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## 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](mailto: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](mailto:mal@corporateaudiovisual.com.au)**

**Website: [www.corporateaudiovisual.com.au](http://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 20***

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.

