



Don't panic!

The Practitioner's Guide to the Emergency Galaxy!

Emergency Medicine and Surgery Conference

24-28 July 2022 | Darwin, NT

KNOWLEDGE

Small Animal Conference 2022

EXHIBITOR MANUAL

**Darwin Convention Centre
Darwin, Northern Territory**

Workshops: Sunday 24 July & Friday 29 July 2022

Exhibition: Monday 25 – Thursday 28 July 2022

Scientific Programs: Sunday 24 – Thursday 28 July 2022



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Exhibitor Checklist

All below forms are available via the online exhibitor portal.

| Description | Deadline | Form Type |
|--|-----------------------|--|
| Indemnity agreement | Thursday 23 June 2022 | Compulsory |
| Love is blind advertising policy | Thursday 23 June 2022 | Compulsory |
| Policies and APVMA registration | Thursday 23 June 2022 | Compulsory |
| Product listing | Thursday 23 June 2022 | Compulsory |
| Company profile and logo 150-word (max) profile on your company | Thursday 23 June 2022 | Compulsory |
| Conference handbook adverts | Thursday 23 June 2022 | Compulsory <i>Only if it's included in your exhibition/sponsorship</i> |
| Passport competition | Thursday 23 June 2022 | Compulsory |
| Public liability insurance certificate | Thursday 23 June 2022 | Compulsory |
| Custom stand design, details and contractor documentation | Friday 1 July 2022 | Compulsory <i>(for custom stands)</i> |
| Stand and fascia confirmation form  | Friday 1 July 2022 | Compulsory <i>(for shell scheme stands)</i> |
| Furniture/electrical hire order forms  | Friday 1 July 2022 | Optional |
| Delegate Scanner order form  | Tuesday 5 July 2022 | Optional |
| Exhibitor Registration <i>Register your onsite representatives and purchase additional passes if required</i> | Thursday 7 July 2022 | Compulsory |

Contact List

Conference Secretariat

The Australian Veterinary Association (AVA) Ltd

Contacts: Stephanie McGuinness
Senior Events Coordinator
stephanie.mcguinness@ava.com.au

Phone: (02) 9431 5056

On-Site Only: 0401 448 928



Venue

Darwin Convention Centre

Contact: Jay Mejica
Senior Event Planner
jmejica@darwinconvention.com.au

Mobile: 0429 371 553

Address: 10 Stokes Hill Rd
Darwin City NT 0800

Website: <https://www.darwinconvention.com.au/>



Exhibition Services

Fusion Exhibitions

Contact: Gina Barker
Exhibition & Events Coordinator
sales@fusionexhibitions.com.au

Phone: (08) 8947 1990

Address: 55 Albatross St
Winnellie NT 0821

Website: <https://fusionexhibitions.com.au/>
<https://exhibitionorders.ungerboeck.com/prod/app85.cs.html?aat=0qsfqScjU3EbLo%2fZ%2fXaYLFwo%2bSY0YQuMB0xfvP0Zrql%3d>

Booking portal:



Accommodation

OzAccom+

Contact: Madonna Moulds
Event Registration & Accommodation
Madonna@ozaccom.com.au

Phone: (07) 3854 1611

Toll Free: 1800 814 611

Fax: (07) 3854 1507

Address: PO Box 104
RBH Post Office QLD 4029

Website: Please book all accommodation through the conference website:
<https://events.ozaccom.com.au/47th-annual-asav-conference-2022/accommodation/Site/Register>



EXHIBITOR PORTAL INSTRUCTIONS

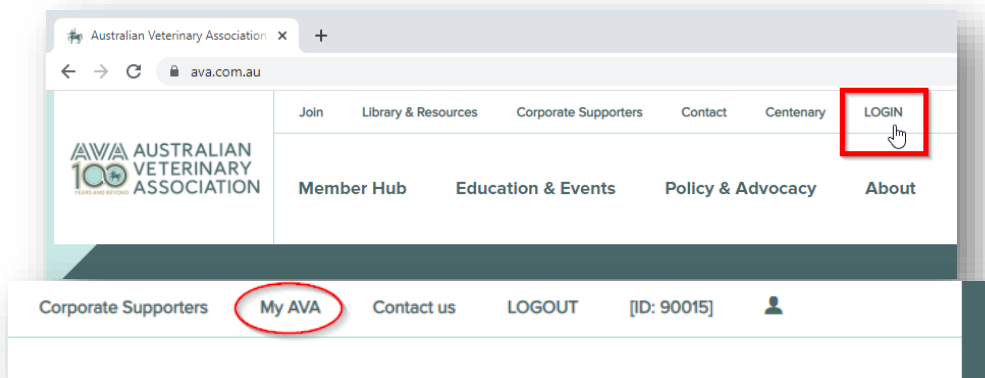
The exhibitor portal will allow you to upload information to ensure you have a successful event.

The exhibition portal is where you update your company profile for the handbook, opt in for the passport competition and other items as per your checklist.

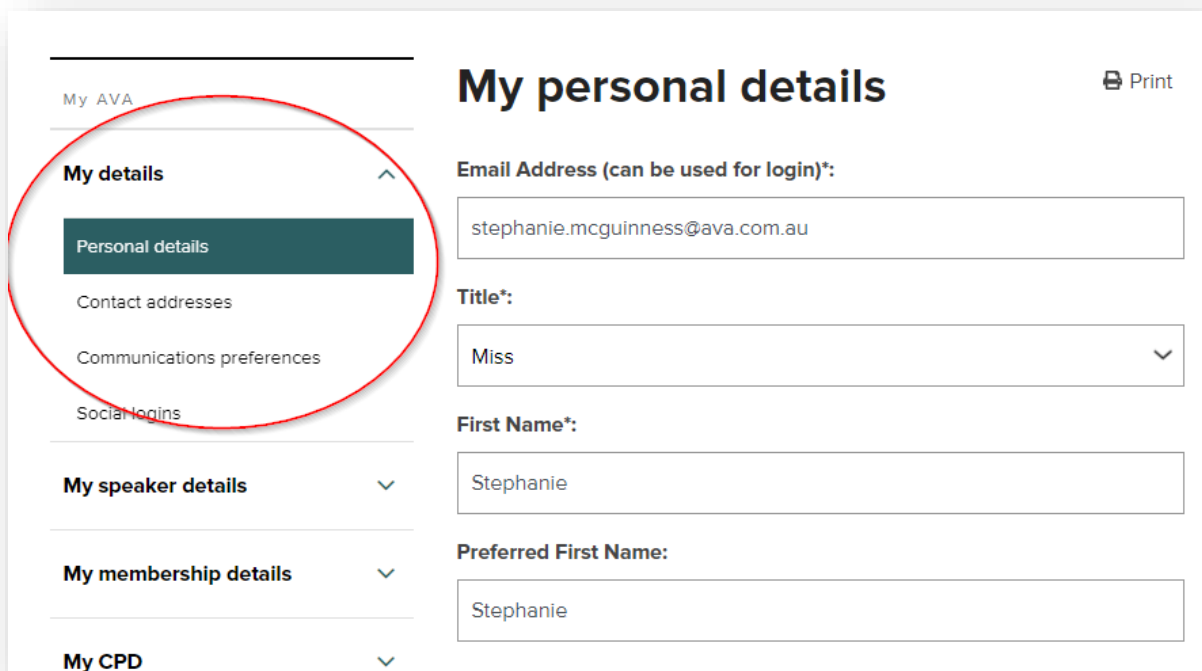
You do not use this area to register your onsite representatives, you will receive a separate email with instructions on how to register your onsite representatives through the relevant events registration system.

To access your exhibitor portal, log into your AVA account via the [AVA website](#) as you would have for your sponsorship/exhibition booking.

Once logged in, navigate to your **'My AVA'** which houses all information linked to your AVA account.



From your **"My AVA"** account you can view and edit a range of items by navigating the left-hand side menu. For example, you can edit your personal contact details and communication preferences.



To view your various conference exhibitor portals, scroll down the side menu bar on the left until you see **'My Exhibitor Portals'** and click on it.

Within your **'My Exhibitor Portals'** section, you will be able to view all your upcoming conference exhibitor portals. **Please note portals are only set up once the exhibitor manuals have been sent out for each conference, this section is not to track which conferences you have booked.** If you are unsure if you've made a booking for a particular conference, please reach out to the AVA Events Team to check; events@ava.com.au.

In the instance you have received an exhibitor manual for a particular conference but the relevant portal isn't appearing, please contact AVA Events Team (events@ava.com.au) who will rectify the issue.

To view and complete the relevant information for a particular conference, click on the relevant conference name listed to enter the individual portal for that event.

The screenshot shows a user interface for 'My Exhibitor Portals'. On the left is a sidebar menu with the following items: My AVA, My details, My speaker details, My membership details, My CPD, Mentoring, My organisation, My stored credit card, Change my password, Add AVA Groups, My GUID, and My Exhibitor Portals (circled in red). The main content area is titled 'My Exhibitor Portals' and includes a 'Print' button. Below the title is a text block: 'Exhibiting at one of the AVA's events? You'll be able to access your upcoming exhibitor portals here and update your details.' Below this is a table with the following data:

| Profile Name | Event Name | Event Start | Event End | Published ? |
|---|------------------------------|---------------------|---------------------|-------------|
| Australian Veterinary Association Default Exhibitor Profile | 2022 Small Animal Conference | 24 Jul 2022, 8:00AM | 28 Jul 2022, 5:00PM | No |

The table row is circled in red. The 'My Exhibitor Portals' menu item in the sidebar is also circled in red.

My AVA Print

My Exhibitor Portal

Thank you for sponsoring/exhibiting at the following conference. Please read and agree to all policies, submit all relevant documents, and complete all sections available in this portal. Take note of all due dates as the AVA will be using the information you have provided for promotional purposes such as brochures, communications, and other material in the lead-up and during the conference.

For any questions, please contact events@ava.com.au

Event: **2022 Small Animal Conference**
Start Time: **24 July 2022, 8:00AM**
End Time: **28 July 2022, 5:00PM**

1. Policies

Due By: **Thursday, 23 June 2022**

I agree to the Terms and Conditions

I agree to the Cancellation Policy

I agree to the Love is Blind Policy

I agree to the Indemnity Agreement

I confirm any products I will be promoting, agree to the AVPMA Policy

My details

My speaker details

My membership details

My CPD

Mentoring

My organisation

My stored credit card

Change my password

Add AVA Groups

My GUID

My Exhibitor Portals

My Exhibitor Portals

When entering your data please make sure to select **Update** (save) at the bottom of the page to make sure it saves. **We recommend doing one section at a time and updating (saving) it as you go, so if an error appears with the data you have entered, it'll be easy to pinpoint the problem.**

For example, when entering your Passport Prize Value, please only input one whole number i.e. no "\$" signs or "-" marks as the system won't accept it and it won't save. If an error comes up be sure to re-read those sections instructions for similar parameters like the above.

When saved properly a green bar will appear and the info you've entered will still be available when you next login.

UPDATE **BACK TO MY EXHIBITOR BOOKINGS**

Successfully updated exhibitor booking.

Venue Information - Darwin Convention Centre

Please click on the below links to view the Darwin Convention Centre venue and onsite information.

- Custom stand information and external contracts – page 5
- [Emergency Procedures](#)
- Exhibitor Online Induction - Page 9
- [Health and Safety Manual](#)
- [Venue Floor Plans](#)

Exhibition Information

AVA Policy: Love is Blind

Breeds of dogs with exaggerated physical features in advertising

The popularity of certain breeds of dogs with exaggerated physical features has resulted in their increased use in marketing and advertising campaigns, and often in products aimed specifically at veterinarians, such as veterinary pharmaceuticals.

Unfortunately, the exaggerated features lead to serious health and welfare problems, which the veterinary community are faced with managing, to try to give these animals a more comfortable life. To raise awareness of this issue, the Australian Veterinary Association (AVA) and RSPCA Australia launched an awareness campaign in 2016 called 'Love is Blind'.

We have already reached out to our sponsors and regular advertisers advising that we will stop using these breeds in all advertising material appearing in our publications, and ask for your assistance with this when it comes to all marketing material, including:

- Any form of advertising in print and digital AVA products
- Exhibits at AVA conferences and events
- Any other form of marketing undertaken under the AVA brand.



The AVA will be enforcing this policy across all advertising, and we ask that you make sure that all of your team involved in the exhibition are aware of our policy and the animal welfare issues involved.

What this policy means for conference advertising:

The AVA will not accept artwork displaying animal breeds with exaggerated physical features which are associated with adverse health and welfare outcomes. These breeds include:

Dog Breeds

- | | | |
|--------------------|---------------------------------|----------------------|
| • Affenpinscher | • Cane Corso | • French Bulldog |
| • Basset hound | • Cavalier King Charles Spaniel | • Japanese Chin |
| • Bloodhound | • Chow Chow | • Lhasa Apso |
| • Boston Terriers | • Corgies | • Neapolitan Mastiff |
| • Boxer | • Dachshunds | • Pekingese |
| • Brussels Griffon | • Dogue de Bordeaux | • Pug |
| • Bulldog | • English Toy Spaniel | • Shar-Pei |
| • Bullmastiff | | • Shih Tzu |

On the next page we have provided example images of the most common breeds listed above.

We believe this is great opportunity for the AVA and our valued industry partners to demonstrate a partnership that promotes healthy dogs and contributes to a positive animal welfare outcome.

Please [click here](#) to read the full AVA 'Love is Blind' policy.

If you need more information please contact Meredith Flash, Head of Education; meredith.flash@ava.com.au or Melanie Latter, National Manager - Policy and Veterinary Science; melanie.latter@ava.com.au.

You can also visit www.loveisblind.org.au to learn more.

Examples – Most Common Breeds

Pug



French Bulldog



Pekinese



Dachshunds
long and shorthaired varieties



Corgies



Shar-Pei



Advertising in the Conference Handbook

Space is available to advertise in the official Conference Handbook.

The Conference Handbook in 2022 will be an A4 booklet. The handbook will encourage delegates to come to your stand using promotional deals, gift cards and discounts, which can only be redeemed onsite. All advertisements must be approved by the organising committee prior to the conference.

To book an advert, please contact Stephanie McGuinness at stephanie.mcguinness@ava.com.au by **COB Thursday 23 June 2022**. Artwork will need to be submitted no later than this date.

Please ensure you adhere to the following specifications, otherwise your advert may not be included.

| Advert Type | Cost | Trim Size | Text Area | Required Bleed |
|----------------|-----------------|-----------------------|-----------------------|----------------|
| Two Full Pages | \$1,105 inc GST | 297mm (w) x 210mm (h) | 277mm (w) x 190mm (h) | 3mm |
| One Full Page | \$655 inc GST | 297mm (w) x 210mm (h) | 277mm (w) x 190mm (h) | 3mm |

Accepted format:

- Only print-ready PDFs are accepted
- Artwork to be provided in CMYK
- Images to be 300dpi
- Logos and fonts to be embedded or converted to outline

Booth Details

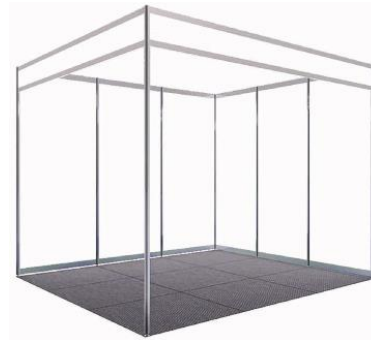
Shell Scheme

Fusion Exhibitions will provide and build all shell scheme booths.

9sqm Stands

Size: 3m wide x 3m deep x 2.5m high

- Inclusions:**
- Fascia signage
 - White corflute sign with vinyl lettering
 - Standard booths have 1x fascia sign, corner booths have 2 x fascia signs.
Custom signage options are available for additional cost
 - 2.5m high polished aluminium frame with white melamine infill panels (octanorm)
 - 2 x 150w spotlights
 - 1 x 4amp power point
 - 9sqm of carpeted floor (*venue*)



4sqm Stands

Size: 2m wide x 2m deep x 2.5m high

- Inclusions:**
- Fascia signage
 - White corflute sign with vinyl lettering
 - Standard booths have 1x fascia sign, corner booths have 2 x fascia signs.
Custom signage options are available for additional cost
 - 2.5m high polished aluminium frame with white melamine infill panels (octanorm)
 - 1 x 150w spotlights
 - 1 x 4amp power point
 - 4sqm of carpeted floor (*venue*)



All shell scheme exhibitors are required to complete the Fascia Signage Form by COB Friday 1 July 2022 to confirm your requirements.

This form as well as your furniture and power order forms will be provided to you via Fusion Exhibitions. It is important that these forms be completed and returned by the above deadline to ensure that your requirements are in place prior to your arrival at the venue.

Orders and fascia forms received after this date will incur late charges. Please visit the Fusion Exhibitions website to find further information. If you have not received your forms and instructions, please contact the Fusion Exhibitions Exhibitor Service Department, contact details can be found on page 10 of this document.

Please note exhibitors are not permitted to hang anything from the ceiling.

Custom Stands

Custom stands include carpeted floor space only - lighting, power and fascia are not supplied.

Please note that all build and print/graphic designs for custom stands must be submitted to the Conference Secretariat for approval. Wall height restrictions for custom stands are 3m. Custom stands are not permitted to hang anything from the ceiling.

Exhibitors with custom built stands must provide the following information to the AVA and the **Darwin Convention Centre** for approval.

AVA and the Darwin Convention Centre require:

- Name and contact details of the contracted stand builder
- Design details and dimensional plans of the stand
 - AVA also require full artwork/imagery designs for approval

The Darwin Convention Centre additional items:

External Contractors

All suppliers, contractors and subcontractors must adhere to the following standards of conduct at all times while in the Centre:

- Comply with all applicable legal requirements
- Comply with Safe Work Method Statements (SWMS)
- Adhere to all directions from Darwin Convention Centre staff
- Behave in a courteous and respectful manner
- Avoid offensive language o Not show harassing and intimidating behaviour.
- Complete Safety Induction

Scope of Works

All suppliers, contractors and subcontractors are required to complete the Darwin Convention Centre's online induction prior to arriving on site.

[Please click here to complete the online induction.](#)

All suppliers, contractors and sub-contractors must submit their scope of works to the Centre no later than 14 days prior to the event.

The following requirements must be addressed:

- Detailed timelines: bump in, operation/production and bump out
- Documentation of licensed personnel
- Detailed electrical requirements
- Detailed maps with all physical dimensions
- Other requirements, e.g. pyrotechnics, smoke/haze etc.

Please have your supplier/s supply all this information to Stephanie McGuinness at stephanie.mcguinness@ava.com.au by **COB Friday 1 July 2022**.

Bump-In Schedule

| Sunday 24 July | |
|------------------|--|
| 4:00am – 6:00am | Fusion bump in/mark out |
| 6:00am - 2:00pm | Custom stand bump in |
| 2:00pm - 5:00pm | Exhibitor bump in: Hall 1 |
| Monday 25 July | |
| 8:30am – 10:00am | Exhibitors will have access to finish setting up |
| 10:15am | Exhibitors morning tea is served |
| 10:30am | Exhibition opens - morning tea for delegates |

*** Please note:** custom stands must be completed before exhibitor's bump-in at 2:00pm on Sunday 24 July 2022. If your custom stand builder requires more time, please contact Stephanie McGuinness (02) 9431 5056 to discuss alternative options.

All contractors, staff and exhibitors must wear high visibility safety vests whilst on the loading dock, service road or in the exhibition room during construction, bump in and bump out. **No children under the age of 15 years are allowed in the exhibition area or loading dock during the bump-in period.** Appropriate footwear must be worn at all times during bump in and bump out. No open-toe footwear (i.e. sandals, thongs and the like) are permitted during these times. See '*Safety Vests and Identification*' for more information.

All exhibitors must have completed their stand set-up by 10:00am on Monday 25 July.

Bump Out Schedule

| Thursday 28 July | |
|-------------------|--|
| 2:00pm | Lunch ends |
| 2:15pm – 4:30pm | Exhibitors bump out: Hall 1 |
| 4:30pm - Midnight | Fusion and custom stand builders pack down |

Exhibitors bump out will begin at 2:15pm on Thursday 28 July straight after lunch.

Dismantling of stand fittings and displays will commence at 4:30pm. As it is classified as a building site, only people wearing a high visibility safety vest will be able to remain in the exhibition hall after 2:15pm on Thursday. **No children under the age of 15 years are allowed in the exhibition area or loading dock during the bump-out period.**

Should any exhibitor, agent or contractor fail to remove any exhibit, or part thereof including any rubbish within the times stipulated, then the Exhibitor shall indemnify the Conference Secretariat in respect of any claim thereby occasioned for failure to give possession of any part of the exhibition venue by the due date. The Conference Secretariat shall be entitled but not obliged to remove such materials, as they consider best at the cost of the Exhibitor who shall be liable for all loss and costs thereby occasioned.

The Conference Secretariat reserves the right to specify the time at which individual stands and exhibits shall be removed. Exhibitors may not remove any products on display during the course of the Exhibition without the express consent of the Conference Secretariat.

Goods must be collected from the venue within two (2) working days from the conclusion of the event, COB Monday 1 August.

Canvassing

Exhibitors may not canvass their products or distribute promotional material to delegates other than from their own stand. Special arrangements may apply for companies sponsoring scientific sessions or social events. All display material, furniture and selling aids must be kept within the perimeter of your booth, unless previously agreed to by the Conference Secretariat.

Catering

The Darwin Convention Centre has sole rights for the sale and distribution of any article of food or beverage for consumption on-site. The Centre is a licensed premises. The terms of licence do not allow for the external supply of alcohol.

Stand Catering

This year exhibitors are not able to organise food and beverages on their stands due to the conflict of interest this presents with our "Lunch Time Treats Sponsors".

If you are interested in becoming a "Lunch Time Treats Sponsor", please contact Stephanie McGuinness at stephanie.mcguinness@ava.com.au.

Lunch Time Treats Sponsorship **\$2,800 inc. GST**
Four opportunities available

Available lunch time Monday, Tuesday, Wednesday or Thursday

This year we're looking to add something a little different to our lunch time catering breaks! Sponsor a special treat for the delegates to have which will be served on or around your stand.

*Possible options include: Have an idea for a treat? We'd love to hear it! Please email the Conference Secretariat (stephanie.mcguinness@ava.com.au) to discuss options.

- Milkshakes
- Ice-cream
- Popcorn
- Fairy Floss

What's included:

- Acknowledgement as a Lunch Time Treats Sponsor at the conference
- Company name and logo on various conference signage
- Promotion of your selected treat and your stand during your chosen lunch day

* *Treat options can only be chosen once, no two sponsors can serve the same treat during the week.*

Cleaning

General cleaning is included in the cost of the room hire to the exhibition organiser. Should you require specific stand cleaning please contact the Conference Secretariat.

Company Profile

Each exhibitor is required to provide the AVA with a **high-res company logo (png or jpg) via email** Stephanie McGuinness at stephanie.mcguinness@ava.com.au and submit a 150-word company profile via the online exhibitor portal to be published in the Conference Handbook.

Please complete the company profile form in the online exhibitor portal by **COB Thursday 23 June 2022**.

Couriers

The AVA uses the following courier nationally, however you are welcome to use your own supplier.

CTL Freight and Logistics

Unit 5/12-14 Northumberland Street
Taren Point NSW 2229

(02) 9700 1655

<https://www.ctl.com.au>

Email: Chris@ctl.com.au and Rod@CTL.com.au

Deliveries, Collections, Storage and Material Handling

Freighting and Collection of Goods

It is essential that exhibitors and freight forwarding requirements are notified to the Centre two weeks prior to the event commencing. The Centre will accept freight fourteen (14) business days prior to the event commencing.

All event freight (deliveries or collections) should be directed to:

Loading Dock
Darwin Convention Centre
Stokes Hill Road
Darwin NT
0801
Telephone: +61 8 8923 9000

Loading Dock operating hours are 08:30am – 17:30pm Monday to Friday.

Arrangements must be made with the venue for any deliveries or collections outside of these hours. Exhibitors should ensure consignment numbers and courier information is carried with them at all times. This enables goods and equipment to be readily traced at customs and freight forwarding companies as well as through our operations team at the centre.

To ensure a smooth departure, all freight must be packed correctly, consignment notes must be printed and signed by the onsite client / exhibitor and attached to goods.

The Convention Centre staff will not be responsible for signing of any freight and will not be held liable for any losses or damages to goods. AVA staff will also not be allowed to sign for your deliveries.

Exhibitors must ensure transportation has been arranged for their goods with the appropriate consignment notes completed and signed and attached with three business days post event. The Centre reserves the right to dispose of any goods after three business days.

Exhibitor Delivery Label

The above delivery label needs to be completed accurately in order to ensure the arrival and correct allocation of your goods.

If you intend to dispatch your goods via a courier from the Darwin Convention Centre after the event, it is important for you to:

- Bring a consignment note with you (note that TNT/STARTRACK customers need a consignment note for every 8 items)
- Make sure the consignment note is completed correctly
- Ensure that every package has a label with your return address and the number of items on it (e.g. Package 3 of 5)
- Remove all obsolete labels from packages

Please keep your copy of the consignment note for your future reference and the tracking of goods through your courier company.

Goods are to be collected within three (3) working days from the conclusion of the event.

On-Site Storage

There is no on-site storage facilities for packing materials and boxes at Darwin Convention Centre. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show.

Materials Handling and Equipment - Forklift

The Darwin Convention Centre will have a staff member onsite for bump in to assist with getting pallets from the loading dock onto your stands, for all exhibitors with a standard schell scheme booth, and this will be complementary.

If a custom stand builder requires the venues forklift, this will be subject to availability and they will need to supply the correct licences/documentation to the venue prior to coming onsite.

Dilapidation

Exhibitors are responsible for the cost of making good, restoring or renewing any case of serious dilapidation to the Exhibition venue of any part thereof. Dilapidation includes (by way of examples only) marks caused to paintwork, bolt, and screw, nail holes etc. In their own interest exhibitors should satisfy themselves as to the condition of the sites both before erection and after clearance.

Exhibitor and Delegate Catering Break Times

All catering for delegates and exhibitors will be held in the exhibition area. Please endeavor to be present on your exhibition booth at daily break times.

Exhibitors will be served 15min early for morning and afternoon tea, and half an hour before lunch begins in a designated area of the room. This will give exhibitors time to have their meal and be back on their stand for the delegate breaks.

| Monday 25 July | Exhibitors | Delegates |
|--------------------------|-----------------|-------------------|
| Morning Tea | 10:15am | 10:30am – 11:00am |
| Lunch | 12:30pm | 1:00pm – 2:00pm |
| Afternoon Tea | 3:45pm | 4:00pm – 4:30pm |
| Exhibition Welcome Night | 5:30pm – 7:30pm | |

| Tuesday 26 July | Exhibitors | Delegates |
|-----------------|-----------------|-------------------|
| Morning Tea | 10:00am | 10:15am – 10:45am |
| Lunch | 12:15pm | 12:45pm – 2:00pm |
| Afternoon Tea | 3:45pm | 4:00pm – 4:30pm |
| Happy Hour | 5:30pm – 6:30pm | |

| Wednesday 27 July | Exhibitors | Delegates |
|-------------------------|-----------------------------|-------------------|
| Morning Tea | 10:00am | 10:15am – 10:45am |
| Lunch | 12:15pm | 12:45pm – 2:00pm |
| Afternoon Tea | 3:45pm | 4:00pm – 4:30pm |
| ASAV Awards Gala Dinner | *Onsite – 7:00pm till late* | |

| Thursday 28 July | Exhibitors | Delegates |
|------------------|--------------------------------------|-------------------|
| Morning Tea | 10:00am | 10:15am – 10:45am |
| Lunch | 12:15pm | 12:45pm – 2:00pm |
| Farewell Drinks | *Frangipani Plaza – 5:30pm – 6:30pm* | |

The exhibition welcome night and happy hour drinks will be held in the exhibition area to give you more time to meet and liaise with delegates.

**These events may not be included in your exhibition registration and may require you to book individual tickets if you wish to attend.*

Exhibition Centre – Online Induction

It is a legal requirement that all exhibitors who are participating in an event at the Darwin Convention Centre and all Contractors and their employees and sub-contractors working on-site are required to successfully complete the online Site Safety Induction. The induction process takes approximately 15 minutes to complete.

At the end of the induction process, you will receive an email with an attached Certificate/ID. This completed certificate must be carried and available if requested by any Darwin Convention Centre staff.

[Please follow through to the registration page.](#) As a first time user, you will need to register. A confirmation email will provide you with login details. Please log in and follow the required steps.

Exhibitor Registrations

Exhibitors will be issued with two complimentary full exhibition registrations per 9sqm and one complimentary exhibitor registration per 4sqm stand. Please complete exhibitor registration **by COB Thursday 7 July 2022**. Each company representative will have an official conference name badge. The name badge must be worn at all times. If you do not have a name badge on you will not be permitted to enter the exhibition area.

Please note: an email with instructions on how to register will be provided to you once you have paid in full for your attendance at the conference.

Additional Tickets

Exhibitor Registrations – Full Week - **\$1,285 (Inc. GST)**

Includes:

- Attendance at scientific sessions (Monday - Thursday)
- Admittance to industry exhibition (Monday - Thursday)
- Exhibition Welcome Night (Monday)
- Happy Hour (Tuesday)
- Farewell Drinks (Thursday)
- Morning tea, lunch and afternoon tea (Monday - Thursday)

Does not include social events or workshops not listed above.

Exhibitor Registration – Single & Multiple Days - **\$370 per day (Inc. GST)**

Includes:

- Attendance at scientific sessions (on nominated day/s only)
- Admittance to industry exhibition (on nominated day/s only)
- Morning tea, lunch and afternoon tea (on nominated day/s only)
- Exhibition Welcome Night - Monday (only if attending on this day)
- Happy Hour - Tuesday (only if attending on this day)
- Farewell Drinks - Thursday (only if attending on this day)

Does not include social events or workshops not listed above.

Social Events Only

- Unusual Pet and Avian Veterinarians Dinner - Sunday 24 July - \$75 inc GST
- Exhibition Night Welcome - Monday 25 July - \$120 inc GST
- Happy Hour - Tuesday 26 July - \$80 inc GST
- ASAV Recent Graduate Dinner - Tuesday 26 July - \$120 inc GST
- ASAV Awards Dinner - Wednesday 27 July - \$180 inc GST
- Farewell Drinks - Thursday 28 July - \$60 inc GST

Furniture

Exhibitors are responsible for organising their own furniture for their stand. Fusion Exhibitions are the official furniture supplier for the conference. You will be contacted by Fusion Exhibitions with further details on ordering furniture packages. We suggest you consider the layout carefully before choosing furniture to avoid overcrowding and ensuring that delegates are able to move freely through your area. Furniture and all other exhibitor goods must remain within the perimeter of your booth for the duration of the exhibition. The organisers and venue staff will ask you to move any material that is outside your allocated space.

Fusion Exhibitions

Contact: Gina Barker
Exhibition & Events Coordinator
sales@fusionexhibitions.com.au

Phone: (08) 8947 1990

Address: 55 Albatross St
Winnellie NT 0821

Website: <https://fusionexhibitions.com.au/>

Booking portal: <https://exhibitionorders.ungerboeck.com/prod/app85.cshtml?aat=0qsfqScjU3EbLo%2fZ%2fXaYLFwo%2bSY0YQuMB0xfvP0Zrql%3d>



Insurance and Liability

All Exhibitors must have public liability insurance (covered for no less than \$10 million) for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser. Exhibitors must provide written evidence of current public liability insurance **by COB Thursday 23 June 2022**.

Exhibitors must insure, indemnify and hold the Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable. Whilst the Organiser will endeavor to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organising Committee and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.

The Organiser shall not be liable for any loss, which the Exhibitor may incur as a result of the intervention of any Authority, which prevents the use of the premises or any part thereof in any manner whatsoever.

The Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the Organiser will not be accountable for the level of commercial activity generated.

Please upload a copy of your public liability coverage to the online exhibitor portal **by COB Thursday 23 June 2022**.

If an exhibitor does not have any public liability insurance to cover their presence at the Conference you will need to organise some otherwise you won't be allowed to exhibit. We suggest you talk with your current insurance provider, or you can visit www.stallinsure.com.au who might be able to assist.

Loading Dock Access

Access to the Loading Dock is through the entry gate located closest to the Wharf on Stokes Hill Road. The Centre controls access into the loading dock via an intercom on the right side of the gate.

Parking in the loading dock is strictly prohibited.

The total loading dock area is 1500sqm.

A Darwin Convention Centre loading dock marshal will be appointed during bump in and out of exhibition events to minimise delays and ensure access is controlled.

All people operating in the loading dock must wear high-visibility vests and closed shoes at all times.

Opening Times and Access for Exhibitors

All exhibitors are required to be set up and ready to go by 10:00am on Monday 25 July.

Due to security, each day you will only have access for approx. one (1) hour prior to doors opening for delegates from 9:00am. Please see exact timings below and plan accordingly.

| Sunday 24 July | |
|-------------------|-------------------------------------|
| 2:00pm - 5:00pm | Exhibitor bump in: Hall 1 |
| Monday 25 July | |
| 8:30am – 10:00am | Exhibitor bump in continues: Hall 1 |
| 10:30am – 7:30pm | Exhibition opens to delegates |
| Tuesday 26 July | |
| 9:00am | Exhibitor access to Hall 1 |
| 10:15am – 6:30pm | Exhibition opens to delegates |
| Wednesday 27 July | |
| 9:00am | Exhibitor access to Hall 1 |
| 10:15am – 4:30pm | Exhibition opens to delegates |
| Thursday 28 July | |
| 9:00am | Exhibitor access to Hall 1 |
| 10:15am – 2:00pm | Exhibition opens to delegates |
| 2:15pm – 4:30pm | Exhibitor bump out: Hall 1 |

Passport Competition

The 2022 Conference will see the return of the Passport Competition as a further incentive for delegates to visit your stand. All delegates will receive a passport on arrival at the Conference. When they visit your stand, you can stamp the appropriate area in the passport. Once delegates have filled their passport with stamps they will be entered into the draw to win one of the prizes on offer.

Participation in the competition is open to all exhibitors and is free of charge. You have three options:

1. Participate in the Passport Competition and provide a prize
2. Be listed in the Passport Competition but not provide a prize
3. Not be included in the Passport Competition

We would ask you to please bring a stamp along to the Conference, to stamp the passports of those delegates that visit your stand. Offering a prize is a great way to increase the brand awareness of your product/s, as details of your prize will be listed in the passport which each delegate will receive.

To support this competition and offer a prize, please complete the Passport Competition form available on the online exhibitor portal **by COB Thursday 23 June 2022.**

In the instance we do not receive a response at all, this will be taken as an automatic decline from your company to participate in the passport competition.

Rigging

No exhibition stands are permitted to install any type of rigging in the exhibition hall.

Safety Vests and Identification

All contractors, service technicians and trades people who work in the venue are required to adhere to all relevant Australian Standards, perform their tasks within set Industry Codes of Practice and hold all necessary licenses. Apprentices must be supervised at all times.

All contractors, service technicians, trades people and exhibitors staff are to wear visible identification tags whilst in the venue.

All contractors, tradespeople and organiser staff are to wear high visibility safety vests at all times whilst in the Exhibition Hall and loading dock area during move in and move out of all exhibitions. All high visibility vests must comply with Australian Standards.

Scanners

Lead retrieval scanners are available for exhibitors as an optional add-on. These can be used to record the details of delegates who visit your stand and [categorise the data using standard qualifiers](#). Each delegate will have a barcoded name badge which you can scan with the tracker to retrieve their information. After the conference you will be sent a unique login to download the contact details of these attendees for follow up.



Cost: \$195 + GST

To book your scanner for this event, please visit fill in a booking form with Event Frog by **Tuesday 5 July:**
<https://eventfrog.eventsair.com/scanner/asav>



Please note AVA cannot provide delegate lists to exhibitors, it is up to the exhibitor to either rent a tracker or look into other ways to track sales leads.

Stand Construction and Exhibits

The design and construction of exhibition stands, and temporary structures must:

- Be structurally sound;
- Include a means of exit;
- Comply with the requirements of the Disability Discrimination Act 1992 (DDA).

Materials used for construction or display purposes must be:

- Non-combustible;
- Made of self-extinguishing plastic (if applicable);
- Flame proof fabric (if applicable);
- Rendered 'flame resistant' by an acceptable process of impregnation if manufactured from plywood, hardwood, pulp board or fiberboard.

All canopy/roof structures must be made from a permeable material to ensure the flow of water from the venue's sprinkler system is not inhibited.

All corners on aisle and walkways must be rounded (no sharp corners) and tapered down from stand floor level to the building floor level.

All aisle ways must be kept clear from obstruction and fire exits must have direct and clear access. Sight lines for exits lights must not be compromised.

Structures greater than 3 meters in height

These structures may require:

- Certification by an Engineer; and/or
- A submission in writing or CAD format (i.e. 'dwg' or 'dxf' files) to the venue.

All such structures will be checked by the venue for stability prior to the opening of the exhibition. Structures deemed to be unstable must be modified or removed from an exhibition at the exhibitor's expense.

Stand Flooring

All raised floors, ramps and steps / stairs must comply with the relevant sections of the Australian National Construction Code (NCC), Disability Discrimination Act 1992 (DDA) and applicable Australian Standards (AS).

Considerations should include ramped edging for stands with a raised temporary floor, and the provision of handrails and ramps for the mobility impaired.

Contractors

Official contractors will be appointed by the Organiser to undertake stand construction, supply furniture, electrics, telecoms and IT equipment. This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition must be willing to produce current Certificates of Currency for insurance, public liability and OH&S if requested by the Conference Secretariat.

General Information

Accommodation

We have negotiated special conference accommodation rates through Ozaccom+ for The Star Gold Coast.

You can book by [clicking here](#).

All accommodation enquiries can be directed to:

OzAccom+

Contact: Madonna Moulds
Conference & Event Accommodation Bureau
Madonna@ozaccom.com.au
Phone: (07) 3854 1611
Toll Free: 1800 814 611



Car Parking

The Darwin Convention Centre has 233 parking spaces available underneath the Centre, including seven disabled spaces. Basement parking is limited to cars only as the car park has a ceiling height of 2.3 metres.

The cost of basement car parking is \$5.00 per car, per day or part thereof. Additional parking is also available in the Waterfront Precinct within walking distance of the Centre.

The car park has a ticketless parking system which uses number plate recognition technology to manage parking. A benefit of this technology is that it allows users to skip the pay station queues and go straight to the exit boom gate with their credit card. Cash payments need to be made at the pay station where the vehicle's registration will need to be entered.

Photography

An official photographer will be appointed by the Conference Secretariat. If you would like to make an appointment for the photographer to take some photos of your stand, please contact Stephanie McGuinness via email; stephanie.mcguinness@ava.com.au for further details.

Public Attendance

The general public will NOT be allowed to attend the Conference. However, if they wish to enter the exhibition, they can register as an exhibition only attendee, prices start from \$85.00 per day for AVA Members.

Representatives from non-exhibiting veterinary industry companies are not allowed to sell or promote their goods or services within the Conference or Exhibition. If you are aware of someone selling or promoting their goods or services, please advise the conference staff at your earliest convenience.

WI-FI

Free wireless internet is provided by the venue and can be accessed throughout the convention centre. The service is suitable for checking emails and basic web browsing, however connections are not guaranteed due to the varying number of users connected at the one time.

Personal Wi-Fi on your stand

If you would like to organise faster or a more secure connection, then we suggest you order a dedicated wifi connection from the venue.

- [Data Connection Order Form](#)