EXHIBITION HOURS
Sunday & Monday  08:00 – 18:00
Tuesday  08:00 – 16:00

Supporting Organisation:
GENCA
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GESA AGW 2019

Sponsor & Exhibitor Manual Introduction

The information contained in this manual has been compiled for AGW 2019 sponsor and exhibitor partners. Please note that all communication pieces will be sent to the nominated contact as listed on your application form. It is this person’s responsibility to circulate this manual to other interested parties e.g. suppliers, contractors etc.

It is each sponsors/exhibitors responsibility to ensure all documentation is read, actions are completed and deadlines are met.

This document contains a:

- Key Partner Contacts listing
- Critical Date Summary
- General information related to your participation at GESA AGW 2019

Please read this Information carefully, in conjunction with the following linked documents:

- GESA AGW 2019 Floor Plan
- Adelaide Convention Centre Exhibition Handbook
- Adelaide Convention Centre Delivery Label
- Harry The Hirer Exhibitor Manual (Space Only)
- Harry The Hirer Exhibitor Manual (Booth)
- Benefits of using Agility Fairs and Events
- Custom Stand Design Appraisal Form

Adelaide Convention Centre
Services portal Click Here to place an order for GESA AGW 2019.

If you have any questions regarding the information contained in this document or about GESA AGW 2019 in general, please contact:

Gastroenterological Society of Australia
Phone: 1300 766 176
Mobile: 0466 574 002
Email: agw@gesa.org.au
Web: www.agw2019.org.au

Alternatively, please contact the relevant person listed in ‘Key Partner Contacts’ on the next page. We are here to assist you in any way we can.

We look forward to your participation in GESA AGW 2019
GESA AGW 2019 KEY PARTNER CONTACTS

GESA AGW 2019 ORGANISERS:
Gastroenterological Society of Australia (GESA)
www.gesa.org.au

GESA EXHIBITION COORDINATOR:
Alex Charles-Ffrench, Conference and Events Manager
Phone: 1300 766 176
Mobile: 0466 574 002
Email: agw@gesa.org.au
Website: www.agw2019.org.au

KEY PARTNERS:

Adelaide Convention Centre (ACC) –
Jess Fox, Exhibitions Assistant
Phone: (61 8) 8210 6759
Email: jess.fox@avmc.com.au
Website: www.adelaidecc.com.au

Agility Fairs and Events - Official carrier and onsite logistics (forklifts & storage) provider
Dominga De La Cruz — Domestic Event Logistics Specialist
Phone: (61 2) 8875 8808
Fax: (61 3) 9330 3337
Email: DCruz@agility.com
Website: www.agility.com

Harry The Hirer – Official stand, furniture and electrical contractor
Carman Lo, Account Coordinator
Phone: +61 (0)3 9034 0512 | Mobile: 0425 781 113
Email: carmanl@harrythehirer.com.au
Website: www.harrythehirer.com.au
Ryan Pan, Custom Stands Manager
Phone: +61 (0)3 9425 8634 | Mobile: 0425 781 155
Email: ryanp@harrythehirer.com.au
Website: www.harrythehirer.com.au

Ozaccom+ - Official accommodation, registration, abstract portal
Phone: (61 7) 3854 1611 Fax: (61 7) 3854 1507
Email: ozaccom@ozaccom.com.au
Website: www.ozaccom.com.au

Remco Photography – Official Photography Partner
Phone: (61 7) 5572 7751 Mobile: 0414 705 470
Email: remco@remcophotography.com
CRITICAL DATE SUMMARY
Entitlements will be allocated to all Sponsors & Exhibitors once payment is received.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>GESA AGW 2019 Component</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>SPONSOR</strong></td>
</tr>
<tr>
<td>30 June 2019</td>
<td>Deadline for submission of sponsor and exhibition applications</td>
</tr>
<tr>
<td>1 July 2019</td>
<td>Sponsor and exhibitor entitlements portal (upload) closes for:</td>
</tr>
<tr>
<td></td>
<td>Logo</td>
</tr>
<tr>
<td></td>
<td>Company profile</td>
</tr>
<tr>
<td></td>
<td>AGW newsletter advertisement</td>
</tr>
<tr>
<td></td>
<td>Satchel insert sample (for approval)</td>
</tr>
<tr>
<td></td>
<td>Staff registrations</td>
</tr>
<tr>
<td></td>
<td>Staff dinner tickets</td>
</tr>
<tr>
<td></td>
<td>Custom built stand design drawings (for approval)</td>
</tr>
<tr>
<td>30 July 2019</td>
<td>Close of Harry the Hirer Exhibitor Forms</td>
</tr>
<tr>
<td>1 Aug 2019</td>
<td>1800 x Satchel inserts required for packing</td>
</tr>
<tr>
<td>17 Aug 2019</td>
<td>Close of Agility Transport Quote Request, Agility Materials Handling Forms &amp; all ACC orders</td>
</tr>
<tr>
<td>6 Sept 2019</td>
<td>Commencement of freight forwarding to Adelaide Convention Centre</td>
</tr>
<tr>
<td></td>
<td>Custom stand contractors staggered access*</td>
</tr>
<tr>
<td></td>
<td>Harry the Hirer build commences</td>
</tr>
<tr>
<td>7 Sept 2019</td>
<td>Ozaccom+ arrive (PM) to set-up registration desk</td>
</tr>
<tr>
<td>10 Sept 2019</td>
<td>Sponsors &amp; Exhibition Staff bump-out from 16:00</td>
</tr>
<tr>
<td></td>
<td>Harry the Hirer dismantle 17:00 – 23:00</td>
</tr>
<tr>
<td></td>
<td>Custom stand contractors dismantle 17:00 – 23:00</td>
</tr>
</tbody>
</table>

* Rear of hall stand build starts at 09:00
Middle of hall stand build starts at 11:00
Front of hall stand build starts at 13:00
SPONSOR AND EXHIBITOR ENTITLEMENTS

The following GESA AGW 2019 sponsor and exhibitor materials must be loaded onto the sponsor and exhibitor entitlements portal prior to 17:00 on Monday, 1 July, 2019.

Access to the GESA AGW 2019 sponsor and exhibitor entitlements portal will be emailed to all Sponsors and exhibitors once payment is received.

Logos

High resolution pdf’s OR eps (vector) files are preferred. Resolution: 120dpi – 200dpi @ Output Size (full size).

Company Profile

Your company profile must be loaded as a word document:

- 500 words for Platinum sponsors
- 350 words for Gold sponsors
- 200 words for Silver sponsors
- 100 words for exhibitors who have purchased 6mx6m of raw floor space
- 50 words for exhibitors who have purchased 6mx3m of raw floor space

AGW Newsletter Advertisements

Your advertisement must be loaded as a jpeg, png or gif (300 x 250):

- 2 advertisements for Platinum sponsors
- 1 advertisement for Gold sponsors
- 1 advertisement for Silver sponsors

Satchel Insert

In line with our sustainability policy this year we are moving to a Virtual Satchel to be housed on the AGW App.

All satchel inserts must be approved by GESA. Please email your satchel insert to agw@gesa.org.au.

No hard copies will be required.

Staff Registrations

All sponsor and exhibitor staff must be registered via the sponsor and exhibitor entitlements portal and wearing their personalized registration passes in order to gain entry to conference sessions and the exhibition hall. Staff endeavoring to enter these areas without a pass will be denied entry to these areas.

Additional registrations can be purchased for $100 plus GST per person per day, via the sponsor and exhibitor entitlements portal.

Wi-Fi Access

Limited Wi-Fi access will be provided for the duration of the conference.

Sponsor / Exhibitor Events or Workshops

Permission is required from GESA before approaching keynote speakers for your event or workshop.
REGISTRATION

Complimentary sponsor and exhibitor registrations will be available for pick-up at the registration desk from 08:00 on Saturday 7 September 2019. Each company will receive their total allocation in one pack under the name of the relevant company.

The GESA AGW 2019 registration desk will be located in the main foyer and open from:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Saturday, 7 September</td>
<td>08:00 – 17:00</td>
</tr>
<tr>
<td>Sunday, 8 September</td>
<td>07:00 – 18:00</td>
</tr>
<tr>
<td>Monday, 9 September</td>
<td>07:00 – 18:00</td>
</tr>
<tr>
<td>Tuesday, 10 September</td>
<td>07:00 – 17:30</td>
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</tbody>
</table>
EXHIBITION

Exhibition Floor plan
The exhibition floor plan is available [here](#). Please note catering stations will be on a rotation basis.

Exhibition Hours

<table>
<thead>
<tr>
<th>DATE</th>
<th>DURATION</th>
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</thead>
<tbody>
<tr>
<td>Sunday, 8 September 2019</td>
<td>08:00 – 18:00</td>
</tr>
<tr>
<td>Monday, 9 September 2019</td>
<td>08:00 – 18:00</td>
</tr>
<tr>
<td>Tuesday, 10 September 2019</td>
<td>08:00 – 16:00</td>
</tr>
</tbody>
</table>

Exhibition staff will have access to the exhibition area from 07:00 each morning.

Official Stand Builder
Harry the Hirer has been appointed as the official stand, furniture and electrical contractor for GESA AGW 2019. Please refer to the [Harry the Hirer Exhibitor Manual](#) for information relating to the shell stand inclusions and relevant signage, electrical and furniture order forms.

Harry the Hirer can also assist with stand upgrades and custom stand design solutions. Please contact them directly for further information and quotations.

Custom Built Stands
Custom stand design form available [here](#). Plans for custom built stands must be submitted to the GESA office via the sponsor and exhibitor entitlements portal for review and approval by Monday, 2 July, 2019. The society reserves the right to rearrange the floor plan should any custom build be seen to interfere with the space of another exhibitor.

Once GESA have approved custom stand plans, they will forward them onto the venue for their approval. In this instance, the Adelaide Convention Centre have requested that all custom stand plans show dimensions. Plans submitted without dimensions will be returned for rectification.

Height Restriction
A 5m height restriction applies to all exhibition stands and associated banners. It is a venue requirement that any stands over 3m in height must be certified by an engineer.

Contractors/Workers
All persons on-site at the Adelaide Convention Centre for an exhibition, including external contractors/laborers/hired help, must wear high-visibility safety vests at all times working within the venue during move-in and move-out of an exhibition. All contractors must sign in at the North Terrace Loading Dock, and will be given a lanyard to be worn on site at all times.

During bump-in and bump-out, all people must wear enclosed shoes due to Occupational Health and Safety requirements. Children under 15 and animals are not permitted within the Exhibition area.
# Bump-In/Bump-Out Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, 6 September 2019</td>
<td>Entrance via Foyer G &amp; H</td>
<td>09:00 – 17:00</td>
</tr>
<tr>
<td></td>
<td>Bump in, Harry the Hirer &amp; Custom Stand Builders</td>
<td></td>
</tr>
<tr>
<td>Saturday, 7 September 2019</td>
<td>Entrance via Foyer G &amp; H</td>
<td>07:00 – 17:00</td>
</tr>
<tr>
<td></td>
<td>Bump in, Custom Stand Builders &amp; Exhibitors</td>
<td></td>
</tr>
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<td>Sunday, 8 September 2019</td>
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<td>Exhibition Hours</td>
<td>08:00 – 18:00</td>
</tr>
<tr>
<td>Tuesday, 10 September 2019</td>
<td>Exhibition Hours</td>
<td>08:00 – 16:00</td>
</tr>
<tr>
<td>Wednesday, 11 September 2019</td>
<td>Bump out</td>
<td>18:00 – 21:00</td>
</tr>
<tr>
<td></td>
<td>Bump out</td>
<td>07:00 – 15:00</td>
</tr>
</tbody>
</table>

* Rear of hall stand build starts at 09:00
Middle of hall stand build starts at 11:00
Front of hall stand build starts at 13:00

Note: times may be subject to change. Exhibitors should refer to [www.agw2019.org.au](http://www.agw2019.org.au) for updates.
CATERING

Delegate Catering
Morning Tea:  10:00 – 10:30  
Lunch:  12:30 – 13:30  
Afternoon Tea:  15:30 – 16:00  

All catering will be served in the Exhibition Hall.

Staff Catering
Each day, morning and afternoon tea and a stand-up lunch will be served to sponsor and exhibitor staff within the exhibition area, 30 minutes prior to the advertised delegate schedule.

Exhibition Stand Catering
Tea/Coffee carts are permitted on Platinum Sponsor stands only and must be arranged via the ACC. Other sponsors are entitled to arrange 1 catering option per stand. Sponsors must arrange all catering items via the ACC.

No other catering is permitted on Exhibitor stands or booths.

Photography
Remco Photography has been appointed as the official GESA AGW 2019 photographers. Remco Photography can be contacted by phone (61 7) 5572 7751 mobile 0414 705 470 or via email remco@remcophotography.com.

Sponsor/Exhibitor Consumables Storage
The Adelaide Convention Centre does not provide onsite storage facilities.
Freight Forwarding/Transport/Delivery Information/Storage
Agility Fairs and Events has been appointed the official logistics provider for GESA AGW 2019.

Agility specialises in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition booth.

Agility Fairs & Events offers the following services:

► All local, interstate and international transport services including delivery onto each exhibitors’ stand at the venue.
► Storage of early consignments, packing materials during the exhibition and storage after the exhibition.
► For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor’s requirements.

Prior to GESA AGW 2019, Agility will make contact to discuss and determine your individual freight and logistics requirements. An email containing your unique login and password to the Agility Event Services Portal will automatically be sent to the designated contact, as advised by the Organiser. If you have not received the email, please contact us as soon as possible.

Alternatively, you can register by clicking on the following link: AGILITY EVENT SERVICES PORTAL - GESA AGW 2019

If you have any questions or need assistance, please contact:

Dominga De La Cruz — Domestic Event Logistics Specialist
Agility Fairs & Events, 10 Marigold Place, Milperra NSW 2214
Phone: (61 2) 8875 8808
Fax: (61 3) 9330 3337
Email: DCruz@agility.com

GESA AGW 2019 bump in / out has very tight parameters and deliveries will not be accepted at the venue earlier, we highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours.

Please refer to the insert “Benefits of using Agility” which outlines the services provided and will assist you in making an informed decision.

Onsite Materials Handling
Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Agility. Charges apply.

Please do not just assume that Agility will be onsite.

To avoid disappointment, you must complete the ONSITE MATERIALS HANDLING SERVICE REQUEST via AGILITY EVENT SERVICES PORTAL- GESA AGW 2019.

Agility will be operating a forklift service during bump in and bump out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. These are provided free of charge by the Organiser as a service to exhibitors during the following times only.

Bump-in:  
- Friday, 6 September 09:00 – 17:00
- Saturday, 7 September 07:00 – 17:00

Bump-out:  
- Tuesday, 10 September 18:00 – 21:00
- Wednesday, 11 September 07:00 – 15:00

Please see the Agility staff at the loading dock for assistance.
Storage

There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show. Agility can arrange off site storage at a cost of $66.00 per m3 or part thereof.

Exhibitors or their stand-builders requiring offsite storage during the show, must pre-book these services in advance with Agility. Charges apply.

Please do not just assume that Agility will be onsite.

To avoid disappointment, you must complete the ONSITE MATERIALS HANDLING SERVICE REQUEST, via the AGILITY EVENT SERVICES PORTAL - GESA AGW 2019.

Please note:

► If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.

► Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, cranage, forklift, porterage, clearance, delivery, storage, positioning and all other onsite service.

► Any freight not collected during the move out will be considered as “abandoned” freight. Agility will be instructed to remove prior the end of tenancy and hold in a depot. Exhibitor will be charged a fee of $176.00 to recover costs incurred. Any items left behind will be disposed of.

Why should you use Agility Fairs & Events? Refer to the Benefits of using Agility document.

Delivery Labels

If you are using your own transport company, please ensure that an official exhibitor delivery label is affixed to each item sent to the ACC. Delivery labels can be obtained here.

Venue Services

All rigging in the Exhibition Halls must be arranged and approved by the ACC. Please refer to the ACC Exhibitor Handbook for further information.

Please refer to the ACC Exhibitor Handbook for detailed information regarding all venue services and exhibitor requirements – including:

► Contractors / Workers.
► Fire and Safety Regulations.
► AV / Communication / Internet Services.
► Rigging and Lighting.
► Additional venue services and requirements.

Important Note:

Tea/Coffee carts are permitted on Platinum Sponsor stands only and must be arranged via the ACC. Other sponsors are entitled to arrange 1 catering option per stand. Sponsors must arrange all catering items via the ACC.

No other catering is permitted on Exhibitor stands or booths.

Thank you and we look forward to seeing you at GESA AGW 2019.