



EXHIBITOR INFORMATION

Conference Office:

THE MEETING PLANNERS

91 – 97 Islington Street

Collingwood, VIC 3066, Australia

Telephone: +61 3 9417 0888 Fax: +61 3 9417 0899

Email: exhibition@meetingplanners.com.au

Disclaimer

All services and associated rates published in this document were correct at the time of going to print. The Exhibition organisers cannot be held responsible for changes to services and rates provided by any companies or organisations listed in the document.

2007 Victoria Offender Treatment Association Annual Conference

28 – 30 November 2007

The Sebel Albert Park Melbourne

CHECKLIST

Required	Reference	Deadline	Date Actioned
Final payment for Exhibition table display	Refer original application form/tax invoice	10 August 2007	
Company Logo	For signage on backing board	12 November 2007	
Venue Order Forms	Complete various forms at end of manual	19 November 2007	

Important dates and times

Exhibitor Move-In for Stand/Table Dressing		Hours
Wednesday	28 November 2007	0730 - 0830
Exhibition Open Hours		Hours
Wednesday	28 November 2007	0830 -1830
Thursday	29 November 2007	0830 -1730
Friday	30 November 2007	0830 -1615
Exhibitor Move-Out		Hours
Friday	30 November 2007	1615 -17.30

The organisers reserve the right to alter the hours of admission and access.

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Key Contact List

Conference & Exhibition Organiser

The Meeting Planners
91-97 Islington Street
Collingwood, VIC 3066
Australia

Tel: +61 3 9417 0888
Fax: +61 3 9417 0899
Email: exhibition@meetingplanners.com.au

Exhibition Venue

The Sebel Albert Park Melbourne
65 Queens Road
Melbourne, VIC 3004
Australia

Tel: +61 3 8554 2807
Fax: +61 3 8554 2817
Email: rachael_stokes@mirvac.com.au
Contact: Rachael Stokes

GENERAL INFORMATION

General Information Contents

- | | |
|---------------------------------------|-------------------------|
| 1. Access | 9. Fire Regulations |
| 2. Build Up and Dismantling | 10. Insurance |
| 3. Catering | 11. Parking |
| 4. Cleaning | 12. Raffles |
| 5. Communications | 13. Registration Desk |
| 6. Deliveries to the Exhibition Venue | 14. Security |
| 7. Electrical Equipment | 15. Standard Catering |
| 8. Exhibitor Entitlements | 16. Storage Facilities |
| | 17. Collection of Goods |

1 Access

1.1 Exhibitor Access on Conference Days

Exhibitor access during the Conference is via the main entrance on Queens Road. Name badges provided by the Conference Office, are required to be worn at all times in order to gain entry to the exhibition area. One generic company name is provided complimentary with your table display and will be available for collection onsite at the Registration a Desk.

2 Build-up and Dismantling

Table displays will be ready for move in for dressing from 0730 hours on Wednesday 28 November.

Table displays must be completely dressed and all rubbish removed from the premises by 0830hrs Wednesday 28 November.

Exhibitor move-out and dismantling of the tables and will commence at 1615 Friday 30 November after the close of the exhibition.

3 Catering

Morning Tea, Lunch and Afternoon Tea are all provided to **one** staff member per booth or table, at no cost.

4 Cleaning

Exhibitors will be responsible for cleaning their own booths and table areas. Rubbish, such as boxes and printed material must be removed from the Hotel completely by the exhibitor or a fee will be charged for the removal of said items.

5 Communications

The Sebel Albert Park Melbourne is the body responsible for organising all communication services to exhibitors.

Ordering of communication lines or internet connection needs to be ordered directly via the Hotel, via the **“Internet & Telephone Lines Order Form”** provided at the end of this manual.

6 Deliveries to the Exhibition Venue

The Organisers and the Venue will not accept any responsibility for the safety or well being of any items on, or delivered to, the site in the absence of the Exhibitor or his/her agent or contractor. Deliveries will not be permitted access to the exhibition during open hours.

All vehicles and couriers delivering materials should be directed to the Hotel loading dock at 65 Queens Lane. **GOODS MUST NOT BE LEFT ON THE LOADING DOCK. It is the responsibility of the courier/delivery person to ensure goods are taken up to the Exhibition Area.** Loading Dock staff will provide directions.

All incoming items for functions should arrive via the loading dock in Queens Lane. It is preferred that all items arrive to the loading dock between the hours of 07.00-15.00 Monday – Friday. Deliveries outside of these hours will need to be arranged prior to delivery.

Vehicles cannot be left on the loading dock and must be removed immediately after the delivery of goods. No goods delivered to the Hotel will be accepted prior to Tuesday 27 November. Please ensure all deliveries are made between 0900 – 1600 hrs.

NOTE: Please ensure the delivery label is on all packages, with the following information (a delivery label is included at the end of this manual for your convenience):

Company Name

Contact Person with Phone Number

VOTA Conference
Attention: Rachel Stokes
The Sebel Albert Park Melbourne
65 Queens Road
Melbourne Vic 3004

7 Electrical Equipment

All portable electrical equipment, appliances and leads must be tested and tagged by a fully qualified electrician in accordance with OH&S Regulations and AS/NZS/3760-1990. For safety reasons, double adaptors are not to be used in the Hotel. All electrical accidents must be reported to the Hotel Safety Manager.

8 Exhibitor Entitlements

The entitlements for the booking of a standard exhibition table include:

- Promotion as an Exhibitor via company name listed in the Final Program
- A display consisting of one table and one chair
- Backing board with signage
- Catering for one staff member per table/booth (does not include access to sessions)
- Conference dinner tickets available for purchase
- Access for one staff member per table/booth to the Welcome Reception
- A mailing list of delegates will be provided after the Conference to include delegates who have agreed to have their details distributed.

Please note: Exhibitors **do not** receive complimentary Delegate Registrations to attend Conference Sessions. To register as a Delegate, please complete the registration form available on the website at http://www.vota.org.au/conference/conference_06.html

9 Fire Regulations

All materials used in stand construction and decoration must be fire retardant and conform to Local Statutory Building Regulations. The storage of any flammable liquids or fuel within the Exhibition is not permitted.

Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct location. The use of LPG gas on stands shall comply with regulations available from the Hotel.

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

- non-combustible and inherently non-flammable material
- durable flameproof fabric
- self-extinguishing plastic
- Plywood, hardwood, pulp board or fibreboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities
- Plywood, hardwood, pulp board or fibreboard is to be rendered flame-resistant by a process deemed acceptable by fire authorities

10 Insurance

Exhibitors are reminded that their insurance for goods and exhibits should take effect from the day that such goods are delivered to the Exhibition venue and such insurance should remain in force until their exhibits are removed.

Exhibitors are required to take out adequate insurance cover directly with their insurance provider against the kinds of risks they will incur in connection with the Exhibition, especially Public Liability, All Risks on Property, Employer's Liability and Personal Accident to Staff. In addition, exhibitors may wish to take out insurance for losses and wasted expenditure in the event of the Exhibition being abandoned or curtailed.

11 Parking

Mirvac car-park is part of the Sebel and Citigate Albert Park and is located off Lorne Street. The car-park is under cover and the cost for parking is \$11.50 every time you exit the car park. Valet car-parking is also available for \$20.00 per day (24 hours). Car-parking over peak dates is subject to change. Please contact hotel for full details.

12 Raffles

To comply with State Gaming Laws, any companies planning to offer a raffle or similar activity should seek the appropriate advice and licence if required from the State Gaming Authority.

13 Registration Desk

The Registration and Information Desk and will operate during the following hours:

Wednesday 28 November	0800 -1730
Thursday 29 November	0800 -1730
Friday 30 November	0800 -1615

All exhibition and registration materials, including name badges and Conference social tickets may be collected from the Registration Desk during the times listed above.

14 Security

Whilst every reasonable precaution will be taken, the organisers accept no responsibility for any loss or damage, which may occur to persons or property at the exhibition from any cause whatsoever. There will be no overnight security for the exhibition, the organisers advise you to remove all valuables from your display each night or when your display is unattended.

15 Stand Catering

The Sebel Albert Park Melbourne has sole rights for the sale or distribution of any article of food and beverage, therefore no food or beverage may be brought into the Hotel without the consent of the Hotel's Management. For more information please contact:

Attention: Rachael Stokes
Events Coordinator
The Sebel Albert Park Melbourne
65 Queens Road
Melbourne Vic 3004
Ph: +613 8554 2807
Email: rachael_stokes@mirvac.com.au

16 Storage Facilities

As there is limited on site storage facilities for packing materials and boxes, it is recommended that exhibitors keep packing materials to a minimum.

Exhibitors may not leave boxes and packing material in the Exhibition Display Area during the event.

17 Collection of Goods

Packages to be collected after the event should be sealed and properly addressed, again with the sender's name and contact phone number. All goods must be removed from the hotel premises or storerooms no more than 48 hours after the event (without prior arrangement).

2007 Victoria Offender Treatment Association Annual Conference

ADDITIONAL GENERIC EXHIBITOR BADGES

Return no later than: 19 November 2007

Return this form to:

The Meeting Planners
 91-97 Islington St
 Collingwood, Vic 3066
 Australia

Tel: +61 3 9417 0888
 Fax: +61 3 9417 0899
 Email: exhibition@meetingplanners.com.au

Please be advised that you will receive one name badge with your company name only printed. If you require any additional name badges please complete this form and return it to The Meeting Planner as above details.

For additional exhibitor badges please mark below how many exhibitor name badges you wish to purchase and confirm the company name to be printed on the badge.

Please note that these name badges will only contain your company name and cannot be individually personalised. Any personalised badges required will need to be supplied by your company.

Company Name: _____

Contact Person: _____

Signed: _____ Date: _____

Day	No. of <i>additional</i> Tickets	Total
Wednesday 5 September	_____ @ A\$50.00 per person	\$
Thursday 6 September	_____ @ A\$50.00 per person	\$
Friday 7 September	_____ @ A\$50.00 per person	\$
TOTAL		\$

Cheque: If paying by cheque, please make payable to "VOTA 2007" and forward to the above address.

Credit Card:

Amex Bankcard Diners MasterCard Visa

Cardholder's Name _____ Expiry Date _____

Card No. _____ Signature _____

Signed: _____ Date: _____

BOX DISPATCH LABEL

(Must be used for all items to be collected from the Hotel)

*(Please complete in **BLOCK CAPITALS**)*

TO: **COMPANY** _____
 NAME _____
 ADDRESS _____

All items must be collected within 48 hours

Between 7AM – 3PM

Collect from The Sebel Albert Park, Melbourne
Loading Dock, Queens Lane, Melbourne 3004

SENDERS NAME:

TELEPHONE

COMPANY NAME:

EVENT NAME:

EVENT DATE

RECEIVERS NAME:

TELEPHONE

BOX _____ OF _____

DATE OF COLLECTION

VOTA 2007
Telephone and Broadband Pricing

(Prices effective 01st August 2006)

STANDARD LINES (via PABX)

Cost: \$25.00 per day + call costs (includes handset)
Usage: Telephone or Dial Up Internet Access (via the PABX)

Call costs

Local: \$0.90c per call
STD: \$0.90c connection + \$1.20 per pulse
(charged on a per pulse rate)
ISD: \$0.90c connection + \$1.20 per pulse
(charged on a per pulse rate)

INTER-TOUCH (High Speed Broadband)

Single User

Flat Day Rate \$150.00

Multi User

(max 4 users)
Flat Day Rate \$450.00

Additional equipment and labour charges may apply. Please speak with your Banquet Event Co-ordinator for further details and to arrange an exact quotation.

ISDN

Flat Day rate \$150.00 + \$50.00 set up fee on day 1 + call costs

Confirmation of Requirements

To confirm availability of your requirements please complete the form below, read and sign the Terms and Conditions and then return all pages no later than 10am, 3 working days prior* to the commencement of your event.

Upon receipt of your request you will be sent confirmation by fax or email detailing the charges for the requested services. Please note that this form will not be processed unless all of the information is completed (including payment details) and a signed copy of Terms and Conditions has been returned.

Telephone and Internet Services Request Form

Attention:
 Telephone: (03) 8554 2801
 Fax: (03) 8554 2817
 Email: @@@mirvac.com.au

Name of Event: _____

Event Dates: _____

Activation Date: Start _____
 Finish _____

Activation Times: Start _____
 Finish _____

Internet Services	Requirements		
	Quantity	No of days	Total Cost (office use only)
Standard Phone Line (PABX)			
Handset Required			
Broadband (1 computer connection)			
ISDN			
Other			

STAND NAME : _____

STAND NUMBER : _____

COMPANY NAME : _____

CONTACT NAME : _____

PHONE NO : _____ FAX NO: _____

ADDRESS : _____

Payment Details

Payment is required prior to installation and or delivery of equipment.

Card Type: (circle one) VISA AMEX DINERS M/Card

Card Number: _____

Expiry Date: _____

Amount: (all charges including call costs where applicable)

Name on Card: _____

Card Holder's Signature: _____

Further Information:

The Internet connection cost includes the internet access itself, (supplied through a Cat 6 cable). To connect to the Cat 6 cable you will need a 10/100/1000 network card in your PC/laptop or a hub/ switch (which must have uplink capabilities). It is the responsibility of the client to provide the necessary computers or laptops, with appropriate network cards that are configured correctly (eg: with IP settings, etc).

For information on related services which fall outside the scope of this form, please contact your Banquet Event Co-ordinator for assistance. On site technical assistance can be arranged subject to availability at a cost of \$66.00 per hour.

Terms and Conditions of Use:

The following terms and conditions must be read and acknowledged via a signature at the bottom of this page prior to the order being processed by the Hotel. The person ordering the services is required to sign this page and then return it with page 1 of the order form.

1. All services must be prepaid at least 3 working days prior to the move-in of an event.
2. Orders received or changed after 10.00am, 3 working days prior to the move- in date will be undertaken at the Hotels discretion and if deliverable, will incur a 20% surcharge.
4. No refunds will be given if the service is cancelled within 3 working days of the activation date or if the service is not used.
5. All claims/ disputes must be brought to the attention of the Banquet Event Co-ordinator prior to the move- out of the event. Refunds will not be issued for defective services provided by the Hotel where the claim /dispute is not reported prior to move-out of the event.
6. All prices quoted are inclusive of GST (Australian Good & Services Tax) and are subject to change without notice.
7. Internet services provided by the Hotel are not for resale. Any services found to be used for these purposes will be disconnected immediately.
8. All of the Hotels equipment must remain on the premises at all times. It is the client's responsibility for the return of any equipment issued.
9. The Hotel will not accept responsibility for damage or delays caused by unsatisfactory installations carried out by personnel other than the Hotels staff, or for insufficient time allowed for connection and testing of services.
10. If a client is using their own Communications Carrier Hotel personnel are required to facilitate access, show cable runs or manage / plan installation. The client will be charged a fee of \$66.00 per hour. The client must provide payment for these services before the Communications Carrier arrives on site.
11. The Hotel suggests that client's utilise the most current operating system updates, anti- virus signatures and firewall configurations as a bare minimum. It is solely the client's responsibility to ensure these protective measures are taken and supported by their own technical staff / contractors.
12. Any connections identified as compromising the stability or usability of the network will be disconnected and not reinstated until the problem has been rectified to the satisfaction of the Hotel.
13. The Hotel takes all reasonable precautions to ensure that protection policies are applied by all users, however can not guarantee complete protection.

I have read and understand the above terms and conditions of contract and agree to abide by them.

Name: Signature:
Date: