

Exhibition Guide

On behalf of the committee, we are delighted to welcome you as an exhibitor to the [Australasian HIV&AIDS Conference joint with the Australasian Sexual and Reproductive Health Conference](#) taking place **Monday 15th to Thursday 18th September 2025**, at the **Adelaide Convention and Exhibition Centre (ACC)**, Tarndanya (Adelaide), 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 mikayla.mason@ashm.org.au.

REQUIREMENTS CHECKLIST

Item	Deadline	Task Complete Y/N
Register staff online For conference/accommodation/social functions All exhibitors must be registered.	30 June	
50-word company profile and logo sent to Mikayla.mason@ashm.org.au	30 June	
Onsite contact information (name and mobile) provided to Mikayla.mason@ashm.org.au	30 June	
Indemnity form or public liability cover (certificate of currency) provided to Mikayla.mason@ashm.org.au	15 August	
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 Mikayla.mason@ashm.org.au and submitted Adelaide Convention Centre via Custom Stand Design Appraisal (page 30) approval (if applicable)	1 August	
Adelaide Expo Hire requirements: Adelaide Expo Hire are the official stand builders for the exhibition. Access the online exhibitor kit here . This contains important information and forms for shell scheme stands including fascia, signage, electrical and furniture requirements. Please make sure that you complete all necessary forms by the deadline of 4 August. Failure to do so will result in late order charges or the inability to meet the request.	4 August	
Advise venue in case of forklift requirement The venue requires a minimum of 4 weeks' notice to organise a forklift service. Please advise Mikayla.mason@ashm.org.au if you require this service so that it may be organised. Note that additional charges may apply.	10 August	

<p>Send goods to venue</p> <p>Use the delivery label provided. Download Exhibitor Delivery Label</p> <p>The venue will accept delivery of goods from Sunday 14 September via the North Terrace loading dock (view access map). Please ensure the freight is delivered at the correct time frame as stipulated by the venue. Otherwise, freight sent before this time will be turned away. More information below.</p>	14 September	
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CONTACTS

Key logistics contacts for the Conference

Category	Company	Contact Person	Phone No.	Email
Venue Exhibition Planner	Adelaide Convention Centre	Lucy Meixner	(61 8) 8210 6808	Lucy.Meixner@avmc.com.au
Exhibition Builder	Adelaide Expo Hire	Harriet Creaser	+61 476 216 092	harrietc@aeh.com.au
Audio Visual	Rave AV	Jasiah Ulbricht	+61 416 468 838	jasiah@rave.solutions
Conference Secretariat	ASHM health	Mikayla Mason	+61 490 108 441	Mikayla.mason@ashm.org.au

HELPFUL LINKS:

- [Indemnity Form](#)
- [Exhibition Floorplan](#) – Subject to change
- [Delivery Label](#)
- [Venue Delivery Access Map](#)
- [Conference Website](#)
- [Spread the Word \(Marketing assets\)](#)
- [Venue Map](#)
- [Venue Exhibitor Guidelines](#)
- [Reducing Exhibition Waste](#)
- [Food & Beverage Sampling Form](#)
- [Adelaide Expo Hire Kit](#)

TABLETOP / BOOTH / EXHIBITION SPACE INCLUSIONS:

Community Tabletop

- One full complimentary exhibitor (exhibition access only) registration per table
- One trestle table and two chairs
- One poster board

Shell Scheme Booth includes:

- Two (2) full complimentary exhibitor pass per 3m x 3m manned stand (exhibition access only) and access to discounted registration rates. 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 website, handbook and app distributed at the conference
- Stand:** 3m x 3m 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:** Shell scheme booths will have carpet flooring

VENUE INFORMATION – DELIVERIES AND COLLECTION

The exhibition will be held on the ground level of ACC in halls M&N. Posters and catering will be included in the exhibition space for morning tea, lunch and afternoon tea. Session rooms are also located on the ground level, lower level as well as the upper level.

Please refer to the [Venue Exhibitor Guidelines](#) for information on the following:

- Loading dock access
- Back of house dimensions
- Deliveries – The venue will accept delivery of goods from Sunday 14 September via the North Terrace loading dock ([view access map](#)). All items being delivered to the Adelaide Convention and Exhibition Centre should be clearly marked using the [delivery label](#) supplied which the name and dates of the conference. ACC does not sign for exhibitor goods.
 - Exhibitors must sign when they are onsite or send goods with the authority to leave without a signature.
 - A portage service has been organised for 9:00am – 12:30pm on Sunday 14 September. We advise organising deliveries for this timeframe for direct delivery to your stand. Outside of this time, it will be the responsibility of exhibitors to collect goods from the North Terrace loading dock and bring them to their exhibition stand. The ACC will have pallet jacks/trolleys available for exhibitors to use on a complimentary basis.
 - Please advise Mikayla.mason@ashm.org.au if you require the ACC Forklift service by 10 August so that it may be organised. Note that additional charges may apply.
- Collection of goods - Exhibitor goods must be collected at the time of move. It is the responsibility of the exhibitor to move all their goods back to the relevant Loading Dock at the conclusion of the exhibition for collection. Exhibitors who have arranged for couriers to collect their goods must ensure all items are clearly labelled with:
 - Company name
 - Contact name
 - Contact number
 - Destination
 - Courier name
 - All goods must be accompanied with a completed consignment note.

OTHER VENUE INFORMATION

Food & Beverage

- ACC has sole catering rights for the sale and distribution of any article of food or drink for consumption onsite. Exhibitors wishing to distribute any food or beverage samples must seek prior approval from ACC to meet the ACC's ISO 22000 Food Safety Standards. An External Supply Charge may also apply if samples do not meet sampling guidelines.
- Please see the [Food & Beverage Sampling Form](#) which must be completed by any exhibitor wishing to distribute food/beverage from their stand.

Electrical Test and Tag

- All electrical equipment entering ACC must comply with the Australian Standards and South Australian Work Health and Safety Act 2012. This Act covers all electrical equipment used in the workplace, including equipment brought into the building by contractors or third parties. The outward sign of compliance with the Act will be the equipment's electrical test tag, compliant with relevant standards.

- Any electrical equipment that does not display up to date testing and tagging in accordance with the relevant Australian/New Zealand standards is not prohibited onsite. ACC reserves the right to remove or replace, at the contractors or exhibitor's expense, any electrical equipment not complying with the Act or deemed to be unsafe. Power cords which are detachable, such as IEC leads, extension leads, and power boards are separate items and need to be tested independently from the equipment they are supplied with. ACC offers an onsite Test and Tags service for an additional cost. To book, please contact the Exhibition Planner (Lucy Meixner).

Venue Safety

- During an exhibition move in (build), move out (breakdown) and/or when safety signage is displayed, all persons in the event space and loading dock are required to wear high visibility clothing compliant with AS4602.1.2011. All persons in the event space must also be wearing enclosed shoes.

SET UP & DISMANTLE

Sunday 14 September 2025	
Exhibition Build	
Adelaide Expo Hire Exhibition hall markup:	8.00am-9.00am
Adelaide Expo Hire Exhibitor Stand Build:	8.00am – 2.00pm
Custom Stand Build:	9.00am – 2.00pm
Exhibitors Set up:	2.00pm – 4.00pm*
Early registration open:	2.00pm-4.00pm*
Monday 15 September 2025	
Day 1 main conference program (Exhibition open from 10:30am)	
Exhibitors Set up:	7.00am – 10.30am*
Exhibition Opening Times:	10.30am – 5.30pm*
Tuesday 16 – Wednesday 17 September 2025	
Day 2&3 main conference program (joint days) (Exhibition open from 8:00am – 5:00pm)	
Thursday 18 September 2025	
Day 4 main conference program and bump out.	
Exhibition Opening Times:	8.00am – 3.30pm*
Exhibitors pack down stands:	3.30pm – 5.00pm*
Adelaide Expo Hire dismantle:	5.00pm – 9.00pm*

*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 Adelaide Convention and 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 Adelaide Convention and 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.

[View Floorplan](#)

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
- High Visibility Vests
- Enclosed shoes
- Pens and permanent markers
- Writing pads
- Courier consignment notes for sending goods back to the office
- Phone and electronics charges (tested and tagged)