



INFORMATION FOR EXHIBITORS AND SPONSORS

We have been hard at work planning the Ecological Society of Australia conference for 2019. We've had a terrific response to our sponsorship opportunities and look forward meeting with all of you in November.

This manual contains everything you **NEED TO KNOW** and **NEED TO DO**. Please take the time to read the information provided and note all deadlines to ensure you have a hassle-free event. Please make sure all relevant information is passed on to company staff attending the conference. We thank you for your continued support of The Ecological Society of Australia.

IMPORTANT CONTACTS

Conference Secretariat

Tricia Hopkins
Kaigi Conferencing & Events
T 02 6198 3218 M 0488 445 029 E esa@kaigi.com.au

Venue Enquiries

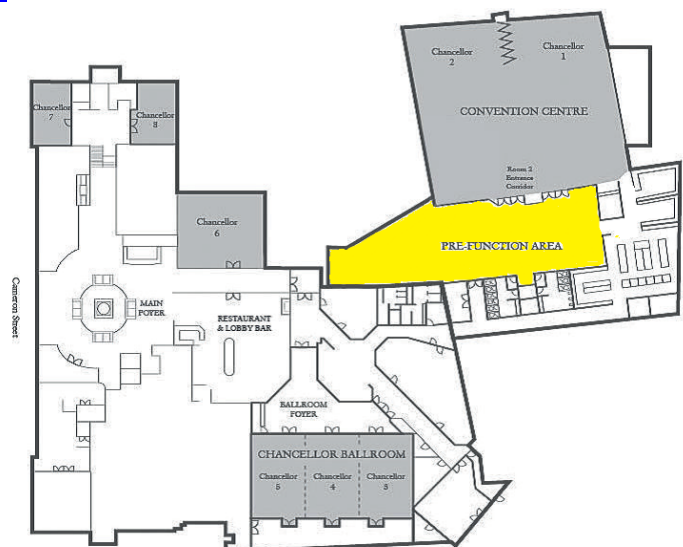
Please direct all venue enquiries to the Director of Sales:
Joscelyn Littlejohn:
T +61 3 6311 1002 E sales@hgclaunceston.com.au

VENUE

Hotel Grand Chancellor Launceston

Street Address:
29 Cameron Street Launceston, TAS, 7250
Australia

Posters, catering and the exhibitor tables are located in Pre-Function area



DELIVERY / COLLECTION

All incoming items for events will be accepted via the Loading Dock only - details below.

*** No Delivery will be accepted prior to 21 November 2019**

Deliveries should be addressed to:

Hotel Grand Chancellor, 29 Cameron St, Launceston

Delivery Labels

Please use the venue Delivery Labels to send any item(s) to the venue with all the details filled in on the label to put on your package.

ACCESS TO VENUE FOR LOADING AND UNLOADING

Larger goods can be delivered to the loading dock on Marillac Lane-used for larger items or pallets.

- Goods will not be accepted at any other location.
- It is the exhibitor's responsibility to ensure the delivery address and recipient details are clearly stated and upon parcel drop off, a clear signature is obtained from a Hotel Grand Chancellor Launceston representative.
- No Smoking
- Hi Vis & Closed in Shoes at all times
- Please follow instructions given by Hotel Grand Chancellor Launceston staff
- Children under the age of 15 are not permitted to be on the loading dock

Bump in

Bump In: Exhibitors are permitted onsite to bump in on Sunday 24 November 2019, from 1430-1730, or Monday 26 November, from 0830-1000.

All excess stock and rubbish must to be removed from your site before 1430 on Friday 29 November. Any items left within the hall after this time will be deemed as rubbish and discarded.

During set up and breakdown, you are required to comply with the following operational rules –

- a smoke free area.
- Be mindful that you do not block emergency exits and aisle ways.

Please be aware that there is limited storage available and any additional materials to be collected MUST be moved to the loading dock and **labelled properly**. If you have organised a courier to collect goods, make sure the consignment notice is completed and attached to secured packages. Couriers should be instructed to collect goods on Friday 29 November.

All goods must be collected from the venue by 5PM on (Friday 29 November).

OCCUPATIONAL HEALTH & SAFETY

As an exhibitor at Hotel Grand Chancellor Launceston you have a duty of care to work safely and not endanger the safety of those around you. You are expected to follow all relevant legislation and applicable codes of practice. Serious breaches of safety will not be tolerated.

Venue Safety Rules

- Open flame not permitted at exhibit stands
- No children under the age of 15 permitted during bump in & bump out
- Gas LPG bottles are not allowed inside the Hotel Grand Chancellor Launceston under any circumstance
- No animals or pets are to be brought on site without prior written approval from Hotel Grand Chancellor Launceston – Guide Dogs exempt
- Consumption of alcohol or drugs while working is not permitted
- Do not block fire appliances (hose reels, extinguishers) fire exits or pathways to an exit.
- In the event of an emergency or alarm, please follow directions given by venue staff.
- Electrical equipment must be tested and tagged

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

In the interests of safety and fairness, please keep all displays within your stand area. By keeping displays/furniture within your stand area, health and safety regulations are adhered to and you will not be blocking the visibility of your neighbours' stands. We reserve the right to remove any material located outside the designated stand area.

Parking

On site car parking is available in the Care Park car park next door to the hotel. The cost for this facility is \$6.00 per day in before 10am. Please note this is a public car park and is subject to availability and change. Signage will direct patrons to available car parking facilities.

Smoking

The Hotel Grand Chancellor Launceston is non-smoking venue. Therefore, smoking is not permitted within the confines of the venue.

INSURANCE

It is the responsibility of the Exhibitor to maintain full public liability & property insurance cover throughout the duration of the Expo.

EXHIBITION HOURS

We request that your exhibition space is open and staffed during the following hours:

Monday 25 November	0900 – 1800	Thursday 28 November	0900 – 1730
Tuesday 26 November	0900 – 1730	Friday 29 November	0900- 1430
Wednesday 27 November	optional		

Catering for Exhibitors Morning and afternoon teas and lunch will be available to exhibitors

BUMP IN AND BUMP OUT

Bump In Schedule

Sunday 25 November

1430 – 1730 Exhibitors set up

Bump Out Schedule

Friday 29 November

1400 Exhibition closes
1400 – 1700 Exhibitor bump out

REGISTRATION

Please register **ALL** staff who will be attending. Online registration is available on the conference website www.esa2019.org.au, or contact us via email to esa@kaigi.com.au

EXHIBITORS DELIVERY LABEL

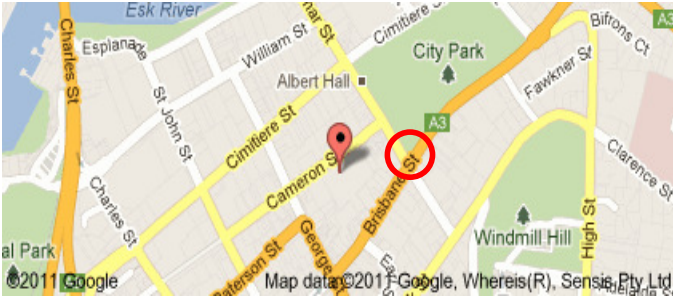


DELIVER TO: Hotel Grand Chancellor Launceston
 29 Cameron Street
 Launceston Tas 7250
 Telephone : 03 6334 3434

Box Number	Total Boxes

Monday – Friday 9:00am to 4:00pm

Hotel Grand Chancellor Launceston



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

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

The above delivery label needs to be completed accurately in order to ensure the arrival and correct allocation of your goods.

Please Note: Goods will not be accepted more than 24 hours before the conference tenancy

If you intend to dispatch your goods via a courier from Hotel Grand Chancellor Launceston after the event, it is important for you to:

- Bring a consignment note with you (note that TNT customers need a consignment note for every 8 items).
- Make sure the consignment note is completed correctly.
- Ensure that every package has a label with your return address and the number of items on it (e.g. package 3 of 5).
- Remove all obsolete labels from packages.
- Please keep your copy of the consignment note for your future reference and the tracking of goods through your courier company.

Goods are to be collected within 48 hours after the conclusion of the event.

Please Note:

- Please note that all goods / property brought into the Hotel Grand Chancellor Launceston by an exhibitor is done so at the sole risk of the exhibitor.
- The Hotel Grand Chancellor Launceston is not responsible for any damage to or theft from the event.

The Hotel Grand Chancellor Launceston reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

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