

Exhibitor Manual

Visit the Bain Fallon Exhibitor Resources page:

[https://www.ava.com.au/bainfallon/sponsorship--
exhibition/exhibitor-resources?/](https://www.ava.com.au/bainfallon/sponsorship--exhibition/exhibitor-resources?/)



**Pullman Melbourne Albert Park
Melbourne, VIC
17-21 July 2022**



50
YEARS YOUNG
**EQUINE
VETERINARIANS
AUSTRALIA**

Celebrating 50 Years of Scientific Learning.
Collegiality & Support for Australia's Equine Vets.

THE 42nd BAIN FALLON MEMORIAL LECTURES



2022 Exhibitor & Sponsors Manual



Pullman Melbourne Albert Park

Sunday 17 – Thursday 21 July 2022

Bain Fallon Trade Exhibition will be held in Grand
Ballrooms 5, 6, 7 & Lobby

65 Queens Rd, Albert Park VIC 3004, (03) 9529 4300



Nerve Block Wetlab: Sunday 17 July 2022

Exhibition: 6.00pm Sunday 17 July – 1.45pm Thursday 21 July 2022

Scientific Program: Monday 18 – Thursday 21 July 2022

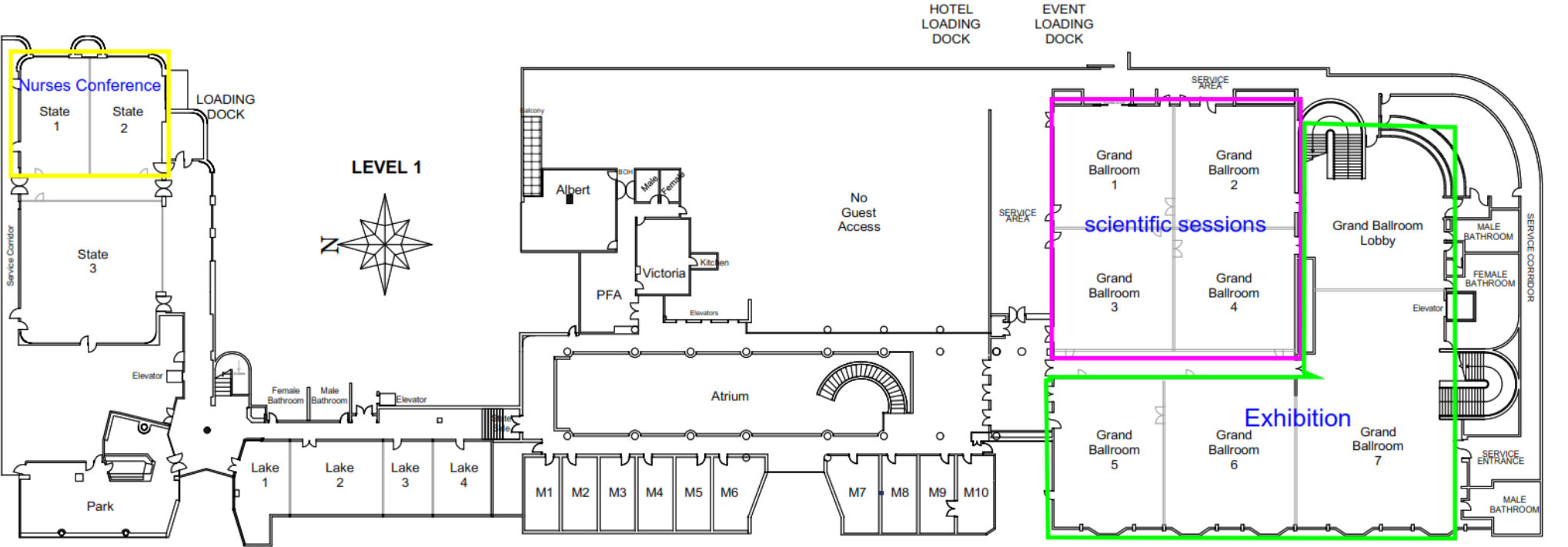
[Click here](#) for the full Conference Program

Australian Veterinary Association
Unit 40, 6 Herbert Street, St Leonards NSW 2065
ABN: 63 008 522 852

Please contact Victoria Wood victoria.wood@ava.com.au if you have any questions about this manual.

CONFERENCE FLOORPLAN

QUEENS LANE



LORNE STREET

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EXHIBITOR CHECKLIST

Description	Due Date	Form Type	✓
Custom stand design and details – please advise if you are doing a custom stand and send design to victoria.wood@ava.com.au for approval	Friday 17 June 2022	Compulsory (for custom stands)	
Company profile 150 word profile on your company Please upload to the exhibitor portal	Wednesday 15 June 2022	Compulsory	
Conference handbook advert/s Send to victoria.wood@ava.com.au	<i>Tuesday 14 June</i>	Compulsory if you are a participating sponsor/have purchased an insert	
Passport competition Confirm via Exhibitor Portal if you would like to take part and what prize you will provide	Wednesday 15 June 2022	Optional	
Indemnity agreement Read and acknowledge in Exhibitor Portal	Friday 24 June 2022	Compulsory	
Public liability insurance certificate Upload via Exhibitor Portal	Friday 24 June 2022	Compulsory	
Loading dock guidelines	Friday 24 June 2022	Compulsory for those using loading dock	
Lift access form	Friday 24 June 2022	Compulsory for those using hotel lifts for bump-in	
Third Party Contractors Submit third party contractor info for custom stands	Friday 24 June 2022	All third party contractors wishing to enter the exhibition are required to produce current Certificates of Currency for insurance, public liability and OH&S.	
Exhibitor registration Register your exhibitor passes (included with your booking plus additional to purchase)	Friday 24 June 2022	Compulsory	
Online Exhibitor Kit Complete Exponet's Online kit to confirm your stand requirements	 <i>Sent to you from Exponet once stands have been allocated</i>	Compulsory	

CONTACT LIST

AUSTRALIAN VETERINARY ASSOCIATION (AVA)

Victoria Wood, AVA Event Coordinator/Conference Secretariat

Ph: 0416 025 206

Email: victoria.wood@ava.com.au



EQUINE VETERINARIANS AUSTRALIA (EVA)

Camilla Broughton, Administration Officer – Special Interest Groups

The Australian Veterinary Association Ltd (AVA) & Equine Veterinarians Australia

Ph: T (07) 3422 5309 **M** 0416 276 875

Email: camilla.broughton@ava.com.au



PULLMAN MELBOURNE ALBERT PARK | CONFERENCE VENUE

Alekzandra Bailey, Conference & Events Coordinator

Pullman & Mercure Melbourne Albert Park

Ph: (03) 8554 2807

Email: alekzandra.bailey@accor.com

65 Queens Road Melbourne 3004



EXPONET | EXHIBITION CONTRACTOR

Ph: (02) 9645 7070

Email: esd@exponet.com.au

Website: www.exponet.com.au

<http://www.exponet.com.au/links.asp>

Address: 45 Princes Road West, Auburn, NSW 2144



GENERAL VENUE INFORMATION

Address

65 Queens Rd, Albert Park VIC 3004

(03) 9529 4300

Hotel Website:

https://all.accor.com/hotel/8788/index.en.shtml?utm_campaign=seo+maps&utm_medium=seo+maps&utm_source=google+Maps

Internet Access

Complimentary Event Wifi will be provided.

Hard wired internet is available upon request however additional charges apply.

Parking

The car park is conveniently located beneath the hotel and accessible via Lorne Street. The rate is \$32.00 (cost per exit/or per 24 hours whichever occurs first). However, please note that the car parking rates are subject to change without notification. There is one further car park near the hotel to ensure ample space is available.

COVID-19 EVENT SAFETY

The safety and wellbeing of our conference guests is paramount. Please see the AVA's event safety statement on the [AVA website](#).

In the light of the Covid-19 pandemic, Accor has introduced #ALLSAFE label which represents some of hospitality's most stringent cleaning standards. The ALLSAFE global cleanliness and prevention standards have been developed with and vetted by Bureau Veritas, a world leader in testing, inspections and certification.

PULLMAN & MERCURE MELBOURNE ALBERT PARK IS CERTIFIED WITH THE #ALLSAFE LABEL. WE HAVE INTRODUCED INTENSIFIED HYGIENE AND PREVENTING MEASURES TO ENSURE YOUR SAFETY AND COMFORT DURING YOUR STAY:

CLEANING AND HYGIENE STANDARDS

Our newly reinforced cleaning program includes frequent disinfection of all high-touch areas across our property, such as elevators and public restrooms. Our enhanced in-room cleaning program uses TGA approved disinfectant and cleaning materials.

ENHANCED TEAM MEMBER TRAINING

Training and education of our team members is a critical aspect of health and safety. Each team member has undergone a new safety and hygiene training program to help everyone develop the skills and education necessary to protect themselves and you, our guests.

GUEST PHYSICAL DISTANCING MEASURES

With a focus on safety during your stay, we have new standards of physical distancing measures throughout the hotel and specifically in our public areas. Our reception desk has partitions to

provide additional protection for our guests and staff and all payments are now contactless. In addition, individual masks, sanitisers and wipes are available from Reception should you need them.

ENHANCED FOOD SAFETY STANDARDS INCLUDING MINIBAR

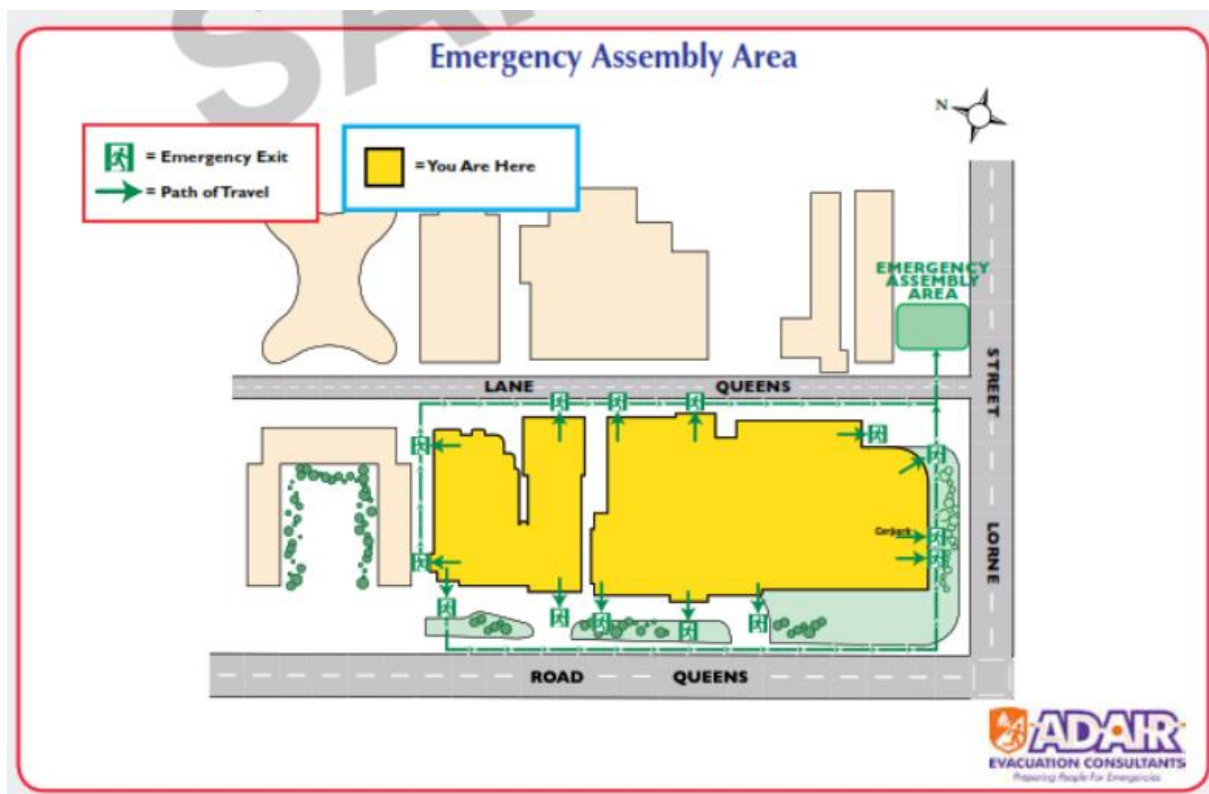
We have always cared deeply about the safety, quality and environmental impact of our food. At our hotel we have now established new, even higher standards for our food service which exceed government and local regulations. To this end, we are temporarily removing all in-room minibars as part of our enhanced hygiene process. If you wish to have your minibar stocked please contact Reception.

Our Restaurant & Bar are temporarily closed however, room service is still available for all guests. Our enhanced in room dining options include a greater variety of dishes with delicious flavours to suit your tastes and needs. Enjoy a restaurant style experience from the comfort of your room.

ALTERED MEETING SPACES

Conferences, Meetings and Events is what we do and what we are passionate about. We will be adhering to all necessary precautions, while exceeding your expectations for a successful event. We offer a variety of conference rooms that can be altered to facilitate meetings and events with physical distancing and safety measures. We have over 2,500m² of meeting space available across over 30 conference rooms making our social distancing capacity one of the most flexible in Melbourne.

EMERGENCY ASSEMBLY AREA



EXHIBITOR PORTAL INSTRUCTIONS

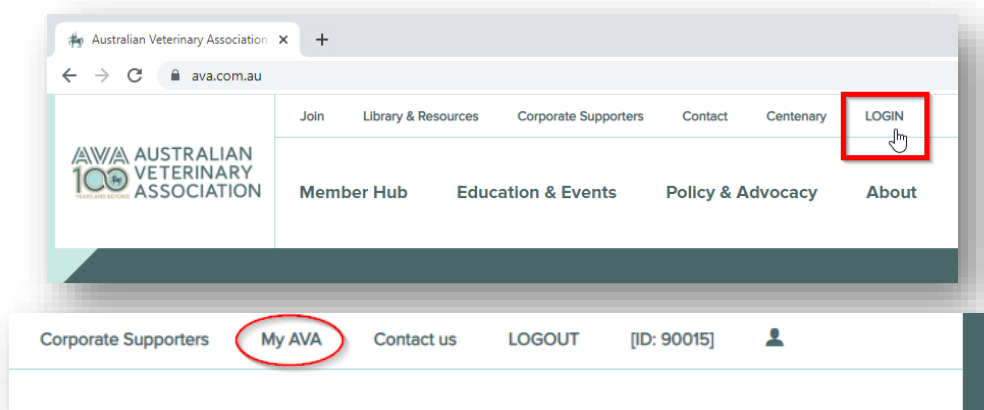
The exhibitor portal will allow you to upload information to ensure you have a successful event.

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.

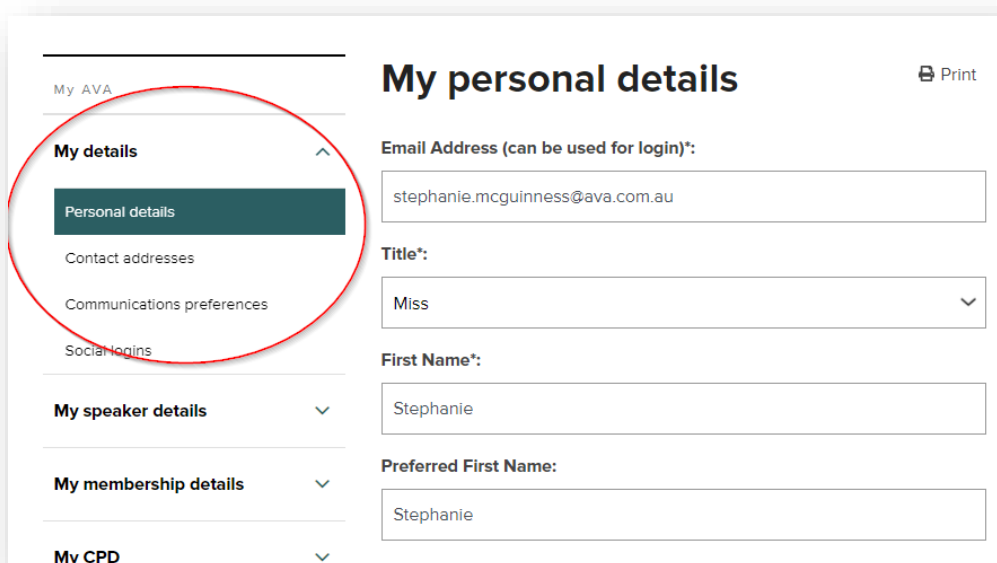
You do not use this area to register your onsite representatives, you will receive a separate email with instructions on how to register your onsite representatives.

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.

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.

My AVA

My exhibitor booking

Print

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

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 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

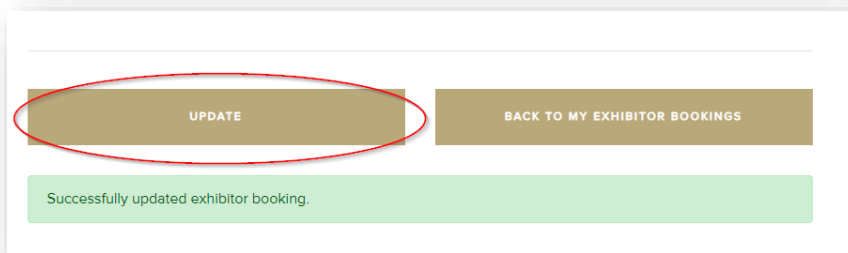
Due By: Friday, 1 April 2022

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.



EXHIBITION OPENING TIMES

Exhibitors will have access to the exhibition 30 minutes prior to opening, Monday to Thursday. On Sunday, bump in access times will apply.

Sunday 17 July 2022	6:00pm – 7:30pm (see exhibitor bump in details on page 14)
Monday 18 July 2022	9.30am - 8:30pm
Tuesday 19 July 2022	9.30am – 5.30pm
Wednesday 20 July 2022	9.30am – 6.30pm
Thursday 21 July 2022	9.30am – 3.25pm

ACCOMMODATION

Book at the Pullman or Mercure Albert Park at our special conference rates:

[Book Now - Pullman](#)

Link: <https://all.accor.com/ssr/app/accor/rates/8788/index.en.shtml?dateIn=2022-07-17&nights=5&compositions=1&stayplus=false&snu=false>

[Book Now - Mercure](#)

Link: <https://all.accor.com/ssr/app/accor/rates/8811/index.en.shtml?dateIn=2022-07-17&nights=5&compositions=1&stayplus=false&snu=false>

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 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 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.

ADVERTISING SPECIFICATIONS

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
Accepted format:			
<ul style="list-style-type: none"> • 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 			

EXHIBITION LOCATION

The 42nd Bain Fallon Memorial Lectures exhibition will be held in **Grand Ballrooms 5, 6, 7 & Lobby**

BUMP-IN SCHEDULE

SUNDAY 17 JULY 2022

SCHEDULE MAY BE SUBJECT TO CHANGE

Exhibition stand build (Exponet)	8.00am onwards
Custom build only	10.00am – 2.30pm
All other exhibitors bump in	2.30pm – 5.30pm
Registration opens	5.00pm – 7.30pm
Welcome reception in exhibition hall	6.00pm – 7.30pm

Custom build stands must be completed by 1.00pm and all other exhibitors are requested to have completed their stand set-up by 5.30pm on Sunday 17 July 2022.

All contractors must wear high visibility safety vests 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 bump in and bump out. Appropriate footwear must be worn at all times during bump in and bump out of events. No open-toe footwear (i.e. sandals, thongs etc) are permitted during these times.

Access to the loading dock is not permitted by any staff or exhibitors.

BUMP-OUT SCHEDULE

THURSDAY 21 JULY 2022

PLEASE NOTE – THE GALA DINNER IS HELD IN THE SAME ROOM AS THE EXHIBITION WHICH WILL REQUIRE A RAPID ROOM TURNAROUND. THUS THERE WILL BE A SOFT PACK-DOWN FROM LUNCHTIME.

SCHEDULE MAY BE SUBJECT TO CHANGE

Soft pack-down following lunch	1.45pm onwards
Afternoon tea	2.45pm – 3.15pm
Exhibition bump out	3.15pm – 4.00pm
Exponet to remove stands	4.05pm – 8.00pm
Gala Dinner commences	7.30pm - midnight

DELIVERIES, FREIGHT & EXHIBITOR GOODS

Delivery Box Label

Download label from <https://www.ava.com.au/bainfallon/sponsorship--exhibition/exhibitor-resources/>

All items being delivered to the hotel should be clearly marked and have the box label attached. Please mark - Attention: Alekz Bailey - on the delivery docket for easy identification at this end.

Deliveries

All incoming items for functions should arrive via the Receiving Bay in Queens Lane. It is preferred that all items arrive to the Receiving Bay between the hours of 0700am - 1500pm, Monday - Friday. Deliveries outside of these hours will need to be arranged prior to delivery.

Curfew

The Hotel is in a mixed commercial / residential area and as such must restrict heavy vehicular activity in Queens Lane. The use of trucks, forklifts, and such with reversing beeper tones will not be permitted in the lane between 2000pm – 0800am, Monday to Saturday and 2000pm – 0900am on Sundays. *This curfew applies to the use of the Grand Ballroom goods hoist, Grand Ballroom loading bay and State Loading Area.

Conference Delivery Dates and Storage of Goods

Deliveries can only be accepted no more than 2 working days prior to the event commencement date. Therefore, deliveries are allowed for this event from 14/07/2022 Deliveries will not be accepted earlier than this date without prior arrangement. Should weekend access for deliveries be required, please arrange prior to delivery.

Collection of Goods

Goods to be collected after the event should be sealed and properly addressed, again with the sender's name and contact phone number. All goods must be removed from the hotel premises or storerooms by close of business 1 working day after the conclusion of the event. Therefore all goods must be collected by the end of business on 22/07/2022 Should goods not be collected by this date they will be deemed abandoned and disposed of accordingly.

LOADING BAY AND GOODS LIFT DIMENSIONS

GRAND BALLROOM GOODS HOIST

Please note the hotel needs to be advised of any items over 500kg. Please contact alekzandra.bailey@accor.com if necessary.

Height (Ground floor to First floor): 4.65 metres

Platform Size: 3.0 metres (w) x 4.5 metres (l) x 2.6 metres (h)

Entry to Grand Ballroom Door Height: 2.3 metres

Entry to Grand Ballroom Door Width: 3.0 metres

Weight Capacity: 2,500 kg

If the items being delivered to the hotel are larger than the above measurements and you will require use of the Goods Hoist, please contact your event at the hotel on the details on page 3 to ensure access is available

GRAND BALLROOM GOODS LIFT

Height: 2.0 metres

Width: 1.1 metres

Depth: 2.5 metres

Weight Capacity: 1,600 kg

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 Thursday 23 June 2022.

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. 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.

CATERING - PROVISION OF FOOD AND BEVERAGE

Under NO circumstances are exhibitors or delegates permitted to provide food and beverage in their stand unless it is provided by the Hotel. Failure to follow this will result in confiscation of the product until the conclusion of the exhibition. All catering requirements for booths can be arranged with the Hotel Event Co-ordinator prior to the exhibition.

CHILDREN

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

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 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 **Wednesday 15 June 2022**

Example:

Provet



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

21-25 Interchange Drive, Eastern Creek NSW 2766

Tel: 02 9659 5211

Email: provetgroupmarketing@provet.com.au

Website: 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

A trade promotion lottery involves activities or events where prizes are given away through any means that include an element of chance at any stage. Trade promotion lotteries must be conducted in accordance with the regulations even if they include some skill based activities.

Businesses, charities and community organisations don't need to apply for a permit to conduct a trade promotion lottery in Victoria. If your trade promotion lottery will be conducted in other jurisdictions, it's best to check directly with the relevant regulatory authorities to ensure you meet their conditions.

While a permit isn't required, all trade promotion lotteries conducted in Victoria must comply with the conditions in the Gambling Regulation Act 2003 and Gambling Regulations 2015.

See further details:

<https://www.vcglr.vic.gov.au/gambling/lotteries/trade-promotion-lotteries/about-trade-promotion-lotteries>

CONTRACTORS

Official contractors will be appointed by the Organiser to undertake stand construction and freight forwarding plus supply furniture, electrics, telecoms and IT equipment. This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition are required to produce current Certificates of Currency for insurance, public liability and OH&S. Access will be denied without such documentation. Please ensure you provide these details via the exhibitor portal by **Friday 25 June 2021**.

DELEGATE BREAK TIMES

Exhibitor meals will be served 15 minutes before session breaks begin. This will give exhibitors time to have their meal and be back on their stand for the delegate breaks. The happy hour drinks will be held in the exhibition area to give you more time to meet and network with delegates.

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

Sunday 17 July 2022

Exhibition Opening and Welcome Drinks: **6:00 PM – 7:30 PM**

Monday 18 July 2022

Morning tea: 10:00 AM – 10:45 AM

Lunch: 11.45AM -12.45PM

Afternoon tea: 2:45 PM – 3:25 PM

Happy Hour: 5:30 PM – 6:30 PM

Vets & Industry "Connect" Night: 6:30 PM – 8:30 PM

Tuesday 19 July 2022

Morning tea: 10:00 AM – 10:45 AM

Lunch: 12:45 PM – 1:45 PM

Afternoon tea: 2:45 PM – 3:25 PM

Wednesday 20 July 2022

Morning tea: 10:00 AM – 10:45 AM
Lunch: 12:45 PM – 1:45 PM
Afternoon tea: 2:45 PM – 3:25 PM
Happy Hour: 5:30 PM – 6:30 PM

Thursday 21 July 2022

Morning tea: 10:00 AM – 10:45 AM
Lunch: 12:45 PM – 1:45PM
Afternoon tea: 2:45 PM – 3:25 PM

On Thursday 21 July the exhibition will close at 3.25PM sharp so the Ballroom can be changed over for the Gala Dinner. Please begin a “soft” pack down after lunch where possible.

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.

PLEASE NOTE – THE GALA DINNER IS HELD IN THE SAME ROOM AS THE EXHIBITION WHICH WILL REQUIRE A RAPID ROOM TURNAROUND ON THURSDAY 21 JULY AFTER LUNCH/AFTERNOON TEA.

Please begin packing up as much of your stand as possible, keeping in mind that delegates will still attend the exhibition for afternoon tea on Thursday 21 July.

Dismantling of stand fittings and displays will commence at 1:45pm. 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 1:45pm on Thursday.

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.

BANNERS, HANGING AND RIGGING

Exhibitors may hang banners only within the perimeter of their stand. No signage will be permitted on the function room walls, doors or ceilings. Any rigging component is subject to point availability and approval by the Pullman and Mercure Albert Park and EVA; and it is stand builder's responsibility to ensure adequate height availability within the build area.

EXHIBITOR REGISTRATIONS

Exhibitors will be issued with two complimentary full exhibition registrations per 6sqm stand. Please complete exhibitor registration by **Friday 24 June 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.

You will receive an email from Victoria Wood with a link and code to register your complimentary Exhibitor Passes. If you have not received this email, please contact Victoria Wood on victoria.wood@ava.com.au

You can purchase additional exhibitors passes, either weekly or day passes.

Full Week exhibitor registration - \$1,025 incl. GST

Inclusions:

- Admittance to the Bain Fallon exhibition for the full week (does not include scientific sessions)
- Morning tea, lunch and afternoon tea Monday – Thursday
- Welcome Drinks and Exhibition Opening (Sunday)
- Industry & Vets "Connect" (Monday evening)
- Happy Hours (Monday and Wednesday)
- 1 x gala dinner ticket (Thursday)

Please note that additional weekly registrations do not include entry into scientific sessions or the Tuesday Party Night (please purchase separately).

Day Exhibitor registration - \$320 incl. GST

Inclusions:

- Entry into the exhibition on the day/s registered
- Morning tea, lunch, afternoon tea on the day/s registered
- Happy Hour on the day/s registered

Please note that additional day registrations do not include entry into scientific sessions, Tuesday Party Night or the Gala Dinner (please purchase separately).

Tuesday Night Casual Dinner ticket: \$220

Additional Gala Dinner tickets: \$220

EXHIBITION AND BOOTH DETAILS

SHELL SCHEME

Exponet will provide and build all shell scheme booths.

6sqm stands

Type: White Octonorm walls

Size: 3 metres wide by 2 metres deep by 2.4 metres high

Inclusions:

- Fascia - White corflute sign with vinyl lettering. Standard booths have 1 fascia sign, corner booths have 2 fascia signs. Custom signage options are available.
- 2 x 150w spotlights
- 1 x 4amp power point

All shell scheme exhibitors are required to complete the Exponet **Online Exhibitor Kit** by **Friday 1 July 2022** to confirm your requirements. In the **Online Exhibitor Kit** you can confirm fascia, furniture and power order forms.

It is important that the Online Exhibitor Kit forms be completed by Friday 1 July 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.

If you do not receive your access to the **Online Exhibitor Kit** please contact the Exponet Exhibitor Service Department – esd@exponet.com.au.

CUSTOM STANDS

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 3.5m. Custom stands are not permitted to hang anything from the ceiling.

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.

EXPONET - EXHIBITON CONTRACTORS

ExpoNet is the preferred exhibition supplier for the exhibition and are the official exhibition contractors for shell scheme construction at the Bain Fallon Memorial Lectures 2022.

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 esd@exponet.com.au
Phone 02 9645 7070
Web www.exponet.com.au

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 via email with further details on accessing their Online Exhibitor Kit, where you can order furniture packages. We suggest you consider the layout carefully before choosing furniture to avoid overcrowding and ensuring that delegates can 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.

ExpoNet Exhibitor Services Department

Email esd@exponet.com.au
Phone 02 9645 7070
Web www.exponet.com.au

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

FORKLIFTS

One forklift will be booked by the AVA for the bump in and bump out period.

TESTING AND TAGGING

It is a legal requirement in all Exhibition area that all electrical equipment be tested and tagged. This applies to all contractors working on site and exhibitors who bring in electrical leads and appliances for their stands during exhibitions.

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 24 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 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 24 June 2022.

If an exhibitor does not have any public liability insurance to cover their presence at the Conference please contact victoria.wood@ava.com.au

LOVE IS BLIND – AVA POLICY

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 to learn more. Visit the [AVA website for the policy](#)

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.

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.

PASSPORT COMPETITION

The 42nd Bain Fallon Memorial Lectures 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, in their conference bag. 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 (complete in the exhibitor portal):

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** section available on the online exhibitor portal by **Tuesday 14 June 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 **Tuesday 14 June 2022**.

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.

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 with is either sustainable and/or biodegradable.

SOCIAL MEDIA

Follow / Visit / Share

Facebook: facebook.com/equinevetsaustralia

Instagram: @equinevetaus

Twitter: @EquineVetAus

Use the hashtag #bainfallon to join in the conversation and publicise your presence at the 42nd Bain Fallon Memorial Lectures.

SOCIAL EVENTS

Exhibitors are welcome to attend any of the social functions planned (some tickets may require purchase). Exhibitor registrations must be complete by Friday 24 June 2022.

Tuesday Night Casual Dinner

\$220 per ticket

Bain Fallon Memorial Lectures 40th Anniversary Ruby Red Gala Dinner, *sponsored by Randlab*

Grand Ballroom, Pullman Melbourne Albert Park

Two tickets are included per 6sqm stand

\$220 per additional ticket

Don your 1970s Glam and say farewell to conference week at 50 Years of EVA Gala Dinner.

Theme: Studio 54 & 70's Disco Glam

This will be a special evening of awards and entertainment as we toast a (belated) 50 years of Equine Veterinarians Australia.

SCANNERS

More information on lead generation coming soon.

Please contact Victoria Wood victoria.wood@ava.com.au if you have any questions about this manual.

Events Team Onsite for Bain Fallon



Kandy Musgrave | National
Events Manager



Victoria Wood | Events Coordinator/Primary
Contact