



410 Sandy Bay Road, Sandy Bay, Tasmania, Australia 7005  
Telephone: +613 6225 0112 Facsimile: +613 6225 3909  
www.wrestpoint.com.au  
Australian National Hotels Pty. Limited  
A.B.N. 79 009 477 552

17<sup>th</sup> March 2015

Dear Exhibitor

### **SOCIETY OF ECONOMIC GEOLOGISTS CONFERENCE**

The following information is designed to answer any questions you may have, and assist in making this an easy, enjoyable and stress free experience for you.

Should there be any information that we have not covered in this manual, please do not hesitate to contact our Events Team on +613 6221 1712.

Please return pages 9 and 10, Exhibitor Questionnaire by the 1<sup>st</sup> September 2015.  
If this is not received by this date signage will be ordered as per your company name. If this is not correct an additional charge will apply.

We look forward to seeing you at Wrest Point.

Trade Coordinator-Wrest Point  
Email: [salesandevents@wrestpoint.com.au](mailto:salesandevents@wrestpoint.com.au)  
Phone: +613 6221 1712

#### **EXHIBITION SCHEDULE**

Sunday 27 <sup>th</sup> September 2015	12:00 Trade bump in 16:30 Trade bump in complete 17:00 – 19:00 Welcome Reception
Monday 28 <sup>th</sup> September 2015	07:30 Exhibition Opens 18:30 Exhibition Closes
Tuesday 29 <sup>th</sup> September 2015	08:00 Exhibition Opens 18:30 Exhibition Closes
Wednesday 30 <sup>th</sup> September 2015	08:00 Exhibition Opens 15:45 Exhibition Closes

#### **STAND DETAILS**

Wrest Point will provide and build all shell scheme stands. Each black booth is 3 metres wide by 2.4 metres deep and 2.35 metres high. The Trade Booths are covered with a front runner material.

Each trade booth will contain:

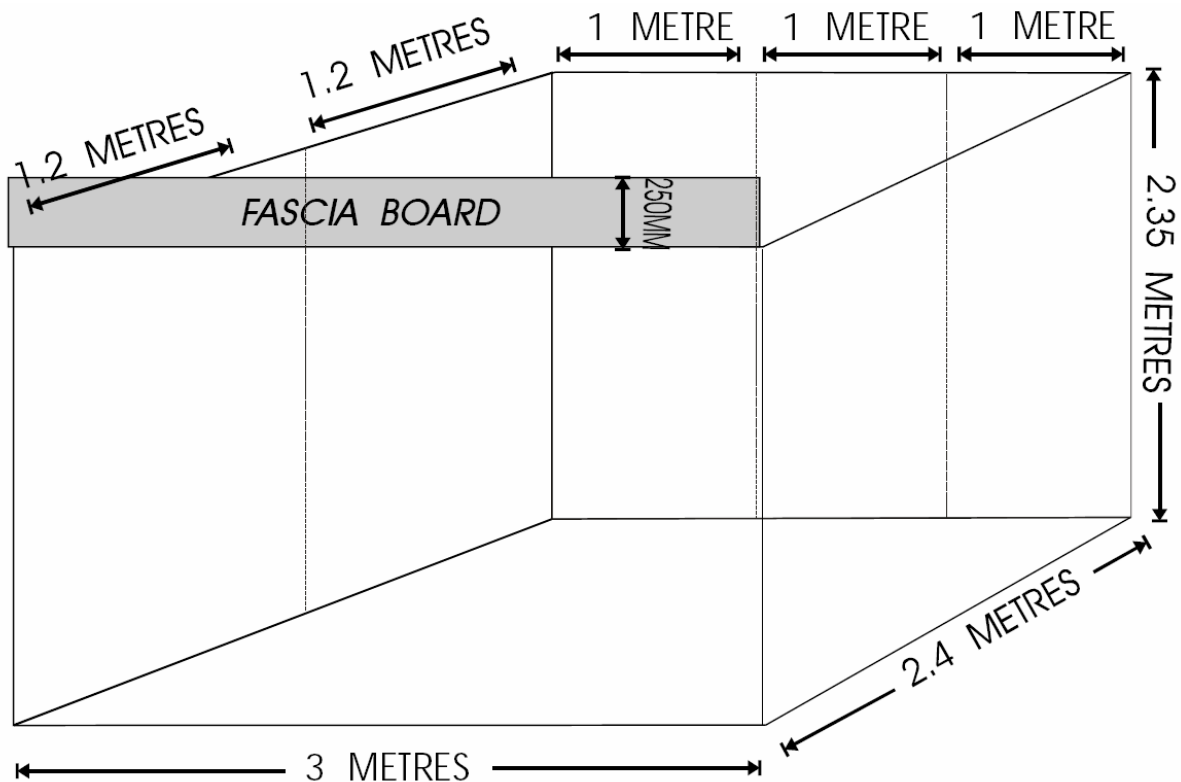
- 1 x Power Board (4 outlets)
- 2 x Spotlights Clipped to Fascia Board
- Company Name on Fascia Board
- Trestle table with tablecloth
- 2 x chairs



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All exhibitors **must** return the 'Exhibitor Questionnaire', which provides your stand with all your requirements by the **1<sup>st</sup> September 2015**. Requirements on Questionnaires including fascia board requirements received after this date cannot be guaranteed. Please also include the exact name you require on your fascia sign.

### **Black Front Runner Booths**



### **CUSTOM STANDS**

Exhibitors wishing to arrange for the construction of custom-built stands must advise the Conference Secretariat and Wrest Point of their chosen stand contractor and supply full details of the stand design. Materials used in stand construction and design must not be readily ignitable or capable of emitting toxic fumes, should ignition take place.

### **DELIVERIES TO WREST POINT**

Wrest Point recommends Cope Transport for all your freighting requirements (please see attached). Cope Transport has a thorough understanding of exhibitors' freight handling requirements and has developed a close working relationship with Wrest Point. They can be contacted on the free call number in Australia 1800 030 989. Exhibitors can use a courier of their choice if they would prefer.



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Please ensure that freight consigned via exhibitors own couriers is to be delivered direct to Wrest Point Conference Centre and not to Cope.

Please note that Cope only delivers within Australia. They have suggested for exhibitors outside Australia that they contact your own freight company and if you do not have one to contact Total Freight Solutions, Tasmania, telephone +613 6248 4012 or email [steve.miller@totalfreightsolutions.com.au](mailto:steve.miller@totalfreightsolutions.com.au).

Delivery Label: See Attached – Exhibitors **must** attach the delivery label to each box being sent to facilitate the correct delivery of goods, whether using Cope Transport or not.

Loading Dock Hours: 08:00 – 16:00, 7 days

Due to limited storage space we do recommend Cope as they can hold your freight at their warehouse until the date of the conference when it will be delivered to Wrest Point.

### **BUMP-IN**

Wrest Point will hold all deliveries in the caged lock up area until bump in begins and will then deliver them to your stand.

Deliveries will only be accepted 48 hours prior to the event.

### **BUMP-OUT**

Please ensure all your belongings are fully packed and clearly labeled and left in a neat and orderly manner at your stand. Wrest Point staff will pick up your boxes and deliver them to the loading dock where they will await collection by the courier. These will be in the loading dock for collection 24 hours after bump out has concluded.

### **FREIGHT**

If using Cope Transport, they will provide a Consignment Note for the return of your freight at the conclusion of the conference. Please complete any Consignment Notes and attach to your freight for collection from your booth.

If you are not using Cope Transport, please bring your own completed courier consignment notes. It is **your** (the exhibitors) responsibility to organise a courier to pick up your goods from the Loading Dock 24 hours after bump-out has concluded.

Please ensure your goods are clearly labeled to the correct address with a correctly filled out consignment note.

Freight is to be removed from Wrest Point within **3** days of the completion of the conference. Any **remaining items** will be **disposed** of by Wrest Point after this period unless other arrangements have been made with the Wrest Point Conference Centre.

### **INSURANCE**

Please ensure all goods are covered by insurance during transit and whilst on display. Wrest Point will take due care but will accept no responsibility for goods lost in transit or whilst on the Hotel premises.

### **SECURITY**

The exhibition area/s will be closed each night half an hour after the official closing time and will be reopened half an hour before the official start each day. Access to the area during



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this closed period will not be available except in emergencies and then must negotiated direct with Wrest Point security office.

**ELECTRICAL AND LIGHTING**

All shell scheme stands included 1 power board (10AMP, 4 outlets) and 1 spotlight. No extension leads will be provided by Wrest Point.

**PHONE/FAX/INTERNET LINES**

Temporary phone, fax, modem and ISDN lines can be installed at the exhibitors stands for the period of the exhibition if required.

Please indicate your requirements on the attached form.

**CATERING/SAMPLING**

Wrest Point has the sole right to the sale or distribution of any article of food and beverage in the venue. Wrest Point does not allow external supply of food or drinks unless permitted in writing. No exhibitor or person shall distribute or give away any item of food or drink, not supplied by Wrest Point to members of the public or trade exhibition visitors without the express written consent of Wrest Point.

Exhibitors wanting to do sampling at their booth will need to seek permission from Wrest Point. They will need to provide details on the type of food, how it will be served, and how it will be cooked or prepared if necessary.

**CAR PARKING**

Free car parking is available at Wrest Point.

**EXHIBITORS BREAK TIMES**

All catering will be served in the exhibition areas or as requested by the Conference Organiser. Exhibitor meals will be served approximately half an hour before delegate breaks.

**SACHEL INSERTS**

Satchel inserts should clearly be marked as 'Satchel Inserts' should these be being sent direct to Wrest Point.



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## **LIST OF CONTACTS**

### **VENUE**

Wrest Point Conference Centre  
410 Sandy Bay Road  
SANDY BAY TAS 7005  
+613 6225 0112  
[www.wrestpoint.com.au](http://www.wrestpoint.com.au)  
Accommodation Toll Free Number: +613 6225 7035

### **TRADE COORDINATOR**

Wrest Point Conference Centre  
410 Sandy Bay Road  
SANDY BAY TAS 7005  
Tel: +613 6221 1712  
Fax: +613 6225 1588  
Email: [salesandevents@wrestpoint.com.au](mailto:salesandevents@wrestpoint.com.au)

### **AUDIO VISUAL EQUIPMENT/ TELEPHONE/FACSIMILE/INTERNET**

Trade Coordinator  
Wrest Point Conference Centre

### **FURNITURE**

Flair Office Furniture  
260 Argyle Street  
NORTH HOBART TAS 7000  
Tel: +613 6234 1127  
Email: [info@flairofficefurniture.com.au](mailto:info@flairofficefurniture.com.au)

### **FURNITURE**

Staging Connections  
128 Argyle Street  
HOBART TAS 7000  
Tel: +613 6231 4303  
Fax: +613 6231 4503  
[www.stagingconnections.com](http://www.stagingconnections.com)

Weeding Hire  
295 Invermay Road  
INVERMAY TAS 7248  
Tel: +613 6326 6577  
Fax: +613 6231 0329  
[www.weedinghire.com.au](http://www.weedinghire.com.au)

### **LIGHTING AND POWER**

Trade Coordinator  
Wrest Point Conference Centre

### **PLANTS AND FLORAL**

Westland Nurseries  
118 Surf Road  
SEVEN MILE BEACH TAS 7170  
Tel: +613 6248 6863  
Fax: +613 6248 7402  
Email: [westlandnurseries@bigpond.com](mailto:westlandnurseries@bigpond.com)



#### SENSITIVE FREIGHT

Cope Transport is the preferred transport service provider to the Federal Group incorporating Wrest Point.

We have a thorough understanding of exhibitors' freight handling requirements and have developed a close working relationship with Convention and Banqueting personnel.

For Conference and Exhibition freight handling requirements please contact us on our free call number in Australia 1800 030 989 or (+613) 6248 5303 / Facsimile (+613) 6248 5302, E-mail [tas@cope-transport.com.au](mailto:tas@cope-transport.com.au)

Please reference at the time of your call the name and date of your conference or exhibition.

#### Invitation

We invite all delegates to utilise the services of Cope Transport for your forthcoming conference requirements at Federal Hotels & Resorts Convention Centres (Wrest Point) for the carriage of your Conference Exhibitor Material and/or Equipment.

**Exclusion** – *Freight consigned via exhibitors own carrier/s will be required to be delivered direct to Wrest Point Convention Centre, Wrest Point, 410 Sandy Bay Road, Sandy Bay, Tas. 7005*

– *Clearly marked with the specified label provided.*

**Lead Time:** All exhibitors freight consigned with Cope Transport is to be delivered to "Cope Transport, 229 Kennedy Drive, Cambridge, Tas. 7170", no earlier than seven (7) working days, and no later than two (2) working days prior to the set-up (bump-in) date as detailed by Wrest Point's Conventions and Banqueting Event Coordinators. Clearly marked with the label provided.

**Note:** Conference satchel inserts and material for conference secretariats should be consigned direct to the Wrest Point Convention Centre, Wrest Point, 410 Sandy Bay Road, Sandy Bay, Tas. 7005 – Clearly marked with the specified label whether carried by Cope Transport or exhibitors own carrier/s.

Goods should be dispatched within a timely manner to arrive in suitable time as detailed by Wrest Point's Conventions and Banqueting Events Coordinators.

**Delivery** - Delivery of all materials and equipment will be made direct to exhibitors booths or to the Wrest Point Convention Centre's loading bay at the time advised by Wrest Point's Conventions and Banqueting Events Coordinators. Where the conference set-up (bump-in) time is outside Cope Transport's normal working hours, exhibitors freight will be delivered to the Wrest Point Convention Centre loading bay on the last working day prior to the commencement of the conference.

**Customer Service** - During the scheduled period of the conference or exhibition, delegates that have consigned their goods with Cope Transport will be contacted in person to assess their needs for return freight and/or redirection as per your requirements. Relevant consignment notes and contact details will be provided to your delegate at this time.



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Consignment Notes and Destination Labels can also be obtained from the Wrest Point Convention Office.

**Conclusion** - Upon the conclusion of a conference and/or exhibition, Cope Transport will collect their exhibitors' materials and equipment and remove them off site to the Hobart Depot for consigned return or storage.

All freight should be labelled accordingly - Business / Name, Address, Contact Person & Phone Number (This should also include Fragile and Orientation Labels and marked 1 of..., 2 of ..., etc.)

**Freight Inquiries & Charges** - All freight inquiries should be directed to Cope Transport on our free call number in Australia 1800 030 989 or (+613) 6248 5303 / Facsimile (+613) 6248 5302.

E-mail [tas@cope-transport.com.au](mailto:tas@cope-transport.com.au)

Please reference at the time of your call the name and date of your conference or exhibition.

**Packing** - Specialised packing can be performed on behalf of exhibitors. Arrangements for this service should be made prior to the conclusion of the relevant Conference and/or Exhibition.

**Storage** - Clean, dry, security warehouse storage available Nationally upon request.

**In Transit Liability Cover** - Automatic liability cover does not apply, and as such all goods travel without cover unless specifically requested by filling in all the relevant details on each consignment note. Where cover is requested a \$2000.00 excess will apply to any claim paid.

#### **Services -**

##### **Normal Road**

This service is designed for sensitive goods up to 30 kilograms per item that can be adequately handled by one man and will be available for pick up and delivery in a packed state and does not require additional handling, packaging or the use of a hydraulic tailgate or other specified lifting devices. The goods will be delivered to a specific ground floor location such as a warehouse or stores area. Up to a total of 15 minutes is included for pick up and delivery time. Additional charges apply after the expiration of 15 minutes.

##### **Tailgate**

This service is designed for sensitive goods over 30 kilograms per item, such as pallets, skids or larger items that can be handled by one man with the assistance of a tailgate vehicle or other lifting equipment, with no requirement for the COPE driver to become involved with the packing/unpacking or positioning of the goods. Goods will be delivered to a specific ground floor location such as a warehouse or stores area. Up to a total of 30 minutes is included for pick up and delivery time. Additional charges apply after the expiration of 30 minutes.

##### **Site to Site**

This premium service is designed to make use of vehicles with hydraulic tailgates and/or a crew of two (2) or more men and/or freight requiring packing and/or unpacking and/or



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positioning on site. The products are packed and/or unpacked as the situation may require and positioning as instructed. Waste cardboard and soft packaging is removed and the

goods left in a clean state. Additional charges may apply for the disposal of hard packaging eg wooden crates. COPE can arrange extra manpower and equipment such as cranes and forklifts on site at an additional cost. Up to a total of 60 minutes are included for pick-up and delivery time. Additional charges may apply after the expiration of 60 minutes.

**Adelaide (Head Office)**

1A Symonds Street  
Royal Park SA 5014  
Tel: (08) 8447 3077  
Fax: (08) 8341 1976  
[sa@cope-transport.com.au](mailto:sa@cope-transport.com.au)  
[transport.com.au](http://transport.com.au)

**Albury**

421 Atkins Street  
Albury NSW 2640  
Tel: (02) 6021 5011  
Fax: (02) 6021 1533  
[albury@cope-transport.com.au](mailto:albury@cope-transport.com.au)

**Brisbane**

8-10 Byte Street  
Yatala QLD 4207  
Tel: (07) 3807 6655  
Fax: (07) 3807 6130  
[qld@cope-](mailto:qld@cope-transport.com.au)

**Canberra**

82 Sheppard Street  
Hume ACT 2620  
Tel: (02) 6260 1122  
Fax: (02) 6260 2233  
[act@cope-transport.com.au](mailto:act@cope-transport.com.au)  
[transport.com.au](http://transport.com.au)

**Darwin**

16 Anictomas Road  
Berrimah NT 0828  
Tel: (08) 8984 4288  
Fax: (08) 8984 4633  
[nt@cope-transport.com.au](mailto:nt@cope-transport.com.au)

**Hobart**

229 Kennedy Drive  
Cambridge TAS 7170  
Tel: (03) 6248 5303  
Fax: (03) 6248 5302  
[tas@cope-](mailto:tas@cope-transport.com.au)

**Melbourne**

40 Fulton Drive  
Derrimut VIC 3030  
Tel: (03) 9235 0400  
Fax: (03) 9235 0444  
[vic@cope-transport.com.au](mailto:vic@cope-transport.com.au)  
[transport.com.au](http://transport.com.au)

**Newcastle**

21 Pipeclay Avenue  
Thornton NSW 2322  
Tel: (02) 4966 1200  
Fax: (02) 4964 4488  
[newcastle@cope-transport.com.au](mailto:newcastle@cope-transport.com.au)

**Perth**

66 Stebbing Road  
Maddington WA 6109  
Tel: (08) 9493 1959  
Fax: (08) 9493 1951  
[wa@cope-](mailto:wa@cope-transport.com.au)

**Sydney**

90 Ashford Avenue  
Milperra NSW 2214  
Tel: (02) 9772 7400  
Fax: (02) 9773 7300  
[nsw@cope-transport.com.au](mailto:nsw@cope-transport.com.au)

[www.cope-transport.com.au](http://www.cope-transport.com.au)







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## EXHIBITOR QUESTIONNAIRE CONTINUED

OR

### Space Only

**Space Only** No shell scheme / walls / fascia / spotlights / furniture. One power cord will be provided and you will need to provide a power board.

### Freight Details

To assist in placing your freight into your booth please advise the following:

**Courier:** \_\_\_\_\_ **No of Items:** \_\_\_\_\_

**Special Power Requirements** (for Trade Booth and Space Only)

Will your power requirements exceed 10 amps? Yes / No

If so, please advise the current rating of the equipment you will be exhibiting.

**Please note:** No extension leads will be provided by Wrest Point

### Additional Requirements from Wrest Point

**Telephone / Facsimile** \_\_\_\_\_

**Audio Visual Equipment** \_\_\_\_\_

**Other** (please specify) \_\_\_\_\_

Prices for all items will be on application only

### Additional Requirements External Suppliers (please specify supplier)\*

Please indicate if you have arranged any of the following and with who:

**Shelving** \_\_\_\_\_

**Furniture** \_\_\_\_\_

**Plants** \_\_\_\_\_

**Other** (please specify) \_\_\_\_\_



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**Please note:** Any payment for extra requirements must be settled prior to the completion of the Exhibition. This payment may be made at the Conference Centre Office by Cash, Cheque, Credit Card or Room Charge if staying in-house.

\*Please see contact list for suppliers

To discuss any of your requirements please contact the Trade Coordinator on +613 6221 1719

Thank you for your assistance.

**Please complete and return this form by 1<sup>st</sup> September 2015.  
ATT: Trade Coordinator. Email: [salesandevents@wrestpoint.com.au](mailto:salesandevents@wrestpoint.com.au)  
or Fax +613 6225 1588**