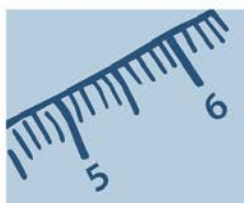


8th INTERNATIONAL FISHERIES OBSERVER & MONITORING CONFERENCE



San Diego, California, USA

29 August – 2 September 2016

**Bahia Resort Hotel, San Diego
29 August – 2 September 2016**

EXHIBITION MANUAL

Your Guide Towards a Successful Exhibition

CONTACTS

EXHIBITION COODINATOR c/o Arinex Pty Ltd Conference & Exhibition Organisers	Contact Telephone Facsimile Email	Madelyn Jones +61 2 9265 0725 +61 2 9267 5443 mjones@arinex.com.au
ACCOMMODATION Conference Managers c/o Arinex Pty Ltd Conference & Exhibition Level	Contact Telephone Facsimile Email Website	Delegate Services Department + 61 2 9265 0700 +61 2 9267 5443 ifomc@arinex.com.au
CONFERENCE & EXHIBITION VENUE	Contact Telephone Email Website	Julie Deeb 858-539-7708 jdeeb@bahiahotel.com BahiaHotel.com

Note: *There is no official freight forwarding company for this exhibition. Exhibitors are required to contract their own freight companies. A delivery label is provided in the attachments section.*

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EXHIBITION CHECK LIST

To assist with your pre-planning, the following checklist is provided as a guide to assist in ensuring all important operational items are actioned and deadlines are met. Please adhere to these deadlines to ensure smooth planning and operation of the entire event.

FORM	DUE DATE	PAGE	RETURN TO	COMPLETE <input checked="" type="checkbox"/>
Exhibitor Registration	1 August 2016	To register click here Use promo code: IFOMCEXH16	Arinex Pty Ltd	
Indemnity	1 August 2016	Refer to attachments sections	Arinex Pty Ltd	
Additional Exhibitor Registration Form \$650.00 (Incl. GST)	1 August 2016	To register click here Use promo code: IFOMCADDEX	Arinex Pty Ltd	
Accommodation Booking	1 August 2016	Rates available here . Bookings can be made at the same time as registration. If you have any questions please contact ifomc@arinex.com.au	Arinex Pty Ltd	
Audio Visual / Equipment Hire	24 August 2016	Click here to complete booking form and return to Julie Deeb at Bahia Resort Hotel	Julie Deeb jdeeb@bahiahotel.com	

EXHIBITION REGISTRATION AND INFORMATION DESK

An Exhibition Registration and Information Desk will be located in the **Mission Foyer** and will be open on the following days and times:

Sunday:	3.30pm – 5.00pm
Monday:	7.30am – 5.00pm
Tuesday:	8.00am – 5.00pm
Wednesday:	8.30am – 5.00pm
Thursday:	8.30am – 5.00pm
Friday:	8.30am – 12.00pm

EXHIBITION TIMETABLE

Times are accurate at date of publication, however are subject to change.

When booking flights and accommodation, please note these times and dates may change slightly. For updated times and dates, please liaise with the Exhibition Manager.

For a detailed copy of the scientific program, please visit <http://ifomc.com/program/>

DELIVERIES TO VENUE FRIDAY 26 AUGUST 2016

0900	Pre-arranged exhibition deliveries – brochures, merchandise, signage etc.
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MOVE- IN SCHEDULE MONDAY 29 AUGUST

0730-0830	Exhibition staff early bird access to dress stands, etc. All stands must be ready to go by 830
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EXHIBITION OPEN HOURS MONDAY 29 AUGUST

0830-1530	Exhibition operational times
1000	Exhibitor morning tea served
1030-1100	Morning tea served in the Exhibition Hall
1200	Exhibitor lunch served
1230-1330	Lunch served in the Bayview Banquet Rooms on the first floor
1430	Exhibitor afternoon tea served
1500-1530	Afternoon tea served in the Exhibition Hall
1530	Exhibition close for the day

1800 – 2000: Welcome Reception on the Beach (included in all exhibitor registrations)

EXHIBITION OPEN HOURS TUESDAY 30 AUGUST

0945	Exhibition staff access to restock stands
1030-2000	Exhibition operational times
1000	Exhibitor morning tea served
1030-1100	Morning tea served in the Exhibition Hall
1200	Exhibitor lunch served
1230-1330	Lunch served in the Bayview Banquet Rooms on the first floor
1430	Exhibitor afternoon tea served
1500-1530	Afternoon tea served in the Exhibition Hall
1800-2000	Poster Reception

EXHIBITION OPEN HOURS WEDNESDAY 31 AUGUST

0945	Exhibition staff access to restock stands
1030-1530	Exhibition operational times
1000	Exhibitor morning tea served
1030-1100	Morning tea served in the Exhibition Hall
1200	Exhibitor lunch served
1230-1330	Lunch served in the Bayview Banquet Rooms on the first floor
1430	Exhibitor afternoon tea served
1500-1530	Afternoon tea served in the Exhibition Hall
1530	Exhibition close for the day

EXHIBITION OPEN HOURS THURSDAY 1 SEPTEMBER

0945	Exhibition staff access to restock brochures
1030-1530	Exhibition operational times
1000	Exhibitor morning tea served
1030-1100	Morning tea served in the Exhibition Hall
1200	Exhibitor lunch served
1230-1330	Lunch served in the Bayview Banquet Rooms on the first floor
1430	Exhibitor afternoon tea served
1500-1530	Afternoon tea served in the Exhibition Hall
1530	Exhibition closed for the conference

1830 – 2230: Conference Dinner (not included in exhibitor registrations)

MOVE-OUT SCHEDULE THURSDAY SEPTEMBER

1530	Exhibitors to remove promotional items from stand walls and personal items from furniture. Package and label goods for collection by appointed courier company
1630	Courier and freight contractors allowed entry to pick-up goods being removed from stands

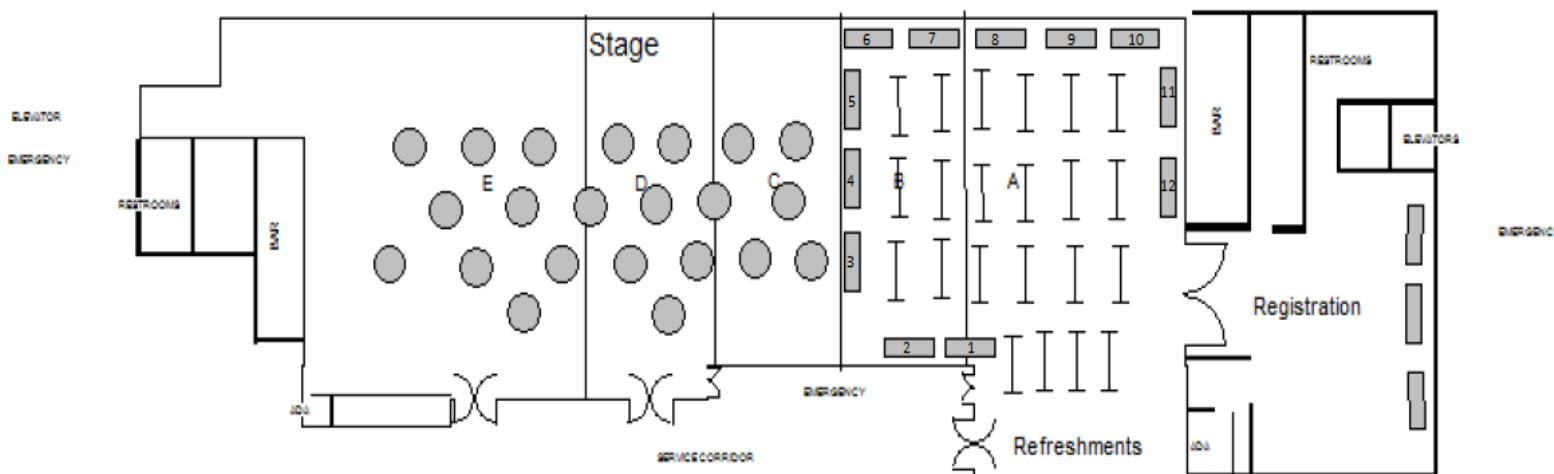
NOTE: Please ensure all valuable items are removed from furniture and all posters are removed from walls by 1630 on Thursday 1 September 2016. Please note the exhibition area must be cleared of all exhibition equipment and display materials by 1700 on Friday 2 September 2016. **Items remaining in the exhibition area after this time may be freighted off-site at the expense of the exhibitor.**

LIST OF EXHIBITORS

To review the current list of exhibitors go to the conference website at <http://ifomc.com/sponsorship-exhibition/>

FLOOR PLAN

Please note this floor plan is correct as at 19/7/2016. The Exhibition Managers retain the right to change the floor plan and rearrange stand locations if required.



TRESTLE TABLE PACKAGE DETAILS

Each Trestle Table space 2m wide x 1.5m deep, includes:

- One (1) trestle table
- Two (2) chairs
- 1 x power connection point
- One (1) exhibitor pass (inclusions below)
- Organisation name listed in conference handbook
- Acknowledgement by the conference chair at the welcome and closing sessions and in a formal letter of appreciation
- Acknowledgement in Conference Proceedings and Outcomes document

NOTE: Signage is not included in display table package. Exhibitors are required to organise signage separately. Please note there is no wall behind the table and chairs to stick signage. Pull up banners are recommended in this instance unless you are organising your own back drop.

STAFF REGISTRATIONS AND NAME BADGES

EXHIBITION STAFF NAME BADGES

All Exhibition Staff will be issued with name badges. In the interest of security, name badges must be worn at all times and must be clearly visible. Access to the Exhibition venue will be denied without the correct identification.

EXHIBITION REGISTRATION – PROMO CODE: IFOMCEXHI16

[REGISTER HERE](#)

Each company will receive one (1) exhibition staff pass for every 2.5m² table display. The

Exhibitor Registration includes:

- ✓ Name Badge
- ✓ Entrance to the exhibition
- ✓ Access to conference sessions
- ✓ Welcome Reception
- ✓ Conference satchel (including all conference material, program and delegate list)
- ✓ Lunch, morning and afternoon tea (morning tea and afternoon teas to be served in the exhibition area)

ADDITIONAL REGISTRATION – PROMO CODE: EADEx

[REGISTER HERE](#)

Exhibitors may purchase additional exhibitor registrations if they require more passes than their included entitlements.

The Additional Exhibitor Registration includes all of the above entitlements.

Please note, exhibitors have the choice to nominate whether their name badges are printed with personal and company name OR company name only.

VENUE ACCESS & DELIVERY DETAILS

There is no official freight contractor for this conference. Exhibitors are required to organise their own contractor.

VENUE ACCESS

The exhibition occupies Mission AB & Foyer at the Bahia Resort Hotel, 998 W. Mission Bay Drive San Diego, CA 92109.

DELIVERY DETAILS

All deliveries to the exhibition area must arrive on **Friday 26 August 2016** and NOT before. No shipping will be accepted by the hotel prior to the conference due to limited storage space on the grounds. Packages will be accepted and signed for by the Conference Managers.

DELIVERY LABEL

A detailed delivery label is located in the Attachments Section.

PLEASE NOTE: Deliveries that arrive outside of the Exhibition dates will NOT be accepted by the venue.

STORAGE

Storage space is not available for display materials and/or show merchandise. At the conclusion of the set-up operation, all related equipment, trash, etc., must be removed from the premises no later than Friday 2 September at 1700.

Heavy Items: The Hotel cannot accept boxes of over 50 pounds. The Hotel does not have a forklift to move crates or pallets.

NOTE: No responsibility for the safety or well-being of any such items delivered to the site or awaiting collection in the absence of the exhibitor, their agent or their contractor will be accepted by either **arinex pty limited or the Bahia Resort Hotel**

SPONSORS PLEASE NOTE: If you are entitled to provide material for inclusion in the delegate satchels, please ensure you DO NOT USE the exhibition delivery label. A separate label for satchel inserts will be provided to all sponsors by the Sponsorship Manager in due course.

YOU MUST ENSURE ITEMS INTENDED AS A SACHEL INSERT ARE PACKED AND LABELLED SEPARATELY FROM YOUR EXHIBITION DISPLAY MATERIALS.

AUDIO VISUAL

Audio visual equipment for exhibition stands may be hired from Bahia Resort Hotel. [Click here](#) to view the booking form and return form to ideeb@bahiahotel.com.

CAR PARKING

For registered hotel guests, there is one complimentary parking space available per room. If you require additional car parking or you are not staying at the hotel, there are City Lots across from the hotel at no charge.

FIXTURES

Nothing is permitted to be stapled or otherwise affixed to any surface of the Bahia Resort Hotel.

Absolutely no core drilling or fixing into the floor is allowed.

Any paint or stains left on floors will be removed at the Exhibitor's cost and any damage incurred charged in full to the Exhibitor.

INSURANCE / PRODUCT AND PUBLIC LIABILITY

Exhibitors must arrange adequate insurance cover for their stand, products and personnel. This must include the move-in and move-out times of the Exhibition as well as for the duration of the Exhibition. Public liability insurance must also be included to the value of **US\$10 million**. **Each exhibitor must forward a Certificate of Currency of their public liability insurance to Madelyn Jones prior to Monday 1 August 2016.**

INDEMNITY

Every exhibitor is required to complete the Indemnity Form located in the attachments section of this manual, indemnifying the Exhibition Managers as organiser against damage to the venue and public liability.

PAYMENT, BOOKING CONDITIONS & CANCELLATIONS

In the event of cancellation, a service fee of \$1,000 applies for each 2.5² of space cancelled prior to 18 June 2016. No refunds will be made for cancellations after this date. Any space not claimed and occupied before 0800 on 29 August will be reassigned without refund.

The Exhibition Managers reserve the right to rearrange the floor plan and/or relocate any exhibit without notice. The Exhibition Managers will not discount or refund for any facilities not used or required.

SECURITY

Exhibitors must make provisions for the safeguarding of their goods, materials, equipment, and displays at all times. **Please be security conscious, do not leave bags, purses, laptops or any easily portable items unattended at any time in your stand.**

SMOKING

Bahia Resort Hotel is designated a non-smoking venue and as such smoking is not allowed within the Centre at any time.

ATTACHMENTS SECTION

Delivery label for exhibitor materials

DELIVER TO	Att: Rebecca Morgan Bahia Resort Hotel Bahia Resort Hotel 998 W. Mission Bay Drive San Deigo, CA 92109
CONTACT NAME: <i>(Person Responsible for Delivery)</i>	
CONTACT PHONE NUMBER: <i>(Person Responsible for Delivery)</i>	
EVENT NAME: International Fisheries Observer & Monitoring Conference	
EVENT DATES: 29 August – 2 September 2016	
ROOM / AREA FOR DELIVERY: Mission Room AB & Foyer	
STAND NAME:	
STAND NUMBER:	
TOTAL NUMBER OF ITEMS:	
ITEM NUMBER:	

Please Deliver on and NOT before Friday 26 August 2016.

NOTE: Bahia Resort Hotel staff will not sign to accept courier deliveries and cannot take responsibility for items left on the Loading Dock.

INDEMNITY FORM

Exhibition Managers: Arinex Pty. Limited ABN 28 000 386 676 ('Exhibition Managers')

Company Name: _____ ABN _____ ('Exhibitor')

WHEREAS: The Conference Managers are professional conference organisers and the Exhibitor may participate in multiple Conferences organised by the Conference Managers, the Exhibitor agrees that:

1. Insurance

The Exhibitor acknowledges that it is a term and condition of Exhibition Booking that, prior to occupying any allocated space at the Exhibition, the Exhibitor must provide proof of a policy of Public Liability insurance. Such insurance will cover all activities of the Exhibitor at the Exhibition and be for an insured amount of not less than A\$10 million in respect of each claim. Insurance must be with a reputable insurer. A Certificate of Currency of such insurance must be provided to the Exhibition Managers prior to commencement of the exhibition in satisfaction of this condition of booking.

2. Indemnity

The Exhibitor indemnifies the Exhibition Managers and Bahia Resort Hotel and their officers, agents, employees and other representatives against any liability, loss, damage, cost (including the cost of any settlement and legal costs and expenses on a solicitor and own client basis), compensation or expense arising out of or in any way in connection with:

- a. a default or any unlawful, wilful or negligent act or omission on the part of the Exhibitor, its officers, employees, agents or other representatives; and
- b. any claims for damage, loss, harm or injury to person, property or business of other exhibitors or any of their visitors, officers, agents, employees or other representatives, resulting from any negligent act or omission of the Exhibitor, their officers, agents, employees or other representatives; and
- c. any action, claim, dispute, suit or proceeding brought by any third party in respect of any infringement or alleged infringement of that third party's Intellectual Property including moral rights.

Exhibitors shall indemnify, defend and protect the Exhibition Managers and hold the Exhibition Managers, any Conference sponsor and the Bahia Resort Hotel or other exhibit space provider harmless from any and all claims, demands, suits, liability damages, losses, costs, solicitor's fees and expenses which might result from any negligent actions or omissions of the Exhibitor, their officers, agents, employees or other representatives.

Signed by (Name): _____

Title: _____

Signature: _____

Date: _____

By signing this form, the Exhibitor agrees to these terms for a period of 12 months from the date of signing. This form will be applicable to all conferences organised by the Conference Managers in which the Exhibitor participates.

THIS FORM MUST BE RETURNED TO THE EXHIBITION MANAGERS BEFORE 1 AUGUST 2016

Return To: Madelyn Jones | Fax: +61 2 9267 5443 | Email: mjones@arinex.com.au