

OPENING UP

WA Division Conference

4-6 November 2022

Esplanade Hotel Fremantle



WESTERN
AUSTRALIA
DIVISION

2022 AVA WA DIVISION CONFERENCE EXHIBITOR INFORMATION MANUAL

Esplanade Hotel by Rydges
Cnr Marine Terrace
Fremantle, Western Australia 6160

Ph: +61 8 9432 4000

Trade Fair: Friday 4 November 2022, 6.30pm-9.30pm
Exhibition: Saturday 5 November 2019 8.00am-3.30pm

<https://www.ava.com.au/wa-division-conference/>



9.9.22

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Description	Due Date	Form Type
Exhibitor Portal	Friday 7 October 2022	Compulsory
Indemnity agreement via exhibitor portal	Friday 7 October 2022	Compulsory
Passport competition via exhibitor portal	Friday 7 October 2022	Optional
Public liability insurance certificate via exhibitor portal	Friday 7 October 2022	Compulsory
Custom stand design and details	Friday 7 October 2022	Compulsory (for custom stands)
Contractor documentation	Friday 7 October 2022	Compulsory (for contractors)
Stand and fascia confirmation form - Advans Exhibition Services	Friday 7 October 2022	Compulsory
Furniture/electrical hire order forms	Friday 7 October 2022	Optional
Passport competition	Friday 7 October 2022	Optional
Exhibitor registration – register your on-site reps (you will be sent a link once invoices are paid)	Monday 24 October 2022	Compulsory

CONTACT LIST

Conference Secretariat - Australian Veterinary Association (AVA) Ltd –ABN: 63 008 522 852

Kandy Musgrave, National Events Manager

Australian Veterinary Association

events@ava.com.au

+61 2 9431 5051

Onsite: 0478 398 622

Dr Robyn Whitaker BSc BVMS | Governance and Advocacy Officer

Australian Veterinary Association

T 08 9388 9688 E robyn.whitaker@ava.com.au
ava.com.au | vetvoice.com.au

Venue – Esplanade Hotel by Rydges

Sheryl Tang

Conference & Event Sales Manager

Esplanade Hotel Fremantle – by Rydges

Tel: +618 9432 4846

Fax: +618 9432 4867

Email: sheryl_tang@evt.com

Exhibition Services

Don Ainsworth,

Advans Exhibition Services

0419 915 025

don@advanswa.com.au

AVA WA DIVISION STATE CONFERENCE

On the Saturday and Sunday, we have a program full of veterinary and business topics for **veterinarians and nurses**. The veterinary stream will focus on our theme of “Opening up” across both days with a 2-hour session on decision-making on opening up the abdomen, sessions on opening up the future - looking at technology and other advances; neurology - opening up the brain and a number of other fascinating topics.

The business and practice management stream on Saturday will cover a variety of topics on communication, leadership, education and practice management. Sunday will have a full nurse’s program. We are excited to announce that we have Dr Ron Glanville presenting a plenary on Saturday on the state of Biosecurity in Australia.

The final session on Sunday, for both vet and nurses, will look at the future of the veterinary profession with a number of short presentations on what is being done to help solve some the staffing and resourcing challenges for our profession. This will be followed by an open discussion on what we can do to help future proof our profession. The solutions to our problems must come from within.

On Saturday evening Troy has sponsored a wonderful roof top cocktail function at the National Hotel - one of Fremantle’s most beautiful heritage venues. Perth in November is magical - come and join us at one of the best and most enjoyable AVA functions of the year. We have missed you.

FLOOR PLAN

As at 9 September



EXHIBITOR PORTAL INSTRUCTIONS

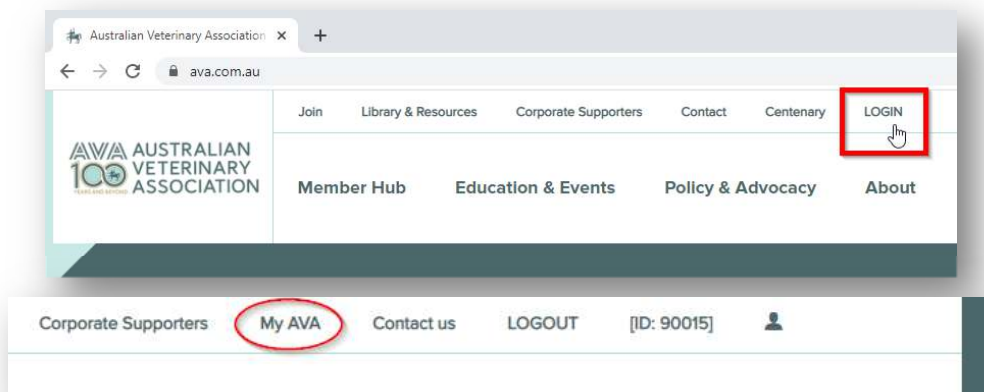
The exhibitor portal will allow you to upload information to ensure you have a successful event.

The exhibition portal is where you update your company profile for the handbook, opt in for the passport competition and other items as per your checklist.

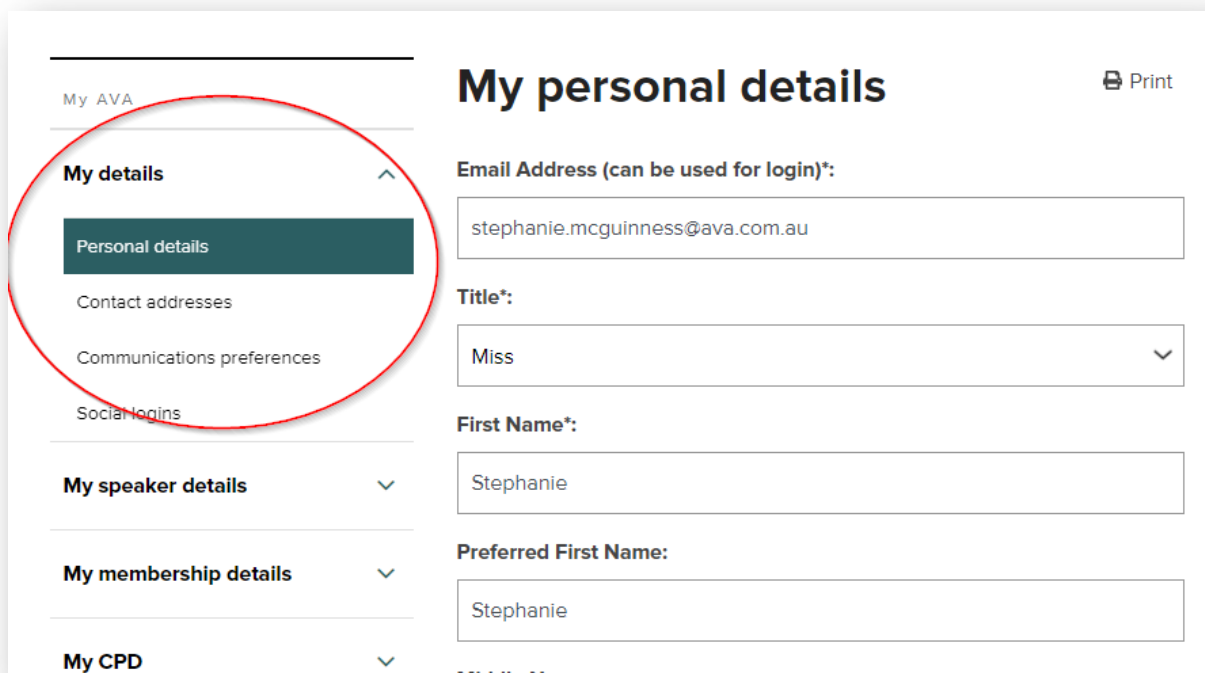
You do not use this area to register your onsite representatives, you will receive a separate email with instructions on how to register your onsite representatives through the relevant events registration system.

To access your exhibitor portal, log into your AVA account via the [AVA website](#) as you would have for your sponsorship/exhibition booking.

Once logged in, navigate to your **'My AVA'** which houses all information linked to your AVA account.



From your “**My AVA**” account you can view and edit a range of items by navigating the left-hand side menu. For example, you can edit your personal contact details and communication preferences.



My AVA

My personal details Print

My details ^

- Personal details**
- Contact addresses
- Communications preferences
- Social logins

My speaker details v

My membership details v

My CPD v

Email Address (can be used for login)*:

stephanie.mcguinness@ava.com.au

Title*:

Miss v

First Name*:

Stephanie

Preferred First Name:

Stephanie

Middle Name:

To view your various conference exhibitor portals, scroll down the side menu bar on the left until you see **'My Exhibitor Portals'** and click on it.

Within your **'My Exhibitor Portals'** section, you will be able to view all your upcoming conference exhibitor portals. **Please note portals are only set up once the exhibitor manuals have been sent out for each conference, this section is not to track which conferences you have booked.** If you are unsure if you've made a booking for a particular conference, please reach out to the AVA Events Team to check; events@ava.com.au.

In the instance you have received an exhibitor manual for a particular conference but the relevant portal isn't appearing, please contact AVA Events Team (events@ava.com.au) who will rectify the issue.

To view and complete the relevant information for a particular conference, click on the relevant conference name listed to enter the individual portal for that event.

My AVA

My details



My speaker details



My membership details



My CPD



Mentoring

My organisation



My stored credit card

Change my password

Add AVA Groups

My GUID

My Exhibitor Portals



My Exhibitor Portals

My Exhibitor Portals

Print

Exhibiting at one of the AVA's events? You'll be able to access your upcoming exhibitor portals here and update your details.

Profile Name	Event Name	Event Start	Event End	Published ?
Australian Veterinary Association Default Exhibitor Profile	2022 Small Animal Conference	24 Jul 2022, 8:00AM	28 Jul 2022, 5:00PM	No

My AVA

My details

My speaker details

My membership details

My CPD

Mentoring

My organisation

My stored credit card

Change my password

Add AVA Groups

My GUID

My Exhibitor Portals

My Exhibitor Portals

My Exhibitor Portal

Print

Thank you for sponsoring/exhibiting at the following conference. Please read and agree to all policies, submit all relevant documents, and complete all sections available in this portal. Take note of all due dates as the AVA will be using the information you have provided for promotional purposes such as brochures, communications, and other material in the lead-up and during the conference.

For any questions, please contact events@ava.com.au

Event: 2022 Small Animal Conference

Start Time: 24 July 2022, 8:00AM

End Time: 28 July 2022, 5:00PM

1. Policies

Due By: Thursday, 23 June 2022

I agree to the Terms and Conditions ☐

I agree to the Cancellation Policy ☐

I agree to the Love is Blind Policy ☐

I agree to the Indemnity Agreement ☐

I confirm any products I will be promoting, agree to the AVPMA Policy ☐

When entering your data please make sure to select **Update** (save) at the bottom of the page to make sure it saves. **We recommend doing one section at a time and updating (saving) it as you go, so if an error appears with the data you have entered, it'll be easy to pinpoint the problem.**

For example, when entering your Passport Prize Value, please only input one whole number i.e. no "\$" signs or "-" marks as the system won't accept it and it won't save. If an error comes up be sure to re-read those sections instructions for similar parameters like the above.

When saved properly a green bar will appear and the info you've entered will still be available when you next login.



EXHIBITOR LIST

(To follow)

EMERGENCY PROCEDURES

EMERGENCY PROCEDURES ESPLANADE HOTEL FREMANTLE

REPORTING A FIRE

Calm and efficient action is required

Dial “ 9 ” and advise the operator of the fire and carefully give your name and exact location.
State the nature of the fire eg. oil, electrical or material.

When the fire alarm is activated, a period of 2 minutes will pass before the system goes into evacuation mode.

The Hotel is equipped with an emergency warning system, which consists of a tape-recorded message. The message reads as follows:

“Please evacuate the building immediately, use the fire stairs and follow the green exit signs.”

The message repeats itself until physically terminated.

Do not evacuate if the emergency warning system doesn't come on

Note: If you are instructed to evacuate, do not leave the assembly area. You will be presumed missing and cause needless delay.

The assembly area is opposite the hotel in the Esplanade Park in front of the Carriage Café.

EMERGENCY EXITS

Emergency Exits or Fire Exits, either defined by statute simply by erection of a green exit sign come under the control of the relevant local or State Authority. It is essential that conference delegates familiarise themselves with the location of the closest fire exits.

RESORT BUILDING

The Resort Building has 1 emergency exit door leading to Essex Street. The North end of the Resort Building has 1 exit door leading into the Gymnasium area through a back lane way onto Essex Street.

Both of these exit doors are equipped with a safety locking system, which has to be broken to enable access to the street. This locking system will only allow a one-way exit from the building.

ATRIUM BUILDING

The Atrium Building has a total of five emergency exit doors, 1 leading onto Marine Terrace, 2 leading onto Essex Street and 2 leading out to the Dolphin Court Pool Area.

ACCOMMODATION

We have negotiated special conference accommodation rates through the Esplanade Hotel by Rydges. Visit [Rydges.com](https://www.rydges.com), select the Esplanade, enter dates and use the code: CONFERENCE

ADVERTISING AND STAND GRAPHICS

AVA Policy: Love is Blind

Breeds of dogs with exaggerated physical features in advertising

The popularity of certain breeds of dogs with exaggerated physical features has resulted in their increased use in marketing and advertising campaigns, and often in products aimed specifically at veterinarians, such as veterinary pharmaceuticals.

Unfortunately, the exaggerated features lead to serious health and welfare problems, which the veterinary community are faced with managing, to try to give these animals a more comfortable life. To raise awareness of this issue, the Australian Veterinary Association (AVA) and RSPCA Australia launched an awareness campaign in 2016 called 'Love is Blind'.



We have already reached out to our sponsors and regular advertisers advising that we will stop using these breeds in all advertising material appearing in our publications, and ask for your assistance with this when it comes to all marketing material, including:

- Any form of advertising in print and digital AVA products
- Exhibits at AVA conferences and events
- Any other form of marketing undertaken under the AVA brand.

The AVA will be enforcing this policy across all advertising, and we ask that you make sure that all of your team involved in the exhibition are aware of our policy and the animal welfare issues involved.

What this policy means for conference advertising:

The AVA will not accept artwork displaying animal breeds with exaggerated physical features which are associated with adverse health and welfare outcomes. These breeds include:

- Affenpinscher

- Basset hound
- Bloodhound
- Boston Terriers
- Boxer
- Brussels Griffon
- Bulldog
- Bullmastiff
- Cane Corso
- Cavalier King Charles Spaniel
- Chow Chow
- Corgies
- Dachshunds
- Dogue de Bordeaux
- English Toy Spaniel
- French Bulldog
- Japanese Chin
- Lhasa Apso
- Neapolitan Mastiff
- Pekingese
- Pug
- Shar-Pei
- Shih Tzu

On the next page we have provided example images of the most common breeds listed above.

We believe this is great opportunity for the AVA and our valued industry partners to demonstrate a partnership that promotes healthy dogs and contributes to a positive animal welfare outcome.

Please [click here](#) to read the full AVA 'Love is Blind' policy.

If you need more information please contact Meredith Flash, Head of Education; meredith.flash@ava.com.au or Melanie Latter, National Manager - Policy and Veterinary Science; melanie.latter@ava.com.au.

You can also visit www.loveisblind.org.au to learn more.

Examples – Most Common Breeds

Pug



French Bulldog



Pekinese



Visit the [advertising page](#) at the AVA Annual Conference website for further information. Please also note AVA's "Love is Blind" policy below.

ANIMALS

Presence of Animals onsite

By appointment only, please email Sheryl Tang Brandis at Hotel direct to discuss - sheryl_tang@evt.com

Use/Presence of Live Animals at the Conference

Exhibiting animals as referred to in the Code of Practice for exhibited animals in Western Australia 2003 and does not require a Western Australian licence issued by DPIRD under Part 2 of the Act. A copy of this Code is available via the departmental website at <https://www.agric.wa.gov.au/animalwelfare/animal-welfare-codes-practice> and must be adhered to when exhibiting animals in WA.

BOOTH DETAILS

Custom Stands – Height Restriction 4.5 Metres

Custom stands include carpeted floor space only. Lighting and power are not supplied.

Exhibitors with custom built stands must provide the following information to the AVA for approval:

- Custom stand design
- Contractors public liability insurance certificates
- Contractors OH&S policies

Plan and stand accepted subject to stand construction compliance with the Building Code of Australia, Australian Standards and Disability Discrimination Act access requirements.

The stand is to be erected in a safe and stable manner by appropriately licensed trade persons CC: and construction is to be undertaken by White Card Construction Induction card holders or interstate equivalent. In addition, said persons must have completed the ACC online safety site induction prior to commencing work on site. Any rigging component is subject to point availability and approval by the ACC and it is stand builder's responsibility to ensure adequate height availability within the build area.

Advans can assist with the design and construction of your custom booth.

Sponsorship and Stand inclusions

Partnership Snapshot

Benefits	Platinum	Gold	Silver	Bronze
Stand	12sqm	6sqm	6sqm	4sqm
Full conference registrations	2	2	1	1
Saturday Night Cocktail Party	2	2	1	1

Platinum Partnership \$10,990 (incl. GST) - Sold - Thank you Hill's Pet Nutrition

- Acknowledgement as Platinum sponsor
- 12sqm stand at the Friday night trade show and Saturday conference
- Preferential stand selection
- Two exhibitor registrations to Friday night trade show and Saturday conference including catering
- Two tickets to Saturday night cocktail party
- Opportunity to address the vets and nurses' streams (15 minutes)
- Logo on the front cover of the registration brochure
- Logo acknowledgement on selected promotional material
- Promotional slide in conference sessions
- Entry in passport competition
- First option to sponsor industry breakfast

AAWA Platinum supporter



Gold partnership

\$6,990 (incl. GST)

- Acknowledgement as Gold sponsor
- 6sqm stand at the Friday night trade show and Saturday conference
- Preferential stand selection
- Two exhibitor registrations to Friday night trade show and Saturday conference including catering
- Two tickets to Saturday night cocktail party
- Logo acknowledgement on selected promotional material
- Entry in passport competition

Silver partnership

\$5,450 (incl. GST)

- Acknowledgement as Gold sponsor
- 6sqm stand at the Friday night trade show and Saturday conference
- Preferential stand selection
- One exhibitor registration to Friday night trade show and Saturday conference including catering
- One ticket to Saturday night cocktail party
- Logo acknowledgement on selected promotional material
- Entry in passport competition

Bronze partnership

\$3,750 (incl. GST)

4sqm stand - Limited **New** opportunities

- Acknowledgement as Bronze sponsor
- 4sqm stand at the Friday night trade show and Saturday conference
- Preferential stand selection
- One exhibitor registration to Friday night trade show and Saturday conference including catering
- One ticket to Saturday night cocktail party
- Logo acknowledgement on selected promotional material
- Entry in passport competition

Exhibition Only

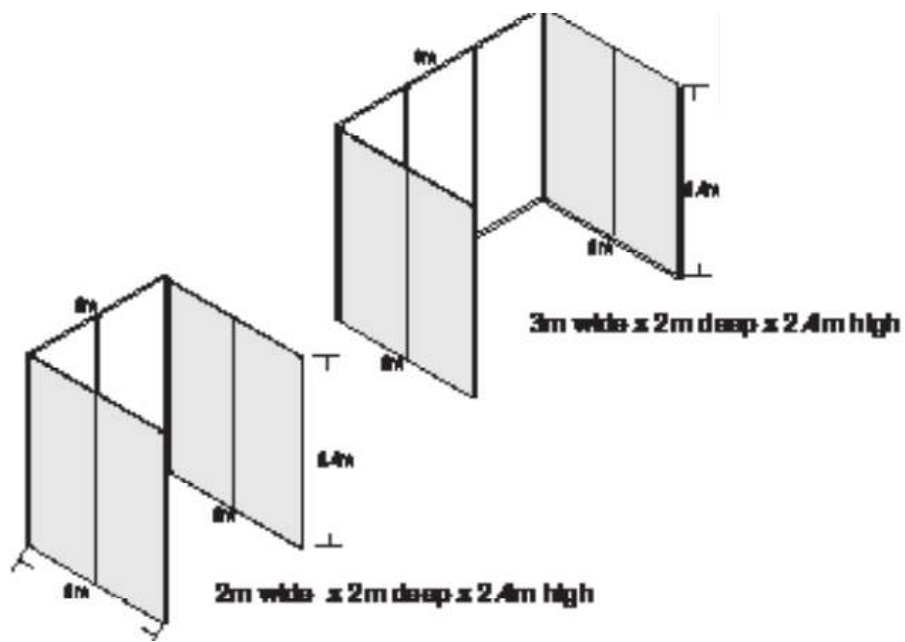
3m x 2m (6sqm) - \$2,995 (incl. GST)

- Carpeted floor space with black and side walls
- Two (2) spotlights
- One (1) 4 amp power point
- One (1) skirted trestle table and (2 chairs)
- Two (2) exhibitor registrations including catering on Friday and Saturday

2m x 2m (4sqm) - \$2,210 (incl. GST)

- Carpeted floor space with black and side walls
- One (1) spotlight
- One (1) 4 amp power point
- One (1) skirted trestle table and (2 chairs)
- One (1) exhibitor registrations including catering on Friday and Saturday

The Saturday Night Cocktail Party is not included in exhibitor only packages.



3m x 2m



2m x 2m



BUMP IN AND OUT SCHEDULE

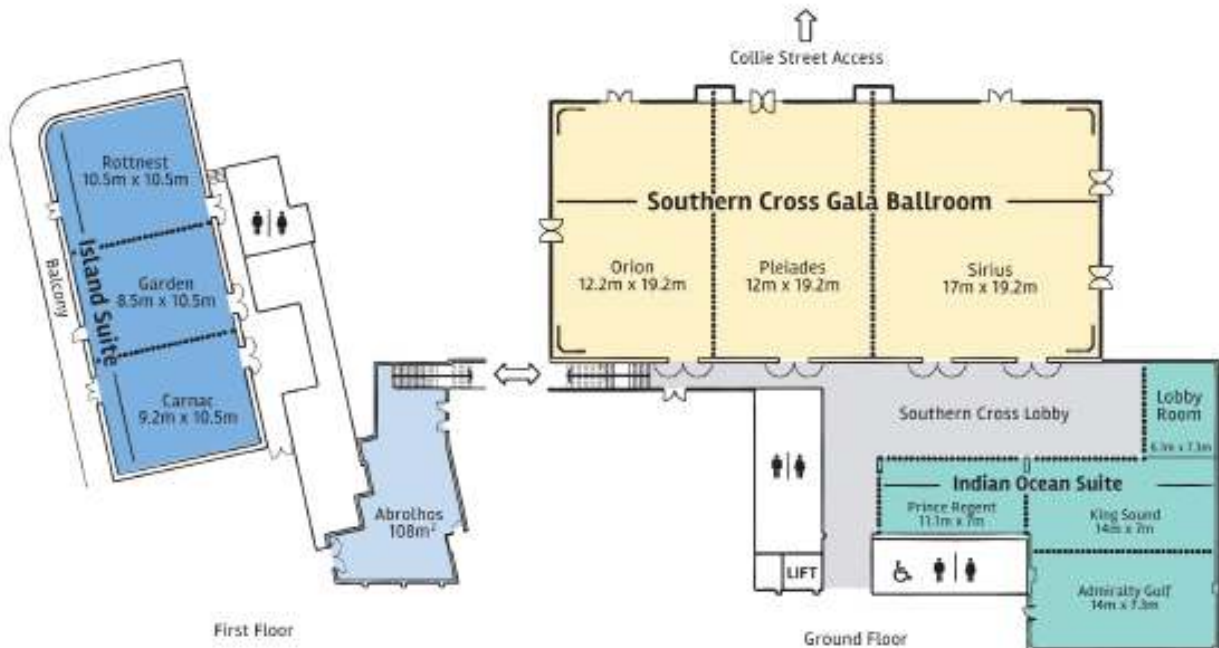
Friday 4 November 2022	
6:00am – 2.00pm	Advans bump in/mark out
2.00pm-5.30pm	Exhibitor bump in
5.30pm-.6.00pm	Champagne Welcome – Exhibitors only – in the exhibition area
6.30pm-9.30pm	Exhibition opens
Saturday 5 November 2022	
8.00am-3.30pm	Exhibition
3.30pm-midnight	Exhibitors bump out

Sunday 5 November 2022

The scientific program will run as scheduled on Sunday but there is no exhibition on Sunday.

All contractors, staff and exhibitors must wear high visibility safety vests during bump in and bump out. **No children under the age of 15 years are allowed in the exhibition area or loading dock during the bump-in period.** Appropriate footwear must be worn at all times during bump in and bump out. No open-toe footwear (i.e., sandals, thongs and the like) are permitted during these times.

Goods must be collected from the Esplanade during your designated move out period. Where suitable arrangements have not been made, the Esplanade reserves the right to remove the said items from site 24 hours from the conclusion of the event. All incurred cost will remain the responsibility of the concerned party.



CANVASSING

Exhibitors may not canvass their products or distribute promotional material to delegates other than from their own stand. Special arrangements may apply for companies sponsoring scientific sessions or social events. All display material, furniture and selling aids must be kept within the perimeter of your booth, unless previously agreed to by the Conference Secretariat.

If you see a non-exhibitor canvassing, please notify the events team

CATERING

The Venue can assist exhibitors with any requirements for catering or hospitality within the exhibition. To organise catering for your stand please contact Sheryl Tang at the Hotel

Exhibitor On-Stand Catering Regulations

EHF reserves sole rights for the supply, sale and distribution of all food and beverage for consumption on-site. Catering from external suppliers is not permitted without prior written consent, and catering rights charges may apply. This includes the supply of 'promotional drinks' from booths during Trade Fair.

CHILDREN

Children under the age of 15 are not permitted in the venue during the construction phase.

CLEANING

General cleaning is included in the cost of the room hire to the exhibition organiser. Excess cleaning, where required, is charged from \$350 at the discretion of the Hotel.

COMPETITIONS/TRADE PROMOTIONS

Gaming and Wagering Commission Act 1987 WA:

Provided you meet the prescribed conditions associated with a trade promotion lottery, then you are not required to apply for a permit to operate your competition, but you must conduct your competition in accordance with certain conditions. For further details visit the WA Trade Promotions [website](#).

CONTRACTORS

Official contractors will be appointed by the Organiser to undertake stand construction and freight forwarding plus supply furniture, electrics, telecoms and IT equipment. This is for insurance and security reasons. All non-official contractors wishing to enter the exhibition are required to produce current Certificates of Currency for insurance, public liability and OH&S. Access will be denied without such documentation. Please ensure you provide these details to the conference secretariat by 15 September 2019.

COVID-19 EVENT SAFETY

The safety and wellbeing of our conference guests is paramount. Please see the AVA's event safety statement on the AVA website.

If you become unwell whilst onsite, please let the staff at the registration desk know so that they can support you. We will have masks, rapid antigen tests and hand sanitizer available at the registration desk should you require them.

Thank you to our Platinum Partner, Provet, for supplying rapid antigen tests and face masks which are available at reception and for helping to keep AVA safe.

The Western Australian Government no longer requires you to wear a face mask in most indoor settings but strongly recommends wearing a mask if you are in an indoor setting and;

- can't physically distance, such as at entry or exit points to large events
- have any COVID-19 symptoms, or
- are with people who may be vulnerable to COVID-19.

[Find out more about our COVID safety plan.](#)

See Hotel Covid Safety Plan at the end of the document

DELIVERIES AND COLLECTIONS

Please note the AVA WA will not be accepting delivery of goods at its office in Subiaco as we do not have the facilities to store goods nor the resources to relocate your goods to the conference venue.

All goods for conference must be delivered to the Esplanade Hotel Fremantle by Rydges, please advise Sheryl Tang Brandis prior to the items arriving. You can contact Sheryl Tang at (08) 618 9432 4867 or sheryl_tang@evt.com

Please ensure that every item is labelled. You may use the label attached on the next page and send your items to:

Esplanade Hotel Fremantle by Rydges
Loading Dock
Collie Street
FREMANTLE WA 6160

Goods must be delivered between the hours of 8.30 am and 4.30pm, Monday through to Friday to the loading dock.

Storage Conditions:

The Loading Dock cannot guarantee acceptance or storage of goods if sent earlier than the specified bump in date. Goods must be collected/removed by the owner/exhibitor at the conclusion of the event.

Loading dock: Open hours: 8.30am – 4.00pm, Monday to Friday. Phone: (08) 9432 4000

Concierge MAY accept smaller items outside of loading dock hours.

ALL goods must be removed from the hotel no later than 2 business days after event completion, unless prior arrangements have been made.

DELEGATE BREAK TIMES

All catering for delegates and exhibitors will be held in the exhibition areas. Please endeavour to be present on your exhibition booth at the following daily break times:

Exhibitor be served hour session begin. This exhibitors have their be back stand for the delegate breaks.	Friday 4 November	
	Trade Expo	6.30pm-9.30pm
	Saturday 5 November	
	Sponsored breakfast (delegates only)	6.45am-7.50am
	Exhibition opens	8.00am-3.30pm
	Morning Tea	10.00am – 11.15am
	Lunch	12.30pm-2.00pm
	Afternoon Tea	3.00pm – 3.30pm

lunch will
half an
before
breaks
will give
time to
meal and
on their

DILAPIDATION

Exhibitors are responsible for the cost of making good, restoring or renewing any case of serious dilapidation to the Exhibition venue of any part thereof. Dilapidation includes (by way of examples only) marks caused to paintwork, bolt, and screw, nail holes etc. In their own interest exhibitors should satisfy themselves as to the condition of the sites both before erection and after clearance.

EXHIBITOR REGISTRATIONS

Exhibitors will be issued with two complimentary full exhibition registrations per 6sqm and one complimentary exhibitor registration per 4sqm stand. Please complete exhibitor registration **by COB Monday 24 October 2022**. Each company representative will have an official conference name badge. The name badge must be worn at all times. If you do not have a name badge on you will not be permitted to enter the exhibition area.

Please note: an email with instructions on how to register will be provided to you once, you have paid in full for your attendance at the conference.

Additional Tickets

Exhibitor Registrations

Friday Night Trade Show	\$60
Saturday	\$180

Additional trade registrations on Saturday are discounted for the purpose of exhibiting in the booth only. If you are an additional representative and wish to attend sessions on Saturday or Sunday, please register as a delegate at the normal price.

Does not include Saturday Night Cocktail Party - \$140 (members and delegates), \$280 (non-delegates, non-members).

FORKLIFT

Please note there are no forklifts at the Venue for unloading, all deliveries will need to be delivered to ground level before they can be moved into the venue. The Hotel does have use of pallet jacks. Please advise couriers as appropriate.

FREIGHT

If your delivery option involves any of the following, you must contact and make special arrangements with

the Esplanade Hotel beforehand:

- Goods delivered earlier than 3 days prior to the function
- Goods removed later than 2 business days after event completion

The AVA WA office will NOT be accepting delivery of any exhibition items.

FURNITURE

Each stand comes with 1 table and 2 chairs.

Exhibitors are responsible for organising any additional furniture for the stand. Advans Exhibition Services are the official furniture supplier for the conference. You will be contacted by Advans with further details on ordering furniture packages. We suggest you consider the layout carefully before choosing furniture to avoid overcrowding and ensuring that delegates are able to move freely through your area. Please see booking form and catalogue at the end of this document.

Furniture and all other exhibitor goods must remain within the perimeter of your booth for the duration of the exhibition. The organisers and venue staff will ask you to move any material that is outside your allocated space.

Exhibition Services

Don Ainsworth,
Advans Exhibition Services
0419 915 025
don@advanswa.com.au

INSURANCE AND LIABILITY

All Exhibitors must have public liability insurance (covered for no less than \$10 million) for the period of the exhibition and must be able to produce this documentation immediately at the request of the Organiser. Exhibitors must provide written evidence of current public liability insurance and forward a copy to events@ava.com.au by **Friday 7 October 2022**.

Exhibitors must insure, indemnify and hold the Organiser harmless in respect of all damages, injuries, costs, claims, demands, expenses and interest for which the Organiser may become liable. Whilst the Organiser will endeavour to protect exhibition property whilst on display at the exhibition, it must be clearly understood that the venue, the Organising Committee and the Organiser cannot accept liability for any loss or damage to property sustained or occasioned from any cause whatsoever.

The Organiser shall not be liable for any loss, which the Exhibitor may incur as a result of the intervention of any Authority, which prevents the use of the premises or any part thereof in any manner whatsoever. The Organiser will not be liable and makes no guarantee of the number of visitors to the exhibition. Equally the Organiser will not be accountable for the level of commercial activity generated.

PARKING

For more information - <https://www.rydges.com/accommodation/perth-wa/esplanade-hotel-fremantle-by-rydges/hotel-rooms/parking-directions/>

PASSPORT COMPETITION

The passport competition is an incentive for delegates to visit your booth. All delegates will receive a passport on arrival at the Trade Fair on Friday night and during conference registration on Saturday. In order to be eligible for the prizes, delegates must collect a set number of stamps and answer a simple questions to enter the passport competition. Once the delegates have completed their passports, they are entered into the draw to win one of the sponsored prizes.

Participation in the competition is open to all exhibitors and is free of charge. You have three options:

1. Participate in the Passport Competition and provide 2 prizes – Friday and Saturday
2. Be listed in the Passport Competition but not provide a prize
3. Not be included in the Passport Competition

We would ask you to please bring a stamp along to the Conference, to stamp the passports of those delegates that visit your stand. Offering a prize is a great way to increase the brand awareness of your product/s, as details of your prize will be listed in the passport which each delegate will receive.

To support this competition and offer a prize, please complete the Passport Competition form available on the online exhibitor portal **by COB Friday 7 October 2022**.

All prizes will be listed on the message board and delegates will collect prizes direct from you. The AVA does not distribute or collect prizes on your behalf.

In the instance we do not receive a response at all, this will be taken as an automatic decline from your company to participate in the passport competition.

POLICIES AND APVMA REGISTRATION

There is to be no sale or promotion of products or services that conflict with AVA policy or are unregistered products unless an application for registration has been lodged with the [APVMA](#) and it is stated on the promotional material that the product is not registered and an application has been lodged. The conference organisers have the right to remove any products from the display that they feel are inappropriate without penalty. To view the current AVA policies, visit ava.com.au.

PUBLIC ATTENDANCE

The general public will NOT be allowed to attend the Conference. However, if they wish to enter the Trade Show on Friday night, they can register as an exhibition only attendee, priced from \$30.

Representatives from non-exhibiting veterinary industry companies are not allowed to sell or promote their goods or services within the Conference or Exhibition. If you are aware of someone selling or promoting their goods or services, please advise the conference staff at your earliest convenience.

SAFETY VESTS

All Contractors, Services Technicians and Tradespeople who work in the venue are required to adhere to all relevant Australian Standards, perform their tasks within set Industry Codes of Practice and hold all necessary licences. Apprentices must be supervised. All contractors, service technicians, tradespeople and exhibitors staff are to wear visible identification tags whilst in the venue.

All contractors, tradespeople and organiser staff are to wear high visibility safety vests at all times whilst in the Exhibition Hall and loading dock area during move in and move out of all exhibitions. All high visibility vests must comply with Australian Standards.

SMOKING POLICY

The Esplanade Hotel Fremantle is strictly a non-smoking venue.

STORAGE

The Hotel does not supply storage of items. We accept deliveries via the Loading Dock up to 3 days prior. Should you require special assistance for large items please contact Sheryl.

TIPS ON EXHIBITING AND ONSITE CHECKLIST

Items for your booth

Item	
<input type="checkbox"/>	Business cards
<input type="checkbox"/>	Duct tape to tape over extension cords
<input type="checkbox"/>	Velcro dots for attaching material to the walls of your booth. (Please note that screws or any other item which may cause damage to the booths are not permitted)
<input type="checkbox"/>	Competition entry box (If you are doing an individual competition. Please note that we do not announce prizes for each booth competition)
<input type="checkbox"/>	Competition entry forms
<input type="checkbox"/>	Promotional flyers, brochures
<input type="checkbox"/>	Trolley for carting goods from your vehicle to the exhibition area
<input type="checkbox"/>	Comfortable clothes/flat shoes for set up, safety vest for bump in and out
<input type="checkbox"/>	Power boards and extension cords
<input type="checkbox"/>	Notepad and stationery
<input type="checkbox"/>	Rubber stamp for passport competition
<input type="checkbox"/>	Blazer/cardigan/scarf to keep warm
<input type="checkbox"/>	Freebies: lollies, samples, branded items (e.g.: pens, notepads)
<input type="checkbox"/>	Backups of any information you might be displaying on a screen or laptop. You can either store this on a USB drive or services such as Dropbox and Google Drive offer free storage.
<input type="checkbox"/>	Wet wipes - great for if you need to quickly clean your hands or freshen up
<input type="checkbox"/>	Anti-bacterial/disinfecting wipes to clean your props/booth items if necessary

WI-FI

Free Wireless Internet Access – available onsite only

HERE TO HELP

Onsite:

- Leave a message at reception
- Events Team will visit your stand each day



Kandy Musgrave
National Events Manager















Robyn Whitaker
Governance and Advocacy Officer

SPONSORS



4-6 November 2022. Registration Brochure | Esplanade Hotel by Rydges, Fremantle

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Australian Veterinary Association
Unit 40, 6 Herbert Street, St Leonards NSW 2065
ABN: 63 008 522 85

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EVENT COVID SAFE PLAN – (HOTEL)

INTRODUCTION

At EVENT we are committed to providing and maintaining a work environment which is safe and supports health and wellbeing by minimising risks for our staff, guests, customers, contractors and visitors.

SCOPE

The intent of this document presents what EVENT will do to keep our staff, guests, customers, contractors, visitors and our community safe. Each department has its own customised standard procedures; however, a summary is presented in this document.

EVENT recognises that the COVID-19 pandemic is a public health emergency, that all actions in respect of COVID-19 should be founded in expert health advice and that the following principles operate subject to the measures agreed and implemented by Governments through the National Cabinet process.

EVENT has adopted both the [Ten Principles](#) recommended by Safe Work Australia, and [Alert Level](#) requirements from Work Safe New Zealand.

This document will continually be updated to ensure it represents the most up to date [Road Maps/Alert Levels](#) information based on recommendations from State, Territory, Federal and Governing bodies.

HEALTH & SAFETY – STAFF & GUESTS

1. EMPLOYER RESPONSIBILITIES

To keep workers safe and limit the spread of COVID-19, EVENT will ensure the following at their workplace:

- ▲ allow workers to [work from home](#), where possible;
- ▲ ensure physical distancing by keeping a distance of at least 1.5 metres between people;
- ▲ encourage all workers to frequently [wash their hands](#) for at least 20 seconds with soap and water or by using an alcohol-based hand sanitiser and to practice good hygiene;
- ▲ be aware of how to spot [COVID-19 symptoms](#) (fever, cough, sore throat and shortness of breath) and make sure workers do not come to work if they are unwell;
- ▲ make sure your workplace is regularly [cleaned and disinfected](#); and
- ▲ have [signs and posters](#) around the workplace to remind workers and others of the risks of COVID-19 and the measures that are necessary to stop its spread.

1.1 Physical/Social Distancing

EVENT will promote and enforce the Government guidance, for staff, guests, contractors and visitors will be reminded of the Government requirements that people [Physical distancing \(also referred to as 'social distancing'\)](#) themselves from others. The current Government advice is that everyone must keep at least 1.5 meters from others, where possible. In addition, in a given space, there must be 4 square meters of space per person where possible. All hotel outlets will comply with, or exceed, local or state mandated occupancy limits. There will be key [Collateral and Signage](#) displayed throughout EVENT properties, to ensure that Physical/Social Distancing measures are followed.

1.2 Hygiene/Hand Washing.

Correct hygiene and frequent handwashing with soap is vital to help combat the spread of virus. EVENT will promote for staff, guests, contractors and visitors hygiene requirements, which will be communicated through [Collateral and Signage](#), and [Safety Messaging](#) for staff.

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Everyone must wash their hands:

- ▲ before and after eating
- ▲ after coughing or sneezing
- ▲ after going to the toilet, and
- ▲ when changing tasks and after touching potentially contaminated surfaces.

1.3 Training.

All staff will receive training on [EVENT COVID-19](#) Return to work requirements. The intent of this training, is to outline the Workplace Safety processes, procedures and guidelines, that have and change since the pandemic.

Department specific training with more comprehensive training for our teams with frequent guest contact including Housekeeping, Food & Beverage, Public Area Department, Hotel Operations and Security. This training will consist of online (practical) and onsite training.

Staff will also complete any Industry specific training requirements.

1.4 Personal Protective Equipment (PPE)

Staff will be consulted on any changes to [PPE](#) requirements, for the tasks they are required to complete. Appropriate PPE will be worn by all staff based on their role and responsibilities and in adherence to state or local regulations and guidance. Training on how to properly use and dispose of all [PPE](#) will be mandatory. Every employee entering their workplace will be provided the appropriate PPE relevant to their roles and responsibility.

The below recommendation is for using disposable Gloves within the workplace:

- ▲ **Black Gloves** (F&B Front of House / Front Office / Concierge)
- ▲ **Blue Gloves** (Kitchen)
- ▲ **White Gloves** (Housekeeping)

1.5 Collateral and Signage

There will be both customer and staff facing [Collateral and Signage](#) that has been created as a 'reminder' of the health and safety requirements.

Front of the House Signage. There will be health safety, and hygiene [Collateral and Signage](#) reminders throughout the property including the best practice way to wear, handle and dispose of masks. In house digital displays and in room television will also be used to convey messaging and communication.

Back of the House Signage. Signage will be posted throughout the property reminding staff of the correct way to wear, handle and dispose masks, use gloves (in positions deemed appropriate by medical experts), wash hands, sneeze and to avoid touching their faces.

1.6 Cleaning and Sanitising

EVENT will undertake extensive cleaning operations and additional practices to ensure that effective cleaning and sanitisation occurs, in accordance with [Government Guidance](#). These include:

- ▲ Review, implementation and ongoing review and adaptation of internal cleaning processes to ensure compliance with current advice; ([Cleaning and Disinfect Your Workplace- COVID-19](#))
- ▲ Review of Third Party Cleaning Contractors, and ongoing discussion with providers about current Government guidelines, and requirements; and
- ▲ Potential procurement of suitable disinfectant and cleaner, approved providers.

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1.7 Contractor Management

EVENT will engage all Contractors and suppliers to ensure they have implemented processes and procedures in place, as reasonably practicable, to monitor their employees' fitness to work and their ability to attend work safely. This cooperation will ensure that as COVID-19 restrictions lift, that are able to cooperate with the systems and processes we have in place to ensure the safety and wellbeing of our respective customer, employees and guests.

1.8 Risk Management

EVENT will promote and encourage staff to download the [COVIDSafe App](#) to assist the Australian Government speeds up contacting people exposed to coronavirus (COVID-19). EVENT will ensure that inspections and checklists are completed within the workplace, to ensure compliance and demonstrate our commitment to safety.

▲ [EVENT – Return to Work Checklists \(General Manager\)](#)

▲ [EVENT – Site COVID-19 Inspection Checklist](#)

2. STAFF RESPONSIBILITIES

2.1 Hygiene/Hand Washing.

Staff to ensure they practice good hygiene, and conduct frequent handwashing with soap to help combat the spread of virus. All Event staff have been instructed to [wash their hands](#), or use [sanitiser](#) when a sink is not available, this should be conducted for 20-seconds, and after any of the following activities:

- ▲ before and after eating,
- ▲ after coughing or sneezing,
- ▲ after going to the toilet, and
- ▲ when changing tasks and after touching potentially contaminated surfaces.

2.2 Personal Protective Equipment (PPE).

Appropriate [PPE](#) will be worn by all staff based on their role and responsibilities and in adherence to state or local regulations and guidance. Training on how to properly use and dispose of all [PPE](#) will be mandatory. Gloves will be provided to staff whose responsibilities require them as determined by medical experts including housekeeping and public area attendants.

The current advice from the [Australian Government Department of Health](#) is that most people will not benefit from wearing a face (surgical) mask. There is little evidence supporting the widespread use of masks in healthy people to prevent transmission in public.

2.3 Training

All staff will receive training on [EVENT COVID-19](#) Return to work requirements. The intent of this training is to outline the Workplace Safety processes, procedures and guidelines, that have and change since the pandemic.

Department specific training with more comprehensive training for our teams with frequent guest contact including Housekeeping, Food & Beverage, Public Area Department, Hotel Operations and Security. This training will consist of online (practical) and onsite training.

All staff will receive training on EVENT COVID-19 safety and sanitation protocols with more comprehensive training for our teams with frequent guest contact including Housekeeping, Food & Beverage, Public Area Department, Hotel Operations and Security.

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2.4 Employee Time & Attendance

Employee pre-shift meetings will be conducted virtually or in areas that allow for appropriate physical distancing between staff. Larger departments will stagger employee arrival times to minimize traffic volume in back of house corridors and service elevators. Hand sanitiser will be available at each EMP Live Wall Clock location and staff will be required to sanitise their hands after clocking in. Management teams will ensure constant communication and proper PPE and sanitation procedures are followed and updated per the latest expert guidance.

3. THE STAFF DAILY JOURNEY

Safety & Hygiene are at the forefront of the working life and building additional steps in to your everyday life is required to ensure you and the others around you remain safe and well.

The impact of COVID-19 has changed the way we conduct ourselves in everyday life and changes have been implemented at the workplace.

[Hotel Video Content](#)

- ▲ You will be required to [sanitise](#) your hands prior to entering (Sanitise station available at staff entry)
- ▲ Once entering the hotel you proceed to the staff changing rooms (if applicable) and get ready for work. Once finished you will be required to wash your hand as per the [handwashing guidelines](#) and [sanitise](#) (Sanitise station available)
- ▲ Proceed to the EMP Live Wall clock and sign in for your shift.
 - When you sign in for your shift you will receive the following notification 'Fit For Work Declaration'
- ▲ [Sanitise](#) after clocking in. (Sanitise station available)
- ▲ You will notice increased [Collateral and Signage](#) around the building both FOH & BOH which highlights the importance of [physical/social distancing](#), [hand washing](#) and [sanitisation](#).
- ▲ On commencing for the day you will be required to clean your hands regularly with soap and water followed by hand sanitiser.
- ▲ You must cover your nose and mouth with a tissue or bent elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser.
- ▲ Avoid touching your face, nose and mouth and shaking hands.
- ▲ If you are unwell, stay at home.

4. THE GUEST EXPERIENCE

4.1 Guest Arrival Valet, Taxi or Ride Share

- ▲ Guests will enter the properties through doors that are either automated, propped open and or manually operated by an employee.
- ▲ Staff will be provided appropriate PPE to ensure vehicle doors can be opened for guests.
- ▲ If luggage services are required, trolleys and luggage carts will be sanitised after each use.
- ▲ Valet Parking services will be suspended until further notice, (If applicable) Guest's will self-park in the car park and car keys will be stored in sealed bags if required (i.e. guest is blocking other vehicles).
- ▲ A branded automatic hand sanitiser station will be present at the entrance of all properties.

4.2 Lobby/Reception

- ▲ Ensuring Physical/Social distancing is maintained delineations will be marked to provide 1.5m distance between guests/clients. This will include, check in/out, lifts, restaurant, bar, coffee shops and conference and event spaces. (This can be a custom sticker/label with branding to make it less intrusive)
- ▲ Guests/client will be provided a registration card and sanitized pen to fill in their details. This pen will be taken by the guest for use within their rooms. They can retain this when they leave or HSK will collect on the checkout day for sanitising.
- ▲ If credit card terminals are to be used, each terminal is to be spray with Oxivir or equivalent disinfectant after each guest use.

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- ▲ Room keys will have gone through sanitisation process prior to being issued to the guest. A collection box/drop box will be present of all check out guests.
- ▲ Express check out, a preferred option for departing guest to minimize the contact time. (Collateral offering this service to be communicated on larger scale)

4.3 Hotel Guest Lifts

- ▲ Regular cleaning schedule in place due to high touch point area. Buttons, rails to be cleaned and sanitised for guest use no less than every four hours.
- ▲ A hand sanitiser station will be available for each guest to use prior to entering the lift on each, in each lift cart and on each of the lift landings.
- ▲ Restrictions on number of guests in the lift to be communicated via signage on the lift landings and delineated on the floor with markings.
- ▲ Optional (In lift communication display on the monitors highlighting best practice in hygiene mixed with standard marketing.

4.4 Gym

- ▲ Signage displayed on the cleaning frequencies and the correct procedure for guest cleaning
- ▲ Cleaning schedule to clean equipment at least 4 times in 24 hours
- ▲ Cleaning wipes and spray sanitiser bottles provided for use with instruction
- ▲ Closed lid pedal bins for used cleaning equipment
- ▲ Hand sanitiser station available for guest use
- ▲ Restriction on the number of guests using at one time

4.5 Pool

- ▲ Normal testing procedures remain in place for pool chemicals
- ▲ Surfaces in pool area to be cleaned and sanitised in line with public area procedures
- ▲ High touch point areas such as pool gate handles, shower handles, assistance railing and furniture to be cleaned and sanitized.
- ▲ Pool furniture will be set out to ensure 1.5m physical distancing measures can be achieved.

5. CLEANING AND SANITISING PROCEDURES

The combination of Cleaning and disinfecting is the most effective way to protect against the risk of exposure to COVID-19, as this removes the virus. Workplaces must be cleaned at least daily, with '[Frequently Touched](#)' areas prioritised during cleaning.

Cleaning means physically removing germs (bacteria and viruses), dirt and grime from surfaces using a detergent and water solution.

Disinfecting means using chemicals to kill germs on surfaces. In all instances properties should use Oxivir or equivalent hospital grade disinfectant.

Cleaning operations have been increased, and additional practices to ensure that effective cleaning and sanitisation occurs, in accordance with [\(Cleaning and Disinfect Your Workplace- COVID-19\)](#)

5.1 Public Area

5.1.1 Cleaning & Sanitizing Procedures

- ▲ Staff to sanitise the following areas at least once per every four hours – more visible than ever
 - Guest and staff lifts including buttons, rails and mirrors
 - Entry doors to property, front entrance, bar entrance, restaurant entrance
 - Stair or escalator handrails

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- Employee staff room tables and counters
- Employee and guest smoking areas
- External seating
- Rubbish bins
- ▲ All Front of House (FOH) restrooms to be sanitised at least once per every four hours
- ▲ Checklist showing that toilets and common spaces have been cleaned clearly visible to guests

5.1.2 Physical Distancing Procedures

- ▲ No department specific requirements

5.1.3 Guest Considerations

- ▲ No department specific requirements

5.2 Housekeeping

5.2.1 Cleaning & Sanitising Procedures

- ▲ Carts, trolleys and equipment to be sanitised at the start and end of each shift using Oxivir or equivalent hospital grade disinfectant
- ▲ Carts/ trolleys to be stocked with items required for the day
- ▲ Where applicable stock should remain in original packaging and only be dispensed when required
- ▲ Back of house bathrooms will be cleaned and sanitised at least once every four hours
- ▲ House phones in unsupervised/controlled areas to be removed
- ▲ Minimise contact with guests while cleaning hotel guest rooms; room attendants will offer to return at an alternate time for occupied rooms

5.2.1 Guest Considerations

- ▲ All reusable collateral to be removed from rooms; critical information to be placed on single use collateral and/or electronically posted (in coordination with IRD)
- ▲ Disposable collateral to be disposed and changed after each guest
- ▲ Newspapers and magazines to be provided through PressReader for guests to access on their own devices (optional)
- ▲ Bed runners and display cushions to be removed from rooms
- ▲ Lounge, armchairs, desk chair and other frequent use furniture to be sprayed with Oxivir or equivalent hospital grade disinfectant.
- ▲ Extra pillows and blankets stored in the guest room closets will be removed and available upon guest request (to be stored in airtight bags)
- ▲ All guest amenities to be single use and sanitised before placing in the room. All large format amenities to be removed from the business.
- ▲ Specific sanitation consideration will be paid to the following guest room areas:
 - Desks, counter tops, tables and chairs
 - Phones, clocks and remotes
 - Air Conditioning Panels
 - Cabinetry, pulls and hardware
 - Doors and doorknobs
 - Bathroom vanities and accessories
 - Bathroom fixtures and hardware
 - Windows, mirrors and frames
 - Lights and lighting controls
 - Closets, hangers, irons and other amenities

5.3 Front Office

5.3.1 Cleaning & Sanitising Procedures

- ▲ Sanitise all guest touchpoints after each transaction including Credit Card terminals, pens and registration countertops

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- ▲ Room keys to be sanitised before stocking
- ▲ Offices, switchboard, reception desks to be deep cleaned and sanitised upon a shift change

5.3.2 Physical Distancing Procedures

- ▲ Introduce stanchions and floor markings to provide appropriate 1.5m intervals
- ▲ Staff every other workstation
- ▲ Lobby host (Physical Distancing Champion) to provide guidance to arriving and departing guests to ensure physical distancing measures are followed
- ▲ Implement peak period queueing procedures, including a Lobby host (Physical Distancing Champion), when the number of guests exceeds the lobby capacity

5.3.3 Guest Considerations

- ▲ Lobby furniture arranged to ensure physical distancing is maintained, restaurant and front entry doors to be propped open to minimise guest contact
- ▲ Removal of registration cards – paperless check-in
- ▲ All EVT Hotels to be “cashless”
- ▲ Express check out service to be offered as preference for all guests

5.4 Concierge

5.4.1 Cleaning & Sanitising Procedures

- ▲ Sanitise high touch front services spaces and equipment including, concierge/porter desks, luggage storerooms, luggage carts, porte cocheres and drop-off/ pick-up waiting areas, offices, desks, counters, workspaces and related equipment (including iPads and radios) to be sanitised at least once every four hours or upon a new employee using the equipment
- ▲ Scooters, wheelchairs and other guest amenities to be sanitised after each use
- ▲ Baggage doors sanitised every four hours
- ▲ Luggage trolley carpets to be covered with a cleanable, non-porous or disposable surface
- ▲ Back of House (BOH) lift buttons to be sanitised at least once per every four hours

5.4.2 Physical Distancing Procedures

- ▲ Guest laundry and dry-cleaning services available using contactless pick-up and delivery protocols
- ▲ Guest amenity deliveries will be consistent with In Room Dining (IRD) protocols and delivered with contactless procedures whenever possible

5.4.2 Guest Considerations

- ▲ Valet parking suspended, self-park if an option
- ▲ Self-service ice machines to be suspended and signage posted indicating ice is available through IRD

5.5 Restaurant, Bar & Conferencing & Events

5.5.1 Cleaning & Sanitising Procedures

- ▲ Hotel reception desks, outlet host desks including all associated equipment to be sanitised at least four times a day/night. Suggested time 7am, 11am, 3pm, 7pm
- ▲ Buffet stations must be operated in accordance with [Hotel Breakfast Buffet Policy](#) and in line with state health regulations in regards to service stations and, beverage stations, counters, handrails and beverage service trays to be sanitised at least twice for each service period This includes breakfast, lunch & dinner service.
- ▲ POS terminals to be assigned to a single server where possible and sanitised between each user and before and after each shift. If multiple servers are assigned, staff will sanitise their hands after each use
- ▲ Dining tables, bar tops, stools and chairs to be sanitised after each sitting
- ▲ Condiments to be served in single use containers (either disposable or washed after each use).
- ▲ Menus recommended being single use and/or disposable. If reusable menus to be in plastic sleeve and sprayed with Oxivir or equivalent hospital grade disinfectant after each use.
- ▲ Storage containers to be sanitised before and after each use.

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▲ Food preparation stations to be sanitised at least four times a day, see point (1) for suggested timing.

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- ▲ Kitchens to be deep cleaned and sanitised at least once per day (at the end of dinner service).
- ▲ Food and beverage items being prepared to be transferred to other staff or guests using contactless methods (leaving on expediting tables, pass, bar bench etc)

5.5.2 Physical Distancing Procedures

- ▲ Hostesses and managers to manage physical distancing at entries, waiting areas and queues (in addition to signage)
- ▲ Peak period queuing procedures to be implemented when guests are not able to be immediately sat
- ▲ Lobby lounge seating to be rearranged into a more spacious layout and to be monitored by Duty Manager on shift
- ▲ Tables to be utilised with appropriate physical distancing between each group or guest (1.5m separating or as otherwise advised)
- ▲ Reduce bar stool count to provide appropriate physical distancing in the bar area.
- ▲ Manage the line flow at quick serve outlets to ensure coffee and food pick up areas remain appropriately distanced. Signage to be used
- ▲ Additional quick serve coffee options to open based on demand and length of physically distanced lines (mainly restaurant & bar)

5.5.3 Guest Considerations

- ▲ Tables will not be preset with crockery and cutlery and set upon guest being seated
- ▲ Linen napkins should be replaced with disposable paper napkins where appropriate
- ▲ All self-serve condiments and utensils to be removed and available from cashiers or servers
- ▲ All straws to be wrapped or appropriately accessible / removal if appropriate
- ▲ Grab and go items to be sprayed with Oxivir or equivalent hospital grade disinfectant
- ▲ Bar snacks will be served per individual guest and not shared by the table
- ▲ All food and beverage items to be placed on the table, counter, slot or other surface instead of being handed directly to a guest

5.5.4 Additional Employee Canteen Room Procedures

- ▲ No self-serve food available (including lighter items)
- ▲ Single use cups for beverage (no refills)
- ▲ Vending machine to be sanitised twice daily

5.6 In Room Dining (IRD)

In room dining requirements - see the [In Room Dining Delivery SOP](#) for reference.

5.6.1 Cleaning & Sanitising Procedures

- ▲ All equipment will be sanitised prior to signing on for the shift and upon finishing a shift
- ▲ Staff assigned to a room service shift will sanitise their area and all equipment at least twice per shift
- ▲ Food runners will sanitise all doors, handles and high contact surfaces at least twice per shift

5.6.2 Physical Distancing Procedures

- ▲ Set food on room service trolleys outside guest room and notify guest when the trolley is outside of the guest's room (plate covers remain) – guests will retrieve their own food tray (will leave the trolley for collection)
- ▲ Staff to inform guest once meal is finished to leave tray in the hallway for collection as soon as possible.
- ▲ If using BioPak single use delivery option then a paper bag should be used for delivery and place outside room

5.6.3 Guest Considerations

- ▲ Printed room services menus to be removed from rooms. Single use printed menus or digital solution to be facilitated

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5.7 Conferencing & Events

Conferencing and Events requirements must follow the [Conference and Events Facilitation SOP](#).

5.7.1 Cleaning & Sanitising Procedures

- ▲ All shared equipment and meeting amenities to be sanitised before and after each use, or be single use if not able to be sanitised
- ▲ Sanitise conference room doors, tables, chairs light switch and other equipment after each group use
- ▲ All linen to be replaced after each use
- ▲ Dirty linen to be placed in correct linen bag after each use

5.7.2 Physical Distancing Procedures

- ▲ All buffet and self-serve style events to be looked. Monitor government regulations to see if dramatic changes need to be made
- ▲ All food and beverage items to be individually plated/boxed and served
- ▲ Tea & coffee station to be sanitized before and after each break catering break
- ▲ Condiments to be served in individual PCs or sanitised individual containers
- ▲ Seating capacities and floor plans to be reviewed to ensure appropriate physical distancing that follows the government standards (in coordination with hotel sales team)
- ▲ Post signage outside of meeting and events reminding guests of appropriate physical distancing

5.7.3 Guest Considerations

- ▲ Individual bottled water will be provided in lieu of water jugs/urns on meeting tables and water stations
- ▲ Develop examples of physically distanced floor plans for Hotel use moving forward
- ▲ Create modified menus to showcase styles of service and menu items that can be appropriately packed if necessary in single serving boxes

5.8 Pool Operations

5.8.1 Cleaning & Sanitising Procedure

- ▲ Chaise lounge chairs to be sanitised after each use
- ▲ Cabana guest contact surfaces to be sanitised after each use
- ▲ Cabanas to be pressure washed and sanitised each night
- ▲ Towel desk, entry gates and all other desks and counters to be sanitized at least once per every four hours
- ▲ Lifeguard stands (if applicable) to be sanitised upon rotation

5.8.2 Physical Distancing Procedure

- ▲ Chaise lounge chairs set with appropriate physical distancing

5.8.3 Guest Considerations

- ▲ No department specific requirements

6. HOW DOES SOCIAL / PHYSICAL DISTANCING WORK

Physical distancing (also referred to as 'social distancing') refers to the requirement that people distance themselves from others. The current advice from the Department of Health is that everyone must keep at least **1.5 metres** from others (outside of their family unit) where possible. In addition, in a given space, there must be a **4 square metres** of space per person where possible.

- a. **Physical Distancing.** Throughout our properties we will meet or exceed state and local health authority guidelines on proper physical distancing.
- b. **Queuing.** Any area where guests or staff queue will be clearly marked for appropriate physical distancing. This includes check-in, check-out, lift lobbies, coffee shops and casual dining and taxi lines.

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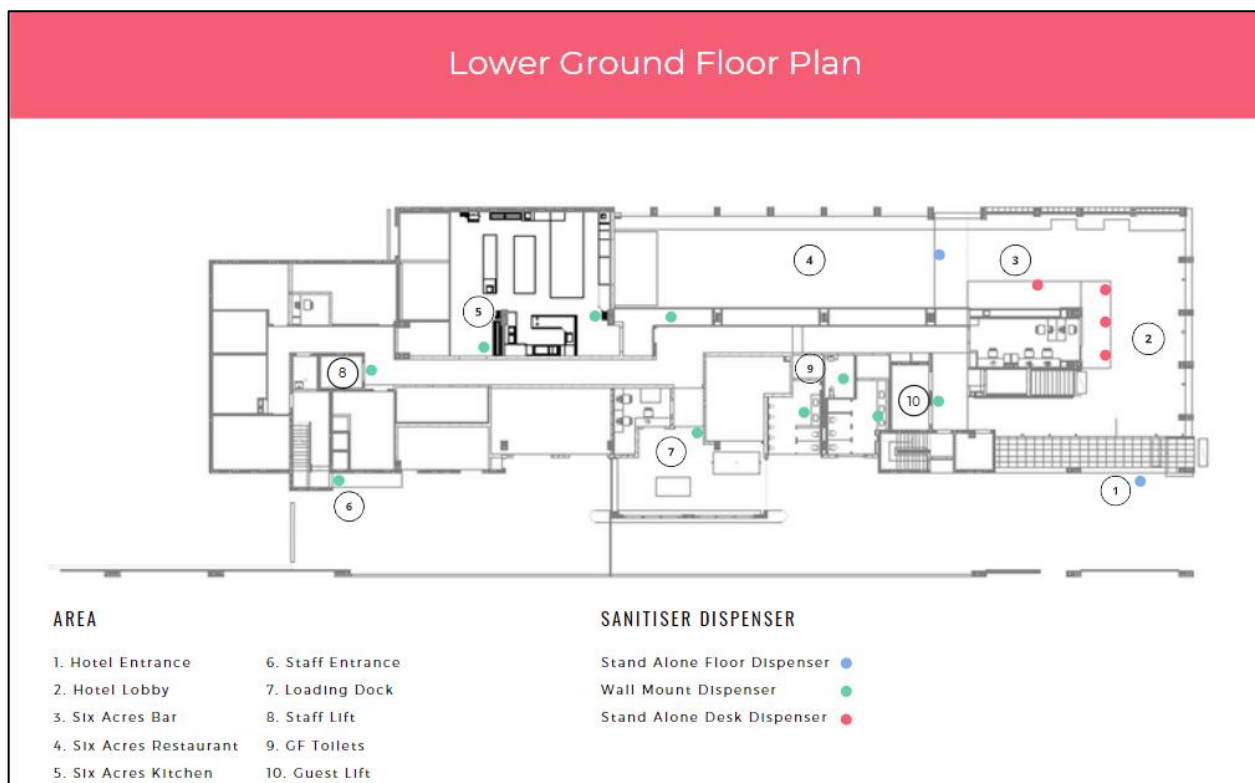
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- c. **Hotel Front Desk, Business Center and Concierge.** Agents will utilise every other workstation to ensure separation between staff whenever possible.
- d. **Restaurants and Bars.** Restaurants and bars will reduce seating capacities to allow for a minimum of 1.5meters between each seated group/party of guests.
- e. **Meeting and Event Spaces.** Meeting and banquet set-up arrangements will allow for physical distancing between guests in all meetings and events based on state recommendations. Self-serve buffet style food service will be suspended and replaced by alternative service styles.
- f. **Pools.** Pool seating will be configured to allow for at least 1.5meters of separation between groups of guests.
- g. **Back of the House.** Physical distancing protocols will be used in the employee dining rooms, uniform control areas, shared office spaces and other high-density areas in order to ensure appropriate distancing between staff.

7. SANITISATION HEAT MAP

Each hotel is required to have a Floor plan 'Heat Map' which outlines their sanitisation points for their staff, customers, guests, contractors and visitors.



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8. SIGNAGE

Each hotel is required to place adequate Signage and Safety messaging throughout the Hotel, this is both customer facing and back of house.



9. INCIDENT NOTIFICATION

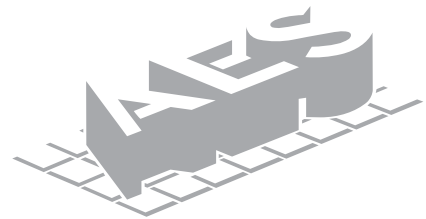
EVENT will follow will the [Australian](#) and [New Zealand](#) Government advice, on COVID-19 incident notification laws in each jurisdiction, including details on how to notify when required.

10. REFERENCE GUIDANCE MATERIAL

- ▲ AS/NZS 4801:2001 Occupational health and safety management systems—Specification with guidance for use,
- ▲ AS/NZS 4804:2001 Occupational health and safety management systems—General guidelines on principles, systems and supporting techniques.
- ▲ OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements
- ▲ AS/NZS ISO 45001: 2018 Occupational Health and Safety Management
- ▲ Work Health and Safety Act 2011 (Cth) Health and Safety at Work Act 2015 (Cth)
- ▲ Safe Work Australia
- ▲ Work Safe New Zealand
- ▲ Australian Government – Department of Health
- ▲ Ministry of Health New Zealand
- ▲ [EVENT Coronavirus \(COVID-19\) Resources](#)

ADVANS

EXHIBITION SERVICES



ADVANS 2022 CATALOGUE

EXHIBITION SERVICES





Z STOOL
 WHITE AF6W 46.20



Z STOOL
 BEECH AF6BE 46.20



Z STOOL
 BLACK AF6B 46.20



Z STOOL / BACK
 GREY AF8 58.91



STANDARD STOOL
 BLACK AF9 25.41



DECO STOOL
 BLACK AF10DB 60.00
 WHITE AF10DW 60.00



BC STOOL
 BLACK AF10BCB 60.00
 WHITE AF10BCW 60.00
 BLUE AF10BCBL 60.00



TOLIX STOOL
 RED AF12 31.68
 BLACK AF12B 31.68
 WHITE AF12W 31.68



CLAUDIA STOOL
 BLACK AF22 60.00



SADDLE STOOL
 BLACK AF14B 60.00
 WHITE AF14W 60.00



ROUND STOOL
 BLACK AF15B 51.98
 WHITE AF15W 51.98



ROUND / BACK STOOL
 BLACK AF16B 63.53



ECLIPSE STOOL
 BLACK AF19B 60.00
 WHITE AF19W 60.00



MONA STOOL
 BLACK AF20B 60.00



ASH STOOL
 WHITE AF18W 63.53



MUSTANG STOOL
 WHITE AF18WM 63.53



MOON STOOL
 BLACK AF23 60.00



RICO STOOL
 RED AF17R 60.00
 WHITE AF17W 60.00



MONO

■ **BLACK** AF3MB 48.51



DECO

■ **BLACK** AF3DB 58.21
□ **WHITE** AF3DW 58.21



VR CAFE

■ **BLACK** AF3VRB 58.21
■ **BLUE** AF3VRBL 58.21
■ **RED** AF3VR 58.21



ISABELLA

■ **BLACK** AF3ISAB 49.62
■ **BLUE** AF3ISABL 49.62
■ **IVORY** AF3ISAI 49.62



BC CAFE

■ **BLACK** AF3BCB 49.62
□ **WHITE** AF3BCW 49.62



ALUMINIUM CAFE

□ **ALUMINIUM** AF3AL 24.26



BASEL

■ **HONEY WEAVE** AF3C 36.38



BONN

■ **BLACK WEAVE** AF3CB 36.38



BEECH CAFE

■ **BEECH** AF3BE 49.62



VIN TUB

■ **BLACK** AF4VB 66.15
□ **WHITE** AF4VW 66.15



MOON TUB

■ **GREY** AF4M 92.40



TUB CHAIR

□ **WHITE** AF4MW 92.40



TYPIST

■ **GREY** Af1 36.38
(NO ARM REST)
■ **GREY** Af2 42.45
(WITH ARM REST)



VISITOR

■ **GREY** Af3 36.38



EXECUTIVE

■ **BLACK** AF3E 66.15



DEAN LOUNGE

■ **BLACK** D2 308.70
TWO SEATER 2000W
■ **BLACK** D3 385.87
THREE SEATER - 3000W



OTTOMAN ROUND

■ **BLACK** OTTO-BLK 57.75
□ **WHITE** OTTO-BLK 57.75
500RND x 450H



OTTOMAN SQUARE

□ **WHITE** OTTO-BSQ 57.75
□ **WHITE** OTTO-WSQ 57.75
450SQ



OTTOMAN BENCH

□ **WHITE** OTTO-WB 183.76
1500L x 400W x 500H



CAFÉ SQUARE

GREY	AF31	63.53
BLACK	AF31B	63.53
BEECH	AF31BE	63.53
WHITE	AF31W	63.53

750 x 750SQ X 720H

CAFÉ ROUND

GREY	AF32	63.53
BLACK	AF32B	63.53
BEECH	AF32BE	63.53
WHITE	AF32W	63.53

750 RND X 720H

CAFÉ ALUMINIUM

ALUMINIUM	AF32AL	31.76
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600 RND x 720H

BAR TABLE

GREY	AF43	92.40
BLACK	AF43B	92.40
BEECH	AF43BE	92.40
WHITE	AF43W	92.40

750 x 750SQ X 1100H

CLASSROOM TABLE

GREY	CLASSROOM	38.12
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1800 x 450SQ X 720H



TRESTLE TABLE

GREY	AF33P	25.41
BLACK	AF33B	48.40

(MELAMINE TOP)
1800 x 750 X 720H

TRESTLE TABLE

GREY	AF34P	19.06
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(PLASTIC TOP)
1200 x 750 X 720H

TRESTLE TABLE

GREY	AF34	31.76
BLACK	AF34B	31.76

(MELAMINE TOP)
1200 x 750 X 720H

COFFEE TABLE SQUARE

GREY	AF36	25.41
BLACK	AF36B	25.41
WHITE	AF36W	25.41

600 x 600 X 450H

COFFEE TABLE RECTANGLE

WHITE	AF36WR	31.76
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600 x 600 X 450H



COFFEE TABLE ROUND

BEECH	AF37BE	27.72
GREY	AF37G	27.72
BLACK	AF37B	27.72
WHITE	AF37W	27.72

600D x 450H

OVAL COFFEE TABLE

WHITE	AF37	92.40
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1200L x 600W x 450H

DEAN COFFEE TABLE

GLASS	D1	110.24
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1150L x 650W x 450H

OTTOMAN TABLE

WHITE	OTTO-TW	69.30
BLACK	OTTO-TB	69.30

600D x 450H



COLLAPSIBLE CUBE

■ **BLACK** C1 33.96
600SQ x 300H



COLLAPSIBLE CUBE

■ **BLACK** C2 36.38
600SQ



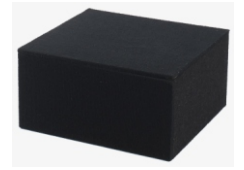
COLLAPSIBLE CUBE

■ **BLACK** C3 38.81
600SQ x 900H



COLLAPSIBLE CUBE

■ **BLACK** C4 41.23
600SQ x 1200H



SOLID CUBE

■ **BLACK** C15 24.26
500SQ x 300H



SOLID CUBE

■ **BLACK** C11 21.51
300SQ



SOLID CUBE

■ **BLACK** C12 24.26
300SQ x 600H



SOLID CUBE

■ **BLACK** C13 26.68
300SQ x 900H



SOLID CUBE

■ **BLACK** C14 29.11
300SQ x 1200H



COLLAPSIBLE TRIANGLE

■ **BLACK**
300L x 300H C1+C24 33.96
600L x 600H C2+C24 36.38
900L x 1200H C3+C24 38.81
1200L x 1200H C4+C24 41.23



OCTANORM PLINTH CUBE

□ **WHITE** C29 80.85
550 x 560H



OCTANORM PLINTH CUBE

□ **WHITE** C28 115.50
550 x 1040H



OCTANORM COUNTER

□ **WHITE** OPOD1M 225.23
1045W x 1045H X 545D
LOCKABLE DOORS
□ **WHITE** OPOD 165.00
1045W x 1045H X 545D
NO DOORS



COUNTER LARGE

□ **WHITE** RPOD1200 220.50
1200W x 950H X 600D
LOCKABLE



COUNTER SMALL

□ **WHITE** RPOD600 110.24
600W x 950H X 600D
LOCKABLE



DESK CUPBOARD

■ **BLACK** AF60DC 38.59
500W x 400D X 650H
LOCKABLE



CREDENZA

■ **GREY** AF41 60.64
■ **BLACK** AF41B 60.64
■ **BEECH** AF41BE 60.64
900W x 730H X 450D



CREDENZA LARGE

■ **BLACK** AF41BL 121.28
1200W x 900H X 450D



DESK

■ **BLACK** AF21B 60.64
■ **GREY** Af21 60.64
1500W x 750D X 730H



BOOKCASE

■ **GREY** Af30 48.51
900W x 1800H X 450D



REGISTRATION COUNTER

■ **WHITE** AF54 60.64



REGISTRATION COUNTER

■ **BLACK** AF55 71.67
AF55 & AF41B 132.31
 (COMBO OPTION)
 1000W x 800D x 1150H



REGISTRATION OCTANORM

■ **BLACK** AF58 143.32
 1100W x 800D x 1200H



REGISTRATION CURVED

□ **WHITE** AF56 231.52
 1080W x 555D x 1040H



TV CUBE

■ **BLACK** AF60 72.77
 600SQ x 900H



TV CUBE

■ **BLACK** AF60/T 72.77
 LARGE TOP 720SQ x 900H



DEMONSTRATION COUNTER

■ **BLACK** DM1B 54.27
DM1B & AF41B 115.21
 (COMBO OPTION)
 1200W x 600D x 900H



DEMONSTRATION COUNTER

□ **WHITE** DM1W 54.27
 1200W x 600D x 900H



DEMONSTRATION COUNTER

□ **GREY** Dm1 54.27



Z FRAME BROCHURE STAND

□ **CHROME** BS1Z 72.77



Z FRAME BROCHURE STAND

□ **CHROME** BS1ZA3 98.18



FLOOR BROCHURE STAND

■ **BLACK** BS1B 60.64
 □ **WHITE** BS1W 60.64
 □ **GREY** BS1W 60.64
 ■ **BEECH** BS1BE 60.64
 300SQ x 1200H - 5 POCKET A4

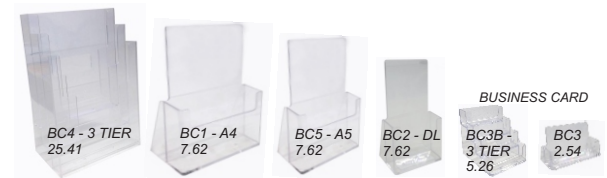
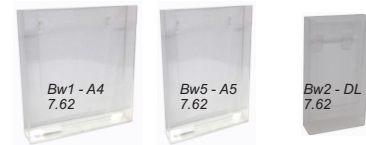


TABLE BROCHURE HOLDERS



WALL MOUNTED BROCHURE HOLDERS



COUNTER SHOWCASE

■ **BLACK** SC2 231.00
 1000W x 935H x 500D & LIGHTS



MUSHROOM SHOWCASE

■ **BLACK** SC4 311.85
 900SQ x 1065H & LIGHTS



JUNE SHOWCASE

□ **GREY** SC5 109.73
 NO LIGHTS IN GREY UNIT
 ■ **BLACK** SC5B 127.05
 LIGHTS IN BLACK UNIT
 UNIT OVERALL SIZE - 1200W x 1170H x 600D
 SHOWCASE INTERNAL SIZE - 1168W x 200H x 548D



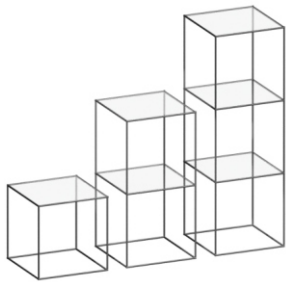
TOWER SHOWCASE

■ **BLACK** SC1 288.75
 500SQ x 1800H & LIGHTS



MINI TOWER SHOWCASE

■ **BLACK** SC1M 202.13
 385SQ x 1850H & LIGHTS



NEMCO 1 460SQ
NEMCO 2 460SQ x 910H
NEMCO 3 460SQ x 1360H

NEMCON CHROME STANDS

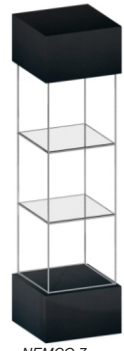
<input type="checkbox"/> CHROME	NEMCO 1	27.32
	NEMCO 2	40.53
	NEMCO 3	51.55



NEMCO 4 NEMCO 5 NEMCO 6

NEMCON COMBINATION

<input type="checkbox"/> BLACK	NEMCO 4	51.55
	NEMCO 5	64.77
	NEMCO 6	75.80



NEMCO 7 500SQ x 1960H

NEMCON COMBINATION

<input type="checkbox"/> BLACK	NEMCO 7	118.25
	DOWNLIGHT ON TOP HEADER	



SHELVE SYSTEM

SHELVES IN SET OF 3 - 92.40
ADDITIONAL SHELF - \$30.80 EACH
900W x 300D



WALL MOUNTED SLAT WALL

S20 2400W x 1200H 110.24

S20A 1200W x 1200H 60.38

SHELVING PRICE ON APPLICATION



PORTABLE SLAT WALL

☐ WHITE ST 48.51

600W x 1800H

SHELVING PRICE ON APPLICATION



PLAQUE UNIT

<input type="checkbox"/> GREY	M24	76.23
<input type="checkbox"/> KOALA	M24K	76.23
<input type="checkbox"/> BLACK	M24B	76.23

1200W x 1800H



VERTICAL POSTER BOARD

<input type="checkbox"/> GREY	AAP1	48.51
<input type="checkbox"/> KOALA	AAP1K	48.51
<input type="checkbox"/> BLACK	AAP1B	48.51

1200W x 1800H



HORIZONTAL POSTER BOARD

<input type="checkbox"/> GREY	AAP1	48.51
<input type="checkbox"/> KOALA	AAP1K	48.51
<input type="checkbox"/> BLACK	AAP1B	48.51

1800W x 1200H



A FRAME

<input type="checkbox"/> WHITE	A FRAME
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PRICE ON APPLICATION



CARD STAND

M7CS 150.25
GRAPHICS INCLUDED
840H x 600W



CHROME CARD STAND

M7CL 38.59
780H x 580W
GRAPHICS PANEL SIZE



GRAPHICS STAND

M7CO 180.40
2480H x 1030W
GRAPHICS PANEL SIZE - 2360H x 950W



AUDIO VISUAL

50" MONITOR
42" MONITOR
32" MONITOR
DVD PLAYER
PRICES ON APPLICATION



LIGHTING / POWER

ARMLIGHT NR2 48.40
TRACK LIGHT L10 36.30
POWER POINT L5 66.55
5 AMP POWER
POWER POINT L5S 79.86
10 AMP POWER



FRIDGE

WHITE AF50 104.74
140L



FRIDGE LARGE

WHITE AF50L 207.90
222L



WATER COOLER

WHITE WATER 165.37
1 X BOX OFF CUPS AND
3 BOTTLES SUPPLIED



PEDESTAL FAN

WHITE M38 25.00
BLACK M38B 25.00



BIN

WHITE AF62A 11.43
FLIP TOP BIN
WHITE Af62 6.35
WASTE PAPER BIN



VELCRO

WHITE VELDOTS 25.41
125 DOTS PER BOX
WHITE VELCRO 6.35
PER METRE



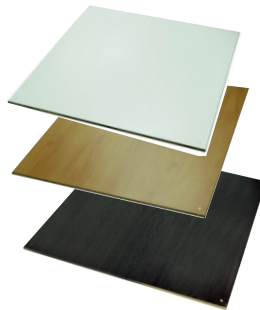
BARRICADE

ROPE Rs1 11.03
STAND Rs2 27.56



ENTRY BOX

SMALL M5 30.32
300W x 200D x 200H NOT LOCKABLE
LARGE M4 36.38
350SQ LOCKABLE



ENTRY BARREL

ENTRY BARREL M6 187.98
ENTRY BARREL 590W X 360DIAM

CARPET TILES

RED CARPET-R 9.82
GREY CARPET 9.82

MELAMINE FLOOR TILE

WHITE F1 46.20
BEECH F1BER 46.20
WENGE F1WENGE 46.20
FLOOR HEIGHT IS AT 32MM
RAMP PRICE IS AT \$16.50 PER METRE

ART EASEL

TIMBER EASEL 50.82

KENTIA PALM

PLANT 1 52.49



FICUS

PLANT 2 52.49

DRACAENEA

PLANT 3 52.49

TOPIARY

PLANT 4 52.49

BAMBOO PALM

PLANT 5 52.49

PLANTER BOX

PLANT 6 52.49



EVENT NAME : AVA WA Division State Conference 2022

EVENT DATE : 4-5 November 2022

VENUE : Esplanade Hotel Fremantle

REPLY DATE TO RETURN FORMS : Friday 21st October 2022

Email: don@advanswa.com.au

ADVANS 2022 **HIRE GOODS BOOKING FORMS**
EXHIBITION SERVICES



COMPANY NAME:		STAND NUMBER:
CONTACT NAME:		DATE:
ADDRESS:		
PHONE:	FAX:	EMAIL:

STANDARD FASCIA SIGNAGE

ALL BOOTH/SHELL SCHEME PACKAGES COME WITH STANDARD FASCIA SIGNAGE INCLUDED. THIS CONSISTS OF STANDARD BLACK TEXT ON A WHITE BACKGROUND OR AS OTHERWISE STATED BY THE ORGANISING COMMITTEE OR YOUR APPOINTED EXHIBITION CO-ORDINATOR.

CORNER BOOTHS WILL RECEIVE 2 IDENTICAL FASCIAS AS PART OF THE **STANDARD PACKAGE ONLY**.

PLEASE ENTER THE EXACT TEXT THAT YOU WISH TO BE DISPLAYED ON YOUR SIGNAGE

MAXIMUM OF 30 CHARACTERS PERMITTED

OPTIONAL LOGO UPGRADES

IN A COMPETATIVE MARKET PLACE MANY COMPANIES WANT TO STAND OUT FROM THE CROWD AND PRESENT THEMSELVES VIA THEIR OWN BRANDING. CUSTOMERS RECOGNISE BUSINESSES VIA THEIR LOGO'S AND BRANDING AND BUSINESSES RELY ON THIS QUICK VISUAL RECOGNITION TO GET NOTICED IN SUCH A FAST PACED ENVIRONMENT.

BELOW ARE SOME ADDITIONAL OPTIONS FOR PRESENTING YOUR BUSINESS AS YOUR CLIENTS RECOGNISE IT. **PLEASE SELECT THE APPROPRIATE OPTION.**

CORNER BOOTHS WILL NEED TO NOTE IF THEY REQUIRE 2 UPGRADED FASCIA SIGNS OTHERWISE THEY WILL RECEIVE ONLY 1 UPGRADED FASCIA AND 1 STANDARD FASCIA SIGN.

NOTE: NO DELIVERY FEE APPLICABLE FOR GRAPHICS

EMAIL FORMS TO: don@advanswa.com.au

OPTION 1 - \$45 INC GST

ADD YOUR BUSINESS LOGO TO ACCOMPANY THE STANDARD SUPPLIED TEXT. FULL COLOUR LOGO



COMPANY NAME

TICK	QTY
<input type="checkbox"/>	<input type="checkbox"/>

OPTION 2 - \$80 INC GST

ADD 2 BUSINESS LOGOS TO ACCOMPANY THE STANDARD SUPPLIED TEXT. FULL COLOUR LOGO



COMPANY NAME



TICK	QTY
<input type="checkbox"/>	<input type="checkbox"/>

OPTION 3 - \$110 INC GST

DISPLAY YOUR BUSINESS EXACTLY AS YOU WANT WITH A FULL GRAPHIC PRINT. (1800 MM X 200 MM)



ADVANS
EXHIBITION SERVICES



TICK	QTY
<input type="checkbox"/>	<input type="checkbox"/>

TOTAL INC GST

ALL FASCIA SIGNS ARE PROVIDED ON A HIRE BASIS AND REMAIN THE PROPERTY OF ADVANS EXHIBITION SERVICES.

Note: NO DELIVERY FEE APPLICABLE FOR GRAPHICS

AVA 2022 Conference

FURNITURE PACKAGE OPTION



Please tick and add option 1, 2 or 3 to order form

Option 1: 1 x Square counter with optional logo
2 x deco stools

Option 1 = \$333.14 ☐
inc.GST per option order

☐ Black stools

☐ White stools



Option 2: 1 x Dry bar table - available in black or white.
2 x standard round gas lift bars stools in black or white
1 x zig zag brochure stand

Option 2 = \$242.20 ☐
inc.GST per option order

☐ Black stools ☐ Black table

☐ White stools ☐ White table



Option 3: 1 x cab table - available in black or white.
2 x bonn black weave chairs
1 x zig zag brochure stand

Option 3 = \$188.19 ☐
inc.GST per option order

☐ Black table

☐ White table



QTY	FURNITURE ITEM	CODE	RATE	AMOUNT
1	VENUE TRESTLE TABLE <input type="checkbox"/> <input type="checkbox"/>	No Charge	0.00	
2	VENUE VISITOR CHAIRS <input type="checkbox"/> <input type="checkbox"/>	No Charge	0.00	
	LOGO ONLY GRAPHICS FASCIA	LOGO	\$45.00	
	FULL GRAPHICS FASCIA	FULL LOGO	\$110.00	

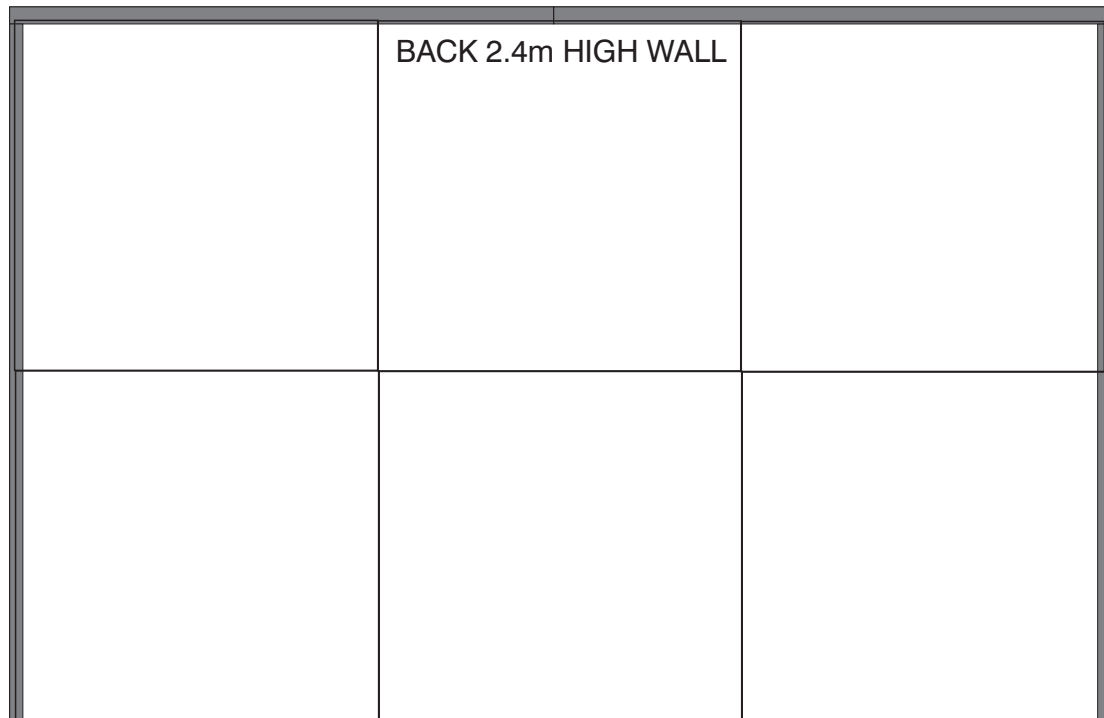
QTY	AUDIO VISUAL	CODE	RATE	AMOUNT
	32" LCD & DVD & STAND	32LCDDS	\$435.19	
	32" LCD & STAND	32LCDS	\$391.88	
	32" LCD MONITOR ONLY	32LCD	\$305.25	
	42" LCD & DVD & STAND	42PLSDS	\$521.81	
	42" LCD & STAND	42PLASS	\$478.50	
	42" LCD MONITOR ONLY	42PLAS	\$391.88	
	50" LCD & DVD & STAND	50PLSDS	\$695.06	
	50" LCD & STAND	50PLASS	\$651.75	
	50" LCD MONITOR ONLY	50PLAS	\$565.13	

RENTAL TOTAL (GST INC)	
LATE FEE \$55.00 (GST INC)	
ADMINISTRATION FEE (GST INC)	\$22.00
TRANSPORT (GST INC)	\$88.00
TOTAL (AUD)	

COMPANY NAME:		STAND NUMBER:
CONTACT NAME:		DATE:
ADDRESS:		
PHONE:		EMAIL:

ON THE PLAN BELOW COULD YOU PLEASE MARK WHERE YOU WISH TO POSITION YOUR ORDERED FURNITURE
ALL SHELIVING WILL BE SCREWED TO THE BACK OR SIDE WALLS

Email: don@advanswa.com.au



OPEN BOOTH FRONTAGE

Booth size = 3000mm wide x 2000mm deep- Each square is 1m x 1m



Shell scheme style Booths:

3 metres wide x 2 metres deep or 2m x 2m with 2400mm high walls.

All Walls:

Dark grey material covered panels needing hook velcro for graphics.

Lighting:

2 x spotlights per Booth.

Power:

1 x 5 amp power supply.

Venue Furniture:

1 x trestle table and 2 x venue chairs supplied.

Company Name:

In standard format on rear and side wall (on hire).

Company Name is part of your package please fill in appropriate form and email back to Advans.

Carpet:

Venue is carpeted.



Lighting
2 x 50watt Lights

Sign
Computer Cut Vinyl Lettering
on a White Background

walls
Seamless Frontrunner panels,
Velcro Compatible.

Power Supply
1 x 5amp GPO



3m x 2m Display

CONTACT DETAILS

COMPANY		
CONTACT		
ADDRESS		
SUBURB	POSTCODE	STATE
EMAIL		
PURCHASE ORDER #		

PAY BY INVOICE

PLEASE SUPPLY EMAIL ADDRESS FOR ACCOUNTS PAYABLE

EFT BANK DEPOSIT**NATIONAL AUSTRALIA BANK**

ADVANS EXHIBITION SERVICES

BSB: 086 089 ACC. NO: 60509 3350

PLEASE SEND THROUGH RECEIPT OF PAYMENT TO :INFO@ADVANSWA.COM.AU**CREDIT CARD PAYMENT**MASTERCARD ☐ VISA ☐ AMERICAN EXPRESS ☐

EXPIRY DATE:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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SIGNATURE:

NAME ON CARD:

COMPANY NAME:

COMPANY ADDRESS:

PHONE:

EMAIL:

AMOUNT:

PLEASE RETURN COMPLETED FORM TO: info@advanswa.com.au