

TABLE TOP EXHIBITOR MANUAL

Thursday 5th May - Friday 6th May 2016,
Melbourne Convention Centre
Melbourne, Australia

CONTACT LIST

EXHIBITION ORGANISER

Think Business Events
Unit 17, 3 Westside Ave
Port Melbourne VIC 3207
Australia

Tel: +61 3 9417 1350

Fax: +61 3 8610 2170

Email: contact@autismineducation.org.au

Contact: Dani Palmieri, Conference
Coordinator

thinkbusinesssevents
passionate about conferences

YOUR DISPLAY

EXHIBITOR ENTITLEMENTS

Space: One (1) Table Top Display with 2 chairs, an upright display board and access to power on Thursday and Friday.

Brand Exposure: Listing in Pocket Program

Website: Logo to appear on exhibition page of the website and weblink to company organisation from logo on the exhibition page

Admission: One (1) exhibition pass with access to the exhibition, catering areas and welcome drinks on the Thursday evening. Additional passes will be available for purchase. Please send your request for additional passes to contact@autismineducation.org.au

Note: These exhibitor passes do not include access to program sessions. If you wish to see the sessions, you must purchase a delegate registration at: <http://autismineducation.org.au/registration/>

IMPORTANT DATES AND TIMES

EXHIBITOR SET UP

Thursday 5th May 2016 From 6am – 10am

EXHIBITOR BUMP OUT

Friday 6th May 2016 From 3:15pm

GENERAL INFORMATION

Venue: The exhibition will be held in the **foyer on level 1** at the **Melbourne Convention Centre**.

Please visit the Registration Desk for directions on the location of your display table.

If you are carrying items, go to the main entrance (near Hilton) and please use a suitcase with wheels or a collapsible luggage trolley.

Note: Any electrical items you bring must be tagged and tested.

Parking: The Melbourne Convention Centre has car parking. Charges apply. The closest car parks are directly beneath the MEC basement car park accessible via Normanby Rd and the South Wharf Retail car park. For further information on car parking and rates, please visit the MCEC website at: <http://mcec.com.au/your-visit/getting-there/>

WI-FI: Complimentary wi-fi is available for all exhibitors. Log in details will be provided upon arrival.

Deliveries: Please use the delivery label attached (if you are sending goods). The venue will accept deliveries on Wednesday 4th May.

Fixatives / Adhesions: You may use velcro or pins to attach material to the display board provided. Please bring your own velcro and pins.

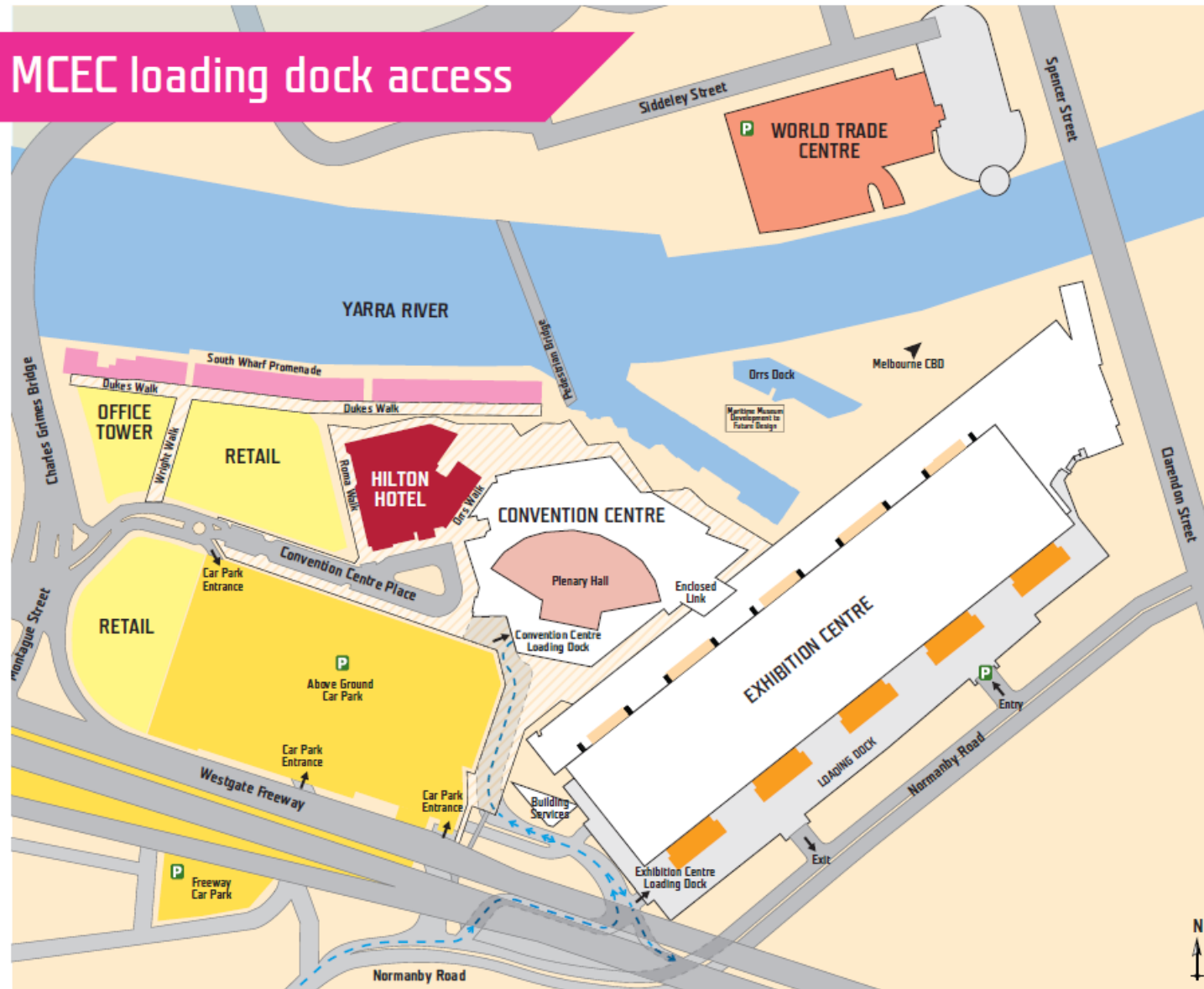
CATERING BREAKS

Morning tea, lunch and afternoon tea will be provided in the exhibition area in the foyer on level 1. Lunch is provided for you half an hour before delegates.

If you require any items for your table (brochure holders, TV etc), ExpoNet will be in touch with further details on how to order these items. Keep an eye out for the email!

DELIVER TO	<p>MELBOURNE COVENTION CENTRE Melbourne Convention and Exhibition Centre Convention Centre Entrance Loading Dock – enter off Normanby Road South Wharf Victoria 3006 Australia</p>
CONTACT NAME: <i>(Person Responsible for Delivery)</i>	
CONTACT PHONE NUMBER: <i>(Person Responsible for Delivery)</i>	
EVENT NAME: Think Business Events Aspect Autism In Education Conference	
EVENT NUMBER: 71904	
EVENT DATES: 04/05/ - 06/05/2016	
ROOM / AREA FOR DELIVERY: Level 1 Foyer	
STAND NAME: Display Table on level 1	
STAND NUMBER:	
TOTAL NUMBER OF ITEMS:	
ITEM NUMBER:	

MCEC loading dock access



--- Loading Dock access via Normanby Road

Melbourne Convention and Exhibition Centre
 1 Convention Centre Pl,
 South Wharf 3006

Exhibition Centre entrance
 2 Clarendon St,
 Southbank 3006

