



Dear Sponsors and Exhibitors

On behalf of the Organising Committee for the Tertiary Education Management Conference, we are pleased to provide detailed information to assist you with planning your attendance at the conference at the **Novotel Wollongong North Beach, Wollongong from 30 August – 2 September 2015.**

We ask that you take the time to read the following information as it will assist you and your organisation in having a smooth and hassle free experience at this conference.

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CHECKLIST

Have you provided Leishman Associates with (if applicable):

- **An electronic copy of your company logo**
- **Your company website**
- **75 words of promotional text**
- **A copy of your company's Public and Liability Insurance Certificate**
- **A registration form for all of your company's on-site representatives – including any complimentary registrations**
- **A prize for the Trade Exhibition Incentive Competition**

BOOTH ALLOCATION

Booth allocation is being finalised. The final floor plan is subject to change – however all exhibitors will be notified of any changes.

TRADE EXHIBITION SERVICE PROVIDER

Moreton Hire has been appointed to build the trade exhibition and look after your exhibition needs. Your contact is Kerry Casemore.

T: 0419 785 874

E: kerry.casemore@moreton.net.au

BOOTH INCLUSIONS & INFORMATION

Standard booth size is 3 metre frontage x 2 metre depth and 2.4 metres in height.

Walls are white, PVC walls and fascia. The walls are a smooth finish – and Velcro hooks alone will not adhere. You will require very strong double back tape or Hook & Loop Velcro to attach your displays.

NO pins or screws are to be used to attach your display. Any damage caused to the panel will be charged to the exhibitor.

Exhibitors are responsible for ensuring that all traces of Velcro are removed during exhibition bump out.

Fascia will be applied to open sides displaying company name onto a white background (maximum length 30 characters). Only one sign per booth will be provided. If you would like to customise your fascia signage with your logo or different coloured printing, this is available at an additional charge.

Please complete and return the fascia signage form by Friday 7 August 2015 to kerry.casemore@moreton.net.au

Lighting provided will be 2 x 120-wtt spotlights mounted behind front fascia panel.

Power provided will be 1 x 4amp general purpose outlet per booth regardless of booth size.

Furniture Requirements: No furniture will be supplied by the venue or the Conference Organisers for trade exhibition booths. Furniture hire can be arranged through Moreton Hire who has a range of tables, chairs and brochure stands available for hire. Please contact Morton Hire directly to arrange hire of any items that you may require.

INTERNET CONNECTION

Free wireless internet is available throughout conference venue for the duration of the conference days. This service is best suited to checking emails and basic web browsing. Instructions on how to access this service will be available upon registration at the conference.

Maximum speed of this service may not be suitable for the streaming of video, Skype, VPN connections or file sharing. If you require a greater bandwidth, a wireless or cabled connection can be arranged for an additional cost.

1 Hour @ \$11.00 per connection

24 Hours @ \$24.95 per connection

The Novatel Wollongong North Beach, the conference managers, conference organising committee and Moreton Hire accept no responsibility for any viruses/security breaches encountered whilst using their internet service.

BUMP IN SCHEDULE AT A GLANCE

Task	Day	Date	Time
Exhibitor bump in	Sunday	30 August	1200 – 1700
Exhibition open	Monday	1 September	0700 – 1700
Exhibition open	Tuesday	2 September	0700 – 1700
Exhibition open	Wednesday	3 September	0800 – 1530
Exhibitor bump out	Wednesday	3 September	1530 – 1800

ADDITIONAL BUMP IN & OUT INFORMATION

Trade Exhibitors can begin set up from 1200noon on Sunday 30 August 2015. Set up must be completed by no later than 1700 on Sunday 30 August 2015.

The trade exhibition will close at 1530 on Wednesday 3 September 2015. We ask that all exhibitors **DO NOT** commence pack down until after this time.

The Novatel Wollongong North Beach advises that all exhibitors are **FULLY RESPONSIBLE** for the return shipment of all equipment on individual stands.

All goods to be collected at the conclusion of the conference are to be labelled with a fully completed consignment note. The venue staff will then arrange delivery of these items to the Loading Dock, for pick up by your courier at the time of move out where possible.

The Novatel Wollongong North Beach employees are not authorised to complete freight and courier forms on behalf of any company or person. Items are not to be left at the venue any longer than ten working days after the event. Any items remaining will subsequently be deemed abandoned and disposed of accordingly.

Exhibitors who have arranged for couriers to collect their goods must ensure all items are clearly labelled with:

- Destination
- Company name
- Courier name
- Have a completed consignment note attached.

It is the exhibitor's responsibility to arrange collection of all goods by a courier. This includes ensuring all items are labelled correctly, a consignment note attached and courier booked for collection. Leishman Associates accept no responsibility for exhibitor freight.

EXHIBITION EQUIPMENT

All exhibition equipment for delivery to your stand **must arrive from the 26th August 2015.**

All items should arrive via the Loading Dock. It is preferred that all items arrive to the Loading Dock between the hours of 0730 – 1430, Monday - Friday. Deliveries outside of these hours will need to be arranged prior to delivery.

A copy of the Delivery Label has been provided, which must be used to send goods to the Novatel North beach. All items being delivered to the hotel should be clearly marked and have the delivery label attached.

If you have any questions relating to the delivery of your goods to the conference venue please contact Nina Watts H1654-SB2@accor.com

TRADE VISITATION INCENTIVE PRIZE

The conference will be conducting an interactive promotion to encourage delegates to visit and interact with each exhibition stand throughout the duration of the conference. Additional details on the promotion will be sent to each sponsor and exhibitor shortly.

Prize Draw: The Conference is seeking prize donations for the exhibitor promotional activity. If you would like to donate a prize to the promotion and have your company recognised for your contribution please send details of the prize to sarah@laevents.com.au by **Friday 21 August 2015.** Prizes can be left at the conference registration desk on arrival.

HANDBOOK INFORMATION

We are currently compiling the conference handbook which includes your logo and company profile as currently displayed on the conference website. Company logos will also be used in signage and on screen during events. Please contact sarah@laevents.com.au with any queries regarding the usage of your logo.

To ensure the correct logo and profile is included in the handbook, we ask that you please visit the conference website to check the logo and profile displayed are correct. If any changes are required please notify amendments via email no later than Friday 7 August 2015 to sarah@laevents.com.au

Advertising: Sponsors who are entitled to advertising space in the conference handbook must supply their ads by **Friday 7 August 2015.**

Specifications are as follows:

A4 **Full** page Advert

210mm (w) x 297mm (h) plus 3mm full bleed on all edges

A5 **Half** Page Advert

210mm (w) x 148mm (h) plus 3mm full bleed on all edges

Please supply advertisements as high resolution pdf files Full colour CMYK 300 dpi
3mm full bleed on all edges.

Descriptions, logos and ads should be sent to sarah@laevents.com.au in PDF format.

SACHEL INSERTS

Please refer to your individual sponsorship package for your satchel insert and e-satchel entitlements.

The satchel insert can be up to four A4 pages or a suitable promotional item.

Physical satchel inserts will need to be delivered to the following address between **Monday 10 August and Tuesday 18 August 2015**. **The satchel delivery label attached must be used.**

Achieve Australia
Unit 4, No. 4, Jabez Street
Marrickville NSW 2204

Deliveries are accepted between 0800 and 1430 Monday to Friday. If you have a satchel item please advise Sarah by email sarah@laevents.com.au no later than **Friday 7 August 2015** so that we can confirm delivery.

600 satchel inserts will need to be provided to fill satchels.

An e-satchel insert and e-flyer will be displayed throughout the conference on screens located throughout the Conference Centre and preloaded onto the conference handbook provided to each delegate. Please note that the e-satchel insert is required in landscape format. The specifications for the e-satchel insert are as follows;

e-satchel insert specifications

- 1 page only
- Widescreen landscape 16:9 to fit 1920 x 1080 px
- Less than 1MB
- PDF format

All artwork must be received no later than **Friday 7 August 2015** to guarantee its inclusion. Final artwork should be sent to sarah@laevents.com.au

PLEASE NOTE: If your goods for the satchel inserts are not received to the correct address within the given timeframe they will not be included in the satchel and the goods will be returned to the sender.

STORAGE

Limited space will be available for storage of boxes and cartons for repacking of exhibitor's equipment during the conference.

STAND CLEANING

The trade area will be cleaned every evening after the exhibition has closed. While care will be taken in the cleaning of the exhibition stands, the Novatel Wollongong North Beach and the conference organisers will take no responsibility for any damage to an exhibitor's stand, their furniture, product or signage.

FOOD AND BEVERAGE

Exhibitors will be served morning and afternoon refreshments and lunches half an hour before the delegate times. All food will be served at various locations in the trade exhibition area. Please make note of any special dietary requirements on your registration form.

No food or beverages of any kind, other than those provided by the Hotel will be permitted onto the Hotel's property without the consent of the Hotel.

SECURITY

The exhibition area will be closed each night one hour after the official closing time and will be reopened one hour before the official start each day. Access to the area during this closed period will not be available except in emergencies. This area will not be locked however the whole hotel has been booked for the duration of the conference.

Exhibitors are expected to make their own insurance arrangements which will cover them for on-site display. Exhibitors are required to have public liability insurance cover for \$5,000,000 minimum.

All due care is taken but no responsibility for loss, damage or theft of any trade equipment or personal belongings will be taken by the Organising Committee, Conference Managers or Venue.

REGISTRATION DESK

The Registration Desk will be located on the Ground Level of the Novatel. The desk will be open at the following times and all exhibitors and sponsors are required to register at the desk prior to commencing bump in.

Sunday 30 August	1200 – 1800
Monday 1 September	0730 – 1700
Tuesday 2 September	0730 – 1700
Wednesday 3 September	0730 – 1600

EXHIBITOR REGISTRATION

All exhibitors and sponsors are required to complete a registration form to attend the conference (even if your representative is only working on an exhibition booth). Each standard trade booth includes two exhibitor registrations (does not include Conference Dinner). Some exhibitors and sponsors may be entitled to complimentary and paid registrations depending on your sponsorship arrangements. **Registrations must be received by Friday 7 August 2015.**

All sponsors and exhibitors are eligible to register an additional two delegates (max) at a special rate of \$700 (inc GST). This registration does not include the Conference Dinner. Tickets to the conference dinner can be purchased separately for \$170 (inc GST).

A copy of the registration form is attached. In order to receive a complimentary or discounted exhibition registration, you are required to complete a hard copy registration form. **Registrations processed via the main online registration system will not be eligible to receive the discounted or complimentary rates.**

If you are uncertain of your registration entitlements please contact Sarah on 03 6234 7844.

ACCOMMODATION

The conference has secured special room rates at various hotels in Wollongong. For details on the hotels please go to the conference [website](#). To be eligible for these rates, accommodation must be booked through Leishman Associates.

Please fill out your accommodation details on the registration form or contact Sarah at sarah@laevents.com.au. Please note that a credit card is required to secure your booking.

Due to other events in Wollongong during this time, accommodation is limited. We advise that you book your preferred accommodation as early as possible to avoid disappointment.

CAR PARKING

Car parking is free of charge. It is undercover parking located under the hotel for TEMC delegates, sponsors and exhibitors.

CONTACTS

Sponsorship & Exhibition Administrator

Sarah Mitchell

03 6234 7844

sarah@laevents.com.au

Conference Manager

Renee Brown

03 6234 7844

0437 345 919

renee@laevents.com.au

Moreton Hire

Kerry Casemore

0419 785 874

kerry.casemore@moreton.net.au

Sponsorship & Exhibition Manager

Sandra Pitt

03 6234 7844

sandra@laevents.com.au

TEMG
Leading
Locally
Competing
Globally



30 Aug – 2 Sep 2015
Novotel North Beach Wollongong  

SATCHEL DELIVERY LABEL

Achieve Australia

Unit 4, No.4 Jabez Street

Marrickville NSW 2204

Ph: 02 9334 0905

Leishman Associates does not accept any responsibility for items held in transit or on the premises.

Event: TEMC15

Delivery: Between Monday 10 August 2015 & Tuesday 18 August 2015
8:30am to 2:30pm Weekdays

Contact: Sarah Mitchell, Leishman Associates – 03 6234 7844

Article No.

Of Total.

Deliver to:

**NOVOTEL WOLLONGONG NORTHBEACH
LOADING DOCK
BLACKETT STREET
NORTH WOLLONGONG NSW 2500**

Conference Name:

Conference Date:

Novotel Contact:

Stand Number: (If applicable)

From:

Contact Ph:

Box

of

PLEASE ENSURE ARTICLES ARE NOT DELIVERED MORE THAN 3 WORKING DAYS PRIOR TO THE STARTING DATE OF THE CONFERENCE; DELIVERIES ACCEPTED MONDAY TO FRIDAYS 8AM TO 3PM

Deliver to:

Pick Up From:

Loading Dock, Novotel Wollongong Northbeach

Blackett Street, North Wollongong 2500

Box

Of

LOADING DOCK IS CLOSED FOR PICK UP AND DELIVERIES ON SATURDAY & SUNDAY