursday 29th May 2025	7:00 am - 1:00 pm
• Custom Stand Booths Move in	Thursday 29th May 2025	10:00 m - 1:00 pm
• Sponsor/Exhibitor Access	Thursday 29th May 2025	2:00 pm - 8:00 pm
• Moreton Hire Customer Service Desk	Thursday 29th May 2025	2:00 pm - 6:00 pm
• Sponsor/Exhibitor Move out	Sunday 1 st June 2025	4:00 pm - 5:00 pm
• Custom booths move out	Sunday 2 nd June 2024	6.00 pm – 8:00 pm
• Moreton Move out	Sunday 2 nd June 2024	6:00 pm - 10:00 pm

**Please note Moreton Hire will be available from 2 pm – 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 might face can be addressed.*

EXHIBITOR CARPARK ACCESS

Exhibitor discounted parking is valid on full move-in or move-out days only. Carpark passes may be validated at the Exhibitor Services Desk on Exhibition Level 2, beside Hall 4.

During the conference full rates apply.

Please see rates at <https://iccsydney.com.au/visitors/getting-here/>

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:

Person Name: Jory Oram
Phone Number: 07 3307 4307
Email: jory.oram@moreton.net.au

Please note: Form Due Date: 29 APRIL 2025 | ARTWORK DEADLINE: 03 MAY 2025

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 **Gold or Silver Exhibitors** [Moreton Hire 6x3m Form](#)

CUSTOM STANDS

All custom stands must be approved by the IAP organisers and ICC Sydney safety department. Therefore please ensure that your custom stand builders send their plans to debbies@iap-aus.org.au before completing the online custom stand plans permit form for ICC Sydney.

ICC Sydney custom stand application form needs to be completed at least 15 days prior to the event bump-in for approval. The stand design includes the stand number, the dimensions and structural elements along with an ICC Sydney Custom online Stand permit application form <https://form.jotform.com/221078139313855> so the safety team can assess accordingly.

ICC EXHIBITOR TOOLKIT INFORMATION

Please refer to the ICC Sydney Exhibitor toolkit link <https://iccsydney.com.au/exhibitor-toolkit/> For Exhibitor FAQ, Permit forms, Food Sampling, Stand cleaning service, Heavy Equipment (over 500Kgs), Loading dock booking form and Loading dock access maps.

If you require any assistance please get in contact with Exhibitor Services team at exhibitionservices@iccsydney.com or call +61 2 9215 7373.

SAFETY VESTS / FOOTWEAR

Exhibitors are responsible for arranging their own safety vests. These must be worn during bump-ins and bump-outs. Suitable footwear must be worn at all times while on site.

ELECTRICAL EQUIPMENT – TESTING AND TAGGING

Prior to use at the venue, please ensure that all electrical equipment has been tested and tagged in accordance with the NSW Work Health and Safety Regulations and Australian Standards.

For untagged equipment, ICC Sydney may disapprove or conduct inspections on the Exhibitor's behalf and charge them for their services. IAP does not take any responsibilities in such circumstances.

SECURITY

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

EXHIBITORS' FREIGHT DELIVERIES

Exhibitors are to use their own Freight & Logistics companies **at their own cost** to deliver their goods to ICC Sydney.

Delivery movements and portage with ICC Sydney are managed by ICC in-house Events Logistic Department. Third-party couriers and freight forwarders are not permitted to deliver freight inside the Convention Centre.

Standard manning of the dock to accept deliveries is 0700-1600 Monday to Friday.

To assist with the smooth delivery and collection of goods, please ensure the following steps are followed.

All Deliveries must be made on Bump-in day which is Thursday 29th May, during the hours of 7 am to 4 pm to ICC Sydney.

To ensure all freight is distributed to the appropriate location on time, a portage service during bump-in and bump-out days will be provided to assist exhibitors moving goods from the loading dock to your 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 the 29th of May from 1pm – 4 pm and during the move-out of the show on Sunday the 1st of June 2025 from 4:00pm to 6:30 pm

On Bump-out day Sunday 1st of June 2025 the exhibition area closes at 4:00 pm.

It is the exhibitors' responsibility to pack and label goods with a completed consignment note so that the porters can take them back to the loading dock ready for pick up on Monday morning.

If you have anything more than a pallet please let us know 1 week prior to the conference so we can organise space on the dock during bump-out.

Storage at ICC Sydney is limited. It is the responsibility of the Exhibitor to ensure that its contracted freight forwarder removes unnecessary freight such as crates, pallets and empty boxes from the venue or you will be charged for storage.

Please affix the [Exhibitor Delivery Label](#) to each item being delivered to the venue.

The exhibitor or the freight company appointed by the exhibitor must book a time to deliver their items to the convention Centre Loading dock via the ICC Sydney link

[Loading Dock Booking | ICC Sydney](#)

Please refer to the Loading Dock Access Map for delivery points.

Car Park: Please Park in P1 (accessed via Darling Drive) and proceed to the event space. (Small items can be hand-carried)

Please note, large trolleys and freights are not permitted in guest lifts. For delivery of large or bulky freight, please refer to the self-delivery option and proceed to the Convention Loading dock.

Please 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 off.

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

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