

# ACROSS THE DIVIDE

Medicines Management 2009 | The 35th SHPA National Conference

## Sponsor / exhibitor manual

5–8 November 2009 | Perth Convention Exhibition Centre

We have been hard at work planning Medicines Management 2009 and are very excited by the response from our sponsor's and by the fact that we received a record number of abstract submissions. The conference promises to be two days full of great networking, information, business development and fun in the wonderful city of Perth.

This manual contains everything you **NEED TO KNOW** and **NEED TO DO**. Please take the time to read all of the information provided and note all deadlines to ensure you have a hassle free event.

We thank you for your continued support of SHPA and look forward to meeting you at what promises to be an excellent conference.

# VENUE

## PERTH CONVENTION EXHIBITION CENTRE

21 MOUNTS BAY ROAD PERTH



The PCEC Exhibitor Manual can be found on the conference website.

Please take the time to carefully read this manual and familiarise yourself with the contents. It is YOUR responsibility to ensure you meet all PCEC requirements.

Please direct all exhibition enquiries to [amy.wiggers@pcec.com.au](mailto:amy.wiggers@pcec.com.au)

It is YOUR responsibility to ensure you meet ALL PCEC requirements.

### Delivery instructions

This year we have contracted Agility Fairs and Events (please see their details on page 4) to handle all deliveries for the exhibition and collections at the conclusion of the event. We strongly advise you to use this service as it will make bump in and out much easier.

If you choose not to use Agility all items must be delivered to PCEC on Thursday 5 November between 1.00pm – 5.00pm. A company representative MUST be present to sign for your goods. No PCEC, SHPA or WSM staff will sign for any goods.

Please refer to the PCEC Exhibitor Manual for delivery instructions.

### Collection instructions

All items from your exhibition booth MUST be collected between 4.00pm – 5.30pm Saturday 7 November.

There is NO storage available. NO items can be left for collection at a later date.

Please refer to the PCEC Exhibitor Manual.

## BUMP IN AND BUMP OUT

### BUMP IN SCHEDULE

#### Thursday 5 November

**0700**

Perth Expo Hire Build

**0900**

Custom Build Stand Contractors

All custom build companies must submit plans to PCEC for approval – refer to Exhibitor Manual.

**1300 – 1700**

Exhibitors move in – please ensure you have a safety vest for all staff during set up. Entry may be denied without one.

#### Friday 6 November

**0730 – 0930**

All Exhibitors set up

### BUMP OUT SCHEDULE

#### Saturday 7 November

**1545**

Exhibition closes

**1600 – 1730**

Exhibitors move out

All stands and packaging materials MUST be removed from the Exhibition Hall.

**1730**

PEH and custom build contractors dismantle

### EXHIBITION HOURS

All booths must be open and staffed during ALL exhibition opening hours.

#### Friday 6 November

**1045 – 1940**

#### Saturday 7 November

**1030 – 1545**

# REGISTRATION

Please register **ALL** delegates. Online sponsor registration is available on the conference website [www.shpamm2009.com](http://www.shpamm2009.com)

Please direct all registration enquiries to **vicki@wsm.com.au**. Please note sponsors/exhibitors **WILL NOT** be able to enter the exhibition hall on Friday 6 and Saturday 7 November if they are not wearing their name badge. There are no exceptions.

**Major sponsors are entitled to:**

4 complimentary full registrations including Wine and Nibbles on Thursday, the Welcome Reception on Friday and Breakfast and the Gala Dinner on Saturday.

**Standard sponsors are entitled to:**

1 exhibitor day registration including the Welcome Reception on Friday (does not include the wine and nibbles on Thursday or the Saturday Breakfast and Gala Dinner).

All sponsors are eligible for a discounted registration rate, which represent a large reduction from standard registration fees. The sponsor/exhibitor registration rate is \$370.00 (excluding the Wine & Nibbles on Thursday and the Saturday breakfast and Gala Dinner). Sponsors are welcome to attend all scientific sessions on Friday and Saturday.

**Catering for sponsors**

Morning and afternoon teas and lunch will be available to exhibitors 30 minutes prior to those listed in the conference handbook. This will leave you free to speak with delegates during the scheduled breaks.

Two coffee carts will operate in the exhibition room.

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## CONFERENCE HANDBOOK

**Company listing**

All sponsors are listed in the conference handbook. Please provide your company profile to **rebecca@wsm.com.au** by 21 September 2009.

**Major sponsors**

100 word company profile

**Standard sponsors**

80 word company profile

**Handbook advertisement**

All Major sponsors are entitled to a ¼ page advertisement in the conference handbook. Specifications will be provided as soon as they are available.

## EXHIBITION BOOTH, FASCIA, FURNITURE

**Perth Expo Hire** is the company building the exhibition.

Please refer to the following on the conference website:

PEH letter

PEH catalogue 2009

Fascia sign order form

Electrical order form

The entire furniture range can be found at [www.perthexpo.com.au](http://www.perthexpo.com.au)

Please direct your enquiries to **christinelim@perthexpo.com.au**

# AGILITY FAIRS & EVENTS

## FREIGHT FORWARDING / TRANSPORT / LOGISTICS

Agility Fairs and Events has been appointed as the official contractor for domestic and international freight forwarding as well as materials handling services. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged.

Prior to the exhibition, Agility will contact all exhibitors to discuss individual transport and other logistics requirements.

There will be some on-site storage facilities for packing materials and boxes. It is recommended that exhibitors organise off-site storage with their freight company for all 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 \$40.70 per CBM or part thereof.

**Agility will be operating a forklift service onsite for limited hours during the bump in and bump out.**

For those exhibitors requiring a forklift to unload / re-load, please ensure your transport company delivers / collects within the following hours only:

**MOVE IN:**

**Thursday 5 November 12pm – 5pm**

**MOVE OUT:**

**Saturday 7 November 4pm – 7pm**

If you are using Agility for transport, your goods will be delivered directly to your stand. Otherwise, the cost for forklifting is \$55 for the first 15 mins and \$50 every subsequent 15 mins or part thereof. This is payable at the time of booking.

To request a quote or to book these services, please complete and return the *Transport Request Form* provided on the conference website or for more information, please contact:

Erica D'Angelo  
Exhibition Coordinator  
Agility Fairs and Events  
T +61 3 9330 3303  
F +61 3 9330 3337  
28-32 Sky Road  
Melbourne Airport VIC 3045

**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.
- > Agility Fairs and Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, crantage, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.

Agility can arrange all local, interstate and international transport services including delivery onto each exhibitors' stand at the exhibition venue.



# IMPORTANT CONTACTS

## SHPA

**Sally Ridgers**

T 03 9486 0177

M 0438 074 348

E [sridgers@shpa.org.au](mailto:sridgers@shpa.org.au)

## PCO

**For all registration queries**

WALDRONSMITH Management

P 03 9645 6311

E [vicki@wsm.com.au](mailto:vicki@wsm.com.au)

## EXHIBITION BUILDER

**Perth Expo Hire**

Christine Lim

T 08 9475 2022

F 08 9478 3165

E [chritinelim@perthexpo.com.au](mailto:chritinelim@perthexpo.com.au)

## VENUE

**Perth Convention Exhibition Centre**

Pavilion 1

Amy Wiggers

T 08 9338 0318

F 08 9338 0309

E [amy.wiggers@pcec.com.au](mailto:amy.wiggers@pcec.com.au)

## CONFERENCE WEBSITE

[www.shpamm2009.com](http://www.shpamm2009.com)

Hopefully you now have everything you need.  
If you have any questions or concerns please contact me at:

E [sridgers@shpa.org.au](mailto:sridgers@shpa.org.au)

T 03 9486 0177

M 0438 074 348

We thank you for your continued support of The Society of Hospital Pharmacists of Australia and look forward to meeting you at what promises to be an exciting conference.

Kind regards



**Sally Ridgers**

Industry and Conference Liaison