



**International Private
Practitioners Association
Physiotherapy (IPPA) Conference**

28 September – 2 October 2005

EXHIBITOR INFORMATION

Conference Office:
THE MEETING PLANNERS
91 – 97 Islington Street
COLLINGWOOD VIC 3066 AUSTRALIA
Telephone: 61 3 9417 0888 Fax: 61 3 9417 0899
Email: ippa2005@meetingplanners.com.au

IPPA 2005 Conference

28 September – 2 October 2005

Melbourne Convention Centre

CHECKLIST

	Reference	Deadline	Date Actioned
Final Payment for Exhibition Booth	Refer original Application Form/Tax Invoice	26 August, 2005	
Forward company logo and website address to Conference Office	exhibition@meetingplanners.com.au	31 July 2005	
Fascia Name Details (Shell Scheme Exhibitors Only)	Complete EHS form on Conference website	31 August 2005	
Additional Lighting / Electrics	Complete EHS form on Conference website	31 August 2005	
Furniture / Plants	Visit EHS website: www.exhibitionhire.com.au	31 August 2005	
Phone & Data Lines Loading dock services	MECC Order Form on Conference website	16 September 2005	
Exhibitor Staff Catering	Order Form at the end of this Manual	9 September, 2005	

IMPORTANT DATES, TIMES & CHECKLIST

Contractors Move-In for Build		Hours
Exhibition Hire Services	28 September, 2005	0700-1300
Custom Stand Move-In for Build	28 September, 2005	0930-1300
Exhibitor Move-In Stand Dressing		Hours
Wednesday	28 September, 2005	1300-1800
Exhibition Open Hours		Hours
Wednesday (Welcome Reception)	28 September, 2005	1830-2030
Thursday	29 September, 2005	0830-1700
Friday	30 September, 2005	0830-1700
Saturday	1 October, 2005	0830-1700
Sunday	2 October, 2005	0830-1400
Exhibitor Move-Out		Hours
Sunday	2 October, 2005	1400-1500

The organisers reserve the right to alter the hours of admission and access.

Disclaimer

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

KEY CONTACT LIST

Exhibition Organiser

The Meeting Planners
91-97 Islington Street
Collingwood VIC 3066
Australia

Tel: +61 3 9417 0888
Fax: +61 3 9417 0899
Email: exhibition@meetingplanners.com.au
Contact: Shona Kellock

Exhibition Venue

Melbourne Exhibition & Convention Centre
Cnr Spencer and Flinders Streets
Melbourne VIC 3005

Tel: +613 9235 8110
Fax: +613 9235 8121
Email: exservices@mecc.com.au
Contact: Exhibition Services Desk

Exhibition Contractor

Exhibition Hire Services
P.O Box 120
Sydney Markets NSW 2129
Australia

Tel: +61 2 9748 0033
Fax: +61 2 9748 1585
Email: maria@ehs.com.au
Contact: Maria Harris

IPPA 2005 Conference

GENERAL INFORMATION

General Information Contents

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Exhibitor Kit Attachments: Generic Exhibitor Name Badge & Additional Name Badge and Catering Ordering Form

1 Access

1.1 Exhibitors and Contractors

Access to the Melbourne Exhibition & Convention Centre (MECC) for Exhibitors and Contractors during build-up and pull-down is either via the main entrance on Spencer Street (for small hand held deliveries) or via the loading dock on corner of Siddeley and Spencer Streets (for large deliveries). For more information on loading dock operating times, see *Deliveries to the Exhibition Venue*.

1.2 Exhibitor Access on Conference Days

Exhibitor access during the Conference is via the main entrance on Spencer Street. Name badges provided by the Conference Office, are required to be worn at all times in order to gain entry to the exhibition area. Two generic company names are provided complimentary with the booth and will be available for collection onsite at the Conference Registration and Information Desk.

2 Build-up and Dismantling

Contractor access for booth build-up is from 0930hrs on Wednesday 28 September, 2005. Booths will be ready for Exhibitor stand move in / dressing from 1300hrs on Wednesday 28 September, 2005.

All booths must be completely dressed and all rubbish removed from the premises by 1800hrs Wednesday 28 September, 2005

Contractor dismantling of the booths will commence at 1500hrs Sunday 2 October, 2005. Exhibitors are advised that all equipment and materials are to be removed from booths by 1500hrs before dismantling commences.

3 Catering

Morning Tea, Lunch and Afternoon Tea is provided free of charge for two staff members working on your booth during the Conference

Additional staff catering can be provided at a cost of \$50.00 per person per day. Please complete the "**Additional Name Badge and Catering Order Form**" provided at the end of this kit or available to download from the Conference website www.ippaworld.org/conference and return no later than 9 September, 2005

4 Cleaning

Exhibitors will be responsible for cleaning their own booths. Aisles and other areas within the Exhibition will be cleaned by the MECC to ensure the Centre is presented to its five star standard.

Exhibitors can nominate to have their stands cleaned with the MECC at their own expense by completing the “**Stand Cleaning Order Form**” available to download from the exhibition page of the Conference website www.ippaworld.org/conference or by contacting the Exhibition Services Desk at the MECC: Ph: 03 9235 8110, Fax: 03 9235 8121 or Email: exservices@mecc.com.au

5 Communications

The MECC is the body responsible for organising all communication services to exhibitors. These include:

- Telephone lines
- Facsimile lines
- Modem lines
- Eftpos lines
- ISDN lines

Ordering of communication lines or internet connection needs to be ordered directly via the MECC, via the “**Communications Order Form**” available to download from the exhibition page of the Conference website www.ippaworld.org/conference or by contacting the Exhibition Services Desk at the MECC: Ph: 03 9235 8110, Fax: 03 9235 8121 or Email: exservices@mecc.com.au

6 Deliveries to the Exhibition Venue

The Organisers and the Venue will not accept any responsibility for the safety or well being of any items on, or delivered to, the site in the absence of the Exhibitor or his/her agent or contractor. Deliveries will not be permitted access to the exhibition during open hours.

No goods delivered to the MECC will be accepted prior to Monday 26 September 2005. All goods are to be delivered **only between 8:00am and 5:00pm from Monday 26 – Wednesday 28 September.**

The MECC Loading Dock supervisor will contact you prior to the event to organise a delivery time for your goods.

All deliveries must be addressed correctly to assist with the smooth delivery of goods, using the **Delivery Label** at the end of this manual

NOTE: Please ensure the delivery label is on all packages, with the following information:

Company Name & Stand Number
Contact Person with Phone Number
IPPA 2005 Conference
You Yangs Hall

Melbourne Exhibition and Convention Centre
Loading Dock – Cnr Siddeley and Spencer Streets
Melbourne VIC 3005

Please also nominate how many items are being sent on each label.

7 Electrical Equipment

All portable electrical equipment, appliances and leads must be tested and tagged by a fully qualified electrician in accordance with OH&S Regulations and AS/NZS/3000:2000 (Amended). For safety reasons, double adaptors are not to be used in the Centre.

All electrical accidents must be reported to the MECC Safety Manager.

8 Exhibitor Entitlements

The entitlements for the booking an exhibition booth include:

- Promotion as an Exhibitor at the Conference via company name listed in the Final Program
- Catering for up to 2 staff in the exhibition booth (offer extends up to a total of 4 staff for companies booking multiple stands). Please note that these name badges will not be individually personalised and will only provide access to the exhibition area. Bookings of additional badges and catering can be made via the "Additional Exhibitor Name Badges and Catering Form" at the end of this kit for \$50.00 per person per day.

9 Exhibition Contractor – Exhibition Hire Services**Fascia Signage**

The exhibitor's company name is produced in a standard format on each shell scheme fascia. You will need to complete the "Fascia Signage Confirmation Form" to notify the exhibition contractor of the company name to be used. If the exhibitor contractor does not receive this form by the due date, the company name provided on the original exhibitor booth booking form will be used. The "**Fascia Signage Confirmation Form**" is available from the Exhibition Hire Services Kit which can be downloaded from the exhibition page on the Conference website www.ippaworld.org/conference.

Furniture

Furniture is not included with the booth package. If you need to hire furniture for your stand, such as display cabinets, desks and chairs, please order through Exhibition Hire Services. A furniture catalogue and order forms are available from the Exhibition Hire Services website www.exhibitionhire.com.au

*Please note: Cartage for all exhibitor orders will be charged at 20% of order total. Please contact Exhibition Hire Services for further information.

Communications/Audio Visual

Audio-visual equipment is not included with the booth package. Audio-visual equipment is available to order from Exhibition Hire Services. A communication and audio visual catalogue and order form is available from Exhibition Hire Services website www.exhibitionhire.com.au

Lighting and Electrical Requirements

Shell Scheme booths are supplied with a spotlight and power point.

Exhibitors requiring additional lighting and electrics should complete the "**Power and Lighting Order Form**" in the Exhibition Hire Services Kit available from the exhibition page on the Conference website www.ippaworld.org/conference. Payment is required with the order form. Cash or cheque will be accepted on-site to settle accounts for electrical services provided during the exhibition.

Plants/Floral – Indoor

A wide variety of plants and flowers are available from Exhibition Hire Services. A plants/floral catalogue and order form is available from the Exhibition Hire Services website www.exhibitionhire.com.au

A full product brochure, price list and order form outlining all the above is available at www.exhibitionhire.com.au. All equipment and products are supplied by Exhibition Hire Services and enquiries should be directed to:

Exhibition Hire Services
PO Box 120, Sydney Markets
NSW 2129 Australia

Contact: Maria Harris
Tel: +61 2 9748 0033
Fax: +61 2 9748 1585
Email: maria@ehs.com.au

10 Fire Regulations

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations.

The storage of any flammable liquids or fuel within the Exhibition is not permitted.

Motor vehicles or other mechanical appliances displayed within the Exhibition venue must contain at least 80% or less than 5% fuel and be free of leaks. Vehicles must also have a fire extinguisher onboard and an oil drip tray placed on the floor under the engine bay.

Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location.

The use of LPG gas on stands shall comply with regulations available from the Centre.

Any materials used in stand construction or for display purposes must conform to the following standards:

- non-combustible and inherently non-flammable material
- durable flameproof fabric
- self-extinguishing plastic
- Plywood, hardwood, pulp board or fibreboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities

11 Insurance

Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that such goods are delivered to the Exhibition venue and such insurance should remain in force until their exhibits are removed. Exhibitors are required to take out adequate insurance cover against the kinds of risks they will incur in connection with the Exhibition, especially Public Liability, All Risks on Property, Employer's Liability and Personal Accident to Staff. In addition, exhibitors may wish to take out insurance for losses and wasted expenditure in the event of the Exhibition being abandoned or curtailed.

12 Parking

The MECC provides secure, undercover, accessible parking, 24 hours a day.

There are internal elevators and stair access from the car parks to the Convention and Exhibition facilities. Prices for both car parks are:

Early Bird Mon –Fri (in by 10am and out by 6pm)\$8.00 OR
First Hour \$5.50 with daily maximum of \$20

13 Raffles

To comply with State Gaming Laws, any companies planning to offer a raffle or similar activity should seek the appropriate advice and licence if required from the State Gaming Authority.

14 Registration Desk

The IPPA 2005 Conference Registration and Information Desk and will be located at the entry to the exhibition area and will operate during the following hours:

Wednesday, 28 September, 2005	1600-1900
Thursday, 29 September, 2005	0730-1700
Friday, 30 September, 2005	0800-1700
Saturday, 1 October, 2005	0800-1700
Sunday, 2 October, 2005	0800-1400

All exhibition and registration materials, including name badges, Conference social tickets and Conference handbook may be collected from the Registration Desk during the times listed above.

15 Security

Whilst every reasonable precaution will be taken, the organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever.

16 Stand Catering

The MECC has sole rights for the sale or distribution of any article of food and beverage, therefore no food or beverages may be brought into the Centre without the consent of the Centre's Management.

To order additional catering on your booth, please complete the "**Stand Catering Order Form**" available to download from the exhibition page of the Conference website www.ippaworld.org/conference or contact the Exhibition Services Desk at the MECC: Ph: 03 9235 8110, Fax: 03 9235 8121 or Email: exservices@mecc.com.au

17 Standard Exhibition Booth

A standard trade exhibition booth for the IPPA 2005 Conference comprises of:

- 3mx3m floor space;
- 2.5m high walls finished in white octanorm framed panels
- 2 x 150 watt track mounted spotlights
- 1 x 240V powerpoint;
- Standard fascia board with your company name

18 Storage Facilities

As limited on site storage facilities for packing materials and boxes are available, it is recommended that exhibitors keep packing materials to a minimum.

Exhibitors may not leave boxes and packing material in the Exhibition Display Area during the event.

IPPA 2005 Conference

GENERIC EXHIBITOR BADGES

Return no later than: 9 September 2005

Return this form to:

The Meeting Planners
91-97 Islington St
Collingwood, Vic 3066
Australia

Attention: Shona Kellock
Tel: +61 3 9417 0888
Fax: +61 3 9417 0899
Email: exhibition@meetingplanners.com.au

Two generic company name badges will be provided for use by your staff to wear at all times to allow access to the exhibition area during the Conference. Please note that these name badges will only contain your company name and cannot be individually personalised. Any personalised badges required will need to be supplied by yourself. Please mark below how many of these complimentary name badges you require and confirm the company name to be printed on the badge. If this form is not received, the company name provided on the booking form will be printed on the badges.

Number of Company name badges (maximum of 2)	1	2
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Booth Number: _____ Company Name: _____

Signed: _____ Date: _____

If you require more than 2 staff onsite at once to man your exhibition booth, you can purchase additional name badges at \$50.00 per day per badge. This cost covers catering and can be ordered by filling out the bottom section of this form.

ADDITIONAL EXHIBITOR NAME BADGES & CATERING

Return no later than: 9 September 2005

Return this form to: Attention: Shona Kellock, The Meeting Planners as per the contact details at the top of the form.

Please organise additional name badges for our Exhibition Staff as follows:

Day	No. of <i>additional</i> Tickets	Total
Thursday 29 September 2005	_____ @ A\$50.00 per person	\$
Friday 30 September 2005	_____ @ A\$50.00 per person	\$
Saturday 1 October 2005	_____ @ A\$50.00 per person	\$
Sunday 2 October 2005	_____ @ A\$50.00 per person	\$
TOTAL		\$

Cheque: If paying by cheque, please make payable to "IPPA 2005" and forward to the above address.

Credit Card: (3% fee will be charged for credit card payments)

Amex Bankcard Diners MasterCard Visa

Cardholder's Name _____ Expiry Date _____

Card No. _____ Signature _____

Booth Number: _____

Company Name: _____

Signed: _____ Date: _____

DELIVER TO:
**MELBOURNE CONVENTION CENTRE
LOADING DOCK**

**CNR SIDDELEY AND SPENCER STREETS
MELBOURNE VIC 3005**

NAME OF EVENT: **IPPA 2005**

DATE OF EVENT: **29 September – 2 October 2005**

ROOM/AREA FOR DELIVERY: **You Yangs Hall**

CONTACT NAME: _____

CONTACT PHONE NUMBER: _____

TOTAL NUMBER OF ITEMS: _____

ITEM NUMBER: _____

PLEASE NOTE: The Melbourne Convention Centre staff will accept goods in your absence, however the owner shall indemnify all goods as the venue will not be held liable when receiving goods for placement or storage.