

# EXHIBITOR INFORMATION

## SPWLA 51<sup>st</sup> ANNUAL SYMPOSIUM Perth, Western Australia 19-23 June 2010 Perth Conference Exhibition Centre

### **SYMPOSIUM AND EXHIBITION ORGANISERS:**

**Promaco Conventions Pty Ltd**  
PO Box 890 Canning Bridge  
WESTERN AUSTRALIA 6153  
Tel: +61 8 9332 2900 Fax: + 61 8 9332 2911  
Office email: [promaco@promaco.com.au](mailto:promaco@promaco.com.au)  
Michelle Ainsworth Mobile: 0407 089 103  
email: [michelle@promaco.com.au](mailto:michelle@promaco.com.au)

Contact person for Exhibition:

### **SYMPOSIUM WEBSITE:**

[www.spwla2010.org](http://www.spwla2010.org)

### **STAND CONTRACTOR:**

**Advans Exhibition Services**  
12 Moriarty Road, Welshpool  
WESTERN AUSTRALIA 6106  
Tel: +61 8 9451 8322 Fax: +61 8 9356 2049  
Office email: [info@advanswa.com.au](mailto:info@advanswa.com.au) [www.advanswa.com.au](http://www.advanswa.com.au)  
Edward Schimmel Mobile: 0418 944 858  
email: [ed@advanswa.com.au](mailto:ed@advanswa.com.au)

Contact person for Exhibition:

### **EXHIBITION VENUE:**

**Perth Convention Exhibition Centre (Perth Centre) – Pavilion 1**  
21 Mounts Bay Road  
PERTH WA 6000  
Tel: +61 8 9338 0323 Fax: +61 8 9338 0309  
[www.pcec.com.au](http://www.pcec.com.au)  
Eleanor Sharon Hefferen Mobile: 0409 810 124  
email: [Sharon.Hefferen@pcec.com.au](mailto:Sharon.Hefferen@pcec.com.au)

Contact person for Exhibition:

### **EXHIBITION OPEN DATES AND TIMES**

<b>Monday 21 June 2010</b>	0745 - 1700
<b>Tuesday 22 June 2010</b>	0745 - 1700
<b>Wednesday 23 June 2010</b>	0745 - 1700

### **MOVE-IN PERIOD**

**Sunday 20 June 2010**

- Exhibitors will commence set up from 0700  
Stands will be given a move-in schedule shortly
- Exhibitors set up to be completed by 0745 on Monday 21 June

### **MOVE-OUT PERIOD**

**Wednesday 23 June from 1700**

## **PAYMENTS**

### **Friday 31 March 2010**

- All Stand payments must be finalised by this date.
- Exhibitors may not move on-site unless all outstanding payments have been finalised.

## **STAND DIMENSIONS**

**Stands are:** 3.0 metres wide x 3.0 metres deep x 2.4 metres high

## **SHELL SCHEME**

The shell is covered in a neutral colour frontrunner fabric (velcro compatible). Fascia - black background with white lettering.

## **EXHIBITION STAND**

Each stand will include: (***Please confirm with Advans if you do OR do not require the following***):

- Fabric covered back and side walls as above (velcro compatible for attachments)
- Front headboard (Black) with company name in lettering (White)
- 2 spotlights / Power point

For additional exhibition requirements such as furniture and display items, please refer to the enclosed brochure from Advans Exhibitions Services for details and costs. Exhibitors may supply their own furniture if preferred.

## **EXHIBITOR REGISTRATION**

Allowance has been made for up TWO staff members to service each numbered stand (includes daily tea breaks and lunches, name badges and pocket programs). eg 1 stand = 2 staff, 3 stands = 6 staff.

One exhibitor registration per numbered stand also entitles the holder to attend all technical sessions and tickets to the evening social functions (subject to availability).

Should you wish to register additional staff to service your stand (more than two staff per numbered stand), the exhibitor registration fee is: one-day registration @ \$180 or three-day registration @ \$340 inc GST per person and is inclusive of daily tea breaks and lunches, a name badge and handbook. A maximum of two extra names per numbered stand is allowed.

To register both your two inclusive staff and any additional staff to service your stand, complete the exhibitor registration form provided. All exhibition staff must have name badges.

# **GUIDE TO EXHIBITION PLANNING**

## **ACCESS AND LOCATION FOR DELIVERY OF EXHIBITION MATERIAL**

### **Delivery of Boxes:**

All deliveries should be handled by the official freight forward provider: **Agility Fairs and Events**.

Refer to pages 9 and 50 of the Perth Convention and Exhibition Centre Exhibitor Manual.

Contact is Jay Pustkuchen - [Jayp@agilitylogistics.com](mailto:Jayp@agilitylogistics.com) on 08 9338 0341

At the conclusion of the event, all items/boxes must be collected within two days. Thereafter, the venue takes no responsibility for any item/box, and reserves the right to dispose of such items/boxes.

**Please note:** The organisers will not take delivery of any goods, packages or other material on behalf of the exhibitor. Nor will the organisers accept responsibility for the safety of any such items in the absence of the exhibitor, agent or contractor.

No deliveries will be allowed into the exhibition area during 'Exhibition Open Hours'.

## **AUDIO VISUAL / COMPUTER EQUIPMENT**

All audio-visual / computer equipment can be ordered through the Conference Organisers or Advans Exhibition Services – see contact details page 1. Exhibitor's may supply their own if preferred.

## **CAR-PARKING**

Parking is available in the main area underneath the Convention Centre at hourly rates. See page 9 of the PCEC Manual for full details.

## **CEILING HEIGHTS**

Standard booth maximum height is 2.4metres. Any display above this height will need to contact PCEC and get permission in writing – see page 14 of the PCEC manual.

## **CLEANING - GENERAL**

The exhibition areas will be cleaned regularly during the move-in period. Please ensure that your packaging material has been removed by your appointed freight company or that other arrangements for storage have been made. During the exhibition, aiseways and other public areas will be cleaned at regular intervals. A limited area has been set aside for general exhibitor storage.

## **COMMUNICATIONS**

### **Broadband Internet (Wireless)**

See Booking Form 11 on page 34 of the PCEC Manual.

### **Facsimiles and computer equipment**

For the hire of computers, contact John Forty from Hire Intelligence on Tel: +61 8 9355 1666, Fax: +61 8 9355 1632 or mobile 0419 855 061.

## **CONSTRUCTION MATERIALS**

Any materials used for stand construction or display purposes must conform to the following standards:

- noncombustible and inherently non-flammable material
- durably flame proof fabric
- self-extinguishing plastic
- plywood, hardwood, pulpboard or fibreboard rendered flame resistant by a process of impregnation acceptable to the Authorities.

## **CONTRACTORS**

The services specified in this manual are exclusively available for the use of the exhibitors. The organisers are not the agent of contractors or subcontractors and can accept no liability of any contract entered into between the exhibitors and contractors or subcontractors for the negligence or default of any such person, their employees or agents.

The organisers have appointed an official contractor. Exhibitors may wish to appoint his/her own contractor. Any contractor other than the official contractor must be approved by the organisers.

It is the responsibility of all exhibitors to ensure any contractors or agents appointed by the exhibitor are familiar with the Contractual Obligations of the exhibition and venue.

## **DANGEROUS MATERIALS**

The following are not permitted in the venue unless approved by the Perth Centre Management in writing.

- naked flames, portable or temporary gas connections;
- pyrotechnics or explosive materials, including without limitation, petrol, dangerous gases or highly inflammable substances.

If special gases are required for the operation of equipment (for example: GLC, flame photometer, etc.)

## **FIRE REGULATIONS**

Fire extinguishers and fire fighting equipment must at all times be visible and accessible and must not be removed from the correct location.

## **FLAGS AND BANNERS**

Flags, banners and similar items must not be hung from the roof or any part of the building structure unless written approval has been obtained in advance from the Perth Convention Exhibition Centre.

Clifton's Perth carries out all rigging within PCEC's pavilions. Please contact Clifton productions under preferred suppliers on page 9 of the PCEC Manual.