



# GESA AGW 2023

Reaching for the stars:  
a constellation of experts

(pm) Saturday 2 – Tuesday 5 September 2023

Brisbane Convention and Exhibition Centre (BCEC)

## SPONSOR & EXHIBITOR MANUAL

### EXHIBITION HOURS

Sunday	08:00 – 18:00
Monday	08:00 – 16:00
Tuesday	08:00 – 14:30

Australia's premier gastroenterology and hepatology conference

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## GESA AGW 2023

### Sponsor & Exhibitor Manual Introduction

The information contained in this manual has been compiled for AGW 2023 sponsor and exhibitor partners. Please note that all communication pieces will be sent to the nominated contact as listed on your application form. It is this person's responsibility to circulate this manual to other interested parties e.g. suppliers, contractors etc.

It is each sponsor's/exhibitor's responsibility to ensure all documentation is read, actions are completed and deadlines are met.

This document contains a:

- ▶ Key Partner Contacts Listing
- ▶ Critical Date Summary
- ▶ General information related to your participation at **GESA AGW 2023**

Please read this Information carefully, in conjunction with the following linked documents:

- ▶ [GESA AGW 2023 Floor Plan](#)
- ▶ Exhibitor Information Guide Brisbane Convention & Exhibition Centre [BCEC Exhibitor Information Guide | BCEC](#)
- ▶ [Safety induction BCEC](#)
- ▶ [Benefits of using Gel Events](#)

If you have any questions regarding the information contained in this document or about GESA AGW 2023 in general, please contact:

**Gastroenterological Society of Australia**

Phone: 1300 766 176

Mobile: 0408 183 933

Email: [Sponsorship@gesa.org.au](mailto:Sponsorship@gesa.org.au)

Web: [agw.gesa.org.au](http://agw.gesa.org.au)

Alternatively, please contact the relevant person listed in 'Key Partner Contacts' on the next page. We are here to assist you in any way we can.

We look forward to your participation in **GESA AGW 2023**

## GESA AGW 2023 KEY PARTNER CONTACTS

### GESA AGW 2023 ORGANISERS:

Gastroenterological Society of Australia (GESA)

[www.gesa.org.au](http://www.gesa.org.au)

### GESA EXHIBITION COORDINATORS:

#### Loretta York

Phone: 0408 183 933

Email: [sponsorship@gesa.org.au](mailto:sponsorship@gesa.org.au)

#### Melita Grundy

Email: [education@gesa.org.au](mailto:education@gesa.org.au)

Website: [agw.gesa.org.au](http://agw.gesa.org.au)

## KEY PARTNERS

### Brisbane Convention & Exhibition Centre (BCEC):

#### BCEC Exhibitor Services

Phone: 07 3308 3536

Email: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

### Gel Events Logistics: Official freight and logistics partner

#### Chris O'Sullivan, Project Manager

Mobile: 0418 178 688 | 1300 013 533

Email: [chris@gelevents.com.au](mailto:chris@gelevents.com.au)

### Harry the Hirer: Official Stand, Furniture and Electrical Contractor

#### Rade Cosic, Exhibitor Orders

Mobile: 0492 803 380

Office: 03 9429 6666

Email: [radec@harrythehirer.com.au](mailto:radec@harrythehirer.com.au)

Website: [www.harrythehirer.com.au](http://www.harrythehirer.com.au)

#### Dana Radovanovic, Account Manager Custom Stands

Mobile: 0425 781 151

Office: 03 9425 8634

Email: [danar@harrythehirer.com.au](mailto:danar@harrythehirer.com.au)

## Registrations

For all registrations please contact:

#### Tom Chapman, Project Manager, The Conference Company

Mobile: 0432 886 412

Email: [tc@theconferencecompany.com](mailto:tc@theconferencecompany.com)

## CRITICAL DATE SUMMARY

Entitlements will be allocated to all Sponsors & Exhibitors once payment is received.

Deadline	GESA AGW 2023 Component	
	SPONSOR	EXHIBITOR
4 Aug 2023	Harry the Hirer exhibitor forms requirements <b>Signage orders</b> close	
11 Aug 2023	Close of transport quote request, & all BCEC orders	
21 Aug 2023	<b>Stand fit out orders</b> close	
1 Sept 2023	Freight forwarding to Brisbane Convention & Exhibition Centre	
	Registrations open 08:00	
	Custom Builds and Space Only Exhibitor bump-in from 14:00 – 18:00. Please register before entering the Exhibition Hall. Hi-visibility vests and enclosed shoes must be worn at all times.	
2 Sept 2023	Registration desk open from 06:30	
	Custom builds & Exhibitor bump-in from 10:00 – 18:00. Please register before entering the Exhibition Hall. Hi-visibility vests and enclosed shoes must be worn at all times.	
5 Sept 2023	Sponsors & exhibition staff bump-out from 15:00	
	Harry the Hirer dismantle 15:00	
	Custom stand contractors dismantle 16:00 – 23:00	

## SPONSOR AND EXHIBITOR ENTITLEMENTS

### Staff Registrations

All sponsor and exhibitor staff must be registered and wearing their personalized registration passes in order to gain entry to conference sessions and the exhibition hall. Staff endeavoring to enter these areas without a pass will be denied entry.

Additional registrations can be purchased for \$250 plus GST per person per day.

### Sponsor / Exhibitor Events or Workshops

Permission is required from GESA before approaching keynote speakers for your event or workshop.

## REGISTRATION

Sponsor and exhibitor registrations will be available for pick-up at the registration desk from 08:00 on Sunday 3 September 2023.

## EXHIBITION

### Exhibition Floor plan

The exhibition floor plan is available [here](#). Please note catering stations may change to meet BCEC requirements.

### Exhibition Hours

DATE	DURATION
Sunday, 3 September 2023	08:00 – 18:00
Monday, 4 September 2023	08:00 – 16:00
Tuesday, 5 September 2023	08:00 – 14:30

### Official Stand Builder

Harry the Hirer has been appointed as the official stand, furniture, and electrical contractor for GESA AGW 2023. Each exhibitor will receive a unique link to the Harry the Hirer minisite portal. Through the minisite you can confirm your fascia, shell stand inclusions, relevant signage, furniture, AV and power, or view upgrade and custom stand design options and solutions. Please contact Rade Cosic on 0492 803 380 or [radec@harrythehirer.com.au](mailto:radec@harrythehirer.com.au) if you have any issues accessing the portal.

### Custom Built Stands

Plans for custom built stands must be submitted for approval to GESA at [education@gesa.org.au](mailto:education@gesa.org.au) and BCEC via this [form](#) by Tuesday, 1 August, 2023. GESA reserves the right to rearrange the floor plan should any custom build be seen to interfere with the space of another exhibitor.

### BCEC Exhibitor Services

Phone: 07 3308 3536

Email: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

Website: [www.bcec.com.au](http://www.bcec.com.au)

### Height Restriction

Please refer to the [BCEC Exhibitor Information Guide](#). All structures over 2.4 metres in height, where persons either staff or guests gather, must be certified by an engineer and submitted to [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au) for approval.

### Contractors/Workers

All persons on-site at the Brisbane Convention & Exhibition Centre for an exhibition, including external contractors/laborers/hired help, must wear high-visibility safety vests at all times working within the venue during bump-in and bump-out of an exhibition. All contractors/workers/exhibitors should complete the [BCEC safety induction](#). All contractors must sign in at the Loading Dock. During bump-in and bump-out, all people must wear enclosed shoes due to Occupational Health and Safety requirements. Children under 15 and animals are not permitted within the exhibition area.

## Bump-In/Bump-Out Schedule

DATE	ACTIVITY	TIME
Friday, 1 September 2023	Bump in, Space only, Harry the Hirer	14:00 – 18:00 next day
Saturday, 2 September 2023	Bump in, Exhibitors	10:00 – 18:00
Sunday, 3 September 2023	Exhibition opens	08:00
Tuesday, 5 September 2023	Bump out, Space only, Harry the Hirer, Exhibitors	From 15:00

### Note:

Times may be subject to change. Exhibitors should refer to [agw.gesa.org.au](http://agw.gesa.org.au) for updates.

No stand builders will be permitted entry to the hall prior to 14.00pm on Friday, 1 September 2023.

This rule will be strictly enforced.

## CATERING

### Delegate Catering

Morning Tea: 09:30 – 10:00

Lunch: 12:00 – 13:00

Afternoon Tea: 15:00 – 15:30

All catering will be served in the Exhibition Hall.

### Staff Catering

Each day, morning, afternoon tea and stand-up lunch will be served to sponsor and exhibitor staff within the exhibition area, 30 minutes prior to the advertised delegate schedule.

### Exhibition Stand Catering

Tea/Coffee carts are permitted on Platinum Sponsor stands only and must be arranged via the BCEC. Other sponsors are entitled to arrange one (1) catering option per stand. Sponsors must arrange all catering items via the BCEC.

No other catering is permitted on Exhibitor stands or booths.

### Sponsor/Exhibitor Consumables Storage

The Brisbane Convention & Exhibition Centre does not provide onsite storage facilities.



## Onsite Materials Handling

Exhibitors or their stand-builders requiring a forklift during bump-in or bump-out, must pre-book these services in advance with GEL Events. Charges apply.

<b>Bump-in:</b>	Friday, 1 September	14:00 – 18:00
	Saturday, 2 September	10:00 – 18:00
<b>Bump-out:</b>	Tuesday, 5 September	15:00 – 20:00

## Venue Services

All rigging in the Exhibition Halls must be arranged and approved by the Harry the Hirer. Please contact **Terrence Lowe** [terrencel@harrythehirer.com.au](mailto:terrencel@harrythehirer.com.au)

Please refer to the [BCEC Exhibitor Information Guide](#) for detailed information regarding all venue services and exhibitor requirements – including:

- ▶ Contractors / Workers.
- ▶ Fire and Safety Regulations.
- ▶ AV / Communication / Internet Services.
- ▶ Rigging and Lighting.
- ▶ Additional venue services and requirements.

### Important Note:

Tea/coffee carts are permitted on Platinum Sponsor stands only and must be arranged via the BCEC. Other sponsors are entitled to arrange one (1) catering option per stand. Sponsors must arrange all catering items via the BCEC.

No other catering is permitted on Exhibitor stands or booths.

Thank you and we look forward to seeing you at GESA AGW 2023.

## FREIGHT

### Freight Forwarding

BCEC is unable to sign for any deliveries to exhibition centre. For all materials handling please contact GEL Events:

**Chris O'Sullivan**, Project Manager

Mobile: 0418 178 688 | 1300 013 533

Email: [chris@gelevents.com.au](mailto:chris@gelevents.com.au)

Freight request form: [GESA AGW - Freight / Logistics Request Form - GEL](#)

Exhibitors are responsible for ensuring the following label is completed and attached to all inbound freight

[BCEC Exhibitor Label](#)

## EXHIBITOR SERVICES

### Brisbane Exhibition & Convention Centre

#### **BCEC Exhibitor Services Team**

Phone: 07 3308 3536

Email: [exhibitorservices@bcec.com.au](mailto:exhibitorservices@bcec.com.au)

Website: [www.bcec.com.au](http://www.bcec.com.au)

Exhibitors can place orders and request service quotes by using the BCEC online ordering service.

The link below has been set up specifically for GESA AGW 2023.

[Please click here to place an order for GESA AGW 2023](#)

Catering via Exhibitor Portal Closes: 25/08/2023

Exhibitor Portal Closes: 30/08/2023