



# CICA 2017 Conference, Exhibition & Crane Display

Thursday 19 – Saturday 21 October 2017  
Adelaide Convention Centre - Adelaide, South Australia

## Exhibitor Invitation

The Crane Industry Council of Australia (CICA), in conjunction with the 2017 Conference Committee, invite you to participate in the 2017 CICA Conference Exhibition to promote your organisation’s profile and to market your products, services and key personnel.

This annual industry event is to be held on 19 - 21 October 2017, at Adelaide Convention Centre. Take this opportunity to exhibit, demonstrate and display your products and services within the dedicated exhibition space, where a captive audience will be provided by the provision of delegate catering within the exhibition area. Talk about your products and services throughout the conference with delegates, use hand out literature and promotional giveaways, run a competition or prize draw and gather prospective customer details. Maximise your sales development opportunities at our major annual industry gathering.

### ***Exhibition Booth Costs & Inclusions:***

<b>CICA National Marketer Members</b>	<b>CICA Associate Members</b>	<b>Non Members</b>
First Booth - \$1,800	First Booth - \$3,685	First Booth - \$4,070
Additional Booth - \$1,650	Additional Booth - \$3,535	Additional Booth - \$3,920
<i>(Initial Limit of 2 Booths per Exhibitor Applies)</i>		<i>(All prices include GST)</i>

Benefits include:

- ◆ One single exhibition booth consisting of:
  - 1 x Exhibitor Staff Registration (refer to Exhibitor Staff inclusions on page 2)
  - One Standard Booth (3m x 3m with white vinyl Octanorm walls)
  - Fascia and Fascia Signage
  - 2 x Spotlights and 1 x 4amp Power Point

An additional booth may be booked to form a double booth and will also include an additional Exhibitor Staff Registration (refer to multiple booths on page 2).

- ◆ A promotions package delivered by CICA through:
  - The CICA Newsletter (up to 3 issues per annum)
  - The Conference Website (Exhibitors Listing)
  - Registration Brochure
  - Name on the Event Promotions / Program
  - Post Event Promotions / Acknowledgements
- ◆ Acknowledgement as an Exhibitor throughout the event

## **Terms & Conditions of Exhibiting**

Please read all terms and conditions to ensure that all inclusions and limitations of the exhibition are understood. More detailed exhibitor information will be issued closer to the event.

### **Booth Availability:**

Exhibition booth bookings will be accepted on a "first-come, first-served" basis. Once all available booths are exhausted, no further bookings will be accepted.

### **Multiple Booths:**

Each exhibitor may book up to a maximum of two booths initially, to ensure that all companies have the opportunity to be represented.

Multiple booths will be placed side by side, therefore two 3m x 3m booths would create a double booth of 3m deep x 6m wide.

After 30 June it will be assumed that sufficient time has passed to allow all interested companies to have made a booking. At this time, should there still be booths available, existing exhibitors will be given the opportunity to book additional booths if they would like more space.

Please indicate your interest for additional space on the Exhibitor Application Form (including the number of additional booths preferred) so that you can be contacted after this date.

### **Exhibitor Staff:**

All staff working in exhibition booths must be registered as Exhibitor Staff or Full Delegates. One Exhibitor Staff registration per booth has been included in the exhibition booth pricing.

Registration types and inclusions are as follows:

- **Full Delegates** - will have access to the exhibition, crane display and the full conference program, including evening functions.
- **Exhibitor Staff** - will only be entitled to entry to the exhibition and crane display areas. This level of registration includes the Welcome Drinks held in the exhibition area, morning and afternoon teas and lunches. Attendance to evening dinners on Thursday and Saturday nights is not included, but tickets will be available for separate purchase if required (or registration can be upgraded – see below).

An Exhibitor Staff Registration included in a Booth Package may be upgraded to a Full Delegate Registration at an extra cost of \$360 during Early Bird Registration or \$435 after Early Bird close should these staff wish to attend evening dinners.

(Where a complimentary exhibition booth is included as a benefit of a sponsorship package an Exhibitor Staff Registration is **not** included. Staff should be registered at an additional cost).

### **Non-Delegate Customer / Visitor Access:**

In recognising the significant cost of participating in the exhibition, and the need to provide greater exposure by allowing non-delegate customer access, a dedicated time has been allocated. Invited non-delegate customers may visit the Exhibition on **Friday afternoon only between 3.30pm and 5.00pm**. At this time, it is expected that most delegates will be utilising the crane display dedicated time, and that afternoon tea / catering service will have concluded for the day, minimising impact of any extra visitors. Each exhibition booth may have up to 10 visitors. Visitor passes can be collected from the Registration Desk.

***Note: Due to security and occupational health & safety requirements, only persons wearing a conference badge (including children) indicating they are an official conference delegate, will be allowed entry into conference and exhibition facilities (with the exception of the dedicated Non-Delegate Customer / Visitor Access time).***

**Exhibition Opening Hours:**

Exhibitors may bump in from 12.30pm until 4.30pm on Thursday 19 October. Set up must be fully completed by 4.30pm.

The Exhibition will then be open to delegates as follows: -

- Thursday 19 October 5.00pm – 6.30pm (Exhibition Open / Welcome Reception)
- Friday 20 October 8.00am – 5.00pm
- Saturday 21 October 8.00am – Conclusion of Afternoon Tea Break

**Exhibition Booth Fixtures & Fittings:**

Exhibition booth fixtures and fittings (other than those listed as standard inclusions), furniture arrangements and custom built stand requirements are to be made by individual exhibitors.

Our exhibition booth supplier for CICA 2017 is Adelaide Expo Hire. Contacts, important dates and further information will be forwarded to you after your application has been processed.

**Custom Booths**

Please advise Wise Connections if you plan to have a custom designed exhibition booth ([cica@wiseconnections.com.au](mailto:cica@wiseconnections.com.au)). A custom designed booth must be erected on the booked floor space, with design subject to approval by CICA and the Adelaide Convention Centre.

**Large Items:**

Adelaide Convention Centre enforces some limitations in relation to the size and weight of items being displayed in the exhibition. This is due to limited access sizes of entrance or lift doors and/or floor and lift weight limits. The loading dock access size is 7.4m wide x 5.1m high. Please advise Wise Connections if you plan to include in your exhibition booth, any item weighing in excess of 1,000kg or higher than 3 metres ([cica@wiseconnections.com.au](mailto:cica@wiseconnections.com.au)).

**Exhibition Booth Signage:**

The price of an exhibition booth includes one sign per aisle frontage, in the form of a booth fascia insert or company name (maximum of 30 characters including spaces). Please indicate your preferred text in the space provided on the Exhibitor Application sheet.

**General Information:**

Exhibitor use of microphones and sound amplifiers will not be permitted as they cause noise annoyance when used in a confined space. In the event that an Exhibitor would like to make an announcement this may be done by the MC or event staff. Displays and demonstrations should be in keeping with the decorum of the event and must be kept within the confines of the allocated booth area. The organisers retain the right to reject any display or demonstration which is considered inappropriate.

**Insurance:**

Exhibitors shall cover their public risk by ensuring an appropriate public liability policy for a minimum cover of five million dollars is in place. A copy of the relevant insurance Certificate of Currency will be required. If your current policy certificate will be applicable at the time of the Conference, please forward it now with your booking. If your public liability is due for renewal prior to the Conference, please forward the Certificate of Currency when available. **No exhibitors will be permitted to participate in the exhibition unless proof of public liability insurance has been provided.**

**Logistics of Exhibitor Goods:**

Agility Fairs and Events is the preferred logistics supplier at the Adelaide Convention Centre. Agility provides a comprehensive freight handling/logistics/customs clearance/forklifting service and should be contacted directly to make the necessary arrangements. Charges will apply. More information will be provided once your application has been processed.

**Liability:**

The Crane Industry Council of Australia, Wise Connections and Cairns Convention Centre (jointly referred to as The Organisers), will not be responsible for any loss or damage to the Exhibitor's property. All exhibitor material and equipment is the sole responsibility of the Exhibitor. Any damage caused to the allocated exhibition booth will be the responsibility of the Exhibitors. The Organisers of this Conference act only as organisers of the activities and do not accept any responsibility for any acts, accidents or omissions on the part of service providers. The Organisers will, to the best of their ability, ensure the supply of services to the site, but shall not be liable for any loss, damage or expense incurred by the exhibitor resulting from any cause beyond the control of the organisers.

**On Site Management:**

Once on site at the event, Wise Connections will have a dedicated staff member managing the Exhibition. Any queries should be raised at the Registration Desk. Alternatively approach a staff member at the CICA booth, who will also be able to assist you.

**Further Details**

Further comprehensive details relating to your participation as an Exhibitor, requests for additional information, and important dates will be forwarded in the Exhibitor Manual once your application has been processed. This will include information as required by the Adelaide Convention Centre.

## Key Dates:

Date	Action	Information
By 28 April	Complete 2017 Conference Exhibitor Application Form	Bookings received by 28 April will be included in the <b>Registration Brochure Exhibitor Listing</b> . Bookings received after this date may not be included in the Registration Brochure as the artwork will then be finalised.
After 30 June	Book Additional Booths	Bookings for <b>additional booths</b> (above 2 booth limit) will be accepted after 30 June if availability permits (an email will be sent to any companies that indicated interest in additional booths).
By 11 August	Booth Special Requirements communicated to CICA Office	Requests for <b>specific requirements</b> such as placement to ensure open ended booths or locating partner companies together, will be considered where possible and should be communicated to the CICA Office.
Early September	Booth Allocations	Booth allocations will be decided by CICA giving consideration to priority placement of sponsors and ensuring that competing companies have a degree of separation. Booth allocations will be advised to Exhibitors in the first week of September.

## Queries and Contact Details:

If you have any queries, please contact Simone Hill at the CICA Office on 03 8320 0420 (direct line) or [admin@cica.com.au](mailto:admin@cica.com.au) .

*Please note Exhibitor offer details may need to be changed due to circumstances outside of CICA's control and hence CICA reserves the right to advise any such changes.*

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