

## International Council on Archives Congress

20–24 August 2012  
Brisbane Convention and Exhibition Centre  
Queensland, Australia

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# Introduction

This document contains **IMPORTANT INFORMATION** from the congress managers and service providers.

It has been designed to answer your pre-event and onsite enquiries, claiming your exhibitor entitlements before the event, and your role as an exhibitor.

## Forms to complete and return

After you have read this exhibitor manual, you will need to complete and return a number of forms to the different service providers by the deadline indicated. Failure to do so may result in our inability to provide the appropriate service/s.

- [Click here](#) to access the forms
- Alternatively, these may be downloaded on the [website](#)

## Broadform liability insurance

- **You must hold a current broadform liability insurance policy for a minimum of \$10,000,000.**
- Entry to the venue will be denied if you have not provided a copy of this information to the congress managers.

## Terms and conditions

Please ensure you have read the terms and conditions regarding your participation as an exhibitor at the International Council on Archives Congress 2012. Please [click here](#) to view the terms and conditions.

## General information

Please visit the congress website ([www.ica2012.com](http://www.ica2012.com)) for information on accommodation, transport, and climate.

# Everyone onsite must be registered

For security reasons, **NO PERSON WILL BE ALLOWED ONSITE WITHOUT REGISTERING.**

- [Click here](#) to access the complimentary exhibitor registration form (you are entitled to 1x per 3mx3m booth or 9m<sup>2</sup> purchased)
- [Click here](#) to access the exhibitor staff registration form
- [Click here](#) to access the fulltime delegate registration form

**Exhibitor staff registrations**—includes attendance in the industry exhibition, refreshment breaks and the welcome reception only. Exhibitor staff registrations **MAY BE SHARED** among staff; however:

- Only 1 x person per shared registration is allowed onsite at one time (have a name badge)
- If you wish to share a registration, please note this on the registration form so the organisation name is printed (not the individual's name)
- Only 1 x satchel and program book is provided to each shared registration (the parties sharing the registration must share these items)

# Your entitlements

Item	Booth	Space only	Tabletop	Description
One fulltime exhibitor registration	✓	✓	✓	<ul style="list-style-type: none"> <li>Welcome reception ticket</li> <li>Morning &amp; afternoon teas and lunches</li> <li>Congress satchel</li> <li>Congress handbook</li> </ul>
Carpeting	✓	✓	✓	Carpeted floor provided
Fascia panel	✓			Exhibitor name on fascia panel
Walls	✓			2.5m high matt anodised aluminium frame with white laminated infill walls (1 back wall and 2 side walls)
Lights	✓			2 x 120w spots per 9m <sup>2</sup> mounted on light track inside fascia
Power	✓	✓	✓	One single power point with a maximum loading of 4 amps. Additional power can be purchased on request
Additional equipment				Available for hire from exhibition supplier at exhibitor's own expense
Listing in congress handbook	✓	✓	✓	<ul style="list-style-type: none"> <li>Exhibitor company name</li> <li>Booth location</li> <li>80 word promotional paragraph</li> <li>Full contact details</li> </ul>
Delegate list (subject to privacy legislation)	✓	✓	✓	<ul style="list-style-type: none"> <li>Hard copy provided on site</li> <li>Electronic copy provided 2 weeks after the congress</li> </ul>

**Additional equipment (e.g. furniture, racks etc.)**—please contact ExpoNet for all equipment hire needs.

## Brochure display stand

Please note you will be required to provide the display stand contents onsite, and keep the stand re-stocked. The person providing the stock **must be registered** (either by utilising your complimentary sponsor registration, or by purchasing additional registrations).

## Exhibition location

Great Halls 3 & 4  
Brisbane Convention & Exhibition Centre  
Cnr Merivale & Glenelg Streets  
South Brisbane QLD 4101

## Exhibition hours

Please ensure you have staff stationed in your exhibition space at all times that the industry exhibition is open.

Date	Access time	Completion time	Description
Monday 20 August 2012	0700 hours	1400 hours	Exhibition company set-up
	1200 hours	1400 hours	Custom stand access for build
	1400 hours	2000 hours	Exhibitor set up
	1830 hours	2030 hours	Welcome reception
Tuesday 21 August 2012	0900 hours	1730 hours	Exhibition open
Wednesday 22 August 2012	0900 hours	1730 hours	Exhibition open
Thursday 23 August 2012	0900 hours	1600 hours	Exhibition open
	1600 hours	1800 hours	Exhibitor dismantle
	1800 hours	2000 hours	Custom stand dismantle
	1800 hours	2359 hours	Exhibition company pack down

# Arriving onsite

Ensure when you arrive onsite that you collect your registration items from the registration desk.

Your registration envelope will contain all relevant tickets, your name badge, and any last minute information and will be available for collection from the registration desk located in the main foyer of the Brisbane Convention & Exhibition Centre. You may be asked for ID (business card or similar) to sign for and collect your registration envelope.

## Congress registration desk hours:

Monday 20 August 2012	1400 – 1700 hours
Tuesday 21 August 2012	0730 – 1730 hours
Wednesday 22 August 2012	0730 – 1730 hours
Thursday 23 August 2012	0730 – 1730 hours
Friday 24 August 2012	0900 – 1700 hours

# Material—pre-delivery & post-collection

## Kitchen Loading Dock

- All vehicles and couriers delivering material pre-event or collecting freight post-event for your exhibition must be directed to the venue's **Kitchen Loading Dock**.
- Ensure **ALL** goods are correctly labelled (with your booth number and organisation noted). [Click here](#) to access the delivery label—please affix this to each item delivered to/sent from the Convention Centre.

## Loading dock times

**All goods are to be delivered from:** Thursday 16 August 2012                      hours open: 0700–1630 hours  
*Goods will not be accepted before this*

**All goods are to be collected by:** Friday 24 August 2012                      hours open: 0700–1630 hours  
*BCEC and the congress take no responsibility for goods left after this time*

## Materials from kitchen loading dock to booths

Agility Fairs & Events will transport all goods from the loading dock to your booth. To ensure this happens smoothly please ensure to include your booth number on the delivery labels.

# Exhibitor's responsibility

## Pre-event couriering

- The venue and the congress managers will **NOT** take responsibility for the clearance of goods through Australian Customs.
- Exhibitors are responsible for the acceptance of all goods. Neither the venue nor the congress managers will accept responsibility for the safety of any items delivered in the absence of the exhibitor or their agent.
- It is the responsibility of the exhibitor to ensure goods have arrived. To avoid delays during move-in, we suggest you confirm with your freight company that all goods have been delivered as scheduled.

## Onsite packing and un-packing

- Unpacking within the exhibition area must take place in your stand area and not in the aisle ways or at another exhibitors stand.
- Aisles must be kept clear at all times and fire exits must not be utilised under any circumstances for storage.

## Post-event couriering

- It is the responsibility of the exhibitor to label and arrange freight for all left over items—completed consignment notes must be affixed to materials (the venue does not provide consignment notes). Courier companies will not collect goods unless there is a completed and signed consignment note.
- Allow sufficient time for the goods to be moved from the booth to the loading dock—all boxes must be clearly labelled with your organisation name, contact details, and number of boxes (e.g. Box 1 of 5).
- Ensure your courier has all the relevant details with regards to the items to be collected, for instance, name of congress and number of boxes and your contact details.

# Material—storage

- There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors organise off-site storage with their freight company for all packing crates and materials for the duration of the exhibition.
- Exhibitors may not leave boxes and packing material in the exhibition display area during the show. The official freight forwarder, Agility Fairs & Events, can arrange off site storage at a cost of \$40.70 per cubic metre or part thereof.
- Payment for storage services during the show for exhibitors not using Agility Fairs & Events for transport will be by cash or credit card at the time service is provided.

## Set-up

### Safety vests

#### Contractors and exhibitors will not be allowed entry to the area unless a safety vest is worn

- All organisers, contractors, exhibitors and their staff must wear safety vests during set up and dismantle of the exhibition.
- Safety vests can be purchased from the vending machine in the loading dock for approximately \$6 each.
- Please refer to the Brisbane Convention & Exhibition Centre exhibitor manual for further information on what is expected from exhibitors during bump-in and bump-out.

### Forklifts

As a service to exhibitors, the congress managers are providing a complimentary forklift service onsite in the loading dock (operated by Agility) during exhibition bump-in and bump-out. For those exhibitors requiring a forklift to unload/re-load, please ensure your transport company delivers/collects within the following hours only:

Set up:	Monday 20 August 2012	1400–1800 hours
Dismantle:	Thursday 23 August 2012	1600–2000 hours

### Testing and tagging

The BCEC management reserves the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary. All portable electrical equipment, appliances and leads used on the BCEC site 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 centre. For safety reasons, double adaptors are not to be used in the centre.

As a service to exhibitors, the congress managers are providing a complimentary testing and tagging service for up to ten items per exhibitor onsite—All States Safety Services will be onsite between 1400–1800 hours on Monday 20 August 2012; any additional electrical equipment tested and tagged will be charged at \$4.00 ex GST per item to the exhibitor. Please ensure that a staff member from your organisation is at your stand during this time if you require equipment to be tested and tagged. Payment for testing and tagging must be made on the day via cash, Eftpos (Debit Card), or Visa / MasterCard (Credit Card).

Any person who suffers an electric shock from any piece of electrical equipment MUST report the incident IMMEDIATELY to the centre's security department.

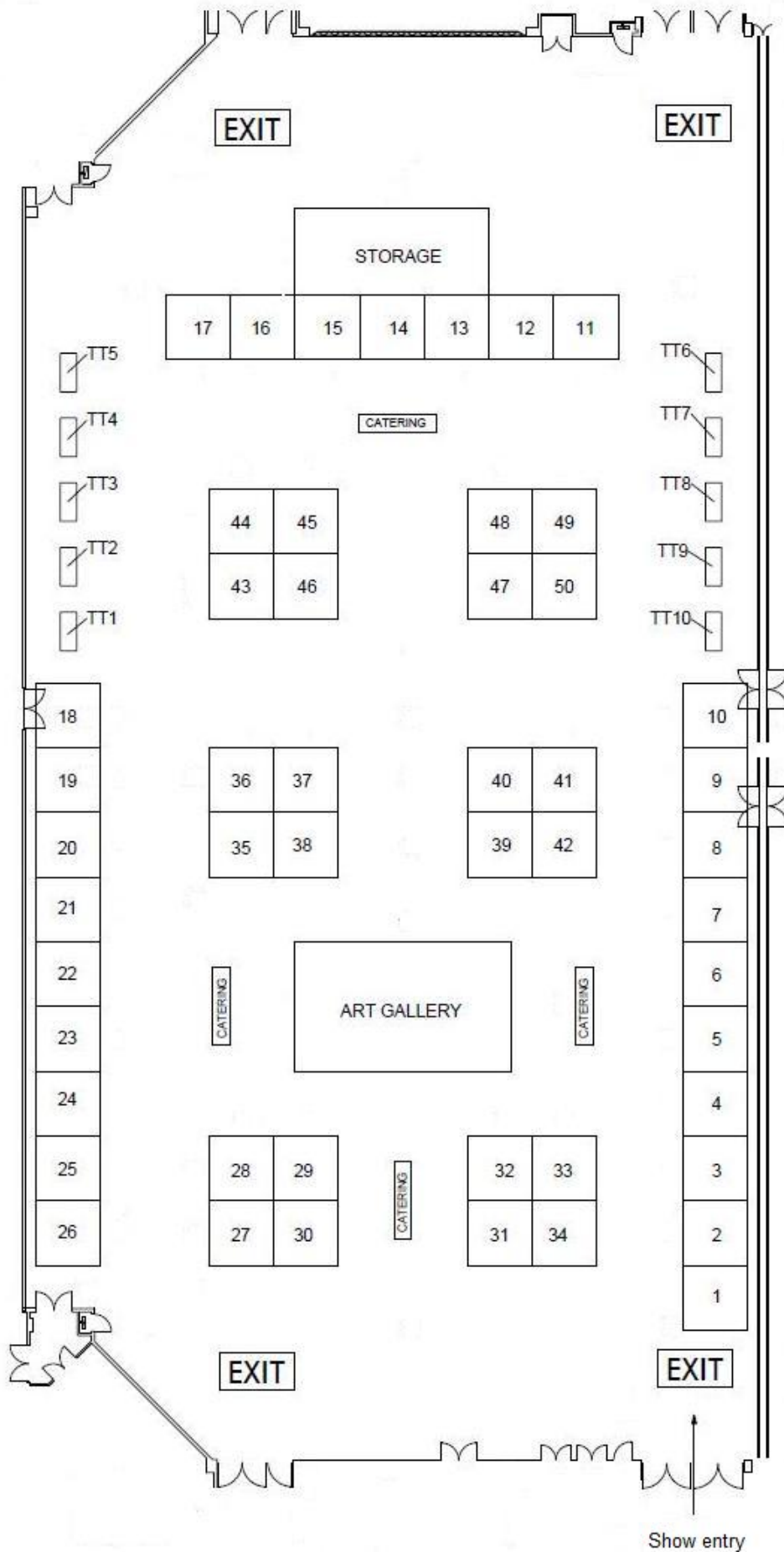
## Security

**While every reasonable precaution is taken, the congress 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 stand area can be engaged at the exhibitor's cost. Please contact the Brisbane Convention & Exhibition Centre's exhibitor services department for further 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 telephones or any easily portable items unattended, at any time, in your stand. Exhibitors are strongly advised to remove any valuable material or equipment from their booths overnight. **The protection of your property is your responsibility.**

# Floorplan

Please note this floorplan is subject to change. Allocation of booths will be confirmed closer to the event.



# FREE wireless internet

We are pleased to announce that the Brisbane Convention & Exhibition Centre now provides complimentary wireless internet.

No password is required

*Responsible use of these Internet services will be rigorously enforced*

## Prize draws

The prize draw is managed by the individual exhibitors within the exhibitor booths and is in no way the responsibility of the event organisers. Often exhibitors collect business cards and draw from the cards some time during the congress. This allows the exhibitors to contact the winner/s onsite and network with them in person again when they collect the prize/s. There is sometimes an opportunity to draw the prizes in the sessions; however these are currently still the responsibility of individual exhibitors at the exhibitor booths.

Please note that any promotional games conducted at the your stand must comply with the Office of Gaming Regulation's Guidelines for Promotional Games as enforced by the Office of Liquor, Gaming and Racing. Please be aware that officers from the OLGR regularly visit events to assess compliance of Category 4 Games—free entry games conducted to promote goods and services which rely on an element of chance to determine the winner. Please visit [www.olgr.qld.gov.au/resources/gamDocs/CNPCat4PromoGames.pdf](http://www.olgr.qld.gov.au/resources/gamDocs/CNPCat4PromoGames.pdf) for more information.

## Contacts

### Congress managers

#### MCI Australia

Name: Becci Reid  
 Address: 6 Allison Street  
 Bowen Hills QLD 4006  
 Telephone: +61 7 3858 5534  
 Fax: +61 7 3858 5499  
 Email: [sponex@ica2012.com](mailto:sponex@ica2012.com)  
 Website: [www.ica2012.com](http://www.ica2012.com)

### Congress venue

#### Brisbane Convention & Exhibition Centre

Name: Exhibitor services department  
 Address: PO Box 3869  
 South Brisbane QLD 4101  
 Telephone: +61 7 3308 3134  
 Fax: +61 7 3308 3138  
 Email: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)  
 Website: [www.bcec.com.au](http://www.bcec.com.au)

### Exhibition supplier

#### ExpoNet

Name: Kay O'Grady  
 Address: PO Box 120  
 Sydney Markets NSW 2129  
 Telephone: +61 2 9645 7000  
 Fax: +61 2 9645 5300  
 Email: [kay@exponet.com](mailto:kay@exponet.com)  
 Website: [www.exponet.com.au](http://www.exponet.com.au)

### Freight company

#### Agility Fairs and Events

Name: Ida Laino  
 Address: 28-32 Sky Road  
 Melbourne Airport VIC 3045  
 Telephone: +61 3 9330 9013  
 Fax: +61 3 9330 3337  
 Email: [ILaino@agilitylogistics.com](mailto:ILaino@agilitylogistics.com)  
 Website: [www.agilitylogistics.com](http://www.agilitylogistics.com)

### Testing and tagging

#### All States Safety Services

Name: Michael Bentley  
 Address: PO Box 674  
 Hamilton Qld 4007  
 Telephone: 1300 255 777  
 Email: [michael.b@allstatesafety.com.au](mailto:michael.b@allstatesafety.com.au)  
 Website: [www.allstatesafety.com.au](http://www.allstatesafety.com.au)



# Forms to complete

Please note these forms may also be downloaded from the [website](#)

Congress managers	
<a href="#">Exhibitor checklist</a> (you may have completed one of these already. Please check to see all the items in the checklist are complete).	Friday 8 June 2012
<a href="#">Complimentary exhibitor registration form</a> (you are entitled to 1x per 3mx3m booth or 9m <sup>2</sup> purchased)	Friday 20 July 2012
<a href="#">Exhibitor staff registration form</a> (for any additional staff onsite manning the booth/s)	
<a href="#">Fulltime delegate registration form</a> (for any fulltime delegate registrations)	
Congress venue	
The Brisbane Convention and Exhibition Centre exhibitor manual has been designed to answer your pre-event and onsite enquiries about telephone, data and facsimile lines, computer and audiovisual equipment, food and beverage, banners, handling equipment, booth cleaning, business support services, freight forwarding, return and provide information about rules and regulations pertaining to that venue.	
<a href="#">Exhibitor information</a>	N/A
<a href="#">Exhibitor services order form</a>	Monday 6 August 2012
<a href="#">Exhibitor stand catering form</a>	Monday 6 August 2012
<a href="#">Exhibitor freight delivery note</a>	N/A
<a href="#">BCEC location access map</a>	N/A
Exhibition supplier	
The ExpoNet exhibitor kit has been designed to answer your pre-event and onsite enquiries about your booth structure, custom booths and pre-ordering any equipment, plants or furniture you might wish to hire for your booth.	
<a href="#">ExpoNet exhibitor kit (forms within kit)</a>	Monday 30 July 2012
Freight supplier	
Agility can arrange all local, interstate and international transport services including delivery to each exhibitor's stand at the exhibition venue. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged. Agility's service is door-to-stand and they work weekends and outside normal business hours. Please refer to the <a href="#">benefits of using Agility</a> document which outlines the services provided.	
<ul style="list-style-type: none"> <li>▪ If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.</li> <li>▪ Agility Fairs &amp; Events standard trading conditions apply for services provided—it is important that you are aware of these. Services include: transport, crange, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.</li> </ul>	
Read more about Agility's services for: <ul style="list-style-type: none"> <li>▪ <a href="#">Domestic exhibitors</a></li> <li>▪ <a href="#">International exhibitors</a></li> </ul>	N/A
<a href="#">Agility transport request form</a>	Friday 3 August 2012