



APAIE 2024

CONFERENCE AND EXHIBITION

Perth, Australia 4-8 March 2024

EXHIBITION MANUAL

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ORGANISER CONTACT INFORMATION

Official Professional Conference Organiser:

APAIE Sponsorship & Exhibition The Conference Company

Contact Person: Nihal Fernandez, Sponsorship & Exhibition Manager
Contact No: +64 9 360 1240
Email address: sponex@APAIEconference.net
nf@theconferencecompany.com

Official Booth Stand Contractor

Perth Expo Hire

Contact Person: Kirsty Thompson
Contact No: +61 8 9475 2026
Email address: kirstythompson@perthexpo.com.au
Company Address: 27 Belmont Avenue, Belmont, WA, Australia 6104

Official Freight Forwarder

DB Schenker

Contact Person: Sharyn Tamlyn
Contact Mobile: +61 478 301 464
Email address: sharyn.tamlyn@dbschenker.com
Company Address: 72-80 Bourke Road, Alexandria, NSW 2015, Australia

Additional Custom Booth Stand Contractors

Display Builders

Contact Person: Kathy Welsch
Contact No: +61 2 9420 9999
Email address: kathy@displaybuilders.com.au
Website: www.displaybuilders.com.au/

Impact Display

Contact Person: Daniel Keily
Contact No: +61 2 9878 1600
Email address: daniel@impactdisplays.com.au
Website: www.impactdisplays.com.au/

APAIE Secretariat

Contact Person: Louise Kinnaird, Executive Director
Email address: secretariat@APAIE.net

EXHIBITION INFORMATION

Exhibition Move In/Move Out & Opening Hours

Perth Convention and Exhibition Centre (PCEC)
21 Mounts Bay Road, Perth, WA 6000, Australia

Date	*Time	Area	Access
**Exhibition Move In			
Sunday, 3 March 2024	0600-1200hrs	Pavilion 2 to 5	PEH Marck out
	1200-2200hrs	Pavilion 2 to 5	Custom Build Construction
Monday, 4 March 2024 (PUBLIC HOLIDAY IN PERTH)	0700-2200hrs	Pavilion 2 to 5	Custom Build Construction
	1200-1900hrs	Pavilion 2 to 5	Exhibitors Move In
Exhibition Open Hours			
Tuesday, 5 March 2024	0800hrs	Pavilion 2 to 5	Open for Exhibitors
	0830-1700hrs	Pavilion 2 to 5	Open for Exhibitors and Delegates
	1730hrs	Pavilion 2 to 5	Close
Wednesday, 6 March 2024	0800hrs	Pavilion 2 to 5	Open for Exhibitors
	0830-1730hrs	Pavilion 2 to 5	Open for Exhibitors and Delegates
	1800hrs	Pavilion 2 to 5	Close
Thursday, 7 March 2024	0800hrs	Pavilion 2 to 5	Open for Exhibitors
	0830-1530hrs	Pavilion 2 to 5	Open for Exhibitors and Delegates
	1600hrs	Pavilion 2 to 5	Close
**Exhibition Move Out			
Thursday, 7 March 2024	1600-1730hrs	Pavilion 2 to 5	Exhibitor Move Out
	1730-2330hrs	Pavilion 2 to 5	Custom and Stand Builders dismantle

**Timings are subject to change*

*** Safety vests and closed-in shoes required*

Please take note of the following points:

- During the exhibition period, exhibitors are allowed to enter the hall half an hour before the opening time and remain in the hall until close.
- For Standard booth construction, electricity, furniture & accessories services, please contact Perth Expo Hire.
- All Organisers, contractors and exhibitors and their staff must wear **safety vests** and **closed-in shoes** whilst on the loading dock, service road or in the exhibition hall during the construction, exhibitor move in and exhibitor move out of events. Vehicle drivers and offsideers or passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes. Please ensure you provide enough safety vests for all your staff during exhibitor move in and move out.

Order Form	*Deadline for Submission
Booth Printed Panels and Banner Form	31 January 2024
Booth Design, Stand Design Appraisal	2 nd February 2024
DB Schenker Freight Form	2 nd February 2024
Internet Order Form	9 th February 2024
Booth Cleaning Form	9 th February 2024
Booth Catering Form	9 th February 2024
Fascia Board Name	9 th February 2024
Furniture & Accessories Order Form	9 th February 2024
Electrical Order Form	9 th February 2024
Audio Visual Form	9 th February 2024

**Please note all time/dates are in Perth, Australia time zone (AWST). All pricing is in Australian dollar.*

FREIGHT FORWARDERS

DB Schenker are our recommended provider of logistics, freight forwarding and customs services both into Australia and around the world.

If you wish to utilise DB Schenker's services then please contact them **prior to Friday 9th February 2024** for AU exhibitors or **Friday 2nd February 2024** for international exhibitors, to discuss your requirements.

To request a quote or to book these services, please contact:

DB Schenker

Contact: Sharyn Tamlyn
Email: sharyn.tamlyn@dbschenker.com
Website: www.dbschenker.com/au-en/

Delivery of Goods

The Perth Convention and Exhibition Centre does not have onsite storage and cannot accept freight and shipment on behalf of exhibitors.

Advance deliveries and freight shipments are not permitted.

If you have any concerns regarding timing, shipment and transportation, please contact DB Schenker.

In the event that the exhibits (e.g. machinery, tool and equipment) required to be move-in/out and cannot be handcarried, the official show freight forwarders must be engaged to handle them by using the correct tool and method.

Onsite Materials Handling

Exhibitors will be allowed to hand carry items in or out of the exhibition halls during move-in and move-out days.

Vehicle Entry Permit will be issued to exhibitors for entering the loading docks by the Show Organiser nearer to move in date via email.

Hand carry loading procedures are limited to cars, mini-vans, station wagons or pick-up trucks (cannot exceed 20 feet (6.1 metres) in length and 12.5 feet (3.8 metres) in height). No full-sized trucks or trailers will be allowed to unload via the hand carry loading procedures.

Should exhibitors need assistance with load in/out, they will be referred to the appointed freight forwarder at which time fees may apply. Vehicles are allowed to load/unload only and may not park in the loading dock area, once vehicles are unloaded; they must be moved to alternate parking locations.

Upon the close of the exhibition, there will be a 1.5 hour allowance for removal of hand carry exhibits. Exhibitors can load the hand carry exhibits to their vehicles in the loading dock area during breakdown.

Pack Down

Exhibitors will not be permitted to dismantle or remove their exhibits prior to 1600hrs on 7th March 2024.

It is the exhibitor's responsibility to arrange for collection of their own equipment and everything must be collected by 2330hrs on 7th March 2024. If this is not possible, please make arrangements with **DB Schenker** to store your goods off site for collection. Any goods not collected by this time

will be removed at the cost to the individual exhibitor. The Conference venue accepts no responsibility for goods left behind after the closure of an exhibition.

SHELL SCHEME PACKAGE



Standard Shell Scheme Information & Regulations

Each 6sqm Octanorm Shell Scheme Stand

This image is for visual representation only and does not represent your stand number, stand size or stand orientation.

Stand Size	Your stand number and stand size will be noted in your agreement with the event Organisers
Walls	2.5m high aluminium framed white wall panels
Fascia	An aluminium framed company name sign will be installed on each open side Corner stands will automatically have two open sides, unless requested otherwise Your fascia name will be printed per the details provided to the Event Organisers
Lighting Per 6sqm	2 x LED spot lights mounted on track behind the fascia board
Power Per 6sqm	1x 4amp power point The electrical outlet consists of an Australian socket. If your items require a different outlet, please ensure you bring your own adaptor.
Flooring	Carpet
Furniture	1 x Round Table, 4 x Chairs

The following Regulations must be observed:

No additional stand fitting or display may be attached to the shell stand structure i.e. no nailing or drilling is allowed.

No painting on the shell stand panels is allowed.

No freestanding structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated.

An Exhibitor occupying a corner stand has the option to remove the side wall to open the corner

CUSTOM BUILD STANDS

Stand Construction Guidelines

Exhibitors that have made a "space only" (raw space) reservation need approval from the organizer for their booth design and are requested to carry out the following steps:

- The design and construction of exhibition stands must meet PCEC's specifications for safety.
- The exhibitors or the appointed contractor must submit stand designs along with the completed Perth Convention and Exhibition Centre (PCEC) Stand Design Appraisal Check-list to the organisers to obtain approval from PCEC at least 30 days prior to the move in date which is 2nd February 2024.
- To submit the stand design in a 3-dimensional sketch, showing the booth from all sides, also showing the equipment inside booth space.
- Loud speakers are not permitted.
- To submit a technical drawing, showing length, width and height of the booth construction, the connecting points for technique (power supply, water, compressed air) and the location of large equipment (machines, refrigerator, etc). From safety point of view, the organizer might ask you to provide information on the materials used as well.
- The building of stands which have not been checked and approval by the organiser and PCEC will not be permitted.
- The organiser shall not permit a stand to open if the structure is considered to be unsafe.
- Stand designs which are not approved or do not conform to the technical regulations or the laws governing such items, must be altered or removed. Exhibitors or their appointed contractor will be responsible for all costs incurred with regards to the necessary alterations.
- PCEC will endeavour to inspect all exhibition booths to ensure that they are safe and do not pose a hazard to any user of PCEC.
- Each stand will be inspected prior to the opening of the exhibition and amendments for any unsafe booth structure must be completed or to be rectified immediately upon request by PCEC.
- It is the exhibitor's responsibility to ensure each stand is presented to the public in a safe manner and maintained as such.
- In cases where a stand design does not comply with PCEC's requirements, PCEC will require the stand builder to obtain a structural engineer's certificate to verify the integrity of the structure or compliance with the relevant legislation.
- Only single-level booths are permitted for this exhibition, no double-storey booth is allowed.
- All decorations and constructions have to be located and constructed within the limitations of the contracted area.
- All designs or stand construction items exceeding 2.5m in height need a written approval from the organiser. Please note that the height restriction of the Conference in the Pavilions as:
 - Pavilion 2 – 9.5-13.2m
 - Pavilion 3 – 9-12.5m
 - Pavilion 4 & 5 – 8.5-12m
- It is compulsory to finish the outside of the approved walls (on the neighbouring side) from 2.5m upwards in a professional way. Finishing should be in a neutral colour (for instance white or black).
- No part of any stand or exhibit including fascia's, signs, lighting, corner posts or other fitting shall project into or overhang any gangway or obscure any fires or exit signs, unless a written approval from the organizer has been given for it.
- Rigging/using trusses is not allowed unless approved by the organiser, and will only be carried out by the contractor appointed by the organiser. Locations for trussing are limited. It is not allowed to truss heavy equipment or full booth constructions.

GENERAL INFORMATION

Aisles

Exhibitors are not permitted at any time to obstruct or allow the obstruction of any aisle space, or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels, etc. These no-build areas are clearly marked on the floor.

Any encroachment into public aisles from an assigned stand area is strictly prohibited. PCEC reserves the right to have anything obstructing or restricting access to the above items removed at the exhibitor's cost, without any liability for loss or damage.

Alcohol

No one is allowed to work while under the influence of drugs or alcohol.

Balloons

Helium-filled balloon displays and other inflatable items must be approved by PCEC's Management.

Due to the complexity and costs of retrieving balloons, helium-filled balloons are not allowed to be distributed in the exhibition booths.

Banners / Signs

Banners or signage may not be hung without prior approval from the Organisers.

- Banners must not exceed 7 metres in height
- All structures including declaration of structure weight, require written approval from the organizer. **Please email sponex@APAIConference.net by 9th February 2024.**
- It may not extend beyond the contracted stand area on the side that is facing the aisle
- The structure must be hung from rigging points only and must not obstruct other exhibitors
- Hanging from the catwalk is not allowed
- Production is on exhibitor's own cost

No adhesive tapes, pins or drawing pins, nails, screws or staples are to be attached to the venue floors, walls, columns, windows, ceilings or any other permanent fixture unless negotiated with the venue.

Catering

Morning and afternoon teas and lunches will be served in the exhibition area to encourage delegates to spend time viewing the exhibits. During delegate break times we recommend that your exhibition stand is fully staffed.

Morning and afternoon teas for your stand personnel will be served 15 minutes before the scheduled break for the delegates and lunches will be served 30 minutes prior.

An exhibitor wishing to serve food and beverages from their booth may do so, however, conditions apply. The Perth Convention and Exhibition Centre (PCEC) has exclusive rights for the sale of food and beverage within the venue. Any exhibitor wishing to distribute, or giveaway food or beverage samples must seek prior approval first from the PCEC and Nihal Fernandez.

Orders must be placed 20 days prior to the start of the Conference.

[Please click here to arrange catering with PCEC.](#)

Please submit form to exhibitor@pcec.com.au

Ceiling height

Pavilion 2 is 9.5-13.5m

Pavilion 3 is 9-12.5m

Pavilion 4 and 5 combined 8.5-12m

Stand (including hanging banner) shall not exceed 7 meters in height.

Any signs or fascias shall be of substantial construction of timber or metal framing. Also, features as towers, masts, partition walls or any other similar eye-catchers above 2.5 meters must be applied for and approved by Nihal Fernandez via email. The ceiling must be kept open due to local fire department regulations.

Demonstration of Equipment / Activities

No such activities may be conducted during an exhibition without the show organiser and the Centre's approval which must be obtained before move-in day and which may be withheld at PCEC's discretion.

Activities conducted in exhibition booths must comply with fire, health and safety regulations.

Electricity

The electricity supply is 4amps. Equipment designed for different voltages will require a transformer. **For the safety of event patrons and for protection of the venue, all electrical appliances and leads for a commercial or public use must be tested and tagged with a current test tag.**

For additional power requirements, please contact kirstythompson@perthexpo.com.au.

Electrical equipment for the booth will be installed by the electrician wiring contractor appointed by the official show contractor.

Exhibitors must include sufficient electrical sockets to serve all of the equipment on the stand.

PCEC reserves the right to withhold connection of power to a stand or to shut off power to a stand which does not comply with the electrical safety requirements or if it is deemed to be unsafe.

Floor coverings

There are carpet tiles throughout the exhibition area.

Floor plan

View the [APAIE 2024 Exhibition Floor Plan](#)

Internet

Complimentary wireless internet will be provided within the exhibition area. If your stand relies heavily on internet access, we recommend booking a hardwired line for a more reliable connection. Orders must be placed 20 days prior to the start of the Meeting.

[Please click here to arrange hardwire internet with PCEC.](#)

Please submit form to exhibitor@pcec.com.au

Name badges

Name badges must be worn at all times and should not be left on your stand. Security will be in place to ensure all attendees are wearing name badges.

Promotion Materials

Exhibitors are not allowed to display and stick their promotion materials in any public area, walls, hall aisle space or obstruct access to emergency exits, fire hose and fire extinguisher cabinets and building control access doors or panels.

Promotional floor stickers are not permitted on permanent carpeted floors, concrete and marble floors or walls.

PCEC's Management reserves the right to have anything obstructing or restricting access to the above-mentioned areas and/or items removed at the exhibitors' cost, without liability for loss or damage.

Rigging of Hanging Banners

Exhibitors may hang banners only within the boundaries of their booth. Recommended Supplier AVPartners Perth.

AVPartners Perth:

Michael Moller, Technical Event Manager

Phone: +61 8 7082 0560

Mobile: +61 437 371 764

Email: perth@avpartners.com and mmoller@avpartners.com

Safety Vests

All Organisers, contractors and exhibitors and their staff must wear **safety vests** and **closed-in shoes** whilst on the loading dock, service road or in the exhibition hall during the construction, exhibitor move in and exhibitor move out of events. Vehicle drivers and offsiders or passengers utilising the service road or dock areas, who intend to exit their vehicle are required to wear a safety vest or approved hi-visibility clothing for safety purposes. Please ensure you provide enough safety vests for all your staff during exhibitor move in and move out.

Soliciting/Demonstrating

Solicitation or demonstrations by an exhibitor must be confined to the exhibitor's own booth.

Exhibitors should be considerate of neighbouring exhibitors when soliciting attendees to visit their booths.

Distribution of an exhibitor's printed advertisements must be done within the exhibitor's own space.

No exhibits, displays or advertising material of any kind will be allowed in PCEC's public areas, basement parking or hallways.

Sound (Noise) Level

Exhibitors should be considerate of neighbouring exhibitors in regards to the level of sound emitting from their exhibition booth. Sound cannot exceed 70 decibels. Exhibitors receiving requests from the show organiser or PCEC's Management to reduce sound level must conform immediately to the request.

Security / Insurance

While the Organisers will provide the necessary security during the exhibition, neither the Organisers, nor the venue, nor any of their staff, employees, agents or other representatives, shall be held accountable for, or be liable for, any damage, loss, harm or injury to the person or any property of the exhibition.

It is advisable to remove valuable items when you are not staffing your exhibit. Exhibitors are responsible for taking out all necessary insurance cover to ensure that your goods on display are adequately insured for theft and damage prior to, during and whilst in transit to and from the exhibition.

Smoking Policy

Smoking is prohibited in the Perth Convention and Exhibition Centre.

Hirer/ show organiser agree to use their best endeavours to ensure that their exhibitors, patrons and visitors comply with the policy.

Stand Cleaning

Arrangements have been made to have the exhibition area floor cleaned prior to the initial Exhibition opening. There will be daily cleaning of the aisles, however exhibitors are responsible for cleaning their own exhibition booth. Orders must be placed 20 days prior to the start of the Meeting. Any additional cleaning required will be at the expense of the exhibitor.

[Please click here to arrange your stand cleaning.](#)

Please submit form to exhibitor@pcec.com.au

RESOURCES

[APAIE 2024 Exhibition Floor Plan](#)

[Perth Convention and Exhibition Centre Manual](#)

SERVICE FORMS – Perth Expo Hire

Please note all prices are in Australian Dollars and payment must be made prior to the start of the Conference.

[Furniture & Accessories Service – click here.](#)

Once you have made your selection, please order via your organisation portal link sent to you by Perth Expo Hire or contact kirstythompson@perthexpo.com.au

[Audio / Visual Equipment Service - click here](#)

Once you have made your selection, please order via your organisation portal link sent to you by Perth Expo Hire or contact kirstythompson@perthexpo.com.au

[Booth Graphic Printing - click here](#)

Options can be viewed via your organisation portal link sent to you by Perth Expo Hire or contact kirstythompson@perthexpo.com.au

As a guide, each artwork panel is \$410.00 + GST. This cost includes printing, installation and removal post event

Each panel is 968mm w x 2358mm high, separated by a silver post

Any panels without graphic prints, will be white

The graphics are printed on 3mm thick PVC and inserted into the metal framework of the booth

[Power / Electrical Fitting & Supply Services - click here](#)

Once you have made your selection, please order via your organisation portal link sent to you by Perth Expo Hire or contact kirstythompson@perthexpo.com.au

SERVICE FORMS – Perth Convention and Exhibition Centre

Please note all prices are in Australian Dollars and payment must be made prior to the start of the Conference.

Form 1 – Beverages	Page 13-15
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Form 3 – Cleaning Services	Page 20
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Payment Form	Page 23