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**INTERNATIONAL NUCLEAR  
PHYSICS CONFERENCE**

ADELAIDE, AUSTRALIA  
ADELAIDE CONVENTION CENTRE  
11-16 September 2016

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[www.physics.adelaide.edu.au/cssm/workshops/inpc2016](http://www.physics.adelaide.edu.au/cssm/workshops/inpc2016)



**EXHIBITION MANUAL**

## CONTACTS

### EXHIBITION COODINATOR

Conference Managers  
c/o Arinex Pty Ltd

Contact Jaimy Lancaster  
Telephone +61 2 9265 0740  
Facsimile +61 2 9267 5443  
Email [jlancaster@arinex.com.au](mailto:jlancaster@arinex.com.au)

### ACCOMMODATION

Conference Managers  
c/o Arinex Pty Ltd

Contact Delegate Services Department  
Telephone + 61 2 9265 0700  
Facsimile +61 2 9267 5443  
Email [email@arinex.com.au](mailto:email@arinex.com.au)  
Website <http://inpc2016.com/>

### SHELL SCHEME / ELECTRICAL / AUDIO VISUAL / COMPUTER REQUIREMENTS

Adelaide Expo Hire

Contact Vanessa Diercks  
Telephone +61 8 8350 2300  
Facsimile +61 8 8350 2301  
Email [vanessad@ae.com.au](mailto:vanessad@ae.com.au)  
Website <http://ae.com.au/>

### EXHIBITION MATERIALS HANDLING / STORAGE FREIGHT FORWARDING & SHIPPING

Agility Fairs & Events

Contact Tony Matic  
Telephone +61 3 9330 9009  
Email [tmatic@agility.com](mailto:tmatic@agility.com)

### CONFERENCE & EXHIBITION VENUE

Adelaide Convention & Exhibition Centre

Contact Luke Edginton  
Telephone +61 8 8210 6766  
Email [Luke.Edginton@avmc.com.au](mailto:Luke.Edginton@avmc.com.au)  
Website [www.adelaidecc.com.au](http://www.adelaidecc.com.au)

## EXHIBITION CHECK LIST

To assist with your pre-planning, the following checklist is provided as a guide to assist in ensuring all important operational items are actioned and deadlines are met. Please adhere to these deadlines to ensure smooth planning and operation of the entire event.

FORM	DUE DATE	PAGE	RETURN TO	COMPLETE <input type="checkbox"/>
Final Payment	13 June 2016		Arinex Pty Ltd	
Exhibitor Registration	18 August 2016	<a href="#">Register here</a> Promo code: <b>INPCXHIB</b> Additional Exhibitor Promo Code (\$440): <b>INPCXADD</b>	Arinex Pty Ltd	
Stand information / Fascia Sign / Electrical / Furniture / AV Order Forms		Adelaide Expo Hire will contact you directly	Adelaide Expo Hire	
Indemnity	15 August 2016	Attachments Section	Arinex Pty Ltd	

## A – Z INFORMATION

Please click on the link below for additional A – Z information on the exhibition

[http://sponex.arinex.com.au/docs/A-Z\\_INFORMATION.pdf](http://sponex.arinex.com.au/docs/A-Z_INFORMATION.pdf)

## REGISTRATION DESK

A Registration Desk will be located in Foyer F and will be open on the following days and times:

Sunday 11 September 2016:	1500 – 1800
Monday 12 September 2016:	0800 – 1700
Tuesday 13 September 2016:	0845 – 1700
Wednesday 14 September 2016:	0845 – 1300
Thursday 15 September 2016:	0800 – 1700
Friday 16 September 2016:	0845 – 1530

## EXHIBITION TIMETABLE

Times are accurate at date of publication, however are subject to change.

For a detailed copy of the scientific program, please visit <http://inpc2016.com/>

### DELIVERIES TO VENUE - FRIDAY 9 SEPTEMBER 2016

0700 – 1700	Pre-arranged exhibition deliveries – brochures, merchandise, signage etc.
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### MOVE-IN SCHEDULE - SUNDAY 11 SEPTEMBER 2016

0700 – 1200	Adelaide Expo Hire access to build stands
0900 – 1200	Custom Stand Contractor Build (access only for those constructing/building stands not exhibiting company employees dressing stands)
1200	Exhibition staff access to dress stands
1530	Finalising and cleaning of stands. All stands must be completed by 1545
1600 – 1800	Exhibition Open / Delegate Welcome Reception

### EXHIBITION OPEN HOURS - MONDAY 12 SEPTEMBER 2016

0700	Exhibition staff 'early bird' access to set up stands, restock brochures
0800 – 1800	Exhibition operational times
1000 – 1030	Exhibitor morning tea served
1030 – 1100	Delegate morning tea served in the exhibition area
1200 – 1230	Exhibitor lunch served
1230 – 1330	Delegate lunch served in the exhibition area
1440 – 1510	Exhibitor afternoon tea served
1510 – 1540	Delegate afternoon tea served in the exhibition area
1650 – 1800	Poster Session in the exhibition area
1800	Exhibition closed for the day

### EXHIBITION OPEN HOURS - TUESDAY 13 SEPTEMBER 2016

0700	Exhibition staff 'early bird' access to set up stands, restock brochures
0845 – 1545	Exhibition operational times
1000 – 1030	Exhibitor morning tea served
1030 – 1100	Delegate morning tea served in the exhibition area
1200 – 1230	Exhibitor lunch served
1230 – 1330	Delegate lunch served in the exhibition area
1440 – 1510	Exhibitor afternoon tea served
1510 – 1540	Delegate afternoon tea served in the exhibition area
1545	Exhibition closed for the day

### EXHIBITION OPEN HOURS – WEDNESDAY 14 SEPTEMBER 2016

0700	Exhibition staff 'early bird' access to set up stands, restock brochures
0845 – 1300	Exhibition operational times
1000 – 1030	Exhibitor morning tea served
1030 – 1100	Delegate morning tea served in the exhibition area
1230 – 1300	Exhibitor & Delegate lunch served in the exhibition area
1300	Exhibition closed for the day

### EXHIBITION OPEN HOURS – THURSDAY 15 SEPTEMBER 2016

0700	Exhibition staff 'early bird' access to set up stands, restock brochures
0800 – 1800	Exhibition operational times
1000 – 1030	Exhibitor morning tea served
1030 – 1100	Delegate morning tea served in the exhibition area
1200 – 1230	Exhibitor lunch served
1230 – 1330	Delegate lunch served in the exhibition area
1440 – 1510	Exhibitor afternoon tea served
1510 – 1540	Delegate afternoon tea served in the exhibition area
1650 – 1800	Poster Session in the exhibition area
1800	Exhibition closed for the day
1830 – 2200	Conference Dinner (exhibitors can purchase tickets for A\$70)

### EXHIBITION OPEN HOURS – FRIDAY 16 SEPTEMBER 2016

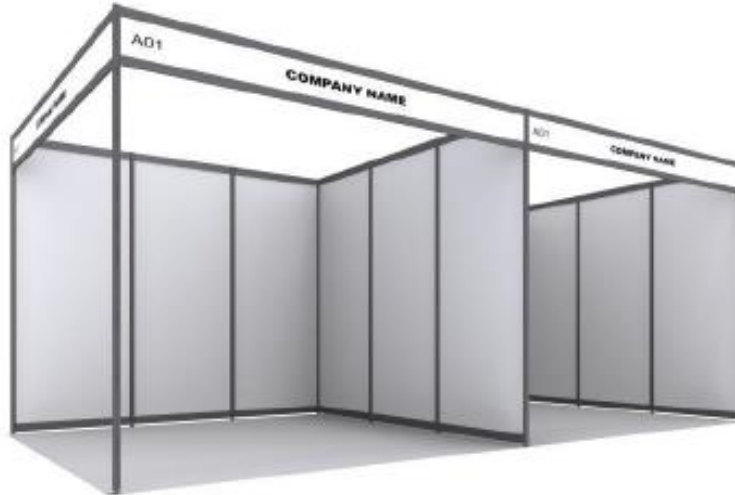
0700	Exhibition staff 'early bird' access to set up stands, restock brochures
0845 – 1330	Exhibition operational times
0930 – 1000	Exhibitor morning tea served
1000 – 1030	Delegate morning tea served in the exhibition area
1150 – 1225	Exhibitor lunch served
1225 – 1330	Delegate lunch served in the exhibition area
1330	Exhibition closed for the day

### MOVE-OUT SCHEDULE - FRIDAY 16 SEPTEMBER 2016

1330 – 1600	Exhibitors to remove promotional items from stand walls and personal items from furniture. Package and label goods for collection by appointed courier company
1600	Courier and freight contractors allowed entry to pick-up goods being removed from stands
1600	Stand contractors access to dismantle stands and other equipment
<p>NOTE: Please ensure all valuable items are removed from hire furniture and all posters are removed from walls by 1600. Please note the exhibition area must be cleared of all exhibition equipment and display materials by 2300 on 16 September. <b>Items remaining in the exhibition area after this time may be freighted off-site at the expense of the exhibitor.</b></p>	

## SHELL SCHEME STAND DETAILS

Exhibitors who have purchased the shell scheme option will receive the following in their package:



The following are included in your modular booth package

- |                                    |   |
|------------------------------------|---|
| • SHELL SCHEME                     | 3m wide x 2m deep, 2.4m high  |
| • FASCIA SIGNAGE                   | A 220mm deep white panel with 90mm black vinyl cut lettering.<br>The clear height under the fascia is 2110mm. Fascia will be provided to all open sides and where necessary will be supported on 40mm square aluminium supports |
| • WALLS                            | 2360mm high white Octonorm walls in a 40mm x 40mm aluminium frame. Each wall panel is 970mm wide. Visual size for putting posters on the white panels is 950mm Wide x 2340mm High.  |
| • FLOORING                         | The venue is carpeted   |
| • POWER & LIGHTING                 | 2 x spotlights & 1 x power point  |
| • ITEMS WHICH CAN BE USED ON WALLS | The walls are Octonorm: Blu-tac or double sided sticky tape is recommended to affix items to walls. No nails, staples, screws or glue to be used. Damage to panels will be charged to exhibitors.                               |

## **RAW SPACE EXHIBITORS (CUSTOM BUILD DETAILS)**

Exhibitors installing custom designed stands must email the contact details of their appointed stand contractor, together with stand design specifications, (Refer below Custom Stand Build & Design Specifications) to the Exhibition Coordinator, at [jlancaster@arinex.com.au](mailto:jlancaster@arinex.com.au) by **26 August 2016**.

**Custom stand designs must be submitted for approval by the Exhibition Coordinator by 26 August 2016 or set-up/build will not be permitted.**

The Exhibition Coordinator will provide written approval or advise of any modifications or changes that need to be made.

Unless otherwise stated, exhibitors are responsible for making their own arrangements for services required. It is the responsibility of all exhibitors to ensure their contractors or agents are familiar with the rules & regulations of the Sydney Convention and Exhibition Centre.

**CEILING HEIGHT:** The ceiling height in Halls F and G is 10.4 metres

### **FLOORING**

The venue is already carpeted.

### **ELECTRICAL / LIGHTING REQUIREMENTS**

#### **Custom Designed Stands/Space Only**

If you have purchased a raw space option and are therefore installing a custom designed stand, lights and power are **not** provided. To order electricity you must contact Adelaide Expo Hire.



## STAFF REGISTRATIONS AND NAME BADGES

### EXHIBITION STAFF NAME BADGES

All Exhibition Staff will be issued with name badges. In the interest of security, name badges must be worn at all times and must be clearly visible. Please note access to the Exhibition venue will be denied without the correct identification.

### EXHIBITION REGISTRATION – PROMO CODE: INPCXHIB

Each company will receive one (1) exhibition staff pass for every booth/space. The

**Exhibitor Registration** includes:

- ✓ Name Badge
- ✓ Entrance to the exhibition
- ✓ Welcome Reception
- ✓ Conference satchel (including all Conference material, program and delegate list)
- ✓ Lunch, morning and afternoon tea (to be served in the exhibition area)
- ✓ Access to sessions

### ADDITIONAL EXHIBITOR REGISTRATION - \$440 – PROMO CODE: INPCXADD

Exhibitors may purchase Additional Exhibitor Registrations if they require more passes than their included entitlements. The **Additional Exhibitor Registration** includes:

- ✓ Name Badge
- ✓ Lunch, morning and afternoon teas (to be served in the exhibition area)
- ✓ Conference satchel including all conference material, program and delegate list
- ✓ Welcome Reception

To redeem your FOC Exhibition Staff Passes or to purchase Additional Exhibition Staff Passes, please [click here](#)

**Please note, exhibitors have the choice to nominate whether their name badges are printed with personal and company name OR company name only.**

All stand personnel are required to wear an Exhibitor's Badge at all times (including the move-in and move-out periods). Any staff required to work on your stand in addition to the nominated exhibitor representative must purchase an Additional Exhibitor Pass.

Badges will be available for collection at the Conference from the Registration Desk, located in Foyer F.

## VENUE ACCESS & DELIVERY DETAILS

The exhibition occupies Exhibition Halls F & G at the Adelaide Convention Centre (ACC), North Terrace, Adelaide.

For your convenience, a delivery label is located in the attachments section of this manual.

### DELIVERY DETAILS

All deliveries to the exhibition area must arrive on Friday 9 September 2016 and NOT before.

PLEASE NOTE: Deliveries that arrive outside of the Exhibition dates will NOT be accepted by the venue.

**NOTE: Neither the Exhibition Organisers or the Adelaide Convention Centre will take delivery of or sign for any goods, packages or other materials on behalf of an exhibitor. No responsibility for the safety or well being of any such items delivered to the site or awaiting collection in the absence of the exhibitor, their agent or their contractor will be accepted by either the Exhibition Organisers or the Adelaide Convention Centre.**

## FREIGHT INFORMATION

Please click on the below link for further information on freight procedures

[http://sponex.arinex.com.au/docs/FREIGHT\\_INFORMATION.pdf](http://sponex.arinex.com.au/docs/FREIGHT_INFORMATION.pdf)

## LOADING DOCK ACCESS POLICY

Please click on the below link to view the loading dock access policy

[http://sponex.arinex.com.au/docs/LOADING\\_DOCK\\_ACCESS\\_POLICY.pdf](http://sponex.arinex.com.au/docs/LOADING_DOCK_ACCESS_POLICY.pdf)

### STORAGE

There is limited storage available onsite. Please make arrangements to have your goods stored offsite.

### CLEANING

Cleaning of general aisle ways is included in the cost of Exhibition space.

If you require specific individual stand cleaning this may be carried out by the venue. To pre-book this service, contact the venue directly (refer to directory of contacts).

### ELECTRICAL TESTING AND TAGGING REQUIREMENTS

All electrical equipment entering the Adelaide Convention & Exhibition Centre must comply with the Australian Standards.

The ACC may inspect all equipment, fittings or materials brought into the venue. If any such equipment, fittings or material are deemed not be safe, they shall be removed from the ACC immediately at the expense of the person who brought them in.

### FIRST AID

All near misses, injuries or illnesses that occur during the event, must be reported to the Conference Managers and Adelaide Convention Centre (ACC) Staff immediately and an Accident/Incident report form completed with a copy provided to the ACC's Risk and Safety Manager.

## **INSURANCE / PRODUCT AND PUBLIC LIABILITY**

Exhibitors must arrange adequate insurance cover for their stand, products and personnel. This must include the move-in and move-out times of the Exhibition as well as for the duration of the Exhibition. Public liability insurance must also be included to the value of **A\$10 million**. **Each exhibitor must forward a Certificate of Currency of their public liability insurance to the exhibition coordinator prior to 26 August 2016.**

## **INDEMNITY**

Every exhibitor is required to complete the Indemnity Form located in the attachments section of this manual, indemnifying the Exhibition Managers as organiser against damage to the venue and public liability.

## **PAYMENT, BOOKING CONDITIONS & CANCELLATIONS**

In the event of cancellation, a service fee of \$1,000 applies for each 9m<sup>2</sup> of space cancelled prior to 13 June 2016. No refunds will be made for cancellations after this date. Any space not claimed and occupied before 1600 on Sunday 11 September 2016 will be reassigned without refund.

The Exhibition Managers reserve the right to rearrange the floor plan and/or relocate any exhibit without notice. The Exhibition Managers will not discount or refund for any facilities not used or required.

## **SECURITY**

Exhibitors must make provisions for the safeguarding of their goods, materials, equipment, and displays at all times. **Please be security conscious, do not leave bags, purses, laptops or any easily portable items unattended at any time in your stand.**

# **ATTACHMENTS SECTION**

## INDEMNITY FORM

Exhibition Managers: Arinex Pty. Limited ABN 28 000 386 676 ('Exhibition Managers')

Company Name: \_\_\_\_\_ ABN \_\_\_\_\_ ('Exhibitor')

WHEREAS: The Conference Managers are professional conference organisers and the Exhibitor may participate in multiple Conferences organised by the Conference Managers, the Exhibitor agrees that:

### 1. Insurance

The Exhibitor acknowledges that it is a term and condition of Exhibition Booking that, prior to occupying any allocated space at the Exhibition, the Exhibitor must provide proof of a policy of Public Liability insurance. Such insurance will cover all activities of the Exhibitor at the Exhibition and be for an insured amount of not less than A\$10 million in respect of each claim. Insurance must be with a reputable insurer. A Certificate of Currency of such insurance must be provided to the Exhibition Managers prior to commencement of the exhibition in satisfaction of this condition of booking.

### 2. Indemnity

The Exhibitor indemnifies the Exhibition Managers and Adelaide Convention & Exhibition Centre, and their officers, agents, employees and other representatives against any liability, loss, damage, cost (including the cost of any settlement and legal costs and expenses on a solicitor and own client basis), compensation or expense arising out of or in any way in connection with:

- a. a default or any unlawful, wilful or negligent act or omission on the part of the Exhibitor, its officers, employees, agents or other representatives; and
- b. any claims for damage, loss, harm or injury to person, property or business of other exhibitors or any of their visitors, officers, agents, employees or other representatives, resulting from any negligent act or omission of the Exhibitor, their officers, agents, employees or other representatives; and
- c. any action, claim, dispute, suit or proceeding brought by any third party in respect of any infringement or alleged infringement of that third party's Intellectual Property including moral rights.

Exhibitors shall indemnify, defend and protect the Exhibition Managers and hold the Exhibition Managers, any Conference sponsor and the Adelaide Convention & Exhibition Centre or other exhibit space provider harmless from any and all claims, demands, suits, liability damages, losses, costs, solicitor's fees and expenses which might result from any negligent actions or omissions of the Exhibitor, their officers, agents, employees or other representatives.

Signed by (Name): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

By signing this form, the Exhibitor agrees to these terms for a period of 12 months from the date of signing. This form will be applicable to all conferences organised by the Conference Managers in which the Exhibitor participates.

THIS FORM MUST BE RETURNED TO THE EXHIBITION MANAGERS BEFORE 26 AUGUST 2016

Return To: Jaimy Lancaster | Email: [jlancaster@arinex.com.au](mailto:jlancaster@arinex.com.au)

# EXHIBITOR GOODS



ADELAIDE CONVENTION CENTRE

**TO: ADELAIDE CONVENTION CENTRE**  
**NORTH TERRACE LOADING DOCK**  
**North Terrace, Adelaide**  
**South Australia 5000**  
**Ph: 08 8210 6773 or 08 8210 6770 (A/H)**

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EVENT NAME:** INPC2016 **EVENT No:** 29300 PW/DW

**GOODS TO BE DELIVERED FROM:** FRIDAY 9 SEPTEMBER 2016

**GOODS DELIVERED PRIOR TO THIS DATE WILL NOT BE ACCEPTED**

\*\*\*\*\* *Client to Complete the Information Below* \*\*\*\*\*

**Box Number:**    of   

**Exhibitor Name:** \_\_\_\_\_ **Site No:** \_\_\_\_\_

**Client Contact on Day of Delivery:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

All deliveries must be scheduled with the Adelaide Convention Centre, North Terrace Loading Dock on 08 8210 6773 or [northterrace@adelaidecc.com.au](mailto:northterrace@adelaidecc.com.au) prior to their arrival. The Adelaide Convention Centre will not permit any goods to be delivered to the venue earlier than the date specified above.