

# 2024 NT Conference

24-25 February 2024 | Hilton Darwin NT

*"When your gut doesn't work and your hormones screw up"*



# 2024 NT Conference

## EXHIBITOR INFORMATION MANUAL

Hilton Darwin  
32 Mitchell Street, Darwin City  
DARWIN, AUSTRALIA

**Exhibition: Saturday 24 & Sunday 25 February 2024**



### Exhibition Opening Hours

Saturday	12.00pm – 6.00pm
Sunday	8.30pm – 5.00pm

Onsite Contact:  
Kandy Musgrave  
National Events Manager  
M: 0478 398 622  
Australian Veterinary Association  
Unit 40, 6 Herbert Street, St Leonards NSW 2065  
ABN: 63 008 522 852

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## EXHIBITOR CHECKLIST

Description	Due Date	Form Type	✓
<b>Indemnity agreement</b> <i>Please read and agree to these terms during your exhibitor registration</i>	Friday 2 February 2024	Compulsory	
<b>Public liability insurance certificate – please advise if already submitted for AVA Annual Conference</b>	Friday 2 February 2024	Compulsory	
<b>Exhibitor registration</b>	Friday 2 February 2024	Compulsory	
<b>Delivery labels</b>		If Applicable	

## CONTACT LIST

### Secretariat

Kandy Musgrave – National Events Manager  
The Australian Veterinary Association Ltd (AVA)

**ON-SITE CONTACT ONLY:** 0478 398 622

**Tel:** (02) 9431 5051

**Email:** [branches@ava.com.au](mailto:branches@ava.com.au)

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

**Address:** Unit 40, 6 Herbert Street, St Leonards, NSW 2065



### Venue

Hilton Darwin

Russell Manahan | Hilton Darwin

32 Mitchell St, Darwin City NT 0800, Australia

Phone: +61 08 8980 0832

Email: [russell.manahan@hilton.com](mailto:russell.manahan@hilton.com)



### Logistics/Freight

Chris Millane

General Manager - CTL Exhibitions

Tel: 02 6622 3951 fax: 02 6621 5012

Mobile: 0411 659 598

Email: [chris@ctl.net.au](mailto:chris@ctl.net.au)

CTL Event Management - CTL Exhibitions

Divisions of Crisis Transport & Logistics Pty Ltd

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

# EMERGENCY EVACUATION PROCEDURES

## Fire Response

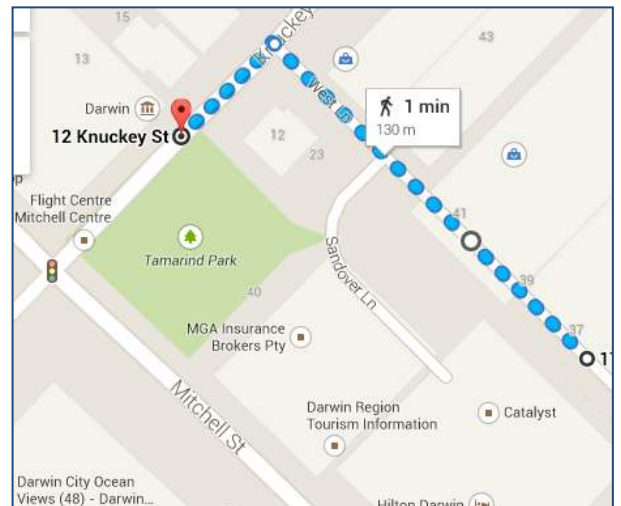
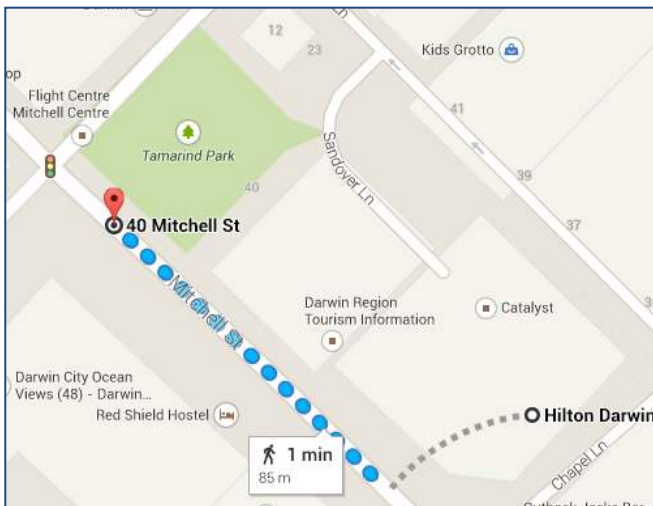
ALERT tone – Stand by for instructions  
 EVACUATION tone – immediate evacuation

Upon discovering a fire:

- R Raise the alarm (Dial 88)
- A Alert others in the area
- C Close the doors and windows
- E Extinguish if possible

## Evacuation Route

Tamarind Park, Corner of Knuckey and Mitchell St



## Fire Extinguisher Use

When using a Fire Extinguisher remember...

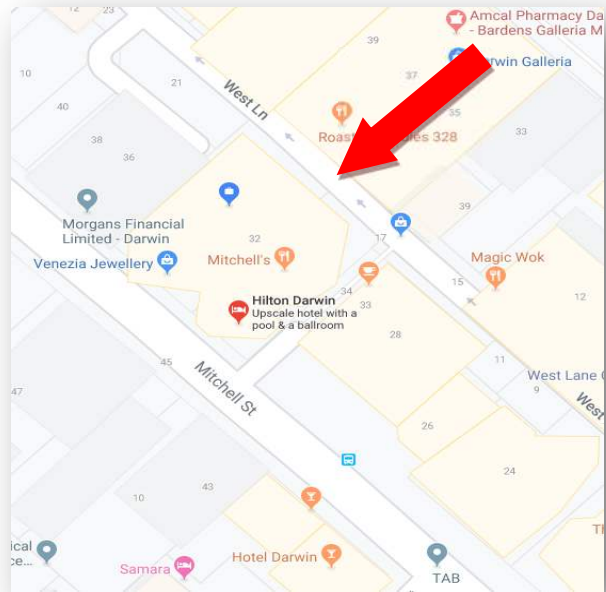
- P Pull the Pin
- A Aim the Nozzle
- S Squeeze the trigger
- S Sweep at the base of the fire

FIRE STOP (02) 6681 6000		Fire Extinguisher Rating Guide				
ID sign	Typical appearance	Extinguisher Type cylinder contains	Class A Wood, paper, textiles etc., normal combustibles	Class B Flammable liquids, petrol, paints	Class E Electrical fires	Class F Cooking oil, animal fats & vegetable oils
		<b>Dry Chemical Powder</b>	YES	YES	YES	NO
		<b>Co2 Carbon Dioxide</b>	NO	YES	YES	NO
		<b>Water</b>	YES	NO	NO	NO
		<b>Foam</b>	YES	YES	NO	NO
		<b>Wet Chemical</b>	YES	NO	NO	YES

## ACCESS – LOADING PROCEDURES

### LOADING DOCK PROCEDURES

- The loading dock can be accessed via West Lane (one way street) between 7am – 12pm on Monday to Friday.
- No trolleys are available – please supply your own
- Delivery label is provided at the end of this manual
- If you require access on Saturday or Sunday, please contact the venue directly.



# AVA POLICY – LOVE IS BLIND

## AVA Policy: Love is Blind



### Breeds of cats and dogs with exaggerated physical features in advertising

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

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

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

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

**The AVA will be enforcing this policy across all advertising**, and we ask that you make sure that all of your team involved in the exhibition are aware of our policy and the animal welfare issues involved. Any artwork containing images of dogs and cats with exaggerated features on stands or in conference collateral will be required to be removed or covered.

What this policy means for conference advertising:

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

**Dogs**

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

**Cats:**

- Persian
- Himalayan
- Burmese
- Bombay
- Burmilla
- Napoleon Munchkin
- Muniel Munchkin
- Exotic Short Hair
- Scottish Fold
- Chinchilla (Silver Persian)
- British Shorthair
- Selkirk Rex

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

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

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

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

You can also visit [www.loveisblind.org.au](http://www.loveisblind.org.au)



Examples – Most Common Breeds

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Pug



French Bulldog



Pekinese



Corgi





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Dachshund



Persian Scottish Fold



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Munchkin



**IMPORTANT:**

Any stand artwork or conference collateral that contains an image or outline of a dog or cat must be submitted to the AVA for approval at [events@ava.com.au](mailto:events@ava.com.au)

## BUMP-IN SCHEDULE

Saturday 24 February 2024	
Exhibitor move-in	9:30am
Exhibition Open	12:00pm – 6:00pm

## BUMP OUT SCHEDULE

Sunday 25 February 2024	
Afternoon tea	3.10pm – 3.40pm
Exhibitor move-out	3.40pm - 5.00pm

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

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

Goods must be collected from the venue during your designated move out period. Where suitable arrangements have not been made, the venue 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.

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.

## COMPETITIONS/TRADE PROMOTIONS

Competitions held in Northern Territory fall under Northern Territory Government. Please refer to the [Northern Territory Government – Lotteries and community gambling](#) page for further details.

## CONTRACTORS

Official contractors may be appointed by the Organiser to undertake construction 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 to [braches@ava.com.au](mailto:braches@ava.com.au) by **Friday 16 February 2024**.

## DELIVERIES AND COLLECTIONS

Hilton Darwin will accept exhibitor deliveries from Monday 19 February 2024. ALL deliveries and parcels MUST be labelled with the Delivery Label attached to this document. No responsibility will be taken for goods which are not clearly labelled. Your items must be collected directly following the conclusion of the event on Monday 26 February 2024.

## DELEGATE BREAK TIMES

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

### **Saturday 24 February 2024**

Lunch: 12.00 PM – 12.50 PM

Afternoon tea: 2.40 PM – 3.10 PM

Happy hour: 5.00 PM – 6.00 PM

**Conference Dinner – Crocosauris Cove, 7.30pm-10.30pm – ticketed event**

### **Sunday 25 February 2024**

Morning tea: 10.10 AM – 10.40 AM

Lunch: 12.20 PM – 1.30 PM

Afternoon tea: 3.10 PM – 3.40 PM

**The exhibition closes at 3.40PM on Sunday.**

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 will be held in the exhibition area to give you more time to meet and liaise with delegates.

## EXHIBITOR REGISTRATIONS

Exhibitors will be issued with a link 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.

**SPONSOR PACKAGES PLEASE CHECK THE [SPONSORSHIP PROSPECTUS](#) FOR INDIVIDUAL INCLUSIONS.**

### **EXHIBITOR INCLUSIONS PER TRADE STAND**

Benefits:

- One (1) clothed trade table and chair, with power supplied
- One (1) full exhibitor registration to the conference, includes scientific sessions
- One (1) ticket to the social event
- Entry into passport competition, exhibitor to provide prize

### **Additional Registrations and Tickets**

Additional exhibitor registrations and social event tickets will be available for purchase:

- Exhibitor registration for 1.5 days, includes scientific sessions - \$450 (inc. GST) per registration
- Social event ticket -
  - Delegates & Accompanying Guests - \$130 (inc. GST) per ticket

## FREIGHT, MATERIALS HANDLING AND EQUIPMENT

All exhibitor goods delivered to the venue will need the exhibitor label attached to each box/banner. A copy of the delivery label is attached at the end of this manual. CTL Fairs and Exhibitions is the official freight forwarder provider to the 2024 NT Conference, however you can use your own company if you wish. Please allow 7 days transit for road freight. Airfreight is also available.

CTL FAIRS & EXHIBITIONS

Chris Millane

General Manager

Tel: +61 (02) 6622 3951 fax: 02 6621 5012

Mobile: +61 (0)411 659598

Email: [chris@ctl.net.au](mailto:chris@ctl.net.au)

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

## INSURANCE, LIABILITY & INDEMNITY AGREEMENT

If you are an AVA Annual Conference exhibitor who already hold valid insurance documents for, please let the conference secretariat (Kandy Musgrave) know.

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 2 February 2024**

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 email the conference secretariat a copy of your public liability coverage by Friday 2 February 2024.**

If an exhibitor does not have any public liability insurance to cover their presence at the Conference, QBE Insurance (Australia) Limited can provide coverage upon payment of a normal premium.

## PARKING

The hotel offers Valet Parking only which is \$35.00 per day. Parking is also available at the 'West Lane Car Park' - <https://www.darwin.nt.gov.au/explore/out-and-about/find-a-facility/west-lane-car-park>

## 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).

## POWER/ELECTRICITY

All exhibition tables will have access to one power point. If you wish to use the power point, please bring an extension cable that has a valid (in date) test label.

## PROGRAM

[Click here to see the full program](#)

## SMOKING POLICY

Hilton Darwin is a non-smoking hotel, smokers may smoke at the front of the hotel (near alleyway). Please ask staff if you are unsure how to access these areas.

## SOCIAL EVENTS

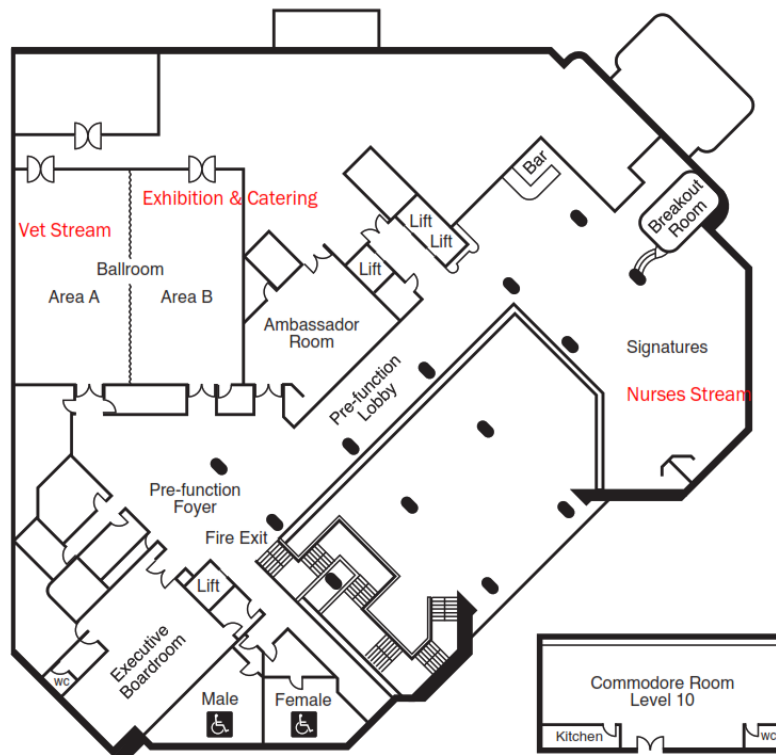
Exhibitor registrations include access to the happy hour on Saturday afternoon. If you wish to purchase a ticket to the conference gala dinner on Saturday night, please do this during your exhibitor registration using the unique link you will be provided with.

## STORAGE

Limited storage will be available at the venue. All items that are packed down after the exhibition will be moved to the loading dock for collection. AVA and Hilton Darwin takes no responsibility or liability for any item stored on the premises.

## VENUE & FLOORPLAN

The 2024 NT Division Conference exhibition will be held in the Grand Ballroom of the Hilton Darwin. The Vet Sessions will be in Ballroom A, Nurses in Signatures and the Exhibition Area in Ballroom B.



## Exhibition Floorspace Layout

Ballroom Area B—Trade tables skirted, 2 chairs and power



## SPONSORS AND EXHIBITORS





## WI-FI

Limited free wireless internet is provided by Hilton Darwin and can be accessed throughout the Venue. The service is suitable for checking emails and basic web browsing, however connections are not guaranteed due to the varying number of users connected at the one time. Wi-Fi code and login details will be provided closer to the conference.

## FREIGHT LABEL



**Attention: Alen Jose**

**Hilton Darwin  
Loading dock (of 32 Mitchell St)  
West Lane  
Darwin NT 0800**

< What the box holds i.e. course brochures >  
< Event Name and Date >

### **From:**

<Name>  
< Telephone Number >  
< Company Name >  
< Event Name >

Box 1 of