



Cabot's

2017 Australian Men's Shed Association

7th National Conference | 29 September - 1 October 2017

Mantra on View Hotel | Surfers Paradise, Queensland

EXHIBITOR MANUAL



Conference Secretariat: DC Conferences Pty Ltd

Tel : 02 9954 4400 Email: mensshed2017@dcconferences.com.au

Web : www.dcconferences.com.au/mensshed2017 Twitter: www.twitter.com/AMSAConference

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Cabot's 7th National Men's Shed Conference

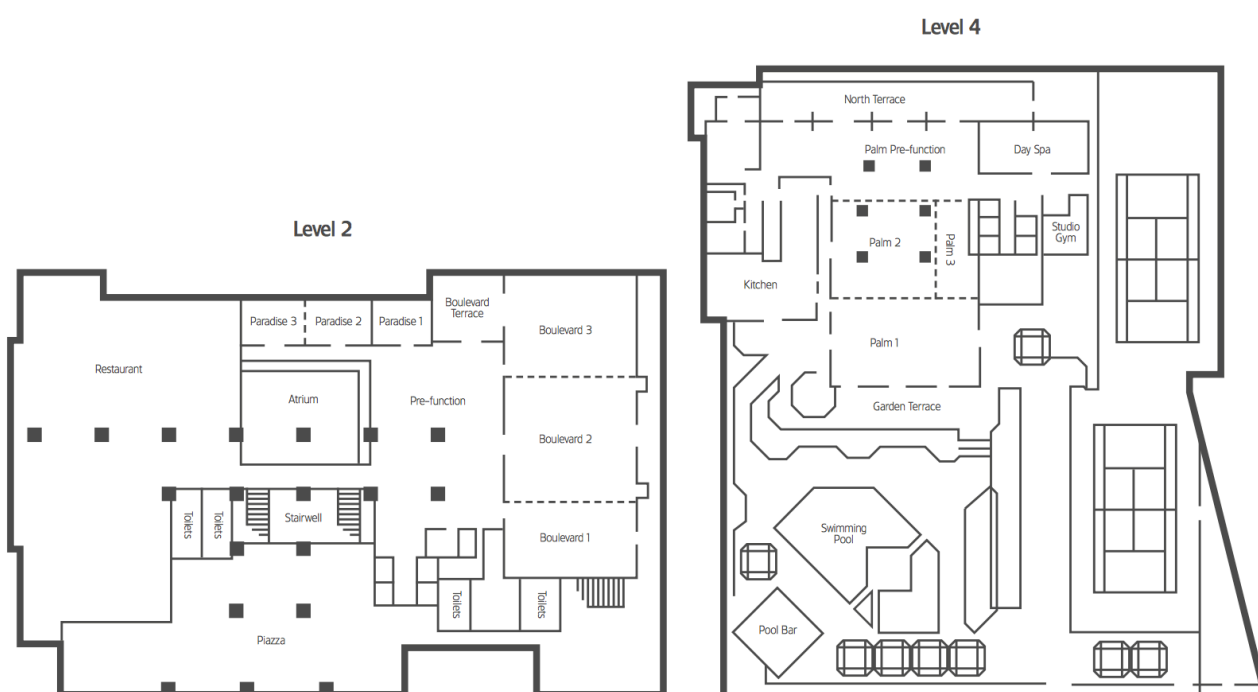
The Cabot's 2017 Australian Men's Shed Association 7th National Conference (AMSA 2017) will be held at the Mantra on View Hotel from 29 September – 1 October 2017. The exhibition area will be located in the hotel's Palm Ballroom. All morning, afternoon teas and lunches will take place in this space.

VENUE INFORMATION

1.1 ADDRESS

Mantra on View Hotel
22 View Avenue
Surfers Paradise QLD 4217

1.2 HOTEL FLOOR PLAN – CONFERENCE LEVELS



1.3 CAR PARKING

There are three parking options, valet parking at a cost of \$15 per night per car, undercover secure parking which is available in the adjacent public car park and can be paid direct to the hotel at \$8 per night per car and has a height restriction of 1.90m. Or there is also the option of street parking.

1.4 LOADING DOCK & DELIVERIES

- All deliveries must be made via the Hotel's Loading Dock (down-ramp from the Hotel's Access Driveway) off View Avenue as street unloading is not possible.
- **Deliveries will only be accepted between 07:00am to 3.00pm Monday to Friday.**
- Venue labels found on the conference website must be used and fully completed prior to the delivery being sent. Any goods that are not labeled correctly or delivered outside of the guidelines stated above may not be accepted by the venue.

https://www.dcconferences.com.au/mensshed2017/Exhibitor_Manual



- Vehicle height restriction is 3.6 metres high (exceeding this height will cause damage to the roller door on exiting; any such damage will be payable to the Hotel by the trucking company and/or their designated driver).
- **Service Lift Dimensions:**
Service Lifts are accessible only from the Basement Loading Dock area. Door Height 2230mm
Door Width – fully opened 1095mm Carriage Height 2500mm Carriage Length 2030mm Carriage Width 1500mm
Weight Capacity 1360kg

NOTE: Standard and oversized pallets DO NOT fit. Items MUST FIT the door height/width. If pallets are being 'built' Exhibitors MUST ENSURE the forks of a Crown Hand Trolley will fit in the middle of the crate/pallet – again keeping in mind the door height/width measurements.

1.5 COLLECTION

- All goods must be removed from the venue within 72 hours after exhibition bump out (**Wednesday 15 November 2017**).
- A completed consignment note must be attached to boxes for prompt collection. It is advised that exhibitors using a courier service book a pick up time with the courier company of your choice prior to bump out time.
- Consignment notes should be organised prior to the end of the event. Due to requirements for declaration of dangerous goods, consignment notes cannot be signed on exhibitors' behalf.
- If goods need to be collected urgently, please advise the venue to discuss how they can help.
- It is the exhibitor's sole responsibility to arrange return freight. If exhibitors depart the venue prior to the freight leaving the venue conference staff must be notified. Freight is left at your own risk.
- Any goods remaining at the hotel 4 days after the conclusion of the event will be deemed abandoned and will be disposed of accordingly, charges may apply. It is the responsibility of the exhibitor to bring with them any materials they require for packing their boxes at the end of the conference.

1.6 FORKLIFT OR TROLLEY USE

The Hotel has a forklift available – Terms & Conditions (for the use thereof) together with costs available upon application. Use of this must be pre-arranged or the Hotel may not be able to assist. Please note however the hotel cannot guarantee a time as the hotel forklift is used throughout the day for various courier/truck deliveries (or something to that effect).

Current operating tickets along with public liability insurance must be sighted before use approval is granted. Alternatively, qualified staff may be made available to operate the forklift. Please contact the Conference Secretariat for details. It is recommended all exhibitors provide their own trolley due to limited availability.

1.7 VEHICLES AND OTHER MACHINERY

- Vehicles must be driven in and out of the building, during bump in and bump out of an exhibition, at a walking pace.
- The weight load of the vehicle must be approved by the venue prior to the event.
- The integrity of the vehicle's fuel and oil system is to be inspected by the exhibitor or their nominated representative, before it is permitted to enter the building.
- All display vehicles and machines must be inspected daily by the exhibitor whilst it is located in the building. If a fuel system is found to be leaking, the vehicle must be removed from the building for repairs to be carried out.



- No motor in any vehicle or appliance may be started during an exhibition for demonstrations or any other purpose whilst within the venue.
- All show cars and presentation cars must have oil drip trays in place and must be provided by the exhibitor.

1.8 BANNERS AND SIGNS

Exhibitors may hang banners only within the perimeter of their stand. No signage will be permitted on the function walls, doors or ceilings.

1.9 DISPLAY AND SET UP

- No structure can be fixed to the venue structure, and must not interfere with adjacent stands.
- No equipment, fittings or materials may be placed in any aisle walkway or in such a position that the access to any designated exit is in any way obstructed.
- Materials used in stand construction and design must not be readily ignitable nor emit toxic fumes should ignition take place.
- The structure of the building must remain in the same condition as prior to set-up. Any changes to the building and property of the Mantra on View Hotel will be charged to the company at fault.

1.10 ELECTRICAL EQUIPMENT

All electrical equipment used by contractors and exhibitors must comply with current Australian Electrical Standards and Workplace Health and Safety Regulations. The Mantra on View Hotel reserves the right to refuse any equipment used by contractors, exhibitors and clients.

Points to note:

- Electrical equipment and leads must be currently tested and tagged.
- Damaged or faulty equipment will not be permitted to be used in the venue.
- Frayed electrical cables and leads will not be permitted to be used in the venue.
- The venue does not have a qualified appliance tester on site, please ensure that the above is adhered to prior to arrival to avoid potential refusal of access to power.
- Any person who suffers an electric shock from any piece of electrical equipment must report the incident to hotel staff immediately. Please refer to item 1.15 Liability.

1.11 STORAGE OF BOXES/CARTONS etc. DURING EXHIBITION

Any goods that arrive outside of the guidelines the venue have the right to decline the delivery. Materials for packaging, crates, boxes etc. should be labeled, and removed from the premises during exhibition open hours. Packing materials may only be stored at your stand if they are out of sight and must be contained within the booth area.

Due to very limited storage areas for boxes/cartons/crates etc. that may be required for the return of Trade Display Items/Equipment, Exhibitors must check with the hotel event coordinator to check if enough storage space is available. Every effort will be made to provide storage space, but not guaranteed, no responsibility will be taken if cartons/containers etc. are left without authorisation.

Note: Goods must be collected/picked up within 72 hours of Trade Pack down & must be clearly labeled & have a completed consignment note attached ready for pickup. Mantra staff will store boxes in our "Awaiting Pick up" area of the loading bay.



1.12 INSURANCE

Exhibitors should also consult their own insurance companies for suitable coverage of their exhibition merchandise and displays in respect of:

- Insuring exhibits and contents of stands against loss and damage.
- Expenses incurred due to cancellation or postponement of the exhibition.
- Additional public liability.
- Exhibitors may be required to provide proof of insurance prior to arrival at the venue.

1.13 SECURITY

Exhibitors must make provisions for the safeguarding of their goods, materials, equipment and displays at all times. Please be security conscious. Do not leave wallets, laptops, mobile telephones or any easily portable items unattended at any time in your stand. The protection of your property is your responsibility. Trade Exhibitors should also ensure they have appropriate cover for all goods whilst on the Hotel property.

1.14 INDEMNITY

You agree to hold harmless and indemnify the venue, its agents, affiliates, servants and contractors against:

- Loss or damage to any property.
- Claims by the venue or claims by any person against the venue in respect of personal injury or death arising out of or as a consequence of the Client's negligence.
- Any expenses, payments, costs (including costs of any settlement), claim, demand, action or, proceeding that may be made against or incurred by the venue arising as a result of the performance or failure to perform your obligations under the agreement.

1.15 LIABILITY

You are financially responsible for any loss or damage sustained by the resort caused by yourself (the exhibitor) or any contractor engaged by you during or after the conference. The venue does not accept responsibility or liability for any exhibitor, delegate, contractor or any other person that may sustain an injury or any other ailment whilst on the venues premises.

1.16 VENUE CONTACT

Justine Bartley, Conference and Events Executive – Mantra on View Hotel

T: +61 7 5579 1066 | E: Justine.bartley@mantra.com.au

EXHIBITION INFORMATION

2.1 EXHIBITION BUMP IN

Friday 29 September 2017

0800 - 1500: Moreton Hire install shell scheme

1500 – 1630: Exhibitor bump in and stand dressing

N.B. The exhibition will open at 1700 Friday 29 September 2017. All exhibitors must complete their bump in by 1630 to ensure there is enough time for venue staff to clean and prepare the space.

To ensure a trouble-free build, exhibitor and stand contractors must adhere to the access times specified above. Access into the exhibition space prior to the scheduled time will not be permitted. Venue staff will deliver all exhibitor goods to your stand on the day of bump in as long as all goods are clearly labelled. Venue staff will assist where necessary to aid in a speedy bump in/out.



2.2 EXHIBITION BUMP OUT

Sunday 1 October 2017

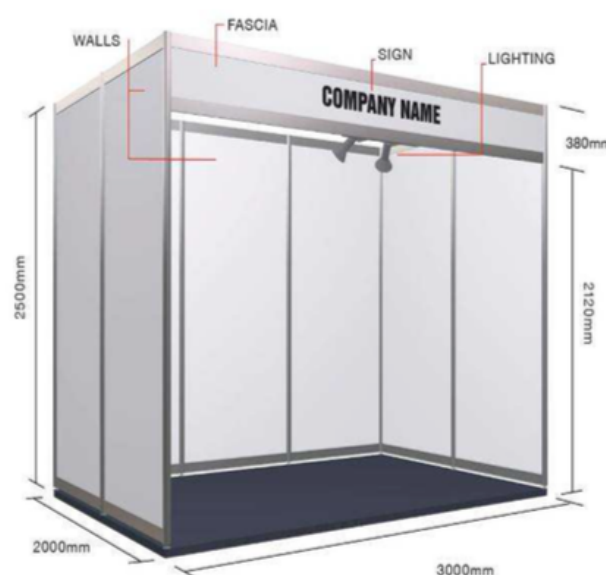
1500 – 1600: Exhibitors bump out and pack up stand items
1600 – 2359: Moreton Hire dismantle shell scheme stands

Bump out or breakdown prior to the scheduled time will only be permitted with the consent of the event organiser and the Mantra on View Hotel. No vehicle or exhibitor access to the loading dock will be granted prior to the scheduled time.

2.3 EXHIBITION SPACE

Each exhibitor will be supplied with:

ITEM	DETAILS
WALLS	2.4m (h) matt anodized aluminium frame with white laminated infill panels
FASCIA	Matt anodised aluminium frame 380mm (h) with white laminated infill.
SIGNAGE	Digitally printed board containing exhibitors name, stand number & generic event logo.
LIGHTING	2x Track spotlights per 6sqm Lights are mounted on the inside of the front fascia
POWER	1x 4amp power outlet per stand
FLOORING	Venue Carpet



N.B. Octanorm walls are not velcro compatible – blu-tac or hook and loop velcro can be used to affix posters and other materials to the walls

The conference appointed exhibition build company Moreton Hire will contact you shortly to confirm your fascia signage, order furniture and secure any other requirements for your booth.

2.4 EXHIBITION BUILD COMPANY

Moreton Hire

Claire Cheney

T: +61 07 3307 4452

E: Claire.cheney@moreton.net.au

2.5 FASCIA SIGNAGE

Your booth will have front signage for single booths and signage all round if your booth has multiple outside walls – depending on your location. Standard signage consists of up to 30 capital characters (maximum including spaces) and will be in black text unless otherwise confirmed by email.

Standard signage is complimentary as part of your booth booking. Variations to this can be arranged through the online Moreton Hire exhibitor kit.



2.6 CUSTOM BUILT STANDS

If you have indicated that you are having a custom built stand or are hiring your own exhibition company, please inform the Conference Secretariat of the name and contact details of your builder. Please forward this manual to your builder and have them contact the Conference Secretariat *before* confirming the final booth scheme. **All plans outside of the provided shell scheme must be approved by the Conference Secretariat and the Mantra on View Hotel before they can be built.**

Moreton Hire can assist with custom stand design and installation if your company wishes to upgrade from the standard shell scheme. For further information please visit the Moreton Hire online exhibitor kit.

2.9 SECURITY

The organisers and the venue cannot take responsibility for items left in the exhibition area unattended. Exhibitors are urged to remove any valuable items, such as computers, tablets and laptops from their stands outside of exhibition opening hours.

2.10 HIGH VISIBILITY CLOTHING

During bump in and bump out, all contractors and venue staff must wear Australian Standard Approved high visibility type clothing and closed toe shoes. Person(s) who do not comply will not be allowed to access the venue.

2.11 STAND CATERING

The Mantra on View Hotel has the sole catering rights to all food and beverage products. Exhibitors are not permitted to bring food and beverages into the venue from outside sources. Please contact the Conference Secretariat if you wish to order any catering for your stand.

TRADE EXHIBITION HOURS OF OPERATION

The Men's Shed Conference exhibition will be open during all meal breaks and the Welcome Reception.

Friday 29 September 2017

Welcome Drinks 1700 – 1930

Saturday 30 September 2017

Arrival Tea & Coffee 0830 – 0900

Morning tea 1030 – 1100

Lunch 1240 – 1400

Afternoon tea 1440 – 1500

Sunday 1 October 2017

Arrival Tea & Coffee 0830 – 0930

Morning tea 1030 – 1100

Lunch 1240 – 1400

Afternoon tea 1440 – 1500

The conference finishes at 1600 Sunday afternoon



REGISTRATION & ENTITLEMENTS

All trade representatives intending to represent your company at the conference are required to register. Please register your representatives online by visiting the conference website – <https://dcconferences.eventsair.com/amsa2017/registration/Site/Register>

Registration includes the Welcome Drinks, morning and afternoon teas, lunch and entrance to all conference sessions. Please register by the early bird deadline of **Tuesday 1 August 2017**.

ACCOMMODATION

Accommodation at the Mantra on View Hotel can be booked online at the time of registering. A credit card is required to secure your booking.

- Ocean View Room - \$120/night

Click on the link for more information www.dcconferences.com.au/mensshed2017/accommodation

NETWORKING FUNCTIONS

Welcome Drinks Reception, Mantra on View Hotel, in the trade exhibition

All delegates and exhibitors are invited to attend the conference Welcome Reception. This will be a fantastic opportunity to mingle and catch up with friends and colleagues to kick off the conference. Please indicate your intention to attend when you register.

Date: Friday 29 September 2017

Time: 5.00pm – 7.30pm

Dress: Casual

Additional tickets: \$50 per person

Conference Dinner, Australian Outback Spectacular

Date: Saturday 30 September 2017

Time: From 6.30pm

Dress: Smart casual

Ticket cost: \$100 per person

For further information on the social functions, please visit the conference website.

NAME BADGES

For security purposes, all exhibitors must wear name badges. These will be available from the registration desk for registered representatives only.

DISCLAIMER

Subject to any provision of the Trade Practices Act 1974 (if applicable) which can not exclude the Mantra on View Hotel and DC Conferences, these parties will not accept responsibility for damages or loss of goods and property left in the centre prior to, during or after the conference.



CONTACT DETAILS

Conference Secretariat - DC Conferences

Jessica Christy, AMSA 2017 Conference Manager

T +61 2 9954 4400

E mensshed2017@dcconferences.com.au

W www.dcconferences.com.au/mensshed2017

Moreton Hire (AMSA Conference Exhibition Builders)

Claire Cheney

T: +61 07 3307 4452 | E: Claire.cheney@moreton.net.au

Mantra on View Hotel

Justine Bartley, Conference and Events Executive

T: +61 7 5579 1066 | E: Justine.bartley@mantra.com.au

