



2024



Australasian
Road Safety
Conference

30 SEPTEMBER - 3 OCTOBER
HOBART, TASMANIA

**Exhibitor
Manual**




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Partner Guide Summary

This guide is designed to help you prepare as an exhibitor and partner for the upcoming Australasian Road Safety Conference (ARSC).

The contact details to the conference organiser, exhibition builder and a freight forwarder are included.

Please share this manual with any contractors or colleagues to ensure that they comply with the necessary requirements.

*Please disregard any items that are not relevant to your partner or exhibitor package.



Contact Details

MAIN CONTACT

CONFERENCE ORGANISER

Samantha Lac Project Coordinator | MCI Australia

P: 07 3858 5400

E: info@australasianroadsafetyconference.com.au

W: <https://australasianroadsafetyconference.com.au/>

EXHIBITION BUILDER

Rod Street Director | Expo Tas

P: 03 6287 6462

E: rod@expotas.com.au

W: <https://expotas.com.au/>

FREIGHT FORWARDER

Mark Clark Branch Manager | Total Freight Solutions

M: 0417 002 530

P: (03) 6232 9600

E: mclark@totalfreightsolutions.com.au

W: www.totalfreightsolutions.com.au

VENUE

Hotel Grand Chancellor Hobart

105 Davey Street, Hobart

P: (03) 6235 4707

W: <https://www.grandchancellorhotels.com/hotel-grand-chancellor-hobart>



Checklist and Deadlines

*Please disregard any items that are not relevant to your partner or exhibitor package.

ITEMS	DUE DATE	INSTRUCTIONS/ NOTES
ACKNOWLEDGEMENT		
Logo	ASAP	Please upload via portal , if you have any issues, email into the conference organisers
Company Profile	30 August 2024	Refer to your inclusions for the no. of words. Please upload via portal, if you have any issues, email into the conference organisers
EXHIBITOR		
Public Liability Insurance	2 September	Please upload via portal , if you have any issues, email into the conference organisers
Additional signage printing	6 September 2024	Contact ExpoTas via email
Fascia	13 September 2024	Contact ExpoTas via email
Furniture ordering	13 September 2024	ExpoTas via the website under the exhibition hire tab *Furniture for the booths are at the cost of exhibitors
Booth upgrade	ASAP	Contact ExpoTas via email
Custom Stand Design	30 August 2024	Email into the conference organisers
Confirmation of customs stand builder	6 September 2024	
Delivery of materials to venue	Delivery can arrive onsite 24 – 48 hours prior to the event	Please use Delivery Label and complete Delivery Advice form
Materials picked up from venue	Within 48 hours post event	A collection label will be provided onsite
PARTNER		
EDM banners	7 Days prior to delivery of EDM	Upload banner to this folder
Marketing Collateral	6 September 2024	Upload collateral to this folder
REGISTRATION		
Complete group registration allocation	9 September 2024	Complete via the registration portal
Social functions allocation	9 September 2024	Complete via the registration portal
Additional registrations (e.g. partner registration, conference dinner ticket or other additional functions) *subject to availability	ASAP	Email into the conference organisers

*If you have any questions please don't hesitate to reach out to the sponsorship and exhibition team via email: info@australasianroadsafetyconference.com.au

Bump-in and Bump-out Schedule

DATE	TIME	DESCRIPTION
Monday 30 September	06:30am – 5:00pm	Build commence for ExpoTas (no exhibitor access)
	12:00pm – 5:00pm	Access for custom stands (no exhibitor access)
Tuesday 1 October	06:30am – 07:30am	Access for exhibitors to setup their booth (hand held items only – all other deliveries need to come through the loading dock prior)
	07:30am – 08:00am	Final touches and tidy
Thursday 3 October	08:00am	Exhibition open to delegates
	1:00pm – 3:00pm	Exhibitor pack down
	3:00pm – 12:00am	Build dismantle (no exhibitor access)



Exhibition Hours

The exhibition will be located in the Federation Ballroom.

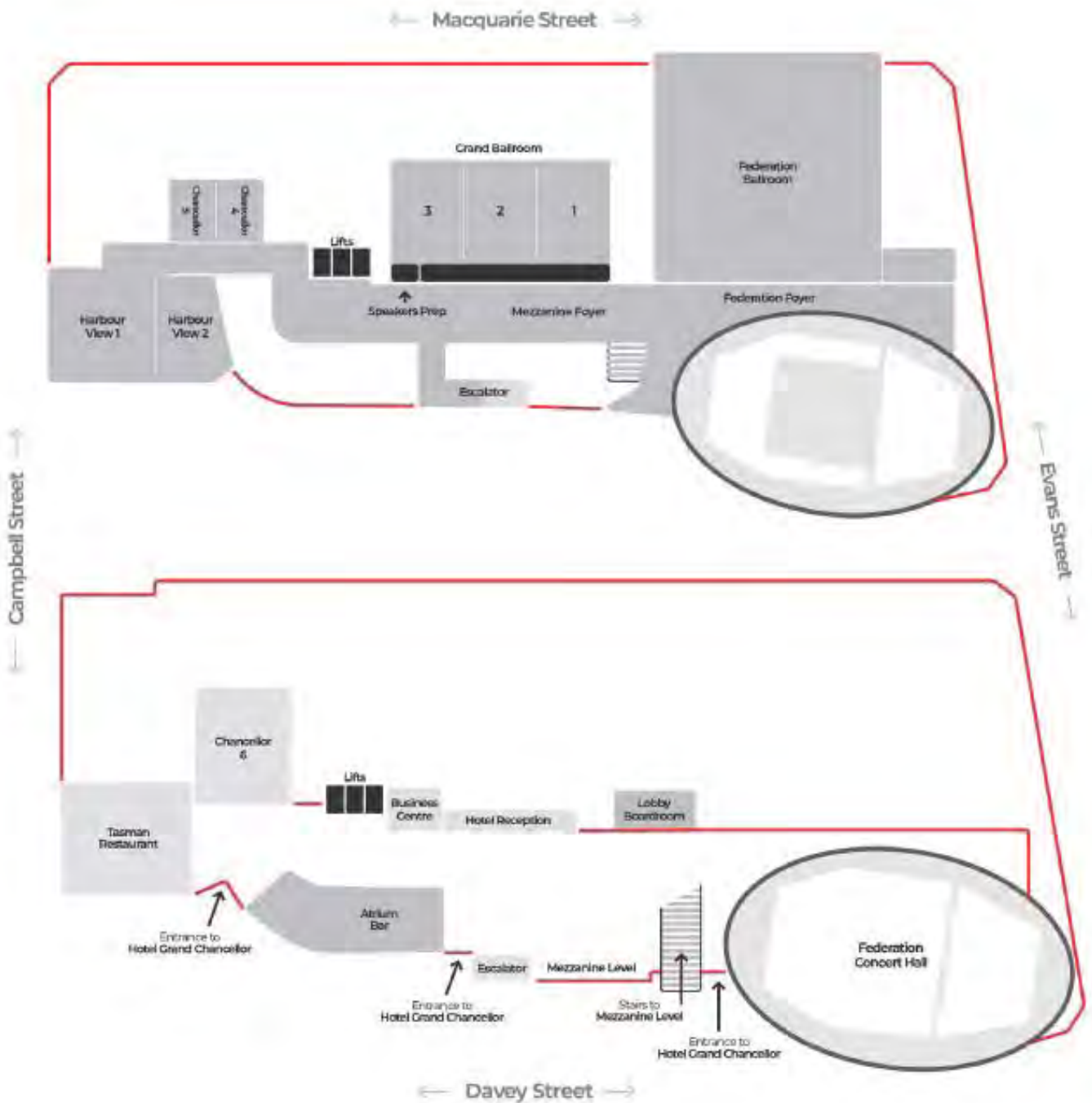
*please note these times are subject to change without notice, please find the program [via this link](#).

DATE	TIME	DESCRIPTION
Tuesday 1 October	06:30 – 07:30	Access for exhibitors to setup their booth (hand held items only – all other deliveries need to come through the loading dock prior)
	08:00 – 9:00	Registration and Exhibition open to delegates
	10:30 – 11:00	Morning Tea
	12:00 – 12:30	Poster Session – exhibition area
	12:30 – 13:30	Lunch
	14:45 – 15:15	Afternoon Tea
	17:30	Exhibition closes
Wednesday 2 October	8:00 – 9:00	Registration and Exhibition open to delegates
	10:15 – 10:45	Morning Tea
	12:00 – 13:00	Lunch
	14:15 – 14:45	Afternoon tea
	17:00	Exhibition closes
Thursday 3 October	8:00 – 9:00	Registration and Exhibition open to delegates
	12:00 – 13:00	Lunch
	1:00pm – 3:00pm	Exhibitor pack down
	3:00pm – 12:00am	Build dismantles (no exhibitor access)

Venue

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 situated on the Lobby level. Please refer to the below diagram for function room locations:



LOADING DOCK

Hotel Grand Chancellor Hobart has two loading docks based on the requirements of freight and packages.

MACQUARIE STREET LOADING DOCK (ONLY GENERAL DELIVERIES ARE TO BE SENT TO THIS LOADING DOCK – see below size guide)

Deliveries are limited to the following size:

1.20M W by 2.00M H by 1.20M D

Maximum weight:

1800kg (service lift access)

Loading Dock height:

Ground to platform 1.20M

General deliveries should be sent to this dock. All deliveries need to be labelled correctly using the delivery label. Goods that are not labelled clearly will not be accepted. Hotel Grand Chancellor Hobart may sign for goods but accepts no responsibility for the security or safety of goods delivered into the venue.

Deliveries will only be accepted a maximum of three days prior to the start of the venue hire. HGCH reserves the right to refuse delivery of items prior to this.

Goods must be collected 1 working day after the event has concluded, or the following business day. Items not collected may be disposed of by the Hotel.

Goods that do not fit in the lifts will be left on the loading bay until there is a representative from the sender to witness unpacking to accept responsibility of the goods and ensure their safety and security.

EVANS STREET LOADING DOCK

(PALLETISED AND OVERSIZED GOODS ARE TO BE SENT TO THE FREIGHT FORWARDER)

**This will require approval by the conference organisers, please email your request and we will forward the request to the contractor.*

Deliveries to the Evans Street loading dock can be arranged by prior agreement and specific delivery time, this is used for palletised and oversized goods to be delivered directly to the conference floor.

A tall mast forklift is required to provide access to the Evans Street Loading Dock and charges are applicable.

They are limited to:

2.3m H x 2.4m W x 1.2m D.

Where the Evans Street loading dock is required, please refer to the Exhibition Move In/Out Schedule.

Incorrectly packed or palletted items will not be accepted by the Hotel and its representatives. Occupational Health and Safety Standards must be adhered to.

DELIVERIES

Direct deliveries of goods to the hotel via a courier by choice are accepted however, goods can only be delivered 24 – 48 hours prior to the commencement of the conference. There is a two-part step:

1. Ensure all items have a delivery label attached*
2. Complete [delivery advice form](#) and email to cateringevents@hgchobart.com.au and conference organiser: info@australasianroadsafetyconference.com.au

*It is the responsibility of the exhibitor or partner to organise delivery and pick up of goods. The pickup label will be provided at end of the conference. Alternatively, exhibitors and partners can use Total Freight Solutions, official freight forwarders for the conference.

DOCUMENTS

[HGC Delivery Label](#) | [HGC Advice Form](#)

STORAGE

The Hotel does not offer any onsite storage; therefore, road cases/containers will need to be stored offsite. Please refer to the Move In/Out schedule to see if this is necessary for your booth.

BUMP OUT AND REMOVAL OF GOODS

To ensure a smooth bump out and that all goods are delivered to their correct destination, please abide by the following guidelines specific to each loading dock.

MACQUARIE STREET LOADING DOCK:

- Contact your preferred freight company on the day of pack down to collect freight (within 1 working day) and ensure they arrive with your organisations name and number of items to collect.
- Standard sized goods are to be collected from The Hotel Grand Chancellor Hobart – Macquarie Street Loading Bay, Hobart 7000.
- Items to be freighted need to be packed and labelled and have your freight companies consignment documents completed and signed. Leave boxes in your booth and they will be taken to the loading dock for collection by your freight company.
- Please advise your courier to collect on the same day where possible or the following working day. Any boxes left at the hotel will be deemed abandoned and dealt with at the venue's discretion.

EVANS STREET LOADING DOCK:

- Pallet, oversized and custom booth materials will be removed by the freight forwarder.
- The removal/pick up of pallet, oversized items and custom booth materials must be pre-arranged with the freight forwarder via ExpoTas and be collected from The Hotel Grand Chancellor Hobart – Evans Street Loading Bay, Hobart 7000. Refer to Exhibition Move In/Out Schedule.
- Ensure your custom booth provider has clear instructions on the use and safety of Evans Street loading bay.



Freight Forwarder

Any pallet sized or oversized deliveries (max 2.3m H x 2.4M W and 1.2M deep) are required to be sent to the freight forwarder. This includes all custom builder equipment and materials.

Freight must arrive to the freight forwarder between 14 and 7 days prior to the conference trade build day. Any deliveries before or after will attract additional charges and late deliveries may be delayed to the venue. Refer to the Move In/Out schedule for full details.

All freight to the forwarder must have the correct delivery labels attached and the delivery advice form completed and emailed to the freight forwarder. The freight forwarder will deliver to the venue as per the move in and out schedule attached to this document.

The Hotel does not offer any onsite storage; therefore, road cases/containers will need to be stored off site. Please refer to the Move In/Out schedule to see if this is necessary.

Mark Clark

Branch Manager - Total Freight Solutions

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Exhibitor Information

BOOTH INCLUSIONS

ITEM	DESCRIPTION
Complimentary registration	Two (2) per 9sqm Complimentary exhibitor registrations
Structure	Shell scheme (back and side walls)
Fascia	Company name on fascia above booth
Furniture	Furniture is not included and can be order directly through ExpoTas
Lighting	2 x spotlights
Power	1x power socket
Delegate list	Delegate list (first and last name, organisation, country and email. Subject to GDPR and privacy laws)
Exhibitor listing	Company Logo on conference website as Exhibitor 25 word profile listed on the conference app

PREPARING TO EXHIBIT

Public Liability Insurance

You must hold a current public liability insurance policy for a minimum of AUD 10,000,000.

Deadline: 2 September 2024

Upload Insurance Certificate

Entry to the venue will be denied if you have not provided a copy of this information to the conference managers.

If you haven't already done so, please upload a copy of your public liability insurance policy to the industry portal no later than **2 September 2024**. If you do not hold a current public liability insurance policy, valid in Australia, please contact the conference managers who can arrange a policy on your behalf (fee applies).

The venue and the conference managers shall not be responsible for any loss, damage or injury that may occur to the exhibitor, exhibitor's employees (public or other) or property from any cause whatsoever prior, during and subsequent to the exhibition. The exhibitor, on contracting for space or an exhibition

stand, expressly releases the organisers and the venue from, and agrees to indemnify same against, any and all claims for such direct and indirect loss, damage or injury.

Exhibitors shall indemnify and hold harmless the organisers, venue and their agents from all liability (damage, incident or accident) which might ensue from any cause resulting or connected with the transportation, placing, removal or display of exhibits.

****If you would like assistance sourcing Public Liability Insurance cover during the conference, please contact our team via info@australasianroadsafetyconference.com for further information***

COMPANY PROFILE

As part of the of the partnership acknowledgment you are able to provide a company profile in accordance with your sponsorship agreement.

PARTNERSHIP LEVEL	NO. WORDS
Exhibitor	25 words

COMPANY LOGO

High resolution in transparent .png or .jpeg format

ACCESS TO PRE-DELIVERED MATERIALS

The venue will transport all goods from the loading dock to your allocated space within the exhibition area.

Unpacking within the exhibition area must take place in your space area and not in the way of another exhibitor's space. Aisles must be kept clear at all times and fire exits must not be utilised under any circumstances for storage.

TESTING & TAGGING OF ELECTRICAL EQUIPMENT

All portable electrical equipment, appliances and leads used on the onsite must be tested and tagged in accordance with Australian Standard 3760:2003 and Workplace Health & Safety Legislation. Any electrical equipment found not tested will have to be done immediately or removed from the venue. For safety reasons, double adaptors are not to be

used in the venue. It is the exhibitor's responsibility to ensure that all loose cables are secured to avoid tripping hazards and are in accordance with Australian Standard 3760:2003.

SECURITY

While every reasonable precaution is taken, the Conference Managers and the venue accept no responsibility for any loss or damage that may occur to persons or property at the exhibition resulting from any cause whatsoever. If you require additional security or a physical presence in the exhibition area, independent security staff dedicated to duty in your exhibition space can be engaged at the exhibitor's cost. Please contact the Conference Managers for additional security information.

Exhibitors must make provisions for the safeguarding of their goods, materials, equipment and displays at all times. Please be security conscious. Do not leave wallets, laptops, mobile phones or any easily portable items unattended, at any time, in your stand. The protection of your property is your responsibility.



CUSTOM STAND BUILDS

ITEM	DEADLINE	INSTRUCTIONS
Custom stand drawings	30 August 2024	There is an approval process required for custom stands. Submit custom stand plans to the conference organiser via email
Confirmation of stand builder	6 September 2024	

REQUIREMENTS

A custom design booth must be erected on the floor space.

This year, we have implemented the following guidelines for custom built stands in line with industry standards.

- Maximum structure height must not exceed **3.5 meters**.
- Exhibitors may not lay carpet adjacent to their booth.
- For any platform proposed in the stand design, round edge is required at the four corners of platform. The “caution tape” at your own cost is deemed necessary at all edging of platform that may cause hazard to the visitors.
- No solid walls or full partitions are to be built on the perimeter of the raw space. All partition walls along the perimeter should not cover more than 30% in length with maximum height of 2.5m, unless the partitions are constructed against the actual walls of the hall, and not obstructing the products on display on the other side of it. All designs with wall / partition above 2.5m height should be built with a clearance of 0.5m distance away from the edge of the booths.
- Transparency in walled sections (60% of the span must be transparent) to improve the exhibition visibility.
- All partition wall above 2.44m which is facing the neighbour booths or aisle must be nicely clad and painted finish, if any.
- Any door incorporated into the stand, and which does not provide an alternative means of egress, must have a “NO ENTRY” sign affixed to it.
- Kindly ensure all lighting cable/wire come with earth clamp connector and it must be earthed, especially apply to metal structure design include truss system.

- In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof on-site, if any.
- No multilevel structures are allowed to be built on the purchased exhibition space.

STAND APPROVAL PROCESS

Exhibitors with custom stands are required provide plans of their custom stand highlighting dimensions and structural elements for approval by the conference organiser and ExpoTas to ensure that it meets the requirements outlined above.

There is an approval process required for all custom stands. All documents must be provided to organiser and the venue for approval **by close of business Friday 30 August** .

Submit custom stand plans to the conference organiser via info@australasianroadsafetyconference.com.

The following information must be submitted for custom stands:

- Detailed scale drawing with proposed 3D design, detailed dimensions and height including plan views and elevation.
- Description of materials to be used for the stand construction.
- A plan showing its locations within the exhibition.
- A risk assessment, to include fire hazards and method statement.

In cases where a stand design does not comply with the venue’s requirements, the venue will require the stand builder to obtain a structural engineer’s certificate to verify the integrity of the structure or compliance with the relevant legislation.

Additional Exhibitor Information

STAND SAMPLING/ SELLING

HGCH hold the sole rights for the sale and distribution of any article of food or drink for consumption. **Approval must be ascertained through the conference organisers prior to submitting a request to the venue.**

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.

Samples to be given away free to patrons must be:

- Items which exhibitors or registered members of the association buy wholesale in the normal conduct of their business
- Food must be handled following HACCP principles
- Items which are produced by equipment used in the normal conduct of their business
- Items that are related to their normal business operations
- Portions to be of normal tasting size only
- Non-alcoholic beverage samples should be no more than 100mls
- Liquor samples are to be no more than 50mls for wine, 100mls for beer and 20mls for spirits
- Food items should be no larger than bite size and should not be a replacement to HGCH's catering
- Storage of equipment and food items by HGCH may incur charges.
- The forms supplied must be completed and returned 30 days prior to the conference and the exhibitor must receive approval from HGCH for any food and beverage being supplied to delegates

****The conference organiser will supply a form to be completed and returned. Please note the exhibitor must receive approval for any food and beverages supplied to delegates. The form needs to be submitted 30 days prior to the conference.***

CARPARK

HGCH has a car park on site which can be accessed via Macquarie Street. Charges apply.

Vehicle access is limited to cars only, with a maximum vehicle height of 1.9m.

Car parks are subject to availability*

FLOORPLAN

[Click here](#) to view the live exhibition floor plan



Registration

Please refer to your partner entitlements for the eligible number of partner registrations.

Partner registrations include:

- Access to all conference sessions
- Access to catering
- Access to exhibition and poster area
- Access to the partner sessions
- Access to Welcome Reception

*Please note conference gala dinner is an additional ticket unless some have been allocated as part of your package.

The group contact will receive communication to assign registrations and allocation social function tickets. If you require additional partner registrations change the group contact please contact the conference organiser at info@australasianroadsafetyconference.com.

CONFERENCE CHECK-IN

Please pick up your name badge at the registration desk **from 6:30am Tuesday 1 October**. All exhibitors must wear their name badge once inside the conference space.



Terms and Conditions

The following terms and conditions apply to your contract as a partner and/or exhibitor at Australasian Road Safety Conference 2024.

THINGS YOU NEED TO KNOW

- You (partnering/sponsoring/exhibiting organisation) by completing the sponsorship booking form or the exhibition booking form accept these Terms and Conditions.
- We/Us (MCI ABN 76 108 781 988) representing the Organising Committee and the Host Body do not accept responsibility for any errors, omissions or changes.
- Details may change without notice. Please refer to the website (<https://australasianroadsafetyconference.com.au/>) for the latest information on ARSC 2024.

SERVICES

- All Services will be provided based on the information and specifications supplied by you. All information that we provide is supplied in good faith, but we do not warrant or guarantee the accuracy or completeness of any information provided by us or any third party. It is not within the scope of our obligations to enquire as to, or to verify, the accuracy or completeness of information that we receive from your or any third parties.
- The Services and Deliverables specified in previous conversations are indicative only and may be amended by us from time to time. While we will use all reasonable endeavours to deliver the features and functionality specified therein, nothing in this Agreement prevents us from amending the Services at any time during the event delivery.
- We will use reasonable endeavours to provide the Services promptly or by an applicable Delivery Date or such other dates as agreed by the parties in writing. Any Delivery Date or time quoted for delivery, commencement or completion of any part of the Services is an estimate only and time will not be of the essence.

YOUR OBLIGATIONS

You acknowledge that our ability to be able to provide the Services to you without delay or interruption is dependent on your full and timely cooperation. You will (and will ensure that the Authorised Users will):

- Co-operate with and assist us in the supply of your content
- Promptly provide us with full and accurate information, data and explanations as and when required;
- Comply with applicable laws and regulations (including the General Data Protection regulation ("GDPR") with respect to user privacy, data collection, data retention, data transmission, data storage and the use of cookies
- Comply with all reasonable directions and guidelines from us as advised from time to time.

FINANCIAL FACTS

- Phone or unpaid bookings will not be accepted.
- We will issue a tax invoice which is payable within 14 days. If you miss the payment date, any time dependent discounts will be forfeited— i.e. you will be billed at the next highest level (early rate to standard, etc.).
- You will not receive any partnership or exhibition entitlements, including allocation of booth location (allocated in order of partnership/ exhibition level) until all monies have been paid.
- All prices are quoted in Australian dollars and exclude GST.
- Payments can be made via electronic funds transfer (EFT).
- If you pay by electronic funds transfer you agree to pay any bank charges and must include these in the amount you transfer.
- If you pay via credit card a processing fee may be charged.
- In no event will MCI Australia/ARSC 2024 be liable to you or any third party for any:

CANCELLATION

- You must notify us in writing if you need to cancel.
- Cancellations received prior to 31 July 2024 will be refunded 50% of the total investment amount
- Cancellations made after this date will not be refunded.
- Your non-payment does not cancel your contractual obligations to us.
- No exhibitor shall occupy allocated space until all monies owing to the organiser by the exhibitor are paid in full.
- In the unlikely case that the event cancels, ARSC 2024 will refund your full financial investment minus any expenses incurred to date of the cancellation. This includes, but not limited to, any costs for your program involvement and any promotional exposure up until the time cancellation occurs.
- In the unlikely case that the event postpones or changes format significantly from what is outlined in this prospectus the extent of refunds will be a matter for the Host Organisation (the underwriter) to decide. ARSC 2024 will forward requests for annulment of contract or refund to MCI Australia for arbitration.

YOU AND YOUR STAFF ONSITE

- Your application to sponsor does not constitute an attendee registration unless outlined in your sponsorship entitlements package. You will need to do that separately.
- All exhibition staff must be registered online—i.e. complimentary exhibitor/partner registration, or by purchasing additional exhibitor/sponsor staff registrations.

PRINT + PROMOTIONAL ENTITLEMENTS

- Logos and other printed material may, at our sole discretion, be reproduced in colour (where possible), OR the nominated meeting

spot colour/s OR mono depending on the method of production.

- The sponsor must provide suitable material to meet our publication requirements and deadlines.
- Please provide all material at 300 DPI at 100% in jpeg (preferred for website) AND eps (preferred for print) format including, where possible, RGB or Pantone colour equivalents.
- Where applicable, advertisements are to be supplied by the sponsor.
- No print or web recognition will be given unless payment terms have been met.

NON-SPONSORED FUNCTIONS

To seek approval to host an un-endorsed but approved satellite function, please share with the conference secretariat the following details for review and approval by the conference organisers:

- Function name
- Location
- Date/time
- Expected attendee numbers
- Function objectives/content summary
- Proceeding with running unauthorised function in competition with the conference will be seen as hosting a pirate symposium.

PRIVACY STATEMENT

Your name and contact information, including electronic address, may be used by parties directly related to the event such as the organisers and approved stakeholders, for relevant purposes such as promotion, networking, and administration of this, and future events of this type. If you do not consent, please advise us. In addition, your name, organisation, and country/state of origin may be published on the delegate list which is provided to delegates, exhibitors, and partners at the event. If you do not wish your details to be included in this list, please contact us.



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