



ANNUAL CONFERENCE

ECOLOGICAL SOCIETY OF AUSTRALIA

25-29 November 2018

Royal International Convention Centre • Brisbane QLD

Ecology in the Anthropocene



INFORMATION FOR EXHIBITORS AND SPONSORS

We have been hard at work planning the Ecological Society of Australia conference for 2018. We've had a terrific response to our sponsorship opportunities and look forward meeting with all of you in November.

This manual contains everything you NEED TO KNOW and NEED TO DO. Please take the time to read 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 The Ecological Society of Australia.

IMPORTANT CONTACTS

Conference Secretariat

Tricia Hopkins

Kaigi Conferencing & Events

T 02 6198 3218 M 0488 445 029 E esa@kaigi.com.au

Venue Enquiries

Please direct all venue enquiries to the Event Planning Manager:

Harry Upton:

T 07 3253 3971 E hupton@rma.org.au

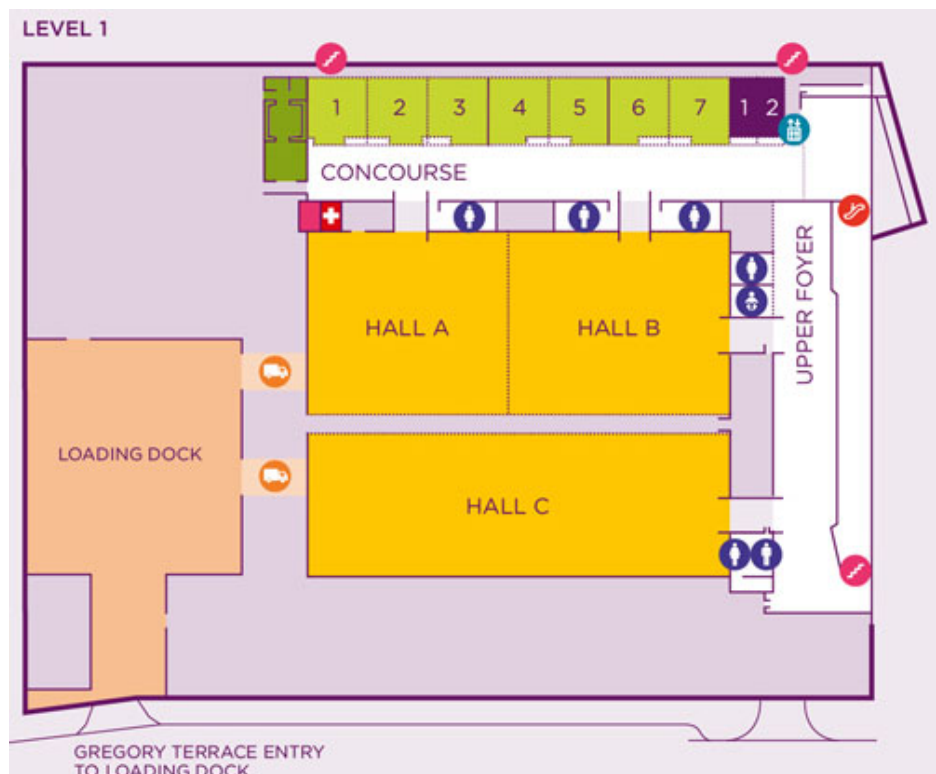
VENUE

Royal International
Convention Centre

Street Address:

600 Gregory Terrace, Bowen
Hills, Brisbane QLD 4006

Posters, catering and the
exhibitor tables is located in
Hall C / Concourse and
Upper Foyer



Please take the time to carefully read this manual and familiarise yourself with the contents. It is **YOUR** responsibility to ensure you meet all their requirements.

DELIVERY / COLLECTION

All incoming items for events will be accepted via the Loading Dock only - details below.

*** No Delivery will be accepted prior to 23 November 2018**

Deliveries should be addressed to:

Royal International Convention Centre Loading Dock
600 Gregory Terrace, Bowen Hills, QLD 4006

Delivery Labels

Please use the venue Delivery Labels to send any item(s) to the venue with all the details filled in on the label to put on your package.

ACCESS TO VENUE FOR LOADING AND UNLOADING

- Entry to the loading dock is via Gregory Terrace, Bowen Hills, Queensland 4006.
- A 15 minute unloading limit applies to all vehicles in this area.
- Goods will not be accepted at any other location.
- It is the exhibitor's responsibility to ensure the delivery address and recipient details are clearly stated and upon parcel drop off, a clear signature is obtained from a Royal ICC loading dock representative.
- Street entrance dimensions are 5m high by 6.68m wide
- Large vehicles (semi-trailers) must enter the loading dock from the east (travel via Gregory Terrace direction Bowen Bridge Road). Traffic flows in a one-way direction in from and out to Gregory Terrace.
- No Smoking
- Hi Vis & Closed in Shoes at all times
- Please follow instructions given by loading dock marshal and RNA staff
- Children under the age of 15 are not permitted to be on the loading dock

Bump in

Bump In: Exhibitors are permitted onsite to bump in on Sunday 25 November 2018, from 1430-1730, or Monday 26 November, from 0830-1000. A small number of trolleys will be available at the loading dock for use during this time. Please follow the instructions of the floor supervisor and loading dock marshals to ensure the smooth flow of traffic during this time.

All excess stock and rubbish must to be removed from your site before 1730 on Thursday 29 November. Any items left within the hall after this time will be deemed as rubbish and discarded.

During set up and breakdown, you are required to comply with the following operational rules –

- There is no parking on the dock. Unloading is **strictly 15 minutes**.
- The loading dock is a smoke free area.
- Be mindful that you do not block emergency exits and aisle ways.

Please be aware that there is limited storage available and any additional materials to be collected **MUST** be moved to the loading dock and **labelled properly**. If you have organised a courier to collect goods, make sure the consignment notice is completed and attached to secured packages. Couriers should be instructed to collect goods from the loading dock on Friday 30 November.

All goods must be collected from the venue by 3PM on (Friday 30 November).

OCCUPATIONAL HEALTH & SAFETY

As an exhibitor at The Royal ICC you have a duty of care to work safely and not endanger the safety of those around you. You are expected to follow all relevant legislation and applicable codes of practice. Serious breaches of safety will not be tolerated.

Venue Safety Rules

- Open flame not permitted at exhibit stands
- No children under the age of 15 permitted during bump in & bump out

Please take the time to carefully read this manual and familiarise yourself with the contents. It is **YOUR** responsibility to ensure you meet all their requirements.

- Gas LPG bottles are not allowed inside the Convention Centre under any circumstance
- Hi vis vests and closed in shoes required for bump in/bump out
- No open flames are permitted in booths without written approval from management
- No animals or pets are to be brought on site without prior written approval from RNA – Guide Dogs exempt
- Consumption of alcohol or drugs while working not permitted
- Do not block fire appliances (hose reels, extinguishers) fire exits or pathways to an exit.
- In the event of an emergency or alarm, please follow directions given by venue staff.
- Electrical equipment must be tested and tagged

In the interests of safety and fairness, please keep all displays within your stand area. By keeping displays/furniture within your stand area, health and safety regulations are adhered to and you will not be blocking the visibility of your neighbours' stands. We reserve the right to remove any material located outside the designated stand area.

Parking

Car parking is available at the Brisbane Showgrounds for a fee of \$13 per day (payable by cash or EFTPOS upon entry) at various locations. Signage will direct patrons to available car parking facilities. Depending on the event, the car park entry and exit is either via O'Connell Terrace or Gregory Terrace and where possible we will endeavour to provide parking in the closest area to the event.

Smoking

The Royal ICC is non-smoking venue. Therefore, smoking is not permitted within the confines of the venue this includes the loading dock, the lower level car park and all fire exit pathways. Smoking is only permitted outside the venue on The Plaza in the designated smoking location. Please follow directional signage to this area.

INSURANCE

It is the responsibility of the Exhibitor to maintain full public liability & property insurance cover throughout the duration of the Expo.

EXHIBITION HOURS

We request that your exhibition space is open and staffed during the following hours:

Monday 26 November	1030 – 1600	Wednesday 28 November	1030 – 1600
Tuesday 27 November	1030 – 1600	Thursday 29 November	1030 – 1500

Catering for Exhibitors

Morning and afternoon teas and lunch will be available to exhibitors.

BUMP IN AND BUMP OUT

Bump In Schedule

Sunday 25 November

1430 – 1730 Exhibitors set up

Bump Out Schedule

Thursday 29 November

1530 Exhibition closes
1530 – 1730 Exhibitor bump out

WIFI

RICC-GUEST is a shared complimentary wireless service available within the Royal ICC providing a maximum width of 20mb/s. The actual bandwidth will be influenced by the number and density of concurrent users.

User Name: wifi

Password: No password

REGISTRATION

Please register **ALL** staff who will be attending. Online registration is available on the conference website www.esa2018.org.au, or contact us via email to esa@kaigi.com.au



ROYAL
INTERNATIONAL
CONVENTION CENTRE
BRISBANE AUSTRALIA

CONFERENCE DELIVERY LABEL



BRISBANE
SHOW
GROUNDS®

DELIVER TO:

Royal International Convention Centre - Loading Dock

600 Gregory Terrace
Bowen Hills
Brisbane
QLD 4006 Australia

**LOADING DOCK
HOURS OF OPERATION
7.00AM - 3.30PM | MONDAY – FRIDAY**

CONFERENCE NAME: ECOLOGICAL SOCIETY OF AUSTRALIA

CONFERENCE DATE(S): 25-29 NOVEMBER 2018

VENUE:

SENDER DETAILS:

**EXHIBITOR or
EVENT ORGANISER**
(please circle)

**BOOTH
NUMBER:**
(for exhibitor)

CONTACT NAME:

MOBILE #:

SPECIAL INSTRUCTIONS:

ITEM

OF

DELIVERY FROM:

**LOADING DOCK HOURS OF OPERATION
07:00 – 15:30, MONDAY TO FRIDAY**

The above delivery label needs to be completed accurately in order to ensure the arrival and correct allocation of your goods.

Please Note: Goods will not be accepted more than 24 hours before the conference tenancy

If you intend to dispatch your goods via a courier from Brisbane Showgrounds or Royal International Convention Centre (Royal ICC) after the event, it is important for you to:

- Bring a consignment note with you (note that TNT customers need a consignment note for every 8 items).
- Make sure the consignment note is completed correctly.
- Ensure that every package has a label with your return address and the number of items on it (e.g. package 3 of 5).
- Remove all obsolete labels from packages.
- Please keep your copy of the consignment note for your future reference and the tracking of goods through your courier company.

Goods are to be collected within 48 hours after the conclusion of the event.

Please Note:

- Please note that all goods / property brought into the Royal ICC or onto the Brisbane Showgrounds by an exhibitor is done so at the sole risk of the exhibitor.
- The Royal National Agricultural and Industrial Association of Queensland (RNA) is not responsible for any damage to or theft from the event.
- Storage charges will apply for goods not collected after this time (48 hours after the event conclusion).

Storage Fees: \$25 Half day
\$50 Full Day

The RNA reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

**Royal International Convention Centre
Brisbane Showgrounds**

600 Gregory Terrace, Bowen Hills
Brisbane Queensland 4006 Australia
Locked Bag 1010
Albion QLD 4010 Australia

T +61 7 3253 3900

F +61 7 3257 1428

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