

## SUPPORTER MANUAL

Thank you for your support of MM2022.

After three years apart we are excited to recharge, reconnect and reinvigorate as we welcome our profession back to a very special face-to-face **Medicines Management 2022**, the 46th SHPA National Conference.

Over **1 – 3 December** you will have the opportunity to reconnect with leading pharmacists and technicians from all areas of practice, allied health care professionals and other supporters as we shape the future of medicines management and patient care in a truly electric atmosphere.

The involvement of our supporters drives the energy and buzz of Medicines Management conferences and your involvement in MM2022 is a unique opportunity to strengthen your brand profile and gain exceptional access to leading pharmacy practitioners in person! With the welcome reception, poster viewing, tea breaks and lunches all held in the Exhibition Hall there will be numerous opportunities for revitalising your relationships.

To ensure you get the greatest value from your participation this manual contains everything you **NEED TO KNOW** and **NEED TO DO**. Please take the time to read all the information provided and note all deadlines to ensure you have a hassle-free event. Please make sure all relevant information is passed on to company staff attending the conference.

We thank you for your continued support of SHPA.

## VENUE

### **Brisbane Convention & Exhibition Centre Convention Centre (BCEC)**

Glenelg St, South Brisbane Qld 4101

P: (07) 3308 3000

## IMPORTANT CONTACTS

### SHPA

Sally Ridgers

E: [sridgers@shpa.org.au](mailto:sridgers@shpa.org.au)

M: 0438 074 348

### Conference Registration Secretariat - Kaigi Conferencing & Events

E: [shpa@kaigi.com.au](mailto:shpa@kaigi.com.au)

### Exhibition Builder - Moreton Hire

E: [naomi.albers@moreton.net.au](mailto:naomi.albers@moreton.net.au)

P: (03) 9300 5700

### Brisbane Convention & Exhibition Centre

Exhibition Services Department

E: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

P: (07) 3308 3536

### Freight Logistics - GEL events

E: [ops@gelevents.com.au](mailto:ops@gelevents.com.au)

P: 1300 013 533

W: [www.gelevents.com.au](http://www.gelevents.com.au)

## EXHIBITION – HALL 3

**Exhibition Hours – Please note all times listed are in AEST**

**All booths must be open and staffed during the following hours:**

- Friday 2 December: 09:30 – 19:15 (*includes the Welcome Reception*)
- Saturday 3 December: 10:00 – 15:45

**Please note:** *The Exhibition Hall will be open at other times so that delegates can view the scientific posters.*

### Catering for Supporters

Morning and afternoon teas and lunch will be available to Supporters 20 minutes prior to the times listed in the conference handbook. This will leave you free to speak with delegates during the scheduled breaks.

### Bump In and Bump Out

#### Bump In Schedule

##### Thursday 1 December:

- 05:00 – Moreton Hire access
- 10:00 – Custom builders have access
- 15:00 – Exhibitors move in. ***Please ensure all staff have a safety vest and closed in shoes during set up. Entry will be denied without them.***
- 18:00 – All Moreton Hire and \*custom build activities must be complete.  
***\*There is NO access to the exhibition hall after 1800.***

**\*Any delays resulting from Custom Build companies not completing work within the stipulated time frames will result in the payment of any expenses incurred due to the delay prior to them continuing to have access to the hall.**

#### Bump Out Schedule

##### Saturday 3 December:

- 15:30 – Exhibition closes
- 16:00-17:00 – Exhibitors to pack up booths & Move out
- 17:00 – Moreton Hire and custom builders move out.  
**There is NO access prior to 17:00. Bump out must be complete by 23:59.**

## BCEC INFORMATION

Please take the time to familiarise yourself with all BCEC requirements. It is **your responsibility** to ensure you meet all their requirements.

- **BCEC Exhibitor Information Guide**

### Stand Catering

If you are considering stand catering, please note that Supporters **cannot** have coffee machines on their stands unless booked through SHPA.

BCEC has sole catering rights for sale and distribution of any article of food or drink for consumption on-site. Please refer to the Exhibitor Information Guide for full details

Exhibitor **Catering and Giveaways** – Exhibitors wanting to offer food and/or beverage sampling from their stand, including handing out individually wrapped confectionary items, will **need to receive approval from** the BCEC. The Food & Beverage Sampling Request Form can be found via the following link: [Please click here to place an order for Medicines Management 2022 – 46<sup>th</sup> SHPA National Conference](#). All forms must be submitted through the online Exhibitor portal. You can find more information in the BCEC Exhibitor Information Guide. **The deadline to order any catering or submit requests for approval is Thursday 24<sup>th</sup> November 2022.**

### Wi-Fi

A wireless network will be available throughout the exhibition hall and conference foyer area at no additional cost to Supporters. Full details will be provided in the conference handbook.

### Parking

Exhibitors are entitled to receive a discounted daily parking rate of \$18.00. This can be redeemed at the BCEC pay stations **with an event specific QR code**. Please note **without this QR code, exhibitors will not be eligible to receive this discounted \$18.00 rate**. You will receive this QR code from the BCEC Exhibitor Services team.

## BOOTH

### Booth, Fascia, Furniture

All Moreton Hire forms are available at <https://mm2022.shpa.org.au/supporters/exhibition/> for signage, furniture and power requirements. Order forms need to be returned to Moreton Hire **by 8<sup>th</sup> November 2022**.

Moreton Hire will contact you directly with regards to your booth furniture, fascia sign order and any other requirements for your booth.

Please direct your enquiries to [naomi.albers@moreton.net.au](mailto:naomi.albers@moreton.net.au).

### Custom Builders

Please note that all plans **MUST** be approved **by SHPA and the BCEC**. Plans must be submitted to [mm2022@shpa.org.au](mailto:mm2022@shpa.org.au) no later than **Tuesday 15 November 2022**. We reserve the right to not accept plans which do not meet SHPA and BCEC guidelines or interfere with other Supporters' booths or are considered unsuitable.

### Wall Heights

- **Major Supporter** – booths cannot exceed 4m in height.
- **Exhibition Supporter plus** – booth cannot exceed 3.5m height.
- **Exhibition Supporter** – booth cannot exceed 3.5 m in height.

No other items can exceed these heights without prior approval.

All walls higher than 3M must have clean white infill on the back. Any booths that extend pass the allocated space will need to be rebuilt. **No exceptions.**

All 6m x 3m booths are back wall only and fascia if required. If side walls are required and have not been arranged prior, please contact us at [mm2022@shpa.org.au](mailto:mm2022@shpa.org.au).

### Rigging

Rigged banners will only be considered on provision of a plan to SHPA. There must be a **minimum** of 1.5 M between the bottom of a rigged banner and the highest wall of the booth. All rigging costs, meeting all BCEC requirements and ensuring rigging is completed within build timelines are the responsibility of the build company. For safety reasons, all rigging of overhead banners and signage will be completed by BCEC external contractors and must be pre-arranged with the Centre prior to the Exhibition. Please contact Exhibitor Services discuss. **No rigging will be permitted if prior approval has not been received.**

## FREIGHT / DELIVERIES

### Freight

**GEL Events** has been appointed as the Official Contractor for domestic and international freight forwarding as well as materials handling services to the Medicines Management 2022– The 46th SHPA National Conference. Please see full details below.

GEL can arrange all local, interstate, and international transport services including delivery onto each exhibitor's stand at the exhibition venue. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged.

**Prior to the exhibition GEL will contact all exhibitors to ascertain specific transportation and other requirements.**

**All deliveries MUST be scheduled through GEL even if you elect to use another freight company.**

To request a quote, book transport, onsite forklift and/or offsite storage please complete the online form [here](#).

**GEL Events standard trading conditions apply** for services provided – it is important that you are aware of these trading conditions – Services include: transport, craneage, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.

E: [ops@gelevents.com.au](mailto:ops@gelevents.com.au) | P: 1300 013 533 | W: [www.gelevents.com.au](http://www.gelevents.com.au)

### Deliveries – Thursday 1 December

- All deliveries will only be accepted on Thursday 1 December. Goods delivered prior will not be accepted.
- All deliveries **MUST** be **scheduled in with the BCEC loading dock via GEL**
- **No BCEC, SHPA or Moreton Hire staff will sign for goods. If you are using your own transport company, GEL cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider to leave without signature.**

### Collections – Saturday 3 December

- All goods for collection must be arranged through GEL.
- BCEC, Moreton Hire, SHPA will not be able to provide consignment notes
- Items must be collected at the time of move out on Saturday 3 December
- **No storage** will be available at the BCEC for collection on another date unless scheduled through GEL

## REGISTRATION

Please register ALL staff who will be at your booth **including all complimentary registrations.**

Online Supporter registration is available [here](#). Please direct all registration enquiries to [shpa@kaigi.com.au](mailto:shpa@kaigi.com.au).

Please note Supporter staff/exhibitors **WILL NOT** be able to enter the exhibition hall if they are not wearing their name badge. **There are no exceptions.**

**Major Supporters** are entitled to 4 (four) complimentary Full registrations for staff, including: Welcome Reception, Conference Gala Dinner and access to all scientific sessions (excluding Saturday breakfast and workshops).

You also have the opportunity to purchase an unlimited number of additional supporter/exhibitor registrations at the special rate of \$490 (*excluding Saturday breakfast and workshops and the gala dinner*).

**Exhibition Supporter Plus** are entitled to 2 (two) complimentary Exhibitor/Supporter registrations for staff, including: Welcome Reception and access to all scientific sessions (*excluding Saturday breakfast and workshops*). Conference Gala Dinner is **NOT** included.

You also have the opportunity to purchase an unlimited number of additional supporter/exhibitor registrations at the special rate of \$490 (*excluding Saturday breakfast and workshops and the gala dinner*).

**Exhibition Supporters** are entitled to 2 (Two) complimentary Exhibitor/Supporter registrations for staff, including: Welcome Reception and access to all scientific sessions (*excluding Saturday breakfast and workshops*). Conference Gala Dinner is **NOT** included.

You also have the opportunity to purchase a maximum of 4 (four) of additional supporter/exhibitor registrations at the special rate of \$490 (*excluding Saturday breakfast and workshops and the gala dinner*).

**Other Supporters** – please refer to your agreed entitlements.

## CONFERENCE HANDBOOK

To ensure we deliver the most sustainable conference possible and to meet COVID safe guidelines we will be publishing a digital the Conference Handbook.

### Company Listing

All Supporters are listed in the conference handbook. Please provide your company profile and logo to [mm2022@shpa.org.au](mailto:mm2022@shpa.org.au) by close of business **Tuesday 8 November 2022**.

**Major Supporters** – 150-word company listing.

**Exhibition Supporter Plus / Exhibition Supporters** – 80-word company listing.

**Other Supporters** – please refer to your agreed entitlements.

### Company Logo

All supporters have the opportunity to have their logo on the conference App, in addition to their company profile. If you would like your logo on the app, please provide your logo in **.eps** format to [mm2022@shpa.org.au](mailto:mm2022@shpa.org.au) by close of business **Tuesday 8 November 2022**.

- **Min width** 60mm
- **Min height** 60mm
- **Colour** RGB
- **Resolution** 150ppi (96dpi minimum)
- **Format** .eps, .ai or .svg preferred (.jpg or .png also accepted)

**All text must be outlined**

### Handbook Advertisements

Full specifications for conference handbook advertisement can be found [here](#).

Artwork is to be submitted to [mm2022@shpa.org.au](mailto:mm2022@shpa.org.au) by close of business **Tuesday 8 November 2022**.

### eNews advertisement

If you have booked as a Major Supporter or Exhibition Supporter Plus you will receive an email regarding your advertisement in eNews.

Major Supporters and Exhibition Supporter plus packages include 1 advertisement in SHPA member EDM which is sent to 500+ members every Wednesday. You will be emailed separately to select your preferred date.