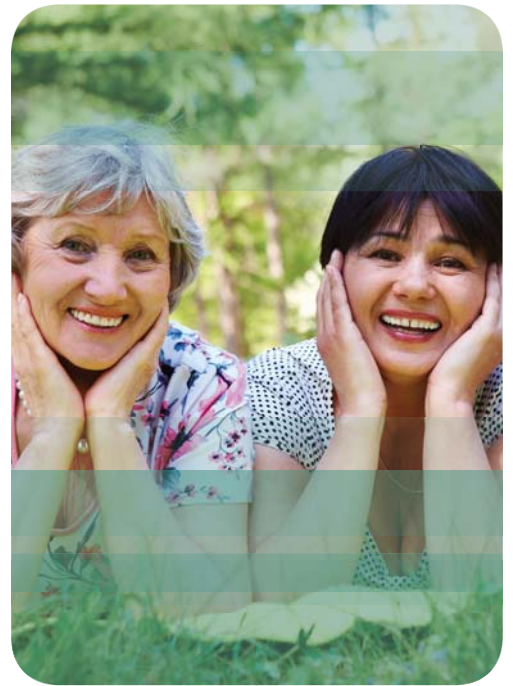


# BreastScreen Australia Conference

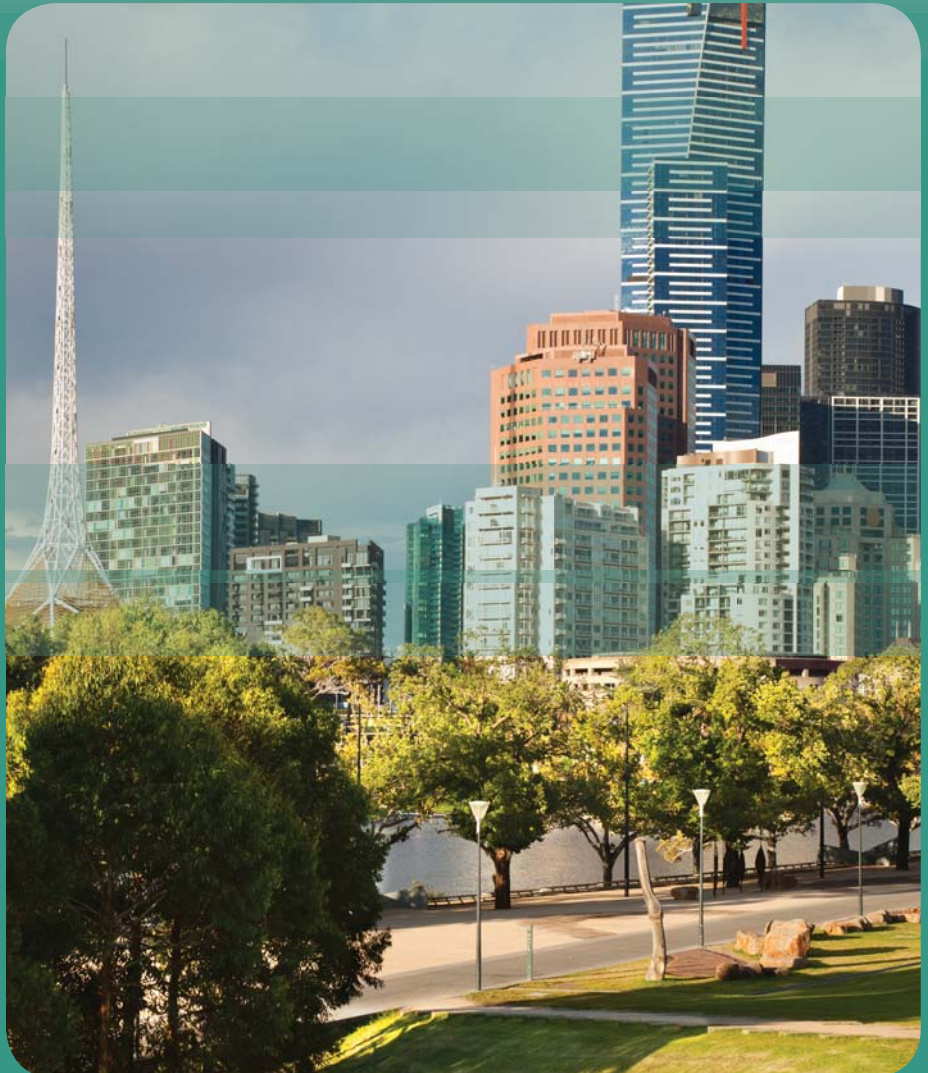
Hilton on the Park, Melbourne  
28–30 October 2011

Celebrating  
**20**  
YEARS  
achievement  
& service



[www.bsaconference.com.au](http://www.bsaconference.com.au)

## Exhibitor Manual



BreastScreen  
**AUSTRALIA**

A joint Australian, State and Territory Government Program

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## KEY CONTACT LIST

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### CONFERENCE & EXHIBITION ORGANISER

#### Think Business Events

Suite 6, 19-23 Hoddle St  
Richmond VIC 3121  
Australia  
Tel: +61 3 9417 1350 / Fax: +61 3 8610 2170  
Melissa Greco, Conference Coordinator  
Email: [bsa@thinkbusinessevents.com.au](mailto:bsa@thinkbusinessevents.com.au)



### EXHIBITION CONTRACTOR

#### ExpoNet

44 White Street  
South Melbourne VIC 3205  
Australia  
Tel: +61 3 9676 7777 / Fax: +61 3 9676 7788  
Kelly Pitt, Exhibition Coordinator  
Email: [kelly@exponet.com.au](mailto:kelly@exponet.com.au)



### EXHIBITION VENUE

#### Hilton on the Park Melbourne

192 Wellington Parade  
East Melbourne VIC 3002  
Tel: +61 3 9412 3163  
Fax: +61 3 9412 3192  
Website: [www.hilton.com](http://www.hilton.com)  
Ozgen Salih, Catering & Sales Coordinator  
Email: [Ozgen.Salih@hilton.com](mailto:Ozgen.Salih@hilton.com)



## EXHIBITOR CHECKLIST

Please check that you have completed all the items on the list that apply to you:

Task	Due Date	Send To	<input checked="" type="checkbox"/> ?
1 Send file for ad in the program handbook (If applicable)	23 Sep. 2011	TBE	<input type="checkbox"/>
2 Fill out Exhibitor Information Form and send to TBE	28 Sep. 2011	TBE	<input type="checkbox"/>
3 Send Certificate of Currency to TBE (Insurance) or fill out Public Liability Insurance Application form	28 Sep. 2011	TBE	<input type="checkbox"/>
4 Send custom booth design plan to Think Business Events for approval (If building a custom booth)	28 Sep. 2011	TBE	<input type="checkbox"/>
5 Complete the applicable ExpoNet Booking Forms as required (Stand & Fascia, Stand Modifications, Power & Lighting, Shelving, Layout, Furniture, Audio/Visual)	14 Oct. 2011	ExpoNet	<input type="checkbox"/>
6 Send promotional material to conference satchel packers (If applicable)	24 Oct. 2011, 3.30pm	Oakleigh	<input type="checkbox"/>

# IMPORTANT DATES & TIMES

---

## BUMP-IN

Exhibition Build		
Friday	28 October	10:00 – 16:00
Custom Stand Build		
Friday	28 October	11:00 – 16:00
Exhibitor Set-up		
Friday	28 October	16:00 – 17:00
Exponet Customer Service Hours		
Friday	28 October	16:00 – 17:00

PLEASE NOTE: Registration opens at 17:00 on Friday 28 October - All booths must be set up by this time. Exponet Staff will be available onsite to assist you with any questions at the times indicated above.

## BUMP-OUT

Furniture Removal & Exhibitor Move- Out		
Sunday	30 October	16:00 – 17:00
Custom Stand Dismantle		
Sunday	30 October	18:00 – 21:00
Exhibition Dismantle		
Sunday	30 October	18:00 – 21:00

## EXHIBITION OPEN HOURS

Friday	28 October	17:30 – 19:00
Saturday	29 October	10:30 – 15:30
Sunday	30 October	10:30 – 15:30

## REGISTRATION DESK HOURS

Friday	28 October	17:00 – 19:00
Saturday	29 October	07:30 – 18:00
Sunday	30 October	08:00 – 18:00

## CATERING TIMES

Morning Tea		10:30 – 11:00
Lunch	29 October	12:45 – 13:30
Lunch	30 October	12:30 – 13:30
Afternoon Tea		15:00 – 15:30

## DISCLAIMER

The organisers reserve the right to alter the hours of admission and access. All services and associated rates published in this document were correct at the time of going to print. The Conference organisers cannot be held responsible for changes to services and rates provided by any companies or organisations listed in the document.

# YOUR DISPLAY

## EXHIBITOR ENTITLEMENTS

The entitlements for each Standard Exhibition Booth booked include:

- Branding: Logo and listing in the conference program handbook
- Logo to appear on the exhibition page of the conference website
- A standard exhibition space (3m x 2m booth) for the duration of the conference
- Aluminium Octonorm frame with white melamine walls, 2 x 120 watt track mounted spotlight per stand, 1 x 4 amp power point per stand & company name on a fascia board. (does not include furniture)
- Up to two exhibition passes per booth booking, with access to exhibition and catering areas (does not include access to sessions).
- Up to two welcome reception tickets (one per exhibitor)

Please refer to ExpoNet Exhibitor Kit for more details on booth specifications.

## EXHIBITION BUILDER

ExpoNet has been appointed the exhibition company for the BreastScreen Australia Conference. ExpoNet supply your exhibition entitlements with regard to your booth including the exhibition booth, light, power, signage, furniture and AV requirements.

Attached for your information is the ExpoNet Exhibitor Kit, please take time to read this document and complete the forms relevant to you.

## CUSTOM BOOTH BUILD

If you are planning to build your own booth, please ensure that you forward the information to your custom stand builders or contractors, as they will need to liaise with ExpoNet regarding bump-in and bump-out times. Ensure that the custom stand design plan is sent to Think Business Events by **no later than 28 September 2011** for approval via [bsa@thinkbusinessevents.com.au](mailto:bsa@thinkbusinessevents.com.au)

## HIRING FURNITURE & AUDIO-VISUAL

ExpoNet is also the company you need to contact to hire furniture / audio visual equipment for your booth, this can be done via the website [www.exponet.com.au](http://www.exponet.com.au).

## BOOKING COMMUNICATIONS

To order communications (telephone, internet etc) at your exhibition booth, fill out the Exhibitor Request Form in the appendices, and send directly to the Hilton on the Park.

## EXTENSION LEADS

Exhibitors and production crews should ensure that they have adequate extension leads, power boards, etc. as any item supplied by the Hotel will be charged for and is subject to availability only. No advance bookings will be accepted.

## FIXATIVES / ADHESIONS

No nails, screws, staples or pins are to be driven into walls, nor are holes to be bored into any wall, door or other part of the building. No gaffer, double sided tape, blue tack or other adhesives are to be used unless approved by the Hilton Catering & Sales Office. Any damage cause will be charged to the offender.

## FIRE REGULATIONS

Any materials used in the construction or decoration of a stand must be treated with a fire retardant.

Please note that it is illegal to: block emergency exits, block the access route to an emergency

exit, obscure or cover emergency exit signs as well as store equipment or any other item in fire stairs.



# GENERAL INFORMATION

## EXHIBITION HALL

The exhibition will be held at the Hilton on the Park Melbourne, in Upper Foyer adjacent to the main sessions (Ballroom Foyer). The plan has been designed with maximum flow of delegates, with booths positioned along access points to session rooms and around catering stations. This ensures that delegates are exposed to booths as they move between session rooms and also when they gather for catering breaks.



## PARKING

### Underground Parking

Conveniently located beneath the hotel and accessible via Wellington Parade, Hilton underground car park has around 100 parking bays for your convenience. At the time of writing the special conference rate is \$22.00 per vehicle flat rate per exit. Car parking bays are subject to availability. Parking can be purchased on the day directly from the concierge desk.

### Street Parking

There is also street parking on Wellington Parade and Clarendon Street.

## VENUE ACCESS

The Hotel is located in a residential area and as such has to restrict heavy vehicular activity. The use of trucks, forklifts and such with reversing beeper tones will not be permitted in the lane between 5.00 pm – 7.30 am Monday to Friday.

Should you need to make alternative arrangements for delivery, please contact the Hilton Sales & Catering Coordinator.

## REGISTRATION DESK

The BreastScreen Australia Conference Registration and Information Desk will be located in the Upper Foyer, in the exhibition area.

All exhibition and registration materials must be collected from the Registration Desk during the times listed.

## INSURANCE

**This section is important**



It is a mandatory requirement that all exhibitors have Public Liability Insurance in place for the BreastScreen Australia Conference to the value of \$5 million for any one occurrence. Exhibitors should consult with their own insurance companies for adequate cover on their merchandise and displays.

Please fax a copy of your Certificate of Currency for Public Liability Insurance to the Conference Organisers at 03 8610 2170 **by no later than 28 September 2011.**

The Conference Organisers are able to offer you an Exhibitors Public Liability Insurance. This is available to you at a cost of \$99.00 including GST, and is based on a limit of indemnity of \$10,000,000 per exhibitor. Please complete the enclosed Public Liability Application Form included in this Manual and return it along with payment by no later than 28 September 2011.

### PLEASE NOTE

Exhibitors will not be allowed to exhibit at the BreastScreen Australia Conference unless they have some form of Public Liability Insurance in place

Exhibitors are reminded that they need insurance for goods and exhibits which should take effect from the day that such goods are delivered to the exhibition venue and such insurance should remain until their exhibits are removed.

## NAME BADGES

Name Badges provided by the Conference Office are required to be worn at all times in order to gain entry to the exhibition area. Generic company name badges are provided complimentary with the exhibition booth bookings (up to 2 passes) and will be available for collection onsite at the Registration & Information Desk. Please note that the badge does not allow access to conference sessions.

## Additional Badges, Registration and Social Events Tickets

If you would like to purchase additional exhibitor badges, registration passes (which allow you to attend the sessions) or additional social event tickets, please indicate so on the Exhibitor Information Form included in this Manual, and send to Think Business Events by 28 September 2011. Please check your entitlements carefully before requesting additional badges, as some sponsorship packages include registration and social events tickets as part of the package inclusions. This information is clearly stated in your booking confirmation letter.



## STAFF CONTACT DETAILS

Please ensure that you have provided the number of staff attending on each day, and the names and contact details for all of your as exhibitors, including mobile numbers of at least one person on each day so they can easily be contacted if need be. Please use the Exhibitor Information Form included in this Manual. If there are any changes, please remember to notify the conference organisers immediately. This information is required **by 28 September 2011**.

## CATERING

Morning Tea, Lunch and Afternoon Tea will be provided to staff members that have exhibitor passes. Meals will be served in the Exhibition Area, and exhibitors will be served 30 minutes prior to delegates come out of their sessions. Please ensure that all dietary requirements for exhibitors has been communicated to the conference organisers in advance.



## FOOD & BEVERAGE

Hilton on the Park Melbourne has exclusive rights for the sale and distribution of all food and drink. No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors to the venue without the prior written approval of the venue.

## DELIVERIES TO THE EXHIBITION VENUE

The Hilton on the Park Melbourne requests that exhibitors forwarding deliveries to the hotel fill out the Delivery Label included in the appendices section of this manual.

On the mailing label, please include:

- Contact on the Day
- Booth No
- Sender
- Name & Company
- Address
- Telephone



Hilton on the Park Melbourne will accept deliveries via transport companies. All deliveries must be made between 7:30 am and 3:30 pm Monday to Friday – any deliveries outside these times must be approved by the Hilton Catering & Sales Coordinator.

Exhibitors should ensure airways/consignment numbers are carried with them at all times. This enables goods and equipment to be readily traced. The Hilton on the Park Melbourne does not accept responsibility for the safety of any items on or delivered to the site in absence of the exhibitor, his agent or contractor.

Please ensure that you clearly note the number of your stand so materials can be delivered to your exhibition booth. If you are sending a large number of boxes or a large consignment, please contact the Hilton Catering & Sales Coordinator to make the necessary prior arrangements.

## BUMP-IN

Bump-in for the exhibition will commence at 16:00 on Friday, 28 October 2011. There will be staff onsite from ExpoNet to assist you should you have any questions.

As a rule, the hotel does not offer its own equipment for use during exhibitions, although the use of a trolley during the bump-in may be permitted on the day subject to availability. We recommend that pallet jacks, scissor lifts and forklifts be hired in specifically for the event if you require moving large equipment or goods.

## Bringing Materials with You on the Day

If you are bringing materials with you to the venue via the front door you will need to carry these items as there are may be no trolleys available at that time.

## BUMP-OUT

As the hotel can provide no storage facilities, all goods must be removed from the premises within 48 hours of the move-out date, unless other arrangements have been made directly with the Hilton Sales & Catering Coordinator. If the courier/freight company has not arrived by the time you depart the Hotel, it is essential that you complete a stock sheet. Please note that goods that have not been collected within 7 working days, they will be disposed of.

## COMMUNICATIONS

### Telephone Line

If you require a telephone line/service to your booth, the Hotel offers a limited number of lines through the Hotel's PABX with a limited band width.

Clients will be charged for all calls at normal Hotel rates.

Arrangements for phones lines should be made in advance of the exhibition. Requests made on set-up day will only be serviced after pre-booked services have been installed and will be subject to availability.

The hotel will provide a handset (if required) with each telephone line. Facsimile machines may also be hired from the hotel. Lines will be connected on the build up day /move in day of the event and disconnected prior to complete of move out.

After the service has been disconnected, an itemized account of all calls will be issued. Payments of the account will be due and payable prior to the conclusion of the move out. All telephone charges are responsibility of the

exhibitor, and appropriate measure should be undertaken to ensure authorised use.

## Wireless Broadband

Wireless broadband is available through movielink. In order to utilise the broadband facilities exhibitors and delegates must have a WiFi-enabled laptop, PDA or other device. 24-hour access cards are available from your catering supervisor or the concierge desk at \$27.50 each. For further technical advice please contact movielink on 03 9829 9000 or via email on [hc.support@movielink.net.au](mailto:hc.support@movielink.net.au)

## SECURITY

Exhibitors are advised that the Upper Foyer is not lockable. Whilst every reasonable precaution will be taken, the organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever.

## STORAGE FACILITIES

There are no storage facilities for packing materials and boxes. These must be stored within your stand.

Although all due care will be taken, the Hotel does not accept responsibility for the loss of portable items such as laptop computers, mobile phones or cameras which are left unsecured. Please advise your Catering Supervisor immediately if you have valuable items which should be stored under secure conditions. Alternatively, the hotel front office may be able to store valuable items in the Hotel safe or arrange a complimentary safe deposit box for you. For further details, please contact the Hilton Catering & Sales Coordinator directly.

## SATCHEL INSERTS

If applicable to your sponsorship or exhibitor package, please ensure that your promotional item(s) to be inserted in the Delegates' Satchel are received by our satchel packers (Oakleigh) by no later than Monday 24 October, at 3:00 pm. We cannot guarantee that items will be inserted if they are received after this date. Deliveries to Oakleigh will be accepted from Thursday 20 October.

## AD IN PROGRAM HANDBOOK

If you have purchased an ad in the program handbook, or if ad space is included as part of your entitlements, please ensure that you send your final version (see specs in appendices) to Think Business Evenst by **no later than 23 September 2011**. We cannot guarantee that your ad will be in the final program if not received by the due date.



## APPENDICES & FORMS

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# EXHIBITOR INFORMATION FORM (SEND TO TBE)

TAX INVOICE ABN: 54 505 206 361

ORGANISATION \_\_\_\_\_ BOOTH \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ DATE: \_\_\_\_\_

Two complimentary exhibitor badges will be provided for each exhibition booth. These badges will only contain your company name and cannot be individually personalised. Any personalised badges required will need to be supplied by your company.

Please indicate number of staff on each day:

SATURDAY, 29 OCTOBER: \_\_\_\_\_

SUNDAY, 30 OCTOBER: \_\_\_\_\_

Please complete this form, keep a copy for your records, and send to the Conference Office by no later than **28 September 2011**

Think Business Events  
Suite 6, 19-23 Hoddle Street  
Richmond VIC 3121 AUSTRALIA  
Ph: +61 3 9417 1350 \* Fax: +61 3 8610 2170  
Email: [bsa@thinkbusinessevents.com.au](mailto:bsa@thinkbusinessevents.com.au)

## ONSITE EXHIBITORS' CONTACT DETAILS

Please indicate names and contact details for all staff attending the conference, days on which they will be attending, who will be the main contact onsite and dietary requirements .If you do not know the staff names, please write TBA.

EXHIBITOR 1 - Attending: <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	(MAIN CONTACT ONSITE)
NAME _____ SURNAME _____	
POSITION _____ ORGANISATION (FOR BADGE) _____	
EMAIL _____ TELEPHONE _____ MOBILE _____	
DIETARY REQUIREMENTS _____	
EXHIBITOR 2 - Attending: <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
NAME _____ SURNAME _____	
POSITION _____ ORGANISATION (FOR BADGE) _____	
EMAIL _____ TELEPHONE _____ MOBILE _____	
DIETARY REQUIREMENTS _____	
EXHIBITOR 3 - Attending: <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
NAME _____ SURNAME _____	
POSITION _____ ORGANISATION (FOR BADGE) _____	
EMAIL _____ TELEPHONE _____ MOBILE _____	
DIETARY REQUIREMENTS _____	
EXHIBITOR 4 - Attending: <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
NAME _____ SURNAME _____	
POSITION _____ ORGANISATION (FOR BADGE) _____	
EMAIL _____ TELEPHONE _____ MOBILE _____	
DIETARY REQUIREMENTS _____	

## ADDITIONAL PASSES FOR REGISTRATION, EXHIBITION AND SOCIAL FUNCTIONS

### Additional Exhibition Badges

Two complimentary exhibitor badges will be provided for each exhibition booth. Please mark below how many additional exhibitor badges you wish to purchase.

Day	Item	No. of Additional Tickets	Total
Saturday, 29 October	Additional Exhibitor Badge	_____ @ A\$50.00 per person (includes morning, afternoon teas & lunch)	
Sunday, 30 October	Additional Exhibitor Badge	_____ @ A\$50.00 per person (includes morning, afternoon teas & lunch)	
		TOTAL	

### Social Functions tickets

Up to two complimentary Welcome Reception tickets will be provided for each exhibition booth (one per exhibitor). Please mark below how many additional tickets you wish to purchase for the Welcome Reception or Conference Dinner.

Name Surname (Please list all names applicable)	Item	No. of Additional Tickets	Total
	Welcome Reception	_____ @ A\$50.00 per person	
	Conference Dinner	_____ @ A\$120.00 per person	
		TOTAL	

### Registration Passes

Name Surname (Please list all names applicable)	Registration Type (Please refer to registration page on website for details and fees)	Total
		TOTAL

## PAYMENT METHOD

- I will forward cheque payable in AUD\$ to "«Cheque\_Payable»"  
 I will pay by EFT in AUD\$  
 I will pay by Credit Card:  Visa  MasterCard  Diners  Amex

CARD NUMBER                 EXPIRY DATE:   /

CARDHOLDER NAME : \_\_\_\_\_ CARDHOLDER'S SIGNATURE: \_\_\_\_\_

# PUBLIC LIABILITY INSURANCE APPLICATION FORM (SEND TO TBE)

Tax Invoice ABN: 54 505 206 361

ORGANISATION \_\_\_\_\_ BOOTH \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Exhibitors are required to ensure that they are adequately covered for Public Liability Insurance. This refers to damage or injury caused to third parties/visitors on or in the vicinity of an exhibition stand.

We have retained the services of an insurance brokerage to provide Public Liability coverage, arranged with QBE Insurance (Australia) Limited, for a cost of \$99.00 incl. GST based on a limit of indemnity of \$10,000,000 any one occurrence. The Insurance has effect from the first day of bump in to the final day of bump out, being 28 October 2011 to 30 October 2011.

Please complete this form, keep a copy for your records, and send to the Conference Office by no later than **28 September 2011**

Think Business Events  
Suite 6, 19-23 Hoddle Street  
Richmond VIC 3121 AUSTRALIA  
Ph: +61 3 9417 1350 \* Fax: +61 3 8610 2170  
Email: [bsa@thinkbusinessevents.com.au](mailto:bsa@thinkbusinessevents.com.au)



I wish to take out Public Liability Insurance for the total period of the exhibition including bump in exhibition open days and bump out, from Wednesday 7<sup>th</sup> July 2010 to Friday 9<sup>th</sup> July 2010, at a cost of \$75.00 plus \$7.50 GST. Full payment is enclosed.

## PAYMENT METHOD

- I will forward cheque payable in AUD\$ to "«Cheque\_Payable»"  
 I will pay by EFT in AUD\$  
 I will pay by Credit Card:  Visa  MasterCard  Diners  Amex

CARD NUMBER             EXPIRY DATE:   /

CARDHOLDER NAME : \_\_\_\_\_ CARDHOLDER'S SIGNATURE: \_\_\_\_\_

### PLEASE NOTE:

This policy provides Public Liability Insurance only and will not respond to any claims arising from the sale or supply of products at the event, except for food or drink.



# VENUE LOADING BAY

## LOADING DOCK DOORWAY TO BALLROOM

Height 2050mm  
Width 1832mm

## LOADING DOCK LENGTH

The largest truck to fit inside the loading dock with the doors shut is 10.5 metres in length

## LOADING DOCK HEIGHT

Tail gates of all vehicles requiring the use of the loading dock must be able to reach 1 metre high.

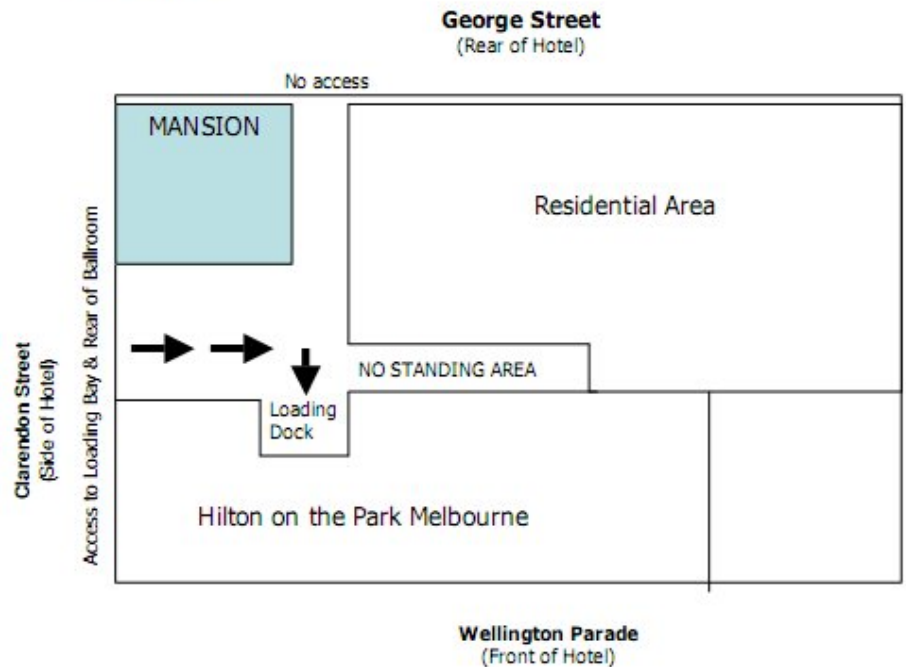
## LOADING DOCK DOOR HEIGHT

The clearance is 3.5 metres

## HOURS OF OPERATION

Monday to Friday 7.30AM to 3.30PM  
Deliveries must occur between 7.30AM and 3.30PM Monday to Friday

Loading Bay Map



Should you require access outside these times please advise the Hilton Catering & Sales Coordinator.

Please note the loading Dock is only for loading and unloading. Parking is prohibited in the Loading Dock.

Prior to the conference, you may be advised of a time that you have been schedules to load in your equipment. When a time has been allocated, please adhere to this as it will assist in the smooth set up of the event.

The Loading Bay is situated on the same level as the Ballroom and Governors Wing (Level 1). Should your event require equipment to the ground floor (Epicurean, Jolimont, Cliveden or Conservatory) please talk to your Catering & Sales Coordinator for more appropriate load in arrangements.



# EXHIBITOR REQUEST FORM

**Name of Exhibition: BREASTSCREEN AUSTRALIA CONFERENCE**

**Stand Number:** \_\_\_\_\_

**Setup Date:** \_\_\_\_\_ **Starting Date:** \_\_\_\_\_

**Packdown Date:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Facsimile:** \_\_\_\_\_

***Please fill in the appropriate items***

**Communication Requirements**

Modem/Phone/Fax (please circle) line \_\_\_\_\_ \$16.00 per line per day (plus call costs)

Access Required: Local \_\_\_\_\_ STD \_\_\_\_\_ International \_\_\_\_\_

\*\*Note - telephone and modem lines run through the hotel PABX which may decrease the band width.

Wireless Broadband: \_\_\_\_\_ Number of lines required.

Power Required: \_\_\_\_\_ Yes or No.

Pin board \_\_\_\_\_

**Audio Visual Requirements**

PAL-NTSC DVD Player \_\_\_\_\_ Laptop \_\_\_\_\_

42" Plasma Monitor \_\_\_\_\_ Other (Please specify) \_\_\_\_\_

**\*\*Please note: To secure a booking you must have either Hotel Credit Approval or provide credit card details for billing.**

Card Holder Name: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Card Holders Signature: \_\_\_\_\_

**Please fax this form back to the Catering Sales Office 03 9412 3192**

**COURIER DELIVER TO:**

**HILTON ON THE PARK MELBOURNE  
192 WELLINGTON PARADE  
EAST MELBOURNE VIC 3002**

**DELIVER TO:** Hotel Loading Bay

**Access:** via Clarendon Street

**Hours:** 7:30am – 3:30pm Monday to Friday

**ATTENTION:** Catering Operations Manager

**EVENT:** **BREASTSCREEN AUSTRALIA CONFERENCE**

**EVENT DATE:** **28-30 OCTOBER 2010**

**CONTACT ON THE DAY:** \_\_\_\_\_

**ARTICLE #**  **OF TOTAL**

HILTON does not accept any responsibility for items held in transit on the premises.  
Due to limited storage areas goods must be removed immediately after the completion of your event

Sender:

Name & Company:

Address:

Telephone:



# EXHIBITORKIT

Octanorm

## Important Exhibitor Information

**Exhibition:** BreastScreen Australia Conference

**Venue:** Hilton on the Park

**Dates:** 28<sup>th</sup> – 30<sup>th</sup> October 2011

Dear Exhibitor,

We are very pleased to be the official supplier for your exhibition.

To assist you in your preparations please find enclosed:

- Information on the stand package and options available for modifications or stand upgrades
- A compulsory Stand & Fascia Confirmation Form (must be completed by all exhibitors)
- Optional forms for additional requirements
- Our product & services brochure with Australia's largest range of contemporary furniture, AV and accessories

Your prompt reply is important to ensure the smooth delivery of your hire items. To avoid the additional service fee for late & on-site orders, please return your forms and place your orders no later than:

**14<sup>th</sup> October 2011**

If you are considering a custom stand or stand upgrade package to maximise your exposure, we can arrange for one of our custom stand sales consultants to contact you and discuss your options.

Alternatively, view our latest stand upgrade packages and order furniture online at [www.exponet.com.au](http://www.exponet.com.au)

Once your orders and payment are confirmed, our staff can ensure you receive the quality product and service to make this a successful event for you.

Please contact me if you have any questions. We look forward to working with you.

Kelly Pitt  
Exhibition Co-ordinator  
ExpoNet - Official Exhibition Contractor  
Phone 03 9676 7777  
[kelly@exponet.com.au](mailto:kelly@exponet.com.au)

**EXPONET**  
EXHIBITION & EVENT SERVICES  
[www.exponet.com.au](http://www.exponet.com.au)



Note:  
This diagram is for illustrative purposes only.

For your specific stand size please refer to your show plan.

The following are incorporated in your Octanorm Exhibition Stand Package:

• Stand Size	For your specific stand refer to the Show Plan
• Walls	2.5m high white melamine walls in an Aluminium Octanorm frame
• Fascia	Aluminium frame with standard White fascia board.
• Signage	Company names will be installed over each open aisle fascia. Lettering will be computer cut vinyl in Black on the fascia board. Each sign will be a maximum of 30 characters including spaces.
• Lighting	2 x 120 watt track mounted spotlights per 6 square metres or per stand mounted on the light track inside the fascia.
• Power	1 x 4amp power point per Stand. Located in rear corner of stand unless otherwise specified.
• Flooring	The existing venue flooring will constitute the flooring of your stand.
• Items which can be used on walls	When attaching anything to walls, exhibitors are asked to use Velcro, bluetac, double-sided adhesive tape or wall-mounted shelving and hooks, all are available from ExpoNet if required.
• Items not to be used on walls	Pins, staples, screws, nails, bolts, glue and paint will permanently damage the panels, and exhibitors are requested not to use them.



This form is only required if you wish to order changes to the standard shell such as adding walls, doors, storage areas, light boxes or changing the type of flooring or colour of carpet. The standard wall colour for this event is White with Venue carpet. Please complete the form below and the Stand Layout Form. Prices include installation.

Contact & Stand Details:				Exhibition & Return Details:	
Company Name:				Breast Screen Australia Conference	
Address:				Deadline for forms & orders: <b>14<sup>th</sup> October</b> (Late & onsite orders incur late service fee)	
State:	Post Code:	Country: (If other than Australia)		Hilton on the Park	
Stand Name: (If different to Company Name)			Stand No(s):		
Contact Name:				28 <sup>th</sup> – 30 <sup>th</sup> October 2011	
Tel:		Mobile:		Attn: Co-ordinator kelly@exponet.com.au	
Fax:		E-mail:		FAX: Central Administration Office +61 (03) 9676 7788	
				Post: PO Box 232, South Melbourne VIC 3205	

Feature	Options (tick those required)	Price	Quantity	Sub Total
Additional Walling	White	\$58 per lineal metre		\$
	Silver Grey	\$58 per lineal metre		\$
Fascia	Navy Blue	\$20 per lineal metre		\$
	White	\$20 per lineal metre		\$
	Black	\$20 per lineal metre		\$
	Red	\$20 per lineal metre		\$
Doors	White	\$200 per door		\$
Raised Flooring 32mm high	White	\$80 per sqr metre		\$
	Beech	\$80 per sqr metre		\$
Carpet Tiles (1 metre square)	Black	\$18 per sqr metre		\$
	Charcoal Grey	\$18 per sqr metre		\$
	Bright Blue	\$18 per sqr metre		\$
	Blueberry	\$18 per sqr metre		\$
	Red	\$18 per sqr metre		\$
Underlay	Required if laying carpet tiles over venue carpet	\$25 per sqr metre		\$

Orders placed after <b>Deadline</b> incur a <u>compulsory</u> \$60 Late Service Fee				\$
Terms & Conditions			Hire Charge Total	\$
<ul style="list-style-type: none"> <li>No orders will be installed until payment is received &amp; processed.</li> <li>Orders placed during move-in are subject to a late service fee.</li> <li>All goods delivered then cancelled will be charged at full rate.</li> <li>*Damage Waiver, compulsory fee covers attrition of hired equipment.</li> </ul> Please read the complete Terms & Conditions in our brochure.			ADD 6% Damage Waiver* of Hire Charge Total	\$
			Subtotal	\$
			ADD 2.5% Credit Card Surcharge on Subtotal	\$
			Total	\$
			ADD 10% GST	\$
			Invoice Total	\$

Full payment must accompany each application or work cannot be carried out, accepted forms of payment:

Funds transfer – Bank: ANZ BSB:012 220 Account Number:835 493 704 Account Name: ExpoNet Swift Code:ANZBAU3MXXX

Cheque     Amex     Diners     VISA     MasterCard

Name of Cardholder

Card Number

A 2.5% surcharge applies to all payments made by credit card

Expiry Date \_\_\_\_ / \_\_\_\_      Signed: \_\_\_\_\_

Order not valid unless signed by hirer (authorised agent)/cardholder

This form is required if you need to order power or lighting in addition to what is provided in the stand package (refer to page 2 Stand Package information), or you are a 'space only exhibitor'.

Attention Space Only Exhibitors, you have NO power or lighting included. To order any requirements, complete this order form and the Stand Layout Form to indicate placement.

Complete the Stand Layout Form indicating the location of your requirements.

Contact & Stand Details:			
Company Name:			
Address:			
State:	Post Code:	Country: (if other than Australia)	
Stand Name: (if different to Company Name)			Stand No(s):
Contact Name:			
Tel:		Mobile:	
Fax:		E-mail:	

Exhibition & Return Details:
Breast Screen Australia Conference
Deadline for forms & orders: <b>14<sup>th</sup> October</b> (Late & onsite orders incur late service fee)
Hilton on the Park
28 <sup>th</sup> – 30 <sup>th</sup> October 2011
Attn: Co-ordinator kelly@exponet.com.au
FAX: Central Administration Office +61 (03) 9676 7788
Post: PO Box 232, South Melbourne VIC 3205

Code	Description	Qty	\$Rate	Subtotal
2701	120 Watt Spotlight on Track (Behind Fascia Only)		\$87.00	\$
2702	120 Watt Spotlight on Arm		\$109.00	\$
2703	300 Watt Floodlight on Track (Behind Fascia Only)		\$120.00	\$
2705	300 Watt Floodlight on Arm		\$120.00	\$
2706	50W 12V Downlight on Arm		\$115.00	\$
2759	Fluorescent Light- 4ft Double		\$104.00	\$
2710	Single 240volt Power Point to 1000w (maximum 4 amp)		\$95.00	\$
2711	Single 240volt Power Point to 2400w (maximum 10 amp)		\$115.00	\$
2712	Single 240volt Power Point to 3600w (maximum 15 amp)		\$145.00	\$
2739	415volt 32amp 3phase power outlet (5pin plug)		\$410.00	\$
2719	415volt 32amp 3phase point outlet with switch board		\$610.00	\$
	Additional power & lighting products are available POA			\$

Orders placed after **Deadline** incur a compulsory 20% surcharge, with a minimum of \$60.00 **\$**

Terms & Conditions:	Hire Charge Total	\$
<ul style="list-style-type: none"> <li>No orders will be installed until payment is received &amp; processed.</li> <li>On-site changes incur a 20% surcharge with \$60.00 minimum.</li> <li>Cancellations after installation will be charged at the full rate.</li> <li>*Damage Waiver, compulsory fee covers attrition of hired equipment.</li> <li>Please read the complete Terms &amp; Conditions in our brochure.</li> </ul>	ADD 6% Damage Waiver* of Hire Charge Total	\$
	Subtotal	\$
	ADD 2.5% Credit Card Surcharge on Subtotal	\$
	Total	\$
	ADD 10% GST	\$
	Invoice Total	\$

Full payment must accompany each application or work cannot be carried out, accepted forms of payment:

Funds transfer – Bank: ANZ BSB:012 220 Account Number:835 493 704 Account Name: ExpoNet Swift Code:ANZBAU3MXXX

Cheque  Amex  Diners  VISA  MasterCard

Name of Cardholder

Card Number

A 2.5% surcharge applies to all payments made by credit card

Expiry Date \_\_\_\_ / \_\_\_\_

Signed: \_\_\_\_\_

Order not valid unless signed by hirer (authorised agent)/cardholder



This form is only required if you are making changes to the standard package eg, ordering extra walling or doors, wall mounted shelving, adding or changing location of power and lighting, or hiring audio visual equipment. It will greatly assist our installers during move-in if you supply a sketch of the layout of your stand.

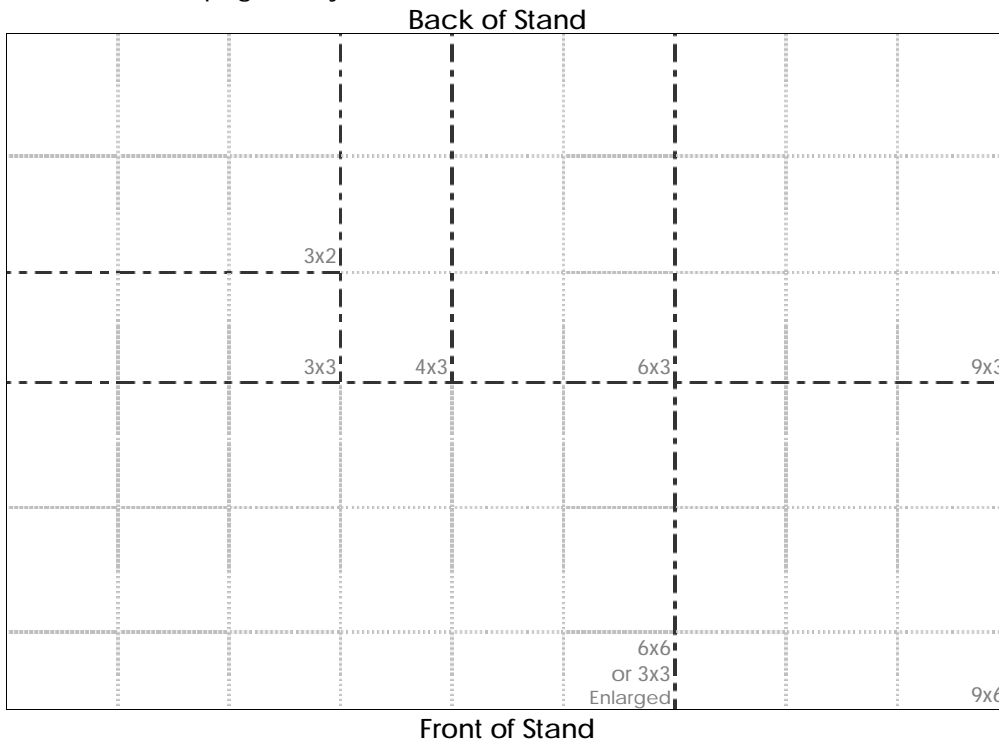
Contact & Stand Details:			
Company Name:			
Address:			
State:	Post Code:	Country: (If other than Australia)	
Stand Name: (If different to Company Name)			Stand No(s):
Contact Name:			
Tel:		Mobile:	
Fax:		E-mail:	

Exhibition & Return Details:	
Breast Screen Australia Conference	
Deadline for forms & orders: <b>14<sup>th</sup> October</b> (Late & onsite orders incur late service fee)	
Hilton on the Park	
28 <sup>th</sup> – 30 <sup>th</sup> October 2011	
Attn:	Co-ordinator <a href="mailto:kelly@exponet.com.au">kelly@exponet.com.au</a>
FAX:	Central Administration Office +61 (03) 9676 7788
Post:	PO Box 232, South Melbourne VIC 3205

Please draw the layout of your stand showing as clearly as possible the modifications you are making and any other important or relevant details, or, attach a copy of plans if you have them.

### Guide

1. Mark out your stand indicating walls & open sides in thick pen using the squares as a guide.
2. Use the Electrics Legend to mark in any power & lighting requirements.
3. Mark in location of audio visual equipment and label.
4. Mark location of wall mounted shelving, please note this shelving cannot be installed in corners.
5. Show location of any extra walls and doors.
6. Add any comments & make sure you fill in your name, company and stand details above.
7. Return this page with your other forms.



Stand Dimensions	m	X	m	=		Sqr Metres
------------------	---	---	---	---	--	------------

Electrical Legend	
—●	120w spotlight on arm*
●	120w spotlight on track
—■	300w floodlight on arm*
■	300w floodlight on track
④	4amp power point
⑩	10amp power point
⑮	15amp power point
⊕	30a 3phase power outlet
[DIST]	Distribution Board
☒	Light Stand

Note:  
\* If ordering arm lighting indicate if used to highlight inside of stand or outside (aisle)

# BreastScreen Australia Conference

Hilton on the Park, Melbourne  
28–30 October 2011

Celebrating  
**20**  
YEARS  
achievement  
& service



[www.bsaconference.com.au](http://www.bsaconference.com.au)

## ADVERTISING SPECIFICATIONS

### FULL A4 PAGE ADVERT

Artwork size: 210mm wide x 297mm deep + 3mm bleed on **all** sides

Printing: FOUR COLOUR (process).

### HALF PAGE ADVERT

Artwork size: 190mm wide x 136mm deep

Printing: FOUR COLOUR (process).

### QUARTER PAGE ADVERT

Artwork size: 95mm wide x 136mm deep

Printing: FOUR COLOUR (process).

Advertisements should be set to the correct size and bleed specifications.

All logos or advertisements created in software packages, namely, InDesign, Illustrator, Photoshop etc, which are supplied as finished art should be converted/processed in CMYK four colour process. No Pantone, INDEX, RGB or LAB colours.

#### Acrobat Distiller PDFs only.

Most advertising make-up programs can be distilled through Acrobat Distiller. The original file is turned into a high resolution PDF file which can be processed as one complete picture. Acrobat Distiller embeds all images and fonts in the file ready for processing.

Fonts: Electronic advertising must be supplied with Postscript fonts only. All fonts must be embedded in high-res PDF files.

N.B. TrueType fonts are not acceptable.



BSA 2011 - SATCHEL  
INSERT DELIVERY LABEL



ATT: Greg Whitters

ORGANISATION: Oakleigh Centre Industries

ADDRESS: 1088 Centre Rd, Oakleigh South 3167 Ph: 03 9575 4203

ITEM: Inserts for BreastScreen Australia Conference

QTY IN BOX: \_\_\_\_\_

BOX: \_\_\_\_\_ OF \_\_\_\_\_

SENDER DETAILS: \_\_\_\_\_

SPECIAL NOTES:

- Deliver inserts no later than Monday 24<sup>th</sup> October, 3.30pm
- Deliveries accepted from Thursday 20<sup>th</sup> October