

Dear Sponsors and Exhibitors:

We are pleased to provide detailed information to assist you with planning your attendance at **The 2019 Australasian Military Medicine Association (AMMA) Conference** to be held at the **Adelaide Convention Centre (ACC) from 3 – 6 October 2019.**

We ask that you take the time to read the following information as it will assist you and your organisation in having a hassle-free experience at this conference.

SPONSOR / EXHIBITOR DEADLINES

Task	Due Date	Contact
Outstanding sponsorship/registration fees due ALL INVOICES MUST BE PAID IN FULL – Invoices can be downloaded from either the sponsorship or exhibition portal	Tue 3 Sept	Kan Losaengsuwan Sponsorship Coordinator kan@laevents.com.au
Complete Sponsor/Exhibitor Registration		
Advertising material for the A5 conference handbook – upload to the sponsorship portal (Specifications on page 3)		
Electronic promotional material for the conference app – upload either to the sponsorship or exhibition portal		
Confirm logo & profile on website are correct		
Confirm with Kan if you are contributing a prize & what it is		
Confirm your company name on fascia signage and furniture hire	Thu 5 Sept	Megan McElhinney meganm@ae.com.au
Contact Agility to send your exhibition items		Melike Turan mturan@agility.com

EXHIBITION SCHEDULE AT A GLANCE

Task	Day	Date	Time	Location
Exhibitor bump in	Thursday	3 October 2019	1300 – 1700	Hall F & G
Exhibition	Friday	4 October 2019	0700 – 1900*	
Exhibition	Saturday	5 October 2019	0800 – 1535	
Exhibitor bump out	Saturday	5 October 2019	1535 – 1635	
Exhibition items must be collected from the venue during bump out as the venue will not provide overnight storage.				

**The Welcome Reception will take place in the exhibition hall on Friday 4 October.*

To view exhibition floor plan, please click [HERE](#).



EXHIBITION SERVICE PROVIDER

Adelaide Expo Hire (AEH) has been appointed to build the exhibition booths and can provide you with a customised booth design or you may hire from their extensive range of furniture, TV and lighting.

Contact Person	Megan McElhinney	meganm@ae.com.au	08 8350 2305 / 0477 711 802
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If you are using your own exhibition build company, please let Megan know as they will be subject to the same move in/out times as AEH.

EXHIBITION BOOTH

Standard 3 x 3 m BOOTH

For corner booths, please confirm with Megan the number of side walls.

Standard booth size: 3 metre frontage x 3 metre depth x 2.4 metre height

Furniture: No furniture

Power: 1 x 4amp power point per booth

Lighting: 2 x light per booth

Walls: White laminated panels



NO pins, screws, velcro tape, or double-sided sticky tape are to be used. Only UHU White Tac or 3M Command Picture Hooks can be used. Any damage caused to the panel will be charged to the exhibitor. Exhibitors are responsible for ensuring that all tape is removed during exhibition bump out.

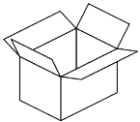
Fascia: Company name in UPPERCASE lettering with names on all open sides. Custom fascia signage is not allowed. Below is what your fascia will look like. Please confirm your company name on fascia signage and any furniture hire with Adelaide Expo Hire **no later than Thursday 5 September**.



Please don't reference your booth number on marketing material, as it will not be printed on the fascia.

Custom Built Booth

If you are planning a custom built booth, please submit the ACC Custom Stand Design Appraisal Form together with your booth scaled floor plan to [Kan](#) no later than **Friday 30 August**.



EXHIBITION ITEMS

Agility has been appointed as the official logistics provider for AMMA (they work on weekends and outside normal business hours). As the Adelaide Convention Centre (ACC) will NOT sign for any exhibitor deliveries and will NOT accept deliveries before exhibition bump in, we highly recommend that you engage Agility as your freight company if you are intending to send items to the venue.

Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries, please contact [Melike Turan](#) on mturan@agility.com or 03 9330 9021.

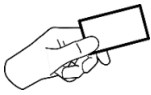
BUMP OUT INFORMATION



- You are responsible for the return shipment of your exhibition items.
- The venue policy requires for exhibition items to be collected immediately from the loading dock during bump-out by exhibitors or by couriers (same day). If this is not possible, you will need to make arrangements directly with the venue regarding storage. Any items left at the venue after the event will be deemed abandoned and will be disposed. The loading dock will be closed on Monday 7 October 2019 due to a public holiday.
- The venue staff are not authorised to complete freight or courier forms on your behalf.
- Leishman Associates accepts no responsibility for exhibitor freight.

Exhibitors who arrange for couriers to collect their goods must ensure all items are clearly labelled with:

Destination	Company name and contact details	Your courier consignment notes
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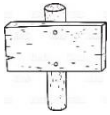


SPONSOR/EXHIBITOR REGISTRATION

All sponsors and exhibitors to be registered by **Tuesday 3 September**. Please refer to the [sponsorship prospectus](#) for the number of complimentary registrations in your sponsorship/exhibition package.

To utilise complimentary registrations in your sponsorship package	
For Sponsors	Register via a registration link previously sent with a discount code
For Exhibitors	Register via the Exhibition Portal

All sponsors and exhibitors are eligible to purchase an additional two registrations (maximum) at a discounted rate of \$600 each. Registration excludes the Conference Dinner. To use this entitlement, please contact [Kan](#) on 03 6234 7844 if you have misplaced the discount code.



ADVERTISING INFORMATION

We will be producing an A5 conference handbook. Sponsors who are entitled to an advertising space are required to upload an advertisement on the [sponsorship portal](#) by **Tuesday 3 September**.

Full page advertisement	Principal/ Welcome Reception/ Satchel/ Barista Cart/ Name Badge & Lanyard/ Conference App/ At Ease Lounge/ WiFi sponsors
Half page advertisement	Keynote Speaker Session sponsors

Specifications are as follows:

Full Page Advertisement

148mm (w) x 210mm (h)
3mm bleed required on all edges
300dpi CMYK. High resolution PDF, full colour

Half Page Advertisement

148mm (w) x 105mm (h)
3mm bleed required on all edges
300dpi CMYK. High resolution PDF, full colour

UNACCEPTABLE FILE FORMATS: Microsoft Word, PowerPoint, Publisher



CONFERENCE HANDBOOK INFORMATION

We are currently compiling an A5 conference handbook which includes your logo and company profile as currently displayed on the conference website. Company logos will also be printed on signage and displayed on screens during the Conference. Please contact [Kan](#) with any queries regarding the usage of your logo.

*Please check your logo and profile on the [website](#)
If any changes are required, please notify amendments via email no later than **Tuesday 3 September***



CONFERENCE APP

Your sponsorship package entitles you to include one electronic brochure on the conference app. Please upload it onto your relevant sponsorship or exhibition portal **no later than Tuesday 3 September**.

Specifications: PDF A4 portrait with 5MB maximum. Single or multiple pages



EXHIBITOR PRIZE DRAW

We will be running an exhibitors' passport draw to encourage delegates to visit exhibition booths. Delegates will be required to visit each stand and have their passport signed in order to go into the draw to win prizes donated by the conference sponsors and exhibitors.

If you would like to donate a prize to the draw, and have your organisation recognised for your contribution, please let [Kan](#) know by **Tuesday 3 September** what your prize will be.

This conference exhibitor prize draw is run separately to an individual prize draw at an exhibitor stand.



REGISTRATION DESK

The Registration Desk will be open from the following times:

Day	Date	Time	Location
Thursday	3 October 2019	0730 – 1700	Foyer in front of Hall F
Friday	4 October 2019	0700 – 1800	
Saturday	5 October 2019	0800 – 1730	
Sunday	6 October 2019	0830 – 1230	Foyer E



ACCOMMODATION

The Conference has secured special room rates at the Intercontinental, Holiday Inn Express, Oaks Embassy and Oaks Horizons. For more details, please visit the Conference [website](#). The hotel will secure your booking with your credit card and arrange payment directly with you.



FOOD AND BEVERAGE

All catering will be served to exhibitors 20 minutes before scheduled break times in the exhibition hall. Please make note of any special dietary requirements on your registration form.

The venue does not allow food or drink to be brought in from outside caterers for distribution to delegates from your stand. Individually wrapped lollies are an exception.



INTERNET CONNECTION

Casual wireless internet is available through the conference venue and is designed for web browsing and checking web-based email. It is not designed for accessing VPN's or downloading large files. The Venue, the Conference Managers and the Conference Organising Committee accept no responsibility for any viruses or security breaches encountered whilst using their internet service.

The internet is not to be used to view or download any illicit material, including movies, music etc.

Login details can be found at the registration desk or on the conference app.



CAR PARKING

The Adelaide Convention Centre has 2 car parks that are available for use:

- Riverbank – accessible from Morphett Street and Montefiore Road Bridge via Festival Drive
- North Terrace – accessible from North Terrace

Vehicle access is limited to cars only, with a maximum vehicle height of 1.96 metres. Charges apply.



SECURITY

All due care is taken but no responsibility will be accepted by Leishman Associates or the Venue for any loss, damage or theft of any trade equipment or personal belongings.



CONFERENCE CONTACTS

Conference Manager

Theni Kuppusamy
03 6234 7844 / 0417 993 780 (on site)
theni@laevents.com.au

Association Manager

Jodi Stevens
03 6234 7844
jodi@laevents.com.au

Sponsorship Manager

Sandra Leathem
03 6234 7844
sandra@laevents.com.au

Sponsorship & Exhibition Coordinator

Kan Losaengsuwan
03 6234 7844
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Exhibition Build Company

Megan McElhinney
meganm@ae.com.au
08 8350 2305 / 0477 711 802

Agility

Melike Turan
03 9330 9021
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Adelaide Convention Centre

Luke Edginton
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luke.edginton@avmc.com.au