

15th ALA Conference – Adelaide Convention Centre

2-4 May 2024

EXHIBITOR CHECKLIST

ACTION	DUE DATE	COMPLETED
Confirm CUSTOM BUILD / SHELL SCHEME Custom Builder: EMAIL: lara@themeetingpeople.com.au	1 March 2024	
Exhibitor Profile: provide company logo, company website and 25 word profile for the handbook, app and website. EMAIL: lara@themeetingpeople.com.au Platinum: 100 words, Gold: 75 words, Silver: 50 words	1 March 2024	
Trade Booth: confirm trade booth signage, equipment and furniture hire with Adelaide Expo Hire	31 March 2024	
Trade Booth: Provide copy of public liability insurance (\$20 Million)	31 March 2024	
Registration per booth booked: two (2) exhibitor registrations, including access to the exhibition, programmed refreshment breaks, lunches, the Networking Reception, name badge and satchel. EMAIL: lara@themeetingpeople.com.au Names, dietary requirements and emails	19 April 2024	
OTHER ITEMS:		
Platinum Sponsor Registrations – 4 exhibitor (inclusions as above) + 4 full conference (including dinner) Gold Sponsors Registrations – 3 exhibitor (inclusions as above) + 2 full conference (including dinner) EMAIL: lara@themeetingpeople.com.au Names, dietary requirements and emails	19 April 2024	
Advertisements: Full or Half page Platinum: Full page Gold: Half page	1 March 2024	
Satchel Insert: Platinum, Gold and Silver Sponsors ONLY or if you have purchased an advertising insert. <i>*Maximum two double-sided A4 pages per brochure.</i>	19 April 2024 DELIVER TO: The Meeting People, 18 Bath Street, Glenelg South SA 5045	
Sponsored post on the app activity stream: Platinum, Gold or Silver only	19 April 2024	

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

FIND THE INFORMATION AT THE EXHIBITOR ZONE: <https://ala2024conference.com.au/exhibitor-zone>