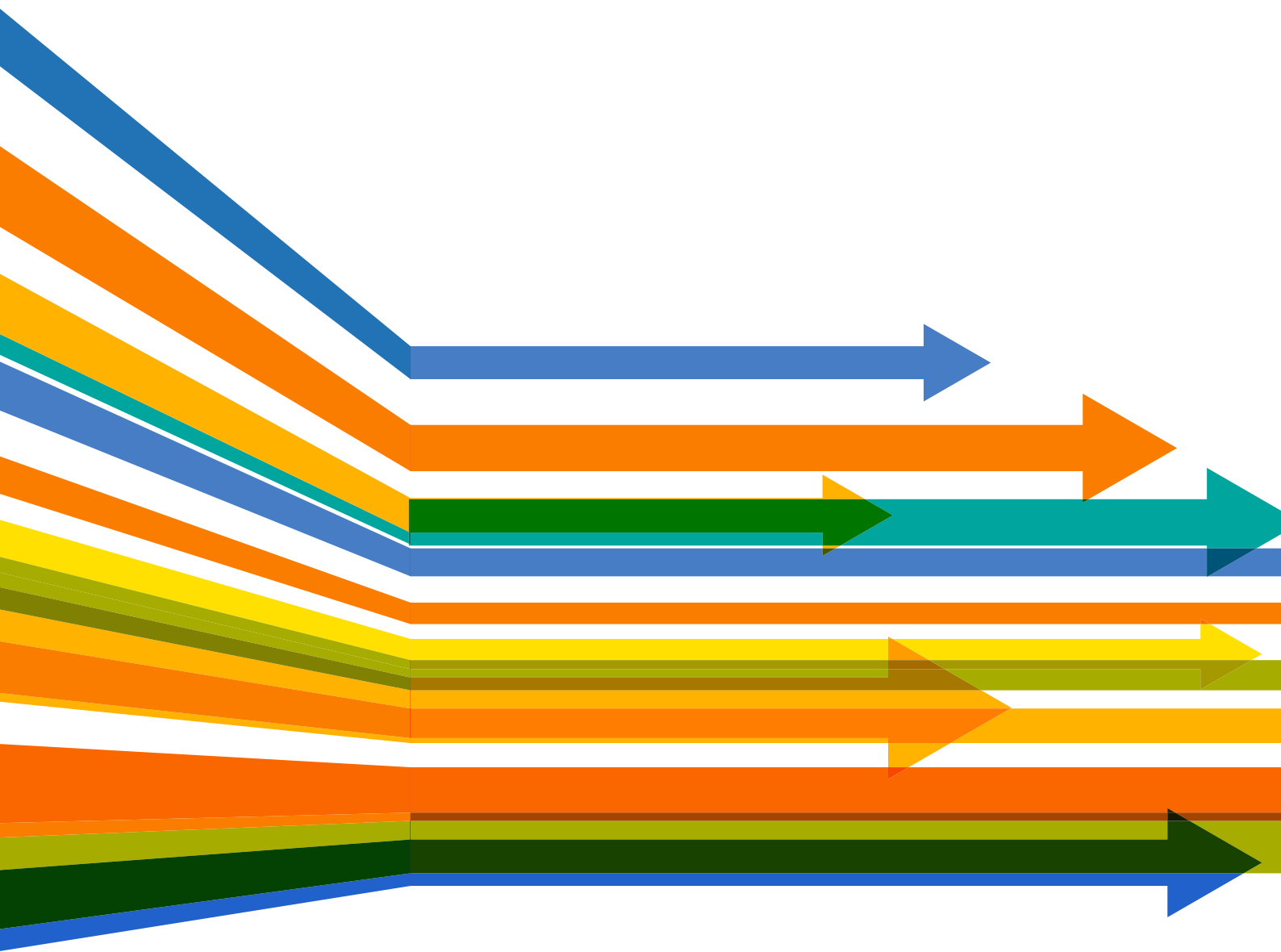




EXHIBITOR/BOOTH 'BUMP IN/OUT' PACK





AITPM 2024 NATIONAL TRANSPORT CONFERENCE, PERTH EXHIBITOR/BOOTH 'BUMP IN/OUT' INFORMATION PACK

Dear Exhibitor,

We refer to your proposed trade display at the 2024 AITPM National Transport Conference to be held at Crown Perth, Great Eastern Hwy, Burswood WA 6100, Australia from Monday 12 August - Wednesday, 14 August 2024.

This document is intended to act as a guide for all organisations who have chosen to take up a booth at the 2024 National Transport Conference in Perth.

A summary of the key dates and times relating to your booth are provided below:

Goods Drop Off to Crown Towers Perth Loading Dock (if applicable)	Thursday 8 August and/or Friday 9 August	7:30am - 3:00pm 7:30am - 3:00pm
Exhibitor Access (Booth holder set up)	Sunday 11 August 2024	3:00pm - 5:00pm
Conference registration & Welcome Sundowner (booths active)	Monday 12 August	7:30am - 7:30pm
Conference (booths active)	Monday 12 August Tuesday 13 August Wednesday 14 August	7:30am - 7:30pm 7:00am - 5:00pm 7:00am - 4:30pm
Conference Close	Wednesday 14 August	5:00pm
Booth Removal (Bump-out by Perth Expo)	Wednesday 14 August	Perth Expo to dismantle the exhibition and completely bump out by 7.00pm
Goods Pick up to Crown Towers Perth Loading Dock (if applicable)	Thursday 15 August	7:30am - 3:00pm

1. KEY CONFERENCE CONTACTS

AITPM Conference Team	conference@aitpm.com.au
AITPM Exhibitor contact on the day (Sunday 11 August)	ANGELA ZHANG P: 08 6551 6542 M: 0423 316 398
PERTHEXPO Trade Booth Supplier / Furniture Hire, AV and IT equipment.	LILY CONLIN Exhibition Project Coordinator P: 08 9475 2042 M: 0415 150 200 E: lilyconlin@perthexpo.com.au
Crown Perth 2024 AITPM National Transport Conference Event Manager	DANIELLE MASSARA Event Manager Crown Perth, Great Eastern Hwy, Burswood WA 6100 P: 08 9362 7924 E: danielle.massara@crownresorts.com.au



2. YOUR REGISTRATION AND CONFERENCE PROGRAM

2.1 Conference Registrations

Please register here if you would like to purchase additional Exhibitor passes, additional conference registrations or social event tickets (Conference Gala Dinner or Closing Drinks) not included in your package.

[2024 AITPM National Conference Registration](#)

If you receive a complimentary registration and exhibitor pass as part of your package, please refer to the instructions emailed from conference@aitpm.com.au.

ACTION: Complete all Conference Registrations for you and your team – By end of June 2024.

2.2 Conference Program

The Conference Exhibition area times are outlined below:

7:30am - 7:30pm	Monday 12 August 2024
7:00am - 5:00pm	Tuesday 13 August 2024
7:00am - 4:30pm	Wednesday 14 August 2024

You can view the 2024 AITPM National Transport Conference Program here:

[2024 AITPM National Conference Program](#)

2.3 Booth Setup Times

The trade exhibition area will be in Crown Perth - Grand Ballroom 1. Exhibitors to enter through front entry doors (between booth #1 and booth #22).

Please refer to the [Crown Events and Conferences location map](#) and [AITPM24 Crown Exhibition Floor Plan](#)

	Time	Date
PERTHEXPO Move In	From 9.00am	Sunday 11 August 2024
Exhibitors In	From 3.00pm	Sunday 11 August 2024
Exhibition Open	7.30am	Monday 12 August 2024
Exhibition Close	4.30pm	Wednesday 14 August
Exhibitors Out	5.00pm	Wednesday 14 August
PERTHEXPO Move Out	5.00pm	Wednesday 14 August
Venue to be Cleared	7.00pm	Wednesday 14 August

3. YOUR STAND AND EXHIBITION INFORMATION

3.1 Exhibition Manual (With Restrictions Of Height)

Please read the [Crown Perth Exhibition Manual](#) for all the information (including restrictions of height).

3.2 Supplied Booths

The trade booths supplied by PERTHEXPO are 3.0m x 3.0m and include:

- Fascia sign – one company name per stand.
- Lighting – 2 x Energy efficient arm lights per 9spm.
- Power – 1 x 4 amp GPO is included per 9spm. Additional points can be provided through negotiation with PERTHEXPO exhibitor hire company.

Additional costs associated with the booth such as furniture hire, AV and IT equipment will be at the Exhibitors own cost. [PERTHEXPO Hire Catalogue](#)

3.3 Booth Set-Up Times And Restrictions

Exhibitors, in setting up their booths, may bring in display material or items themselves that can be readily carried by hand. Should you wish to have any larger items delivered directly to Crown Perth, it is a requirement that all such items be delivered to Crown Towers Loading Dock.

Please refer to the [Crown Events and Conferences location map](#) and [AITPM24 Crown Exhibition Floor Plan](#)

Please ensure your delivery arrives by Thursday 8 August 2024 or Friday 9 August 2024 at the latest. Deliveries will NOT be accepted over the weekend.

Booth setup times and Restrictions

	Time	Date
PERTHEXPO Move In	From 9.00am	Sunday 11 August 2024
Exhibitors In	From 3.00pm	Sunday 11 August 2024
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Venue to be Cleared	7.00pm	Wednesday 14 August



3.4 Delivery Details Including Post Collection

Delivery of Exhibitors' Items to the Crown Perth

Once the Exhibitor items have been delivered to the Crown Loading Dock, Crown staff will deliver to the ballroom. You must ensure all fields on the delivery label is completely filled, if you know your allocated booth number, you can place the booth number on the form and Crown staff will deliver to that specific booth.

Goods can be delivered & picked up at the Crown Towers Loading Dock between 07:30am – 3:00pm HOURS MONDAY TO FRIDAY ONLY. Crown Perth will arrange to deliver the goods to the Exhibition area.

Please refer to the [Crown Perth Exhibition Manual](#) and [Crown Towers Loading Dock Delivery Label](#).

Please ensure your delivery arrives by Thursday 8 August 2024 or Friday 9 August 2024 at the latest. Deliveries will NOT be accepted over the weekend.

Collection of items Post Conference

At the conclusion of the exhibition, exhibitors are responsible for packing up their goods, ensuring they are neatly packed and labelled with your company name so they can be easily identified by Crown Perth Staff.

Exhibitors can bump out items front of house after exhibition concludes or if items are heavy Crown staff will deliver to the Crown Loading Dock and then exhibitors can collect from that location or arrange a courier. Items which are not collected within 2 working days, we will be notified and then will notify you. Items that have not been collected within 1 week after the 2 days will be discarded. However, Crown Perth will be in contact with us regarding those items leftover.

Trolleys will be available throughout the complex.

Please refer to the [Crown Perth Exhibition Manual](#) and [Crown Towers Loading Dock Collection Label](#).

3.5 Insurance

AITPM does not carry insurance cover for Exhibitors at the Conference. Exhibitors should make their own insurance arrangements. Exhibitors will also be held responsible for any damage caused by them to the Crown Perth while occupying the trade booths.

Please refer to the [Crown Perth Exhibition Manual](#).

3.6 OHS Declaration

If any exhibitor is considered high risk (for example bringing in vehicles, large furniture etc.) will need to complete the OHS paperwork including providing SWMS, insurances and completing an online induction.

- This checklist is used to determine the nature of work/services being performed and whether the work is to be classified as “low” or “high” risk.
- If any work is deemed “high” risk, we will require a SWMS (Safe Work Method Statement).
- Along with the SWMS, Crown will require you to submit Copy of your Current Public Liability Insurance and Workers Compensation Certificate

OHS Declaration - Classification of Proposed Services checklist

ACTION: Complete and return OHS Declaration to conference@aitpm.com.au – By Friday 21 June 2024.

3.7 Food Waiver Form

No exhibitor or organiser is permitted to bring any food or beverage into the Crown Complex from an external supplier.

Exceptions may be made for exhibitors and organisers wishing to provide sample servings of their food & beverage item. All requests must be sent to the Event Manager for approval no later than 2 weeks prior to the event and a food waiver must be completed & signed.

If exhibitors are handing out lollies/chocolate etc. you will also need to complete the food waiver form and return to **Danielle Massara, Crown Event Manager**

danielle.massara@crownresorts.com.au.

Please refer to the [Crown Perth Exhibition Manual](#) and [Food Waiver Form](#).

ACTION: Complete and return Food Waiver Form – By Friday 21 June 2024.

3.8 Parking and Internet

Parking

There have been no special parking arrangements made for Conference Exhibitors. Exhibitors will need to make any necessary parking arrangements to suit their needs.

Please refer to the [Crown Perth Parking Map](#) and [Crown-Perth-Parking Prices](#).

Internet Access and Wi-Fi

Crown Perth can offer complimentary Wi-Fi service throughout the conference and exhibition area. This service:

- Has bandwidth shaping of 4Mbps download and 4Mbps upload.
- Requires individual users to subscribe (free of charge) to the service via a log-in page, and agree to a set of terms and conditions. Users need to resubscribe (free of charge) to the service after 2 hours.
- Is suitable for basic internet browsing.

Additional levels of internet access and Wi-Fi are available within the Crown Perth at Exhibitors' cost during the Conference.

If you require additional internet access, please refer to the [Internet Packages](#) available, then fill in the [Internet Application Form](#) and return to Danielle Massara, Crown Event Manager at danielle.massara@crownsresorts.com.au

ACTION: Confirm your internet requirements with Crown Perth – By the end of June.

Should you have any queries regarding the trade display exhibition, please do not hesitate to contact AITPM at conference@aitpm.com.au

Again, many thanks from AITPM for your participation. We look forward to a mutually successful Conference.

Yours sincerely,

2024 AITPM Conference Committee