

Key dates



Item	Date/Time
Payment of exhibition stand	20th of the month following the date of invoice, or prior to the Conference (2 November), whichever date comes first
Company logo, website link and profile for the Conference app and Conference website (uploaded via your portal)	Now
Supply contact details of your exhibition build company	Wednesday 30 September
Custom designed stands plans, including requests for hanging of banners due	Wednesday 30 September
Loading dock pack in delivery time arranged with Exhibition Hire Services (if you are bringing in your own truck)	Wednesday 30 September
Confirm trestle table and chairs (via exhibition portal)	Wednesday 30 September
Design build stands to organise access requirements to Exhibition Hire Services	Wednesday 30 September
All exhibition stand staff to be registered	Wednesday 30 September
Return signed exhibitor health and safety obligation form (via exhibition portal)	Wednesday 30 September
Earliest date for freight to arrive at the venue	Friday 30 October
Exhibitor pack in 1.00pm to 5.00pm	Sunday 1 November
Exhibitor pack out from 4.30pm (After afternoon tea)	Thursday 5 November
Last date for freight collection (by 4pm)	Monday 9 November