

# **2nd International Salinity Forum**

**Adelaide Convention Centre**

**31 March – 3 April 2008**

## **EXHIBITOR MANUAL**

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This handbook has been designed to ensure you, the exhibitor, experience the highest standard of exhibition. Please take time to read this document and the attached Exhibitor Handbook from the Adelaide Convention Centre. This information can also be found on the Forum Website – [www.internationalsalinityforum.org](http://www.internationalsalinityforum.org).

## **TERMS AND CONDITIONS**

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The Organisers accept no liability for damage to exhibits by loss, damage, theft, fire, water, storms, strikes, riots or any cause whatsoever. Sponsors/ exhibitors are advised to insure against such liability.

The Exhibitor is responsible for all personal injury or damage to property arising in connection with the exhibition display area, howsoever caused. The Exhibitor will indemnify the Organisers in respect of any claim and demands in respect thereof. The Exhibitor must take out adequate insurance in respect of all such claims.

The Organisers reserve the right to change the venue and duration if exceptional circumstances demand. In the event of a change of venue and/or duration, the agreement to participate will remain in force so long as the Exhibitor is informed at least one month before the changes.

The Exhibitor undertakes that they will not hold any events or social functions on the same date or time as official Forum Program sessions or social functions.

The Sponsor may not order food for their exhibition stand from the Adelaide Convention Centre or bring in any other food products to their stand as this privilege is limited to Platinum and Gold Sponsors.

Sponsorship deposits and payments once received are non refundable. In the event a sponsor/exhibitor does not comply with the sponsorship schedule, the organisers reserve the right to cancel the sponsorship agreement and all monies paid by the sponsor shall be forfeited.

## **INSURANCE**

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Whilst every reasonable precaution is taken, neither the Adelaide Convention Centre nor the Organisers, will be held responsible for any loss, injury to persons, or damage to property incurred during the Exhibition. It is the responsibility of persons bringing equipment, fittings or materials into the Adelaide Convention Centre to insure themselves and their equipment, fittings or materials against damage, loss or injury that their equipment, fittings or materials might cause to other persons or property. The Organisers and Forum Secretariat decline any responsibility for any lost, stolen or damaged goods.

## **BOOTH PACKAGE**

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Each booth package includes:

- One exhibition booth (3m x 3m) in Velcro-compatible material with
- Fascia board with company name
- 2 x 150 watt spotlights affixed to fascia board
- 1 x 5amp power point
- One complimentary registration (including welcome reception and forum dinner)
- 100 word company listing in the Forum Handbook (*to be emailed to [renae@conlog.com.au](mailto:renae@conlog.com.au) before 22 February 2008*)
- Copy of delegate list

*Please note that additional staff for the exhibition booth must register as Exhibitor Staff at the special rate of \$330. Tickets to the dinner for extra exhibitor staff are an additional cost.*

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## **EXHIBITOR CONTRACTOR**

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Adelaide Expo Hire

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Exhibition Coordinator  
31 Deeds Road North Plympton SA 5037  
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E: [beam@ae.com.au](mailto:beam@ae.com.au)

## BUMP IN & BUMP OUT

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Bump in is from **1400 on Sunday 30 March**. To ensure all exhibitors experience a speedy and trouble-free build of their exhibition, exhibitors and stand contractors must adhere to the access time provided. Access into the exhibition space prior to the scheduled time will not be permitted.

Bump out is from **1530 on Thursday 3 April**. All exhibitors are asked not to commence bump out until the completion of afternoon tea. The prior consent of the Forum Secretariat is required for exhibitors to move out or breakdown prior to the scheduled time.

## SHIPPING INSTRUCTIONS

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All items are to be delivered to the ACC via the Morphett Loading Dock. Deliveries will not be accepted prior to Sunday 30 March. It is the responsibility of the exhibitor to make arrangements with local agents for the advance delivery, receipt and storage of display material. All material must be clearly marked with the Forum name and exhibiting company.

The 'Exhibitor Delivery Label' included in this manual must be affixed to each item when sending goods to the ACC. Should you have multiple items; please copy the label and ensure all items have this label attached. The ACC or Forum Secretariat will not accept any responsibility for arranging the freighting of any item or associated costs.

At the conclusion of the Forum, all material is to be removed from the venue by **1730 on Thursday 3 April** unless prior arrangements have been made with the venue to store goods there overnight. Where suitable arrangements have not been made, the ACC reserves the right to dispose of said items forty eight (48) hours from the conclusion of the event.

## EXHIBITION OPENING TIMES

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The exhibition will be open as follows:

Monday 31 March	1030 – 1830
Tuesday 1 April	1030 – 1700
Wednesday 2 April	1030 – 1930
Thursday 3 April	1000 – 1530

\*Please note that Wednesday's program includes special events and field trips.

## CAR PARKING

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The ACC operates the Riverbank and Exhibition car parks, which are open 24 hours per day, 7 days per week. The Riverbank car park is underneath the Adelaide Convention Centre and the Exhibition car park is beneath Halls I, J & K.

The following rates are applicable to each car park.

### Casual parking

Charge	Time
\$1.50	First half hour or part thereof.
\$2.00	Second half hour or part thereof.
\$3.50	Second hour or part thereof.
\$2.00	Third hour or part thereof.

and \$1.00 per hour thereafter to a maximum of \$24.00 per twenty four hour period.

### **Early bird parking**

Charge	Time
\$8.00 Every Day	Entry between 0500 and 0930 and exit by 1830

Beyond 6.30 pm casual rates will apply starting from the first hour as above up to a maximum of \$24.00 per twenty four hour period.

### **Conference and exhibition parking**

Charge	Time
\$18.00	Twenty four hour period.

By purchasing a conference or value parking ticket you are entitled to multiple entries and exits from your chosen car park over a twenty four hour period, whilst guaranteeing you a parking space during busy times.

All bookings and payments are to be made no later than seven days prior to the commencement of the Forum. If you wish to purchase a conference or value parking ticket please complete the Car Parking Order Form 2 in the Adelaide Convention Centre Exhibitor Handbook. There are no refunds for any unused parking.

## **REGISTRATIONS**

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Each booth is inclusive of one complimentary registration (including forum satchel, lunches, welcome reception and forum dinner). Additional staff for the exhibition booth must register as Extra Exhibitor Staff at the special rate of \$330. Please note extra exhibitor staff registration does not include the Forum Dinner. Tickets for the Forum Dinner can be purchased for \$95 per person.

Change of exhibitor registrations from day to day will not incur an extra cost. However, only one badge per booth will be provided at any one time (unless extra exhibitor registrations have been purchased). Exhibitors must return their badges to the registration desk when there is a staff changeover, and a new badge will be issued.

To register for the Forum please visit - <https://www.conlog.com.au/ei/getdemo.ei?id=285&s=2KW0S6I14>. If you do not wish to register online, please download a Registration Form from the Forum website ([www.internationalsalinityforum.org](http://www.internationalsalinityforum.org)).

## **ACCOMMODATION**

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Special room rates have been secured for delegates attending the 2nd International Salinity Forum and are only available by booking through the Forum Secretariat. In order to secure your booking, the hotel will require either a credit card number or a deposit of one night's accommodation. Delegates will be responsible for paying the balance of their accommodation account and any incidentals on departure from the hotel. The hotel will issue a tax invoice for accommodation payments upon your departure. Accommodation deposits may be forfeited if the room is not occupied on the requested check-in date. The deadline for accommodation bookings is 18 February 2008. Bookings after 18 February 2008 will be subject to availability.

For more information on accommodation options please visit the Forum Website ([www.internationalsalinityforum.org](http://www.internationalsalinityforum.org)).

Please contact me if you have any questions.

Renae Shepherd  
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