



Exhibition Guide

On behalf of the committee, we are delighted to welcome you as an exhibitor to APSAD 2026, Monday 9 to Wednesday 11 November 2026, at the Esplanade Hotel Fremantle by Rydges, Walyalup, on the lands of the Whadjuk Noongar people, WA, 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
Register staff online For conference/accommodation/social functions All exhibitors must be registered.	31 August 2026	
50-word company profile and logo sent to briana.digirolamo@ashm.org.au	31 July 2026	
Onsite contact information (name and mobile) provided to briana.digirolamo@ashm.org.au	31 August 2026	
Indemnity form or public liability cover (certificate of currency) provided to briana.digirolamo@ashm.org.au	31 August 2026	
Promote your participation at the conference. Add the conference promotion to your email signature, website and newsletters to advise contacts you will be at the conferences. Digital Toolkit	Ongoing	
Exhibition Booth Requirements		
Custom booth design plans to be sent to SharonApolloni@perthexpo.com.au and briana.digirolamo@ashm.org.au for approval	31 August 2026	
PerthExpo Requirements PerthExpo are the official stand builders for the exhibition. PerthExpo will email you a link to their online Exhibitor Kit. The online kit contains important information and forms for both shell scheme and space only stands, including fascia, electrical, furniture etc. Failure to complete forms by the deadline of 11 October 2026 may result in late order charges. For any queries, please contact PerthExpo Exhibitor Services Department on +61 8 9475 2022 or info@perthexpo.com.au	11 October 2026	
Send goods to venue	4 November 2026	



The venue will **only** accept deliveries on **no earlier than 3 business days before the event**. Please ensure your items are labelled with the [Venue Delivery Label](#). Larger deliveries, including those arriving on palettes must be discussed in advance with the Event Coordinator for prior approval.

The Esplanade Hotel Fremantle by Rydges reserves the right to refuse improperly marked or unscheduled deliveries

Exhibitors must provide their own trolleys for the transportation of heavy and bulky items. If a forklift is required, this must be hired and coordinated through the AVPartners. Please contact the Event Coordinator to request this. **Forklifts are not available for use.**

Collection of goods: All goods must be removed from the Hotel premises or storerooms immediately following the conclusion of the event, unless prior arrangements have been made. The Hotel reserves the right to apply charges for any items that are not promptly collected or couriered.

If your courier or freight company has not arrived by the time you leave the Hotel, it is essential that you notify the Banquet Supervisor. You must clearly identify the goods to the Supervisor and provide a consignment note that is fully completed.

CONTACTS

Key logistics contacts for the Conference

Category	Company	Contact Person	Phone No.	Email
Venue	Esplanade Hotel Fremantle by Rydges	Kiah Gibson	+618 9432 4805	kiah_gibson@evt.com
Exhibition Builder	PerthExpo	Exhibitor Services Department	+61 8 9475 2022	info@perthexpo.com.au
Audio Visual	Rave AV	Jasiah Ulbricht	+61 416 468 838	jasiah@rave.solutions
Conference Secretariat	ASHM	Briana Di Girolamo	+61 450 907 095	briana.digirolamo@ashm.org.au

IMPORTANT DOCUMENTS:

- [Indemnity Form](#)
- [Exhibition Floorplan](#) – Subject to change pending final venue approval
- [Delivery Label](#)
- [Conference Website](#)
- [Spread the Word](#) (Marketing assets)
- [Venue Map](#)
- [Venue Exhibition Manual](#)



TABLETOP / BOOTH / EXHIBITION SPACE INCLUSIONS:

Community Tabletop

- One full complimentary exhibitor (exhibition access only) registration per table
- One trestle table with cloth and chair
- One poster board
- A 50-word company profile and logo included in the exhibition section of the conference app
- Three days of exhibition and privacy-compliant delegate list
- Catering breaks are provided in the exhibition area

Shell Scheme Booth includes:

- **Stand:** 3m x 2m with white melamine walling (number of walls dependant on position)
- **Fascia:** 1 x company name sign in black and white (with a maximum number of letters to be determined)
- **Lighting:** 2 x 150-watt track lights per booth
- **Power:** 1 x single power point (4 amp) per booth
- **Flooring:** The venue has carpet flooring
- **Furniture:** 1 x trestle table with cloth and 2 x chairs
- **Please note:** Furniture and any other additional requirements are at the exhibitors expense.
- Two (2) full complimentary exhibitor pass per 3m x 2m manned stand (exhibition access only) and access to discounted conference exhibitor passes. Additional staff will be required to register under the discounted exhibitor rates.
- A 50-word company profile included in the exhibition section of the conference app
- Three days of exhibition and privacy-compliant delegate list
- Catering breaks are provided in the exhibition area
- Exhibitors to note that offsite sessions will take place on Wednesday 11 November lunch time which reduce delegates in the hall

Custom floor space

- 3m x 2m (unless stated otherwise in agreement)
- Raw floor space will be designated by markings on the floor
- Raw floor space does not include any accessories and equipment such as fascia, lights or power. If access to electric power is required, please request this with ExpoNet.
- All work must be carried out within the show timetable.
- It is each exhibitor's responsibility to familiarise themselves with any height or weight restrictions of the allocated space before designing the stand.
- All stands shall be entirely self-supporting, without either hanging from the roof or being attached to walls of the venue.
- It is not allowed to use shell scheme walls from neighbouring stands for your own purposes
- If you have not chosen a stand builder for your space only stand yet, ExpoNet can provide you with a quotation for your stand.
- Exhibition builds in Parkside Ballroom are limited to 3 metres in height.
- Two (2) full complimentary exhibitor pass per 3m x 2m manned stand (exhibition access only) and access to discounted conference exhibitor passes. Additional staff will be required to register under the discounted exhibitor rates.
- A 50-word company profile included in the exhibition section of the conference handbook app
- Three days of exhibition and privacy-compliant delegate list
- Catering breaks are provided in the exhibition area
- Exhibitors to note that offsite sessions will take place on Wednesday 11 November lunch time which reduce delegates in the hall



VENUE INFORMATION

The exhibition will be held on the Ground Floor of the esplanade Hotel Fremantle by Rydges across the Sirius Room, Indian Ocean Suite, and Southern Cross Lobby. Posters and catering will be included in the exhibition space for morning tea, lunch and afternoon tea. Session rooms are also located across the Ground Floor and Level 1. Please see venue map for specific location details.

Food & Beverage

Exhibitors and delegates are not permitted to bring or distribute external food or beverage items within their booths without prior written approval from the Hotel. Any unauthorised items will be confiscated and held until the conclusion of the exhibition.

All requests for catering services provided by the Hotel must be submitted through the main event organiser. The Hotel does not accept direct catering requests from individual exhibitors or delegates. Please contact briana.digirolamo@ashm.org.au for more information.

Venue Safety

Where extensive electrical power supply is required for exhibition stands, other than normal mains power (e.g. 3 phase power), the exact requirements must be provided to the Banquet Sales Office for approval at least one (1) month prior to bump in and subject to additional charges. Exhibitors and production crews should ensure that they have adequate extension leads, double adapters etc. As any item supplied by the Hotel will be charged for and is subject to availability only.

Please refer to the venue [Exhibition Manual](#) for information on the following:

- Loading dock access
- Back of house dimensions
- Deliveries
- Collection of goods
- Safety and Security

SET UP & DISMANTLE

Bump in:

Sunday 8 November 2025

Custom Stand Build Access:

8:00am – 2:00pm*

Exhibitor Set up:

2:00pm – 4:00pm*

Exhibitor Set Up:

Monday 10 November 2025

Exhibitor Set Up:

7:00am – 10:30am*

Exhibition Open Hours:

All booths must be fully staffed, operational and exhibits displayed to delegates during the break periods. Times are subject to change. Please view the [online program](#) for the most up-to-date timings.

Bump out:

Wednesday 12 November

Exhibitor Pack down:

Once afternoon tea has concluded (3:30pm – 4:30pm*)

Exhibitors Dismantle:

5:00pm* onwards

Note: This includes custom-built exhibits

*This time is based on the current program. Any changes to the timing of the program will result in a change to the set up / dismantle times.



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 Esplanade Hotel Fremantle by Rydges 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 Esplanade Hotel Fremantle by Rydges and APSAD 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
- Power board, extension cord, phone/laptop/tablet charger (must be tagged and tested)
- High visibility vests