



Supporter Manual

We have been hard at work planning Medicines Management 2018. We've had a terrific response to our Supporter opportunities and look forward to meeting with all of you in November.

As always, we have ensured that our Supporters will have many opportunities to meet with delegates. In the Exhibition Hall there will be:

- All breaks
- The Welcome Reception on Friday 23 November
- Over 300 Scientific Posters

This manual contains everything you NEED TO KNOW and NEED TO DO. Please take the time to read all the information provided and note all deadlines to ensure you have a hassle-free event. Please make sure all relevant information is passed on to company staff attending the conference.

We thank you for your continued support of SHPA.

Venue

Brisbane Convention & Exhibition Centre (BCEC) Merivale Street and Glenelg Street, South Brisbane, Queensland 4101.

We recommend you refer to the **BCEC Exhibitor Services Exhibitor Information Guide**. This document contains links to the **online Exhibitor Services Ordering Portal**.

Please take the time to familiarise yourself with the BCEC requirements. It is **your** responsibility to ensure you meet all their requirements.

When considering stand catering, please note that Supporters cannot have coffee machines on their stands.



**It's
time.**

**MEDICINES
MANAGEMENT 2018**
The 44th SHPA
National Conference
BCEC, Brisbane | 22-25 November

Important Contacts

SHPA

Sally Ridgers, General Manager Education & Services

T: (03) 9486 0177

M: 0438 074 348

E: sridgers@shpa.org.au

Conference Secretariat – Kaigi Conferencing & Events

Tricia Hopkins

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E: mm2018@kaigi.com.au

Exhibition Builder – Moreton Hire

Corey Prior

T: (07) 3307 4426

E: corey.prior@moreton.net.au

Freight Forwarding/Logistics/Transport – Agility Fairs & Events

Sebastian Bufalino

T: (07) 3308 3385

M: 0419 612 895

E: agility@bcec.com.au



Exhibition Hours

All booths **must be** open and staffed during the following hours:

- Friday 23 November 0930 – 1945 (includes the Welcome Reception)
- Saturday 24 November 1000 – 1630

***Please note:** The Exhibition Hall will be open at other times so that delegates can view the scientific posters*

Catering for Supporters

Morning and afternoon teas and lunch will be available to Supporters 20 minutes prior to the times listed in the conference handbook. This will leave you free to speak with delegates during the scheduled breaks.

Bump in and Bump Out

Bump In Schedule

Thursday 22 November:

- 0600 – Moreton Hire lay carpet / exhibition build
- 1100 – Custom builders have access
- 1500 – Moreton Hire and custom builders **must** be complete
- 1530-1800 – Exhibitors move in. Please ensure **all** staff have a safety vest and closed in shoes during set up. Entry will be denied without them,

Bump Out Schedule

Saturday 24 November:

- 1630 – Exhibition closes
- 1630-1700 – Exhibitors pack up booths
- 1700 – Moreton Hire and custom builders move out. Must be complete by 2359



Delivery/Collection/Freight Forwarding

Agility Fairs & Events

We have contracted Agility Fairs and Events (please find full details and forms on the website; www.mm2018shpa.com) to handle all deliveries for the exhibition and collections at the conclusion of the event. As the exhibition bumps in/out on very tight parameters and deliveries WILL NOT be accepted earlier, we highly recommend using Agility as their service is door to door and they work on weekends and outside normal working hours.

If you choose NOT to use Agility, all items must be delivered to the BCEC using the **Exhibitor Delivery Label** attached.

Delivery address

Exhibition Hall 1 Loading Dock

Brisbane Convention & Exhibition Centre

Glenelg Street

South Brisbane, QLD 4101

T: (07) 3308 3385 / 0418 612 895

Deliveries will ONLY be accepted on **Thursday 22 November between 0730 and 1600**. A company representative **MUST be present to sign for your goods**. No BCEC, SHPA, KAIGI or Agility staff will sign for any goods.

All items from your exhibition booth MUST be collected on: Saturday 24 November, 1500 – 1700

There is NO storage available after the event. NO items can be left for collection at a later date.

Please ensure you use the **Exhibitor Delivery Label** attached.

Booth

Booth, Fascia, Furniture

All Moreton Hire forms are available at www.mm2018shpa.com for signage, furniture and power requirements. Order forms need to be returned to Moreton Hire by **Thursday 25 October**.

Moreton Hire will contact you directly with regards to your booth furniture, fascia sign order and any other requirements for your booth.

Please direct your enquiries to corey.prior@moreton.net.au.



Custom Builders

Please note that all plans MUST be approved by SHPA and the BCEC. Plans must be submitted to sridgers@shpa.org.au by no later than **Friday 19 October**. We reserve the right to not accept plans which do not meet the BCEC guidelines or which interfere with other Supporters' booths or are considered unsuitable.

SHPA are providing forklift services through Agility between the following times:

- Thursday 22 November 1100 – 1500
- Saturday 24 November 1700 – 2000

Any forklift requirements outside of these times are specialist requirements and will be at your own expense.

The Agility Materials Handling Form, available here <http://www.mm2018shpa.com/support-and-exhibition/>, must be completed.

Wall Heights

Major Supporter – booths cannot exceed 4m in height.

Exhibition Supporter & Exhibition Supporter Plus – booths cannot exceed 3m in height.

Banners

Rigged banners will be considered on provision of a plan. Please refer to the **BCEC Exhibitor Services Exhibitor Information Guide** for further details.

WIFI

A wireless network will be available throughout the exhibition hall and conference foyer area at no additional cost to Supporters. Full details will be provided in the conference handbook.



Registration

Please register **ALL** staff who will be at your booth including all complimentary registrations. Online Supporter registration is available here: <https://kaigi.eventsair.com/medicines-management-2018/supporter/Site/Register>

Direct all registration enquiries to mm2018@kaigi.com.au

Please note Supporter staff/exhibitors **WILL NOT** be able to enter the exhibition hall if they are not wearing their name badge. There are no exceptions.

Major Supporters are entitled to 4 Full registrations for staff, including: Welcome Reception, Conference Gala Dinner and access to all scientific sessions (excluding workshops).

Exhibition Supporters and Exhibition Supporter Plus are entitled to 2 Exhibitor/Supporter registrations for staff, including: Welcome Reception and access to all scientific sessions (excluding workshops). Conference Gala Dinner is NOT included.

Other Supporters – please refer to your agreed entitlements.

Conference Handbook

Company Listing

All Supporters are listed in the conference handbook. Please provide your company profile to smurray@shpa.org.au by close of business **Friday 5 October**.

Major Supporters 150 word company profile

Exhibition Supporters/Exhibition Supporters Plus 80 word company profile

Other Supporters – please refer to your agreed entitlements

Company Logo

All supporters have opportunity to have their logo on the conference App, in addition to their company profile. If you would like your logo on the app, please provide your logo in **.eps format** to smurray@shpa.org.au by **Friday 5 October**.