

WESTERN AUSTRALIAN ALCOHOL AND OTHER DRUG CONFERENCE 2018

EXHIBITION GUIDELINES

The Mental Health Commission and Western Australian Network of Alcohol and other Drug Agencies are pleased to offer you the opportunity to exhibit at *Leading the Way: Embracing New Opportunities in the Alcohol and Other Drug Sector* – 20 & 21 March 2018 at the Novotel Langley Perth.

KEY DATES:

Deadline for applications: Monday 26 February 2018

Deadline for full payment: Monday 5 March 2018

Conference dates: 20 & 21 March 2018

Exhibition is subject to the following conditions:

1. An Exhibition Booking Form must be completed and submitted along with a 50% deposit for the booking. Booking payments can be paid by electronic bank transfer.
2. One 1.8m trestle table and two chairs will be provided by the Conference Organisers. No electrical outputs are available. Access to Wi Fi is provided.
3. The Conference Organisers retain the right to refuse exhibition bookings which are not relevant or in keeping with nature of the Conference.
4. The Conference Organisers reserve the right to allocate Exhibitors' spaces.
5. No selling of items is permitted by Exhibitors.
6. The Conference Organisers and venue assume no responsibility for loss, damage or theft of items belonging to Exhibitors.
7. Exhibitors must only utilise the furniture provided to them and ensure that their displays do not block thoroughfares or interfere with other Exhibitors.
8. Exhibitors may not affix any material to the windows, doors, walls, lifts, or floors. Any damage resulting from a failure to comply with this request may result in additional charges.
9. Exhibitors must abide by the Novotel Langley Perth's staff and Conference Organiser's directions while on the premises.
10. Conference Organisers will notify Exhibitors when access is available prior to the Conference to set up.
11. During the Conference Exhibitors will have access from 8.00am – 4.30pm, 20 & 21 March 2018.
12. Exhibitors must remove any exhibition materials and rubbish from the venue by 5pm 21 March 2018. Any exhibition materials remaining after that time will be destroyed and if additional cleaning is required, additional charges may apply.
13. All cancellations must be provided in writing to the Conference Organisers. Cancellations will be refunded in full up to two weeks before the Conference. No refund will be paid if the cancellation occurs within two weeks of the Conference.
14. Refunds for cancellations will be provided within two weeks of written cancellation.

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EXHIBITION BOOKING FORM

Please post or email this form to:

2018 WA AOD CONFERENCE

Attention: Annie Brock

Workforce Development

Mental Health Commission

P.O. Box X2299, Perth Business Centre WA 6847

E: AOD.training@mhc.wa.gov.au

CONTACT DETAILS

Please print clearly in block capitals

Contact Name: _____

Position: _____

Company Name: _____

Address: _____

_____ State: _____ Postcode: _____

Telephone: _____ Facsimile: _____

Mobile: _____ Email: _____

EXHIBITION ITEM

Please confirm our exhibition space as follows (select from Item list below):

All costs are shown in Australian dollars and are inclusive of GST.

A deposit of 50% of the total is required in order to confirm bookings.

Item	Date	Fee (incl. GST)
Non-government organisation/Government rate		
<input type="checkbox"/> Exhibition space	Tuesday - 20 March 2018	\$250.00
<input type="checkbox"/> Exhibition space	Wednesday - 21 March 2018	\$250.00
Private-for-Profit rate		
<input type="checkbox"/> Exhibition space	Tuesday - 20 March 2018	\$500.00
<input type="checkbox"/> Exhibition space	Wednesday - 21 March 2018	\$500.00

PAYMENT DETAILS

Exhibition payments will be made to the Western Australian Network of Alcohol and other Drug Agencies (WANADA).

ABN: 2210 658 5976

Exhibition deposit \$ _____

TOTAL (\$AUD) \$ _____