

# Information for Sponsors

Thank you for your support and participation in the 2017 National Congress and Business Expo taking place at Hotel Grand Chancellor, Hobart from 22 – 24 May 2017.

Please see below important information about the event, bump in and pack down times and deadlines. Please let me know if you have any further questions.

## **Booth information**

Each booth in the exhibition area consists of the following:

- 3m x 2m White Exhibition Booth
- Company name on booth fascia
- Each Booth to consist of the following
  - Standard Signage (Black lettering on white background)
  - Standard Lighting (2x 150 watt spot light)
  - Standard Power (4 way 4 amp power board)

## **Bump in Bump out**

Date: Monday 22 May

Venue: Hotel Grand Chancellor, Hobart

Exhibition Room: Exhibition Hall 1

Bump in: 12:00pm onwards 22 May

Bump out: 4:00pm onwards 24 May

## **Deliveries**

Please download delivery labels listed at the bottom of this section. Hotel Grand Chancellor will accept deliveries from 15 May onwards. Please note if you are having satchel inserts, please mark the appropriate boxes with “satchel inserts” and ensure that the boxes arrive no later than Wednesday 18 May 2017. Please provide 500 copies of satchels.

## **Staff names**

Please ensure you have submitted your booth representatives attending the conference as well as social events to Vanessa at Corporate Traveller ([vanessa.armstrong@corporatetraveller.com.au](mailto:vanessa.armstrong@corporatetraveller.com.au)).

## **Important contacts for conference**

Registrations & accommodation:

Vanessa Armstrong, (03) 8535 1600, [vanessa.armstrong@corporatetraveller.com.au](mailto:vanessa.armstrong@corporatetraveller.com.au)

Expo booth, furniture hire, signage:

Rod Street, (03) 6229 7177, [rstreet@scenechange.com.au](mailto:rstreet@scenechange.com.au)

General congress related questions:

Samira Wadhavkar (03) 8658 5876, [operations@lgprofessionalsaustralia.org.au](mailto:operations@lgprofessionalsaustralia.org.au)

## **Other documents for download:**

- Delivery Label;
- Exhibitor Kit Hotel Grand Chancellor; and
- Furniture Hire Catalogue.