



Supporter Manual

We have been hard at work planning Medicines Management 2017. We've had a terrific response to our Supporter opportunities and look forward 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
- Welcome Reception on Friday 17 November
- 200 plus Scientific Posters

This manual contains everything you NEED TO KNOW and NEED TO DO. Please take the time to read all of 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

International Convention Centre (ICC), Sydney
Street Address: 14 Darling Drive, Sydney New South Wales 2009

We recommend you refer to the following ICC documents:

- [Event Guidelines](#)
- [Loading Dock information.](#)
- [Exhibitor order forms](#)
- Attached; stand catering form. Please note Supporters cannot have coffee machines on their stands.

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

IMPORTANT CONTACTS

SHPA

Sally Ridgers, General Education & Services Manager
T (03) 9486 0177 M 0438 074 348 E sridgers@shpa.org.au

Conference Secretariat – MCI Australia

Judy Kingston
T (07) 3858 5400 E info@mm2017shpa.com

Exhibition Builder – Moreton Hire

Courtney McNamara

T (03) 9300 5763 E courtney.mcnamara@moreton.net.au

Freight Forwarding/Logistics/Transport

Agility Fairs & Events

Rebecca Ledwell

T (02) 8755 8805 E rledwell@agility.com

EXHIBITION HOURS

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

Friday 17th November 09:45 – 1700 (includes the Welcome Reception)

Saturday 18 November 09:45 – 15:45

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 exhibitors 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 16th November

06:00 Moreton Hire lay carpet/exhibition build

10:00 Custom builders have access

14:30 Moreton Hire and custom builders **must** be complete

15:00 -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 18 November

15:45 Exhibition closes

15:45 -1630 Exhibitors pack up booths

16:30 Moreton Hire and custom builders move out. Must be complete by 23:59

DELIVERY/COLLECTION/FREIGHT FORWARDING

Agility Fairs & Events

We have contracted Agility Fairs and Events (please find full details and forms on the website, www.mm2017shpa.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 weekend and outside normal working hours.

If you choose NOT to use Agility all items must be delivered to ICC Hall 1 Loading dock on **Thursday 16 November between 10:00am – 1800. A company representative MUST be present to sign for your goods. No ICC, SHPA, MCI or Agility staff will sign for any goods.**

All items from your exhibition booth **MUST** be collected on: Saturday 18 November, 1600 – 1800

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

If you choose to use your own delivery company please ensure you follow the ICC Sydney delivery and collection instructions outlined here: [Loading Dock information](#).
The exhibition centre loading dock facilities are on two levels. Access is via a slip-lane from the south bound lane on Darling Drive. A vehicle inspection check point with a boom gate is located at the bottom of the ramp on Darling Drive.

All vehicles must be given permission to proceed to the upper or lower docks. There is also a lane for unauthorised vehicles including those outside the approved access window. Each exhibition hall can be accessed via a 5.6 metres wide x 4.5 metres high loading dock door. Loading Dock Level one, servicing halls 1-4, is located on the eastern side of the venue.

This fully covered dock is 14.85 metres wide with a clearance of 5 metres. The dock can accommodate 17 semi-trailers concurrently. The dock operates on a one way circulation system to maximise efficiency. An unload limit of 20 minutes per vehicle applies.

Please [click here](#) for the loading dock access map.

Please [click here](#) for the exhibitor freight label. It is important that you label your items clearly and accurately

BOOTH

Booth, Fascia, Furniture

All Moreton Hire forms are available at www.mm2017shpa.com for signage, furniture and power requirements. Order forms need to be returned to Moreton Hire by **Friday 6 October 2017**. 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 courtney.mcnamara@morton.net.au.

Custom Builders

Please note that all plans MUST be approved by SHPA and the ICC. Plans must be submitted to ridgers@shpa.org.au by no later than **Friday 6 October**. We reserve the right to not accept plans which do not meet the ICC Sydney guidelines or which interfere with other exhibitor's booths or are considered unsuitable.

Wall heights

Major Supporter booths cannot exceed 4 m height

Exhibition Supporter Plus and Exhibition Supporter booths cannot exceed 3 m height

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: [Exhibitor/Supporter Registration](#).

Direct all registration enquiries to info@mm2017.com.

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 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 cmurphy@shpa.org.au by **Friday 22 September**.

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 the 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 in the following format to cmurphy@shpa.org.au by **Friday 22 September**.

Format: Maximum size of 500kb. JPG, GIF or PNG only. 600px x 100px