



On behalf of the ISMRM 2012 committee, we thank you for your valued support and participation. This is the core document, one of a number of files that make up the full set of Exhibitor/Sponsor Briefing Notes (EBN's) for ISMRM 2012. The EBN's are vital reading, providing you with important venue rules/regulations, official contractors and contact details, deadlines/action items, exhibitor-move in and move-out information and other related matters to guide your preparation and maximise your investment.

This core document is complemented by a number of related weblinks and attached documents, all of which are listed afoot this page. Please read the core document firstly and then refer to related links/attachments as applicable.

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**Related Documents: Essential Reading/Available on ISMRM 2012 website as follows:**

<http://www.ismrm.org>

- MCEC Operations Manual – **essential reading for those with custom builds/raw space stands**
- MCEC Exhibitor Services Kit:
  - Section 1 Overview and Service Information – **essential reading**
  - Section 2 Service Order Forms – **essential reading**
 Both also available via: [www.mcec.com.au/plan-an-event/downloads/](http://www.mcec.com.au/plan-an-event/downloads/)
- Mendelsohn Transport Request Forms & Information
- Custom Stand Design Form (which must accompany your custom build design for approval please)
- Exhibition Floor Plan (subject to minor change without notice)
- Exhibitor Freight Delivery Label
- Harry's Shell Scheme Package Form & Order Forms for Furniture, Signage, Power & Lighting, Rigging
  - NES AV Forms
  - IKON Stand Cleaning Form

**Summary of Deadlines – All items can be completed now if ready / or at latest by due date**

Item	To	Due Date
Custom build stand design plan: RAW space only 3mtr x 6mtr or Larger Only	<a href="mailto:patti.mcdowell@freemanco.com">patti.mcdowell@freemanco.com</a>	2 <sup>nd</sup> March
Items requiring prior venue approval		
MCEC Venue Services/Orders – complete all orders, i.e. Internet and communications requirements etc	<a href="mailto:exservices@mcec.com.au">exservices@mcec.com.au</a>	2 <sup>nd</sup> March
Mendelssohn: Air Freight -Transport/freight, deliveries, off-site storage & fork-lifting as required	<a href="mailto:dmekhuri@mend.com">dmekhuri@mend.com</a>	Air Freight 10 <sup>th</sup> April
Mendelssohn: Shipping –Transport/freight, deliveries	<a href="mailto:dmekhuri@mend.com">dmekhuri@mend.com</a>	Ocean Shipping 29 <sup>th</sup> February
Harry the Hirer – complete fascia/furniture orders	<a href="mailto:genevieve@harrythehirer.com.au">genevieve@harrythehirer.com.au</a>	13 <sup>th</sup> April
NES AV Forms	<a href="mailto:hire@nes.com.au">hire@nes.com.au</a>	1 <sup>st</sup> April
IKON –Exhibitor Stand Cleaning Request Form	<a href="mailto:jamie.mcguinness@ikonservices.com.au">jamie.mcguinness@ikonservices.com.au</a>	13 <sup>th</sup> April
Exhibitor Freight to venue (Thursday 3 May 08:00 – 17:00)	Refer/use ONLY attached label	

**Contact Details:**

**Meetings Co-ordinator**

Name: Melisa Martinez  
 Company: ISMRM  
 Address: 2030 Addison St.,  
 Ste 700 Berkley, CA 94704  
 Tel: +1 510 841 1899  
 Fax: +1 510 841 2340  
 E-mail [melisa@ismrm.org](mailto:melisa@ismrm.org)

**Director of Meetings**

Name: Sandra Daudlin, CMP  
 Company: ISMRM  
 Address: 2030 Addison St.,  
 Ste 700 Berkley, CA 94704  
 Tel: +1 510 841 1899  
 Fax: +1 510 841 2340  
 E-mail [sandra@ismrm.org](mailto:sandra@ismrm.org)

**Exhibition Contractor/Rigging Contractor**

Harry the Hirer  
 Contact: Genevieve Tate -Co-ordinator  
 81-95 Burnley St  
 Richmond VIC 3121  
 Tel: 03 9429 6666  
 Fax: 03 9427 1637  
 Email: [genevieve@harrythehirer.com.au](mailto:genevieve@harrythehirer.com.au)  
 Web: [www.harrythehirer.com.au](http://www.harrythehirer.com.au)

**Freight Forwarder**

Mendelssohn Event Logistics  
 Contact: Danny Mekhuri  
 40 University Avenue, Suite 400  
 Toronto, ON Canada  
 Tel: +1 416 863 9339  
 Ext 106  
 Fax: +1 416 863 514  
 Email: [dmekhuri@mend.com](mailto:dmekhuri@mend.com)

**Venue Contact**

Melbourne Convention and Exhibition Centre  
 Exhibition Centre: Bays 11 -13  
 Exhibitor Services  
 PO Box 286  
 WTC Post Office  
 Melbourne VIC 8005  
 Tel: +61 3 9235 8110  
 Fax: +61 3 9235 8121  
 Email: [exservices@mcec.com.au](mailto:exservices@mcec.com.au)

**Cleaning Contact**

IKON Services  
 Contact: Jamie McGuinness  
 PO Box 543  
 North Melbourne VIC 3051  
 Tel: +61 3 9326 8011  
 Fax: +61 3 9326 8022  
 Email: [jamie.mcguinness@ikonservices.com.au](mailto:jamie.mcguinness@ikonservices.com.au)

**Audio Visual Contact**

NES Electronic Hire  
 Contact: David Silver  
 41 Brady Street  
 South Melbourne VIC 3205  
 Tel: +61 3 9676 9322  
 Fax: +61 3 9676 9366  
 Email: [hire@nes.com.au](mailto:hire@nes.com.au)

## Venue – Dimensions Snap Shot

### Venue Exhibition Area – Bays 13 – 20

- Ceiling Height: 18m
- Clear Hanging Height: 11.5m
- Maximum Build Height for all custom builds/RAW space stands is 10m

The MCEC Loading Dock is accessible via Normanby Road, Southbank. Load time is limited to 30 minutes and this is strictly enforced by the parking inspectors. For example, if you arrive 10 minutes late, you will only have 20 minutes load time.

- Loading dock roller door: Clear door width access is 8m
- Loading dock roller door: Clear door height access is 7m
- **NB: Roller Doors 1&2 only are 7.4m in width access and 6.8m in height**

Floor load limits:

20 kPa or two tonnes per square metre; for all loads over this limit written approval must be requested

Written approval from the venue is required to bring in any heavy and or vibrating equipment that might cause damage to the floor or any part of the Centre.

MCEC Operations Manual/via MCEC weblink: [www.mcec.com.au/plan-an-event/downloads/](http://www.mcec.com.au/plan-an-event/downloads/) Pages 10 – 15

## Venue: Melbourne Convention and Exhibition Centre Manuals & Service Order Forms

MCEC Operations Manual – **essential reading for those with custom builds/raw space stands**

MCEC Exhibitor Services Kit: Section 1 Overview and Service Information – **essential reading**  
Section 2 MCEC Service Order Forms – **essential reading**

To access both documents please visit this MCEC weblink: [www.mcec.com.au/plan-an-event/downloads/](http://www.mcec.com.au/plan-an-event/downloads/)

*Please ensure you are fully conversant with all venue rules and regulations: this is your responsibility prior to entering the venue; ignorance may lead to disappointment, exclusion and/or unexpected costs.*

**MCEC Service Order Forms can be found in Section 2: pages 50 – 84 MCEC Exhibitor Services Kit**

### **Section 2 Service Order Forms**

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## Official Stand Builder / Rigging Contractor: Harry The Hirer

### Exhibition Contractor/Rigging Contractor

Harry the Hirer  
Contact: Genevieve Tate – Account Co-ordinator  
81-95 Burnley St  
Richmond VIC 3121  
Tel: 03 9429 6666  
Fax: 03 9427 1637  
Email: [genevievvet@harrythehirer.com.au](mailto:genevievvet@harrythehirer.com.au)

### Prior to the exhibition:

Genevieve will be in touch with current catalogue and booking forms/information. To facilitate this, your contact details have been passed on to Harry's. Please feel comfortable to contact Genevieve for all your requirements; including rigging. Deadline for orders and final fascia confirmation is **Friday 13<sup>th</sup> of April 2012.**

To access all Harry the Hirer Order Forms for ISMRM please visit this HTH weblink:

<http://www.harrythehirer.com.au/images/ISMRM-2012.zip>

## Official Freight Forwarding / Transport / Logistics: Mendelssohn Event Logistics

Mendelssohn Event Logistics (MEL) has been appointed the official freight forwarder/logistics provider for ISMRM 2012. MEL provides a complete service including monitoring of freight from your door step through to your exhibition booth making sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using MEL, your goods will automatically be delivered to your exhibition booth in readiness for the Exhibitor move-in.

MEL offers the following services:

- All local, interstate & international transport services including delivery onto each exhibitors stand
- 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 particular **exhibitor's requirements**, customs clearance, tariff classification & advice, duty & sales tax assessments and all relevant documentation
- Transport, craneage, forklift, portorage, clearance, delivery, off-site storage, positioning of goods at your stand all other onsite services

### Prior to the Exhibition:

MEL will make contact to discuss and determine your individual freight and logistics requirements. To facilitate this, your contact details have been passed onto MEL. To initiate a quotation simply complete and return the Mendelssohn Event Logistics Transport Request Form, **deadline for Air-Freight is 10<sup>th</sup> April and Ocean Shipping is the 29<sup>th</sup> February 2012.**

For any queries please contact:

Mendelssohn Event Logistics  
Contact: Danny Mekhuri  
40 University Avenue, Suite 400  
Toronto, ON Canada  
Tel: +1 416 863 9339 Ext 106  
Fax: +1 416 863 5149  
Email: [dmekhuri@mend.com](mailto:dmekhuri@mend.com)

### On Site Materials Handling:

MEL will be operating a forklift service during bump in and bump out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. The cost for fork lifting on-site is \$75 for the first 15 minutes and \$65 every subsequent 15 minutes or part thereof. This is payable by credit card or cash at the time of booking with MEL. Please see the MEL staff at the loading dock for assistance.

### **Off-Site Storage:**

All exhibitors must organise off-site storage with their freight company for all packing crates and freight forwarding materials for the duration of the exhibition. All large crates/skids must be placed into off-site storage until the conclusion of the exhibition as there is no storage space at the venue. Exhibitors cannot leave large boxes and/or packing material anywhere in the halls during the show; please plan to have all your goods stored off-site. MEL can arrange off-site storage at a cost of \$50.70 cm3 or part thereof.

## **Deliveries to Venue**

### **There are three options to deliver your goods to the venue.**

#### **1. Official Freight Forwarding/Transport Services – Medelsohn Event Logistics (MEL)**

This provides an all inclusive service comprising of delivery of your goods to your stand prior to move in, storage of your crates and boxes during the exhibition and collection/return of your crates/return freight at the end of the event. Using MEL provides you with a smooth move in/out process. Please contact Mel for a quotation for services required using the attached form: Mel Transport Request Form, or call directly.

#### **2. Own Arrangements Courier – using your own courier**

*This option is **ONLY** available from **Thursday 3<sup>rd</sup> - Saturday 6<sup>th</sup> May 08:00 – 17:00**  
**Sunday 7<sup>th</sup> May 08:00 – 14:00***

This option allows you to use your own courier, whereby you are responsible for organising all transport, handling and receiving arrangements for your display items for the move/in and out phases from door to door. Your company representative must be in attendance on site to take receipt of your goods and transfer/handle the goods from the loading dock to your stand.

Exhibitor goods can only be delivered to Melbourne Convention & Exhibition Centre Loading Dock on the days of the Exhibitor move in: Thursday 3<sup>rd</sup> May – Saturday 5<sup>th</sup> May from 08:00 – 1700 and Sunday 6<sup>th</sup> May 08:00 – 14:00 and an exhibitor company representative must be in attendance to take receipt of your goods.

Your courier (or your company representative signing for your goods) must deliver all goods directly to your stand, venue staff **do not** assist with transferring/handling items from the loading dock to your stand. MEL can assist here if required but costs will apply; contact MEL for a quotation if required.

**NOTE:** Deliveries made in the absence of an authorised exhibitor company representative will be turned away. Although there will be security on site, no responsibility can be taken for goods that are left on your stand unaccompanied. To ensure correct delivery to your stand, please use the attached MCEC Exhibitor Delivery Label on all boxes being delivered and be in attendance to receive and sign for your goods. MEL, MCEC, & HTH will not sign possession of goods from couriers on behalf of exhibitors or clients. To avoid issues with the delivery of your goods always ensure that a representative is on site to take possession of these goods. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of your event. All goods must be collected by the end of the official move-out time.

#### **3. Own Arrangements Personal Delivery – using your own private vehicle**

*This option is **ONLY** available from **Thursday 3<sup>rd</sup> - Saturday 6<sup>th</sup> May 08:00 – 17:00**  
**Sunday 7<sup>th</sup> May 08:00 – 14:00***

This option allows you to use your own private vehicle, whereby you are personally responsible for organising all transport, handling and receiving arrangements for your display items for the move/in and out phases from door to door. Your company representative/driver/colleague must be in attendance on site to take receipt of your goods and transfer/handle the goods from the loading dock to your stand.

As there are no porters or trolleys available on site, we suggest you bring your own trolley and you must enter the exhibition via the Exhibition Centre Loading Dock.

**Trolleys are not permitted at any time on the exhibition centre concourse.**

**NOTE:** All vehicles entering the Melbourne Exhibition Centre Loading Dock will be issued a 30-minute unloading permit on arrival. Parking infringements will be issued by authorised officers of the City of Melbourne for those vehicles exceeding the 30 minute unloading rule.

### Exhibition Hours

Thursday 3 <sup>rd</sup> May 2012	Freight Delivery	08:00 – 17:00
Friday 4 <sup>th</sup> May 2012	Exhibitor Move In	08:00 – 22:00
Saturday 5 <sup>th</sup> May 2012	Exhibitor Move In	08:00 – 22:00
Sunday 6 <sup>th</sup> May 2012	Exhibitor Move In	08:00 – 14:00
Sunday 6 <sup>th</sup> May 2012	Poster Board Set-up Access	07:00 – 16:00
Sunday 6 <sup>th</sup> May 2012	Welcome Reception in Exhibition Hall	17:45 – 19:00
Monday 7 <sup>th</sup> May 2012	Exhibition Open	10:00 – 17:00
Tuesday 8 <sup>th</sup> May 2012	Exhibition Open	10:00 – 17:00
Wednesday 9 <sup>th</sup> May 2012	Exhibition Open	10:00 – 17:00
Thursday 10 <sup>th</sup> May 2012	Exhibition Open	09:30 – 16:30
Thursday 10 <sup>th</sup> May 2012	Exhibitor Move-out	17:30 – 2200

*Times are correct at the time of printing but may be subject to minor change – exhibitor access will be granted 30 minutes prior to the listed times on Monday, Tuesday, Wednesday and Thursday.*

## EXHIBITION SCHEDULE: DESIGNED FOR MAXIMUM LEAD GENERATION

Activity	Thurs. 3 May	Fri 4 May	Sat. 5 May	Sun 6 May	Mon. 7 May	Tues. 8 May	Wed. 9 May	Thurs. 10 May	Fri. 11 May
Freight-Move-in	08:00–17:00	x	x	x	x	x	x	x	x
Installation of Exhibits	x	08:00–22:00	08:00–22:00	07:00–14:00	x	x	x	x	x
All exhibits must be fully operational	x	x	x	14:00: If materials have arrived but installation of any exhibit has not started by 14:00 hours on Sunday 6 May, and no special arrangements have been made, the Executive Director of ISMRM may order the exhibit to be removed from the show floor and placed in storage and the exhibitor will be billed for all charges incurred. Any exhibit space not set up by 14:00 hours on Sunday 6 May, for which no special arrangements have been made, may be resold or reassigned by the ISMRM without obligation on the part of ISMRM for any refund whatsoever.					x
Exhibitor-Registration	x	14:00–20:00	06:30–18:00	07:30–18:00	06:30–18:30	06:30–18:00	06:30–18:00	06:30–18:00	x
Exhibition Days	x	x	x	17:45–19:15 Opening Reception	10:00–17:00	09:30–17:00	09:30–17:00	09:30–16:30	x
Poster Hours	x	x	x	Poster Installation 07:00–14:00	07:00–20:30	07:00–19:45	07:00–21:30	07:00–16:30	x
Move-Out/ Dismantle	x	x	x	Dismantle of an exhibit prior to 16:30 hours on 10 May 2012 is not permitted. Any company violating this regulation will forfeit priority points, which will affect floor space assignments for future meetings. All exhibitors will begin dismantle at 16:30, Thursday, 10 May. The exhibition hall must be empty by midnight.					x

### NEW AND IMPORTANT SECURITY GUIDELINES

Due to overwhelming requests from our attendees to extend poster viewing hours, the ISMRM Board of Trustees has agreed it is in the best interest of our attendees to do so. Therefore, the exhibition floor will be open for longer hours in order to accommodate poster viewing. While exhibition hours will remain the same, this change simply indicates that when the Technical Exhibition closes at 17:00 daily, the exhibit hall will remain open for poster viewing. There will likely be thousands of people still roaming around viewing once you have left your booth for the day. Due to this change, it is recommended by the ISMRM for all exhibitors to consider purchasing additional security measures or securing booth valuables in a locked cupboard. While the ISMRM will provide perimeter security and walk-about security in the exhibition hall, we are not responsible for booth security. Please consider this point carefully and remember to order your own security or lockable cupboards to support valuables. Booth security forms and lockable furniture rentals will be available in our Exhibitor Service Kit which will go live online 21 January 2012 to all paid exhibitors.

## Custom-Built Stand Plans Requiring Prior Venue Approval

If you have purchased RAW Space for a custom built stand, please email a fully-dimensioned design plan **by Friday 2<sup>nd</sup> March 2012 to [patti.mcdowell@freemanco.com](mailto:patti.mcdowell@freemanco.com)** will seek the required prior venue approval to build and will advise you by return.

**Approval must be granted prior to your build crew gaining access to build. Please also note that access for building and dismantling any custom booths will be organised around the main Exhibition Contractor, who has priority.**

## Custom Crew Team MCEC Induction – required prior to entry to the venue

To gain entry to the Loading Dock to build, all contract crew staff must complete both the MCEC induction and the Brookfield Multiplex Induction.

Both can be completed on line at: [Downloads for Organisers | MCEC](#)

Items requiring prior approval include:

- all vehicles – trucks/cars etc
- all items greater than 2.4m in height, two-storey stands
- any raised or feature flooring on stands
- additional lighting, use of naked flames, LP Gas cylinders
- **any food and or beverage items for sampling; no matter how small, these need approval**
- all prize draws
- helium balloons
- machinery
- tobacco
- refrigerators
- livestock/animals
- harmful chemicals
- talent on the floor
- anything loud/harmful/intrusive to others and anything outside the dimensions of your allocated booth space
- **heavy/vibrating equipment/anything that emits smoke/fumes**  
Written approval from the venue is required to bring in any heavy and or vibrating equipment which might cause damage to the floor or any part of the centre
- **any food items or beverage items for sampling – MCEC approval is required**  
All food and beverage must be ordered directly from the venue using the applicable forms. No outside food and beverages can be brought into the venue; this is strictly forbidden

**NB: If you are including any of these items in your display (or any other items you think may need approval) please forward the details to Patti McDowell via [patti.mcdowell@freemanco.com](mailto:patti.mcdowell@freemanco.com)**

Please refer to Page 16, Section 1.4, of the MCEC Exhibitor Services Kit on the ISMRM 2012 website <http://www.isrm.org> for further details if required.

## Exhibition Booth Inclusions

### Design Your Own Stand

Raw Space for Custom Design: 3m x 3m

### Standard Shell Package

Included in the cost of exhibiting is one full "walk in / walk out" exhibition stand which will contain the following:

<b>Booth Size</b>	3m wide by 3m deep with walls 2.4m in height – total area of each booth 9sqm
<b>Walls</b>	Octanorm 2.4mtr High, Alluminium Frame with 3mm White MDF infills
<b>Carpet Tiles</b>	Charcoal carpet tiles will be laid in the aisles only. Booth carpeting is not included and must be ordered on the Harry the Hirer Order Form refer page 5 of the brochure for rates
<b>Fascia</b>	Fascia panel 30cm deep finished in Octanorm Alluminium Frames
<b>Lighting &amp; Power</b>	<b>Lighting &amp; Power not included, please refer to order forms for rates</b>
<b>Signs</b>	One company name in computer cut vinyl standard style letters Maximum of 30 letters

## Occupational Health and Safety

By entering the venue premises (MCEC) each exhibitor must, adopt and observe the contemporary occupational health and safety practices in place at the centre.

To review all MCEC OHS procedures which by entry to the venue implies agreement please review the following document; this is your responsibility prior to entry.

- MCEC Operations Manual – **essential reading see page 21**

## Safety Vests

Due to increased awareness from WorkSafe Victoria, it is now mandatory for all Exhibitors to wear approved safety vests at all times during the bump-in/out and move-in/out periods as applicable. Harry the Hirer will be operating a service desk during the exhibition move-in and Safety vests can be provided for a \$15 security deposit on-site, which will be refunded on the return of the vest at the end of bump in.

Alternatively, you can pre-purchase your own vests for your staff so as to gain entry to the Exhibitor Move in and Move out.

The no vest, no entry policy will be strictly enforced.

## Open Toed Shoes: not permitted / Children under 18: not permitted

People wearing open toed shoes, sandals or thongs and children under 18 are not permitted access to the exhibition halls during bump-in/out and move-in/out. Sorry no exceptions.

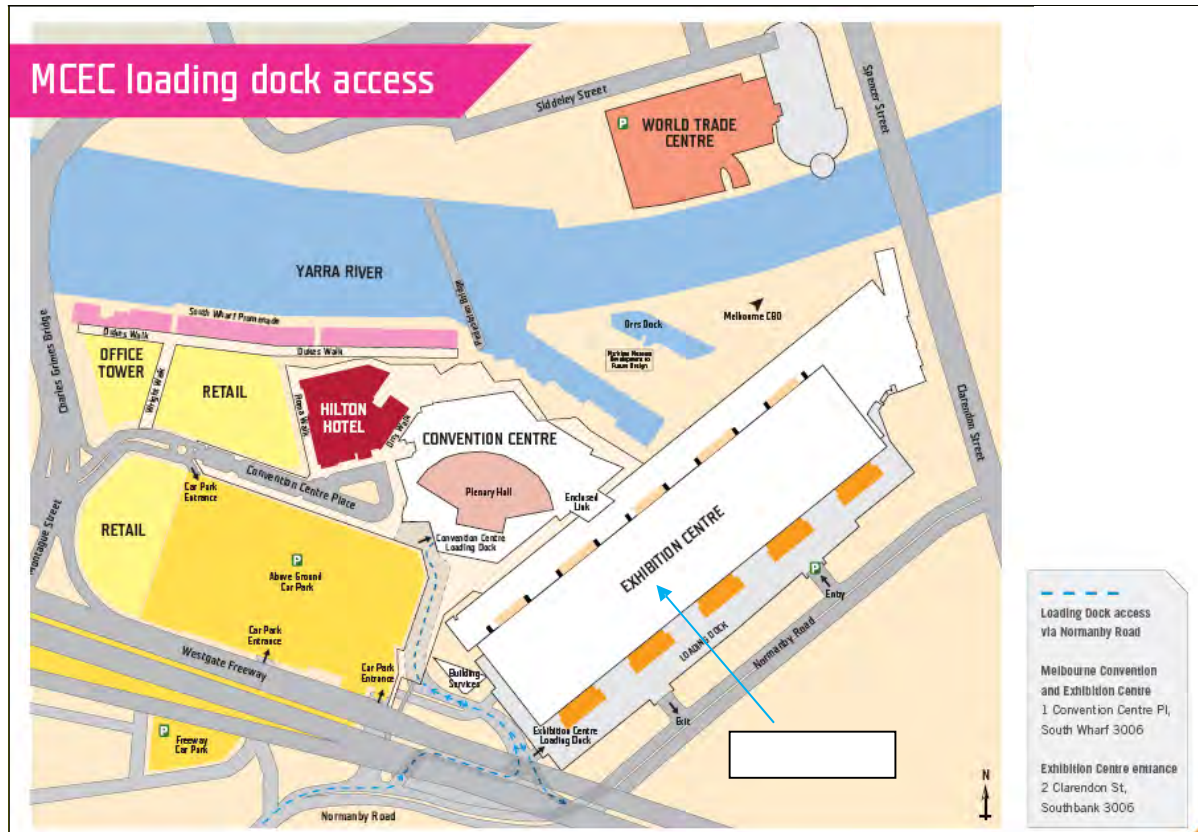
## Cleaning of Custom Built Stands / Shell Scheme Upgrades

On-stand cleaning for custom built stands is a specialised service you may need to engage nightly, particularly if you are having a white feature flooring; this is expediently managed if you ensure your custom build company includes this service for you as part of your installation. Custom built stand cleaning is your responsibility.

If you are require additional overnight cleaning please contact **Jamie McGuinness at IKON** by e-mail on: [Jamie.mcguinness@ikonservices.com.au](mailto:Jamie.mcguinness@ikonservices.com.au) for a quotation. Alternatively refer to the Cleaning Order within the manual.

## MCEC Loading Dock

The MCEC Loading Dock is accessed via Normanby Road, South Wharf VIC 3006, Bays 13-20 are mid way and towards the southerly end of this diagram and are clearly marked on site.



The Melbourne Convention & Exhibition Centre Loading Dock is a Self-Service Loading Dock.

No goods will be accepted on behalf of exhibitors by the Melbourne Convention & Exhibition Centre (MCEC), MEL or Freeman. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of your event. All goods must be collected by the end of the official move-out time.

Freeman, the ISMRM Conference Committee, the Melbourne Convention and Exhibition Centre (MCEC), Harry the Hirer and their officers and employees, separately and collectively, will not take any responsibility for the safety or well-being of any goods, packages or material delivered to the site in the absence of the Exhibitor or his/her agent or contractor.

## Deliveries to Venue by preferred courier or car: Saturday 5<sup>th</sup>- Sunday 6<sup>th</sup> May from 07:00 -14:00hrs ONLY

A company representative needs to be on site to receive any freight being delivered for you via private courier during the move in period; the MCEC staff cannot and will not accept any freight on your behalf.

Please use the attached MCEC ISMRM 2012 Exhibitor Freight Delivery label on all boxes being delivered.

## Move-In Details

**Move-In date:** Friday 4<sup>th</sup> May 2012  
**Time:** 08:00 – 22:00

**Move-In date:** Saturday 5<sup>th</sup> May 2012  
**Time:** 08:00 – 22:00

**Move-In date:** Sunday 6<sup>th</sup> May 2012  
**Time:** 07:00 – 14:00

✓ All booths must be completed by 1400

## Move-Out Details

**Move-Out date:** Thursday 10<sup>th</sup> May 2012  
**Time:** 16:30 – 21:00

- ✓ **Exhibitor move-out must be complete by 22:00**

### IMPORTANT NOTES:

Please do not dismantle booth/s until the Exhibition area is clear of delegates.

A high-visibility safety vest must be worn by everyone involved in the move-in and move-out; no vest, no entry applies. Please pack vests for your staff; all staff on duty need to be vested prior to the commencement of the move-out, as the loading dock doors will only be opened for service once all staff involved are wearing safety vests and adequate closed footwear.

### Courier companies should be instructed to pick up directly from your booth via:

MCEC Loading Dock: enter via Normanby Road, Southbank – please refer to map on Page 12  
The packing up and removal of goods for return is solely the exhibitor's responsibility.

Please ensure the following items are packed in your on-site kit for the move-out:

1. Sufficient copies of the appropriate return address label
  2. Sufficient copies of your courier company's consignment notes, listing your company account number
  3. Knowledge of how to book a courier
  4. Packaging tape and scissors or a Stanley knife
- All goods must be removed from the venue at the conclusion of the Exhibition
  - Exhibitors must arrange for retrieval of their own empty cartons from storage at the conclusion of the event
  - Prior to leaving the site, staff must pack up all goods being collected by courier. All goods **must** have both a return address label and a completed courier consignment note attached, in readiness for the courier to collect directly from the booth

**NOTE:** Otherwise, goods will be deemed rubbish and disposed of promptly.

Items left with forwarding instructions, as detailed above, are to be collected by 22:00 on Thursday 10<sup>th</sup> May 2012; they cannot be left at the MCEC after this time. Alternately, if storage is required (after this time) so goods can be collected later, please make arrangements directly with your preferred supplier.

All goods remaining on the floor after 21:00 on Thursday 10<sup>th</sup> May will be returned automatically to Mendelssohn Event Logistics at your cost.

## Trolleys

The MCEC does not supply any trolleys at all, so if you need a trolley, please bring your own.

Please note you may need to contact Mendelssohn Event Logistics if your need is greater than a small trolley.

## Freight & Customs Duties

It is important that all Exhibitors have fully paid for all freight and customs. The ISMRM 2012 Conference Committee, the Melbourne Convention and Exhibition Centre (MCEC), Harry the Hirer and their officers and employees, separately and collectively, will not take any responsibility for items delayed at Australian Customs or for items that have not been paid for in full. Please note that GST will almost certainly have to be paid in full before goods are released from Customs.

Please contact Mendelssohn Event Logistics or your preferred courier for all national and international requirements.

## **Vehicle & Courier Access**

All vehicle and courier access to the venue is via the Exhibition Loading Dock, entry via Normanby Street South Wharf.

## **Exhibition Storage On-Site**

- Limited storage on-site is strictly for exhibitor replenishment of literature for on-stand distribution.
- All large crates/skids and packaging must be placed into off-site storage until the conclusion of the exhibition. This policy must be strictly adhered to, MEL can assist if required.

## **Security**

24 hour security will be in place overall at ISMRM 2012; security guards will staff the exhibition entry points and the halls will be locked down nightly. If you require and wish to hire additional security for the items on your stand, please contact MCEC Exhibitors Services directly for a quotation.

## **Insurance & Public Liability**

It is strongly advised that each Exhibitor seek to cover their equipment, exhibits and display materials with adequate insurance at the Exhibitor's own expense. It is the responsibility of all Exhibitors to ensure that they have adequate insurance.

Public Liability Insurance is mandatory whilst on site at the MCEC. Please ensure you locate and bring a copy of your Insurance Certificate of Currency to the venue – for which the venue has the right to ask for a copy at random should the need arise. \$20,000,000 in public liability is recommended.

Freeman, the ISMRM Conference Committee, the Melbourne Convention and Exhibition Centre (MCEC), Harry the Hirer and their officers and employees, separately and collectively, will not take any responsibility for any damage to or for the loss or destruction of an exhibit, from fire, theft or accidents or other causes, or injury to his/her person resulting from any cause, and all claims for any such loss, damage or injury are waived by the Exhibitor as per the signed terms and conditions upon application to exhibit and or sponsor.

## **Testing & Tagging – OZtag Testing & Tagging Onsite Sunday 6<sup>th</sup> May 2012 from 10:00 – 14:00hrs**

Please note that all electrical leads (extension cords and or laptop leads) connected in any way to a power outlet need to be tested and tagged for use on site at the MCEC. It is best to have these items tested and tagged prior to bringing them on site.

It is a legal requirement in all temporary exhibition work sites within MCEC that all electrical equipment be tested and tagged. This applies to all contractors working on-site and exhibitors who bring in electrical leads and appliances of any sort for their stands during exhibitions. MCEC OHS Officer will make regular random checks on appliances and Exhibitors may be asked to show tags on demand.

Should you have the need to have any electrical gear tested and tagged, OZtag Testing and Tagging will be on - site from 10:00 – 14:00 on the Sunday 6<sup>th</sup> May. Tags cost \$16 each (CASH ONLY) and are valid for 12 months. Please note that testing and tagging is closely monitored at the MCEC, so if your equipment is not already tested and tagged use the services of OZtag during this window; once the technician leaves the building a \$250 call-out fee applies if you are asked to have items tagged.