

## 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 14<sup>th</sup> to Thursday 17<sup>th</sup> September 2026**, at the **Pullman Melbourne Albert Park**, Naarm (Melbourne), on the traditional lands of the Bunurong People, Victoria.

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](mailto:Briana.DiGirolamo@ashm.org.au).

### REQUIREMENTS CHECKLIST

Item	Deadline	Task Complete Y/N
50-word company profile and logo sent to <a href="mailto:Briana.DiGirolamo@ashm.org.au">Briana.DiGirolamo@ashm.org.au</a>	14 April	
Register staff online For conference/accommodation/social functions All exhibitors must be registered.	1 July	
Onsite contact information (name and mobile) provided to <a href="mailto:Briana.DiGirolamo@ashm.org.au">Briana.DiGirolamo@ashm.org.au</a>	30 June	
<b>Indemnity form</b> or <b>public liability cover</b> (certificate of currency) provided to <a href="mailto:Briana.DiGirolamo@ashm.org.au">Briana.DiGirolamo@ashm.org.au</a>	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. <a href="#">Digital Toolkit</a>	Ongoing	
<b>Exhibition Booth Requirements</b>		
Custom booth design plans to be sent to <a href="mailto:Briana.DiGirolamo@ashm.org.au">Briana.DiGirolamo@ashm.org.au</a> and submitted to Exponet via their Online Exhibitors Kit (if applicable).  Exponet Exhibitor Services will forward the link, username and password for the OEK soon after you receive your exhibitor manual.	31 July	
<b>Send goods to venue</b> Use the delivery label provided. <a href="#">Download Exhibitor Delivery Label</a> <b>The venue will accept delivery of goods from Saturday 12th September via the Pullman Receiving Bay (off Queens Lane).</b>  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.	12 September	

## CONTACTS

Key logistics contacts for the Conference

Category	Company	Contact Person	Phone No.	Email
Venue	Pullman Melbourne Albert Park	Oneli Wijeratne	+61 3 8554 2809	<a href="mailto:oneli.wijeratne@accor.com">oneli.wijeratne@accor.com</a>
Exhibition Builder	Exponet	Allison Dacron	+61 2 9645 7070	<a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a>
Audio Visual	Rave AV	Jasiah Ulbricht	+61 416 468 838	<a href="mailto:jasiah@rave.solutions">jasiah@rave.solutions</a>
Conference Secretariat	ASHM Health	Briana Di Girolamo	+61 450 907 095	<a href="mailto:Briana.DiGirolamo@ashm.org.au">Briana.DiGirolamo@ashm.org.au</a>

## HELPFUL LINKS:

- [Indemnity Form](#)
- [Exhibition Floorplan](#)
- [Delivery Label](#)
- [Conference Website](#)
- [Spread the Word \(Marketing assets\)](#)
- [Venue Floorplan](#)
- [Exhibition Floorplan](#)
- [Venue Exhibitor Manual](#)

## EXHIBITION CONTRACTOR:

Exponet is the exhibition supplier for HIV&AIDS + ASRH 2026. Exponet has developed an Online Exhibitors Kit (OEK) for ease of ordering exhibition requirements for the event. Exponet Exhibitor Services will forward the link, username and password for the OEK soon after you receive your exhibitor manual. Please use the OEK to complete the forms for your stand requirements, including fascia and signage, lighting and power, stand modifications, shelving, slatwall, furniture, audio visual.

If you have any questions regarding your shell scheme booth or the OEK please contact Exponet directly.

Exponet Exhibitor Services Department

Email [esd@exponet.com.au](mailto:esd@exponet.com.au)

Phone 02 9645 7070

Fax 02 9645 5300

Web [www.exponet.com.au](http://www.exponet.com.au)

\*\*\* Please mention HIV&AIDS + ASRH 2026 and your stand number\*\*\*

## TABLETOP / BOOTH / EXHIBITION SPACE INCLUSIONS:

### Community Tabletop

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

### Shell Scheme Booth includes:

- Two (2) full complimentary exhibitor pass per 2m 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.
- **Stand:** 2m x3m with white melamine walling (number of walls dependent on position)
- **Fascia:** 1x company name sign in black and white (with a maximum number of letters to be determined)
- **Lighting:** 2x 150-watt track lights per booth
- **Power:** 1x single power point (4 amp) per booth
- **Flooring:** Shell scheme booths will have carpet flooring
- Ability to scan delegate name badges for contact capture

### All exhibition packages will include the following benefits:

- A 50-word company profile included in the exhibition section of the Conference website, handbook and App distributed at the Conference.
- Three (3) days of exhibition with the delegate access
- Privacy compliant delegate list
- Catering breaks provided in the exhibition area

## VENUE INFORMATION – DELIVERIES AND COLLECTION

The exhibition will be held on level one of Pullman Melbourne Albert Park. 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 and level one.

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 Saturday 12th September via the Pullman Receiving Bay (off Queens Lane). All items being delivered to the Pullman Melbourne Albert Park should be clearly marked using the [delivery label](#) supplied with the name and dates of the conference
  - 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 Briana Di Girolamo 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

- Pullman Melbourne Albert Park has sole catering rights for the sale and distribution of any article of food or drink for consumption onsite. Under no circumstances are exhibitors or delegates allowed to supply food and beverages at their stands unless they are provided by the hotel.
- Failure to adhere to this rule will lead to the confiscation of items until the exhibition ends

### Electrical Test and Tag

- It is a legal obligation in all exhibition areas for all electrical equipment to be tested and tagged. This regulation applies to all contactors working onsite, as well as exhibitors who bring electrical leads and appliances for their stands during exhibitions.

### 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

<b>Sunday 13 September 2026</b>	
Exhibition Build	
Exhibition hall markup:	12.00pm-1.00pm
Stand Build, poster boards, networking space, ASHM Lounge:	12.00pm – 5.00pm
Custom Stand Build:	1.00pm – 5.00pm
Exhibitors Set up:	5.00pm – 7.00pm
Early registration open:	TBC 2.00pm-4.00pm*
<b>Monday 14 September 2026</b>	
Day 1 main conference program (Exhibition open from 10:30am)	
Exhibitors Set up:	7.00am – 10.30am*
Exhibition Opening Times:	10.30am – 5.00pm*
<b>Tuesday 15 – Wednesday 16 September 2026</b>	
Day 2&3 main conference program (joint days) (Exhibition open)	
<b>Thursday 17 September 2026</b>	
Day 4 main conference program and bump out.	
Exhibition Opening Times:	8.30am – 3.30pm*
Exhibitors pack down stands:	3.30pm – 5.15pm*
Exhibition dismantle:	5.30pm – 8.00pm*

\*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 Pullman Melbourne Albert Park 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 Pullman Melbourne Albert Park 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)