



Pathology Update 2024:

ANSWERS IN ADELAIDE

Friday 1- Sunday 3 March 2024

Adelaide Convention Centre, Adelaide

Exhibition and Sponsorship Information



RCPA



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@PathologyRCPA



The Royal College of Pathologists of Australasia



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www.rcpa.edu.au/Events/Pathology-Update

#PathUpdate2024

#AnswersinAdelaide

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Pathology Update 2024: Answers in Adelaide

The Royal College of Pathologists of Australasia
207 Albion St Surry Hills NSW 2010 Australia

Eve Propper

Events and Sponsorship Manager

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- The Pathology Update 2024 Exhibition & Sponsorship Information is correct as of May 2023 and is subject to change.
- The Pathology Update 2024 Preliminary Scientific and Social Program will be available online from September 2023 <https://www.rcpa.edu.au/Events/Pathology-Update>
- Pathology Update 2024 Disclaimer available at <https://www.rcpa.edu.au/Events>

Exhibitor Timetable

Friday 1 - Sunday 3 March 2024

The Industry Exhibition is in Halls FG on the Ground Level of the Adelaide Convention Centre and encourages delegates to interact with exhibitors during morning tea, lunch and afternoon tea breaks. Exhibitors and Delegates will be able to relax at the Welcome Cocktail Party on the Friday night and the Conference Soiree on Saturday night at the Adelaide Convention Centre. Sponsors and Exhibitors are welcome to attend the scientific program except for any sessions deemed closed.

Onsite Exhibition Times

- Friday 1 March 2024 8.00am - 8.00pm
- Saturday 2 March 2024 8.30am - 5.00pm
- Sunday 3 March 2024 8.30am - 4.30pm

Exhibition Booth Costs (excluding GST)

- 3m x 3m - \$5,000AUD plus gst

Shell Scheme Booths comprise:

- 2.5mH white walling in an aluminium Octanorm frame
- Aluminium frame with digitally printed fascia board per aisle frontage
- 2 x LED spotlights per 9 square metre, mounted to the inside of the fascia
- 1x 4amp power outlet per 9 square metre stand
- Charcoal Venue Carpet

Custom Booths:

All custom stand designs, including temporary flooring or octanorm upgrades will need to be submitted to the Adelaide Convention Centre for appraisal. Please note – appraisal by the Adelaide Convention Centre will not include the assessment of the stand's structural integrity and or design. All power requirements must be ordered through Adelaide Expo Hire.

Please complete the Adelaide Convention Centres 'Custom Stand Design Appraisal' form and submit this with individual stand plans and dimensions to by Friday 27 January 2024.

Please download the form <https://www.rcpa.edu.au/Events/Pathology-Update/Exhibitor-Information>

Jasmine Pohl
Adelaide Convention Centre
jasmine.pohl@avmc.com.au
t.+61 8 8210 6774

Pathology Update 2024

Exhibitor Timetable

Thursday 29 February - Sunday 3 March 2024



MOVE IN – MOVE OUT SCHEDULE

	DATE	TIME
• AEH – Mark Out and Build Shell Scheme stands	Thursday 29 February	4.00am
• Custom Stand Builders – Move In	Thursday 29 February	7.00am
• All Exhibitors Booth Stock Delivered by CTL Exhibitions	Thursday 29 February	2.00pm
• All construction work must be complete	Thursday 29 February	1.00pm
• Shell Scheme Exhibitors Move in (hand-carry items only)	Thursday 29 February	2.00pm - 6.00pm
• Pathology Update 2024 Opens	Friday 1 March	8.00am
• Pathology Update 2024 Closes	Sunday 3 March	4.30pm
• Exhibitor Pack down (hand -carry items only)	Sunday 3 March	4.30pm - 5.30pm
• AEH & Custom Builders - Start Move Out	Sunday 3 March	5.30pm
• AEH & Custom Builders - Complete Move Out	Sunday 3 March	23.59pm

Move in - Important Information

Bump in by Adelaide Expo Hire as stated above will happen during the day and CTL Exhibitions will deliver goods to your booth on arrival. We recommend that you do arrange for the delivery of your goods through CTL Exhibitions for your convenience however, you are welcome to use your own courier. If you decide to use your own courier, please ensure the Exhibitor Delivery label is attached to all your items and your delivery is scheduled with Adelaide Convention Centre's Loading Dock.

Adelaide Convention Centre Loading Dock
ntld@avmc.com.au | t.+61 8 8210 6773

Due to Work Health and Safety requirements, it is mandatory for all Exhibitors to wear approved safety vests when accessing the Convention Centre loading dock and during the move-in/out periods as applicable. You are welcome to provide your own safety vests, or they can be purchased at the venue on site. Please also wear closed and suitable footwear during move-in/out periods. People wearing open-toed shoes, sandals or thongs are not permitted to access the exhibition area during move-in/out or the loading dock at any time. Persons under the age of 16 years are not permitted on the loading dock or move-in/out areas.

Important Information about your Booth

- No build construction is permitted on site (ie: saw cutting, painting).
- Maximum permissible height is 3.2 metres
- All stand builds need to be system based or prefabricated off site.
- Temporary flooring needs to have a protective underlay.
- Raised floors must be built wholly within contracted space and have a ramped edge.

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Exhibitor Booking and Confirmation Form

Company: _____

Contact Person: _____ Position: _____

Address: _____

Suburb/Town: _____ State: _____ P/code: _____

Mobile: _____ Email: _____

Booth Information

Booth No/s:

1st Preference:

2nd Preference:

3rd Preference:

Rates:

3 metres x 3 metres

\$5,000AUD plus GST

Payment terms

- Your Exhibition request will be confirmed in writing with a tax invoice.
- The tax invoice will be emailed in October 2023 with payment required within 30 days.

Cancellation Policy

- Cancellations must be made in writing to the Events and Sponsorship Manager by Friday 15 December 2023. No refunds will be given after this date.
- Exhibitors seeking refunds from Adelaide Expo Hire or CTL Exhibitions or any other 3rd party exhibition stand company must be done directly with them.

Disclaimer: <https://www.rcpa.edu.au/Events>

Please complete and : **Eve Propper**
Events and Sponsorship Manager
The Royal College of Pathologists of Australasia
e: evep@rcpa.edu.au
t. +61 2 8356 5806



Exhibitor and Sponsor Registration Form

Each exhibiting company is entitled to four registrations for every 3x3 metre booth:

- Admission to the Scientific Program except for closed sessions
- Admission at the Pathology Update 2024 Welcome Cocktail Party for all staff
- Admission to the RCPA Annual Awards and Admission Ceremony and Soiree for all staff
- Morning, afternoon teas and lunches with conference delegates for all staff
- Scientific and Social registrations are not transferable.
- Individual Registration only. No workplace or group registrations.
- Individual Emails must be provided for Registration and App Access.

Company: _____

1. Exhibitor/Sponsor:

Prefix: _____ **First Name:** _____ **Surname:** _____

Email: _____ Mobile: _____

2. Exhibitor/Sponsor:

Prefix: _____ **First Name:** _____ **Surname:** _____

Email: _____ Mobile: _____

3. Exhibitor/Sponsor:

Prefix: _____ **First Name:** _____ **Surname:** _____

Email: _____ Mobile: _____

4. Exhibitor/Sponsor:

Prefix: _____ **First Name:** _____ **Surname:** _____

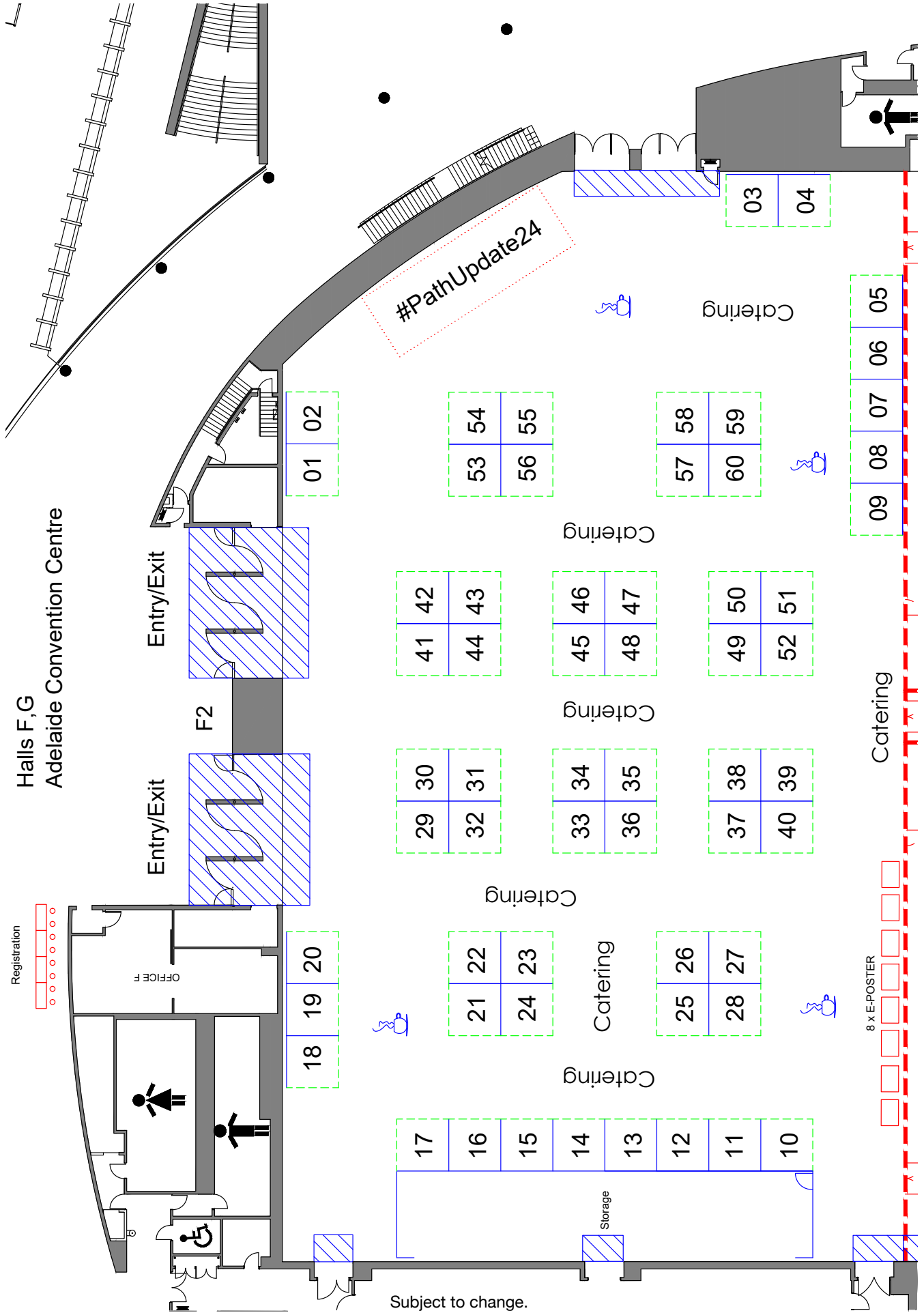
Email: _____ Mobile: _____

- College Policy and WH&S each Exhibitor & Sponsor must be individually registered.
- All fields must be complete.
- Please do not supply generic email. Individual emails must be provided for #PathUpdate2024 App content.

Registration Deadline: Friday 2 February 2024: Eve Propper evp@rcpa.edu.au



Pathology Update 2024 Floor Plan



Pathology Update 2024

Exhibition Supplier & Freight Forwarder

Pathology Update 2024 Preferred Exhibition Supplier: Adelaide Expo Hire

AEH has developed an Online Exhibitor Service Centre for ease of ordering exhibition requirements for the event. Your AEH Exhibition Coordinator will forward you the link for you to create an account. Please use the Online Exhibitor Service Centre to complete the forms (information) for your stand requirements, including fascia and any signage furniture, audio visual requirements you may have. If you have any questions regarding your shell scheme booth or the Exhibitor Service Centre please contact Lauren Galvin at AEH directly. Please mention Pathology Update 2024 and your stand number.

Adelaide Expo Hire - your Exhibition Coordinator

Lauren Galvin | t. +61 8 8350 2304 | laureng@aeH.com.au | www.aeh.com.au



AEH - Custom stands

If you are interested in your very own Custom Stand design, AEH Custom Displays can help with simple and effective stand packages, custom stand packages or help to deliver your unique vision by producing a stand tailored to your specific event requirements.

AEH Custom Stand Sales

Alishia Izzo | t. +61 8 8350 2330 | alishiai@aeH.com.au

Pathology Update 2024 Preferred Freight Forwarder : CTL Exhibitions



CTL Exhibitions is the preferred freight forwarder and official onsite logistics provider to Pathology Update 2024 .CTL specialises in exhibition freight forwarding - both domestic and international. CTL can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. CTL provides a complete service including monitoring of freight from your doorstep right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. CTL offers the following services:

- All local, interstate, and international transport services including delivery onto each exhibitors' stand at the venue.
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each exhibitor's requirements.

Prior to the show, will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, you can submit all relevant work orders by emailing Chris@CTL.com.au and please include RCPA Pathology Update 2024 as the subject matter.

CTL Service to International Exhibitors

Our International teams are positioned around the globe to assist with your International Freight Requirements. Our team of experts can arrange a full door to booth service, inclusive of freight, customs, and handling. Australia has detailed Customs and Quarantine Procedures; our teams will work with you to ensure your goods enter the country problem free. Let us design a service package for you!

Please note: The show bumps in on very tight parameters and deliveries will not be accepted at the venue earlier than Thursday 29 February 2024. All freight must be removed from the venue the night of show close **Sunday 3rd March 2024 by 6.00PM – no exceptions**. For these reasons, we highly recommend using CTL as their service is door-to-stand and they work weekends and outside normal business hours.

Onsite Materials Handling And Storage: Exhibitors or 3rd party custom stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with CTL. Please do not just assume that CTL will be onsite.

There is no on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show. **Exhibitors and their third-party custom stand-builders requiring storage during the show, must pre-book these services in advance with CTL. Charges will apply!**

CTL Exhibitions Contact | Chris Millane, Exhibitions Manager | t: 0411 659 598 | chris@ctl.com.au



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