



41st WIOA QLD Water Industry Operations Conference & Exhibition

EXHIBITION PROSPECTUS & REGISTRATION

Central Queensland University **Rockhampton**
1 & 2 June, 2016

SUPPORTED BY

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About the Event

The Water Industry Operators Association of Australia (WIOA) along with a number of partnering organisations and industry sponsors will stage the 41st Annual WIOA Queensland Water Operations Conference and Exhibition in Rockhampton in 2016. This is one of three very successful 'operationally focussed' conferences and exhibitions organised by WIOA annually. All three events in NSW, Queensland and Victoria had very strong exhibition participation rates last year and it is anticipated this year will be just as popular.

Who attends?

This conference brings together operations and maintenance personnel from all over Queensland including representatives from:

- Metropolitan and regional councils
- Private water enterprises
- Trade waste & environmental officers
- Water and wastewater utility managers
- Researchers
- Water authorities
- Engineers & consultants
- Scientists

Entry to the exhibition is FREE which allows allied industry personnel such as plumbers, trade waste, mining, food and beverage employees and contractors access to the exhibition.

Technical Program

The conference technical program will provide key information for anyone interested in the operational side of the water or wastewater industry. Importantly, the papers presented at past events are not just about water or wastewater treatment but cover a wide range of topics.

Conference and Exhibition Format

The exhibition compliments the technical program by providing an opportunity for the delegates and visitors to discuss with suppliers the latest water industry developments and see state-of-the-art technology on display. The social activities and interaction between exhibitors and delegates provides excellent opportunities to gain important contacts within the Queensland water industry. You can also maximise your organisation's profile by taking out a conference sponsoring option, or by presenting a technical paper. This is one of the few conferences that maximises the face-to-face contact time between the delegates and exhibitors due to our successful format of keeping all conference and exhibition activities at the one site.

Key Dates & Times

Wednesday 17 February 2016	1.00pm	Exhibition site sales open.
Wednesday 16 March 2016	5.00pm	Final date for payment of sites. Sites not paid for by this date WILL be re-allocated.
	5.00pm	Public Liability Insurance and Property Damage Insurance Policy - Certificate of Currency provided to WIOA.
Monday 30 May 2016	Venue closed to exhibitors	Construction of exhibition sites.
	1.00pm	Construction of custom sites - must be approved in advance by WIOA.
Tuesday 31 May 2016	1.00pm - 6.00pm	Exhibitor registration and bump in. (Note: no access prior to 1.00pm, venue will close strictly at 6.00pm)
	4.00pm	Registration for delegates.
	4.45pm - 6.00pm	Welcome reception for delegates and exhibitors.
Wednesday 1 June 2016	8.30am - 5.00pm	Exhibition open.
	9.00am	Conference opening ceremony.
	6.30pm - 11.00pm	Meet the Exhibitors dinner.
Thursday 2 June 2016	9.00am - 5.00pm	Technical presentations continue.
	9.00am - 4.00pm	Exhibition open.
	4.00pm	Exhibitor bump out (hand carry items only).
	6.30pm - 11.30pm	Conference Awards dinner.
Friday 3 June 2016	7.30am - 2.00pm	Bump out. Exhibitors to have all items and freight removed from site by 2.00pm.

Venue

Central Queensland University, Community Sports Complex Rockhampton

There is ample car parking available close to the venue for the use of exhibitors and delegates.

The venue has a "sprung timber" floor normally used for basketball and other indoor sports with carpet over the entire area. The exhibition will accommodate the exhibition sites as well as a large central meals area. Technical presentations will be staged in a room near to the exhibition building. WIOA must be notified by any companies intending to utilise any of the following as part of their exhibition site:

- Under no circumstances will water be permitted to be discharged to the floor anywhere inside the venue.
- All rigging required for the construction of custom booths.

Limits on Size & Weight of Exhibition Equipment

- No vehicles or trailers are permitted inside the venue.
- No petrol/diesel running motors.
- The weight of crates or any individual items of equipment being bought inside the venue **must be less than 250kg.**
- Heavier items should be placed on a load sharing frame to distribute the weight over as large an area as possible. Heavy items with narrow post style legs or small castor style wheels will not be permitted. All table and chair legs must have rubber fittings.
- Bulky/large items need to be able to be manoeuvred into place manually by the exhibitor. Pallet jacks will be available but their use will be limited.
- Nails, clamps or other sharp protrusions from the base of equipment should be avoided. Tools and toolboxes must be placed on carpeted area's whilst setting up and the utmost care must be taken when moving the equipment to avoid scratching or damaging the floors.



Exhibition Details

The WIOA exhibition is the largest annual water industry exhibition in regional Queensland. Due to its popularity we recommend bookings are made quickly to avoid disappointment. There is an open invitation to all persons or companies with an interest in the water industry to attend the exhibition for free as visitors. Extensive advertising of the exhibition will be undertaken in Queensland and especially within the Rockhampton region to promote the event.

Exhibitor Benefits

- Contact details provided to delegates
- Morning and afternoon tea supplied
- Complimentary registration for as many staff as you need to assist at the exhibition (does not include meals)
- Company name listed on the delegate registration form and WIOA website
- Company name listed on correspondence for future events
- Visitor passes to invite potential interested people to the exhibition

Exhibition Sites

Sites vary in price depending on location within the exhibition area.

All sites are supplied only with the following:

- 2.4m high velcro compatible walls
- Company name on fascia
- 2 x spotlights
- 1 x 4 amp general purpose power outlet
- 1 x satchel containing proceedings and sponsor info per booth

Meals and furniture are NOT included in the Exhibition Site Costs

Additional furniture, fittings and power in excess of 1 x 4amp general purpose power outlet can be ordered directly from our exhibition contractor, Harry the Hirer, at your own expense. Harry's will contact each exhibitor with a list of equipment and furniture available and an order form.

Reservation and Allocation of Sites

Please complete and return the application form to:

Email ann@wioa.org.au

Fax +61 3 5821 6033

Sites will be allocated in the order in which WIOA receives the completed application forms from our facsimile machine or via email. If the site/s requested have already been allocated, each company will be contacted in turn to make a selection from the sites still available.

WIOA reserves the right to assign or reassign site/s and to alter the size, shape or position of the site/s and the floor plan of the Exhibition as may be necessary to ensure that the arrangement of the Exhibition is in the best interest of attendees and exhibitors. Your application will be processed and once assigned a site, you will be sent a confirmation, Tax Invoice and an Exhibitor Information Package.

It is a requirement that all companies reserving a site read the WIOA TERMS AND CONDITIONS and CANCELLATION POLICY FOR EXHIBITORS and sign the declaration on the registration form.



Social Functions

In order to provide maximum opportunities for interaction between exhibitors and delegates, all meals, including morning and afternoon teas will be served in the exhibition area during the event.

Welcome Reception

All exhibitors and delegates are invited to register on the Tuesday afternoon and join in an informal 'Welcome' session comprising beverages and nibbles on Tuesday evening.

Conference Dinners

There are two separate dinners in the Conference program. Wednesday night will be the very popular "Meet the Exhibitors Dinner" - an informal affair with minimal presentations, allowing plenty of time to catch up with old acquaintances and meet some new people whilst sharing a meal.

Thursday night will be the "Conference Awards Dinner" - a slightly more formal affair with a fully serviced three course dinner. Some WIOA award presentations will be made during the night and these will be kept as short as possible.

A pre-dinner drinks and nibbles session of one hour will be held immediately prior to both dinners. Exhibitor participation in the pre-dinner drink and nibbles sessions is conditional on attendance at the dinner.

Meals Costs

Meals Package \$242.00 per person (includes 10% GST)

Includes: Welcome Reception Tuesday evening, Lunch and Dinner on Wednesday, Lunch and Dinner on Thursday and all Pre-Dinner Drinks and entertainment.

Lunch Only (either day) \$33.00 per person (includes 10% GST)

Includes Lunch on the day/s nominated.

Dinner Only (either day) \$99.00 per person (includes 10% GST)

Includes either Dinner on Wednesday or Thursday including Pre-Dinner Drinks and entertainment.

Insurance

All Exhibitors are required to have Public Liability Insurance and a current Property Damage Insurance Policy in respect of the Exhibition Sites, display materials and all Exhibitor's Personnel at the Exhibition. Insurance shall be in an amount of not less than Ten Million Australian Dollars (AUD\$10,000,000) and details must be provided to WIOA by the due date.

Cancellation & Refunds

Cancellation conditions and refund policy can be found in the WIOA Terms and Conditions and Cancellation Policy for Exhibitors (on page 4) and also on the WIOA website. Due to the high demand for site/s the cancellation refund policy will be strictly enforced. Meal cancellations will only be accepted 7 days prior to the conference date.

Conditions of Payment

All site fees must be paid in full no later than **16 March 2016**. WIOA reserves the right to reallocate sites not paid in full by this date.

For Further Information Please Contact

Ann Austin

P 03 5821 6744 E ann@wioa.org.au

or Craig Mathisen

P 03 5821 6744 M 0457 846 008 E craig@wioa.org.au



WIOA Terms and Conditions and Cancellation Policy for Exhibitors

DEFINITIONS

“Conference” means the event including the Exhibition.

“Exhibition Equipment Supplier/s” means the companies hired by the Organiser to construct the Exhibition Sites and supply furniture and equipment for the conference.

“Exhibitor” means the company or person that has submitted an application form and has been allocated an exhibition space.

“Exhibitor Information Pack” means the manual which describes the Organisers rules and requirements, services and equipment relevant to all exhibitors of Exhibitors. This document is provided to the primary contact person as nominated by the Exhibitors when booking an Exhibition Site.

“Exhibition Site” means either a site, a booth or space within the exhibition venue an Exhibitor has booked or is allocated.

“Organiser” means the Water Industry Operators Association of Australia (WIOA). ABN 83 123 468 422.

“Venue” means the facility, and the management of the facility, in which the conference is to be held.

RESPONSIBILITIES & OBLIGATIONS

1. The Organiser is responsible for the overall running of the Conference, the allocation of Exhibition Sites and invoicing of exhibitors for the bare Exhibition Sites and all meals. The Exhibition Equipment Supplier is responsible for supply and construction of all Exhibition Sites including fascia signage, supply and installation of all power & lighting, supply delivery and invoicing of Exhibition Sites furnishings & associated equipment.
2. The Exhibitor is obliged to act in accordance with the rules and requirements as set out in the Exhibitor Information Pack and by the Venue. The Exhibitor is responsible to read and agree to the Terms and Conditions and Cancellation policy, make payment in full by the due date and adhere to deadlines.

EXHIBITION SITES

3. Exhibition Sites will be allocated in the order in which the Organiser receives the completed application form either off our facsimile machine or via email after the commencement of registration on the advertised registration day. If the Exhibition Sites requested have already been allocated, each company will be contacted in turn to make a selection from the Exhibition Sites still available. The Organiser will confirm the Exhibition Sites allocated to each Exhibitor in writing.
4. The Organiser reserves the right to assign or reassign Exhibition Sites and to alter the size, shape or position of the Exhibition Sites and the floor plan of the Exhibition as may be necessary to ensure that the arrangement of the Exhibition is in the best interest of attendees and Exhibitors.
5. Exhibitors shall remain set up until 4.00pm on the Thursday of the Exhibition.
6. No Exhibitor shall sublet or share the whole or any part of the space Exhibition Sites allotted without the knowledge and consent of the organiser.

PAYMENTS

7. The Organiser will issue an invoice for the reserved Exhibition Site/s to the Exhibitor. Payment of the invoiced amount must be paid in full by the **16 March 2016**.
8. The Organiser reserves the right to re-allocate the Exhibition Sites if payment is not received by the due date.

CANCELLATIONS

9. Exhibitors may cancel their Exhibition Sites at any time prior to the exhibition. Cancellations must be made in writing.
10. Cancellations made more than 60 days prior to the exhibition will receive a full refund less an administration fee of 10% of the cost of the Exhibition Sites.
11. Cancellations made between 30 & 60 days prior to the exhibition will receive a full refund less an administration fee of 20% of the cost of the Exhibition Sites.
12. Cancellations made within 30 days of the exhibition being held will receive no refund.

INSURANCE

13. All Exhibitors are required to have a Public Liability Insurance and Property Damage Insurance Policy in respect of the Exhibition Sites, display materials and all Exhibitor's Personnel at the Exhibition. Insurance shall be in an amount of not less than Ten Million Australian Dollars (AUD\$10,000,000) with an insurance office or company approved by WIOA. Such Insurance Policy shall be in the joint names of the Exhibitor and the Water Industry Operators Association of Australia and each Exhibitor shall produce such Policy and Certificate of Currency for inspection by WIOA prior to the Commencement Date of the Exhibition.
14. Exhibitors will be refused entry to the Exhibition Sites until all insurance requirements are satisfied.

RELEASE & INDEMNITY

15. The Exhibitor hereby indemnifies and releases the Organiser, the Exhibition Equipment Supplier and the Venue; in respect to any claims, actions, suits, demands, costs and expenses for damage or injury to person or property arising directly or indirectly out of attending and displaying goods at the Exhibition, including the movement of property on site and in transit to and from the exhibition.
16. Photos and video taken on behalf of the Organiser at the conference are approved for release for future marketing of WIOA events.

SECURITY

17. The Organiser has arranged security during the course of the event and also relies on the security provided by the Venue, but beyond this, the Organiser, the Exhibition Equipment Supplier and the Venue Managers, and their employees are not responsible for any damage to or for the loss or destruction of an exhibit from fire or theft or accidents or injury resulting from such causes.

HEALTH & SAFETY

18. All Exhibitors are required to abide by relevant health and safety legislation. The Organisers require a representative from the Exhibitor to be named as a responsible person for the health and safety of the Exhibition Sites.
19. All Exhibitors are required to participate in a site induction conducted by the Organiser.
20. All portable electrical equipment, appliances and leads must be tested & tagged by a fully qualified electrician in accordance with OH&S Regulations and Australian Standard 3760,2001.
21. Equipment manufactured for overseas ratings such as 210V & 60Hz, not meeting the above criteria are strictly not permitted.

UNAVOIDABLE OCCURRENCES

22. In the event that the Exhibition is cancelled or delayed outside the control of the Organiser, including but not limited to fire, flood, labour disputes, natural disasters, acts of God, work stoppages, slow downs or disputes, or other similar events then the Exhibitor may be issued a refund after all fixed expenses are paid, any remaining funds will be distributed to Exhibitors. The Exhibitor shall not claim for any loss or damage.

2016 Rockhampton - Exhibition Floorplan



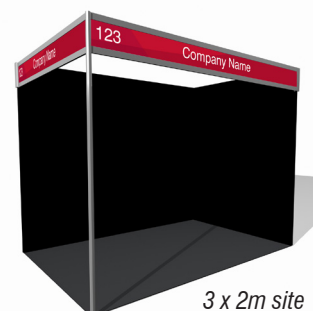
Exhibition Site Costs

Site	Dimensions	Cost - WIOA Corporate Member	Cost - Non WIOA Corporate Member
Standard Site (White)	3.0m x 2.0m	\$1,705	\$1,870
Premium Meals Area Standard Site (Red)	3.0m x 2.0m	\$1,975	\$2,145
Premium Meals Area Large Site (Red)	4.0m x 2.0m	\$2,250	\$2,420
Large Site (Yellow)	4.0m x 2.0m	\$1,975	\$2,145
SOLD / PRIME SPONSOR SITES			

All prices includes 10% GST.

WIOA reserves the right to assign or reassign exhibition site/s and to alter the size, shape or position of the site/s and the floor plan of the exhibition as may be necessary to ensure that the arrangement of the exhibition is in the best interest of attendees and exhibitors.

Organisations may purchase floor space instead of a shell scheme site for a custom built exhibition site. The cost of floor space is the same as for a shell scheme site. All designs for custom exhibition sites must be approved by WIOA.





EXHIBITION REGISTRATION FORM

COMPANY

Organisation/Company Name:.....
(for invoicing purposes)

Company Name:.....
(for marketing purposes)

Is this company a WIOA Corporate Member? ☐ YES ☐ NO

If NO, would you like information about WIOA Membership ☐ YES ☐ NO

OFFICE USE ONLY

Rec

No

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CONTACT PERSON

First Name: Surname:

Position:

Postal Address:

City: State: Postcode:

Phone: Mobile:

Email:

Designated contact person for all further information relating to the exhibition ☐ ☒ Same as above

First Name Surname

Position

Postal Address

City State Postcode

Phone Mobile

Email:

The information above will appear on an exhibitor list provided to delegates. Tick if you DO NOT want these details published: ☐

PREFERRED SITE NO. (see Floorplan): 1st 2nd 3rd 4th 5th 6th

Exhibition Site/s QTY @ (insert price for selected site/s) \$

Meals Package QTY @ \$242.00 (inc 10% GST) per person \$

Lunch Only Wed Thurs @ \$ 33.00 (inc 10% GST) per person per day \$

Dinner Only Wed Thurs @ \$ 99.00 (inc 10% GST) per person per day \$

I would like information on sponsorship opportunities during the conference. ☐ YES ☐ NO

TOTAL \$

WIOA Terms and Conditions and Cancellation Policy for Exhibitors

I have read and agree to the WIOA Terms and Conditions and Cancellation Policy for Exhibitors as set out on the WIOA website.

Name: (please print clearly) Position:

Signature: Date: / /

DON'T SEND ANY MONEY NOW

Please forward this registration form to **Ann Austin** by **Email** ann@wioa.org.au, or **Fax** 03 5821 6033

A Tax Invoice will be issued upon receipt of the registration form and allocation of the site.

It is a requirement of all companies reserving a site to **read the WIOA Terms and Conditions and Cancellation Policy for Exhibitors**.

To confirm your site, payment in full must be received by **16 March 2016** or the site WILL be re-allocated.