



**Australasian Division of the International Academy of Pathology Limited**  
**ABN 73 008 593 815**  
**PO Box 74, Cherrybrook, NSW 2126 Australia**  
**[www.iap-aus.org.au](http://www.iap-aus.org.au)**

## **ASM 2026**

### **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 "50th 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 in Plaza Auditorium Foyer on Plaza level of the Brisbane Convention and Exhibition Centre, Brisbane.

#### **EXHIBITION ENTRY TIMINGS**

##### **Conference Times**

Friday 29 <sup>th</sup> May 2026	7:00am to 7:05 pm
Saturday 30 <sup>th</sup> May 2026	7:00am to 6:00 pm
Sunday 31 <sup>st</sup> May 2026	7:00am to 5:00 pm

##### **Date Time Move in Move out**

• Moreton Hire – Move in	Thursday 28 <sup>th</sup> May 2026	7:00am - 1:00pm
• Custom Stand Booths Move in	Thursday 28 <sup>th</sup> May 2026	10:00am - 1:00pm
• Sponsor/Exhibitor Access	Thursday 28 <sup>th</sup> May 2026	2:00pm - 8:00pm
• Moreton Hire Customer Service Desk	Thursday 28 <sup>th</sup> May 2026	2:00pm - 6:00pm
• Sponsor/Exhibitor Move out	Sunday 31 <sup>st</sup> May 2026	5:00pm - 6:00pm
• Custom booths move out	Sunday, 31 <sup>st</sup> May 2026	6:00pm - 10:00pm
• Moreton Move out	Sunday 31 <sup>st</sup> May 2026	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 that any issues 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](mailto: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. Please note that car park rates are subject to change and are current at the time of this publication.

## 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.

Exhibitor Contact:  
Maddie Whitty  
Account Manager

T: 07 3307 4406 | M: 0422 792 161 |  
E: [maddie.whitty@moreton.net.au](mailto:maddie.whitty@moreton.net.au)

**Please note the FORMS ARE DUE DATE:** 16<sup>th</sup> April 2026

**ARTWORK DEADLINE:** 23<sup>rd</sup> April 2026

Please click on the link to complete your Moreton Hire FORM for **Bronze Exhibitor**  
[50th Annual Scientific Meeting of the Australasian Division of the IAP \(3x3m\) – Fill out form](#)

Please click on the link to complete your Moreton Hire FORM for **Gold or Silver Exhibitors**  
[50th Annual Scientific Meeting of the Australasian Division of the IAP \(6x3m\) – Fill out 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](mailto:debbies@iap-aus.org.au) and [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval at least 20 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.

**Custom Stand Plan Submissions:** **By** 7**th May 2026 to BCEC**

## BCEC SITE-SPECIFIC SAFETY INFORMATION

### Event Safety Requirements

All personnel involved in bump-in/out must complete our [BCEC Site-Specific Safety Information](#)

For certain stand activations, a [BCEC Safety Permits](#) may be required.

Custom stand plans and permit forms can be emailed directly to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for review by our Safety Department.

[Safety Permits](#) Submissions: **7<sup>th</sup> May 2026**

## ELECTRICAL EQUIPMENT – TEST AND TAG

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.

## SAFETY VESTS / FOOTWEAR 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).

## CUSTOM STANDS CLEANING & SERVICES AVAILABLE FOR EXHIBITORS

Please refer to the attached BCEC Exhibitor Information Manual for all the information below, including stand cleaning, stand catering, and utility services at the exhibitor cost.

Please place orders and request a quote via the link below.

Lollies on counters need a permit. If you require any assistance, please get in contact with [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

[Please click here to place an order for The 50th Annual Scientific Meeting of the Australasian Division for the International Academy of Pathology](#)

On Stand Food & Beverage Order/Sampling/Selling/External Supplies Requests need to be submitted by: **21<sup>st</sup> May 2026**

## 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:

On-site storage is only available if pre-arranged through your organiser.

1. Contact your Organiser:

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

*We require all delivery details to inform BCEC of what to expect and when to expect your exhibitor freight. Limited storage has 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><b>Please ensure your freight is approved by the 'Event Organisers' for BCEC to accept and handle.</b></p> <p>All associated charges will be forwarded to the 'Event Organiser who will pass onto you.</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"> <li>• Great Hall</li> <li>• Exhibition Hall 1 – 4</li> </ul> <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"> <li>• Cartons (maximum weight 20kg)</li> <li>• Banner bags</li> <li>• Display cases</li> <li>• Plastic tubs</li> <li>• Pallets and rigging banners Please note these items must be labelled as per freight label.</li> </ul>
<b>LIMITATIONS</b>	
<p><b><u>SPECIALISED FREIGHT</u></b></p> <p>Items such as furniture, items that require packaging, oversized pallets, large crates, custom stands and Mist items must be delivered and collected on the days of the event move-in &amp; move-out.</p> <p><b><u>SENSITIVE FREIGHT</u></b></p> <p>Sensitive equipment including medical equipment and some electronic goods, and oversized freight (e.g. furniture, custom booth structures, items over 200kg) must be delivered on bump-in day only (28th May 2026), and early delivery is not permitted. This type of freight will also need to be picked up from the venue during bump-out (Sunday 31st May 2026).</p>	
<b>CONSIDERATIONS</b>	
<p><b>Freight/Courier Companies must ensure they are self-sufficient with the unloading/loading from the truck.</b></p> <p><b>BCEC recommend using a tailgate truck for pallet / heavy items delivery, as there won't be a forklift on site.</b></p>	

## TERMS AND CONDITIONS

The Client approves and agrees to the associated charges incurred by the use and provision of this **Client Approved Exhibitor Freight Label**.

BCEC will accept **Client** and **Client-Approved Exhibitor Freight up to 2** working days prior to the event.

- Early freight deliveries using the attached label will be accepted at the Kitchen Loading Dock via Glenelg Street between **7:30 AM and 4:00 PM** only from **Tuesday 26<sup>th</sup> May 2026**. Accepted freight will be stored and delivered to the event space.
- To assist with freight handling, we require a list of expected deliveries prior to the event. Freight listed on the current version of the list will be accepted, please keep us updated if more freight is expected closer to the event. **Deliveries not included on the freight list will not be accepted.**  
Please advise [debbies@iap-aus.org.au](mailto:debbies@iap-aus.org.au)

**Should BCEC not receive prior advice of a delivery, they may reject the freight and request it be redelivered during operating hours or a time agreed to between both parties.**

Approved exhibitor freight can be picked up on Monday between 7:30 am – 4:00 pm only.

This needs to be packed and ready to take downstairs before leaving on Sunday night, bump-out day. With a label and a completed consignment note.

Any freight not collected or labelled at the conclusion of the 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.

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. Representative from your stand will need to be on-site 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 the Exhibitors' stands and enter for a chance to win one of 3 prizes. This has been a huge success in past years.

Delegates need to visit every stand and have their Lucky draw card (provided with their name badge) stamped by each exhibitor to enter a draw for a prize.

## CONTACT US

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

### **Meeting Organisers**

Australasian Division of the International Academy of Pathology Limited  
PO Box 74, Cherrybrook, NSW 2126 Australia

Dayan McLeod  
ASM Event Manager  
Email: [Events@iap-aus.org.au](mailto:Events@iap-aus.org.au)  
Mobile: 0433 962 169

Debbie Suann  
Administration and Events Coordinator  
Email: [Debbies@iap-aus.org.au](mailto:Debbies@iap-aus.org.au)  
Mobile: 0403 261 170

Loretta York  
Executive Officer  
Email: [Info@iap-aus.org.au](mailto:Info@iap-aus.org.au)  
Mobile: 0408 183 933