EXHIBITOR MANUAL

australasian aquaculture

2010

AUSTRALASIAN AQUACULTURE 2010

INTERNATIONAL CONFERENCE AND TRADE SHOW

23-26 MAY 2010

Hotel Grand Chancellor, Hobart

Tasmania, Australia

TRADE SHOW SCHEDULE					
MAY 2010					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY		
23	24	25	26		
MOVE-IN 12pm – 6pm (Custom built access – stand builders only from 7am)	MOVE-IN 8am – 9:30am EXHIBITS OPEN 10:10am - 6:40pm	EXHIBITS OPEN 9:00am- 5:30pm	EXHIBITS OPEN 9:00am – 4:00pm		
WELCOME DRINKS 6:00 – 7:00pm Hotel Grand Chancellor	HAPPY HOUR 5:40pm - 6:40pm Hotel Grand Chancellor MY ISLAND HOME NETWORKING EVENT 7:30pm – 10:30pm City Hall, Hobart	GALA DINNER 7:00pm – 11:00pm Tasman Room, Wrest Point	MOVE OUT 4:00pm – 7:00pm		

COMPLETE THESE EASY STEPS

- □ 1. Check the DEADLINES
- □ 2. Make HOTEL & TRAVEL arrangements
- □ 3. Send BADGE ORDER FORM by 1 April 2010
- □ 4. Order EXHIBIT SERVICES by 1 May 2010 (late orders incur a fee)
- \Box 5. Read the SHIPPING INFORMATION
- □ 6. Read the SHOW SCHEDULE for each day

ORDER EARLY & SAVE MONEY!

Australasian Aquaculture 2010 - Conference Office PO Box 370 NELSON BAY NSW 2315 AUSTRALIA

WELCOME

Thank you for participating in **AUSTRALASIAN AQUACULTURE 2010!** This manual will help you prepare everything you need for your booth so that when the exhibit doors open, you are ready to do business!

CONTENTS

"URGENT! Action Required"

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- Badge Order Form
- □ Add-On Registration Form

1. GENERAL INFORMATION & TRAVEL

- □ Trade Show Schedule
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- Trade Soapbox
- Exhibition Floor Plan
- □ Hotels, Air Travel, Tours
- □ Airport Transportation

2. EXHIBIT SERVICES

- General Shipping Guidelines
- □ Introduction to Exhibit Services
- □ Agility Fairs & Events Shipping Information/Forms
- □ Exhibition Hire Information/Forms
- Brisbane Convention and Exhibition Centre Information/Forms
- Security, Business Centre, Messages
- Exhibitor Tips

3. RULES & REGULATIONS

- General Rules & Regulations
- □ Requirement of Liability Insurance

Questions?

AUSTRALASIAN AQUACULTURE 2010 Conference Coordinator Tel +61 437 152 234 Fax +61 2 4919 1044 Email: sarah-jane.day@aguaculture.org.au

DEADLINES

□ <u>NOW</u>

Check your booth configuration against Hotel Grand Chancellor Hobart, Rules & Regulations

Book Travel and Accommodation

Check Advertising & Sponsorship Opportunities

1 March 2010 Final Booth Payment Due (refer to Exhibit Reservation Form/Contract)

- □ 1 April 2010 Order Badges see Badge Order Form
- □ 1 May 2010 Deadline for all Exhibition Hire
- **19 May 2010** Direct shipments to Exhibit Site (Hotel Grand Chancellor Hobart) can arrive

Each booth comes with:

Walls on 3 sides, 2 Full Conference Registrations, 2 Trade Show Only Passes* Spotlights, One Power Outlet, Fascia Identification Sign The Exhibit Hall is carpeted

*N.B. Please note 2010 Trade Show Passes include entry into the Exhibit Hall only. If you require catering (morning/afternoon tea, lunch and entry to the Poster Session) you may like to purchase a Trade Show Upgrade Pass – these are available for \$180 – please contact the Conference Office to order these.

BADGE ORDER FORM

Please fill out this form to register your company personnel & send in ASAP via fax +61 2 4919 1044 or email to: sarah-jane.day@aquaculture.org.au

Free with each booth: 2 FULL CONFERENCE Registrations & 2 TRADE SHOW ONLY Passes

- FULL CONFERENCE registration includes: admittance to Sessions, Receptions (Gala Dinner ticket <u>not</u> included), Trade Show & conference materials
- TRADE SHOW ONLY registration includes: admittance to the Exhibition Hall <u>only</u> coffee and tea included (catering is available by purchasing a TRADE SHOW UPGRADE PASS - morning/afternoon tea, lunch and entry to Poster Session – contact Conference Office for further details)

Deadline: 19 April 2010 AUSTRALASIAN AQUACULTURE 2010

All badges will be available to pick up onsite at the Exhibitor Check-in desk at Registration starting on 23 May 2010 from 12pm

COMPANY NAME

Use one form <u>per booth number</u> please.

BOOTH #_____ Duplicate this form if your company has more than one booth.

2 Free FULL CONFERENCE Registrations Please print	(Titles will not be used on badges)
Full Conference Name #1	_ City
Company	_St/ProvCountry
Address	
Email	
Full Conference Name #2	_ City
Company	_St/ProvCountry
Address	
Email	

2 Free TRADE SHOW ONLY Badges Do <u>not</u> require catering with these, please contact the Co		
Passes)		
Tradeshow Only Name #3	City	
Company		
Address		
Email		
Tradeshow Only Name #4	City	
Company		
Address		·····
Email		
Additional FULL CONFERENCE or TRADE SHOW regi	strations can be purchased with	he "ADD-ON Registration" Form.
PLEASE MAKE COPIE	S OF THIS FORM AS NEED	ED

ADD-ON REGISTRATION Only

Use this form ONLY to register personnel <u>IN ADDITION TO</u> those listed on the BADGE ORDER FORM.

- FULL CONFERENCE: AUD\$695.00 /person (other than the 2 FREE that are complimentary with each booth)
- **TRADE SHOW ONLY:** AUD\$45.00 /person (other than the 2 FREE that are complimentary with each booth) please note this pass includes tea and coffee only (for additional catering contact the Conference Office for a Trade Show Upgrade Pass).

Deadline: 19 April 2010 AUSTRALASIAN AQUACULTURE 2010

All badges will be available to pick up onsite at the Exhibitor Check-in desk at Registration starting on 23 May 2010 from 12:00pm

COMPANY NAME

BOOTH #		Fax: +61 2 4919 104	4	
Please check (tick) ☑ a Make cheques payable to NAC □ VISA □ MC Card #	Australasia Aq	uaculture or include comp	lete credit card informatic Card Security # (CCV	n here: ′)
Cardholder (PRINT)		Signature		· · · · · · · · · · · · · · · · · · ·
Do <u>not</u> fill out this form if you ha			This form is for additiona	<u>I</u> badges ONLY.
	AUD\$695.00	Name		
TRADE SHOW ONLY	AUD\$45.00	Company		
		City	St/Prov	_Country
	AUD\$695.00	Name		
TRADE SHOW ONLY	AUD\$45.00	Company		
		City	St/Prov	_Country
	AUD\$695.00	Name		
□ TRADE SHOW ONLY	AUD\$45.00	Company		· · · · · · · · · · · · · · · · · · ·
		City	St/Prov	_Country
	AUD\$695.00	Name		
□ TRADE SHOW ONLY	AUD\$45.00	Company		·····
		City	St/Prov	_Country
	AUD\$695.00	Name		·····
□ TRADE SHOW ONLY	AUD\$45.00	Company		· · · · · · · · · · · · · · · · · · ·
		City	St/Prov	_Country
	PLEASE MAKE	COPIES OF THIS FORM /	AS NEEDED	

SCHEDULE					
TRADE SHOW SCHEDULE					
		2010			
SUNDAY	MONDAY	TUESDA	Y	W	EDNESDAY
3	4	5		6	
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SUNDAY 23 May Registration Open 12:00 pm - 6:00 pm EXHIBITOR MOVE-IN 12:00 pm - 6:00 pm WELCOME DRINKS 6:00 pm - 7:00 pm					
MONDAY 24 May	 EXHIBITOR MC Opening & Plen TRADE SHOW Morning Tea Sessions Lunch (provided Afternoon Tea HAPPY HOUR SESSION MY ISLAND HO NETWORKING 	ary OPEN d) / POSTER DME	8:00 am 8:30 am 10:10 am 10:40 am 12:20 pm 3:20 pm 5:40 pm 7:30 pm	-	9:30 am 10:10 am 6:40 pm 10:40 am 5:30 pm 1:40 pm 3:50 pm 6:40 pm 10:30pm
TUESDAY 25 May	 Plenary Sessions TRADE SHOW Morning Tea Lunch (provideo Afternoon Tea GALA DINNER 	((9:00 am 10:40 am 9:00 am 10:10 am 12:20 pm 3:20 pm 7:00 pm	- - -	10:10 am 5:30 pm 5:30 pm 10:40 am 1:40 pm 3:50 pm 11:00 pm
WEDNESDAY 26 May *No exhibitor may beg dismantling their exhil until the show closes 4:00 pm	bit Lunch (provideo	ال DVE-OUT	9:00 am 10:40 am 9:00 am 10:10 am 12:20 pm 3:20 pm 4:00 pm 5:30 pm	-	10:10 am 5:30 pm 4:00 pm 10:40 am 1:40 pm 3:50 pm 7:00 pm 6:00 pm

AA10 PROGRAM ADS - Reserve Your Space Now!

A limited amount of advertising space is now available for the **Australasian Aquaculture 2010 Program**. Program ads are an effective way to increase your company's success on and off the show floor as buyers refer to this directory all year. Show attendees refer to the directory constantly during the conference and an effective ad will increase your visibility tremendously!

The ads will be interspersed throughout the directory. Specifications for the ads are as follows:

Ad sizes:	Print-ready
Full page (275 mm high x 190 mm wide)	AUD\$1100
Half page (132.5 mm high x 190mm wide)	AUD\$550

Specifications: The directory ads will be printed in greyscale only, 300dpi at 100%, no bleeds. Please supply ad copy in electronic format; we accept finished artwork in the following digital formats: PDF, TIF, EPS, PSD in either MAC or PC formats. Email your artwork to <u>sarah-jane.day@aquaculture.org.au</u> or post a CD to Australasian Aquaculture 2010, PO Box 370, Nelson Bay NSW 2315, Australia.

Position: Will be at the discretion of Australasian Aquaculture 2010.

Deadlines: Place ad order (insertion order) 1 March 2010.

Camera-ready copy must be received by 1 April 2010.

Payment: Total amount due with insertion order.

SPONSORSHIP OPPORTUNITIES - Call Now!

Your company can gain valuable exposure as the sponsor of a Conference event. *Sponsorship can be shared with another company.*

The following opportunities are still available:

Welcome DrinksSatchel InsertsNetworking EventPoster Session/Happy HourSession SponsorshipGala DinnerConference Abstracts CD RomConference SatchelsProduct Sponsor

Please contact Conference Coordinator Sarah-Jane Day to discuss Sponsorship Opportunities: sarah-jane.da@aquaculture.org.au 0437 152 234

___Yes, I would like to run a Directory Ad. Ad size: __Full Page __Half Page

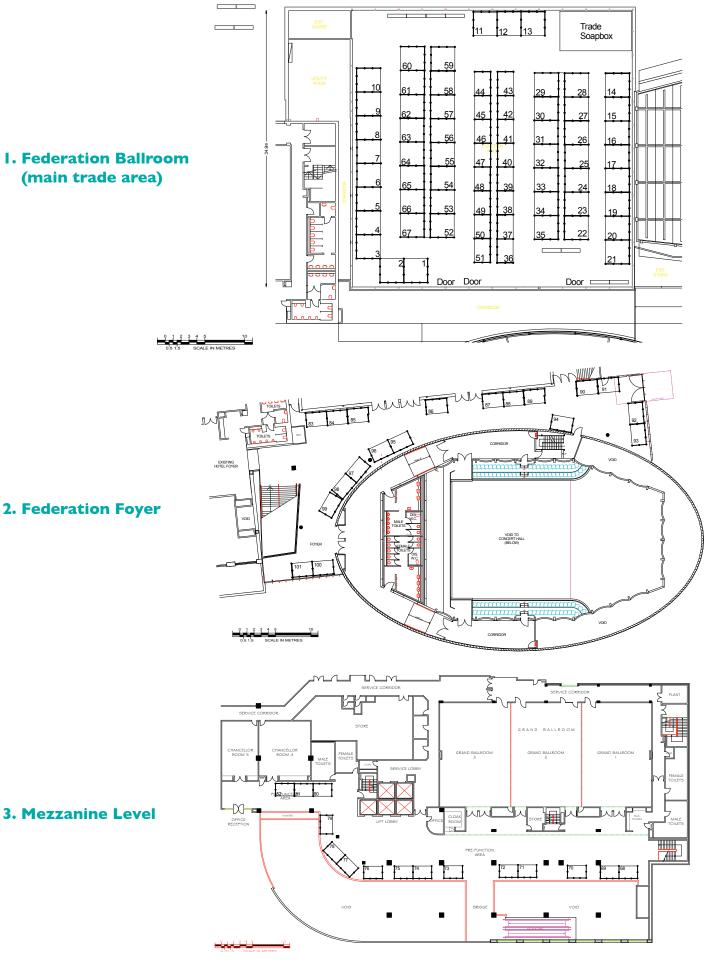
Yes, I would like to sponsor an event at the show: I am interested in the opportunities circled above.

Company Name:	Contact Name:
Telephone:	_Fax:

Return this form to: Australasian Aquaculture 2010 Conference Coordinator PO Box 370 NELSON BAY NSW 2315 AUSTRALIA Fax: +61 2 4919 1044 The Trade Soapbox is a new initiative for 2010; it will take place at the far end of the main trade area in the Federation Ballroom. Exhibitors will take to the platform for a brief oral presentation to highlight the products and/or services they have on offer at Australasian Aquaculture 2010. A limited amount of seating will also be available in the Trade Soapbox area. Presentation slots have been offered during high traffic times.

Only a limited number of Trade Soapbox presentation slots were made available for 2010. These spaces have gone to the first fifteen exhibitors to book and pay. For those exhibitors who secured a Trade Soapbox presentation slot, advice on presentation times will be sent out early 2010. For any queries in relation to the Trade Soapbox, please contact the Conference Office.

Mario Stael, AA2010's Trade Show Manager will be on-hand throughout the duration of the show to assist with your Trade Soapbox presentation enquiries.



Catering stations for Morning/Afternoon Tea and Lunch will be positioned in each of the three trade areas.

HOTEL, AIR TRAVEL, TOURS

GREAT HOTEL RATES FOR YOU!

For conference accommodation, contact the Conference Accommodation and Travel Coordinator:

Conference Plus

Phone: +61 3 9330 2813

Email: info@conferenceplus.com.au

Conference online link:

https://www.secureregistrations.com/AA10

Special rates have been negotiated for Australasian Aquaculture 2010 exhibitors and delegates. To view the full list of options or book accommodation, please do so at the link above. Hotel, studio and apartment options are available.

A full range of pre and post tours have also been arranged.

AIRPORT TRANSPORTATION

The closest airport is Hobart Airport. The Domestic Terminal is conveniently located, just 15 kilometres or 20 minutes from the city centre. You can take taxis or shuttle buses from the airport.

GENERAL SHIPPING GUIDELINES

Avoid problems and extra expense -- PLAN EARLY - SHIP EARLY

OFFICIAL FREIGHT FORWARDER:

Agility Fairs & Events.

Agility Fairs & Events is the recommended freight forwarder for domestic and international freight for <u>AUSTRALASIAN AQUACULTURE 2010</u>. Agility can arrange all local, interstate and international transport services to the venue. Storage of early consignments and storage after the exhibition can also be arranged. Prior to the exhibition, Agility will contact all exhibitors to discuss individual transportation and other logistics requirements.

If you are an international exhibitor, Agility can provide the following comprehensive services, tailored to each particular exhibitor's requirements, including:

- International Air and Sea Freight (import and export)
- Courier Services (international)
- Customs Clearance
- Tariff Classification and Advice
- Duty and Sales Tax Assessments
- Documentation
- Bond Store Warehouses

For international forwarding, please contact us for shipping instructions as *Agility Fairs & Events* can arrange event status allowing goods to enter duty and GST free for the duration of the show only. *Agility* can also offer pre-show storage, delivery and on site handling (where required).

To request a quote or to book these services, please complete and return the **"Transport Request Form"** provided later in this manual or for more information, please contact:

Agility Fairs and Events 28 – 32 Sky Rd MELBOURNE AIRPORT VIC 3045 Email: <u>expohelp@agilitylogistics.com</u> Telephone: +61 3 9330 3303 Fax: +61 3 9330 3337

PLEASE NOTE:

- Agility is not providing onsite services at this show.
- If you are using your own courier, please refer to the venue Loading Dock information, for specific details on access and vehicle limitations.

INTRODUCTION TO EXHIBIT SERVICES

Staging Connections is the official decorator for Australasian Aquaculture 2010.

• Staging Connections will maintain an Exhibitor Service Centre in the exhibition area that will be open from move-in through to move-out.

Each booth comes with:

Walls on 3 sides, 2 Full Conference Registrations, 2 Trade Show Only Passes* Spotlights, One Power Outlet, Fascia Identification Sign The Exhibit Hall is carpeted

• EXHIBITION HIRE, FURNITURE, LIGHTING & ELECTRICAL Order by 1 May 2010.

CONTACT DETAILS: Simon Knowles Staging Connections FAX TO: +61 3 6231 4503 <u>sknowles@stagingconnections.com</u> Ph: +61 6231 4303

SAVE MONEY, TIME AND ENERGY – ORDER YOUR SHOW SERVICES EARLY!!





TRANSPORT QUOTE REQUEST FORM

Agility Fairs & Events is able to offer a full door to venue transport service. If you would like a quote for this service, please complete Sections A and B below. *Please note: Agility is not providing site services at this show. Please discuss any special materials

handling requirements with the venue directly.

S	Section A – (COMPANY	DETAILS	5			
Company:				ABN:			
Address:							
Suburb/Town:	Post Code:	Tel	:		Fax:		
Contact Name:				Mobile:			
Email Address:				Stand No.:			
Section	on B – TRAN	NSPORT RE	EQUIREN	1ENTS			
Description of Consignment: Pallets	s 🗖	Crates 🗖		Loose Cartons		Other 🗖	
No. of Items: Weight (approx.):		Volume (m ³)): (L)	x (W)	x (H)	=	m³
Available for Pick-Up / Preferred Date for	Pick-Up:						
Day & Date:		Time:		Close:			
Pick-up address (if different to address at	oove):						<u> </u>
Company:							
Address:							<u> </u>
Suburb/Town:				Post Code:			
Contact:	Telephone:			Mobile:			
Forklift available at pick-up point? YES	NO 🗖	ls a	Tailgate Ve	hicle Required:	YES 🗖	NO 🗖	
Special Requirements/Instructions:							
Deliver for							<u> </u>
	Stand				ato:		
				Delivery Da	ale.		
	Secti	ion C – N//	4				
Day/Date:	ETA:		Estimate	d time required	:	1 1	
Estimated weight of heaviest piece (kgs):			Extended	d tynes required	1?	Yes	No
	Section	D - STOR	AGE				
Pre-Show				After Show 🛛			
Description/Details:							
Approximate volume: (L) x (W)	x (H)	=	M ³				
Estimated weight of heaviest piece (kgs): Pre-Show Description/Details:	Secti ETA: Section	ion C – N// D – STOR/	Estimate Extended		:	Yes	No

□ I have read and accept Agility's Standard Terms & Conditions (refer to page 2).

X

Accepted by (Signature):

PLEASE COMPLETE THIS FORM AND FAX IT TO AGILITY FAIRS & EVENTS BY FRIDAY 7TH MAY, 2010 ON (03) 9330 3337 FOR INFORMATION CALL AGILITY FAIRS & EVENTS ON (03) 9330 3303.



MELBOURNE: 28-32 Sky Road, Melbourne Airport VIC 3045, PO Box 1328, Tullamarine VIC 3043 Tel: +61 3 9330 3303 Fax: +61 3 9330 3337 Email: expoeasy@agilitylogistics.com SYDNEY: 11-15 Gould Street, South Strathfield NSW 2136; PO Box 5485 Chullora NSW 2190 Tel: +61 2 8755 8899 Fax: +61 2 9642 6899 Email: expohelp@agilitylogistics.com BRISBANE: 175 Eagle Farm Road, Pinkenba QLD 4008; PO Box 1571 Eagle Farm QLD 4009 Tel: +61 7 3291 8646 Fax: +61 7 3291 8650 Email: expohelp@agilitylogistics.com PERTH: 21 Mounts Bay Road, Perth WA 6000. PO Box 7451 Cloisters Square Perth WA 6850 Tel: +61 8 9338 0341 Fax: +61 8 9338 0493 Email: expohelp@agilitylogistics.com Web: www.agilitylogistics.com

Standard Terms and Conditions of Contract

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48.

Subject to clause (B) below, all services of the Company whether gratuitous or not are subject to these Conditions (A) surges to cause (b) doken, all services of the Company whether grahultous or not are subject to these Conditions. () The provisions of Part 11-abil apply to all such services are provided by the Company as agents. (ii) The provisions of Part 11-abil and yapply to the extent that such services are provided by the Company as agents. (iii) The provisions of Part 11-abil and yapply to the extent that such services are provided by the Company as agents. (iii) The provisions of Part 11-abil and undary apply to the extent that such services are provided by the Company as agents. (iii) The provisions of Part 11-abil and undary apply to the extent that such services are provided by the Company as agents. (iv) The a document theraing at 110 of or undary at 11-ability of whether or not negatively the services are not bealt of the Company and provides that the Company cartials as cartier the provisions set out in such document shall be paramount in so far as such provisions are inconsistent with these conditions. (B) with these conditions. We waive of these Conditions must be in writing signed by a Director of the company. Notice is heady given that no other person stration, cancellution or waiver of these Conditions must be in writing signed by a Director of the Company. Notice is heady given that no other person has or will be given any carriage, handling or storage of conductions cancellation or avoid the Company. Notice is heady given that no other all services are provided by the Company is agents except in the following circumstances where the Company and as garingted, where the Company performs any carriage, handling or storage of Goods but only to the extent that the carriage is performed by the Company isself or its servarias and the Code are in the actual castody and control for the Company, or the carriage is performed by the Company isself or its intergret of the commercement of the carriage of Goods the Customer in writing demands from the Company particulars of the identity is performed by a thorized or that part to the commary on perform and or all of the carriage, the Company particulars of the identity of the second to the company particulars of the identity of the second to the carriage of the part of the company fails to give such particulars demanded within 28 days of the Company's receipt of such demand. (C) (A) (B) such demand or To the costent that the Company suppressly agrees in writing to act as a principal, or To the costent that the Company suppressly agrees in writing to act as a principal. Without prejudice to the generality of classe 2, (A) The changing by the Company of a fixed princip for a service or services or services: (B) The supprincip by the Company of a principal in respect of such service or services: (B) The supprincip by the Company of the row on elevated such services: (B) The supprincip by the Company and and a principal in respect of such services: (C) The Company acts as an agent or a principal in respect of such service or services: (C) The Company acts as an agent where the Company process a till or dain or other document evidencing a contract of carriage between a person, other than the Company and the Costanner or Dome: (D) The Company acts as an agent and never as a principal in the providing services in respect of or relating to customs, nequirements, taxes, (C) (D) person, owner main the company, and the customer to owner, The Company acts as an agent and never as a principal when providing services in respect of or relating to customs, requirements, taxes, licenses, consular documents, certificates of origin, inspection, certificates and other similar services. Definit Is Agility Fairs & Events Logistics Ply Ltd Means any person at whose request or on whose behalf the Company provides a service: Includes persons or any body or bodies corporate: Includes the ourse, shipper and consignee of the Goods and any other person who is or may become interested in the Goods and anyone acting on their behalf. A diry constituted legal or administrative person, acting within its legal powers and exercising jurisdiction within any nation, state, mair/apality person acting within its legal powers and exercising jurisdiction within any nation, state, mair/apality, port or apport. Includes the cargo and any container on subpield by or on behalf of the Company, in respect of which the Includes any container, floating, transportable tank, flag, palled or any article of transport used to carry or consolidite goods and any equipment of or comprecised herefool. Includes goods with here or may become of a damprous, inflammable, radioactive or damaging nature and goods likely to herosels on 28 Angues 1794. Means a statement of the Customer's specific requirements. "Custom "Person" "Owner" "Authority (E) (F) "Goods" (G) "Container" Dangerous Goods (H) (I) "Hague Rules" (J) (1) Instructions' Means a statement of the Customer's specific requirements. Obligations of Customer The Customer warrants that he is either the Owner or the authorised agent of the Owner of the Goods and that he is authorised to accept and is accepting these Conditions on only for himself but also as agent for and to heald of the Owner of the Goods. The Customer warrants that he has reasonable knowledge of matters aftering the conduct of his business, including but not limited to the terms of sale and purchase of the Goods and all other matters relating threatene. The Customer warrants that the description and particulars of the Goods are complete and correct. The Customer warrants that the Goods are propriy packed and labelied, except where the Company has accepted instructions in respect of such services. Social Interfaction: Coods on all other matters after phrese of the Company has accepted instructions in respect of such services. 6. The Customer warran's that the description and particulars of the Goods are complete and correct. The Customer warran's that the Goods are properly packed and labelled, except where the Company has accepted instructions, respect of such services. Special Instructions, Goods and Services Unless otherwise previously agreed to writing, the Customer shall not deliver to the Company cause the Company to deal with or handle dangerous Goods. If the Customer warran's that the Goods (A) above he shall be label for all loss or damage whatsoever caused by or to or in connection with the Goods howsoever arising and shall defend, indemnify and hold harmless the Company against all penalties, claims, damages, costs and expenses whatsoever faising in connection threwth and the goods may without notice be destroyed or cherwise deal with at the seal description of the Company area yother person in whose custody they may be at the relevant time. If the Company against all genalties, claims, damages, costs and expenses whatsoever the customer undertakes not to tender for transportation are Goods with a time agenese of the Customer or Owner. The customer undertakes not to tender for transportation are Goods with at the seal expense of the Customer or Owner. The customer undertakes not to tender for transportation are Goods with a time customer advected withing the yor on bring of the Customer advected withing the formation of the Company are subject to the customer and the thermostatic curves have the operagive store that classer of a transportation control without previously design within notice of the transportation are company or any other person they constitute a risk to other goods. In the submitted to the Customer advected withing the Customer and al insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwithers taking the risk. Unless therwise advected in writing, the Company shall not be directed or subject of the direction of any resoand the i 10. (A) (B) (C) 11. 12 13. 14. 15. or arrival dates of Goods. General indexmitizes arrival dates of Goods. Company and the analysis of the Company resplayment, the Company acting in accordance with the Customers or Owner's instructions, or (ii) arrival indexmiss caused by the Company resplayment, the customer of one dates of the Customer or or Owner. Except to the extent caused by the Company's negligence, the Customer and none shall be table for and shall defined, indexmity, the Company in respect of all dates, taxes, imposts, levies, deposits and outlays of whatsover nature levied by any Authority and hold harmless the Company in respect of all dates, taxes, imposts, levies, deposits and outlays of whatsover nature levied by any Authority and hold anyments, three, osts, expenses, levies, so and danage whatsover incurred or substande by the Company in connection therewith. Advice and information, in whatever form it may be given, are provided by the Company in the prevision of the prevision shall be alter and hold harmless the Company in all bibling, loss, damago, costs, and epageness alters, and any other prevision shall be alter the benefit of all provisions hereins, as if such previsions or all interpretises to the foregointe, every such contraction or agent shall have the benefit of all provisions, horis, as if such previsions, were expressly for the the transmitter. In entering in this contraction or company to main adjust all claims, costs and derven and whatsover and by whomesover made or preferred in excess of the liability of the Company form and against all claims, costs and dermands whatsover and by whomesover made or preferred in excess of the liability of the Company run and against all claims, costs and dermands whatsovere and by whomssover made or preferred in excess of the liability 16. (A) (B) (C) (D) (E) 17 (A) ner shall pay to the Company in cash or as agreed all sums immediately when due without deduction or deferment on account accurate color of the company in cash or as agreed all sums immediately when due without deduction or deferment on account The Customer shall pay to the Company in cash or as agreed all sums immediately when due without deduction or determent on account or any claim, counterclaim or set-off. When the Company is instructed to collect freight, daties, charges or other expenses from any person other than the Customer, the Customer shall be responsible for the same or receipt or orienters of demand and non payment by such other person when due. On all amounts overdue to the Company, the Company shall be entitled to interest calculated at 4 per cent adove base rate of the Companys Bank applicable during the period that such manufast are overdue. Liberties and Rights of the Company, the Company shall be entitled to interest calculated at 4 per cent adove base rate of the Companys Bank applicable during the bentitied, except instant are overdue. Liberties and Rights of the Company is the termine of the second sec (B) (C) 18

(A) (B) (C) For the carriage of Coosts of any description whether containerised or not on or under the deck of any vessel, For the storage, packing, transhipment, loading, unloading or handling of Goods by any person at any place whether on shore or afloat and for any length

(D) (E) For the carriage or storage of Goods in containers or with other goods of whatever nature, For the performance of its own obligations and to do such acts as in the opinion of the Company may be necessary or incidental to the performance of the 19 (A)

(B)

For the cardings or storage of Goods in containers or with using update or momentary of the company may be necessary or incidential to the performance or use Company's obligations. The Company's obligations and to do such acts as in the opinion of the Company may be necessary or incidential to the performance or use Company's obligations. The Company shall be entitled but under no obligation, to depart from the Customers' instructions in any respect if in the opinion of the Company there is a good reason to do so in the Customers' interest and it shall not thereby incur any additional likelity. The Company shall are also in the developed by the developed on the accommentations given by any Authority. The responsibility of the Company may may any time company's obligation, in the opinion of the Company or any some services the Company makes used *i*, is or is any line be performance of the Company naving update and which carnot be avoided by reasonable endeavours by the company or such other person, the Company may, adjugation to the company or any person whose services the Company makes used *i*, is or to killy to be affected by any hindrance, risk, delay, difficulty or disadvantage whatsover and which carnot be avoided by reasonable endeavours by the company or such other person, the Company may any giving nobic in writing to the Customer or Owner or Whomat notice where it is not reasonably possible to give such notice, into the performance of its obligations as terminated and place the Goods or any part of them at the Customer or Owners disposal at any place which the Company may deem safe and conventiont, whereupon the responsibility of the Company in respect of the Goods shall disposal at any place which the Company may deem safe and conventiont, whereupon the responsibility of the Company in respect of the Goods shall disposal at any place which the Company may deem safe and conventiont, whereupon the responsibility of the Company in respect of the Goods is any place which the Company may any de 20.

- cease. The Customer shall be responsible for any additional costs of carriage to and delivery and storage at such place and all other expenses incurred by the Company. If delivery of the Goods or any part thereof is not taken by the Customer or Owner to take delivery thered, the Company, or any person whose services the Company makes use of, is entilled to cal upon the Customer or Owner to take delivery thered, the Company or such other person shall be entitled to store the Goods in the open or under cover at the sole risk and expense of the Customer. Notwithstanding Customers 20 and 21, the Company shall be entited but under no obligation at the expense of the Customer any use any likelity to the Customer or Owner, to safe or dispose of on gving 21 days notice in writing to the Customer and output of the Customer and use the second second and without any likelity to the Customer or Owner, to safe or dispose of on gving 21 days notice in writing to the Customer and the output of no displant at the expense of the Customer and and without any likelity to the Customer or Owner, to safe or dispose of on gving 21 days names to any table and devices the output of the Customer and the second second second second second second second second and without any likelity to the Customer or Owner, to safe or dispose of any time form the Customer or Owner and given all days not all customers and like to entitied to safe at any time form the Customer and on gving 24 days notice in writing to fine Customer and the entitied to all or dispose of such Coods, or documents at the expense of the Customer and number and apply the proceeds in or loards the payment of such such and the customer or Owner and on gving 24 days notice in writing to fine Customer and the entities to all any of the Customer and the entities of all and the payment of such such any time form the Customer and without likelity to the Customer and apply the proceeds in or loarads the payment of such such and the expense of the Customer and with (A) (B)
- The Company shall be entitled to retain and be paid all brokerages, commissions, allowances and other remunerations customarily retained by or paid to freight forwarders.
- rage in unavoes. He Company shall have the right to enforce against the Owner and the Customer jointly and severally any liability of the Customer under these Conditions to recover from them any sums to be paid by the Customer which upon demand have not been paid.
 - (A) If a Container has not been packed or stuffed by the Company, the Company shall not be liable for loss of or damage to the contents it Caused by

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- Concrat Liability Except insofar as otherwise provided by these Conditions, the Company shall not be liable for any loss or damage what (A)

 - (a) The act or omission of the Customer or owner or any person acting on their behalf.
 (c) The act or omission of the Customer or owner or any person acting on their behalf.
 (c) Compliance with the instructions given to the Company by the Customer owner or any other person entitled to give them,
 (c) Instruction of the packing or labeling of the Goods except where such service has been provided by the Company,
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 (d) Handling, budget out of the Goods except where such service has been provided by the Campany,
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 (f) Any cause which the Company could not avoid and the consequences whereof I could not prevent by the exercise of reasonable diligence.
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 Subject to clause 15, howsoever caused the Company shall not be lable for loss or damage to property other than the Goods themselves, indirect or Company indirect or Company. (B)
- Amount of Compensation Except hostical as otherwise provided by these Conditions, the liability of the Company, howsoever arising, and notwithstanding that the cause of loss or damage be unsplatent shall not exceed the following (in respect of all claims other than those subject to the provisions of sub-clause (B) below, whichever is the least of (i) The value of of (ii) The value of of (iii) The Goods bid, damaged, misdirected, misdelwared or in respect of which a claim arises. In respect of claims for delay where not excluded by the provisions of these Conditions, the amount of the Company's charges in respect of the Goods delayed. (A)

- In respect of claims for delay where not excluded by the provisions of these Conditions, the anount of the Company's charges in respect of the Goods delayed. Company is the calculated by reference to the invice value of the Code plan Fright and insurance T paid. Company the localization of venerous table invices value of the Code plan Fright and insurance T paid. The Distribution of the Code plant of the Codes, the compensation shall be calculated by information to the value of such Code at the place and time when they were delivered to the Codes of the Codes, the compensation shall be calculated by information to the value of such Code at the place and time when they were delivered to the Codes of the Codes of the agreed value, whichever is the lesser. Notice of loss: If the Codes of the agreed value, whichever is the lesser. Notice of loss: If the Codes of the agreed value, whichever is the lesser. Notice of loss: If me Bar The Company shall be discharged of all liability unless: If there is any claim is recorded in writing by the Company or its agent within 14 days after the date specified in (B) below or within a reasonable time after such date if the Customer proves that it was impossible to so notify, and If where of diskey or not-delivery of the Codes, the date that the Godds should have been delivered. (I) In the case of disks or not-delively of the Codes, the date that the Godds should have been delivered. (II) In the case of disks or not-delivery of the Codes, the date that the Godds should have been delivered. (III) In the case of disks or not-delivery of the Codes, the date that the Godds should have been delivered. (III) In the case of disks or not-delivery of the Codes, the date that the Godds should have been delivered. (III) In the case of the date date hold have been delivered. (III) In the case of the date is during its to the claims. The Customer shall deleted, Indemnity and hold harmiss the required by the Company in respect of any claims of a General Average nature which (A) (B)
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- Company and the Customer shall provide such security as may be required by the Company in time cummenae. Minoclinancous: Any notice served by post shall be deemed to have been given on the thirlid day following the day which it was posted to the address of the recipient of such notice task rown to the Company. The defences and limits of liability provided for by these Conditions shall apply in any action against the Company whether such action be founded in contract or in tot. If any legislation in short conditions shall be constituted as a surrender by the Company of any of its responsibilities or liabilities under such legislation and the advertes be not hegislation to any outert such and the advertes and interval of the strength of the such advertes and interval of the responsibilities or liabilities under such legislation and 1 any part of these Conditions head as subject to such legislation and charts be over ridden to the advertes and part of these Conditions be requered to such legislation to any outert such part shall as regards such business to ever ridden to the advertes and the indicative purposes only. Headengy of clauses or groups of clauses in these Conditions are for indicative purposes only.
- 36
- Headings of Jurisdiction and Law

- a. Headings of causes of groups of causes in thisse Londinons are for indicative purposes only.
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 PART I: COMPANY AS AGENT
 Special Liability and Indemnity Conditions
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Choice of Rates 40. Where there is choice of rates according to the extent or degree of liability assumed by persons carrying, storing, handling the Goods, no declaration of value where optional will be made unless otherwise agreed in writing. PART III: COMPARIVA SA PRINCIPAL PART III: COMPARIVA SA PRINCIPAL

41

- Where the provides contrasts as principal or the server to scamp measured by persons carrying, storing, handling the Goods, no declaration of value where optication will be made unless behavious agreed in writing. Where SA PRINCIPAL Special Labitity Conditions To the setter that the Company contracts as principal for the performance of the Customer's instructions, the Company undertakes to perform or in its own to the cost that the Company contracts as principal for the performance of the Customer's instructions shall be liable for the loss of or diamage to the Goods accounting from the time that Goods are at late of the Cost party services and its can be proved that the loss of or diamage to the Goods accounting from the time that Goods are at late care or castod of the sub-contract, the Company shall have the full benefit of all rights, limitations and exclusions of siability available to sub-contract for the Company stark sub-contract and in any law, status or regulation and the lability of the Company shall not exceed the mount recovered, if may by the Company from sub-contractor. Notwithstanding other provisions in these Conditions, if it can be proved that the loss of or which Cannot be departiced from by private contract, to the detiment of the clinicant, and convention or nullicant law shall apply. Notwithstanding other provisions in these Conditions, if it can be proved that the loss of or damage to the sound sound is existed with the relation or sub-out actor. If company shall be shall be label of the sub-contract, the fore thermore of the clinicant and any destingture provisions or characts, to the detiment of the clinicant, and convention relations the loss of and necelived as evidence thereod any particular document which must be issued if such international convention relations the loss of and apply. The Company shall by shall be determined by the Haque-Vaby Rules shall escatifies as inhibitors fully shall be determined by performed as a detadenee thereod any particular document wh

 - allocated to the Goods. Are Carriage aff Carriage aff Carriage aff Carriage is a principal in respect of a carriage of Goods by air. the following notice is hereby given. If the carriage is a principal in respect of a carriage of Goods by air. The following notice is hereby given. If the carriage is a principal in respect of a carriage of Goods by air. The following notice is hereby given. If the carriage is the convention sponsers and in most cases limits the liability of carriars in respect of loss of or damage to cargo. Agreed stopping places are those places (other than the places of departure and destination) shown under requested routing and/or those places shown in carriers timelikes as scheduled topping places for the route. The address of the first carrier is the align of departure. Both to Blame Collision Clause as adopted by BINCO is incorporated in these conditions. USA and/or Canada Clause this trade of the context and the clause is adopted by BINCO is incorporated in these conditions. USA faint Carriade Clause this USA et Canada, the responsibility of the Company shall be to grocure transportation by cartiers (one or mone) and white respect to transport their contracts and tartifs. If and to the extert that the provisions of the Sec Transform the vessel on which the Goods are to be or here been carried, the Company schedule to the round carried, be compaised by shall be on the results to the respective of the locations, but 'stub' provisions are found to be related by the respective of the locations on the start and the the conditions, but 'stub' provisions are located to be related by the respective of the locations on the start and the locations contractions, but 'stub' provisions are located to be related by the respective of the locations on the start and the locations are located by adjucable to regulate the company schedule by adjucable to regulate the company is adjucable to the related by the provisions in the Carriage of Goods by Sea Act of the USA Agproved 1926.
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Staging Connections Exhibitions Services



Important Exhibitor Information

National Aquaculture Council Conference 2010

Dear Exhibitor

Your Event is approaching and this kit contains a fascia signage form and furniture display order form so that you can specify your individual requirements. It is important we receive this by 01/05/2010

This will ensure that you have confirmed your requirements and avoided the expense and stress of late order fees. Once your orders are received, our staff will work to ensure a successful event for you.

Please fax all forms to Staging Connections Exhibition Services on 0362 314 503

We look forward to working with you.

Simon Knowles Staging Connections Exhibition Services Phone 03 62314303 <u>sknowles@stagingconnections.com</u>

Fascia Signage Confirmation Form

Signage forms returned after the above date will incur a late fee of \$25 + GST

Company Name	Date:			
Company Postal Address				
Stand Name (if different to Company)	Stand #			
Contact Name				
Contact Number	Fax #			
 * Each open aisle on your stand will have a fascia sign (please refer to exhibition booth package) * There is a maximum of 26 characters including spaces (ie STAGING CONNECTIONS PTY LTD) All letters on your sign will be in upper case 				
My stand name to appear on the fascia signs is written in these boxes. Please print of	learly			



Exhibition Furniture and Audio Visual Equipment Order Form

Name	Phone
Email	Fax
Company	
Company Billing Address	
Conference	
Venue	
Booth #	Stand Name
On Site Contact	Mobile Number
Preferred Delivery Day / Time	

Code	Qty	Description	Price (Each)	Total
			Total	

Delivery charges do apply and are calculated on v	venue location, ti	time of delivery, time of collection and
volume of order.		

Please fax completed form to our Exhibition Services team listed below, to arrange a confirmed quotation including delivery and all relevant charges.

Credit Card payment Surcharge. Visa, Mastercard and Bankcard 2.1% AMEX 3.2% and Diners Club 3.5%

128 Argyle Street Hobart TAS 7000 Australia

T +61 3 6231 4303 F +61 3 6231 4503 W <u>www.stagingconnections.com</u> Staging Connections Pty Limited ABN 46 006 668 702

Exhibition Display Booth Package

- This great value package provides you with a booth which consists of:
- Size 3m x 3m booth or 3m x 2m Booth
- Walls Black PVC coated panels inserted within a matt anodised aluminium frame 2500mm high
- Fascia Black PVC coated panels inserted within a matt anodised aluminium frame 325mm deep
- **Sign** Applied directly to fascia. Black computer cut vinyl on white corflute (max 26 characters). One sign per aisle frontage
- **Lighting** Three 50 watt spotlights per booth. Mounted on lighting track inside fascia.
- **Power** One 240V/ 4amp general purpose outlet per booth
- Posters/images can only be attached to walling using self adhesive velcro both hook & loop sections are required. Double sided Tape can also be used
- NB: Image shows a 3m x 2m open corner booth (flooring not inc in package)



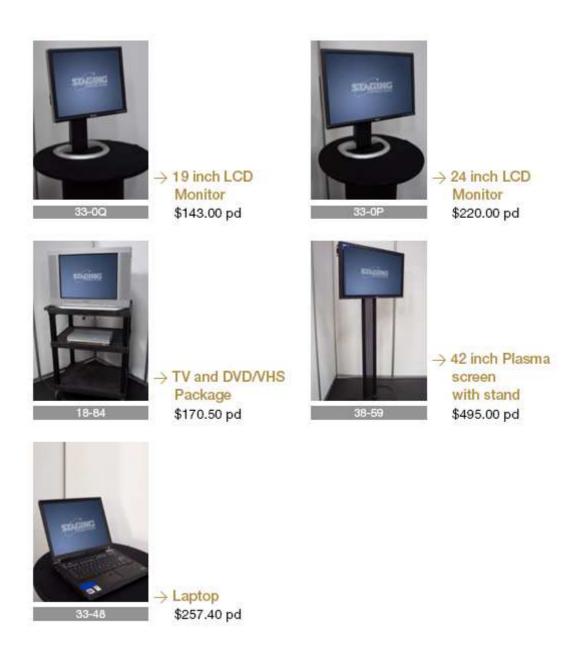
Please send all Exhibition enquires to:

Simon Knowles ph 0362 314303 Email – sknowles@stagingconnections.com



STAGING CONNECTIONS INSPIRATION AT WORK

Trade Booth Audio Visual



For further audio visual options or to arrange a full quotation including delivery, setup & pack down charges please contact our Exhibition Services Team

> Staging Connections 128 Argyle Street, Hobart Tas 7000 Ph: 03 6231 4303 Fax: 03 6231 4503

Staging Connections Exhibition Services



Current Stock - Furniture and Display Accessories

Item	Des	scription / Image	Rentals Price (ex GST)
Z Black Bar Stool Rentals code E4-SN	black seat / chrome leg 750mm high		\$20 per item/ per day
Euro Adjustable Bar Stool Rentals code Black E4-S1 Rentals code Silver E4-S2 Rentals code White E4-S3	black, silver or white seat with chrome legs (max height 860mm)		\$20 per item/ per day
Euro Adjustable Table Rentals code Black E4-T1 Rentals code White E4-T3	available in black/white only (max height 930mm / top dia 600mm)		\$20 per item/ per day

Item	Description / Image	Rentals Price (ex GST)
Bar Stool & Table Package Rentals code E8-BA - White Rentals code E8-BB - Black (available in black/white only)		\$50 per package/ per day
High Back Bar stool Rentals code Red E4-SM Rentals code Blue E4-SL	available in - red - blue	\$20 per item/ per day
Round Bar Stool Rentals code Red E4-SC Rentals code Blue E4-SB	available in - Red - blue	\$20 per item/ per day
Square Bar Stool Rentals code Red E4-SH Rentals code Blue E4-SG	available in - red - blue	\$20 per item/ per day

ltem	Description	ı / Image	Rentals Price (ex GST)
Sofa Chair Rentals code Red E3-12 Rentals code Blue E3-11	available in - red - blue		\$30 per item/ per day
Leather Tub Chair Rentals code E3-1T	Dimensions 700m high x 760mm deep x 760mm wide available in black only		\$30 per item/ per day
Single Seater Lounge Rentals code 1seater E3-L1 Double Seater Lounge Rentals code 2 seater E3-L2	available in - orange / black - black / black - orange / orange		\$20 per item/ per day \$50 per item/ per day
Three Seater Lounge Rentals code 3 seater E3-L3	available in - orange / black - black / black - orange / orange		\$70 per item/ per day

Item	Description / Image	Rentals Price (ex GST)
Sofa Chair with Ottoman Rentals code Red E3-14	available in - black only	\$30 per item/ per day
Bistro Setting Rentals code E1-B1	Package includes 1 x table & 2 x chairs	\$50 per package/ per day
Drafting Height Reception Chair Rentals code E4-SD		\$20 per item/ per day
Bar Fridge Rentals code E3-BR		\$30 per item/ per day

Item	Description / Image	Rentals Price (ex GST)
Wooden Coffee Table Small Rentals code E3-01 Large Rentals code E3-02		\$20 per item/ per day
Glass Top Coffe Table Small Rentals code E3-T1 Dimensions 600mm x 600mm Large Rentals code E3-T2 Dimensions 600mm x 1200mm		\$20 per item/ per day
Chrome Bar Table Rentals code E3-T3		\$20 per item/ per day

Item	Description / Image	Rentals Price (ex GST)		
Glass Display Case Rentals code E3-C2	Features light and two removable glass shelves Dimensions - 1200mm long x 900mm high x 500mm deep	\$50 per item/ per day		
Curved Octanorm Counter Rentals code E3-C1		\$70 per item/ per day		
White Reception Counter Rentals code E3-C3	available in - white only - with or without 300mm x 300mm hob	\$40 per item/ per day		
Lockable Credenza Rentals code E3-CA	available in - light grey - dark grey wth silver fleck dimensions - 1200mm long x 750mm high x 500mm deep	\$40 per item/ per day		

Item	Description / Image	Rentals Price (ex GST)
4 Tier Brochure Stand Rentals code E1-B4		\$25 per item/ per day
9 Pocket Brochure Stand Rentals code E1-B9		\$25 per item/ per day
Single Brochure Stand Mesh Rentals code E1-S1	black mesh fabric with matt anodised and chrome supports	\$25 per item/ per day
Zig Zag Brochure Stand Rentals code E1-BZ	clear perspex / matt anodised supports (max height 1500h x 265w x 400d)	\$25 per item/ per day

Item	Description / Image	Rentals Price (ex GST)
Double Brochure Stand Mesh Rentals code E1-S2	black mesh fabric with matt anodised and chrome supports (1360h x 510w x 370d)	\$25 per item/ per day
Large 4 Tier Chrome Shelf Rentals code E2-SB	Dimensions 1800mm high x 900mm wide x 450mm deep	\$25 per item/ per day
Small 4 Tier Chrome Shelf Rentals code E2-SA	Dimensions 1800mm high x 450mm wide x 450mm deep	\$20 per item/ per day
Octanorm Booth Shelving Rentals code E5-S1	Dimensions 1200mm x 300mm available in white only	\$10 per shelf/ per day



Introduction:

The purpose of this document is to provide conference organisers with information to plan and manage the move in and move out of deliveries, equipment and booths before and after events. There are several options available for deliveries and the move in / out process and these should be planned with your coordinator to ensure the most efficient outcome.

Overview:

There are two loading docks located at the venue, Evans Street and Macquarie Street. Normal pallet sized items can be delivered to the Macquarie Street loading dock, oversized items can be delivered to the Evans Street loading dock, please review the specification for each dock. The Evans Street loading dock requires the use of a tall mast forklift to lift items into the venue. This can be arranged via Toll and a delivery schedule is required to ensure that all deliveries are planned. The hotel can be contracted to provide labour for movement of deliveries within the building, this is limited to normal pallet size items, larger items need to be planned and communicated prior and where needed professional moving equipment secured. Correct labelling (see attached) is required for all deliveries and a delivery advice form sent to the conference organiser. The venue may sign for deliveries but will not take responsibility for any goods.

Trade Booth and Custom Built Booths:

The move in of all booth building equipment is normally undertaken via the Evans Street loading dock. This requires a tall mast fork lift to lift the goods into the building. All deliveries via this dock need to be communicated to the organiser and a delivery schedule put in place to manage traffic at the dock. A copy of the delivery schedule should be forwarded to the venue no later than seven days prior to move in commencement.

Macquarie Street Loading Dock:

General deliveries should be sent to this dock. All deliveries need to be labelled correctly using the attached label. Goods that are not labelled may not be accepted. The venue may sign for goods but accepts no responsibility for the security or safety of goods delivered into the venue. Goods should not be delivered to the venue any earlier than two days prior to the first day of hire. The venue reserves the right to refuse delivery of items prior to this. All items must be collected from the loading dock no later than two days after the conclusion of an event.

Deliveries are limited to the following size: 1.20m wide by 2.04m high by 1.20m deep Maximum weight: 1800kg

This is due to service lift access at the back of house.

Evans Street Loading Dock:



All deliveries to this dock need to be scheduled. Deliveries are limited to the following size 2.3m high, 2.3m wide and 1.20m deep when using the fork lift. For larger items such as cars the hoist can be utilised. Conference organisers need to advise requirement using the attached over sized delivery & hoist order form which should be part of the exhibitor pack for the exhibitor to complete. All deliveries to the dock need to be communicated seven days prior and can only take place during the period of the venue hire unless prior agreement has been given by the venues

conference coordinator. Toll Tasmania 03 6221 3888 can provide the use of a tall mast fork lift and if deliveries are made to Toll Tasmania they will coordinate the storage and move in with the conference organiser. Deliveries by other freight providers should be communicated to the event organiser so a schedule and time slots can be allocated. All costs associated with move in and out via this loading dock are to be met by the event organiser or exhibitors. Exhibitors must be present for move in and out of oversized items. Please see the oversized delivery notice form.

Deliveries are limited to the following size 2.3m high, 2.3m wide and 1.20m deep when using the fork lift.

Storage:

The venue has limited storage areas. Deliveries will only be accepted a maximum of two days prior to the start of the venue hire. Goods must be collected no later than two days after the event has concluded.

All items delivered too and from the Evans Street loading dock must be delivered and collected within the event venue hire period.

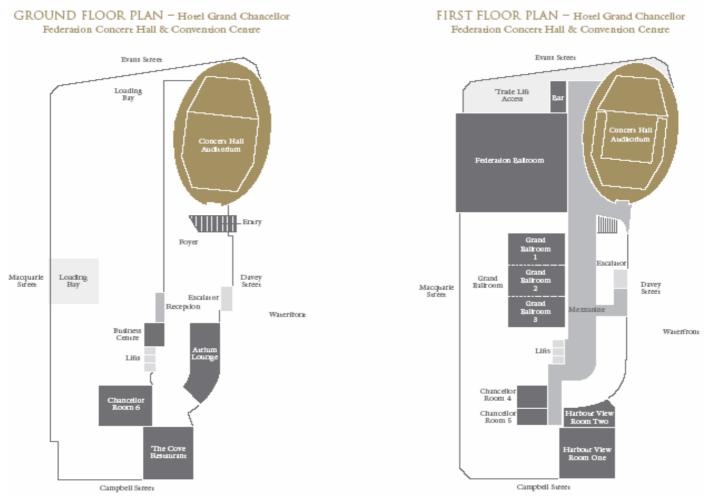
Storage must be provided for in the room plan if packing crates and boxes are required to be kept on site during the event. However it is the venues preference that packing cases for trade booths and large equipment are stored off site.

Internal Movement of Equipment & Deliveries:

The venue can supply labour for the movement of normal pallet sized equipment to and from stands during move in and move out. To secure this service please complete the attached labour request form. As part of this service the conference organiser should provide a delivery schedule so that the venue is informed of the amount of equipment to be moved. In the event that the amount of equipment to be moved varies the venue will liaise with the organiser to arrange additional labour to ensure that the event deadlines are met. Oversized items need to be communicated to both the venue and the event organiser to ensure adequate plans are in place to move these items to their destination, please see attached oversized delivery form.

Venue Outline:

The Hotel Grand Chancellor's function and exhibition space is spread over two levels. These are the Mezzanine and Lobby Levels. The Federation Ballroom and Grand Ballroom are on the Mezzanine Level as is the Mezzanine Foyer and Federation Foyer. Chancellor Room 6 is situation on the Lobby level. Please refer to the below diagram for function room locations.



Move In & Move Out Day:

The venue will have a supervisor onsite for move in and move out day to liaise with the conference organiser. The conference organiser must have a team member onsite to liaise with exhibitors and other event contractors. Any items left in the venue after the end of the venue hire will be considered rubbish and disposed of at the venues discretion.

On move out day all packages and pallets need to have the con note attached for your chosen freight company and the loading dock they will be collected from clearly indicated.

Power Supply:

If the venue is required to provide additional 15 amp, three phase or additional power distribution into trade booths then additional charges will apply.

Transport Companies:

Both Toll and Cope are able to provide dedicated services for the delivery of freight into the venue.

Toll Tasmania	03 6221 3888
Соре	03 6248 5303

Attachments List:

- Exhibitor Delivery Form Evans Street Loading Dock (attach to delivery)
- Exhibitor Delivery Form Macquarie Street Loading Dock (attach to delivery)
- Exhibitors Delivery Notice (Send to conference organiser)
- Oversize / Hoist Delivery Request (send to conference organiser)
- Labour Request Form

Sequence of Plan:

- Exhibitors kit with specific dates for move in & out dates plus Evans Street loading dock access dates if required.
- Delivery notifications sent by exhibitors to the conference organiser.
- Oversized and hoist requirements reviewed by the conference organiser and venue manager.
- $\circ\,$ Conference organiser provides venue with delivery schedule and Evans street dock requirements.
- Conference organiser advises venue of staff requirements for move in and move out.

All move in plans to be finalised no later than seven days prior to move in.



Exhibitors

Move in & Move out Manual

Introduction:

The purpose of this document is to provide exhibitor with information to plan and manage the move in and move out of deliveries, equipment and booths before and after events plus additional services required during the event. There are several options available for deliveries and the move in / out process and these should be planned with your conference organiser to ensure the most efficient outcome.

Overview:

There are two loading docks located at the venue, Evans Street and Macquarie Street. Normal pallet sized items can be delivered to the Macquarie Street loading dock, oversized items can be delivered to the Evans Street loading dock, please review the specification for each dock. The Evans Street loading dock requires the use of a tall mast forklift to lift items into the venue. This can be arranged via Toll and a delivery schedule is required to ensure that all deliveries are planned. The hotel can be contracted to provide labour for movement of deliveries within the building, this is limited to normal pallet size items, larger items need to be communicated prior and where needed professional moving equipment secured. However, your event organiser may have arranged for porterage during the move in and move out stage of the event. Correct labelling (see attached) is required for all deliveries and a delivery advise form sent to the conference organiser. The venue may sign for deliveries but will not take responsibility for any goods.

Key Dates & Information:

Date To Send Delivery Advice Form:13th May 2010Date To Send Over Sized / Hoist Request Form:4th May 2010

Macquarie Street Loading Dock Earliest Delivery Date: 19th May 2010 Macquarie Street Loading Dock Latest Collection Date: 27th May 2010

Evans Street Loading Dock Delivery Date: Evans Street Loading Dock Collection Date: (date & time frames) (date & time frames)

Conference Organisers Details

Contact:	Sarah McDonald
Tel:	(03) 6235 4595
Fax:	(03) 6235 4563
Email:	cescoordinator@hgchobart.com.au

Trade Booth and Custom Built Booths:

Move in of all booth building equipment is normally undertaken via the Evans Street loading dock. This requires a tall mast fork lift to lift the goods into the building. All deliveries via this dock need to be communicated to the organiser and coordinated via the delivery schedule to manage traffic at the dock. Your delivery notification form must be sent to the conference organiser no later than 21 days prior to the event commencement.

Macquarie Street Loading Dock:

General deliveries should be sent to this dock. All deliveries need to be labelled correctly using the attached label. Goods that are not labelled may not be accepted. The venue may sign for goods but accepts no responsibility for the security or safety of goods delivered into the venue. Goods should not be delivered to the venue any earlier than two days prior to the first day of move in. The venue reserves the right to refuse delivery of items prior to this. All items must be collected from the loading dock no later than two days after the conclusion of an event.

Deliveries are limited to the following size: 1.20m wide by 2.04m high by 1.20m deep. Maximum weight 1800kg

This is due to service lift access at the back of house.

Evans Street Loading Dock:



All deliveries to this dock need to be scheduled. Deliveries are limited to the following size 2. 3m high, 2.3m wide and 1.20m deep when using the fork lift. For larger items such as cars the hoist can be utilised. Exhibitors need to advise requirements by using the attached over sized delivery & hoist order form. All deliveries to the dock need to be communicated 21 days prior and can only take place during the period of the venue hire unless prior agreement has been given by the venues conference coordinator. Toll Tasmania 03 6221 3888 can provide the use of a tall mast fork lift and if deliveries are made to Toll they will

coordinate the storage and move in with the conference organiser. Deliveries by other freight providers should be communicated to the event organiser so a schedule and time slots can be allocated. All costs associated with move in and out via this loading dock are to be met by the event organiser or exhibitors. Exhibitors must be present for move in and out of oversized items. Please see the oversized delivery notice form.

Deliveries are limited to the following size 2.3m high, 2.3m wide and 1.20m deep when using the fork lift.

Storage:

The venue has limited storage areas. Deliveries will only be accepted a maximum of two days prior to the start of the event. Goods must be collected no later than two days after the event has concluded.

All items delivered too and from the Evans Street loading dock must be delivered and collected according to the move in and move out schedule.

Storage of road crates and other materials must be confirmed by the event organiser 21 days prior to the event commencement.

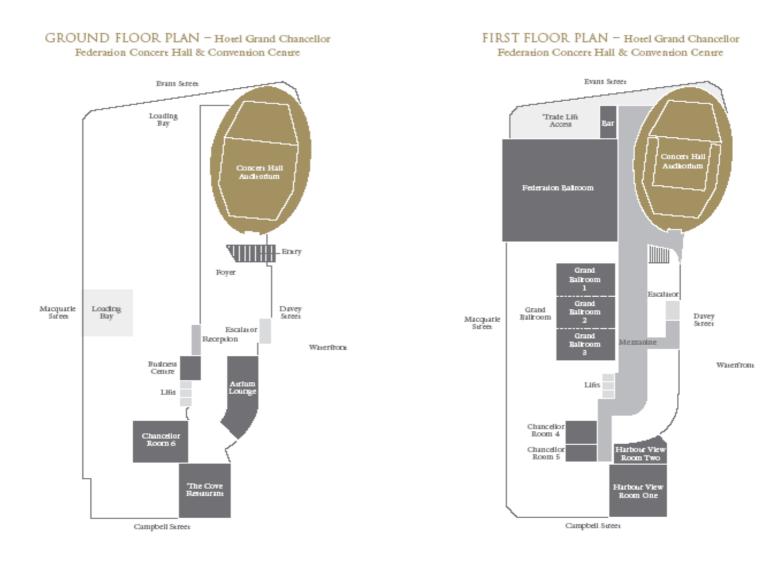
Internal Movement of Equipment & Deliveries:

The venue can supply labour for the movement of up to normal pallet sized equipment to and from stands during move in and move out. To secure this service please complete the attached labour request form.

The event organiser may have planned for porterage to be available during move in and move out. If so, this only applies to normal size items. Any oversized items need to be advised to the event organisers via the oversized delivery and hoist request form attached.

Venue Outline:

The Hotel Grand Chancellor's function and exhibition space is spread over two levels- The Mezzanine and Lobby Levels. The Federation Ballroom and Grand Ballroom's are on the Mezzanine Level as is the Mezzanine Foyer and Federation Foyer. Chancellor Room 6 is situation on the Lobby level. Please refer to the below diagram for function room locations.



Move In & Move Out Day:

The venue will have a supervisor onsite for move in and move out day to liaise with the conference organiser. The conference organiser will have a team member onsite to liaise with exhibitors and other event contractors. Any items left in the venue after the end of the move out period will be considered to be rubbish and disposed of at the venues discretion.

On move out day all packages and pallets need to have the con note attached for your chosen freight company and the loading dock they will be collected from clearly indicated.

Transport Companies:

Both Toll and Cope are able to provide dedicated services for the delivery of freight into the venue.

Toll Tasmania	03 6221 3888
Соре	03 6248 5303

Payment of Services To The Venue:

For all additional services it is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. Orders must be placed 21 days prior to an event and payment received no later than 7 days prior to bump in.

The attached Exhibition Services Payment Form plus the Service Request Form must be forwarded to the venue.

Power Supply:

If the venue is required to provide additional 15 amp, three phase or additional power distribution into trade booths then additional charges will apply.

Cleaning:

The venue provides cleaning of the public areas and walkways of the venue. Additional charges apply for the cleaning of booths. Please complete the attached Booth Cleaning Request Form and forward to the venue.

Attachments List:

- Exhibitor Delivery Form Evans Street Loading Dock (Attach To Delivery)
- Exhibitor Delivery Form Macquarie Street Loading Dock (Attach To Delivery)
- Oversize / Hoist Delivery Request (Send To Conference Organiser)
- Exhibitors Delivery Notice (Send To Conference Organiser)
- Labour Request Form
- Telephone Rental Form
- Wireless & Broad Band Request Form
- Stand Cooking Request Form
- Stand Sampling Request Form
- Booth Cleaning Request Form
- Exhibition Service Payment Form

Booth Cleaning

Please return this form to: The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001 Fax to: (03) 62354563



The venue provides general cleaning of all public areas and exhibition walkways. Reasonable levels of rubbish will be removed from the exhibition during the event.

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. Orders must be placed 21 days prior to an event and payment received no later than 7 days prior to bump in.

Exhibition/Conference:	Aquaculture Australia Confer	ence			
Stand Number:					
Company Name:					
Company Address:					
			State:	P/C:	
Phone:		Mobile:			
Fax:		Email:			

Booth Cleaning				
Casual Labour Description	Days Required	Cost per m2	Area of Booth	Total Cost (rate x M2 x days)
General Booth Cleaning Vacuum & Dusting		\$1.50		
Deluxe Cleaning Spot cleaning of walls, glass, detailing of furniture etc		\$2.50		
	Total			\$

DELIVERY ADVICE FORM **Fax to Conference Organiser**



	SENDER	R DETAILS	
Company Name:			
Address:			
	State:	P/C:	
Contact			
Name:			
Phone:			
Mobile:			
Fax:			
Email:			

Company / Stand Name:	
Contact Name Exhibiter:	
Courier Company	
Courier Company Phone Number:	
Start Date of Exhibition / Event:	
Intended Date of Delivery:	
Loading Dock Items Sent To:	
Qty of Individual Boxes	
Qty of Pallets	

Please note that general deliveries should not arrive at the venue any earlier than two days prior to the commencement date of the event. Standard pallet size items 1.20m wide by 2.04m high by 1.20m deep with a maximum weight of 1800kg can be delivered to the Macquarie Street loading dock. Items up to 2.3m high, 2.3m wide and 1.20m deep can be delivered to the Evans Street loading dock. For larger items an "Oversized / Hoist Request" form should be sent to the conference organiser for review.

Conference Organisers Fax number	: 03 6235 4563
Telephone number:	03 6235 4795
Email address:	cescoordinator @hgchobart.com.au

EXTRA POWER REQUIREMENTS



Please return this form to: The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001 Fax to: (03) 62354563

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in.

Exhibition/Conference:	Aquaculture Australia Conference		
Stand Number:			
Company Name:			
Company Address:			
		State:	P/C:
Phone:	Mobile:		
Fax:	Email:		

	Costs to install	Extra Power Required / Dates Required	Quantity Required	Total \$AU
10amp	\$60.00			
15amp	\$60.00			
20amp	\$60.00			
3phase	\$60.00			
	Total			\$

The standard shell booth arranged by the conference organizer should have a 10amp power supply; however we recommend you check this as part of your booking to exhibit. If you require extra power please complete this form, extra power is not confirmed until you have received notification in writing from the hotel. If the hotel does not receive a floor plan of the booth indicating where power is required then the power will be delivered at the hotels discretion. Power in the Federation ballroom is delivered form the ceiling grid. If after the initial set up the power supply is required to be moved then further fees will apply. The hotel is only responsible for the supply of the cables to the booth, extensions and connections after that are the custom booth builders or exhibitors responsibility. If the hotel electrician considers the equipment run on the supply to be excessive or dangerous then we reserve the right to withdraw supply until remedied. Should power requirements be outside of normal trade booth requirements the hotel reserves the right negotiate charges.

The hotel does not guarantee provision of power to trade booths until you have received confirmation

Card Holders Name:													
Type of Account:	🗌 Ba	ankcar	d [Ma	sterC	ard	_ '	Visa		Din	ers	Card	American Express
Card Number:													
Expiry Date:													
Card Holder Signature:													
Amount to be debited: \$													

Please note that orders will not be confirmed until all credit card payments are processed and cleared in full

LABOUR - CASUAL

Please return this form to: The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001 Fax to: (03) 62354563



It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. Orders must be placed 21 days prior to an event and payment received no later than 7 days prior to bump in.

Exhibition/Conference:	Aquaculture Australia Conference					
Stand Number:						
Company Name:						
Company Address:		State:		P/C:		
Phone:	Mobile:					
Fax:	Email:					

A minimum charge of 3 hours is required for the hire of general casual labour

CASUAL LABOUR							
Casual Labour Description	Cost per hour (GST Inclusive	Number Required	Hours Required	Total (AUD) (No. Required x Cost P/H x Hours Required)			
Casual Labour Per Person (Monday to Friday) Min 3 hours	\$40 per hour						
Casual Labour Per Person (Saturday to Sunday) Min 3 hours	\$50 per hour						
Casual Labour Per Person (Public Holidays) Min 4 hours	\$60 per hour						
	Total			\$			
Please provide a brief							
description of duties:							

OVER SIZE DELIVERY REQUEST HOIST REQUEST



****Fax to Conference Organiser****

OVER SIZE DELIVERY & HOIST REQUEST FORM – EVANS STREET LOADING DOCK

This form is to be used to notify the conference organiser and the venue of any over sized deliveries or the requirement to use the hoist. 2.30m wide by 2.30m high by 1.20M deep can be delivered into the Evans St loading dock using a tall mast fork lift and this should be scheduled with the conference organiser. All items larger should be communicated via this form.

	- Jun and a state		
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C	ONTACT DETA	ILS
Company Name:		
Address:		
	State:	P/C:
Contact		
Name:		
Phone:		
Mobile:		
Fax:		
Email:		

Event name:	Aquaculture Australia Conference
Company / Stand Name:	
Booth Number:	
Item To Be Delivered Description:	
Dimensions:	
Weight:	

The Evans Street loading dock can accept up to 2.3m wide by 2.3m high by 1.20M deep via tall mask fork lift delivery. Larger items need to be evaluated and may require the hoist or alternative equipment to be arranged. Use of the hoist requires a qualified rigger. All costs associated with moving the item into and out of the building plus to and from the designated trade booth are to be met by the exhibitor. The venue accepts no responsibility should any oversized items not by able to be moved onto the building or in place within the building. The venue does not warrant the safety or security of any items. The exhibitor or the exhibitors agent must be on site during the delivery of the any oversized items.

Conference Organisers Fax number: (03) 6235 4563 Telephone number: (03) 6235 4795 Email address: cescoordinator@hgchobart.com.au

STAND COOKING REQUEST



Please return this form to: The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001 Fax to: (03) 62354563

Exhibition/Conference:	Aquaculture Australia Conference			
Stand Number:				
Company Name:				
Company Address:		State:	P/C:	
Phone:	Mobile:			
Fax:	Email:			

Only with written approval from the Hotel Grand Chancellor Hobart (HGCH) will exhibitors be permitted to distribute, sell or give away items of food or drink that is NOT supplied directly by HGCH

Generally HGCH will have no objection to the provision by exhibitors of foodstuffs as a means of demonstrating any plant or equipment forming part of the exhibition, or a product manufactured or supplied by the exhibitor. However, the sale of such products will not be permitted. The cooking must not interfere with the venues fire control system, in the event that cooking causes an alarm situation the exhibitor will meet all brigade call out costs and will not be allowed to continue cooking. Charges will apply for any storage of product and or assistance with the provision of the product.

Description of core activities of your company:	
Description of what will be cooked and how the cooking will be conducted:	
Description of how samples will be served and by whom:	

What method of cooking will be used to produce the samples:	Electric
	Gas

herby agree that if the Hotel Grand Chancellor Hobart grants permission, I will indemnify and hold harmless the Hotel Grand Chancellor					
Hobart against any liability, loss, claim or expense arising in connection with any ad	ctivities or work carried out by or on behalf of				
(insert the name of your comparison	ny), including any activities or work authorised by the Hotel				
Grand Chancellor Hobart. I also agree that both my representatives and I will abide	e by the terms and conditions of the Hotel Grand Chancellor				
Hobart and any instructions issued by its officers or employees. I also agree to pay for any damage or charges that may subsequently arise from this permission being granted.					
Signature of Authorised Company Officer:	Signature of Witness:				

Name of Officer: (Print): _____

Date: ____ / ____ / 20 ____

Name of Witness: _____ / Date: ____ /

	/	·	/	20	 	
_	/		/		 	

WIRELESS / BROADBAND INTERNET Please return this for The World Council Characteries



Please return this form to: The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001 Fax to: (03) 62354563

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. Orders must be placed 21 days prior to an event and payment received no later than 7 days prior to bump in.

Exhibition/Conference:	Aquaculture Australia Conference			
Stand Number:				
Company Name:				
Company Address:		State:	 P/C:	
Phone:	Mobile:	State.	170	
Fax:	Email:			

Access	1 Day Rate	Full Event Rate (Days)	Quantity Required	Total \$AU
Wireless	\$33			
Cabled	\$33			
	Total	\$		\$

The system runs at 8000kps down and 384kps up. The venue can supply both wireless and cabled broadband via Staging Connections. For cabled broadband to the booths please supply the location of booth, additional charges may apply for the cabling process. Wireless is available in both the lobby and mezzanine levels only and will not provide adequate speed on the venues accommodation section. Should switch or additional cabling be required please indicate below and Staging Connection will contact you to provide a tailored quote to the service. The system does not support VPN.

Require a tailored quote for additional network and cabling works: Yes No

PHONE LINE & HANDSET

Please return this form to: The Hotel Grand Chancellor Hobart PO Box 1601 Hobart TAS 7001 Fax to: (03) 62 354563



It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. Orders must be placed 21 days prior to an event and payment received no later than 7 days prior to bump in.

Exhibition/Conference:				
Stand Number:				
Company Name:				
Company Address:				
		State:	P/C:	
Phone:	Mobile:			
Fax:	Email:			

PHONE LINE & HANDSET			
Including local calls up to 45 minutes per call, each Cannot be used for fax/i		harged at 25c per minute	
Description	Price	Quantity	Total \$AU
Set-up and usage charge per line			
Please attach floor plans indicating required location of cable positions **NB On-site relocation fee applies		Total	\$
PHONE LINE & H	HANDSET		
Including analogue converter and local calls up to 45 minutes p	oer call, each ex	tra minute charged at 25c per mi	inute
Description	scription Price Quantity Total \$AU		Total \$AU
Device Type: Modem No Required Fax No Required EFTPOS No Required			
Set-up and usage charge per line			
Please attach floor plans indicating required location of cable positions **NB On-site relocation fee applies		Total	\$

EXHIBITORS DELIVERY LABEL

Maximum size for deliveries 2.3m high, 2.3m wide and 1.20m deep

DELIVER TO: Hotel Grand Chancellor Hobart Evans Street Hobart TAS 7001 Tel: 03 6235 4535

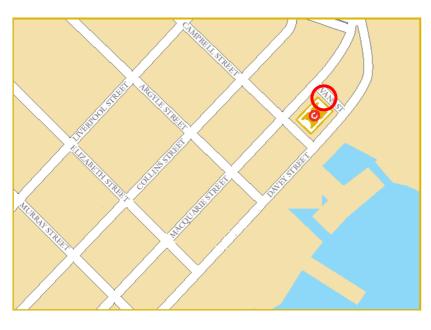
CHANCELLO			
Box Number	Total Boxes		

HOTEL GRAND

****Exhibitor to contact the hotel to advise a**

Delivery date and time for this area to be opened**

EVANS STREET LOADING BAY



S	SENDER DETAILS			
Company Name:				
Address:				
	State: P/C:			
Contact				
Name:				
Phone:				
Mobile:				
Fax:				
Email:				

Company / Stand Name/ Booth Number:		
Contact Name Exhibiter:		
Mobile Phone Number:		
Courier Company		
Courier Company Phone Number:		
Name of Event / Conference:	Aquaculture Australia Confe	erence
Start Date of Exhibition / Event :		
Number of Items / Boxes:		
Please Indicate:	Exhibition Display Items:	Other:

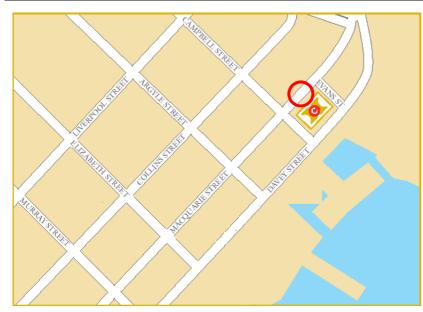
EXHIBITORS DELIVERY LABEL

****Maximum size for deliveries**** 2.04m high, 1.20m wide, 1.20m deep & 1800kg

Hotel Grand Chancellor Hobart **DELIVER TO:** Macquarie Street Hobart TAS 7001 Tel: 03 6235 4535 Loading bay is open Monday – Friday 7am to 5pm

	G	
HOTEL GRAND CHANCELLOR HOBART		
Number	Total Boxes	

MACQUARIE STREET LOADING BAY



SENDER DETAILS			
Company Name:			
Address:			
	State:	P/C:	
Contact			
Name:			
Phone:			
Mobile:			
Fax:			
Email:			

Company / Stand Name / Booth Number:		
Contact Name Exhibiter:		
Mobile Phone Number:		
Courier Company		
Courier Company Phone Number:		
Name of Event / Conference:	Aquaculture Australia Conference	
Start Date of Exhibition / Event :		
Number of Items / Boxes:		
Please Indicate:	Exhibition Display Items:	
	Satchel Packing:	
	Other	

Box Number

SECURITY

Exhibitors are asked to take precautions in guarding their exhibits and personal belongings. Move-in and move-out hours are particularly sensitive times when thefts of small, easily carried items are more likely to occur (laptops, cell phones, instruments). We suggest that you plan your staff schedule so that your exhibit is not left unattended during these times.

AUSTRALASIAN AQUACULTURE 2010 CANNOT BE HELD LIABLE FOR LOST OR STOLEN ITEMS.

BUSINESS CENTRE

There is a Business Centre at the Hotel Grand Chancellor, Hobart. Standard office services are available.

MESSAGES

A Message Board will be located near the Registration Area where you can pick up messages or leave messages for other exhibitors or conference attendees.

Conference Management cannot deliver messages to your booth. If you will be receiving phone calls during the exhibition, please plan to have your own phone in your booth or arrange to rent a cell phone or pager.

TRADE SHOW TIPS

BOOTH DESIGN / MARKETING

As an exhibitor at Australasian Aquaculture 2010, the following material is intended to assist you in defining your goals for this show and in maximising your potential to attain these goals.

EXHIBIT DESIGN

The design of your exhibit should follow your goals. What are your main objectives? Do you wish to obtain new distributors or expand a product line? Are you developing new prospective sales lists? Are your goals more short term – are you interested in closing immediate sales? What is the focal point of your exhibit? How can you design your booth to best meet your main objectives? Whatever your goals, make sure your exhibit clearly states them.

EXHIBIT MEMORABILITY AND PUBLIC RELATIONS

You will be among other exhibitors *including* your competition. How will you keep your company's name up front in the buyer's minds? The importance of an attractive, functional booth design cannot be over-emphasised. However, without dynamic personnel staffing your booth, your investment is not meeting its full potential. Your staff will need to be attentive to the buyers and seek out those who appear interested. This will take some initiative on the part of booth personnel. Your success will depend more on your interest in the individual customer than on merely making yourself available to the crowd. Anything less than a positive attitude will be detrimental to your success.

Please feel free to contact the Conference Office for a copy of 'Maximising your Trade Show Experience'.

TRADE SHOW MANAGER

Mario Stael of MarEvent will be your onsite Trade Show Manager for the duration of Australasian Aquaculture 2010. Mr Stael's many years of association with the well known World Aquaculture Society Shows will make him a welcome addition to the 2010 team. Mario will operate from the Exhibitor Registration area and will be available to assist with all exhibitor and sponsor enquiries. Mario will endeavour to make your Australasian Aquaculture Trade Show experience a rewarding one.

Please note: all enquiries and requests for information prior to the show are still to be directed to the Conference Office in Australia <u>sarah-jane.day@aquaculture.org.au</u>.

GENERAL RULES AND REGULATIONS

Each booth will be set with 2.5 metres high back and side walls.

ALL ACTIVITIES UNDERTAKEN BY BOOTH STAFF MUST BE CONTAINED WITHIN YOUR BOOTH AREA. DISTRIBUTION OF LITERATURE, FOOD, BEVERAGE, PROMOTIONAL TOOLS OR OTHER ACTIVITIES WILL NOT BE ALLOWED IN THE AISLES AND LOBBIES.

Loudspeakers and "carnival" tactics will not be permitted.

All exhibitors should read and be familiar with the Rules and Regulations within this Manual.

All cords at any doorways or across any aisles must be securely taped down and covered with carpet.

Any material such as draping or curtains brought into the exhibit area must have a certificate stating that it is an inherently fireproof material or has been fireproofed.

Appropriate business attire should be worn during the show.

All rules and regulations as outlined by the Hotel Grand Chancellor, Hobart must be adhered to.

REQUIREMENT OF LIABILITY INSURANCE (CERTIFICATE OF CURRENCY)

Your company must have property damage, public liability and personal injury insurance. Please call your insurance company and verify that your exhibit and personnel are covered.

PLEASE SEND A COPY TO THE CONFERENCE OFFICE BY 1 APRIL 2010