

Australasian International Breast Congress



Australasian Society
for Breast Disease
(ASBD)



World Congress on
Controversies in Breast
Cancer (CoBrCa)



Breast Surgeons of
Australia & New Zealand
(BreastSurgANZ)

EXHIBITOR'S GUIDE





Wednesday, April 14, 2021

Dear Exhibitor,

The Australasian International Breast Congress (AIBC) will be held jointly with the Australasian Society for Breast Disease (ASBD), 6th World Congress on Controversies in Breast Cancer (CoBrCa) and Breast Surgeons of Australia and New Zealand (BreastSurgANZ) in Brisbane, Australia, October 14-16, 2021.

The exhibition manual contains important information intended for your booth construction team and booth personnel and provides answers to many key questions regarding your involvement in the AIBC 2021 exhibition.

We kindly ask that you read through the material carefully and please pass it on to all parties concerned.

Please do not hesitate to contact us for further information or assistance.

We look forward to welcoming you in Brisbane and wish you a successful congress and exhibition.

Sincerely,

Tammy Zangi
Project Manager
tammy.zangi@cg-med.com

Vanessa Fisher
Industry Liaison
Vanessa.fisher@cg-med.com

Australasian International Breast Congress (AIBC)

Brisbane, Australia, October 14-16, 2021



CONGRESS VENUE

Brisbane Convention & Exhibition Centre
Brisbane
Australia
<https://www.bcec.com.au/>

BRISBANE CONVENTION AND EXHIBITION CENTRE (BCEC)

Please also that Brisbane Convention & Exhibition Centre require all contractors, staff and exhibitors to complete an online safety induction prior to coming onsite. Please click [here](#) to complete this prior to coming onsite.

Exhibitors are offered a \$17.00 discounted daily parking rate to be redeemed at the pay stations with an event specific QR code. Please note without this QR code, exhibitors will not be eligible to receive this discounted \$17.00 rate. A list of registered exhibitors will be sent to BCEC and the exhibitors will receive the code via email.

EXHIBITION HOURS

Set-up time:

Stand builders - Pyramid Displays will begin the bump in on Thursday, October 14 from 5 am
External custom builders will need to return **Form 4** – Custom Upgrade Stand of Pyramid Displays Exhibitor Kit which will be emailed mid August 2021 (to arrange a suitable bump in time)
Soft build and exhibitor access: Thursday, October 14 from 12:00-17:00
Venue clean up: 17:00

Exhibition Hours *(subject to change)*:

Thursday, October 14, 2021 18:30-20:00 networking reception
Friday, October 15, 2021 09:00-16:30
Saturday, October 16, 2021 09:00-14:00

Dismantling time:

Saturday, October 16, 2021 14:30-21:00
All exhibitors are to leave the exhibition area by 15:30.
Pyramid Displays bump out will be from 15:30– 20:30.
Custom stand exhibitors & builders will arrange bump out details with Pyramid Displays prior to the congress starting.



Exhibition Contractor (for all furniture, audiovisual, lighting, power, upgrade & custom stand enquiries & orders)

We have proudly appointed **PYRAMID DISPLAYS** as our official Exhibition Contractor.

Pyramid Displays presents a full service exhibition experience. They are able to supply the hire of all your exhibition needs from furniture and floors, plants and audio visual equipment, extra power or lighting and stand upgrades to full custom stand design and construction.

Mid August 2021, Pyramid Displays will send you an Exhibitor Kit with options for the above as well as a request for your fascia signage requirements. This Kit will include your deadlines for signage, printed graphics, upgrade power if required & hire item orders & payment.

Whilst you wait for your Exhibitor Kit, you are welcome to visit Pyramid Displays user friendly website www.pyramiddisplays.com.au to view all hire items to assist you design your space. Please do not submit requests for quotation until you have received your exhibitor kit as this is when Pyramid Displays will be notified of your allocated booth & contact details.



3m x 3m Booth (standard size)

These would be standard 3m x 3m booths constructing from white PVC inserts in an aluminium frame.

Each booth consists of the following items:

- 3m wide x 2.5m high back wall
- 3m deep x 2.5m high side walls on closed sides
- 290mm high fascia boards on open sides
- 1 x Company signage on open sides
(Up to 30 black characters, in capitals, on white PVC panel)
- 2 x Energy efficient spotlights
- 1 x 4amp general-purpose outlet (GPO)

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FURNITURE / ACCESSORIES / ELECTRICITY

Exhibition fees cover net shell scheme only as mentioned above.

Stand equipment and services can be ordered via the official exhibition supplier.

Pyramid Displays

8 Industrial Avenue
Molendinar Queensland 4215
Australia
Telephone: 07 5522 1133
Fax: 07 5522 0744

Exhibitor Services Team

P: 07 5522 1133)
E: info@pyramiddisplays.com.au



STAND DESIGNS

Exhibitors with custom builds are required to submit a sketch of their booth for approval. Please send your stand designs to vanessa.fisher@cg-med.com. Designs are also to be submitted to <https://www.bcec.com.au/event-resources/risk-acknowledgment-safety-form/> for approval by the BCEC safety department

If you already have a preferred builder, please consider a competitive quote from our official exhibition partner **Pyramid Displays**. As specialised designers and builders and already onsite, you will most likely be provided a more suitable, perhaps inexpensive solution. For a design and/or quotation, please contact **Kelly Davies** on kelly@pyramiddisplays.com.au.

Please note: the maximum stand height for any part of the stand is **3 meters** and anything above this will need to be approved by the congress organizer and the BCEC Operations Manager.



SHIPPING (EXHIBITION AND DISPLAY MATERIAL)

FREIGHT FORWARDING / TRANSPORT / LOGISTICS

Agility Fairs & Events is the official freight forwarder and onsite logistics provider to the Australasian International Joint Breast Congress 2021.

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 doorstep 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 exhibitor's requirements.

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, to request services (included in this manual) or for more information, please contact:

Domestic & International Freight Forwarding

Agility Fairs & Events

47 Watson Drive, MELBOURNE AIRPORT VIC 3045

Tel: +61 3 9330 3303

E-mail: AIBC2021@agility.com

PLEASE NOTE:

The show bumps in on very tight parameters and deliveries will not be accepted at the venue earlier. Furthermore, all freight must be removed from the venue the same night as show close – no exceptions.

For these reasons, 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 “[F&E Australia - 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.

Please do not just assume that Agility will be onsite.

To avoid disappointment, ensure you submit your requirement via the [Agility Event Services Portal](#).

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.

Please see the Agility staff at the loading dock for assistance. FOC forklifts are operating during the following times only:

MOVE IN:

Thursday 14 October 7am – 4pm

MOVE OUT:

Saturday 16 October 2:30pm – 6:30pm

Outside of these times, forklift charges apply.

STORAGE - EMPTY PACKAGING:

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 \$60.00 ex. GST 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, ensure you submit your requirement via the [Agility Event Services Portal](#).



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, cramage, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.

Why should you use Agility Fairs & Events? Refer to the 'F&E Australia - Benefits of Using Agility' document attached.

Exhibitors are welcome to carry in their own items during the exhibition set-up hours.

**Please note car parking on the loading dock is limited to 30 minutes*

DIRECT SHIPMENTS

The venue shipping labels for **direct shipments** are available at the end of this document.

Please note that deliveries should be made to:

Great Hall Loading Dock

Brisbane Convention & Exhibition Centre

Glenelg Street

South Brisbane QLD 4101

Tel: 07 3308 3385

No goods will be accepted prior to 14 October 2021

All goods to be delivered between 7.00 am & 4.00 pm weekdays

VENUE EXHIBITOR SERVICES (INCLUDING STAND CATERING/INTERNET/UTILITIES ACCESS)

[Please click here to place an order for The Australasian International Breast Congress 2021](#)

EXHIBITOR BADGES

All exhibitors are required to be registered and will receive a badge displaying the exhibitor's name, country and exhibiting company name. Complimentary exhibitor badges enable the exhibitors to access all areas of the congress and exhibition area, including lunches and refreshments.

All participants are required to wear badges to access the congress area.

Please send exhibitor names by **September 21, 2021** to industry@aib-congress.org or vanesas.fisher@cg-med.com



REGISTRATION AND ACCOMMODATION

To register additional participants, please contact info@impactevents.com.au
Book your hotel through the AIBC website and secure attractive rates: <https://aib-congress.org/accommodation/>

EXHIBITION – RULES AND REGULATIONS

Set-up/Bump in

Exhibition set-up will take place during the hours stated previously.

Hours are subject to change.

Exhibitors are liable for all damage caused to floors, walls, and pillars during set-up, exhibition opening hours and dismantling.

No adhesive stickers and fixtures of any kind are allowed on the floors, walls and pillars.

Empty crates and packages material must be removed after set-up and all aisles must be clear to enable easy audience flow and cleaning.

Mandatory Safety vests and closed toe shoes

It's mandatory for all exhibitors to wear closed toe shoes and approved safety vests at all times during move-in and move-out periods. Vests are available for purchase on site.

Stand building

Only one level stands are permitted.

Ceiling hangings are not permitted.

All stands must be self-standing.

The use and branding of rented space cannot exceed the rented surface and space in three dimensions. The height limitation mentioned previously must be respected both for physical and visual devices.

If you already have a preferred builder, please consider a competitive quote from our official exhibition partner **Pyramid Displays**. As specialised designers and builders and already onsite, you will most likely be provided a more suitable, perhaps inexpensive solution.

Nothing may impede the free flow of delegates in the aisles; nothing may be built in the aisles; nor may furniture or equipment stand in the aisle space.



Dismantling/Bump out

The dismantling of the stands must be done during the predetermined hours. It is obligatory to collect and dispose of all material during the breakdown or dismantling of the event. When the dismantling period is over, the exhibitor loses any right to claim for losses or damage to property left behind, and any costs incurred by the venue in removing this property will be charged to the exhibitor.

Changes in size of reserved space

The Organizers reserve the right to allocate an exhibitor to a new location within the exhibition area in the event of a change in size of the reserved exhibition space.

Amendments to exhibition layout

While every effort is made to preserve the published layout of the exhibition, the Organizers are entitled to change the layout if this is in the general interest of the exhibition and the congress.

Sharing of stands & sub-letting

Exhibitors are not permitted to share with others any booth space allotted to them without prior written consent from the Organizers.

Exhibitors shall not sub-let the whole or any part of the stand allotted to them without the written consent of the Organizers.

Manning of stands

Exhibitors will be required to man their stands during the opening hours of the exhibition and must not dismantle their stands before the published dismantling time.

Disruption of other exhibits

Exhibitors may not produce noise and/or use amplification of music and/or voice which may be heard outside the space assigned to the exhibitors, or which may interfere with or be felt objectionable to attendees or other exhibitors. The Organizers reserve the right to require exhibitors to discontinue any such activity. Live presentations at the stand are not permitted without prior approval from the Organizers.

Product disclaimer

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the Organizers.

Each exhibitor is responsible for the material and information they make available at the congress. Exhibitors should only present material and information which has been approved by their legal departments and which is in compliance with the legislation of the host country of the congress.



It is the responsibility of exhibitors to address these issues and any conflicts arising from such matters directly among themselves, as the Organizers will not arbitrate in any way in legal issues of this nature.

The distribution and the mounting of advertising material outside the exhibition stand is prohibited, unless prior confirmation was given by the Organizers.

Liability

The Organizers and the congress venue cannot accept responsibility for damage caused by an exhibitor nor for loss sustained by an exhibitor. Exhibitors or their agents must not damage or deface the exhibition facility or the booths and equipment of other exhibitors. When such damage occurs, the exhibitor is solely responsible and is liable to the owner of the property.

Exhibitors must make provisions for the safeguarding of their goods, materials, equipment, and displays at all times.

Security and Insurance

The Organizers will not be held responsible for any loss or damage to exhibitors' goods and exhibitors are reminded that they should take out their own insurance to cover for this.

The exhibitors are required to take out their own insurance against risks that could be incurred in connection with the exhibition, especially liability. Coverage for risks relating to property, employer liability and personal accident to contractors or staff should also be included.

It is advised that exhibitors take out insurance for any losses and wasted expenditures in the event that the exhibition is abandoned or curtailed. Organizers are reminded that their insurance, as noted above, should take effect from the day that goods and exhibits are delivered to the venue, and should remain in effect until all items have been removed.

Fire Regulations

All exhibition areas must be sited to allow access to emergency exits and firefighting equipment. The storage of any flammable liquids of fuel within the exhibition is not permitted. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct locations.

Health and safety at work regulations

It is the responsibility of the exhibitor to ensure that his/her contractor, employees, displays and exhibits comply with the latest legislation regarding health and safe