

ESA 2024

Melbourne, 9-13 December 2024



Exhibitor Manual

This handbook has been designed to ensure you, the exhibitor, experience the highest standard of exhibition. Please take time to read this document.

Thank you for your commitment to supporting the ideals of the [Ecological Society of Australia \(ESA\)](#).

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Important Contacts

Conference Organisers

Kaigi Conferencing and Events

Tricia Hopkins | Director

Level 1, The Realm, 18 National Circuit |
Barton ACT 2600

Tel: 02 6198 3218 | Mob: 0488 445 029

Email: esa@kaigi.com.au

Venue

Melbourne Convention Exhibition Centre

Melissa McSwain | Event Planner

Normanby Road, South Wharf | MELBOURNE
VIC 3001

Tel: 0410 220 631

Email: mmcswain@mcec.com.au

*Please contact **Kaigi Conferencing and Events** in the first instance.*

Exhibitor Checklist

Please check the following list to ensure that important aspects of the exhibition are not overlooked.

- All representatives that will be present at the exhibition are **registered**, have booked accommodation and any other function tickets required.
- All representatives have received **confirmation** of registration and other tickets.
- All items requested have been provided e.g. logos and profiles.
- Please become familiarised with the **Conference App** when it is released.
- If required, please complete the attached **Loading Dock Delivery Label** from **Melbourne Convention Centre** for all exhibition items to be delivered to the conference venue.
- All outstanding payments have been made.

Visit the [website](#) to learn more about the conference, the program details and accommodation options.

Exhibition Inclusions

Your package includes a trestle table, backing board (Velcro compatible), two chairs and access to power. Some level of registration is also included, dependent on your package, and has been pre-arranged.

- The backing boards are as used for the poster sessions (displays A0 size portrait orientation posters) and can be placed behind your table;
- Pull up banners and other items can also be placed behind or around your table;
- Your table can display whatever materials you would like to use to reflect your brand and message;
- Your profile and logo will also be displayed inside the **Conference App**. Delegates will be able to view your company details and make connections with you inside this space.

Additional Furniture and Exhibit Items

If you wish to order additional items for your space, you may do so from the **Exponet Product Catalogue** (attached). One bulk order will be made for exhibitors, and you will then be invoiced by the Secretariat, Kaigi Conferencing and Events. Please place your order with Kadir Ogurcu, Exponet Exhibition Coordinator via email k.ogurcu@exponet.com.au (and please copy esa@kaigi.com.au).

Program at a Glance & Exhibition Open Hours

The exhibition will be 'open' all day Monday-Thursday (aligning with the conference program) with the main engagement occurring during the session breaks (morning tea, afternoon tea and lunch).

Monday 09 December

08:00am-10:30am	Exhibition Bump In
09:00am-05:30pm	Conference Sessions
10:30am-07:45pm	Exhibition Open
05:45pm-07:45pm	Poster Session

Tuesday 10 December

09:00am-05:30pm	Conference Sessions
10:00am-5:30pm	Exhibition Open

Wednesday 11 December

09:00am-05:30pm	Conference Sessions
10:00am-05:30pm	Exhibition Open
05:30pm	Zoo Tours, Networking and Conference Dinner

Thursday 12 December

09:00am-05:00pm	Conference Sessions
10:00am-05:30pm	Exhibition Open
04:00pm-06:00pm	Bump out

Please note that the program is subject to change. Please see the [website](#) for regular updates.

Bump-In & Bump-Out

Exhibitors will have access from 8:00am on Monday 09 December. Please be fully set-up prior to *Monday Morning Tea* starting at 10:30am.

Please do not dismantle displays or remove equipment before 4:00pm on Thursday 12 December. When *Thursday Afternoon Tea* is complete you may pack-up, or you may wish to stay until after the last session is complete. Please bump out by 6:00pm.

You are responsible for making your own arrangements with a courier or freight company regarding the return of any goods. It is advised that exhibitors book a pickup time during the bump-out period.

Please note that all equipment and display material left in the venue after 6:00pm on Thursday 12 December will be regarded as rubbish. Additional costs for disposal may apply.

Storage

There is no additional storage space on site; all your equipment and packing cases must fit within your exhibition space.

Delivery Instructions

Goods should be delivered to **Melbourne Convention Centre** loading dock by Friday 6 December as the dock is not open on weekends. It is essential that all goods, equipment or packages are sent with the **Loading Dock Delivery Label** provided at the back of this document.

Please use the delivery label for every item and send it to:

Melbourne Convention Centre

Loading Dock | via Normanby Road, South Wharf

MELBOURNE VIC 3001

Please include a contact name & phone number with all deliveries and ensure that ALL required fields are completed on the label to ensure that the packages are allocated to the correct department area. Follow the guidance in the document.

Power & Lighting

Exhibitors should ensure that they have adequate extension leads, double adaptors etc. Please ensure that all items are tested and tagged. Any item supplied by the hotel will be charged for and is subject to availability only.

Parking

Underground (paid) parking is available at Melbourne Convention and Exhibition Centre.

Insurance

All exhibitors are strongly urged to obtain insurance coverage against damage or loss and public liability insurance against injury to the person or property of others. Exhibition materials should be covered from the time they are shipped, through bump-in, exhibit dates, bump-out and until all materials have been returned. The exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitor's display, equipment and other property brought upon the premises of the venue and shall indemnify and hold harmless the organisers from any and all such abuses, damages and claims.

Disclaimer

Subject to any provision of the Trade Practices Act 1974 (if applicable) which cannot be excluded the *Venue* and the *Conference Organisers* will not accept responsibility for damages or loss of goods and property left in the venue prior to, during or after the conference. All goods must be claimed and removed as described above.

Terms & Conditions

- No company will be listed as a sponsor or exhibitor in any conference material until full payment has been received by the organisers.
- Exhibitors cannot attend conference sessions without registering and paying applicable fees.
- No exhibitor shall commence dismantling before the end of lunchtime on Thursday 12 December.
- It is the responsibility of each exhibitor to have material packed, identified and cleared for shipment in accordance with the instructions provided above. The *Venue* and the *Conference Organisers* will not be held responsible for any items left behind.