EXHIBITORS MANUAL

AUSTRALASIAN SYMPOSIUM ON ULTRASOUND AND REGIONAL ANAESTHESIA
ASURA 2008

St. Vincent's Hospital, Melbourne
14-17 February 2008

www.asura2008.anaesthesia.org.au

Contacts

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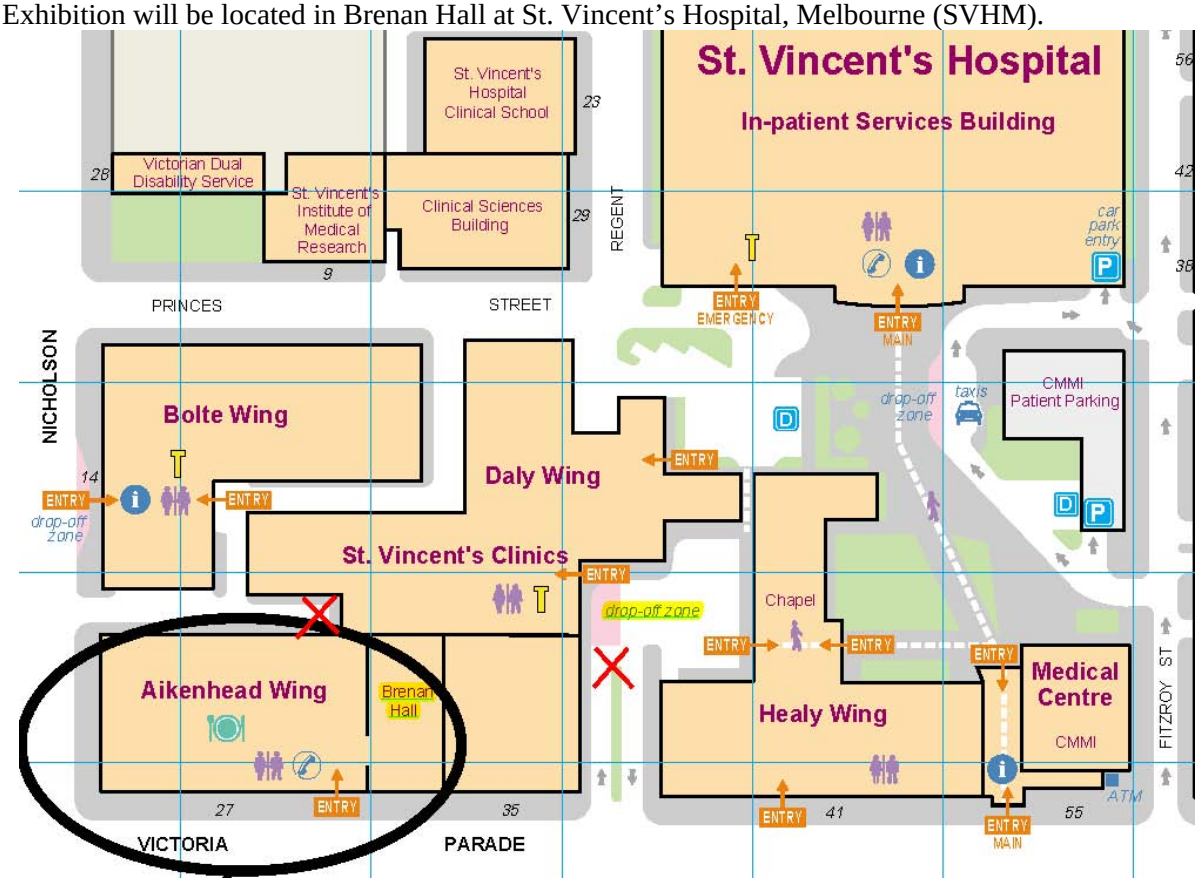
Exhibitors Timetable

Wednesday 13 February 2008	Exhibitors goods delivered to Brenan Hall	0630 - 2000
Thursday 14 February 2008	Moreton Hire sets up booths	1000 - 1400
	Exhibitors set up	1400 - 1600
	All Exhibitors register	1500 - 1600
Friday 15 February 2008	Exhibition open	0700
	Breakfast and registration	0700 - 0800
	Scientific programme	0800 - 1715
	GE Healthcare Welcome Drinks at Oyster	1730 - 1930
Saturday 16 February 2008	Exhibition open	0730
	Breakfast	0730 - 0830
	Scientific programme	0830 - 1620
	Coach departs St. Vincent's Hospital	1830
	GE Healthcare Dinner at Zinc	1900 - 2300
Sunday 17 February 2008	Exhibition open	0800
	Scientific programme	0900 - 1500
	Exhibitors bump out (after lunch)	1330 - 1500
	Moreton Hire dismantles booths	1430 - 1700
Monday 18 February 2008	All couriers to collect Exhibitors goods from Brenan Hall	0630 - 2000
Tuesday 19 February 2008	Deadline to have goods removed from Brenan Hall	0800

Set up

Exhibitors will have access from 1400-1600 on Thursday 14 February 2008 to set up their booth. The Exhibition will be located in Brenan Hall at St. Vincent's Hospital, Melbourne (SVHM).



Access for goods to Brenan Hall is via the entrance to the Aikenhead Wing on Victoria Parade or the goods entrance off Nicholson Street – both areas are indicated with an **X** in the above map. To avoid congestion please set down, unload as quickly as possible and then move your vehicle and park elsewhere. Alternatively, goods can be delivered to ASURA, SVHM, 27 Victoria Parade, Corner Nicholson and Victoria Parade, Fitzroy, Victoria 3065 (catering office located on ground floor).

SVHM will accept no responsibility for goods delivered to them prior to Wednesday 13 February 2008. Should you be couriering your goods please use the address label at Appendix 1.

Storage

There is no storage available prior to the meeting. Goods will only be accepted at SVHM from 0630 on Wednesday 13 February 2008. During the meeting goods will need to be stored at your booth.

Exhibition Booth

The official supplier for the booth shell scheme and electrical equipment is Moreton Hire. The Standard Shell Scheme supplied consists of:

- Size - 9m^2 (Gold sponsors) and 26m^2 (Diamond sponsor).
- Walls - 2.4m high velcro compatible panels. N.B. Screwing fixings into the panels is not permitted.
- Fascia - 30cm high velcro compatible fascia board across aisle frontages.
- Sign - one corflute sign (1800mm long x 200mm high) per booth. Computer cut vinyl lettering (max. 26 characters) Please confirm lettering required by emailing Cassandra Hargreaves at chargreaves@fed.asa.org.au by 31 December 2007.
- Lighting - two 150-watt spotlights per booth mounted on light track inside fascia.
- Power - one 240 volts / 1000 watt / 4amp general purpose outlet per booth.

N.B. Furniture not included

The furniture supplied consists of:

- 2 x chairs (Gold sponsors) and 4 x chairs (Diamond sponsors) - supplied by SVHM.
- 1 x Trestle per booth - L1800mm x W750mm x H750mm per booth - supplied by Moreton Hire.
- Cloth available in white - supplied by SVHM.

Should any exhibitor require additional furniture or assistance with their display please contact Mr Paul Hodgson at Moreton Hire (paul.hodgson@morton.net.au) by 15 January 2008.

Custom Design Stands

If the standard shell scheme is not required and a custom design stand is to be constructed, please provide a diagram of the stand with details and dimensions to Ms Cassandra Hargreaves (chargreaves@fed.asa.org.au). All display constructions require approval by the ASURA Committee.

All Exhibitors must keep their exhibits within their booth space and are not permitted to expand exhibits into the passageways.

Exhibitor Registration

Gold sponsors are entitled to two complimentary registrations while the Diamond sponsor has been allocated four complimentary registrations. Exhibitor registration includes name badge; meals (daily breakfast, morning/afternoon tea and lunches); tickets to the GE Healthcare Welcome Drinks (Friday night) and GE Healthcare Dinner (Saturday night); and coach transfer from SVHM to Zinc (Saturday night). Should you wish to register additional staff a Trade Delegate Registration fee is set at $400.

All exhibitors should register and collect their badge and tickets from the registration desk between 1500-1600 on Thursday 14 February. Each Exhibitor will also receive a list of those delegates who have given permission for their details to be included on the "ASURA delegates list".

Security

A security guard will be stationed at the entrance to Brennan Hall during the opening hours of the Exhibition to ensure only delegates are admitted. N.B. Children under the age of 15 will not be allowed into the Exhibition area.

Insurance

It is the responsibility of each company to maintain insurance cover against injury to person or damage or loss of property in such amounts as the company shall deem appropriate. Neither SVHM nor the ASURA Organising team will be responsible for any loss, damage or injury that may occur to the company's representatives or property from any cause whatsoever prior, during and subsequent to the ASURA exhibition. Please forward a copy of your company's Certificate of Currency/Public Liability to Ms Cassandra Hargreaves by 15 January 2008.

Internet/phone access in Brenan Hall

Not available.

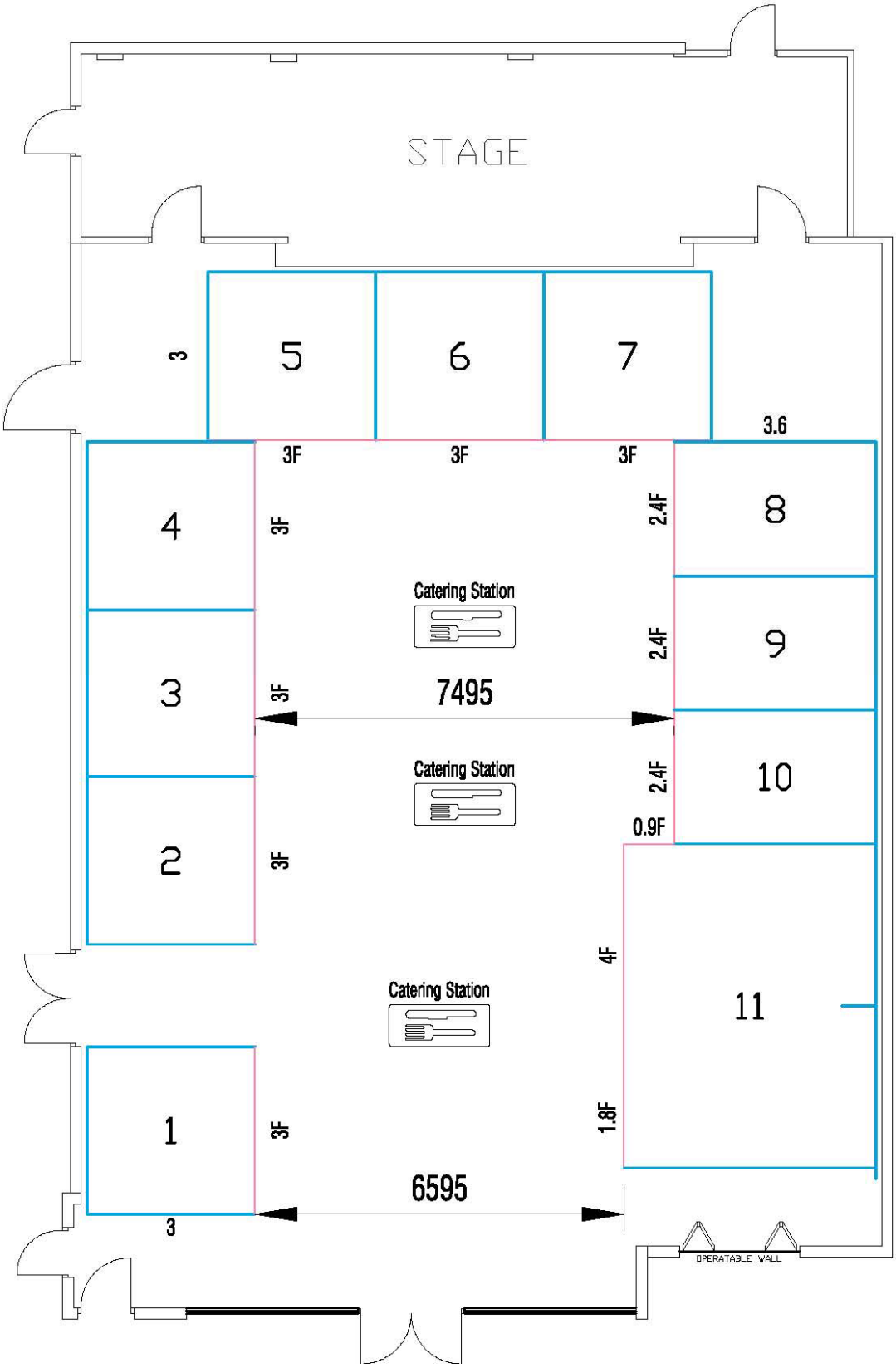
Exit strategy

Exhibitors are requested not to dismantle until after 1330 on Sunday 17 February when lunch concludes. Please pre-schedule your goods to be collected with your courier company. Each company is responsible for making its own arrangements with a local or interstate courier or freight company regarding the return of goods to the company office. Please ensure that a delivery label is attached to all equipment or boxes being collected from your booth and that the courier company is aware that all charges for freight are being charged directly to your organisation. Any goods left in Brenan Hall from Tuesday 19 February will be regarded as rubbish.

Booth Plan

Each sponsor has been allocated a space within Brenan Hall as follows:

1. Surgical Specialties	2. SonoSite
3. Mayo Healthcare	4. Sydmed
5. Organon	6. Siemans Ltd Medical Solutions
7. Focus Medical Technologies	8. Shenzhen Mindray Bio-Medical
9. B. Braun	10. AstraZeneca
11.GE Healthcare	



Advertisements for the *Anaesthesia and Intensive Care* Journal and *ASA News*

Gold sponsors are allocated a half page black + white advertisement in both the *Anaesthesia and Intensive Care* (circulation 4,200) and *ASA News* (circulation 2,500) for one publication in 2008. The advertisements should be 120 x 175mm half page box advert for the *Anaesthesia and Intensive Care* and 115 x 190mm half page box advert for the *ASA News*.

The Diamond sponsor will be allocated a one page colour advertisement in *Anaesthesia and Intensive Care* and the *ASA News* for one publication each in 2008. The advertisements should be 275 x 205mm full page trim size for the *Anaesthesia and Intensive Care* and 280 x 215mm full page trim size for the *ASA News*.

Digitally prepared advertising, preferably high resolution PDF is required. Please send artwork via email to Ms Clarissa Fletcher, the ASA Publications Manager (cfletcher@fed.asa.org.au) Please ensure to notify Ms Fletcher that your advertisement is "linked with ASURA" when you send it through. Please note that film will not be accepted.

Placement of the advertisement will be at the discretion of the Publications Manager. Please ensure advertisements are forwarded between 1 January – 31 December 2008 and they will be included in the subsequent Journal or Newsletter. If the advertisements are not received by 31 December 2008 the offer is forfeited and you are not able to carry over to 2009.

Satchel inserts

Silver package sponsors and the Diamond sponsor are required to provide 200 inserts for the delegates satchels by 31 December 2007. Satchel inserts are defined as two double sided A4 pages.

Please send satchel inserts to Ms Cassandra Hargreaves, ASA, PO Box 600, Edgecliff NSW 2027.

Exhibitors Check List

To ensure that all Exhibitors needs are met could all sponsors ensure that the following tasks are completed by the date indicated.

Deadline	**Task**
15 Dec 2007	I have registered all company representatives including additional trade delegates
20 Dec 2007	I have ensured any outstanding invoices have been paid
31 Dec 2007	As a Silver package sponsor my inserts have been forwarded to Ms Hargreaves
31 Dec 2007	I have confirmed the lettering for our company's booth (max 21 letters) to Ms Hargreaves
15 Jan 2008	I have ordered any additional furniture or plants from Moreton Hire that I require and understand this is to be charged back to our company
15 Jan 2008	I have forwarded a copy of our company's **Certificate of Currency/ public liability** to Ms Hargreaves
31 Jan 2008	I have completed the attached delivery label for all items to be forwarded to St. Vincent's, Melbourne
31 Dec 2008	My advertisements for the ASA News and AIC Journal have been forwarded to Ms Fletcher by 31 Dec 08 or forfeit your advertisement (they should be received between 1 January – 31 December 2008)

DELIVER TO:	**SENDER DETAILS:**
ASURA St Vincent's Hospital Melbourne Margaret Templeman 27 Victoria Parade Cnr Nicholson and Victoria Parade Catering Office - located on ground floor FITZROY VIC 3065 Ph: +61 3 9288 2731 **Box ____ of _____**	Company Name: Address: Contact Person: Phone No: Mobile No:

FUNCTION DETAILS

Event Name: ASURA

Venue Contact: Margaret Templeman
Tel: +61 3 9288 2731

Event Date: 14 – 17 February 2008

Where: St. Vincent's Hospital Melbourne

Contact person on the day: Cassandra Hargreaves
On site contact No: 0413 947 612

Any special care/handling instructions: _____

Delivery of Goods to St Vincent's Melbourne: Goods can be delivered to St. Vincent's Hospital Melbourne between 0630 – 2000 on Wednesday 13 February 2008 **only**. Goods CANNOT be delivered any earlier.

Pick-up of Goods from St Vincent's Melbourne: Goods can be collected from St. Vincent's Hospital Melbourne between 0630 – 2000 on Monday 18 February 2008. Goods NOT removed by Tuesday 19 February 2008 will be regarded as rubbish.