



AVA

# Together Tomorrow AVA Annual Conference

Gold Coast Convention and Exhibition Centre  
22-27 May 2022



## EXHIBITOR INFORMATION MANUAL

Gold Coast Convention and Exhibition Centre  
Queensland, Australia

2684-2690 Gold Coast Highway  
Broadbeach, QLD, 4218  
Ph: +61 7 5504 4000

**Scientific Programs:** 23 - 26 May 2022  
**Exhibition:** 22 - 26 May 2022  
**Workshops:** 27 & 29 May 2022

### Exhibition Opening Hours

Sunday 22 May - 6.00pm - 8.00pm  
(Welcome reception and exhibition opening)  
Monday 23 May - 9.30am - 7.00pm  
Tuesday 24 May - 9.30am - 7.00pm  
Wednesday 25 May - 9.30am - 7.00pm  
Thursday 26 May - 9.30am - 2.00pm

Exhibitor access is 30 minutes prior to opening

From Thursday 14 April 2022, there is no longer a requirement to check-in, or to be fully vaccinated to visit the Centre.

GCCEC remains committed to the safety and wellbeing of all visitors. Learn more [\*\*here\*\*](#)

<https://www.ava.com.au/education-events/covid/>



Australian Veterinary Association Ltd, Unit 40, 6 Herbert Street, St Leonards NSW 2065

ABN: 63 008 522 852

Updated 14.4.22





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# EXHIBITOR CHECKLIST

All items in the checklist are available via the online exhibitor portal:

Description	Due Date	Form Type
150-word company profile	Friday 25 March 2022	Compulsory
Product listing	Friday 25 March 2022	Compulsory
Conference handbook adverts	Friday 25 March 2022	Optional
Indemnity agreement	Friday 1 April 2022	Compulsory
Passport competition	Friday 1 April 2022	Optional
Public liability insurance certificate	Friday 1 April 2022	Compulsory
Custom stand design and details	Friday 1 April 2022	Compulsory (For custom stands)
Contractor documentation	Friday 1 April 2022	Compulsory (For contractors)
Stand and fascia confirmation form 	Friday 29 April 2022	Compulsory (For shell scheme stands)
Furniture/electrical hire order forms 	Friday 29 April 2022	Optional
Exhibitor registration – register your on-site reps	Tuesday 19 April 2022	Compulsory
Gold Coast Convention and Exhibition Centre forms <a href="#">Download here</a> 	Monday 13 April 2022	Optional
Stand tracker order form	To be advised	Optional
Gold Coast Convention and Exhibition Centre contractor induction <a href="#">Click here</a> 	Before arriving on site	Compulsory

# CONTACT LIST

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## Conference Secretariat - Australian Veterinary Association (AVA) Ltd

Kandy Musgrave, National Events Manager

[eventsmanager@ava.com.au](mailto:eventsmanager@ava.com.au)

+61 2 9431 5051

Victoria Wood, Exhibition Enquiries

[Victoria.wood@ava.com.au](mailto:Victoria.wood@ava.com.au)

+61 2 9431 5065

Unit 40, 6 Herbert Street, St Leonards, NSW 2065

[conference.ava.com.au](http://conference.ava.com.au)



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## Venue – Gold Coast Convention and Exhibition Centre

Kasey Joines | Event Planner

Gold Coast Convention and Exhibition Centre

P 07 5504 4028 | F 07 5504 4001

Email [kjoines@gccec.com.au](mailto:kjoines@gccec.com.au)



Dean Cooper | Logistics Manager

Gold Coast Convention and Exhibition Centre

P 0437 164 953 | F 07 5504 4001

Email [dcooper@gccec.com.au](mailto:dcooper@gccec.com.au)

Carrie Archer | Logistics & Safety Co-ordinator

Gold Coast Convention and Exhibition Centre

P 07 5504 4185 | F 07 5504 4085

[carcher@gccec.com.au](mailto:carcher@gccec.com.au)

Wade Russell | Events Manager

P 07 5504 4032 | F 07 5504 4001

[wrussell@gccec.com.au](mailto:wrussell@gccec.com.au)

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## Exhibition Services – Exponet

Exhibitor Services Department

[esd@exponet.com.au](mailto:esd@exponet.com.au)

+61 2 9645 7070



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## Registrations

AVA Events Team

[events@ava.com.au](mailto:events@ava.com.au)

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## Discounted Accommodation – Ozaccom

Visit the AVA [conference website](http://conference.website) to book accommodation.

[ozaccom@ozaccom.com.au](mailto:ozaccom@ozaccom.com.au)

+61 7 3854 1611

1 800 814 611

+61 7 3854 1507

PO Box 104, RBH Post Office, QLD 4029

[ozaccom.com.au](http://ozaccom.com.au)



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## GCCEC Onsite Logistics and Freight

Dean Cooper | Logistics Manager  
Gold Coast Convention and Exhibition Centre  
P 0437 164 953 | F 07 5504 4001  
Email [dcooper@gccec.com.au](mailto:dcooper@gccec.com.au)

Carrie Archer | Logistics & Safety Co-ordinator  
Gold Coast Convention and Exhibition Centre  
P 07 5504 4185 | F 07 5504 4085  
[carcher@gccec.com.au](mailto:carcher@gccec.com.au)



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## EXHIBITORS LIST AND FLOOR PLAN

To follow.

## ONLINE INDUCTION - COMPUSLORY

The Gold Coast Convention and Exhibition Centre (GCCEC) is committed to ensuring the health, safety and welfare of employees, contractors and visitors.

This document outlines the general health and safety requirements to be followed during events, including bump-in and bump-out, held at the GCCEC. There may be additional requirements depending on the activities planned for the event.

It is a standard prerequisite that all persons working at the GCCEC complete the online WH&S induction.

To save delays when arriving on site, we encourage all organisers, exhibitors and contractors to complete the necessary induction components online prior to their arrival via <https://www.onlineinduction.com/gccec>

## EMERGENCY PROCEDURES

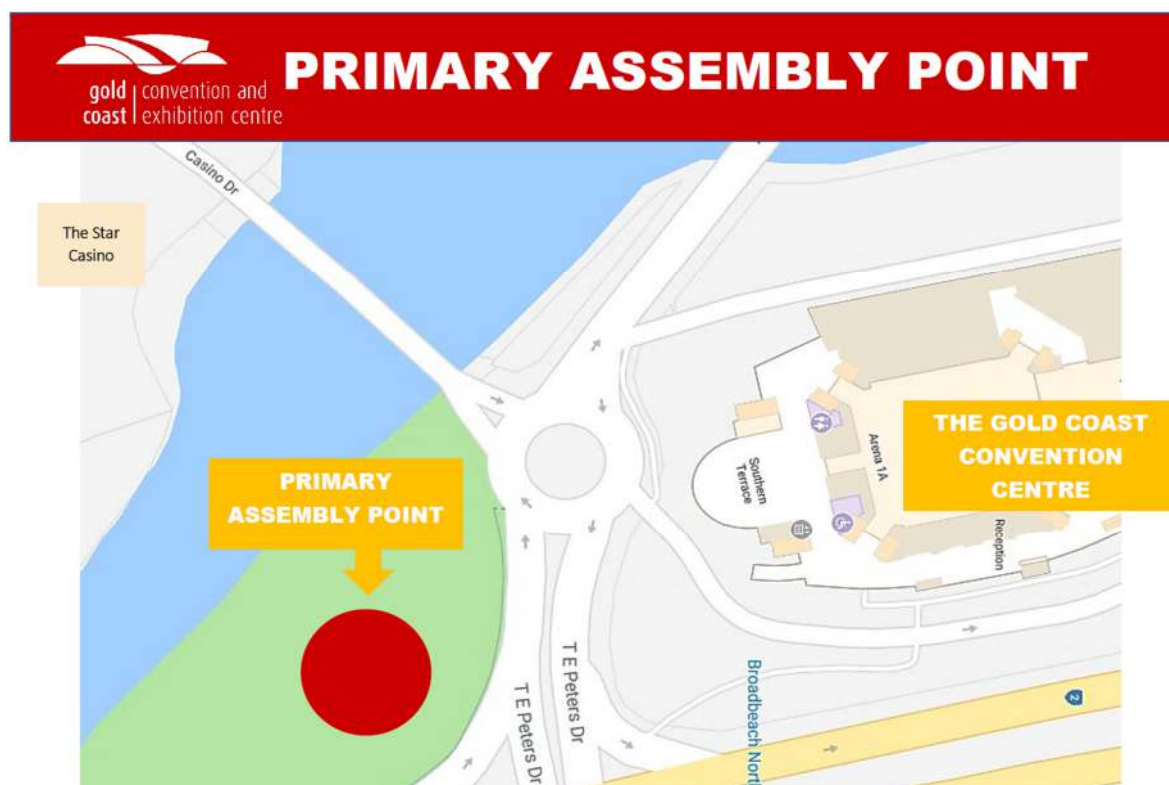
If you need to raise the alarm in the event of an emergency call the security control office on Ext. 999 or 4050 (internal phones) or 5504 4050 (from a mobile phone) or break the glass at a manual call point or call Emergency Services on 000. In the event of an emergency there are two tones:

**ALERT TONE:** beep, beep, beep – this means, stop what you are doing and await further instructions as to whether an evacuation will be required. Observe your surroundings and advise if there is any visible cause of the alert in your area.

**EVACUATION TONE:** whoop, whoop, whoop – remain calm and evacuate to emergency assembly area through emergency exits as directed by the Emergency Wardens. The GCCEC assembly area at the southern end of the building located in Bulletin Park.

In case of a fire, only use equipment and fight a fire if you have been trained to do so. GCCEC management has the authority to make emergency announcements over

any sound system and internal video monitor system at any time.  
Event organisers must allow free access and not hinder or obstruct any member of the medical, police, fire, ambulance, first aid or other emergency services or any authorised safety and security officer while performing their duties.



### First Aid

A fully equipped first aid room is located near the Security office on ground level. For assistance please proceed to the security control office. All safety and security officers are first aid trained. For any events with specific hazards and where it has been identified there's a need for further first aid services, the GCCEC requires that these events are provided with medical and first aid facilities appropriate to the nature and throughout the duration of an event at the event organiser's cost. Please discuss further with your event manager.

### High-vis Vest and enclosed shoes

All organisers, contractors, exhibitors and their staff must wear a high visibility vest and enclosed footwear (i.e., no thongs, sandals or open toed shoes) during the bump in and bump-out of events.

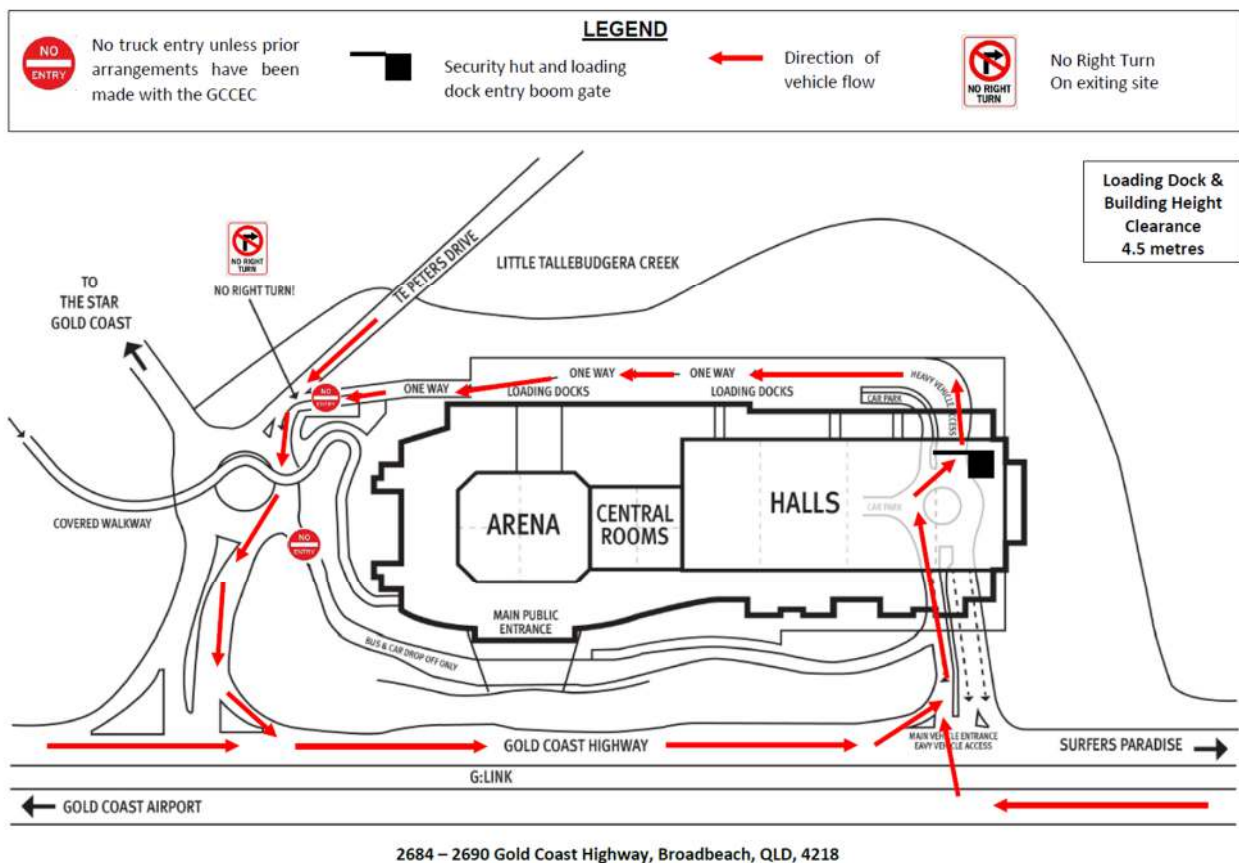
## ACCESS – LOADING DOCK

Access during bump in and bump out is via the **Western Ramp Loading Dock**.

Gold Coast Gold Coast Convention & Exhibition Centre  
Western Ramp Loading Dock  
Corner TE Peters Drive & Gold Coast Highway  
BROADBEACH QLD 4218

The access ramp and driveway is one way directional system accessible via the signed entrance.

The GCCEC has manned vehicle checkpoints to monitor access, assisting in the orderly flow of traffic in accordance with bump-in and bump-out schedules. Marked thoroughfares must be kept clear at all times. The GCCEC accepts no responsibility for the safety of vehicles and their contents with the Centre premises.





# EXHIBITOR PORTAL INSTRUCTIONS

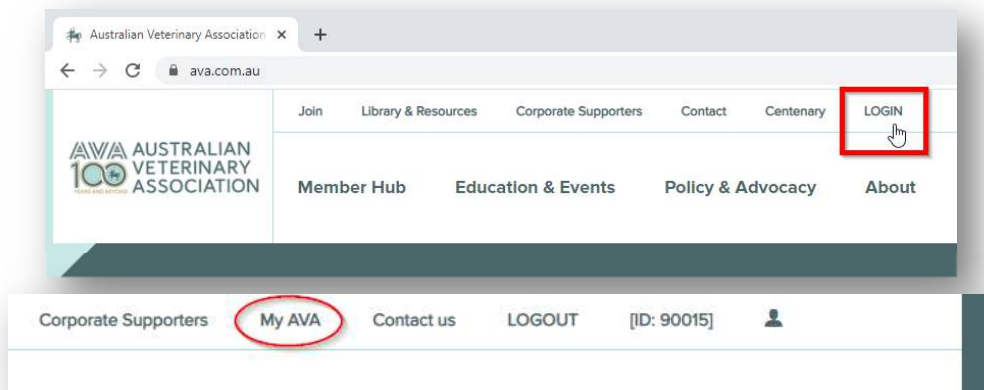
The exhibitor portal will allow you to upload information to ensure you have a successful event.

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.

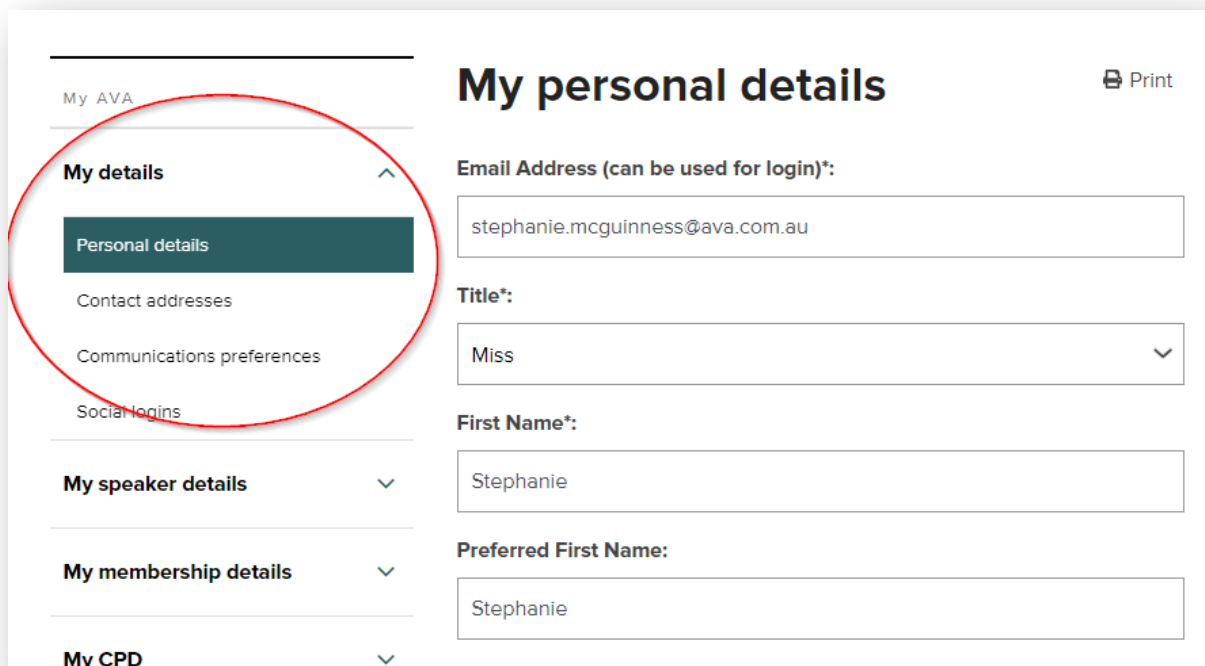
You do not use this area to register your onsite representatives, you will receive a separate email with instructions on how to register your onsite representatives.

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 Bookings' and click on it.

Within your 'My Exhibitor Bookings' 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](mailto: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](mailto: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.

**My exhibitor bookings** Print

Exhibiting at one of the AVA's events? You'll be able to view your upcoming engagements here and update your details.

Profile Name	Event Name	Event Start	Event End	Published ?
Australian Veterinary Association Default Exhibitor Profile	2022 AVA Annual Conference	22 May 2022, 8:00AM	26 May 2022, 5:00PM	No
Australian Veterinary Association Default Exhibitor Profile	2022 Small Animal Conference	24 Jul 2022, 8:00AM	28 Jul 2022, 5:00PM	No

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

My Exhibitor Bookings

My Exhibitor Booking

## My exhibitor booking

Print

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](mailto:events@ava.com.au)

Event: 2022 AVA Annual Conference

Start Time: 22 May 2022, 8:00AM

End Time: 26 May 2022, 5:00PM

### 1. Exhibitor Manual

[Click here to download the Exhibitor Manual.](#)

### 2. Contacts List

[Click here to view the Contacts List.](#)

### 3. Policies

Due By: Friday, 1 April 2022

I agree to the Terms and Conditions ☐

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.

## ACCOMMODATION

A selection of discounted accommodation has been secured at favourable rates, in close proximity to the Gold Coast Convention and Exhibition Centre. Please visit the AVA Annual Conference accommodation page of the website to book <https://events.ozaccom.com.au/2022-ava-annual-conference/accommodation/Site/Register>

All accommodation enquiries can be directed to:

Ozaccom+  
PO Box 104  
BH POST OFFICE QLD 4029  
Phone: +61 (07) 3854 1611  
Toll free: 1 800 814 611  
Fax: +61 (07) 3854 1507  
Email: [ozaccom@ozaccom.com.au](mailto:ozaccom@ozaccom.com.au)  
Web: [ozaccom.com.au](http://ozaccom.com.au)



## ACCOUNTS

All accounts for Venue Services must be paid in accordance with Centre requirements and paid in full seven (7) days prior to the commencement of the Event. AVA accounts are to be settled in full by 29 April 2022.

## ADVERTISING IN THE CONFERENCE HANDBOOK

Space is available to advertise in the AVA Annual Conference Handbook. Full colour adverts can be purchased in full-page, half-page and quarter-page. To book an advert, please contact Kandy Musgrave [events@ava.com.au](mailto:events@ava.com.au) by **Friday 25 March 2022**. Artwork will need to be submitted no later than **this date**. Visit the [advertising page](#) at the AVA Annual Conference website for further information. Please also note AVA's "Love is Blind" policy below.

### AVA policy – Love is Blind

#### AVA moves away from brachycephalic breeds 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 regular advertisers advising that we would like to stop using these breeds in all advertising material appearing in our publications, and are asking 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

Visit [www.loveisblind.org.au](http://www.loveisblind.org.au) to learn more. Visit the [AVA website for the policy](#)

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



Advert Type	Trim Size	Text Area	Required Bleed
Full Page	297mm x 210mm	277mm x 190mm	3mm
Half Page (horizontal)	148.5mm x 210mm	128.5mm x 190mm	3mm
Quarter Page (vertical)	148.5mm x 103mm	128.5mm x 83mm	3mm
<b>Accepted format:</b> <ul style="list-style-type: none"> <li>• Only print-ready PDFs are accepted</li> <li>• Artwork to be provided in CMYK</li> <li>• Images to be 300dpi</li> <li>• Logos and fonts to be embedded or converted to outline</li> </ul>			

## ANIMALS

Persons must not bring any animal into the GCCEC without the prior arrangement and consent of the GCCEC and the AVA. The event organiser and the exhibitor must strictly abide by all centre management instructions regarding the admission of animals into the Centre. It is your responsibility, as the exhibitor to ensure you have the appropriate ethics approval for any activity involving animals and to forward a copy of your ethics approval to AVA for approval. To find out more about ethics approval – [Click Here](#)

When the animals are an approved exhibit or they form part of an activity or performance legitimately requiring the use of animals, written approval is required from the GCCEC.

Further guidelines include:

- ✓ Event organiser is to ensure sufficient information is in place from the animal holder such as insurances/licences/risk assessment and demonstrate procedures are in place for the handling and containment of the animals before, during and after the event.
- ✓ The event organiser will need to consider the placement of animal exhibits or performances in relation to any food being prepared, displayed, served or stored at the event.
- ✓ Such approved animals or pets must be controlled by a competent animal handler (leashed dogs with muzzle if necessary and/or in an enclosure) at all times who must deal with dog misbehaviour (e.g., barking, fighting with other dogs etc.) and handle customer complaints.
- ✓ The owner must take full responsibility for the animal(s). This includes cleaning up after them.
- ✓ Where animals are being used as part of an exhibit or performance, the operator must demonstrate compliance with relevant animal protection and welfare requirements.
- ✓ All possible trip hazards (e.g., leashes on pathways) are eliminated.
- ✓ If an animal shows signs of illness, the animal handler must organise a vet to attend to the animal and alert the event organiser and the event manager of any issues.

Please consult with the GCCEC to ensure food safety standards are met when animals are being used as part of an exhibit or performance.

## BANKING

GCCEC is a cashless venue. There are ATM machines in Broadbeach and at the Star.

# BOOTH DETAILS

## Custom Stands – Height Restriction 4.5 Metres

Custom stands include carpeted floor space only. Lighting and power are not supplied.

Exhibitors with custom built stands must provide the following information to the AVA for approval:

- Custom stand design
- Contractors public liability insurance certificates
- Contractors OH&S policies

Plan and stand accepted subject to stand construction compliance with the Building Code of Australia, Australian Standards and Disability Discrimination Act access requirements.

The stand is to be erected in a safe and stable manner by appropriately licensed trade persons CC: and construction is to be undertaken by White Card Construction Induction card holders or interstate equivalent. In addition, said persons must have completed the ACC online safety site induction prior to commencing work on site. Any rigging component is subject to point availability and approval by the ACC and it is stand builder's responsibility to ensure adequate height availability within the build area.

**Please upload the above information to the AVA online exhibitor portal by Tuesday 20 April 2022.**

Exponet can assist with the design and construction of your custom booth.

Chill out lounges are 36sqm and have height restrictions of 1.2m. The sponsor is responsible for furniture and theming.

## Shell Scheme

Exponet will provide and build all shell scheme booths.

### 9sqm stands

**Type:** White Octonorm

**Size:** 3 metres wide by 3 metres deep by 2.5 metres high

**Inclusions:**

- Fascia – digitally printed, white board with black text. Standard booths have a fascia sign on all aisle frontages. Custom signage options are available.
- 2 x LED adjustable spotlights installed behind fascia
- 1 x 4amp power point, regardless of size
- 9sqm charcoal colour carpet floor



### 4sqm stands

**Type:** White Octonorm

**Size:** 2 metres wide by 2 metres deep by 2.5 metres high

**Inclusions:**

- Fascia – digitally printed, white board with black text. Row booths have a fascia sign on all aisle frontages. Custom signage options are available.
- 1 x LED adjustable spotlight installed behind fascia
- 1 x 4amp power point
- 4sqm of charcoal colour carpet floor

All shell scheme exhibitors are required to complete the **Fascia Signage Form** by **Friday 29 April 2022** to confirm your requirements. This form as well as your furniture and power order forms will be provided to you via Exponet. **It is important that these forms be completed and returned by: Friday 29 April 2022 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 Exponet website to find further information on the above. If you have not received your forms and instructions, please contact Exponet.

## EXHIBITON BUILDERS - EXPONET

ExpoNet is the preferred exhibition supplier for the exhibition area at the 2022 AVA Annual Conference.

ExpoNet has developed an Online Exhibitors Kit (OEK) for ease of ordering exhibition requirements for the event. ExpoNet Exhibitor Services will forward the link, user name and password for the OEK soon after you receive this manual. Please use the OEK to complete the forms for your stand requirements, including fascia and signage, lighting and power, stand modifications, shelving, slatwall, furniture, audio visual.

If you have any questions regarding your shell scheme booth or the OEK please contact ExpoNet directly.

### **ExpoNet Exhibitor Services Department**

Email	<a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a>
Phone	02 9645 7070
Fax	02 9645 5300
Web	<a href="http://www.exponet.com.au">www.exponet.com.au</a>

\*\*\* Please mention the 2022 AVA Annual Conference and your stand number

### **Exponet - Custom stands**

If you are interested in your very own Custom Stand design, Exponet can help with simple and effective stand packages, custom stand packages or help to deliver your unique vision by producing a stand tailored to your specific event requirements. Please contact

Custom Stand Sales

Phone: 02 9645 7000

Email: [info@exponet.com.au](mailto:info@exponet.com.au)



## BUMP IN SCHEDULE

<b>Saturday 21 May 2022</b>	
<i>Move-in for Exponet</i>	6.00am (floor manager from 5.30am)
<i>Custom stand access to build</i>	10.00am – midnight
<i>All contractors to be out of Exhibition Hall</i>	Midnight
<b>Sunday 22 May 2022</b>	
<i>Exhibitors move-in</i>	12.00pm – 4.00pm
<i>Registration desk open</i>	4.00pm – 8.00pm
<i>Stands to be completed</i>	4.00pm
<i>Welcome Reception and Exhibition Opening</i>	6.00pm – 8.00pm

**\* Please note:** custom stands **must** be completed **before** the exhibitor move-in on **Sunday 22 May 2022**. If your custom stand builder requires more time, please contact the Events Team +61 (2) 9431 5065, or (onsite at the event) Kandy Musgrave, National Events Manager on 0478 398 622 to discuss alternative options.

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

All exhibitors must have completed their stand set-up by 4.00pm on Sunday 22 May 2022 to allow for the venue to clean the area in time for the welcome reception and exhibition opening at 6:00pm.

## BUMP OUT SCHEDULE

<b>Thursday 26 May 2022</b>	
<i>Lunch</i>	12.30pm – 2.00pm
<i>Exhibitors move-out</i>	2.30pm – 3.30pm (floor manager 1.30pm – 9.00pm)
<i>All contractors to be out of Exhibition Hall</i>	3.30pm - Midnight

Exhibitors bump out will begin at 2:30pm on Thursday 26 May 2022 straight after lunch.

During exhibitor move-out safety vests and enclosed footwear are required. At 3:30pm the area will be deemed a RESTRICTED WORK AREA and dismantling of stand fittings and displays will commence. Safety rules apply from 3:30pm and access will be restricted.

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 Exhibition without the express consent of the Conference Secretariat.

Goods must be collected from the GCCEC during your designated move out period. Where suitable arrangements have not been made, the GCCEC reserves the right to remove the said items from site 24 hours from the conclusion of the event. All incurred cost will remain the responsibility of the concerned party.

## 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.

**If you see a non-exhibitor canvassing, please notify the events team**

## CAR PARKING

The GCCEC operates an automated car parking system. The cost is \$12.00 per vehicle per entry payable upon exiting the Centre. There are four (4) pay stations positioned throughout various locations in the Centre. These machines accept both cash and credit cards.

A 30 minute grace period applies to all vehicles, whereby payment is not required.

Should this period be exceeded, a \$12.00 fee will apply.

## CATERING

For the convenience of exhibitors, the GCCEC offers stand catering which must be pre-ordered. Please complete the [Exhibitor Catering Form](#) and return no later than 21 days prior to your event. Please note: GCCEC has the sole catering rights to all food and beverage products. Exhibitors are not permitted to bring food and beverage into the venue from outside caterers.

## CHILDREN

Children under the age of 15 are not permitted in the venue during the construction phase.

## CLEANING

The GCCEC is responsible for the cleaning of public areas and disposal of rubbish. General cleaning of the exhibition area is conducted during operational hours only.

Should you require stand cleaning, please complete the [Stand Cleaning Form](#) no later than 21 days prior to your event.

## COMPANY PROFILE

Each exhibitor is entitled to submit a 150-word company profile to be published in the conference handbook. Please complete the company profile form in the online exhibitor portal no later than **Friday 25 March 2022**.

Example:

**Provet**



**Stand 62, 63, 64, 65, 66, 67**

**21-25 Interchange Drive, Eastern Creek NSW 2766**

**Tel: 02 9659 5211**

**Email: [provetagroupmarketing@provet.com.au](mailto:provetagroupmarketing@provet.com.au)**

**Website: [www.provet.com.au](http://www.provet.com.au)**

Provet was established by a group of veterinarians who shared a common vision for the veterinary profession, to provide the veterinary industry with a resource to help veterinarians run better businesses and strengthen the profession through reinvesting proceeds into the industry professional bodies. Over 30 years on the vision continues to be realised. In 2019 we are proud to invest more than ever into professional support and veterinary education.

Provet is committed to giving back to the industry to ensure its continued growth. We are proud of our long association and value our relationships with the veterinary professional bodies through our industry sponsorships including: our Platinum Education Partnership with the AVA and EVA - Bain Fallon Platinum Sponsor, AVA Conference Platinum Sponsor, ASAV Conference Platinum Sponsor, VBG Summit Gold Sponsor and numerous other sponsorships and associations.

## COMPETITIONS/TRADE PROMOTIONS

It is the responsibility of the Client to obtain all necessary permits and/or licenses for any event that conducts a sweep, raffle, door prize, Calcutta's, etc., from the Department of Racing, Gaming and Liquor.

Any business or trade organisation wishing to conduct a trade competition, which involves a chance to win a prize, is required to obtain a permit. This applies only to business and trade organisations, and not to non-trade bodies such as sporting clubs, associations and charities.

Any competition, trade promotion or art union conducted at or in conjunction with an exhibitors' stand must comply with the Charitable and Non-Profit Gaming Act 1999, Regulations and Rules (Qld).

For more information on conducting a competition, trade promotion or art union, exhibitors should contact the Queensland Office of Gaming Regulation on (07) 3872 0999 A/H (07) 3210 2906 to obtain an information sheet or visit their web site:

Competitions and Trade Promotions: <https://www.business.qld.gov.au/industry/liquor-gaming/gaming/not-profit-charitable/competitions-raffles-bingo>

# CONTRACTORS

## Action: Optional Friday 1 April 2022

Contractors have reciprocal obligations and statutory duties which include but may not be limited to providing Public Liability Insurance, Certificate of Currency for Work Cover, a Safety Management Plan, Safe Work Method Statements (SWMS).

Contractors must be able to demonstrate training, supervision and competence of workers but also any sub-contractors they engage to work on the site.

Contractors also have duties to consult with all relevant parties regarding their undertaking to ensure work health and safety of all persons the undertaking may impact on. Please review the GCCEC [Event Toolkit](#) for further details.

Contractors must also adhere to the GCCEC Environment Policy.

It is a standard prerequisite that all persons working at the GCCEC complete the online WH&S induction. The induction should be completed in advance, off site and online through <https://www.onlineinduction.com/gccec>. High visibility vests and enclosed footwear must be worn during the construction, bump-in and bump-out of events. Hard Hats must be worn for rigging activities.

Please ensure you provide these details via the online exhibitor portal by **Friday 1 April 2022**.

# COVID SAFETY GUIDELINES

You're our priority.

The Australian Veterinary Association (AVA) looks forward to welcoming the veterinary community back to face-to-face education and events around Australia.

The health and wellbeing of our veterinary community is of the utmost importance. To ensure this we continue to closely monitor the circumstances and requirements in all states and territories in line with local, state, and national authorities, public health advice and state government public health directives, as mandated. Currently, our events are running as scheduled and we will respond appropriately and provide further updates should the situation evolve.

For more information on the COVID-19 pandemic, how you can help stop the spread of the virus in Australia and what to do if you have symptoms, for official medical advice and information on treatment please visit the Australia Government Department of Health website: <https://www.health.gov.au/>

From Thursday 14 April 2022, there is no longer a requirement to check-in, or to be fully vaccinated to visit the Centre.

GCCEC remains committed to the safety and wellbeing of all visitors.

## Queensland Government Health Direction – Conditions of Entry

From Thursday 14 April 2022, there is no longer a requirement to check-in, or to be fully vaccinated to visit the Centre.

The Gold Coast Convention and Exhibition Centre operates with best practice control and management processes that ensure our venue offers a safe environment.

Our COVID safe practices remain in place and we will continue to monitor the COVID-19 situation and adjust risk management responses accordingly.

Our COVID safe practices include:

- Encouraging at least 1.5 metres between individuals
- Maintaining good hand and respiratory hygiene
- Regular cleaning and disinfecting of venue
- Communication, consultation, instruction, training and supervision of team
- Hygiene reminder messaging throughout venue

GCCEC Statement of Compliance

GCCEC Covid Safety Guidelines

## DELIVERIES AND COLLECTIONS

Please organise for all your exhibition stand items to be delivered on Friday 20 May 2022, 7.30am-4.00pm. **Early delivery will not be accepted.** Deliveries are only permitted during the venue Hire period. Any item delivered outside the Hire without prior arrangement will be removed from GCCEC's premises at the Client's expense. Clients, Agents and Exhibitors shall indemnify and hold harmless GCCEC and its agents from any and all liability connected with deliveries. GCCEC will not sign for any exhibitor deliveries and reserves the right to refuse deliveries not using the correct GCCEC delivery labels.

The GCCEC has five (5) loading docks, which can be accessed from the Gold Coast Highway at the northern end of the GCCEC. Goods will not be accepted at any other point.

### Delivery Times

Loading dock hours: Monday to Friday 7.30am – 4.00pm

Please note: Arrangements outside these hours would need to be organised with your event manager or event planner. A labour surcharge may apply. It is the responsibility of the contractor or sub-contractor to supply sufficient team members for unloading of transport vehicles in the loading bay in a timely, safe and non-disruptive manner.

### Labels

A delivery label must be affixed to each item sent to the GCCEC. Please refer to the [Delivery Label Form](#) which can be downloaded from the GCCEC website. All labels must be marked with the name of event, room/hall and date of event.

For collection of goods, please ensure all items are clearly labelled with the name of the company, event name and collection date. Goods must be collected within 24 hours after the conclusion of your event. The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.



## DELEGATE BREAK TIMES

All catering for delegates and exhibitors will be held in the exhibition areas. Please endeavour to be present on your exhibition booth at the following daily break times:

<b>Sunday 22 May 2022</b>	
<i>Welcome Reception and Exhibition Opening</i>	6.00pm – 8.00pm
<b>Monday 23 May 2022</b>	
<i>Exhibition opens</i>	9.30am (Access from 9.00am)
<i>Morning Tea</i>	10.15am – 10.45am
<i>Lunch</i>	12.15pm – 1.30pm
<i>Afternoon Tea</i>	3.30pm – 4.00pm
<i>Happy Hour</i>	6.00pm – 7.00pm
<b>Tuesday 24 May 2022</b>	
<i>Exhibition opens</i>	9.30am (Access from 9.00am)
<i>Morning Tea</i>	10.00am – 10.45am
<i>Long Lunch</i>	1.00pm – 2.30pm
<i>Afternoon Tea</i>	3.30pm – 4.00pm
<i>Happy Hour</i>	6.00pm – 7.00pm
<b>Wednesday 25 May 2022</b>	
<i>Exhibition opens</i>	9.30am (Access from 9.00am)
<i>Morning Tea</i>	10.00am – 10.30am
<i>Lunch</i>	1.30pm – 2.30pm
<i>Afternoon Tea</i>	3.30pm – 4.00pm
<i>Happy Hour</i>	6.00pm – 7.00pm
<b>Thursday 26 May 2022</b>	
<i>Exhibition opens</i>	9.30am (Access from 9.00am)
<i>Morning Tea</i>	10.00am – 10.30am
<i>Lunch</i>	12.30pm – 2.00pm (exhibition closes at 2.00pm)

Exhibitor meals will be served half an hour before session breaks begin. This will give exhibitors time to have their meal and be back on their stand for the delegate breaks. The welcome reception and happy hour drinks will be held in the exhibition area to give you more time to meet and liaise with delegates.

## DILAPIDATION

Exhibitors are responsible for the cost of making good, restoring or renewing any case of serious dilapidation to the Exhibition venue or 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.

## EVENTS TEAM – WHO THEY ARE

### Onsite:

- A member of the events team at the AVA stand until noon each day
- Leave a message with AVA stand
- Events Team will visit your stand each day



Kandy Musgrave | National  
Events Manager



Victoria Wood | Events Coordinator/Primary  
Exhibition Contact



Stephanie McGuinness | Events  
Coordinator/Exhibition

Recruiting

Events Coordinator/Assistant

# EXHIBITOR REGISTRATIONS

Exhibitors will be issued with two complimentary full exhibition registrations per 9sqm stand and one complimentary exhibitor registration per 4sqm stand. Please complete **exhibitor registration** by **Tuesday 19 April 2022**, a [separate email will be sent to you with instructions on how to register.](#)

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.

## Additional Full Exhibitor Registrations including scientific sessions

Cost: \$1,490 (GST inclusive)

- Entry to the exhibition
- Entry to the welcome reception (Sunday 22 May 2022)
- Lunch, morning and afternoon tea (Monday-Thursday)
- Happy hour drinks (Monday - Wednesday)
- Entry to scientific sessions

## Additional Full Exhibitor Registrations excluding scientific sessions

Cost: \$745 (GST inclusive)

- Entry to the exhibition
- Entry to the Welcome Reception (Sunday 22 May 2022)
- Lunch, morning and afternoon tea (Monday - Thursday)
- Happy hour drinks (Monday - Wednesday)

## Additional Day Exhibitor Registrations including scientific sessions

Cost: \$695 (GST inclusive)

- Entry to the exhibition
- Lunch, morning tea and afternoon tea (nominated day only)
- Happy hour drinks on the nominated day (Monday, Tuesday and Wednesday)
- Entry to scientific sessions

## Additional Day Exhibitor Registrations excluding scientific sessions

Cost: \$240 (GST inclusive)

- Entry to the exhibition
- Lunch, morning tea and afternoon tea (nominated day only)
- Happy hour drinks on the nominated day (Monday, Tuesday and Wednesday)

Additional Gala Dinner ticket: \$145

Additional Gala Dinner ticket for non-registered exhibitor: \$290



## EXHIBITOR SERVICES

An exhibition floor manager will be rostered for the following:

Saturday 21 May 2022 – 5.30am to midnight (Exponet and custom stand builder bump in)

Sunday 22 May 2022 – 7:30am to 6:00pm

Thursday 26 May 2022 – 1.30pm to midnight (Exhibitor, custom stand builder and Exponet bump out)

<b>Exhibition build</b>	<p><b>Saturday 21 May 2022</b>          6:00am – Exponet commence carpet lay and stand mark out          9:00am – 5:00pm Custom stand builders commence          Midnight – All contractors to exit exhibition hall</p> <p><b>Sunday 22 May 2022</b>          10:00am – 4:00pm – Exhibitor bump in</p>
<p><b>Exhibition opening times</b></p> <p><i>Exhibitors will have access to the exhibition hall 30 minutes prior to exhibition opening.</i></p>	<p><b>Sunday 22 May 2022</b>          6.00pm – 8.00pm – Welcome reception</p> <p><b>Monday 23 May 2022</b>          9.30am – 7.00pm</p> <p><b>Tuesday 24 May 2022</b>          9.30am – 7.00pm</p> <p><b>Wednesday 25 May 2022</b>          9.30am – 7.00pm</p> <p><b>Thursday 26 May 2022</b>          9.30am – 2.00pm</p>
<b>Exhibition dismantle</b>	<p><b>Thursday 26 May 2022</b>          2.00pm – Exhibitor bump out</p> <p><b>Thursday 26 May 2022</b>          3:30pm – Exponet and custom stand builders pack down</p> <p>Midnight – all contractors to exit exhibition hall</p>

# FORKLIFT

A forklift will be available on:

- ✓ Friday 20 May – to receive deliveries
- ✓ Sunday 22 May – bump in
- ✓ Thursday 26 May – bump out
- ✓ Friday 27 May – freight collection

Freight will be delivered to your stand.

Both clients and stand builders are free to engage their own supplier for fork lifting services. Please note that the appointed operators or contractors will be required to:

- successfully complete the GCCEC's Online Contractor Induction (and building contractor induction if site conditions necessitate);
- provide a copy of its Public Liability Insurance Certificate of Currency;
- provide proof of compliance in terms of licensing requirements;
- pre-schedule all deliveries with the GCCEC's nominated representative, including deliveries of forklifts; and
- agree to the removal of all equipment, including forklifts, during show hours and at the conclusion of the event.

## FREIGHT, MATERIALS HANDLING AND EQUIPMENT

The GCCEC is committed to ensuring the health, safety, and welfare of employees, contractors, and visitors to our Centre. We also play an integral role in the success of your event for all incoming and outgoing items.

To help us adhere to this commitment please complete the below entry tasks and ensure that all staff attending APP2022 comply with the conditions of entry to help us achieve a safe and successful show.

### **PART 1 - STAND INFORMATION**

If you are a 'Space Only' exhibitor, please [CLICK HERE](#) and submit the stand information form.

To be submitted no later than **1 April 2022**

This includes all Custom-Built Stands to assist us in obtaining your stand builders' details.

### **PART 2 - LOADING DOCK ACCESS / COURIERED FREIGHT**

If you have freight arriving/departing the Centre or wish to gain access to our loading dock to drop off/pick up your goods, please complete the below tasks:

(This does not include bringing in small items via the front doors)

1. Add GCCEC labels to each item - Delivery Label for arrival and Dispatch Label for departure post-show.
2. Complete and return the Authority to sign form if GCCEC staff will be required to sign for your freighted goods.
3. To gain access to our loading dock for yourself, any stand representatives, your courier, or your freight forwarder please [CLICK HERE](#) and submit the loading dock access form.

The online green form is for your exhibitor freight only. If you have a stand builder and supply

details, as per PART 1, they will be sent an orange form for their contractor freight and access. You will need to know only estimated freight and delivery details therefore please complete the loading dock access form by the due date to gain access.

To be submitted no later than **Friday 7 May 2022**

Please be aware if we do not hear from you by this date, we will mark you off as not requiring loading dock access.

### **PART 3 – CONDITIONS OF ENTRY**

In line with the [Queensland Government regulations](#), the Gold Coast Convention and Exhibition Centre requires all visitors to be double vaccinated and check-in via the **Check In Qld** app. Instructions on how to download the app can be found [here](#). GCCEC security staff will need to site your digital Vaccination Certificate Tick and check-in details for entry approval. Information on medical exemptions can be found [here](#).

### **IMPORTANT DATES FOR THIS EVENT**

For your quick reference, I have added the below times. Please be aware these times may be amended closer to the event date and must match that of your event organisers.

A friendly reminder that all exhibitors are required to **wear safety vests** and **enclosed shoes** at all times **during bump-in and bump-out** including the loading dock area. Safety Vests are available for purchase for \$10 each at our onside vending machines located in foyer C and the arena loading dock.

### **COURIERS**

You can use a courier of your choice or contact CTL by 9 May 2022 with your requirements.

CTL Fairs & Exhibitions

Email: [Chris@ctl.com.au](mailto:Chris@ctl.com.au) & [rod@ctl.com.au](mailto:rod@ctl.com.au)

Tel: 61 2 9700 1655

CTL Event Management - CTL Fairs & Exhibitions

Divisions of Crisis Transport & Logistics Pty Ltd

[WWW.CTL.COM.AU](http://WWW.CTL.COM.AU)

All services quoted or provided are subject to our Standard Terms and Conditions (copy on request)

# FURNITURE

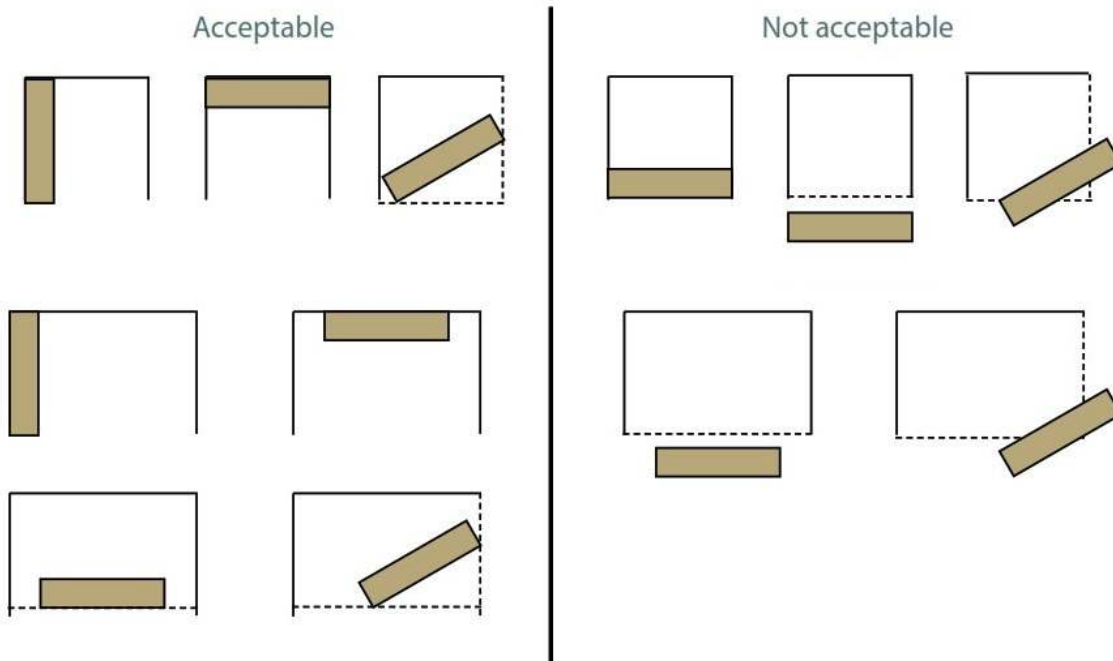
Exhibitors are responsible for organising their own furniture for the stand. Exponet are the official furniture supplier for the conference. You will be contacted by Exponet with further details on ordering furniture packages. We suggest you consider the layout carefully before choosing furniture to 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.

Exhibition Services Department

P: 02 9645 7070 | E: [esd@exponet.com.au](mailto:esd@exponet.com.au)



To facilitate flow and minimise congestion in the common areas, please note that all furniture (including your trestle table and banners) **MUST** remain within the perimeter of your booth.



## HELP ONSITE

- A member of the events team at the AVA stand until noon each day
- Leave a message with AVA stand
- Events Team will visit your stand each day.

## 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 **Friday 1 April 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 endeavour 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 Friday 1 April 2022.**

If an exhibitor does not have any public liability insurance to cover their presence at the Conference, contact the AVA Events Team – [events@ava.com.au](mailto:events@ava.com.au)

## LOADING DOCK

The access ramp and driveway is one way directional system accessible via the signed entrance. The GCCEC has manned vehicle checkpoints to monitor access, assisting in the orderly flow of traffic in accordance with bump-in and bump-out schedules. Marked thoroughfares must be kept clear at all times. The GCCEC accepts no responsibility for the safety of vehicles and their contents with the Centre premises.

## PARENTS ROOM

The GCCEC offers an on-site parent's room that is conveniently located on the ground floor near the main entrance of the building. Parents are provided with all the essentials to make their visit enjoyable, including a change table, kitchenette, microwave, refrigerator and comfortable seating options.

## PASSPORT COMPETITION

The 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. To support this competition and offer a prize, please complete the **Passport Competition** form available on the online exhibitor portal by **Friday 1 April 2022**. 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. If you wish to opt out of the passport competition, please do so via the **Passport Competition** form to be completed by **Friday 1 April 2022**.

## 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 Kandy Musgrave on [eventsmanager@ava.com.au](mailto:eventsmanager@ava.com.au) for further details.

## POLICIES AND APVMA REGISTRATION

There is to be no sale or promotion of products or services that conflict with AVA policy or are unregistered products unless an application for registration has been lodged with the [APVMA](#) and it is stated on the promotional material that the product is not registered, and an application has been lodged. The conference organisers have the right to remove any products from the display that they feel are inappropriate without penalty. To view the current AVA policies, visit [ava.com.au](http://ava.com.au).

## POST OFFICE

Oasis Shopping Resort, shop 144/26 Victoria Ave, Broadbeach QLD 4218

## PROMOTIONAL TOOLKIT

To assist you with sharing your presence at the Conference, we've developed a collection of assets to assist in your marketing and promotions. You can use these on social media as indicated or in your email communications. Remember to tag the AVA and use **#AVAConference** to join the conversation! Click below:

[2022 AVA Conference Promotional Toolkit](#)

LinkedIn: [Australian Veterinary Association](#)

Instagram: [AustVetAssociation](#)

Facebook: [@AustralianVeterinaryAssoc](#)

## PUBLIC ATTENDANCE

The general public will NOT be allowed to attend the AVA Annual Conference. However, if they wish to enter the exhibition, they can register as an exhibition only attendee, priced at \$65.00 per day for AVA Members, students and new graduates and \$130.00 per day for non-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.**

## RIGGING

Please note: ALL rigging top points must be installed and removed by a GCCEC licensed rigger (charges will apply for this service).

All rigging plots must be submitted to the GCCEC for venue approval no later than 21 days prior to an event.

Please be aware that no external personnel or contractors will be permitted to commence works on any exhibition shell schemes prior to the installation of ALL rigging points and truss structures.

Please access the [Rigging Request Form](#)

## SAFETY VESTS

All organisers, contractors, exhibitors and their team members must wear safety vests and enclosed footwear in a restricted work area. A restricted work area is designated during an exhibition or production bump-in and bump-out.

Organisers, contractors or exhibitors will not be allowed entry within the construction area unless a safety vest and enclosed footwear is worn. Safety vests are available for purchase from GCCEC foyer from the vending machine for \$10 per vest.

## SATCHEL INSERTS

Working towards a sustainable conference

In 2023 we work towards phasing out the conference satchel/bag. Our first step is we are no longer accepting paper satchel inserts from our conference partners and exhibitors. We understand that our conference partners and exhibitors may wish to gift delegates instead. Although we don't want to discourage companies from including their corporate promotional items, we do encourage that they consider providing an item which is either sustainable and/or biodegradable.

## SECURITY

The GCCEC security Department operates between 6.00am and 10.00pm. Security will be onsite during these times

## SMOKING POLICY

The GCCEC is a non-smoking venue. Smoking is permitted at clearly signed designated areas outside the GCCEC. Please access the [Events Health and Safety Guidelines](#) – Section 4.04 Page 24.

## STAND CONSTRUCTION AND EXHIBITS

Please review the GCCEC [Event Toolkit](#) for further details.

All custom exhibition stands must be reviewed and approved by the AVA and GCCEC.

## SOCIAL EVENTS

Exhibitors are welcome to attend any of the social functions planned. Exhibitor Registrations must be complete by **Tuesday 19 April 2022**.

The Gala Dinner will be held at the Arena 2, Gold Coast Convention and Exhibition Centre, Thursday 26 May 2022 7.30pm – midnight. Exhibitors are entitled to two tickets to the Gala Dinner per 9sqm stand and one ticket per 4sqm stand. Additional tickets can be purchased for \$145 per person. Exhibitor Registrations must be complete by **Tuesday 19 April 2022**.

A range of other events have been organised by the AVA Special Interest Groups and details of these can be found on the social events page of the Conference website - <https://www.ava.com.au/ava-annual-conference/2022-program/social-events/>

## STAND TRACKERS

We are currently in negotiation with a range of suppliers and will provide more information shortly.

## STORAGE

[Exhibitors](#)

There will be on-site storage facilities for packing materials and boxes. 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.

## TIPS ON EXHIBITING AND ONSITE CHECKLIST

### Items for your booth

Item	
<input type="checkbox"/>	Business cards
<input type="checkbox"/>	Duct tape to tape over extension cords
<input type="checkbox"/>	Velcro dots for attaching material to the walls of your booth. (Please note that screws or any other item which may cause damage to the booths are not permitted)
<input type="checkbox"/>	Competition entry box (If you are doing an individual competition. Please note that we do not announce prizes for each booth competition)
<input type="checkbox"/>	Competition entry forms
<input type="checkbox"/>	Promotional flyers, brochures
<input type="checkbox"/>	Trolley for carting goods from your vehicle to the exhibition area
<input type="checkbox"/>	Comfortable clothes/flat shoes for set up, high-vis safety vest for bump in and out
<input type="checkbox"/>	Power boards and extension cords (must be tested and tagged prior to being onsite)
<input type="checkbox"/>	Notepad and stationery
<input type="checkbox"/>	Rubber stamp for passport competition
<input type="checkbox"/>	Blazer/cardigan/scarf to keep warm
<input type="checkbox"/>	Freebies: lollies, samples, branded items (eg: pens, notepads)
<input type="checkbox"/>	Backups of any information you might be displaying on a screen or laptop. You can either store this on a USB drive or services such as Dropbox and Google Drive offer free storage.
<input type="checkbox"/>	Wet wipes - great for if you need to quickly clean your hands or freshen up
<input type="checkbox"/>	Anti-bacterial/disinfecting wipes to clean your props/booth items if necessary



# VENUE

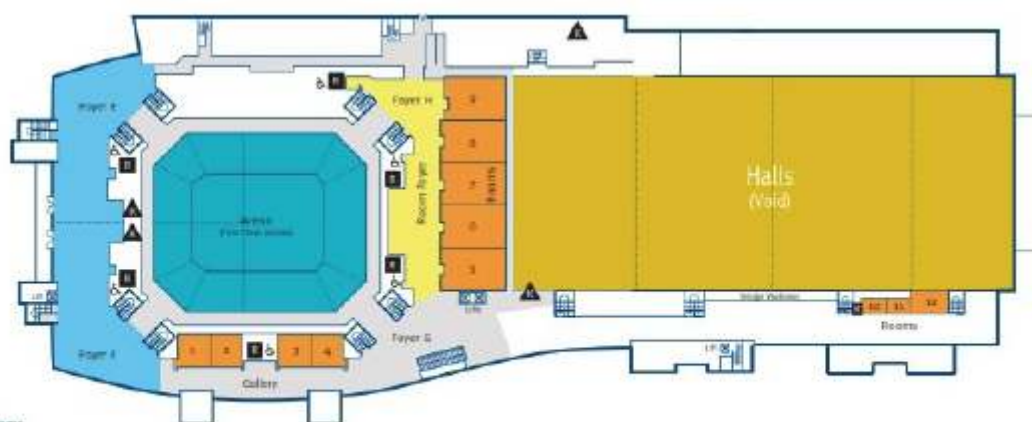
The AVA Annual Conference exhibition will be held in Halls 1-3 of the Gold Coast Convention and Exhibition Centre, 2684-2690 Gold Coast Highway, Broadbeach, QLD 4218.

Telephone: +61 (7) 5504 400

## Ground Floor



- ◆ Organisers Offices
- Public Restrooms
- ▲ Kitchens
- Green Rooms
- ♿ Disabled Restrooms



- Public Restrooms
- ▲ Kitchens
- Green Rooms
- ♿ Disabled Restrooms

## WI-FI

GCCEC offers free Wi-Fi services. Coverage extends throughout the venue. The complimentary service is suitable for email, social media and basic internet browsing. This is not suitable for streaming video such as Skype.

Maximum bandwidth of 256Kb/s per user. The actual bandwidth will be affected by the number and location of users.

Please note: The GCCEC does not manage, monitor or support the use of routers, proxy servers, DHCP servers or wireless access points on the high speed internet connection. If these devices pose a security risk to the GCCEC network or create network issues, they will be disconnected, removed or disabled. If any special service needs to be connected to the GCCEC network, this must be approved by the GCCEC Information Technology department.



Australian Veterinary Association  
Unit 40, 6 Herbert Street, St Leonards NSW 2065  
ABN: 63 008 522 85