



Australian Society of Sugar Cane Technologists
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INDUSTRY EQUIPMENT EXHIBITION

CIRCULAR NO 1 TO INDUSTRY EQUIPMENT EXHIBITION PARTICIPANTS

ASSCT CONFERENCE, TOOWOOMBA QLD

30 April 2019 – 2 May 2019

GENERAL INFORMATION

The annual ASSCT Conference brings together technologists, practitioners and stakeholders of the milling and agricultural sectors of the Australian sugar industry and its research establishments. The Conference is also attended by supporting members including consultants, manufacturers and contractors. While the Conference is held for people mainly concerned with the sugar industry, the Industry Equipment Exhibition is of general interest to people from a range of backgrounds. To alert people from other outside the sugar industry, information about the Industry Equipment Exhibition will be advertised in local media channels prior to and during the Conference.

THE VENUE

The Industry Equipment Exhibition will be held in and adjacent to the Clive Berghofer Recreation Centre (CBRC) at the University of Southern Queensland (USQ).

The booth provider will have staff on hand to assist with the Exhibitor move-in. Although the CBRC is an excellent facility, special provision will have to be made if you have items for display over 100 kg. This will need to be in the form of mounting pads or for the display to be mounted outside the building. A forklift is available to move equipment to the capacity of 2 tonne, but it will have limited access to the exhibition area. However, pallet jacks and trolleys will be available to move items to booths. Should you need to make use of the forklift, prior arrangements and scheduling is required by contacting Troy Jensen at USQ (0407 789 339 or Troy.Jensen@usq.edu.au). Items displayed outside the building will not be continually covered by security and should therefore not be easily portable.

EXHIBITION BOOTHING

Corporate AV have been contracted as the exhibition specialists who will provide the boothing and associated services. All booths have standard inclusions [see page 2]. Custom specifications are available on request. Additional charges may be imposed for these customised options.

Corporate AV can be contacted directly by email to assist exhibitors to maximize their display opportunities – including the coordination of Exhibitors signage requirements, furniture and plant hire requirements, booth theming requirements, power requirements, etc.

Contact Details

Corporate AV – Mal Brown

Mobile: 0417 775 939

Email: mal@corporateaudiovisual.com.au

Website: www.corporateaudiovisual.com.au

STANDARD BOOTH INFORMATION

Booths being used at the exhibition are 3.0m x 3.0m x 2.4m high & 3.0m x 1.0m x 2.4m high. The wall dividers are white melamine board (Blu-tak only to be used on walls).

LIGHTING

Each booth will be provided with one (1) x 150w light.

FASCIA SIGN

The booths are provided with a header board to which a 1m standard company name sign (reflex black lettering on white corflute) is attached to the front.

POWER

Each booth has a standard 4 outlet, 10 amp powerboard, if more power is required; this must be advised prior to the exhibition set-up and may incur an extra charge.

All electrical equipment brought onto the exhibition site must be **“tested and tagged”** in compliance with Workcover's OH&S regulations.

Items not “tested and tagged” will be required to be removed from the exhibition. There will be no facility to “test and Tag” equipment at the exhibition.

TELEPHONE AND MODEM CONNECTIONS

There will be no telephone or modem connections available. There is good mobile phone coverage and there will be free Wi Fi throughout the venue including the exhibition area.

AUDIO VISUAL EQUIPMENT

Corporate AV hire through an associate, if exhibitors require TVs, monitors, DVDs or data projectors etc.

SECURITY

USQ has on-campus security 24/7, as well as regular security patrols at night.

CLEANING

General cleaning of the Exhibition area will be carried out on a daily basis, and we request that any waste paper baskets be placed in front of each booth at the end of the day, so that the cleaners can empty them.

REFRESHMENTS

Morning and afternoon teas and lunches will be served in the Exhibition area. Happy Hour will also be held in this area on Wednesday from 17:30 to 18:30.

COMPLIMENTARY EATS AND DRINKS

Complimentary non-alcoholic drinks, nibbles and sweets may be provided by Exhibitors within booths.

FURNITURE

Display furniture can be ordered directly from Corporate AV.

FLOOR PLAN for BOOTHS

A copy of the **Industry Equipment Exhibition floor plan is attached**; this plan is still subject to change.

FORWARDING FREIGHT

The University of Southern Queensland has limited storage facilities. As such, forwarded freight for exhibits should be delivered to the address below in the two weeks prior the conference (15 April to 26 April 2019). Please remember that the Easter holidays cover 19 to 22 April 2019 and that ANZAC Day is on 25 April 2019. As mentioned before, scheduling of use of the forklift will be necessary. Please contact Troy Jensen (mob 0407 789 339) to make appropriate arrangements. All received freight will be delivered to the CBRC on Monday 29 April prior to Exhibitors set-up time of 13:00.

It is important that freight is clearly identified with the details shown below:

Attn: Troy Jensen (mob 0407 789 339)
ASSCT Industry Equipment Exhibition
Building P9 – Centre for Agricultural Engineering
University of Southern Queensland
Handley Street
TOOWOOMBA QLD 4350

YOUR COMPANY NAME,
BOOTH #
PACKAGE # OF * PACKAGES

Forwarded items will be securely stored in an industrial-type shed prior to being moved to the Exhibition area. Packing and crates will be stored at USQ for the duration of the Exhibition.

All packing and crates will be returned to the exhibition area on Thursday 2 May by 16:00. Exhibits must be packed up by Friday 10:00. Return Company address should be clearly marked to enable return of packages following completion of the Industry Equipment Exhibition. The return freight will need to be organized by the Exhibitor using the same protocol as with delivery.

DISPLAY TIMETABLE

Sunday 28 April 2019

Display booths set up by Corporate Av

Monday 29 April 2019

07:00 – 13:00

Display booths set up by Corporate Av

13:00 – 17:00

Exhibitors to set up Booths

13:00 – 17:00

Corporate Av will be available during exhibitors set up

Tuesday 30 April 2019

07:00 – 08:00

Exhibitors to complete setting up Booths

07:00 – 08:00

Corporate Av will be available during exhibitors set up.

09:45

Official opening of Industry Equipment Exhibition

10:00 – 15:30

Industry Equipment Exhibition operates

15:30 – 17:00

Guest speakers

17:30 – 19:30

Welcome Function (USQ)

Wednesday 1 May 2019

08:00 – 09:00	Exhibitors & Sponsors Presentations
09:00 – 17:00	Industry Equipment Exhibition operates
17:30 – 18:30	Happy Hour in the Exhibition

Thursday 2 May 2019

08:00 – 09:00	Exhibitors & Sponsors Presentations
09:00 – 16:00	Industry Equipment Exhibition (delegates) operates
16:00 – 17:00	Exhibitors remove display material and move out
18:30 – 22:00	Conference Dinner (USQ)

Friday 3 May 2019

08:00 – 09:30	Exhibitors remove display material and move out
09:30 – 15:00	Booths removed
08:00 – 13:00	Field and manufacturing tours (off-site)

NOTE:

(1) Exhibitors are required to have their booth set-up complete by 08:00 Tuesday 30 April prior to the official opening at 09:45.

(2) After the close of afternoon tea on Thursday 2 May, at approx. 16:00 Exhibitors will be required to pack up and remove their equipment by 17:00 Thursday 2 May so that the dismantling of the booths can take place.

REGISTRATION FOR CONFERENCE

All persons attending Conference papers and the social functions are required to pay the conference registration fee which increases after the 15 March 2019. However, purchase of a booth at the Industry Equipment Exhibition attracts **one complimentary registration**, which allows attendance at the welcome function, dinner and conference sessions. If you have not nominated a person for the free registration, please notify the ASSCT office so that name badges can be prepared. For those who have not registered, tickets for the welcome function and dinner are available. The welcome cocktail function will be held on Tuesday 30 April and will take place at USQ. The conference dinner will be held on Thursday 2 May at USQ from 18:30.

CO-ORDINATOR

The Industry Equipment Exhibition coordinator is:

Mal Brown:- Mobile: 0417 775 939
 Email: exhibitors@assct.com.au

Yours faithfully



Arthur Pinkney
ASSCT General Secretary