



# Exhibitor Manual

AQNML 2023 CONFERENCE MANAGERS

## 1.0 IMPORTANT INFORMATION

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PROGRAM TIMES\*

EXHIBITOR REGISTRATION

**CRE8IT**  
**EVENTS**

07 3348 7380 **PHONE**

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PO Box 155 Wynnum QLD 4178 **POST**

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#### ADDITIONAL REFERENCE DOCUMENTS:

Refer to the [Conference Website](#) for the following documents.

- Exhibition Display Services Forms
  - [Fascia Order Form](#) (Compulsory) – Due Tuesday 17 October 2023
  - [View Booth Upgrade Options](#) (See Booth Upgrades & Furniture Hire Brochure)
  - [Booth Upgrades & Furniture Hire](#)
- [BCEC Exhibitor Information Guide](#)
- [BCEC Compulsory Safety Acknowledgement](#) - Due Tuesday 17 October 2023
- [BCEC Exhibitor Freight Delivery Label](#)



## 1.0 IMPORTANT INFORMATION

### VENUE

Brisbane Convention & Exhibition Centre, Cnr Merivale and Glenelg Streets, South Brisbane, Qld, 4101  
Telephone: 07 3308 3000

The Trade Exhibition will be held on the Plaza Level, Rooms P9, P10 & P11.

The Conference Plenary Sessions will be held in the Plaza Rooms P7 & P8, Plaza Level.

### ENQUIRIES

All enquiries prior to the Exhibition should be directed to:

Martin Bishop  
AQNML 2023 Conference Manager  
C/- Cre8it Events  
Mail: PO Box 155, Wynnum Qld 4178  
Phone: 07 3348 7380  
Email: [events@cre8itevents.com.au](mailto:events@cre8itevents.com.au)



### PROGRAM TIMES\*

<b>Thursday 2 November 2023</b>	<b>Exhibition Display Services Build</b>	<b>2.00am – 7.00am</b>
	<b><i>Exhibitor Move In</i></b>	<b><i>8.00am – 9.30am</i></b> (fully set by 9.30am)
	Conference Sessions	8.30am – 5.00pm
	Morning Tea & Trade Exhibition (Opens)	9.55am – 10.30am
	Lunch & Trade Exhibition	12.30pm – 1.35pm
	Afternoon Tea & Trade Exhibition	3.30pm – 4.00pm
	Exhibition Close (Lock Down 4.20pm)	4.00pm
	Conference Awards Dinner – <b><i>Garden Party</i></b>	7.00pm – Late
<b>Friday 3 November 2023</b>	Exhibitor Access	8.30am
	Registration, Arrival Tea & Coffee	8.00am – 8.30am
	Conference Sessions	8.30am – 3.05pm
	Morning Tea & Trade Exhibition	10.20am – 10.55am
	Lunch & Trade Exhibition	12.55pm – 1.55pm
	<b><i>Exhibition Close &amp; Move-Out</i></b>	<b><i>1.55pm – 2.55pm</i></b>
	Exhibition Display Services Dismantle	From 3.00pm

*\*Times subject to change. Please refer to the Conference Program at Registration for final times.*



## EXHIBITOR REGISTRATION

All Exhibitors will be required to register for the Conference. The Exhibitor Online Registration is available from the AQNML 2023 Exhibitors Portal. Please contact the Conference Managers if you need the link via email [events@cre8itevents.com.au](mailto:events@cre8itevents.com.au) or call 07 3348 7380

Registration Inclusions	Inclusive Exhibitor Delegate x 2	Additional Exhibitor Delegate COST \$434.50 PER PERSON
Conference Sessions (THURSDAY & FRIDAY)	✓	✓
Morning Tea (THURSDAY & FRIDAY)	✓	✓
Lunch (THURSDAY & FRIDAY)	✓	✓
Afternoon Tea (THURSDAY)	✓	✓
Awards Dinner (THURSDAY 2 NOVEMBER)	✓	

Social Function – Guest Tickets	Individual Function Tickets PER PERSON
Awards Dinner (THURSDAY 3 NOVEMBER)	AUD\$ 165.00

## Conference Dress Code

**Conference Sessions** - Smart Casual / Business

**Conference Awards Dinner** – *Garden Party*

## ONSITE EXHIBITOR REGISTRATION

The Registration Desk will be located in the P7 – P8 Foyer, Plaza Level of Brisbane Convention & Exhibition Centre:

Thursday 2 November 2023 From 7.30am

Friday 3 November 2023 From 7.45am

Registration is necessary in order for each Organisation to collect Exhibitor name badges for security, and other Exhibitor materials.

## NAME BADGES

Exhibitors will be supplied with identification badges. These must be collected upon arrival from the Registration Desk.

*Please note name badges are required for access to the Trade Exhibition, so please ensure name badges are clearly visible.*

## CONTRACTORS EMPLOYED BY EXHIBITORS

BCEC require all Exhibitors, Staff and Contractors to complete the [BCEC Online Safety Induction](#) or scan the QR Code prior to coming on site.





## 2.0 MOVE-IN & MOVE-OUT

### SAFETY VESTS

All organisers, contractors and exhibitors and their staff must wear safety vests and closed-in shoes whilst on the loading dock, service road or in the Exhibition Hall during the construction, bump-in and bump-out of events.

Vehicle drivers and offsideers or passengers utilising the service road or dock areas who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

### EXHIBITOR MOVE-IN

Exhibitors must provide their own trolleys for the transportation of items.

Exhibitor move-in will occur on **Thursday 2 November 2023** between **8.00am – 9.30am**.

We have arranged for BCEC Porters to assist with delivering freight to your Booths see below for detail. Times are scheduled for set up to occur prior to Trade Opening at Morning Tea and must be strictly adhered to. Shell Scheme and furniture will be ready to occupy at this time.

*All stands must be completely dressed, and excess rubbish removed by 9.30am on Thursday 2 November 2023.*

### EXHIBITOR MOVE-OUT

Removal of products and exhibits will commence at **1.55pm on Friday 3 November 2023, following lunch** and must be completed by 2.55pm. No Exhibitor will be permitted to remove products prior to this time.

We have arranged for BCEC Porters to assist with removal of freight from your Booths, see Freight and Porters section below.

### FREIGHT FORWARDING TO / COLLECTION FROM BRISBANE CONVENTION & EXHIBITION CENTRE

The Organisers and the Venue will not accept any responsibility for the safety or well-being of any items on, or delivered to, the site in the absence of the Exhibitor or his/her Agent or Contractor.

**No goods will be accepted at BCEC prior to Tuesday 31 October 2023.** Please refer to the BCEC Exhibitor Delivery Docket for stock acceptance dates / times and address for deliveries.

### PORTERS

Porters have been arranged for Thursday 2 November 2023 from 6.30am to 9.30am to assist with deliveries to exhibitor stands (via the Loading Dock). Exhibitors that arrive with items on the day and want immediate assistance, will either need to provide their own trolleys for the transportation of items. Other items may be delivered via the Loading Dock with the delivery label attached. There may be delays based on the number of deliveries and the porter will be subject to availability.

Any items sent to BCEC utilising the Delivery Docket from Tuesday 31 October 2023 will be delivered to Exhibitor stands by the Convention Centre porters.

**Remember:** You must **bring consignment notes** for any stock being collected from BCEC by a courier.

**Please refer to the “BCEC Exhibitor Information” and “BCEC Exhibitor FREIGHT Delivery Label”** which have been emailed to you accompanying this Exhibitor Manual and are also available on the AQNML 2023 Nursing & Midwifery Leaders [Conference Website](#).



## 3.0 BRISBANE CONVENTION & EXHIBITION CENTRE

BCEC's online Exhibitor Ordering Portal allows Exhibitors to order multiple services at the same time and obtain tailored quotes using a secure payment gateway. The link below has been set up specifically for this event.

Please [click here](#) to place an order for the AQNML 2023 Conference

Please [click here](#) to view the BCEC Exhibitor Information Guide

Please ensure all orders are placed and paid for well in advance to ensure your requirements can be accommodated. Online ordering will close 48 hours prior to start of event.

ALL enquiries regarding the Brisbane Convention & Exhibition Centre should be directed to:

The Exhibitor Services Department  
Brisbane Convention & Exhibition Centre  
PO Box 3869  
South Brisbane, Qld 4101  
Tel: 07 3308 3536  
Email: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

## 4.0 OFFICIAL STAND CONTRACTORS

Exhibition Display Services has been appointed as the official contractor for the following services:

*Shell scheme construction / Electrical installation in stands / Lighting in stands / Furniture hire*

Exhibition Display Services will assist you with stand modification and/or custom-built design and construction.

The Exhibition Display Services forms must be returned **online direct to Exhibition Display Services by Tuesday 17 October 2023.**

*Please note the inclusive package is: Basic Booth Package. Includes: 1x trestle table with black cover and 2x budget plastic chairs.*

[Click here to view the basic package](#)

[Fascia Online Form \(Compulsory\) Due Tuesday 17 October 2023](#)

[Expo Order Form \(Only required if you would like to upgrade your Furniture\)](#)

[Booth Upgrade Options](#)

*Do you want to upgrade your booth walls and customise the look of your booth?*

[Click here for our booth upgrade options.](#)

Should you wish to modify your stand in any way or have any special requirements, please contact Exhibition Display Services directly.

<b>CONTACT:</b>	Exhibition Display Services
T:	07 3216 2512
E:	<a href="mailto:info@exhibitiondisplayservices.com.au">info@exhibitiondisplayservices.com.au</a>
W:	<a href="http://www.exhibitiondisplayservices.com.au">www.exhibitiondisplayservices.com.au</a>

### CUSTOM STANDS

If you are having a Custom Stand built by any company other than Exhibition Display Services, you are required to advise the Conference Managers and Exhibition Display Services no later than **Tuesday 17 October 2023**. You will also need to complete the BCEC Custom Stand Plans Form. All Custom Stand plans must be forwarded to Conference Managers & BCEC, Cre8it Events via email [events@cre8itevents.com.au](mailto:events@cre8itevents.com.au) / +61 7 3348 7380. This is required for approval prior to the build commencing.

Send custom stand plans and permit forms where applicable to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval by our safety department.

Please see the link below for all permit forms: <https://www.bcec.com.au/event-resources/risk-acknowledgement-safety-form/>



## ELECTRICAL / LIGHTING REQUIREMENTS

There are a number of electrical / lighting alternatives available. Please discuss these needs with Exhibition Display Services.

On no account should anything be attached or wrapped around the lighting track. Exhibitors using their own spotlights please note – only free-standing spotlights are permitted. All electrical equipment must be tested & tagged in accordance with Australian Standard 3760 & Workplace Health & Safety Legislation. Any electrical equipment found not tested will have to be done immediately or removed from the venue.

## 5.0 SHELL SCHEME STANDS

### STAND PERIMETER

All display material, furniture and equipment must be kept within the perimeter of the stand. No obstacles are to be placed in aisles.

### SHELL SCHEME PARTITIONING

Under no circumstances may Exhibitors fasten articles to the stand walls in a manner that may damage them. The acceptable method of display fixing is Velcro.

Velcro WILL NOT be supplied by either the Organisers or the Brisbane Convention & Exhibition Centre. It is the responsibility of each Exhibitor to supply their own display fixing accessories. Moreton Hire can provide assistance regarding large or heavy items subject to prior arrangement.

BOOTH SPECIFICATIONS AND INCLUSIONS	
SIZE	3.0m wide x 2.4m deep
WALLS	2400mm high Velcro compatible panels
FASCIA	1 x Fascia Beam & Company Name Sign
SIGNAGE	One (1) x digital print lettering on white laminate in-fill per aisle (1800mm x 200mm high) (maximum 30 characters)
LIGHTING	Two (2) x LED Arm Lights
POWER	One (1) x 4amp power supply per booth
TABLE / CHAIR	One (1) x 1.8m Trestle Table / One (1) x black cloth / Two (2) x chairs

## 6.0 FURNITURE & MISCELLANEOUS HIRE

### FURNITURE

Each booth will be furnished with one (1) 1.8 m trestle table with black cloth and two (2) chairs. Additional or customised furniture can also be hired from Exhibition Display Services.

### AUDIOVISUAL HIRE

Please refer to Exhibition Display Services Furniture & Stand Hire Brochure or website.

### INTERNET

Can be ordered directly from BCEC via this link [click here](#).



## GENERAL INFORMATION

### ALLOCATION OF SPACE

Spaces have been allocated as per the date of receipt of bookings. However, the Conference Committee and Conference Managers reserve the right to adjust the plan in the interest of presenting a professional Exhibition.

### PARKING

Car parking is available underneath Brisbane Convention & Exhibition Centre. Exhibitors are entitled to a discounted parking rate of \$18.00, redeemed at BCEC pay stations with an event specific QR Code. You will receive your event specific QR Code via email from the Exhibitor Services Team. Refer to the BCEC Exhibitor Information for more detail. Please note without this QR code, exhibitors will not be eligible to receive this discounted \$18.00 rate.

### ACCESS

Access to Brisbane Convention & Exhibition Centre is via Glenelg or Merivale Streets.

### SMOKING

Brisbane Convention & Exhibition Centre has a "NO SMOKING" policy inside all areas of the Venue. Exhibitors are therefore requested not to smoke within the Exhibition area.

### SECURITY

You are responsible for securing items in your booth. BCEC have been advised to ensure that the Trade Exhibition Room is to be locked overnight. There will not be a security guard specifically for the Trade Exhibition. Consider the information below with regard to your insurance coverage of equipment and merchandise displays.

### INSURANCE / LIABILITY

Neither the Organisers nor the Brisbane Convention & Exhibition Centre shall be liable in any way whatsoever to the Client for any loss or damage, whether direct, indirect, special or consequential, including without limitation, loss or damage arising out of personal injury, howsoever caused which the Client or any other person may suffer or incur and which may, without limiting the generality of the foregoing, arise directly or indirectly as a result of the failure or omission on the part of the Brisbane Convention & Exhibition Centre or the Organiser (or any officer, agent or employee of the Brisbane Convention & Exhibition Centre or the Organiser) to comply with any obligation imposed hereunder or at law, negligence or any act, matter or thing done or permitted or omitted to be done by the Brisbane Convention & Exhibition Centre or the Organiser in connection with this agreement. The Client assumes all liability for any injury or loss suffered by the Client's agents, delegates, employees and any member of the public that is caused directly or indirectly by the Client, its delegates, agents, or employees. The Client shall indemnify and keep indemnified, the Brisbane Convention & Exhibition Centre or the Organiser from any loss so caused.

*IMPORTANT NOTE: Exhibitors should consult their own insurance companies for proper coverage of their merchandise and displays. Public Risk Insurance, All Risk Insurance, All Risks, Employer's Liability, Personal, Accident and Staff Insurance for your stand area should also be taken out.*

### Certificate of Currency – Public Liability:

All Exhibitors who have not yet uploaded their Certificate of Currency (valid over the dates of the Conference) to the Conference Managers ([events@cre8itevents.com.au](mailto:events@cre8itevents.com.au)) must do so by Tuesday 17 October 2023.

*For any further information regarding the Exhibitor Manual or the AQNML Nursing & Midwifery Leaders 2023 Conference, please contact the:*

### AQNML 2023 CONFERENCE MANAGERS

**CRE8IT**  
**EVENTS**

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