

AFA NATIONAL CONFERENCE

GOLD COAST OCTOBER 28-30 RACV ROYAL PINES RESORT

TWENTY
12

Pathways to excellence
education + insight + consumers

AFA Expo News Edition 3



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.

AFA Contacts

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Registration

AFA Conference Secretariat

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E: info@afaconference.com.au

Conference Logistics

Janette Beedell

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E: janette.beedell@afaconference.com.au



Targeted Program Management
supporting the
AFA 2012 National Conference

AFA Expo News

Key Dates

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.

ExpoNet Contact

NEW CONTACT

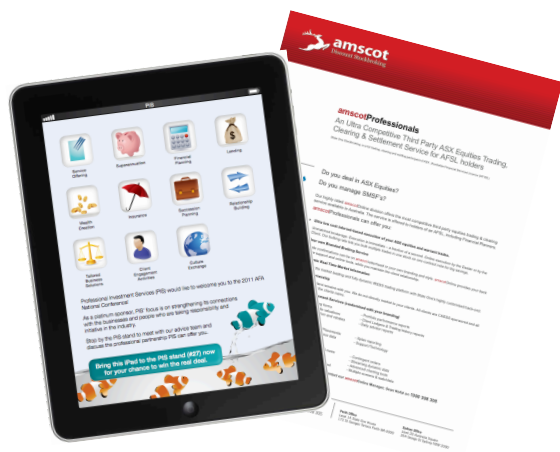
For all furniture, electrical and signage requirements:

Kay O'Grady

P: 02 9645 7000

E: esd@exponet.com.au

EXPONET
EXHIBITION & EVENT SERVICES
www.exponet.com.au



Satchel Inserts

Satchel Nominations **EXTENDED** to
Friday 5 October

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@afaconference.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.

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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.

DELIVER TO:	RACV ROYAL PINES RESORT
	LOADING DOCK ROSS STREET BENOWA QLD 4217 (Phone: 07 5597 8700)
EVENT NAME:	AFA 2012 National Conference
EVENT DATES:	Sunday 28 October – Tuesday 30 October, 2012
EXHIBITION BOOTH NAME: (if applicable)	BOOTH #:
ON-SITE CONTACT NAME:	MOBILE #:
PURPOSE OF BOX: (please circle)	<input type="checkbox"/> SATCHEL PACKING <input type="checkbox"/> EXPO DISPLAY <input type="checkbox"/> AFA SECRETARIAT
SPECIAL INSTRUCTIONS:	ITEM _____ OF _____
RPR EVENTS CO-ORDINATOR: Helen Matulich	
<small>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.</small>	

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



We Care

Delivery date:

Please note that deliveries will not be accepted at the venue prior to Thursday 25 October.

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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**.

Tuesday 30 October	By 1.15pm	Conclude competitions and draw winner
	1.15pm – 1.45pm	Hand in "Stand Competition Winner" form to registration (distributed onsite)
	3.30m – 4.40pm	Announcement of competition winners and collection of prizes during closing plenary session

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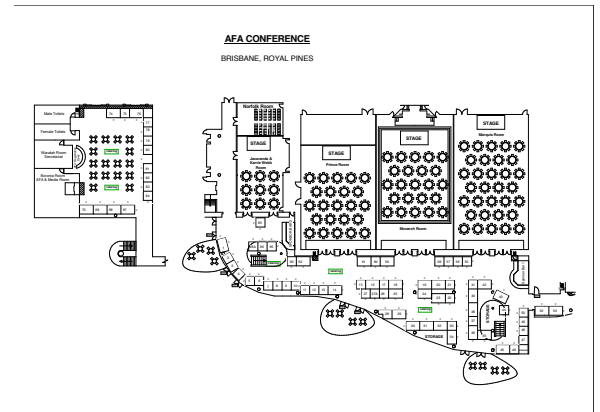
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Onsite Exhibitor Storage

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.



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Association of
Financial Advisers

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**LOADING DOCK
ROSS STREET
BENOWA QLD 4217** (Phone: 07 5597 8700)

EVENT NAME: AFA 2012 National Conference

EVENT DATES: Sunday 28 October – Tuesday 30 October, 2012

**EXHIBITION BOOTH
NAME:** (if applicable)

BOOTH #:

**ON-SITE CONTACT
NAME:**

MOBILE #:

PURPOSE OF BOX:
(please circle)

SACHEL PACKING

EXPO DISPLAY

AFA SECRETARIAT

**SPECIAL
INSTRUCTIONS:**

ITEM _____ OF _____

RPR EVENTS CO-ORDINATOR: Helen Matulich

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