

HOSTED BY  
THE HEARING CRC  
ASA  
AUDIOLOGY AUSTRALIA

**3-7 May 2014 Brisbane Australia**  
**[www.wca2014.com](http://www.wca2014.com)**

# **CONSEC – CONFERENCE MANAGEMENT EXHIBITOR NOTES**

XXXII World Congress of Audiology  
3 May – 7 May 2014  
Brisbane Convention & Exhibition Centre (BCEC)



Consec – Conference Management  
Aaron Neame  
Sponsorship & Exhibitor Manager  
PO BOX 3127  
BMDC ACT 2617

Telephone: + 61 2 6251 0675  
Facsimile: + 61 2 6251 0672  
Email: [audiology@consec.com.au](mailto:audiology@consec.com.au)  
Conference website: <http://www.wca2014.com/>

#### TRADE EXHIBITION CONTRACTOR

For hire of furniture, audiovisual and plants



ExpoNet (EXPO)  
Krystal Brookes

17 Lochlamey Street, Beenleigh, QLD 4207  
ExpoNet - Official Exhibition Contractor  
Phone: + 61 7 3442 4100  
Email: [krystal@exponet.com.au](mailto:krystal@exponet.com.au)

#### CONGRESS VENUE CONTACT



Brisbane Convention & Exhibition Centre  
Exhibition Services

Brisbane Australia  
Phone: + 61 7 3308 3134  
Fax: + 61 7 3308 3138  
Email: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

**THIS DOCUMENT MUST BE READ IN CONJUNCTION WITH THE  
BCEC 'EVENTS MANUAL HANDBOOK' AS WELL AS THE  
EXPONET 'EXHIBITOR INFORMATION KIT'.  
(DOCUMENTS CAN BE DOWNLOADED VIA THE WORLD CONGRESS OF  
AUDIOLOGY WEBSITE, EXHIBITOR ZONE)**

## EXHIBITOR INFORMATION

### CUSTOM BUILD BOOTHS

To arrange a custom build booth please contact ExpoNet (EXPO), Brisbane directly. See EXPO 'Exhibitor Kit' for details, via the World Congress of Audiology website, **Exhibitor Zone**.

### HIRE OF FURNITURE, AUDIOVISUAL AND PLANTS

Hiring can be booked direct with ExpoNet. For further details please see the EXPO 'Exhibitor Kit' which can be downloaded via the World Congress of Audiology website. Alternatively, call Krystal Brookes at ExpoNet on + 61 7 3442 4100 or email: [krystal@exponet.com.au](mailto:krystal@exponet.com.au)

### ADDITIONAL BOOTH CATERING

BCEC reserves sole rights for the supply, sale and distribution of all food and beverage for consumption on-site. Catering from external suppliers is not permitted without prior written consent, and catering rights charges may apply. Menus, food and beverage packages, costs and additional information are available on the booth catering menu which can be downloaded via the congress website.

BCEC can also provide buffets and coffee stations for patrons to be served and consume food and beverage. It is imperative the number and location of these are discussed and resolved with your event manager prior to preparation of floor plans and/or selling of space to exhibitors.

### DELIVERIES/COLLECTION

To assist the smooth delivery of goods to your booth within the exhibition area, we have allocated a preferred freight forwarding company - DB Schenker, for deliveries to the exhibition area. DB Schenker can assist with your delivery & storage needs - please go to the Exhibitor Zone on the website for further details and booking documents or alternatively contact Greg Northcott at DB Schenker, Phone: +61 2 9333 0418 or Email: [Gregory.Northcott@dbschenker.com](mailto:Gregory.Northcott@dbschenker.com)

Agility Fairs & Events is our in house freight logistics company and handle all freight at BCEC. Any freight enquiries should be directed to:

**Sebastian Bufalino**

Email: [agility@bcec.com.au](mailto:agility@bcec.com.au)

Telephone: 07-3308-3385 / 0419-612-895

Neither the Organisers, Venue and/or Agility will accept any responsibility for the safety or well-being of any items on, or delivered to, the site in the absence of the Exhibitor of his/her agent or contractor. All deliveries must be addressed with the attached delivery note to assist with the smooth delivery of goods.

Courier companies should be instructed to pick up post event freight from the Kitchen Dock via Glenelg Street on **Thursday 7th May 2014**. The Venue and/or Agility will not take responsibility for freight left after this time.

Forklifts and drivers are available for hire from Agility Fairs and Events. Charges apply for forklift and driver. This service is available to all Exhibitors and must be booked and paid for at least 48 hours prior to event build-up.

## LABEL

A delivery label must be affixed to each item sent to the BCEC. All labels must be marked with name of event, room/hall and date of event. The exhibitor delivery label is available on the exhibitor zone of the website.

## LOADING DOCK

All exhibitor/contractor deliveries must be sent to the BCEC's Kitchen Loading Dock with the correct exhibitor delivery label attached. This exhibitor delivery label is available on the exhibitor zone of the website.

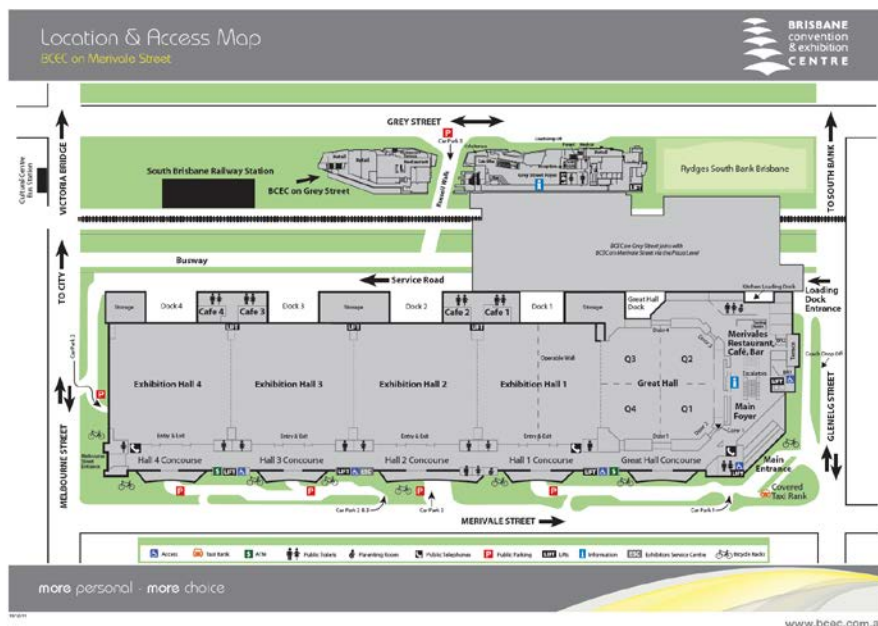
### Dock Traffic Control

BCEC will, at its discretion, provide a dock controller during move-in and move-out dates/times for events. A dock controller will coordinate the access and management of the loading docks to the Exhibition Hall 1. Your event manager will advise on provision of controller, based on the number of vehicles, deliveries, etc. The client is to ensure proper liaison with the controller to ensure unhindered access to the dock area at all times.

Vehicles may only stand temporarily on the loading dock for loading/unloading purposes and are not to be left unattended at any time.

Deliveries prior to the specified move in time will **not be accepted**.

Important note: The BCEC will **not** sign for exhibitor or contractor deliveries. This is the responsibility of your company representatives or your onsite contact during the designated move in period. Couriers requiring a signature from BCEC staff will be turned away. Please see below the loading dock directions.



For further information regarding loading dock directions and parking please see the BCEC 'Event Manual' which can be downloaded via the exhibitor zone on the website.

**IT IS OF HIGH IMPORTANCE THAT THIS INFORMATION IS FORWARDED ONTO ANY CONTRACTORS/COURIERS YOUR BUSINESS CONTRACTS WITH.**

#### BUMP-IN & BUMP-OUT DETAILS

Bump-in: Saturday 3 May 2014 from 3:00pm  
(all booths must be show ready by 1.30pm Sunday 4 May 2014)  
Exhibition Opens: Sunday 4 May 2014 1:30pm

**ALL BOOTHS MUST BE SHOW READY BY 1:30PM SUNDAY 4 MAY 2014**

Bump-out: Wednesday 7 May 2014 from 1:30pm

Access to the exhibition area for move-in will only be available during this time (unless pre-arranged through Consec - Conference Management).

#### STORAGE

Due to space restrictions, there is very limited storage available for exhibitor's onsite at the BCEC. To save disappointment or embarrassment, you will need to make arrangements to cater for storage of any crates, pallet or boxes that you might have. Please see the attached information for our preferred freight forward company, **DB Schenker**, on options for storage. Please refer all enquiries to your organiser.

#### ONSITE

Uniformed staff from ExpoNet will be installing the booths and they will be available throughout the entire move-in should adjustments need to be made. Furniture, plants, audio-visual equipment etc that have been ordered will be delivered to you at this time. Any exhibitors not requiring a standard booth must advise ExpoNet by **Wednesday 9<sup>th</sup> April**.

#### HIGH VISIBILITY CLOTHING

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

**IT IS YOUR OWN RESPONSIBILITY TO ENSURE ALL CONTRACTORS ARE NOTIFIED TO BRING THEIR OWN HIGH VISIBILITY VESTS.**

#### TELEPHONE

BCEC has an extensive communications infrastructure in place to facilitate voice, fax, data and internet solutions.

To arrange additional telecommunication services please complete the Exhibitor Services Order Form and email to: exhibitorservices@bcec.com.au.

## SECURITY

BCEC Security Officers will maintain security. Whilst every reasonable precaution is taken, the Organisers and the Brisbane Convention & Exhibition Centre accept no responsibility for any loss or damage occurring to persons or property at the exhibition.

## THE PROTECTION OF YOUR PROPERTY IS YOUR RESPONSIBILITY.

Should you require additional security for your exhibition booth, please contact Aaron Neame from Consec-Conference Management. BCEC must receive this request (14) days prior to the commencement of the event.

## EXHIBITION ASSISTANCE DURING THE CONGRESS

Should you require assistance onsite at the Congress, please see the Consec staff at the Registration Desk.

## INSURANCE

Exhibitors are strongly advised to insure goods during transit and while on display, damage/loss, however, caused, as well as public liability. In addition, the exhibitor acknowledges that World Congress of Audiology 2014 and Consec - Conference Management do not maintain insurance covering exhibitor's property and that it is the sole responsibility of the exhibitor to obtain public liability, business interruption and property damage insurance covering such loss by an exhibitor.

## LIABILITY WAIVER

In the event of industrial disruptions, the Congress and the organisers accept no responsibility for losses incurred by Congress participants. Participation in the exhibition does not imply any endorsement or approval by the World Congress of Audiology Organising Committee 2014. The committee takes no responsibility in relation to the displays, products, representatives or promotional material.

**ALL EXHIBITORS MUST HAVE CURRENT PUBLIC LIABILITY INSURANCE COVER FOR THEIR EXHIBITION BOOTH. THE CONGRESS ORGANISERS MAY REQUEST TO VIEW A CERTIFICATE OF CURRENCY.**

## DISCLAIMER

The exhibitor kit information and Congress program is correct at the time of printing. However, the organisers reserve the right to change the information where necessary without notice.

## FURTHER INFORMATION

For further information about the exhibition, please contact Aaron Neame at Consec -Conference Management via telephone + 61 2 6251 0675, facsimile + 61 6251 0672 or email [aaron@consec.com.au](mailto:aaron@consec.com.au)

## GENERAL INFORMATION

### CAR PARKING

At the BCEC there are 1,500 undercover parking spaces available at the Centre, accessed by Merivale Street.

The daily rates include:

0-2 Hours \$15.00

2-5 Hours \$18.00

5-7 Hours \$20.00

Maximum daily rate \$25.00

Over 1 day \$50.00

Motorcycle \$12.00

Early Bird enter before 9am, exit between 3pm-6pm (Mon-Fri only) \$13.00

Entry heights are as follows: Car Park one: 2.3 metres, Car Park two: 2.2 metres, Car Park three: 2 metres.

For more information on parking at the Centre please [click here](#)

### ALTERNATIVE PARKING

Parking is also available at:

- [The Parklands](#)
- [Queensland Performing Arts Centre](#)
- [Queensland Art Gallery](#)
- [Queensland Museum](#)
- [State Library of Queensland](#)

### NAME BADGES

Name badges will be provided to all registered exhibitor staff on the day of move-in. They are to be worn at all times at the Congress and Exhibition. If you misplace your name badge, please see the Consec staff at the Registration Desk for a replacement.

### DELEGATE LIST AND PROGRAM

A copy of the delegates list [including name and organisation] will be provided in your Congress satchel, which will be available for collection at the Congress registration desk on the day of move-in (Saturday 3 May 2014). The Congress Program is available at the World Congress of Audiology website at:

<http://www.wca2014.com/>

## PRIVACY LEGISLATION

Due to privacy legislation, the organisers cannot guarantee the inclusions of all participants' names on the delegates list.

## SMOKING

BCEC has a "non-smoking" policy.

## AIRPORT

Brisbane's international and domestic airports are only a 20 minute taxi ride from the city centre and the BCEC. A taxi fare from the Brisbane Airport to BCEC is approximately \$30 one way.

## TAXIS

A dedicated taxi rank is located at the main entrance of the BCEC on the Cnr Merivale and Glenelg Streets. Taxis are also accessible in other locations in the South Bank precinct including – Rydges Southbank and Mantra Southbank Hotel.

**Yellow Cabs** 132 227

**Black and White Cabs** 133 222

## WEBSITE

Please check the World Congress of Audiology website regularly for Congress updates at:

<http://www.wca2014.com/>