IGARSS 2013 Exhibitors Manual

Sunday, July 21, 2013:

01:00 Moreton Hire (Official Decorating Contractor) will start building exhibit stands

05:00 Custom Stand Builders begin installing any custom-built exhibits if required

05:00 Agility (Official Customs Broker/Freight Forwarder) commences movement of freight to exhibits area. NOTE: If you have not hired Agility for freight forwarding, please ensure your carrier delivers freight to your stand by 07:00. There is a strict rule about no movement of freight at the convention centre being permitted after 07:00 am.

12:00 Exhibitors Move-in Starts for exhibitors to dress their stands

16:00 Exhibitor Set-up must be complete

18:00 Welcome Reception begins in the Exhibition Area

Monday, July 22, 2013:

08:30-17:30 Exhibition Open

Tuesday, July 23, 2013:

08:30-17:30 Exhibition Open

Wednesday, July 24, 2013:

08:30-17:30 Exhibition Open

Thursday, July 25, 2013:

08:30-16:30 Exhibition Open

Thursday, July 25, 2013:

16:30-18:30 Exhibitors Move-out

20:00-07:00 Moreton Hire and Custom Exhibit Builders remove exhibit structures and must be complete by 07:00 Friday morning, July 26, 2013.

Welcome Reception – Sunday, July 21, 18:00 to 19:30. Catering for the Welcome Reception will be served in the Exhibition area of the Melbourne Convention Centre.

Morning Refreshment Breaks: Monday -Thursday, 10:00 to 10:30

Afternoon Refreshment Breaks: Monday -Thursday, 15:10 to 15:40

Other Social Activities:

Tuesday, July 23, 2013:	Young Professionals Luncheon - 12:00 to 13:30
	Women in Engineering Reception - 17:30 to 19:00
	Melbourne Aquarium Reception – 19:00 to 20:30
Wednesday, July 24th:	Technical Site Tour – Bushfire Region 08:30 to 17:30
	IGARSS Futsal Soccer Game – 18:15 to 23:15
	Technical Committee & Chapter Chairs Dinner 19:00-21:00
Thursday, July 25th:	IGARSS Symposium Dinner – 19:30 to 23:00

Melbourne Convention & Exhibition Center (MCEC) Overview:

Exhibition Space: Melbourne Convention Centre Main Foyer*

- Ceiling Height: 18m
- Maximum Build Height for all custom builds/RAW space stands is 4m – any structure over 2.5m high must have written permission from the venue before building.

The MCEC Loading Dock is accessible via Normanby Road, South Wharf. Load time is limited to 30 minutes and this is strictly enforced by the parking inspectors. For example, if you arrive 10 minutes late, you will only have 20 minutes load time.

- Loading dock roller door: Clear door width access is 8m
- Loading dock roller door: Clear door height access is 7m

Floor load limits:
20 kPa or two tonnes per square metre; for all loads over this limit written approval must be requested

Written approval from the venue is required to bring in any heavy and/or vibrating equipment that might cause damage to the floor or any part of the Centre.

The MCEC Operations Manual Pages 10–15 is obtainable from the MCEC website, which may be found at http://www.mcec.com.au/

**Melbourne Convention Centre Main Foyer is a semi–private foyer with restricted to the general public.*

Venue – Internet Access

Visitors to the MCEC will have free access to a basic wireless internet service, suitable for checking emails or similar, while on site. Exhibitors are advised that this service is not suitable for use on your stand, and you should therefore purchase a hard-wired line installed prior to the build day. The MCEC advises Exhibitors not to set up your own wireless network on your stand, as interference from multiple neighboring networks could render them unusable. For more information on internet access, please refer to the MCEC Exhibitor Kit pages 53-58.

Venue – Order Forms / Manual

Available to download from the MCEC website which is: http://www.mcec.com.au/

- MCEC Operations Manual – **essential reading for those with custom builds/raw space stands**
- MCEC Exhibitor Services Kit:
- Section 1 Overview and Service Information – **essential reading**
- Section 2 Service Order Forms – **essential reading**

Stand Builder/Furniture Hire

Moreton Hire has been appointed as the official stand, furniture and electrical contractor.

To assist with your stand preparations, attached you will find some information regarding:

- Stand Options
- Lighting & Power Requirements
- Furniture & Display Hire
- Fascia Sign Requirements

Please review and complete the forms for return to Moreton Hire.

Exhibition Contractor: Moreton Hire, Contact: Carmen Quinn
Telephone: +61 3 9300 5710
Email: carmen.quinn@moreton.net.au Website: www.moreton.net.au

Fork Lift Services and Trolleys

Fork lift services are not permitted at any time in the Melbourne Convention Centre Main Foyer. All pallets are to be off loaded onto trolleys in the MCEC Loading Dock and then moved up to the Main Foyer. The MCEC does not supply any trolleys at all, so if you need a trolley, please bring your own.

NOTE: No trolleys are permitted in the Melbourne Convention Centre Main Foyer between 07:00–19:00

Freight Forwarding/Transportation/Logistics

Agility Fairs and Events have been appointed the official logistics provider to the IGARSS 2013 Conference. Agility specializes in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display and merchandise are in the right place at the right time, providing a complete transport, materials handling and storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to ensure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition booth.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery to each exhibitors' stand at the venue.
- Storage of early consignments and packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor's requirements.
- Customs clearance, tariff classification & advice, duty & sales tax assessments and all relevant documentation.

Prior to the Conference, Agility will make contact to discuss and determine your individual freight and logistics requirements. Please refer to the attached Agility Fairs & Events 2013 Shipping Instructions brochure, which outlines the services provided and will assist you in making an informed decision about these services. **IMPORTANT: If you are planning on sending your goods to Agility's Melbourne warehouse pre-show, it is absolutely critical that you arrange payment of all applicable taxes and duties. Agility Fairs & Events cannot be held responsible for any duties and taxes that may be levied and if these have not been paid in advance, you run the risk of your goods not being released by the authorities. For this reason, we strongly recommend using Agility for the full origin-to-stand service. However, if you choose to use your own courier, below is the shipping address for delivery in advance to Agility Fairs & Events warehouse:**

Exhibitor Company Name:_____
Exhibit Booth/Stand Number:_____
Event: IEEE-IGARSS, MCC, 21-25 July 2013
Must be delivered to Venue on Sunday 21 July at 05:00 AM
c/o Agility Fairs & Events
28-32 Sky Road
Melbourne Airport
Victoria 3045, Australia
Attention: Dani Romaniw

If you ship your goods using a courier service (such as DHL FedEx, UPS), please ensure you send Agility a pre-alert prior to the arrival of your goods, and ensure import duties and taxes are prepaid.

1. Own Arrangements - Courier

If you are using your own courier, goods need to be clearly labelled with the IGARSS delivery label and delivery will only be accepted from 08:00-16:00 on Friday 19 July.

This option allows you to use your own courier, whereby you are responsible for organising all transport, handling and receiving arrangements for your display items for the move-in and move-out phases from door to door.

On completion of the exhibition, your courier can collect the goods from your stand from **20:00 on Thursday 25 July 2013**). Alternatively they can collect clearly labelled goods from the MCEC loading dock from **08:00-16:00 on Friday 26 July 2013**.

To arrange for the goods to be moved to/from the loading bay to your stand please complete the MCEC Business Delivery Support Service form and a charge will be made.

Although there will be security on site, no responsibility can be taken for goods that are left on your stand unaccompanied.

2. Own Arrangements - Personal Delivery using your own private vehicle

This option is only available during the exhibitor set-up time which is between **12:00-16:00 on Sunday 21 July 2013.**

This option allows you to use your own private vehicle, whereby you are personally responsible for organising all transport, handling and receiving arrangements for your display items for the move/in and out phases from door to door.

As there are no porters or trolleys available on site, we suggest you bring your own trolley. You must enter the exhibition via the MCEC Loading Dock.

NOTE: All vehicles entering the MCEC Loading Dock will be issued a 30-minute unloading permit on arrival. Parking infringements will be issued by authorised officers of the City of Melbourne for those vehicles exceeding the 30-minute unloading rule.

Shipping address for shipments consigned directly to the Melbourne Convention Centre:

IEEE-IGARSS, 21-25 July, 2013
Exhibitor Company Name:_____
Exhibitor Booth/Stand Number:_____
Melbourne Convention & Exhibition Centre
Loading Dock – enter off Normanby Road
South Wharf Melbourne
Victoria 3006, Australia

Custom Built Stands

If you are planning on building a custom-built stand, please email a fully-dimensioned design plan to Ms. Della Smith, Exhibits Manager, Conference Management Services, Inc., (dsmith@cmsworldwide.com) together with a completed **Custom Stand Design Form by July 14, 2013.** Venue approval is required and will be advised by return email.

NOTE: Custom Stand Design Form must accompany your custom build design for approval.

Approval must be granted prior to your build crew gaining access to build. Please also note that access for building and dismantling any custom stands will be organised around the main Exhibition Contractor, who has priority.

OH&S Important Information

Due to increased awareness from WorkSafe, it is now mandatory for all Exhibitors to wear approved safety vests at all times during the move-in/out and move-in/out periods as applicable. The no vest, no entry policy will be strictly enforced.

Safety vests **will be available** at the IGARSS 2013 conference registration desk **so you will need to pick up** your allocation of vests for your staff to gain entry for Exhibitor Move-in and Move-out.

Please also wear closed and suitable footwear during move-in/out periods. People wearing open-toed shoes, sandals or thongs are not permitted access to the exhibition halls during move-in/out. Sorry no exceptions will be made about this policy.

Cleaning – All Stand Types

The MCEC will provide general cleaning of the exhibition common areas i.e. aisles, prior to the opening of the exhibition and daily thereafter. It is however the responsibility of the exhibitor to maintain their stands (exhibits and furniture) in a tidy condition at all times. Exhibitors are to make their own arrangement for removal of items not for display purpose and rubbish resulting from unpacking exhibits i.e. carton boxes, crates, plywood, materials for their stand construction and interior fittings, from the exhibition areas before the exhibition opens. At the close of the event all exhibits and constructed items should be removed immediately after the close of the exhibition.

Exhibition Storage On-Site

Limited storage will be available at the MCEC and is strictly for exhibitor replenishment of literature for on-stand distribution. MCEC and Moreton Hire will not take responsibility for products left in any storage area or guarantee that space will be available. All road cases, pallets and crates must be stored offsite after move-in, and returned on move out day.

Freight & Customs Duties

It is important that all Exhibitors have fully paid for all freight and customs. Please note that GST will almost certainly have to be paid in full before goods are released from Customs. Please contact your preferred courier for all national and international requirements or Agility Fairs & Events for assistance.

Security

Security guards will staff the exhibition entry points and the area will be patrolled overnight until the building is in lock down. If you require and wish to hire additional security for the items on your stand, please contact MCEC Exhibitors Services directly for a quotation.

Venue – Items Requiring Approval

Items requiring prior approval include:

- All vehicles – trucks/cars etc
- All items greater than 2.4m in height, two-storey stands
- Additional lighting, use of naked flames, LP Gas cylinders
- Any food and or beverage items for sampling; no matter how small, these need approval
- All prize draws
- Helium balloons
- Machinery
- Alcohol
- Tobacco
- Refrigerators
- Livestock/animals
- Harmful chemicals
- Talent on the floor
- Anything loud/harmful/intrusive to others and anything outside the dimensions of your allocated stand space
- **Heavy/vibrating equipment/anything that emits smoke/fumes**
  Written approval from the venue is required to bring any heavy and or vibrating equipment which might cause damage to the floor or any part of the centre
- **Any food items or beverage items for sampling – Venue approval is required**
  All food and beverage must be ordered directly from the venue using the applicable forms. No outside food and beverages can be brought into the venue; this is strictly forbidden

  NOTE: If you are including any of these items in your display (or any other items you think may need approval) please forward the details to Ms. Della Smith, Exhibits Manager at Conference Management Services, Inc. via email to: dsmith@cmsworldwide.com

Insurance & Public Liability

It is strongly advised that each Exhibitor seek to cover their equipment, exhibits and display materials with adequate insurance at the Exhibitor's own expense. It is the responsibility of all Exhibitors to ensure that they have adequate insurance.

Public Liability Insurance is mandatory whilst on site at the venue. Please ensure you locate and bring a copy of your Insurance Certificate of Currency to the venue; the venue has the right to ask for a copy at random should the need arise. $20,000,000 in public liability is recommended.

Testing & Tagging

Please note that all electrical leads (including extension cords and laptop leads) connected in any way to a power outlet need to be tested and tagged for use on site at the MCEC. It is best to have these items tested and tagged prior to bringing them on site.

It is a legal requirement in all temporary exhibition work sites within MCEC that all electrical equipment be tested and tagged. This applies to all contractors working on-site and exhibitors who bring in electrical leads and appliances of any sort for their stands during exhibitions. The MCEC Occupational Health and Safety Officer will make regular random checks on appliances and Exhibitors may be asked to show tags on demand.

Should you have the need to have any electrical gear tested and tagged, Jim's Testing and Tagging will be on site during the exhibitor move-in only. Tags cost $10 each (CASH, Visa or MasterCard, ONLY, no American Express Cards are accepted) and are valid for 12 months. Please note that testing and tagging is closely monitored at the MCEC, so if your equipment is not already tested and tagged use the services of Jim's during set-up; once the technician leaves the building an AUD $250 call-out fee applies if you are asked to have the equipment tested and tagged.