INDUSTRY EQUIPMENT EXHIBITION

CIRCULAR NO 1

TO

INDUSTRY EQUIPMENT EXHIBITION PARTICIPANTS

ASSCT CONFERENCE, BUNDABERG QLD

21 April 2020 – 24 April 2020

On behalf of the Members’ of the Australian Society of Sugar Cane Technologists, we would like to express our thanks and appreciation to you for agreeing to exhibit in the forthcoming ASSCT Bundaberg Industry Equipment Exhibition which is held in conjunction with the ASSCT Conference.

THE VENUE
The ASSCT Conference & Industry Equipment Exhibition is to be held at the Bundaberg Multiplex Sports & Convention Centre (BMSCC), 1 Civic Avenue, Bundaberg West, Qld.

EXHIBITS SET UP AND DISPLAY REMOVAL
Although the BMSCC is an excellent facility, the maximum weight loading is 500kg and this has to be evenly dispersed over 1 square metre on a 12mm flat plywood pad. This is to be provided by the exhibitor.

A forklift is available to move equipment to the capacity of 2 tonne, but it will NOT have access to the exhibition area. Because of the rubberised finish on the Exhibition Hall floor all pallet jacks & trolleys will have to be moved on the supplied Masonite traffic areas. Under no circumstances pallet jacks & trolleys be moved on the existing rubberised surface in the Exhibition Hall. The procedure is to be followed on removal of display material also.

If you require further information on floor loading please contact Mal Brown, mob: 0417 775 939 or email: mal@corporateaudiovisual.com.au

Should you need to make use of the forklift to unload trucks (external only), there will be a forklift and driver made available from Monday 20 April 2.00pm to 5pm and Tuesday 21 April from 7.00am to 9.00am. This cannot be pre-booked but arranged on your arrival.

Please note we will have staff assigned to moving your freight to your booths.
EXHIBITION BOOTHING
Corporate AV have been contracted as the exhibition specialists who will provide the bothing and associated services. All booths have standard inclusions [see page 2]. Custom specifications are available on request. Additional charges may be imposed for these customised options.

Corporate AV can be contacted directly by email to assist exhibitors to maximize their display opportunities – including the coordination of Exhibitors signage requirements, furniture and plant hire requirements, booth theming requirements, power requirements, etc.

Contact Details
Corporate AV – Mal Brown
Mobile: 0417 775 939
Email: mal@corporateaudiovisual.com.au
Website: www.corporateaudiovisual.com.au

STANDARD BOOTH INFORMATION
Booths being used at the exhibition are 3.0m x 3.0m x 2.4m high & 3.0m x 2.0m x 2.4m high. The wall dividers are white melamine board (Blu-tak only to be used on walls).

LIGHTING
Each booth will be provided with one (1) x 150w light.

FASCIA SIGN
The booths are provided with a header board to which a 1m standard company name sign (reflex black lettering on white corflute) is attached to the front.

POWER
Each booth has a standard 4 outlet, 10-amp powerboard, if more power is required; this must be advised prior to the exhibition set-up and may incur an extra charge.

All electrical equipment brought onto the exhibition site must be “tested and tagged” in compliance with Workcover's OH&S regulations.

Items not “tested and tagged” will be required to be removed from the exhibition. There will be no facility to “test and Tag” equipment at the exhibition.

TELEPHONE AND MODEM CONNECTIONS
There will be no telephone or modem connections available. There is good mobile phone coverage and there will be free Wi-Fi throughout the venue including the exhibition area.

AUDIO VISUAL EQUIPMENT
Corporate AV hire through an associate, if exhibitors require TVs, monitors, DVDs or data projectors etc.

SECURITY
BMSCC has regular security patrols at night. The main exhibition area will be locked each night.

CLEANING
General cleaning of the Exhibition area will be carried out daily, and we request that any wastepaper baskets be placed in front of each booth at the end of the day, so that the cleaners can empty them.

REFRESHMENTS
Morning and afternoon teas and lunches will be served in the Exhibition area.
COMPLIMENTARY EATS AND DRINKS
Complimentary non-alcoholic drinks, nibbles and sweets may be provided by Exhibitors within booths.

FURNITURE
Display furniture can be ordered directly from Corporate AV.

FLOOR PLAN for BOOTHs
A copy of the Industry Equipment Exhibition floor plan can be found on our website; https://www.assct.com.au/conference/industry-equipment-exhibition/applications this plan is still subject to change.

WELCOME FUNCTION
The Welcome Function will be held on Tuesday 21 April and will take place within the Industry Equipment Exhibition area from approx. 17:00.

HAPPY HOUR
Happy Hour will be held on Wednesday 22 April and will also take place within the Industry Equipment Exhibition area from approx. 17:00.

DISPLAY TIMETABLE

Saturday 18 April 2020
Display booths set up by Corporate Av

Sunday 19 April 2020
Display booths set up by Corporate Av

Monday 20 April 2020
07:00 – 14:30 Display booths set up by Corporate Av
14:30 – 17:00 Exhibitors to set up Booths
14:30 – 17:00 Corporate Av will be available during exhibitors set up

Tuesday 21 April 2020
07:00 – 10:30 Exhibitors to complete setting up Booths
07:00 – 10:30 Corporate Av will be available during exhibitors set up.
11:00 – 17:00 Sugar Tuesday commences
11:00 – 19:00 Industry Equipment Exhibition operates
17:00 – 19:00 Welcome Function in the Exhibition

Wednesday 22 April 2020
08:00 – 18:00 Industry Equipment Exhibition operates
10:30 Official opening of Industry Equipment Exhibition
10:30 – 17:00 Industry Equipment Exhibition operates
17:00 – 18:00 Happy Hour in the Exhibition

Thursday 23 April 2020
08:00 Exhibitors & Sponsors Presentations
08:00 – 16:00 Industry Equipment Exhibition operates
08:00 – 16:00 Manufacturing session will be held in the Industry Equipment Exhibition
16:00 – 17:00  Exhibitors remove display material and move out
18:30 – 22:00  Conference Dinner (BMSCC)

Friday 24 April 2020
08:00 – 09:30  Exhibitors remove display material and move out
09:30 – 15:00  Booths removed
09:00 – 13:00  Field and manufacturing tours (off-site)

NOTE:
(1) Exhibitors are required to have their booth set-up complete by 10:30am Tuesday 21 April prior to Sugar Tuesday opening at 11:00.

(2) After the close of afternoon tea on Thursday 23 April, at approx. 16:00 Exhibitors will be required to start pack up and remove their equipment by 08:00am Friday 24 April so that the dismantling of the booths can take place.

FORWARDING FREIGHT
Just Freight - this is the preferred method for forwarding freight and works best for all parties. We have made arrangements with the freight company, Just Freight, to hold items of freight sent by exhibitors and identified for the Industry Equipment Exhibition for a special delivery to the BMSCC. This will provide more flexibility in forwarding freight and overcome storage and timing issues with the BMSCC.

It is planned that the transfer of exhibition freight from Just Freight to the BMSCC will occur on Monday 20 April; therefore it will be important that the goods are received by Just Freight no later than the 17 April. No deliveries will be accepted by BMSCC prior to Monday 20 April.

Please remember that the Easter holidays are from 10 to 13 April 2020.

It is important that freight is clearly identified with the details shown below:

ATTN: HOLLY KEMPS (PH: 07 4151 8511)

ASSCT INDUSTRY EQUIPMENT EXHIBITION
JUST FREIGHT
27 CHARLIE TRIGGS CRESENT
BUNDABERG QLD 4670

EXHIBITORS COMPANY NAME,
BOOTH #
PACKAGE # OF * PACKAGES

Forwarded items will be securely stored in an industrial-type shed prior to being moved to the Exhibition area. Packing and crates will be stored at Just Freight for the duration of the Exhibition.

All packing and crates will be returned to the exhibition area on Thursday 23 April by 16:00. Exhibits must be packed up by Friday 09:30. Return Company address should be clearly marked to enable return of packages following completion of the Industry Equipment Exhibition. The return freight will need to be organized by the Exhibitor using the same protocol as with delivery.

As mentioned before, scheduling of use of the forklift will be necessary. Please contact Mal Brown, Mobile: 0417 775 939, to make appropriate arrangements. All received freight will be delivered to the BMSCC on Monday 20 April prior to Exhibitors set-up time of 14:30.
REGISTRATION FOR CONFERENCE
All persons attending Conference papers and the social functions are required to pay the conference registration fee which increases after the 13 March 2020. To register please go to https://www.assct.com.au/conference-membership and register as a Delegate.

However, purchase of a booth at the Industry Equipment Exhibition attracts one complimentary registration, which allows attendance at the welcome function, dinner and conference sessions. If you have not nominated a person for the free registration, please go to https://www.assct.com.au/conference/industry-equipment-exhibition/applications and register your delegate as Sponsor/Exhibitor Complimentary.

Exhibitors may also require extra assistance at their booth. If you would like a name badge printed for your supporting delegates, please go to https://www.assct.com.au/conference/industry-equipment-exhibition/applications and register these delegates as Exhibitor Support. Support registrations do not include attendance at the Conference Welcome Function and Conference Dinner. Tickets to these functions can be purchased online.

EXHIBITOR/SPONSORS 30 SECOND PRESENTATION ON SCREEN
A screen will be set up during the ASSCT Conference to display Exhibitors/Sponsors 30 second video/images, no audio. This presentation is to be submitted by 3 April 2020. The dropbox details of how to submit these presentations will be made available well before this date.

CO-ORDINATOR
The Industry Equipment Exhibition coordinator is:

Mal Brown: - Mobile: 0417 775 939
Email: exhibitors@assct.com.au

Yours faithfully

Doug Sockhill
ASSCT General Secretary