



INFORMATION FOR EXHIBITORS

International Digital Libraries Conference

21-25 June 2010

Holiday Inn Surfers Paradise

Gold Coast, Queensland, Australia

Prepared by the Conference Secretariat:

AST Management Pty Ltd

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INFORMATION FOR EXHIBITORS

VENUE

The exhibition will be set up in the Palm Ballroom, Level 4, Holiday Inn, Surfers Paradise. All catering will take place in this area.

SITE DETAILS

Each exhibition booth (AUD\$1,500 + GST per site) will measure 3m across the back wall, 1.8m for the sidewalls and 2.4m in height. Each booth will be fitted out with the following:

- Booth system featuring panels covered in black or light grey velcro compatible frontrunner material to which articles may be attached by means of velcro 'hook' attachments only
- 290mm high system fascia with standard name sign on open sides (up to 30 characters on white corflute panel)
- 1 x 4amp general-purpose power outlet (GPO) power supply (extension leads are not supplied)
- 2 x Energy efficient spotlights (equivalent to standard 150watt spotlights)
- 1 trestle table and 2 chairs

ONE COMPLIMENTARY CONFERENCE REGISTRATION

There is one complimentary registration per booth sold which includes the Opening Reception on Tuesday. The Conference Dinner on Wednesday is an optional extra of \$75.00.

ADDITIONAL STAFF FOR TRADE EXHIBIT

The cost for each additional person required to staff the exhibition is AUD\$350.00 for all daily catering which includes the Opening Reception on Tuesday. The Conference Dinner on Wednesday is an optional extra of AUD\$75.00.

TO REGISTER EXHIBITION STAFF

See form attached to this document. Fax or email back to Conference Secretariat.

SET UP

Exhibitors will have access to their site on Tuesday 22 June from 8.30am. Set up should be completed by Morning Tea at 10.30am. A representative from the conference secretariat will be on-site. Vehicle access is via the front entrance to the Holiday Inn to unload, car parking is available in the car parking building adjacent to the Holiday Inn.

DISMANTLE

Exhibitors should dismantle their site from 3.00pm on Thursday 24 June. Exhibitors are responsible for arranging the transportation of their display material. We wish to point out that it is imperative that your display space is completely clear when you depart the Holiday Inn.

POWER

While every endeavour will be made to ensure constant power supply, the conference management will not accept any responsibility for any power disruption. Please ensure that computer equipment etc is protected.

ADDITIONAL EQUIPMENT HIRE AND SIGNAGE CONFIRMATION

You will be contacted by Melanie at Pyramid Displays to confirm your fascia signage. Talk to Melanie about any additional equipment which will be an extra cost to your company and will be invoiced directly from Pyramid Displays.

Melanie Puckey

Ph: +61 7 5522 1133

Fax: +61 7 5522 0744

Email: melanie@pyramiddisplays.com.au

FORWARD DELIVERY OF EQUIPMENT

Please allow ample time for freighting, to ensure timely arrival at the Holiday Inn. The delivery label is attached to this document. At the end of the conference, any goods will be picked up for the return journey back to country of origin. Please ensure that all boxes are secure and labelled.

ACCESS CLEARANCE

Certain areas must be kept clear and free access retained. These are: fire exits, lighting and sound controls, fire appliances and power distribution boards and any other areas, which will be identified.

AISLES

All exhibits must be confined within each exhibitor's designated area and must not protrude into any open space.

DAMAGE TO FIXTURES

No signs, banners or other decorations may be nailed, glued or fastened to any surface such as ceilings, floors, columns, walls etc. Should any exhibitor have any need to secure any fixture (other than by normal velcro), please contact Pyramid Displays for assistance.

DANGEROUS MATERIALS

All exhibitors shall ensure that no materials that could cause any risk or damage to anyone are used in the exhibit i.e. no potentially explosive, inflammable, toxic materials or materials which could cause staining or water damage and no lighting which could overheat or be obstructive.

FIRE SAFETY AND HEALTH

All exhibitors and exhibits are required to comply with all local fire safety and health regulations.

LIABILITY

The Conference Organising Committee, AST Management Pty Ltd, and Pyramid Displays shall not be liable for any loss or damage to display material or equipment.

NOISE CONTROL AND VISUAL OBSTRUCTION

Where any exhibitor wishes to use any form of moving fixture, sound system, computer-generated graphics or strong lighting, each exhibitor shall ensure that any such effect shall not be obstructive to any other exhibitor or delegate. Sound levels shall be at normal conversational levels.

SECURITY

Responsibility ultimately rests with the exhibitor.

CONTACT CONFERENCE SECRETARIAT

Merrin McAuley, Senior Event Manager, AST Management Pty Ltd

PO Box 10508 BC, Southport QLD 4215

Ph: +61 7 5528 2501 Fax: +61 7 5528 5291 Email: merrin.mcauley@astmanagement.com.au

REGISTRATION FORM FOR EXHIBITORS

International Digital Libraries Conference

21-25 June 2010

Holiday Inn Surfers Paradise, Australia

First Name: (name badge) _____
Last Name: _____
Organisation: _____
Address: _____
City: _____
State: _____ Postcode: _____ Country: _____
Ph: _____ Mobile: _____
Email: _____
Dietary Requirements: _____

Please tick one of the following to indicate your registration status

- ☐ Person allocated to the one Complimentary Registration
☐ Additional Exhibitor Staff @ \$350.00

Accommodation at the conference venue, Holiday Inn – please tick box

All prices are in Australian Dollars and include Australian GST.

- ☐ Single, Double or Twin Occupancy @ \$160.00 per room per night
☐ Single Occupancy with Breakfast @ \$180.00 per room per night
☐ Double or Twin Occupancy with Breakfast @ \$200.00 per room per night

Arrival date _____ Departure date _____ Number of Nights _____

Sharing with _____

Social Functions – please tick box

- ☐ I will be attending the Opening Reception Tuesday 22 June (included in fee)
☐ I will be attending the Conference Dinner @ \$75.00

PAYMENT

| | |
|---|-----------|
| Additional Exhibitor Staff @ \$350.00 | \$ |
| Conference Dinner @ \$75.00 | \$ |
| Accommodation (cost per night by number of room nights) | \$ |
| TOTAL | \$ |

☐ Visa ☐ Mastercard ☐ Amex Expiry _____

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Name of Cardholder _____ Cardholders Signature _____

☐ Please issue an invoice payment Purchase Order _____

Conference Secretariat

Merrin McAuley, Senior Event Manager, AST Management Pty Ltd

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Email: merrin.mcauley@astmanagement.com.au



SURFERS PARADISE

DELIVERY LABEL

ATTENTION:

MELINDA FERSZT

Meeting & Events Co-ordinator

Holiday Inn Surfers Paradise

22 View Avenue

Surfers Paradise, QLD 4217

HOLD FOR:

CONFERENCE MATERIAL

Conference Name:

Company Name:

Contact Person:

Phone No:

BOX ____ OF ____