

27th Congress of the World Association for Sexual health



16 – 19 June 2025
Brisbane Convention & Exhibition
Centre

Exhibition Guide

On behalf of the committee, we are delighted to welcome you as an exhibitor to the 27th Congress of the World Association for Sexual Health, Monday 16 to Thursday 19 June 2025 at the Brisbane Convention & Exhibition Centre, Queensland, Australia.

This guide will help you to plan a successful exhibition. Please view this guide to ensure smooth logistics in the lead-up to and during the conference. Please ensure all items are completed by the due dates listed within.

Please note that exhibitors will not be granted entry to set up their display without prior provision of:

- a current public liability insurance certificate of currency (or indemnity form). Please extend your public liability to cover your display, if necessary
- onsite contact details (name and mobile number for onsite booth coordinator)
- full payment for your participation

Please ensure you read through all the pages of this guide. If you have any questions, please contact briana.digirolamo@ashm.org.au.

REQUIREMENTS CHECKLIST

Item	Deadline	Task Complete Y/N
Indemnity form or public liability cover (certificate of currency)	Sunday, 20 April	
Register staff online	Sunday, 27 April	
Onsite contact information (name and mobile)	Sunday 20 April	
Send goods to venue Please note that all exhibitor freight can only be brought into the centre on the event bump-in day. BCEC will not accept delivery or sign for any goods, packages, or other materials on behalf of an exhibitor. BCEC will not accept any responsibility for any items that have been delivered to the site in the absence of the exhibitor, their agent or contractor.	N/A	
Fascia Name (max. 30 characters, including spaces, in CAPITALS)	Sunday, 20 April	

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CONTACTS

Key logistics contacts for the Conference

Category	Company	Contact Person	Phone No.	Email
Venue	Brisbane Convention and Exhibition Centre	Exhibitor Services team	07 3308 3536	Exhibitorservices@bcec.com.au
Conference Secretariat	ASHM		0458291166	conference@ashm.org.au
Event Coordinator	ASHM	Briana Di Girolamo	0450907095	Briana.digirolamo@ashm.org.au
AV	Rave Solutions	Jasiah Ulbricht	1800 728 328	jasiah@rave.solutions
Exhibition	Pyramid Designs	Kelly Davies	07 5522 113	kelly@pyramiddisplays.com.au

IMPORTANT DOCUMENTS:

- [Indemnity Form](#)
- Exhibition Floorplan – to be provided later.
- [Conference Website](#)
- [Spread the Word](#) (Marketing assets)
- [Venue Map](#)
- [Venue Exhibitor Guidelines](#)
- [BCEC Safety Information](#)
- [Exhibitor Portal Link](#)
- [Safety Permits](#)

IMPORTANT DEADLINES:

- Exhibitor Food & Beverage request deadline: Mon, 9th June 2025
- [Safety permits](#) submission deadline: Mon, 2nd June 2025

TABLETOP / BOOTH / EXHIBITION SPACE INCLUSIONS:

- Tabletop: 1x trestle table, 2x chairs, 1x poster board
- 3mx3m shell scheme booth: 1x company name sign, 2x 150 wat track lights, 1x power point

EXHIBITION CONTRACTOR

Contractor (for all furniture, audiovisual, lighting, power, upgrade & custom stand enquiries & orders)

We have proudly appointed PYRAMID DISPLAYS once again as our official Exhibition Contractor.

Exhibitor Services Team

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W: <https://pyramiddisplays.com.au/furniture-hire/>

E: info@pyramiddisplays.com.au

P: 07 5522 1133

Pyramid Displays presents a full-service exhibition experience. They can supply the hire of all your exhibition needs from **furniture and floors, plants and audio-visual equipment, extra power or lighting and stand upgrades to full custom stand design and construction.** Pyramid Displays also have an inhouse print department & can therefore **assist with booth wall graphics for the upgrade & branding of your presence.** Photo examples attached.

You are welcome to visit Pyramid Displays user friendly website <https://pyramiddisplays.com.au/furniture-hire/> to view all hire items. If you wish to view prices, simply register following the prompt, which is a quick process & all prices will be available.

*** Please 'do not' submit requests for quotation until we have provided you with your booth allocation.

In moving forward, please be aware of the below deadline dates to avoid any late fees.

Monday 26 th May	Additional power for specific equipment
Monday 26 th May	Printed Booth Graphics
Monday 12 th May	Custom Upgrade Stand
Monday 26 th May	Hire Items (including furniture)

If you are interested in standing out from the crowd or making a bold statement with a booth upgrade or custom stand, please contact Kelly Davies on kelly@pyramiddisplays.com.au or 07- 5522 1133. Pyramid Displays have a fully equipped custom workshop & excel at producing unique custom stands.

VENUE INFORMATION – DELIVERIES AND COLLECTION

The exhibition will be held in the Plaza Ballroom Concourse. Catering will be included in the exhibition space for morning tea, lunch, and afternoon tea.

The exhibition, posters and catering will be split over 3 areas:

- Plaza Ballroom Concourse
- Plaza P6-11 Foyer
- Plaza Ballroom
- The main areas will be the Ballroom concourse and Plaza Ballroom

Please refer to the [venue exhibition guidelines](#) for information on the following:

- Loading dock access
- Back of house dimensions
- Deliveries – note that all exhibitor freight can only be brought into the centre on the event bump-in day. BCEC will not accept delivery or sign for any goods, packages, or other materials on behalf of an exhibitor.
- Collection of goods

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SET UP & DISMANTLE

- Bump in Exhibitor set up: Monday 16 June 1000 – 1330 (please note these are subject to change)
- Bump out Exhibitors pack down: Thursday 19 June 1430 – 1600 (please note these are subject to change)

SECURITY

Exhibitors are fully responsible for the total management of their pod exhibit. The organiser will not be held responsible for any damages, robberies and losses incurred by exhibitors, and compensation will not be provided for the loss of personal belongings and exhibits.

The Brisbane Convention & Exhibition Centre will not accept responsibility for damages or loss of goods and property left in the hotel prior to, during or after the exhibition. All goods belonging to clients must be claimed and removed from the hotel on the last day of the exhibition. Adequate insurance coverage of exhibits is recommended.

During the set-up, dismantle and exhibition operation times the area will be open, and we suggest you take care of your goods and that your booth is not left unattended. **Please do not ever leave any valuables on your stand.** Whilst every precaution is taken, both the Brisbane Convention & Exhibition Centre and ASHM Health do not accept any responsibility for loss or damage which may occur to persons or property at the exhibition from any cause whatsoever.

FLOOR PLAN

Please note the floor plan is subject to change, however the Conference Organisers will make every effort not to move allocated spaces and will advise exhibitors of any significant changes.

PACKING

Please ensure you allow enough time for freight to arrive on time. Please check with your freight forwarder to confirm when you need to arrange delivery to be sent. The following is a list of items we suggest you pack into your 'Exhibition Survival Kit', because you never know when you might need them!

- Scissors
- Sticky tape (for packing cases)
- Stapler (staples)
- Blu-tack or Velcro (hook & loop)
- Clearly marked delivery labels for all packages sent to the exhibition (include your company name) and return labels for after the conference
- Pens and permanent markers
- Writing pads
- Courier consignment notes for sending goods back to the office
- Phone and electronics charges