

## Exhibitor FAQ's

### Who is my ALIA contact?

Our Events Team will be available for the duration of the conference should you have any questions, suggestions or need any assistance. Our sponsorship and exhibition coordinator Lisa Thomson will also be available at all time's pre-conference and onsite to assist you with any aspect of your conference experience. Please don't hesitate to let her know if there is something that we can do to improve your experience.

LISA THOMSON  
Events Coordinator  
+61 2 6215 8220  
lisa.thomson@alia.org.au

### When is exhibition move in?

Exhibition move in will take place on **Monday 29 August 2016** from **3:00pm to 7:00pm**.

Please note all displays must be set up by **8:00am Tuesday 30 August 2016** ready for conference and exhibition opening.

### When is exhibition move out?

Exhibition move out will take place on **Thursday 1 September 2016** from **\*3:30pm to 6:00pm**.

### How do I order fascia text, furniture, audio visual and plants for my booth?

All fascia text, furniture, audio visual and plants for your booth can be ordered through our exhibition build company, Moreton Hire.

Please contact Ashlee Butler-Harris with your queries.

Ashlee Butler-Harris  
+61 2 8394 8206  
ashlee.butler-harris@moreton.net.au

### What are the arrangements for delivery of freight to the conference?

Agility Fairs & Events is the preferred logistics supplier at the Adelaide Convention Centre and is used by the ALIA Events Team. Agility provides a comprehensive freight handling, logistics,

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customs clearance, forklifting service and should be contacted directly to make the necessary arrangements.

Agility Fairs & Events  
+61 3 9330 3303

Exhibitor goods may be delivered to the Adelaide Convention Centre (ACC) on **Monday 29 August 2016** for the commencement of the conference.

Any item delivered to the ACC prior to the specified date will not be accepted.

A specific '[exhibitor delivery label](#)' has been created for you. Please [click here](#) to download your copy.

For more information please view the '[Exhibiting: need to know](#)' [guide](#) and the [ACC exhibition handbook](#).

## Where can I share information about competitions or activities planned for my booth?

To promote a competition or activity taking place at your booth contact the [ALIA Events Team](#). We would love to help you promote it and get delegate traffic to you.

Send us 50 words outlining the competition or event and we will add it to the 'Exhibition competitions and activities' page located under the '[exhibition](#)' page on the conference website.

## Where can I find exhibition visitor passes?

You can find the exhibition visitor passes within the '[exhibitor zone](#)' on the conference website. Please [click here](#) to download your copy.

Please note all exhibition visitors must sign in at the registration desk prior to entering the exhibition. The registration desk is located in 'Foyer H' next to the main entrance of ACC.

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