

CHILDREN YOUNG PEOPLE FAMILIES  
our concern | our responsibility | our future



**childaware**  
**CONFERENCE**  
AN INITIATIVE OF  
**FamiliesAustralia**

16-17 May 2019

**BRISBANE**  
Convention and  
Exhibition Centre

## INFORMATION FOR EXHIBITORS AND SPONSORS

We have been hard at work planning the Child Aware Conference for 2019. We've had a terrific response to our sponsorship opportunities and look forward meeting with all of you in Brisbane in May. We thank you for your continued support.

This document contains everything you NEED TO KNOW and NEED TO DO. Please take the time to read 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.

### IMPORTANT CONTACTS

#### Conference Secretariat

Tricia Hopkins, Kaigi Conferencing & Events  
T 02 6198 3218 M 0488 445 029 E [childaware@kaigi.com.au](mailto:childaware@kaigi.com.au)

### VENUE

**Brisbane Convention and Exhibition Centre (BCEC)**

**Street Address: cnr Merivale and Glenelg Street, Brisbane, Qld 4101**

Please direct all venue enquiries to the Event Planning Manager: Tegan Cossor E [teganC@bcec.com.au](mailto:teganC@bcec.com.au)

Please take the time to carefully read this manual and familiarise yourself with the contents. It is **YOUR** responsibility to ensure you meet all their requirements.

### DELIVERY / COLLECTION

For deliveries to the BCEC, please ensure that you use the Delivery Label attached. It is important that you label your items clearly and accurately.

Items may be delivered to the BCEC Loading dock no earlier than **Tuesday 14 May 2019**.

All items from your exhibition space **MUST** be collected on **Friday 17 May 2019**.

## EXHIBITION HOURS

We request that your exhibition space is open and staffed during the following hours:

Thursday 16 May	1030-1730
Friday 17 May	1030-1300

### Catering for Exhibitors

Morning and afternoon teas and lunch will be available to exhibitors.

## BUMP IN AND BUMP OUT

### Bump In Schedule

Thursday 16 May	0730-0830	Exhibitors set up
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### Bump Out Schedule

Friday 17 May	1300	Exhibition closes
	1300-1600	Exhibitor bump out

## EXHIBITION SPACE

Each exhibition site includes:

- Area measuring 2-metres wide x 1-metre deep
- Poster board
- Trestle table with table cloth and two chairs
- Lighting and power

The exhibition is located in the **Boulevard Foyer at BCEC**

## WIFI

A wireless network will be available throughout the exhibition hall and conference foyer area at no additional cost to sponsors and exhibitors.

## REGISTRATION

Please register **ALL** staff who will be at your Exhibition Space.

Each exhibitor is entitled to one complimentary registration. Additional exhibitor registration passes may be purchased for \$250 (inc GST) per person.

Please direct all registration enquiries to [childaware@kaigi.com.au](mailto:childaware@kaigi.com.au)

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DELIVERY ADDRESS:

**KITCHEN LOADING DOCK**

BRISBANE CONVENTION & EXHIBITION CENTRE  
GLENELG STREET  
SOUTH BRISBANE QLD 4101  
TEL 07 3308 3385 / 0419 612 895

**EF**  
**EXHIBITOR  
FREIGHT**



**BRISBANE**  
convention  
& exhibition  
**CENTRE**

<b>EVENT NAME:</b>	<i>Child Aware Conference</i>	<b>EVENT NUMBER:</b>	<i>49919</i>
<b>EVENT DATE:</b>	<i>Thursday 16 May 2019 - Friday 17 May 2019</i>		
<b>ROOM/ HALL:</b>	<i>Boulevard Auditorium</i>		
<b>EVENT PLANNING MGR:</b>	<i>Teagan Cossor</i>	<b>AV PROJECT MGR:</b>	<i>Michael Clarke</i>

**CONSIGNMENT DETAILS**

<b>SENDER:</b>		<b>STAND #</b>	
<b>CONTACT NAME:</b>		<b>PHONE:</b>	
<b>Courier Name</b>	<b>Description of Items (e.g. cartons, pallets, boxes)</b>	<b>Item No.</b>	<b>of</b>



**NO GOODS WILL BE ACCEPTED PRIOR TO TUESDAY 14TH MAY 2019.  
ALL GOODS TO BE DELIVERED BETWEEN 7.30 AM & 4.00 PM WEEKDAYS**

By signing for this shipment neither Agility nor the BCEC take any responsibility for the condition of the shipment or quantity delivered. All responsibility remains with the sender.

