

Australian • Podiatry **CONFERENCE**

26-28 JUNE 2025

Sponsor & Exhibitor Participation Manual

Gold Coast - Yugambah
Unleashing Potential

Proudly presented by

apoda



Contents

Checklist and Deadlines	3
Introduction	4
Important Contact Details	5
Gold Coast Convention and Exhibition Centre	6
Parking at GCCEC	6
Onsite at GCCEC	7
GCCEC Visitor Induction Portal	8
Outstanding Displays	10
Event Program	14
Social Program	14
Payment Terms	15
Company Profiles and Logos	15
Videos	15
Registration	16
Accommodation	16
Exhibition Area and Floorplan	16
Freight delivery	17
Bump in	17
Bump out	17
Terms and Conditions	18

Checklist and Deadlines

DE ADLINE
18th
APRIL

Company Profile
uploaded into
EVENTS AIR



DE ADLINE
18th
APRIL

Upload your high
resolution
HERE



DE ADLINE
18th
APRIL

15 sec videos
uploaded
HERE



DE ADLINE
21st
MAY

Final artwork to
Outstanding
Displays



DE ADLINE
21st
MAY

Registering
attending staff



DE ADLINE
21st
MAY

Certificate of currency
uploaded into
EVENTS AIR



DE ADLINE
21st
MAY

Payment made
in full



DE ADLINE
23rd
MAY

Accommodation
Booked



DE ADLINE
2nd
JUNE

Complete GCCEC
visitor induction
HERE



DE ADLINE
13th
JUNE

GCCEC Delivery
Organised (Pg 16)





Introduction

The exhibitor manual is designed to provide you with the information needed to plan and implement your participation at the Australian Podiatry Conference 2025 as effectively as possible. This document contains **IMPORTANT INFORMATION** from the Conference Organisers, The Venue, the Exhibition Service providers and any additional stakeholders in the event.

It has been designed to answer your pre-event and onsite enquiries, provide documentation to claim your exhibitor entitlements before the event and assist you in your role as an exhibitor and/or sponsor.

It is your responsibility to share this exhibitor manual with any contractors or stand builders that you utilise to ensure they comply with the necessary requirements.

Checklist and Deadlines

Please refer to [Page 3](#) for the related requirements for you to be able to exhibit at the conference.

Failure to do so may result in our inability to provide the appropriate service/s and/or your ability to exhibit.



Important Contact Details

APodA (Events team)

Phil McShane

M: 0407 916 011

phil.mcshane@podiatry.org.au

Sara Vigo

M: 0451 062 237

events@podiatry.org.au

APodA (Finance)

Michelle Benson

P: 03 9416 3111

finance@podiatry.org.au

GCCEC Exhibitor Services

Ashleigh Homeming

Event Planner

P: 07 5504 4044

ahomeming@gccec.com.au

Natasha Brown

Logistics & Safety Co-ordinator

P: 07 5504 4185

nbrown@gccec.com.au

Outstanding Displays

Catherine Giorgas

P: 0422 582 051

catherine@outstandingdisplays.com.au

<http://www.outstandingdisplays.com.au/>

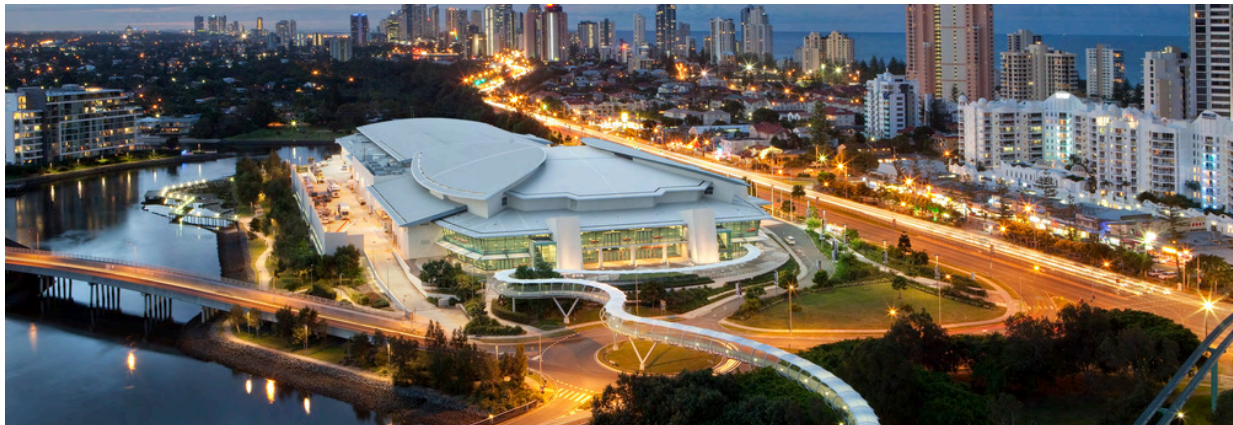
Gel Events

P: 1300 013 533

info@gelevents.com.au

<https://www.gelevents.com.au>

Gold Coast Convention & Exhibition Center



Parking at GCCEC and Venue access

Gold Coast Convention & Exhibition Centre
2684-2690 Gold Coast Hwy
Broadbeach QLD 4218

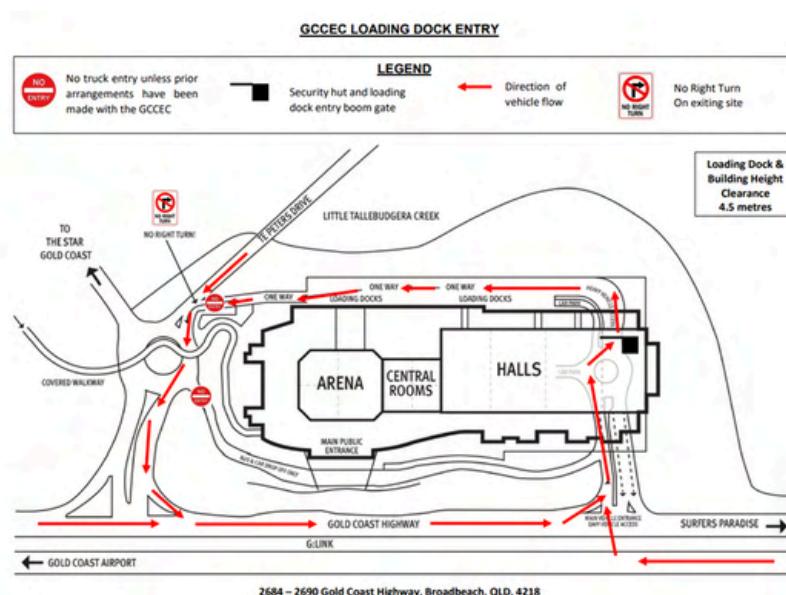
At Gold Coast Convention and Exhibition Centre (GCCEC), we provide convenient undercover spaces for short-term parking, ensuring visitors have hassle-free access to our venue. Our parking facilities include two electric vehicle (EV) chargers. For your convenience, we offer a flat rate of \$15 inclusive of GST for daily parking at the Centre. Please note that parking charges recommence after 2 AM. Our parking clearance height is set at 2.1 metres, and we strictly enforce a 10 KPH speed limit within the car park premises. Visitors are advised to refer to the terms and conditions displayed at the entry to the car park for further guidance.

For events within the Exhibition Halls

Parking for everyone is in our underground carpark which is \$15 per vehicle. Exhibitors are able to drop things off on the loading dock if required and then park in the carpark.

For additional information including rates and clearance heights, click through:

<https://www.gccec.com.au/about-us/parking/>



Onsite at GCCEC

Storage

Storage is available in Hall 2 loading dock. Onsite logistics and forklift services can be provided for exhibitors; however, this does not include freight delivery to and from the venue. Exhibitors are responsible for arranging their own freight logistics. Exhibitors may not leave boxes and packing materials in the Exhibition Display Area during the event.

Exhibitors who require additional storage space must arrange this through APodA.

Cleaning

Public areas, foyers, and exhibition aisles are cleaned daily, and rubbish bins are emptied by the Centre's cleaning staff. If you require cleaning for your individual stand, you must book directly with GCCEC using the [Stand Cleaning Order Form](#).

Stand cleaning must be booked at least 21 days prior to the event, and you will need your stand number to complete the form.

Utility services

Exhibitor Services can arrange for any water, waste, compressed air or electrical services you may require, please book via the online portal. Please note GCCEC does not do Test and Tag.

Electrical equipment

We reserve the right to request removal from the site of any electrical equipment it deems to be non-compliant or suspect and can call upon internal specialists to assist when necessary.

All portable electrical equipment, appliances and leads used on the GCCEC site must be tested and tagged in accordance with Australian Standard 3760 and WH&S Act 2011. Any electrical equipment found not tested will have to be tested immediately or removed from the Centre. For safety reasons, double adaptors are not to be used in the Centre.

Onsite at GCCEC

Food & beverage sampling

Only GCCEC Management and its representatives are entitled to (and Hirer will not) bring into or provide or sell in the event facilities or the center, food and beverages (whether alcoholic or not), without prior permission.

If you would like to distribute food samples to visitors or guests from your Exhibition Stand please contact APodA to gain written approval of GCCEC Management (which will not be unreasonably withheld).

To submit a sampling form please go to the portal link and download the sampling form, fill out, and upload to the portal. If there are any issues, please contact GCCEC or APodA.

Catering, barista services, and on-stand networking functions can be arranged through GCCEC's service menu and order form. Exhibitors must complete the necessary forms to place an order.

Please note that all catering must be approved by APodA before submitting your order to GCCEC.

For more details, refer to the [GCCEC service menu](#) and order form.

Noise

Microphones, sound amplification, machine demonstrations and videos will be permitted where the level of sound causes no annoyance to neighbouring exhibitors or visitors. We reserve the right to enforce sound level restrictions on your exhibit if noise becomes an annoyance to a neighbouring exhibitor.

Security

Security guards will be on duty during the bump-in, exhibition days and bump-out.

Exhibitors must make provisions for the safeguarding of their goods and equipment at all times. Please be security conscious, do not leave valuables or portable electronic equipment unattended at any time in your stand. Whilst every precaution is taken, neither APodA nor the venue can accept responsibility for any loss or damage that may occur to persons or property at the exhibition, from any cause whatsoever.

Exhibitors should ensure adequate insurance coverage against the loss, theft or damage of all products bought to the exhibition; this includes during transportation to and from the event.

Onsite at GCCEC

Storage

Please note that there is only limited storage available within Hall 2 loading dock.

Onsite logistics and forklift services can be provided for exhibitors; however, this does not include freight delivery to and from the venue. Exhibitors are responsible for arranging their own freight logistics. Exhibitors may not leave boxes and packing materials in the Exhibition Display Area during the event.

Exhibitors who require additional storage space must arrange this through APodA.

Exhibitor lead management

The 2025 Australian Podiatry Conference App will feature a lead capture and management function. When a delegate visits your stand, with their permission, exhibitors will be able to use their own mobile devices to scan and record delegate contact information which can be exported later for further sales efforts. This feature is included in your exhibition package at no extra cost. More information and instructions on how to set up lead management for the conference app will be emailed to prior to the conference.

GCCEC visitor induction portal

Registering as a visitor for GCCEC is a key component of attending the conference.

You are required to complete the Visitor Induction at this [link](#) prior to attending the conference. This must be completed by June 2nd.

You **WILL NOT** be permitted onsite until this has been completed.

Outstanding Displays

Outstanding Displays has been appointed as the official exhibition partner for the 2025 ApodA Conference.

Entry-level Exhibition

BOOTH INCLUSIONS:

- Stand Dimensions - 1.5 x 1.5m
- Shared Black Maxima Tower with inbuilt shared lockable counter.
- Fascia Sign - 790 x 500
- 1 x 4amp power
- 1 x Furniture Package
 - 1 x Alto High Bar
 - 4 x Tolix Stools



NEXT STEPS:

Contact Catherine at Outstanding Displays to confirm:

- 1 Fascia sign details - Confirm company name
- 2 Furniture, AV or Power requirements
- 3 Email your print ready signage file
- 4 Forward above details by
COB Wednesday 21st May

Contact - Catherine Giorgas

0422 582 051

catherine@outstandingdisplays.com.au

STAND SPECIFICATIONS

Fascia Sign: 790mm W x 500mm H

Upgrade Option: Seamless Fabric Banner :
630mm W x 1920mm H Cost : \$272.00 ex GST

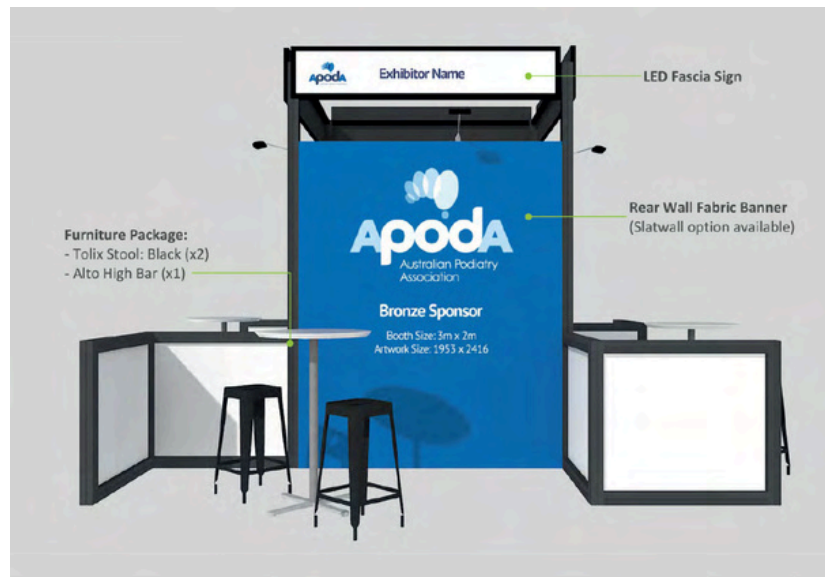
- Artwork to be supplied as High Res PDF, all layers flattened
- Artwork to be set at one of the following
 - 100 DPI @100%
 - 200 DPI @ 50%
 - 400 DPI @ 25%
- All Fonts & logos to be kept 40mm from all edges

Outstanding Displays

Standard Exhibition

BOOTH INCLUSIONS:

- Stand Dimensions - 3 x 2m
- 1 x Fabric Rear Wall Banner (1953 x 2416)
- 1 x LED Fascia Sign
- 2 x LED Arm Lights
- 1 x 4amp power
- 1 x Furniture Package
 - 1 x Alto High Bar
 - 2 x Tolix Stools



NEXT STEPS:

Contact Catherine at Outstanding Displays to confirm:

- 1 Fascia sign details - Confirm company name
- 2 Furniture, AV or Power requirements
- 3 Email your print ready signage file
- 4 Forward above details by
COB Wednesday 21st May

Contact - Catherine Giorgas

0422 582 051

catherine@outstandingdisplays.com.au

STAND SPECIFICATIONS

Standard Booth Rear Wall Signage Size -
1953mm W x 2416mm H

Upgrade Option - Internal Side Walls 1014mm W x 854mm H Cost : \$272.00 per panel ex GST

- Artwork to be supplied as High Res PDF, all layers flattened
- Artwork to be set at one of the following
 - 100 DPI @100%
 - 200 DPI @ 50%
 - 400 DPI @ 25%
- All fonts & logos to be kept 40mm from all edges

Outstanding Displays

Elite Exhibition

BOOTH INCLUSIONS:

- Stand Dimensions - 6 x 3m
- 1 x Fabric Rear Wall Banner (1980 x 2840)
- 1 x Fabric Rear Wall Banner (1980 x 2840)
- 3 x LED Arm Lights
- 1 x 4amp power
- 1 x Furniture Package
 - 1 x Alto High Bar
 - 2 x Tolix Stools
- Flooring of Choice - Raised Floor (White, Black or Timber), Coloured carpet tiles



NEXT STEPS:

Contact Catherine at Outstanding Displays to confirm:

- 1 Fascia sign details - Confirm company name
- 2 Furniture, AV or Power requirements
- 3 Email your print ready signage file
- 4 Forward above details by
COB Wednesday 21st May

Contact - Catherine Giorgas

0422 582 051

catherine@outstandingdisplays.com.au

STAND SPECIFICATIONS

Elite Booth Wall Signage Sizes :

Front Panel: 1980mm W x 2840mm H

Rear Wall: 3600mm w x 2840mm h

- Artwork to be supplied as High Res PDF, all layers flattened
- Artwork to be set at one of the following
 - 100 DPI @100%
 - 200 DPI @ 50%
 - 400 DPI @ 25%
- All fonts & logos to be kept 40mm from all edges



Event Program

[Please view the most up-to-date program here.](#)

[Please view the most up-to-date social events here.](#)

Delegate viewing times

All catering for delegates will be within the Exhibition Hall. The breaks are Morning Tea on all 3 days, Lunch on all 3 days, and Afternoon Tea on Thursday and Friday.

There will also be Workshops within the Expo Hall throughout the 3 days where delegates will be within the hall.

There will be a Welcome Function for all delegates, sponsors and exhibitors within the Exhibition Hall on Thursday from 5:00PM – 7:00PM. We encourage all exhibitors to be present for this event and be actively involved.

For all program times please refer to the [conference website](#).

General Information

Payment Terms

To guarantee participation in this Event and fulfilment of all entitlements, all invoices (Sponsorship, Advertising, Registration) must be finalised prior to event date. If you do not comply and prior arrangements have not been made with the Event Organiser, your sponsorship will not be fulfilled. To arrange an alternate payment schedule, please contact Michelle Benson at michelle.benson@podiatry.org.au

A) Sponsor packages: Invoices will be issued on receipt of application and due 14 days from the invoice date. Payment plans are available if paid in full one month prior to the conference start date. Please contact finance@podiatry.org.au if you require a payment plan.

B) Exhibitor booths: Invoices will be issued on receipt of application and due 14 days from the invoice date.

Company Profiles and Logos

Your Company Profile is to be a 50 - 100-word description (depending on sponsorship level) on your Company and your connection to the field. This can contain any information you wish, though it is to be 100 words or less, excluding contact details such as your phone and fax numbers, mailing address, website and contact name. This will be included in the Delegate App.

Please upload via the Exhibitors Portal no later than **Friday 18th April**. Your Company Logo will be used for the Event website and/or any Event signage, as per your entitlements. Your logo will also be used in the Delegate App.

Videos

You are entitled to 1 x 15 second video shown during the conference. This is due no later than 31st May and can be uploaded [here](#).

If your video is not uploaded by this time, we may be unable to ensure it is included.

APodA request the below:

- That the video be presented in .mp4 in 16:9 HD format
- Plays from the beginning of the file i.e. no time delay or "air" at the start
- The video may have sound

General Information

Registration

You will need to log into the exhibitor portal, which you will access through a link provided by our team. This is the only link you should use to access your registration. Your exhibitor package has been booked but you will need to register the staff attending.

Please ensure you have registered all attending exhibitors by Wednesday 21st May

Additional Exhibitor Registration \$975

If you require clarification or additional information regarding entitlements, please contact events@podiatry.org.au.

Accommodation

InHouse Event Solutions has been appointed as the official accommodation booking agent for the Australian Podiatry Conference 2025. Various accommodation options have been negotiated at a range of hotels and apartments all within close proximity to the Conference venue. The special rates listed will be open until **23rd May, 2025** or until sold out. Please book early to secure your room. [View your options](#).

Exhibition Area and Floor Plan

Please see the most up-to-date booth allocations and Floorplan [here](#).

Important Information

Freight delivery

If you require a freight forwarder, GEL offers freight forwarding services; however, we recommend using them only for freight forwarding and utilising the GCCEC onsite logistics services for handling at the venue.

GEL Events

P: 1300 013 533

info@gelevents.com.au

<https://www.gelevents.com.au/>

For all contractor and exhibitor freight and logistics matters, please contact:

Natasha Brown | GCCEC

Logistics & Safety Co-ordinator

P: 07 5504 4185

nbrown@gccec.com.au

You can find the GCCEC Delivery Label [here](#)

Note: Gel Events will provide unique delivery labels to exhibitors who are using the freight-forwarding service.

Bump in

Exhibitors will have access to the Exhibition Room to begin setup at 4:00PM on Wednesday 25th June, 2025.

And must be complete no later than 6.00PM that day.

Access to the room will also be available from 6:30am on Thursday morning.

Exhibitors should have cleared their exhibition space of any rubbish or unwanted materials and cleaned up around their space by no later than 7:45AM for the exhibition and registration opening at 8:00AM. If you would like to discuss any aspects of your exhibition at this meeting, please contact the event team at events@podiatry.org.au.

Bump out

Bump-out will begin at 3:00PM Saturday and must be completed by 5:00PM on Saturday unless otherwise advised prior to the exhibition.

Bump out prior to these times is **strictly not allowed** except with the pre-approval by APodA. Please contact us if you need to alter your Bump-Out time.

Terms & Conditions



1. Applications should be directed to the APodA Business Manager, Phil McShane at events@podiatry.org.au
2. Invoices will be issued on receipt of application and due 30 days from invoice date.
3. A 25% deposit is required upon confirmation of your sponsorship item and/or exhibition booth. Payment in full is required by no later than 1 March 2025.
4. Failure to pay in full by 1 March may result in your sponsorship item or exhibition stand being released for sale.
5. Payment can be made by credit card (Mastercard or Visa only), cheque or EFT.
6. Refunds or discounts do not apply for facilities not used or required.
7. All amounts exclude 10% GST.
8. All cancellations must be advised in writing directly to APodA.
9. In the event of a cancellation of sponsorship or exhibition booth/s before 1 February 2025 a service fee of 10% (being a reasonable pre-estimate of administration costs incurred) shall apply and the balance of any monies paid shall be refunded.
10. Cancellations beyond this time may incur a fee of 50% of the value of sponsorship and/or exhibition.
11. In the event of cancellation after 1 April 2025, no refund of any monies paid will be made unless the sponsorship or booth (as appropriate) is "resold", in which event a service fee of 10% will apply with the balance of any monies then paid being refunded.
12. If your participation is affected by Covid restrictions, your sponsorship package or booth will be converted to a virtual package (if applicable) and the difference refunded.
13. If your booking cannot be converted to a virtual package then the package will be cancelled in full, and a 10% service fee would apply (being a reasonable pre-estimate of administration costs incurred) with balance refunded.
14. The APodA Conference Organising Committee reserve the right to amend the sponsorship program or tailor sponsorship packages to benefit the sponsor and/or the conference. Every effort will be made to maximise sponsor benefits as well as delegates' experiences.
15. The APodA Conference Organising Committee reserve the right to vary the quoted prices in accordance with any change to the legislated rate of the GST (currently 10%), which is applicable to all goods and services offered by the conference and exhibition. All prices in this document are inclusive of GST.
16. APodA reserves the right to decline applications based upon any association, direct or indirect, that does not uphold the objectives of the conference or is in conflict with the values of APodA.
17. No sponsor or exhibitor will be able to set up their exhibition booth or display until full payment and a booking form are received by APodA.
18. No sponsor or exhibitor shall assign, sublet or apportion the whole or any part.
19. Booth positions will be first allocated to the Platinum Partner, then in order of receipt of application. Please indicate booth preferences on the application form.
20. All exhibitors must be registered for the conference. Additional exhibitor registrations at a discounted price, can be purchased through the delegate registration form when available.
21. Should the exhibition floor plan require expansion or retraction, the Committee has the right to make the necessary changes.
22. Public Liability and Property Insurance: All exhibitors must ensure they have adequate insurance for public liability and property damage to cover their liability (if any). Exhibitors will be required to provide a copy of their PL insurance policy and Certificate of Currency to the Event Manager.

Terms & Conditions



23. Liability: The venue, APodA, the Program Committee, and the Conference Secretariat shall not be responsible for any loss, damage or injury that may occur to the exhibitor, exhibitor's employees (public or other) or property from any cause whatsoever prior, during and after the exhibition. The exhibitor, on contracting for space or an exhibition stand, expressly releases APodA, the Program Committee, and the Conference Secretariat, and the venue from, and agrees to indemnify same against, any and all claims for such direct and indirect loss, damage, or injury. Exhibitors shall indemnify and hold harmless the venue, APodA, the Program Committee, and the Conference Secretariat from all liability (damage, incident, or accident) which might ensue from any cause resulting or connected with the transportation, placing, removal or display of exhibits. Each exhibitor should secure insurance at their own cost and expense to cover their equipment, exhibits and display materials. It is the responsibility of all Exhibitors to ensure that they have adequate insurance.