Welcome to the AFA 2012 National Conference Exhibition

In this edition of “Expo News” we will be providing you with the following information:

- **Venue Mailing Labels**: Please see last page for satchel and booth item delivery label.
- **Satchel Inserts**: Let us know if you’d like to include something.
- **Exhibition Access Times**: Bump in and Bump out times.
- **Booth Furniture Purchase Information**: ExpoNet is our preferred supplier for the conference and has all your exhibition booth needs covered.
- **Booth Activity & Stand Competitions**: Update on booth activities and timings for stand competition draw/announcement.
- **Exhibitor Storage**: There will be limited on-site storage facilities for packing materials and boxes.
The key dates/times to remember are:

**Exhibition Build**
Saturday 27 October (7am – 5pm)

**Exhibitor Access**
Saturday 27 October (5pm – 7pm)
Sunday 28 October (8am – 11am)
For booth material setup

**Exhibitor Access**
Tuesday 30 October (3.30pm – 4.00pm)
For booth material packdown

**Exhibition Dismantle**
Tuesday 30 October (4.00pm – 6.30pm)

**Exhibition Open Hours**
Sunday 28/10 11.30am - 5.30pm
Monday 29/10 8.30am - 4.45pm
Tuesday 30/10 8.30am - 3.30pm

It is required that all items being couriered back your businesses be boxed and labeled by **4pm on Tuesday**. All items will be moved to the loading dock for collection Wednesday. Those companies using our preferred supplier “Jet Worldwide”, will be provided with delivery labels during Tuesday.

Note: There is no extension of time for pull down of the exhibition booths, the main floor area is in use for the Gala Dinner on Tuesday evening.

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**Satchel Inserts**

Do you have marketing collateral or a promotional item you would like included in the conference satchel?

A4 (and smaller) flyers welcome, all larger items and promotional material must be approved first.

Email your request to: janette.beedell@afaconferne.com.au

A PDF image of your item/brochure is required to ensure the correct item is collected from the loading dock and included in the satchel.
Mailing Labels

Attached at the end of “Expo News” is the mailing label to assist you with delivery of all your exhibition and satchel items to RACV.

Notification is required of any intended satchel inclusions.

Accommodation

Other Accommodation Options

All rooms at RACV Royals Pines Resort have been SOLD.

Radisson Resort is providing additional accommodation. Daily morning and evening transfers will be provided for the conference.

Bookings can be made directly with the discounted rate by clicking: RADISSON or call P: 07 5555 7718

Jet Worldwide Freight

Freight Forwarding

Jet Worldwide has been appointed the official freight provider to the AFA 2012 Conference.

Prior to the conference a member of the Jet Worldwide team will make contact to discuss and determine your individual freight requirements. In the meantime, for any queries please contact Megan Barnes at Jet Worldwide:

Jet Worldwide (Sydney office)
2/221 O’Riordan St
Mascot NSW 2020
Tel: +61 2 9317 4000
Fax: +61 2 9667 3466
Email: megan_barnes@jetworldwide.com.au

Delivery date:

Please note that deliveries will not be accepted at the venue prior to Thursday 25 October.
Exhibitor Booth Activities & Competitions

**Stand Activity:**
Some of the major exhibitors have now indicated their booth activities and as such we’ve identified quite a repeats in activities. Note that the following items have already been secured and are not permitted on any further booths:
- Coffee (barista or other)
- Gelato
- Smoothies
- Juice
- Ice Cream
- Candy store
- Putt Putt / Golf

To ensure that you are the only provider of your activity, it is important that you inform us of your “giveaway” idea.

**Stand Competitions:**
Booth competitions are encouraged ie: business card draws, competitive games etc. Exhibitors may run these from the start of the conference on Sunday through till the conclusion of lunch on Tuesday.

<table>
<thead>
<tr>
<th>Tuesday 30 October</th>
<th>By 1.15pm</th>
<th>Conclude competitions and draw winner</th>
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<tbody>
<tr>
<td>1.15pm – 1.45pm</td>
<td>Hand in “Stand Competition Winner” form to registration (distributed onsite)</td>
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<tr>
<td>3.30m – 4.40pm</td>
<td>Announcement of competition winners and collection of prizes during closing plenary session</td>
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Onsite Exhibitor Storage

It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show.

Storage will be provided onsite under the main stairs, outside Marquis Room. Access is not permitted during breaks when delegates are partaking in the exhibition.

AFA Contacts

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P: 02 9267 4003  M: 0412 127 834
E: Richard.klipin@afa.asn.au

Melissa Favaloro
P: 02 9267 4003
E: Melissa.favaloro@afa.asn.au

Rachel Mickelson
P: 02 9267 4003
E: rachel.mickelson@afa.asn.au

Conference Logistics
Janette Beedell
P: 02 9639 9930  M: 0412 904 803
E: janette.beedell@afaconference.com.au

Registration
AFA Conference Secretariat
P: 02 8188 1225
E: info@afaconference.com.au

AFA Expo News

AFA NATIONAL CONFERENCE
GOLD COAST OCTOBER 28-30 RACV ROYAL PINES RESORT
Pathways to excellence
education + insight + consumers
**DELIVER TO:**

RACV ROYAL PINES RESORT  
LOADING DOCK  
ROSS STREET  
BENOWA QLD 4217  

(Phone: 07 5597 8700)

<table>
<thead>
<tr>
<th><strong>EVENT NAME:</strong></th>
<th>AFA 2012 National Conference</th>
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<tr>
<td><strong>EVENT DATES:</strong></td>
<td>Sunday 28 October – Tuesday 30 October, 2012</td>
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<tr>
<td><strong>EXHIBITION BOOTH NAME:</strong></td>
<td>(if applicable)</td>
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<tr>
<td><strong>ON-SITE CONTACT NAME:</strong></td>
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<td><strong>PURPOSE OF BOX:</strong></td>
<td>(please circle)</td>
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<tr>
<td><strong>SPECIAL INSTRUCTIONS:</strong></td>
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<tr>
<th><strong>ITEM ______ OF ________</strong></th>
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| **BOOTH #:** | |
| **MOBILE #:** | |

SATCHEL PACKING | EXPO DISPLAY | AFA SECRETARIAT

**RPR EVENTS CO-ORDINATOR:** Helen Matulich

**PLEASE NOTE:** Boxes will only be received 48 hours prior to the official event dates. Should goods arrive prior to this time they will be turned away.