



Sponsor and Exhibitor Manual

14 MAY 2024

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Secretariat

For all general enquiries, please contact the conference secretariat:
ICMS Australasia
PO Box 5005
South Melbourne, VIC, 3205
P: +61 3 9682 0500

General Enquiries: info@ascia2024.com

Sponsorship and Exhibition: sponsorship@ascia2024.com

Website and Program Book: <https://ascia2024.com/>

ASCIA recommends:

- Travel insurance for all delegates, sponsors and exhibitors who are attending in-person.
- Virtual registration for people who are unable to attend in-person.

It is important that you do not attend the ASCIA 2024 Conference if you have any symptoms that may be due to COVID-19, influenza or other infections.

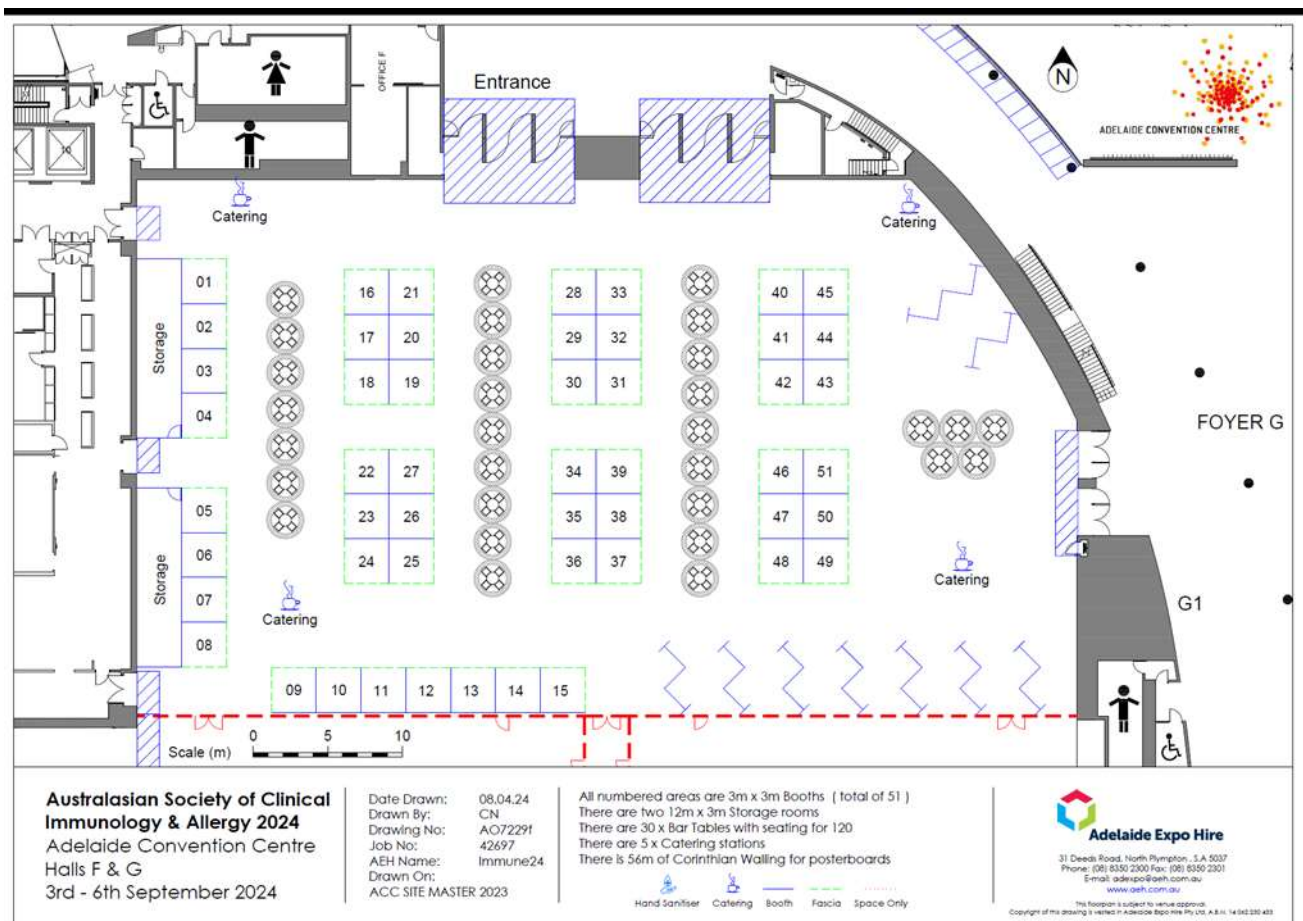
ASCIA is the peak professional body of clinical immunology and allergy specialists in Australia and New Zealand, ASCIA is a member society of the World Allergy Organisation (WAO) and the Asia Pacific Association of Allergy, Asthma and Clinical Immunology (APAAACI).

Exhibition Stand Allocations

	Stand numbers	Sponsored Sessions*	Website
DIAMOND SPONSORS			
CSL Behring, CSL Seqirus	28,31,32,33	1	www.cslbehring.com.au/ www.cslseqirus.com.au/
GSK	1,2,3	1	www.gsk.com.au
Novartis	40,41,42	1	www.novartis.com/au-en/
Viartis	16,17,20,21		www.viartis.com.au
PLATINUM SPONSORS			
Aspen Australia	45	1	www.aspenpharma.com.au
Astra Zeneca	18,19	1	www.astrazeneca.com.au/
Ferrer Pharma	46,47	1	www.ferrerpharma.com.au
Grifols	38,39	1	www.grifols.com
Stallergenes Greer	34,35	1	www.stallergenesgreer.com/australia-new-zealand
GOLD SPONSORS			
Alexion	-	1	https://alexion.com/worldwide/Australia
Inmunotek Australia	22,23		www.imunotek.com
Gamma Allergy	50,51		www.gammaallergy.com.au/
Sanofi	29,30		www.sanofi.com.au
Sanulac Nutritionals Australia	26,27		au.lactalis.com
SILVER SPONSORS			
Takeda	4		www.takeda.com/en-au
BRONZE SPONSORS			
Abacus dx	43		www.abacusdx.com
Arrotex Pharmaceuticals	25		www.arrotex.com.au
Care Pharmaceuticals	36		www.carepharmaceuticals.com.au
Ego Pharmaceuticals	24		www.egopharm.com/au/en.html
IgGenix	44		https://iggenix.com/
NeilMed	48		www.neilmed.com
Nestlé Health Science	37		www.nestlehealthscience.com.au
Nutricia	49		www.nutricia.com.au
EXHIBITORS			
Allergy & Anaphylaxis Australia	7		www.allergyfacts.org.au
ASCIA	5		www.allergy.org.au
AusEE	9		www.ausee.org
AusPIPS	11		www.auspips.org.au
HAE Australasia	14		https://haeaustralasia.org.au/
IDFA	12		www.idfa.org.au
IDFNZ	13		https://idfz.org.nz
NACE – CFAR	8		www.nace.org.au foodallergyresearch.org.au
National Allergy Council	6	1	www.nationalallergystrategy.org.au
TAMS	10		www.mastocytosis.org.au

* To view the schedule for sponsored sessions see page 7 of this manual.

Exhibition Floorplan



The ASCIA 2024 Conference exhibition will run for three days from 10.30-16.30 from Wednesday 4th to Friday 6th September 2024, in Halls F and G (Ground Level) at the Adelaide Convention Centre.

Delegates will be encouraged to visit the ASCIA 2024 Conference exhibition stands throughout the conference, and to encourage this:

- All daytime catering (lunches and tea breaks) will be served in the exhibition hall.
- Bar tables, stools and other seating for delegates will be located throughout the exhibition hall.
- The exhibition hall includes poster boards.
- The exhibition hall is the venue for the Welcome Reception on Wednesday evening.

There are four sizes of exhibition stands:

- Single 3m x 3m
- Double 3m x 6m
- Triple 3m x 9m
- Quad 6m x 6m

Exhibition Stand Contractor and Schedule

ASCIA has contracted Adelaide Expo Hire as the official stand builders, furniture, lighting and power supplier for the ASCIA 2024 Conference exhibition. They will be in contact with an online portal for furniture ordering and signage etc.

Website: <https://aeh.com.au/>

Email: harrietc@aeh.com.au

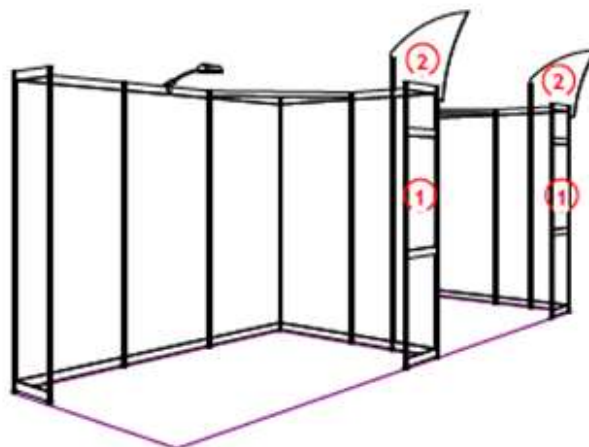
Phone: 08 8350 2300

Mobile: 0476 216 092

Standard exhibition stands include:

- Raised oak or white flooring
- White Octanorm walls
- Fascia blades with black font on white background.
- Lighting and power
- Adelaide Convention Centre Standard Wi-Fi internet access

Stands 5-15 also include a trestle table and 2 chairs on each stand.



Please note:

- Signage at the sides and back of each exhibition stand is limited to **3.5m** high.
- **No rigging is possible.**
- Stands customised by Adelaide Expo Hire or external suppliers require approval by the organisers and Adelaide Convention Centre. For a custom stand request please email Alishia Izzo alishiai@aeh.com.au.
- Stand designs needed to be emailed to sponsorship@ascia2024.com

BUILD, MOVE-IN AND MOVE-OUT SCHEDULE

Tuesday 3rd September

07.00 Adelaide Expo Hire access for build/ Deliveries accepted by Adelaide Convention Centre

10.00 Custom build access

16.00 Exhibitor access for set up

20.00 Venue clear

Wednesday 4th September

07.00 Exhibitor access for final set up

10.30 Exhibition opens

Friday 6th September

16.30 Exhibitor pack down

18.30 Adelaide Expo Hire move out

24.00 Venue clear

Venue Map

The ASCIA 2024 Conference is being held as a hybrid event, which enables virtual or in-person attendance at the Adelaide Convention Centre.

The exhibition and poster boards are in Halls F and G (Ground Level), which includes catering stations for lunch and coffee/tea breaks from Wednesday to Friday and the Welcome Reception on Wednesday evening.

For in-person attendance at the Adelaide Convention Centre:

- All Tuesday sessions (AIFA Research Symposium, CGR and poster oral presentations are in Hall C (650 pax, Ground Level).
- Main program talks from Wednesday to Friday are in Hall C (650 pax, Ground Level).
- Speaker preparation is in the Skyway Room (Upper Level).
- Concurrent sessions on Thursday:
 - Immunology Nurses in Room E1 (150 pax theatre style, Ground Level).
- Concurrent sessions on Friday, all on Ground Level:
 - Dietitians in Room E3 (150 pax theatre style) opened with E2 for Shared Care Symposium in morning.
 - Nurses in Room E2 (170 pax theatre style).
 - Medical Associates in Room E1 (150 pax theatre style).
- Wednesday night dinners:
 - Nurses in Riverbank Room 5 - 80 pax (Lower Level).
 - Trainees and consultants in Riverbank Room 8 - 80 pax (Lower Level).



Venue Information

Information about the Adelaide Convention Centre for sponsors and exhibitors is available at <https://corporate.avmc.com.au/>

SERVICES

Sponsors and exhibitors can order services in advance of the ASCIA 2024 Conference with the Adelaide Convention Centre Exhibitor Services team.

Adelaide Convention Centre services for exhibitors include:

- Food and beverages.*
- Internet and telecommunications.
- Water and waste facilities.
- Stand cleaning.
- Audiovisual services.

Order forms can be accessed through the [Exhibitor Services Centre](#)

*Please note that the ASCIA Conference includes catering for coffee/tea breaks and lunches for delegates, sponsors and exhibitors, so options such as having a barista coffee station are preferred, as this is not supplied in the catering that is offered by ASCIA.

To order a barista coffee station or other food options for your stand go to: [Exhibitor Services Centre](#)

DELIVERIES

- The Adelaide Convention Centre loading Dock will be open from **0700 on Tuesday 3rd September** to accept deliveries for your exhibition stand. **The venue will not accept your delivery prior to this date.**
- All deliveries/pick-ups have a vehicle time slot booking in advance of arrival. To book in your delivery, please contact ACC's Loading Dock: Phone: (+61 8) 8210 6773 Email: ntld@avmc.com.au
- ACC will not sign for exhibitor or contractor deliveries. A company representative will need to be onsite to sign for exhibitor goods. As this is not always possible, we request that exhibitors give authority to leave without signature.
- Delivery movements and portage within Adelaide Convention Centre are managed by the in-house Event Logistics Department. Third-party couriers and freight forwarders are not permitted to deliver freight within the Adelaide Convention Centre. Porters bring your freight up from the Loading Dock.
- Standard manning of the dock to accept deliveries is 0700-1600 Monday to Friday. Any movements outside these times will require three business days' notice; charges apply.
- To assist in the smooth delivery and collection of goods, please ensure the following steps are followed:
 - Affix the [Organiser Delivery Label](#) to each item being delivered to the venue
 - You or your appointed freight company book a time to deliver their items to the Convention Centre Loading dock via the Adelaide Convention Centre Loading Dock Booking Form

Sponsored Sessions

Sponsored sessions will be held at the following times:

- 08.00-08.50 AEST on Wednesday, Thursday and Friday.
- 13.30-14.20 AEST on Friday.

Each sponsored session:

- Is allocated **50 minutes each**, with the option of Q&A (included in the 50 minutes).
- Will be presented in-person, including Q&A.
- Needs to be developed by sponsors and compliant with Medicines Australia's Code of Conduct.
- Will allow for the sponsor's advertisement to run at the start and/or end of the session.
 - If the advertisement is a static image the specifications are 16:9 / 1920 x 1080 pixels and the file type is PDF or JPEG.
 - If the advertisement is a video the specifications are MP4 / 1920 x 1080 pixels.

The schedule for sponsored sessions is as follows (times are yet to be allocated to sponsors):

Wednesday 08.00-08.50 ACST

Thursday 08.00-08.50 ACST

Friday 08.00-08.50 ACST

Friday 13.30-14.20 ACST

Sponsorship Policy

DIGITAL ADVERTISEMENTS

1. Sponsors can include their digital advertisement (2 minutes each) at the start and/or end of each sponsored session. These advertisements need to be developed and pre-recorded (as mp4 files) by sponsors, to be compliant with Medicines Australia's Code of Conduct.
2. Digital advertisements are only available as part of sponsored sessions and cannot be purchased as separate sponsorship items.

COMPLIMENTARY SPONSOR REGISTRATIONS

3. Complimentary sponsor registrations can only be used for staff or contractors of the organisation that is the registered Sponsor and cannot be transferred to delegates.

PAYMENTS

4. All fees related to Sponsors exhibiting at the ASCIA Conference, or any other amounts owed to ASCIA, must be paid to ASCIA at least 30 days prior to the ASCIA Conference.
5. If the Sponsor fails to pay any or all such fees in accordance with payment deadlines, ASCIA reserves the right to reassign or cancel the sponsor's exhibition stand and other entitlements.
6. If the Sponsor pays the fees after such reassignment, ASCIA may assign another exhibition stand, if available, which ASCIA deems appropriate.

CANCELLATION

7. If the Sponsor cancels their involvement in the Conference, they remain liable for payment of all previously agreed fees, subject to the following schedule:
 - a. If the Sponsor wishes to cancel they must do so in writing within 60 days of the date of the Conference and will be liable to pay 50% of the overall costs specified in the Tax Invoice. Any cancellation thereafter shall incur liability for all specified costs.
 - b. Following the inclusion of the Sponsor's name or logo onto marketing collateral and signage relating to the ASCIA Conference, cancellation will result in the Sponsor incurring 100% of the overall costs.
8. In the unlikely event that ASCIA cancels the Conference, the full cost relating to the cancelled Conference will be returned to the Sponsor within 60 days after the cancellation, or the Sponsor can elect to roll over the fees until the next Conference.

Note: The only reasons why the ASCIA Conference would be cancelled is if:

- The Conference venue was to close.
- There was a natural disaster that affected the city where the Conference is being held.

ASCIA has only ever cancelled one ASCIA Annual Conference (in 2020), as it was due to be held in Melbourne and the venue was closed. The ASCIA 2021 Conference was held as a virtual event due to travel restrictions for most ASCIA members and had excellent online attendance.

The ASCIA 2024 is being held as a hybrid event with in-person and virtual attendance. This format was introduced at the ASCIA 2022 Conference and has been popular with delegates. A significant advantage is that it provides further CPD opportunities, via on demand access to sessions for six months after the conference.

END OF DOCUMENT