



# EXHIBITOR PACKAGE

27<sup>th</sup> Annual Conference of the  
Australian Institute of Occupational Hygienists

*New and Emerging Issues*

NATIONAL CONVENTION CENTRE  
Exhibition Hall  
31 Constitution Avenue  
CANBERRA ACT

*5 - 9 December 2009*

[www.aioh.org.au](http://www.aioh.org.au)



19<sup>th</sup> June 2009

**Re: Trade Exhibition at the 27<sup>th</sup> Annual Conference of the  
Australian Institute of Occupational Hygienists**

The organising committee of the 2009 Australian Institute of Occupational Hygienists Conference invite you to select booth preferences for participation in this year's Conference & Trade Exhibition. The conference is to be held at the National Convention Centre in Canberra, ACT from the 5<sup>th</sup> December to the 9<sup>th</sup> December, with the Trade Exhibition being held in the Exhibition Hall for two days from Monday 7<sup>th</sup> December until Tuesday 8<sup>th</sup> December.

Please be aware that there are limited booth spaces available and therefore allocations will be provided on a first in basis. A site map is attached which shows what booths are still available.

From past experience we anticipate approximately 350 delegates to attend most of who will be practising occupational hygienists from around Australia and overseas.

An alternative that might be more suitable for your organisation is to consider one of our sponsorship packages or, you may like to insert one promotional item into the conference satchel (please contact the [Conference Secretariat](#) if you would like further information).

We do hope you will be able to support our conference.

Kind regards

**Martin Jennings**  
**Chairperson**  
**2009 AIOH Conference Committee**



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## 2009 CONFERENCE AND EXHIBITION

### VENUE AND DATES

**Conference & Exhibition:** National Convention Centre & Exhibition Hall  
31 Constitution Avenue  
CANBERRA, ACT 2601  
Ph: +61 2 6257 4905

**Accommodation:** CROWNE PLAZA  
1 Binara Street  
CANBERRA, ACT, 2601  
Ph: +61 2 6247 8999

NOVOTEL  
65 Northbourne Avenue  
CANBERRA, ACT 2600  
Ph: +61 2 6245 5000

### EXHIBITION

Monday 7<sup>th</sup> December  
8.30 am – 5.00 pm

Tuesday 8<sup>th</sup> December  
8.30 am – 3.30 pm

**Move In:**  
Sunday 6<sup>th</sup> December  
2.00 pm – 6.00 pm

**Move Out:**  
Tuesday 8<sup>th</sup> December  
3.30 pm (after afternoon tea break)

## **BOOTH DETAILS**

|              |                         |                       |
|--------------|-------------------------|-----------------------|
| <b>Cost:</b> | Standard<br>3 x 3 metre | \$1,200.00 (incl GST) |
|              | Double<br>6 x 3 metre   | \$2,400.00 (incl GST) |
|              | Triple<br>9 x 3 metre   | \$3,600.00 (incl GST) |

Booth locations are shown in the proposed attached plan. The booths are 3m x 3m deep with 2.5m high wall panels covered in OPAL coloured Velcro compatible front runner material, framed in polished anodised aluminium. Only Velcro, thumb tacks or pushpins can be used to attach display items to walls.

**Signage & Fascia:** Names using vinyl-cut **UPPERCASE** lettering onto a white background, with names on all open sides.

**Lighting:** Two 150 watt track lights

**Power:** One 4 amp power point are provided to each booth

**Exhibition Contractor:** **System Built Exhibitions (SBX) Pty Ltd**  
15 Centre Court  
1 Pirie Street  
Fyshwick, ACT 2609  
Ph: 61 2 6239 1028  
Email [info@sbx.biz](mailto:info@sbx.biz)

The AIOH Conference Committee will provide all exhibitors separately prior to the exhibition the National Convention Centre "Exhibitor Information & Services Manual" with details for delivery of goods and transfer of equipment to the exhibition area, table and chair hire etc.

Additionally, SBX will send out a more comprehensive catalogue of furniture offering an extensive range of display accessories along with their forms to confirm estimated power requirements and Company name details for the fascia closer to the date to all exhibitors.

SBX, along with Steve Plante (Trade representative on the Conference Committee) will be on site during the exhibitor move-in period, to assist exhibitors.

## **EXHIBITOR PACKAGE**

For each booth, exhibitors will receive the following:

- 2 tickets to the Welcome Function on Sunday 6<sup>th</sup> December 2009
- All morning and afternoon teas for 2 booth staff
- Lunch for 2 persons per booth
- One conference satchel per booth

Additional tickets for the Welcome Function or any of the other functions (Golf Event, 3M Night and Conference Dinner) and meals can be purchased during registration. A registration brochure will be forwarded to you in August.

## **GENERAL INFORMATION**

### **Accommodation**

Accommodation will be available for exhibitors through the AIOH at a negotiated conference rate. All bookings are to be made through the AIOH Administrator at the time of conference registration to take advantage of the negotiated rate.

### **Liability of Exhibitors**

It is the Exhibitors responsibility to ensure that they are covered with respect to Public/Product Liability. Neither the AIOH nor the venue will be held responsible for any actions made as a result of an accident/injury occurring to delegates/attendees brought forward by attending Exhibitors booths or equipment demonstrations etc. at the exhibition.

### **Unsecured Booth Area**

As the exhibition area cannot be fully secured it is the responsibility of the Exhibitor to ensure the security of their booth.

### **Contacts**

**John Henderson**  
AIOH Exhibition Coordinator  
Ph: 0432 431 559  
Email: [johnhenderson@iinet.net.au](mailto:johnhenderson@iinet.net.au)

Laura Loschiavo  
AIOH Conference Secretariat/Office Manager  
Ph: +61 3 9336 2290  
Email: [conference@aioh.org.au](mailto:conference@aioh.org.au)



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## 2009 EXHIBITOR APPLICATION FORM

Please complete this form and return with your payment to:

AIOH  
PO Box 1205  
Tullamarine Vic 3043

Phone : +61 3 9336 2290  
Fax: +61 3 9336 2242  
Email: conference@aioh.org.au

CONTACT PERSON \_\_\_\_\_

NOMINATED PERSON(S) TO ATTEND EXHIBITION & WELCOME FUNCTION

\_\_\_\_\_

COMPANY \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

### BOOTH PREFERENCE

1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

Every endeavour will be made to ensure Exhibitors are allocated to the booth/s chosen.

### PAYMENT DETAILS (please tick)

Cheque Enclosed     Purchase Order Enclosed     Credit Card<sup>^</sup>     EFT\*  
*\*to pay by EFT contact the AIOH Administration Office*

### Credit Card Details

Type of Card: \_\_\_\_\_ Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

<sup>^</sup>payments made by Amex or Diners will incur an additional merchant fee

**Note: A tax invoice/receipt will be sent by email**

