



The Australasian Lymphology Association (ALA) thanks you for your participation as an exhibitor of our 15th ALA Conference in Adelaide on 2 – 4 May 2024.

Participation will ensure your brand and products are intrinsically linked with an education event and professional organisation which promotes excellence in lymphoedema management, research and education in Australia and New Zealand.

With a focus on shaping lymphatic health for the future, this Conference will focus on the latest research and clinical findings in the management of lymphoedema. The three-day program will feature a variety of breakout sessions and plenary sessions from high calibre keynote and invited speakers. Pre-conference workshops will also be held in conjunction with this event.

The Conference will be held at the impressive Adelaide Convention Centre. It is a short walk from accommodation and popular attractions. It is no secret that Adelaide, South Australia produces some of the world’s best wines, with iconic regions the Barossa, McLaren Vale and Adelaide Hills within touching distance of the city, and home to renowned brands such as Penfolds. Naturally there is also the food to match and with Adelaide home to the largest fresh food market in the Southern Hemisphere, the city has been referred to as the Culinary Capital of Australia (New York Times).

The exhibition area in Hall L of the Adelaide Convention Centre will be the centre of the many networking opportunities scheduled within the program, including the Networking Reception on the Thursday evening, arrival refreshments, morning and afternoon tea breaks and lunch.

This Exhibitor Kit is provided to assist you in planning your arrival at the conference and making your visit worthwhile.

Sharon Tilley and Kate Rogers
Conference Co-Convenors

IMPORTANT DATES

Public Liability Certificate of Currency	1 April 2024
Custom Booth build	Wednesday 1 May 2024 from 8 am
Exhibition Booth build	Wednesday 1 May 2024 from 7 am – 1 pm
Trade bump-in	Wednesday 1 May 2024 from 1 pm – 5 pm
Trade bump-out	Saturday 4 May 2024 (3 pm following afternoon tea)
Custom booth bump out	Saturday 4 May 2024 (4 pm following afternoon tea)
Trade dates	Thursday 2 May to Saturday 4 May 2024
Welcome Reception (in Exhibition Area)	Thursday 2 May 2024 - 5.00 pm to 6.30 pm

Meeting Website: <https://ala2024conference.com.au/>

CONFERENCE CONTACTS

Conference Secretariat – TMP

Lara Malcolm
The Meeting People Pty Ltd
PO Box 764
Mitcham SA 5062
T: 08 8177 2215
M: 0411 439 410
E: lara@themeetingpeople.com.au

Adelaide Expo Hire

Kim Sluggett
Exhibition Sales Coordinator
Adelaide Expo Hire
31 Deeds Road, North Plympton South Australia 5037
M: 0417 859 466
T: 08 8350 2300 (main)
T: 08 8350 2306 (direct)
M: 0417 859 466
E: kims@ae.com.au
W: www.aeh.com.au

Please complete the following link to log your booth requirements with Adelaide Expo Hire – [CLICK HERE](#)

Adelaide Convention Centre

Lauren Fowler
Exhibition Planning Manager
Adelaide Convention Centre
North Terrace Adelaide, SA 5000
T: 08 8210 6756
E: Lauren.Fowler@avmc.com.au
W: www.adelaidecc.com.au

EXHIBITOR SERVICE CENTRE – ACC

Please complete the following link to log your booth requirements with the ACC – [CLICK HERE](#)

Meeting Website: <https://ala2024conference.com.au/>

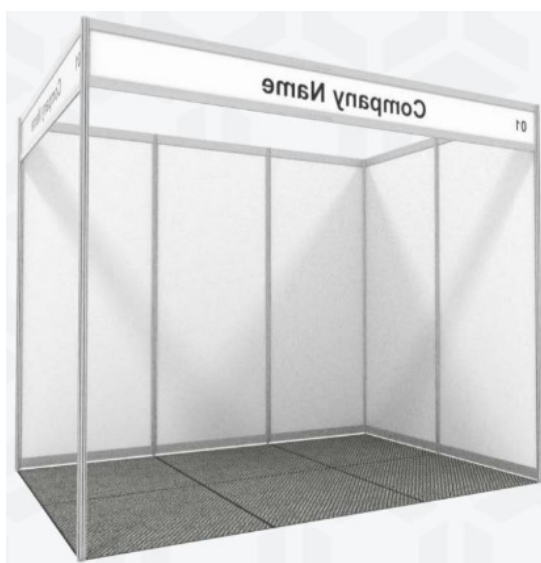
Exhibitor Link:

Exhibition Managers – Adelaide Expo Hire

The official supplier for the booth shell scheme, furniture, and electrical equipment is Adelaide Expo Hire. They will contact you in the first instance by email regarding information and orders.

Each standard exhibition booth measures 3m x 3m. The booth is constructed from hard panelling (back and side walls) covered in velcro-compatible fabric. Screwing into the booth panels is not permitted. Please contact Adelaide Expo Hire if you require any assistance with hanging display items. The payment for each booth includes a fascia with the company name on each aisle frontage, one 4 amp power point and two spotlights.

Exhibition Booth



Delegates will be in the exhibition area during scheduled refreshment breaks. We recommend displays are staffed during scheduled breaks but the exhibition area will remain open/accessible from commencement of sessions until the close of each day.

All Exhibitors will be sent an exhibition kit link from AEH for completion.

Venue – Adelaide Convention Centre

*North Terrace, Adelaide, South Australia
Access via Western Entrance, via Morphett Street Bridge*

Exhibitors should take the time to read this information as it will affect the way you operate within the Adelaide Convention Centre (ACC).

Please ensure that you understand all bump in and bump out procedures within the ACC.

The Adelaide Convention Centre requires:

- ***All electrical items are required to be test & tagged and are valid.***

The delivery point within the ACC, please take note of the specific instructions for size limits for each area. The North Terrace Loading Dock is the only preferred delivery point for all goods.



Exhibitor Delivery and Collection Important Information

Loading bay dock is not opened for courier company pickups or deliveries over the weekends.

Sponsors/Exhibitors will need to coordinate own freight using the **ACC Delivery Label** based on the following loading dock instructions:

DELIVERIES WILL ONLY BE ACCEPTED ON THE DAY OF BUMP IN – WEDNESDAY 1 MAY AND MUST BE COLLECTED WITHIN 24 HOURS AFTER THE CONCLUSION OF THE EVENT

ALL GOODS TO BE DELIVERED BETWEEN 9.00AM & 3.00PM WEEKDAYS ONLY

We recommend exhibitors schedule in their deliveries with the North Terrace Loading Dock by emailing ntld@avmc.com.au

(NOTE: The Adelaide Convention Centre takes NO RESPONSIBILITY in storing these items. Courier's charges may apply should we need to arrange these items to be sent back to you. All responsibility remains with the sender)

- Sponsors/Exhibitors items will be brought to confirmed booth/stand location by the Adelaide Convention Centre team, during scheduled **Exhibitor Bump-in: Wednesday 1 May - 1.00 pm to 5.00 pm**
- Sponsors/Exhibitors items will need to be clearly labelled and left at your booth for the Adelaide Convention Centre to take to loading dock, during scheduled **Exhibitor Bump-out: Saturday, 4 May - 3.00pm onward.**
- Sponsors/Exhibitors to coordinate own freight for post conference collection from the same Adelaide Convention Centre dock point on **Monday, 6 May - 9.00am to 3.00pm**

Delivery and Collection Labels

The Adelaide Convention Centre reserves the right to refuse deliveries should the items not be clearly marked or are delivered outside the approved delivery times. Please ensure that a delivery label is attached to all equipment or boxes being collected from the Loading Dock and that the courier company is aware that all charges for freight are being charged directly to your organisation.

Please use the attached ACC Delivery Label (attached):

- Please photocopy one form for each box.
- Please ensure boxes are marked numerically, eg Box 1 of 4 boxes.
- Please confirm with your courier company that your material has been delivered.

***** Exhibitors should ensure airways/ consignment numbers are always carried with them. This enables goods and equipment to be readily traced. The Adelaide Convention Centre does not accept responsibility for the safety of any items on or delivered to the site in the absence of the Exhibitor, his Agent or Contractor.**



Loading Dock

Business Hours – Monday – Friday 8 am – 4 pm

General deliveries should be sent to this dock. All deliveries need to be labeled correctly using the deliver advice label included with this document. Goods that are not labeled will not be accepted.

The venue does not sign for goods and accepts no responsibility for the security or safety of goods delivered into the venue.

The venue reserves the right to refuse delivery of items prior to this. All items must be collected from the loading dock during bump-out. If you require next business day collection, please contact your Exhibition Planner for approval.

Exhibitors can schedule in their deliveries with the North Terrace Loading Dock by emailing ntld@avmc.com.au

Forklift/pallet jack/scissor lift

We have forklifting available for \$170 per hour (minimum shift 0.5 hours). This will be at your own expense and will need to be pre-arranged with Lauren Fowler at the ACC.

Access to Loading Dock

Cars can drive into the loading dock and off load goods. They will then need to move their car to the North Terrace Car Park to finish their bump in as you cannot park in the loading dock.

Please note, that you cannot park your vehicle in the loading bay dock as this can only be used for picking up or drop off.

Exhibition Location – Halls L, Adelaide Convention Centre

Floor plan attached.

The Exhibition will be held in the **Halls L** of the Adelaide Convention Centre. All morning and afternoon teas and lunches will be held in the Exhibition. Registration will be located on the Ground Level outside of the exhibition area of the Convention Centre, and poster boards will be in the Exhibition. The main plenary room is in the Hall M also located on the Ground Level.

Heights

Maximum exhibition build height 3.5 metres

Halls L is carpeted throughout.

Exhibition Hours

Thursday 2 May 2024	0800 – 1830 (1700-1830 Welcome Reception)
Friday 3 May 2024	0800 – 1700
Saturday 4 May 2024	0800 – 1500 (concludes at the end of afternoon tea)



Custom Designed Booth Construction

Access for builders of custom-designed booths will be from 0800 on Wednesday 1 May NB Please liaise with Adelaide Expo Hire and the Adelaide Convention Centre about your access and loading dock requirements.

Custom-designed booth sites are open to all exhibitors who book. There will be no refunds on the booth price for the non-use of standard exhibition hire modules. All contractors and exhibitors are to wear visible identification whilst in the venue. PLEASE CONTACT **Adelaide Expo Hire** TO DISCUSS YOUR CUSTOM STAND REQUIREMENTS.

Set Up and Bump Out Times

Custom booth build	Wednesday 1 May 2024 from 0800
Exhibition Booth build	Wednesday 1 May 2024 from 0700-1300
Trade bump in	Wednesday 1 May 2024 from 1300-1700
Trade bump out	Saturday 4 May 2024 (1500 following afternoon tea)
Custom booth bump out	Saturday 4 May 2024 (following afternoon tea)

Bump-out

Exhibitors are requested to dismantle their stand materials between 1500-1600 on Saturday 4 May at the conclusion of the final afternoon tea in the exhibition area in the Halls L. Custom built stand bump out time is from 1600.

Collections

All items are to be removed on conclusion of the exhibition. Any items that remain on the premises will be discarded if not collected within two (2) working days. It is the sole responsibility of the Exhibitor to arrange a courier for any such items. Items being collected by courier must be labelled with a 'Collection Label' (attached) and a consignment note which is to be supplied and completed by the exhibitor and attached to the item(s).

The Adelaide Convention Centre will not take responsibility for any lost or damaged consignment notes.

Storage

The venue has no onsite storage. If you require storage for packing crates and boxes, your own arrangements will need to be made for this to happen off site.

Security

The Exhibition will be locked at the specified exhibition closing time each day. Please note that ALL exhibitors must be responsible for their own security of equipment and belongings.

Insurance

It is the responsibility of each company to maintain insurance cover against injury to person or damage or loss of property in such amounts as the company shall deem appropriate. The Australasian Lymphology Association (ALA), Adelaide Convention Centre, or the Conference Secretariat, The Meeting People Pty Ltd will not be responsible for any loss, damage or injury that may occur to the company's representatives or property from any cause whatsoever prior, during and after the exhibition.

All sponsors and exhibitors are responsible for their own insurance, including public liability. It is recommended exhibitors hold public and product liability insurance based on a limit of indemnity to the minimum value of \$10 million dollars. This refers to damage or injury caused to third parties / visitors on or in the vicinity of an exhibition stand. We ask exhibitors to provide a copy of their insurance policy and certified currency upon request.

Please ensure all display builders, sub-contractors, suppliers, and booth staff are given this information. They must be familiar with the venue's regulations of use.

It is a requirement that you send the following document by the deadline:

Public Liability Certificate of Currency

1 April 2024



Registration Desk

The Registration Desk will be located on the Ground Level and will open at the following times during the meeting:

Wednesday 1 May 2024 0800 – 1730

Thursday 2 May 2024 0700 – 1830

Friday 3 May 2024 0700 – 1700

Saturday 4 May 2024 0700 – 1600

After hours contact: Lara Malcolm, Meeting Secretariat on 0411 439 410.

Rigging

The ACC has access to qualified riggers for all requirements within the venue via the in-house Exhibition Coordinators.

The ACC contact for all rigging related enquiries Rosa Rosa.Ockleshaw@avmc.com.au

Trolleys

The ACC can supply trolleys to exhibitors and production crew for transportation of heavy and bulky items. These trolleys are provided on a first come, first served basis.

Provision of Food and Beverage

Exhibitors wishing to offer food and/or beverage samples must complete and return the Food and Beverage Sampling Request Form to their Exhibition Planner no later than fourteen (14) days prior to the event. If samples do not meet the guidelines included on page 15 of the ACC Exhibition handbook they may be charged a \$390 external supply fee.

All catering requirements for the booths can be arranged with ACC prior to the commencement of the event.

Wireless/Broadband

The ACC will enable a connection to the Internet. The costs for Wired or Wireless Internet Access can be obtained from the coordinators.

Power Requirements

All power requirements are to be pre-arranged with the Adelaide Expo Hire. If the venue is required to provide additional 15amp, three phase or any other additional power distribution to trade booths.

Booth Cleaning

Exhibitors are responsible for the upkeep of their own booth for the duration of the event. The Venue will not clean within the booths. The Venues cleaners will vacuum through the aisles of the exhibition area each morning prior to the exhibition opening.

Removal of Waste

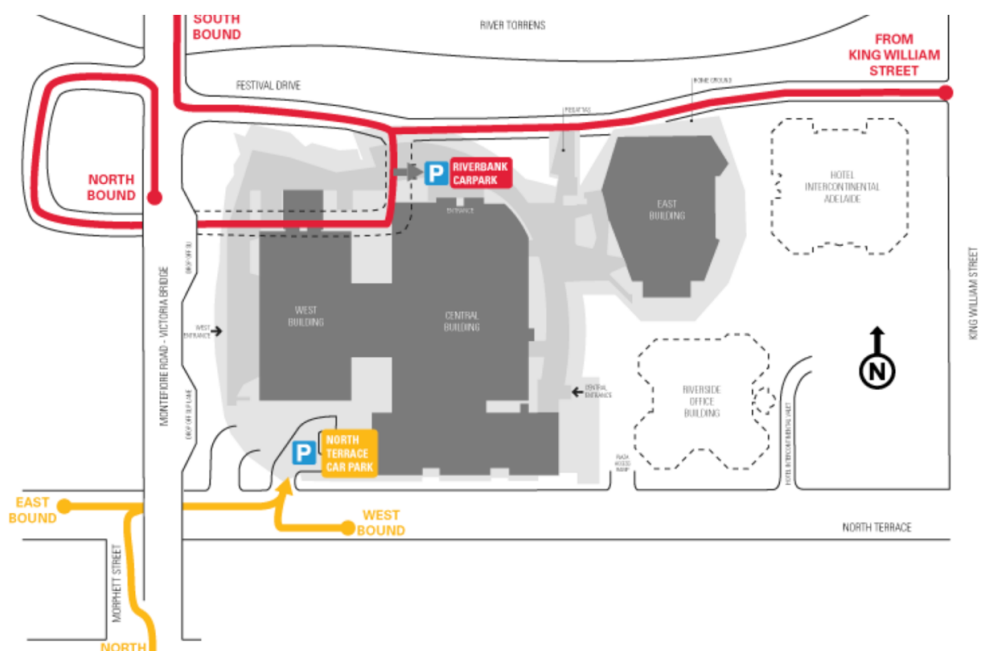
During bump in and bump out the ACC will place bins around the room for you to dispose of your rubbish. Exhibitors are required to place all rubbish in the bins to be collected.

Car Park

The ACC has two car parks on site.

[The North Terrace Carpark Map](#)

[The Riverbank Carpark Map](#)



The following charges apply:

- 1 HOUR \$8.50
- 1-2 HOURS \$13.00
- 2-3 HOURS \$17.00
- 3-4 HOURS \$19.00
- EARLY BIRD* \$18.00

<https://www.adelaidecc.com.au/attending/car-parking/>

First Aid

Should first-aid be required an ACC staff member will contact a qualified first aid attendant.

Evacuation / Emergency Procedure

Evacuation will only occur when there is a threat to safety. Please see attached the hotel evacuation procedure for your information.