



LASA NATIONAL CONGRESS

28-30 OCTOBER 2018 | ADELAIDE CONVENTION CENTRE

AGEING TRANSFORMED ... THE DAWNING OF A NEW ERA

#LASACONGRESS2018



SPONSORSHIP AND EXHIBITION MANUAL

Thank you for your support of the LASA National Congress 2018.

Please take care to read the following information thoroughly. There is a lot of information including all the details you will need to ensure your Congress experience is a smooth and successful one. The following areas are outlined within this manual -

- IMPORTANT DATES AND DEADLINES
- CHECKLIST
- ACCOMMODATION
- BUMP IN AND BUMP OUT
- CAR PARKING
- CONGRESS APP
- DELIVERIES
- EXHIBITION BOOTH BUILD AND FURNITURE
- INTERNET ACCESS
- PAYMENT
- REGISTRATION
- SACHEL INSERTS
- SOCIAL FUNCTIONS
- TESTING AND TAGGING
- VENUE

Should you have any queries, please contact the LASA Events team on (07) 3725 5588 or via events@lasa.asn.au.

IMPORTANT DATES AND DEADLINES

Please take particular notice of these important dates and the below checklist.

Sponsor / Exhibitor registrations due	Wednesday, 6 September 2017
Satchel insert bookings due	Friday, 7 September 2017
Exponet bookings due	Friday, 28 September 2017
Satchel insert deliveries due	Monday, 28 September 2017
Payment for bookings due	Monday, 2 October 2017
Congress app details due	Friday, 6 October 2017
Agility Deliveries due (Couriered items)	Wednesday, 24 October 2018 by 4pm
Bump In – custom build	Sunday, 28 October (2pm – 6pm)
Bump In – standard build	Sunday, 28 October (2pm – 6pm)
Bump Out	Tuesday, 30 October (after 2:00pm)

CHECKLIST

- Payment has been made to LASA for the sponsorship or exhibition booth booking
 - LASA has received a copy of our company logo
 - LASA has received a copy of our 50-word company profile
 - Our sponsor / exhibitor registrations have been completed online
 - Our accommodation has been booked
 - Payment has been made for additional registrations and accommodation
 - We have contacted Exponet about signage, furniture and other hire requirements
 - LASA and Exponet have been notified of our custom booth (if applicable)
 - We have read the ACC documents and all forms have been completed
 - Satchel inserts have been delivered to Bedford Packaging (if applicable)
 - Our company details have been updated in the Congress App
 - Deliveries to ACC have been made using the delivery docket (if applicable)
 - Arrangements for bump in and out have been coordinated
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ACCOMMODATION

Accommodation is available at a number of hotels within close proximity of the Adelaide Convention Centre. Accommodation must be booked and paid for during the registration process on the Congress website. Rooms are limited, so please ensure you book early.

All Congress accommodation bookings must be made through LASA's online portal and not directly with the hotels to receive the following rates.

Novotel Adelaide Rockford:

Superior King Room: \$179.00

Superior King Room with One Breakfast: \$201.50

Hotel Grand Chancellor

King Executive: \$165.00

Twin Executive: \$165.00

Deluxe Suite: \$200.00

King Executive Room with One Breakfast: \$185.00

Twin Executive with One Breakfast: \$185.00

Deluxe Suite with One Breakfast: \$225.00

Intercontinental Adelaide

King Superior Room: \$275.00

King Superior Room with One Breakfast: \$305.00

Holiday Inn Express

Standard Room with One Breakfast: \$165.00

The Playford

King Room: \$201.00

Twin Room: \$210.00

Non North Terrace facing Studio Suite: \$290.00

Mecure Grosvenor

Mercure Standard Room: \$169.00

Mercure Superior Room: \$184.00

Ibis Styles Classic Room: \$129.00

Mercure Standard Room with One Breakfast: \$189.00

Mercure Superior Room with One Breakfast: \$204.00

Ibis Styles Classic Room with One Breakfast: \$149.00

Stamford Plaza

Superior Queen Room with One Breakfast: \$215.00

Premier City King Room with One Breakfast: \$230.00

*** Prices for specific configurations are available on request.*

[CLICK HERE TO REGISTER AND MAKE ACCOMMODATION BOOKINGS](#)

BUMP IN AND BUMP OUT

Bump In	Sunday, 28 October	10am – 2pm	Custom build bump in
	Sunday, 28 October	2pm - 6pm	Standard build bump in

Due to workplace health and safety requirements, exhibitors will be unable to enter the exhibition hall prior to 2pm on Sunday, 28 October when the stand build will be complete. It is a requirement that closed in shoes and a high visibility vest are worn during bump in.

PLEASE NOTE THAT YOU MUST BRING YOUR OWN HIGH VISIBILITY VEST AS THESE WILL NOT BE AVAILABLE FOR HIRE OR PURCHASE ONSITE.

Bump out	Tuesday, 30 October	After 2:30pm
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Please note that bump out must **not** commence prior to 2.30pm. It is a condition of booking that your organisation is committed to ensuring your exhibition booth is attended and available to delegates until this time.



All custom stand designs must be sent to the Adelaide Convention Centre (ACC) team and Exponet for approval prior to arriving onsite.

Exponet:

Shenade Austin
Exhibition Coordinator
T 07 3442 4100
shenade@exponet.com.au

Adelaide Convention Centre:

Please contact **Jasmine Pohl, Exhibitions Coordinator**

Jasmine.Pohl@avmc.com.au
Website: www.adelaidecc.com.au

CAR PARKING

The ACC operates the Riverbank and North Terrace car parks, which are open 24 hours per day, seven (7) days per week. The Riverbank car park is accessed via Festival Drive whilst the North Terrace car park is accessed off North Terrace and is situated immediately below Halls I, J & K.

Both car parks are fitted with video surveillance camera systems. Security patrol these areas every afternoon and night on weekdays and 24 hours per day on weekends and public holidays. A ticket must be taken upon entry into the car park and scanned prior to exiting at one of the numerous pay stations located throughout the car park. Payment can be made with cash or credit/ debit card. EFTPOS facilities are not available. A surcharge is applicable to all card payments.

Early bird parking is available for \$16.00 a day. To access this rate, you must enter the car park between 5.30am and 9.30am and exit between 2:30pm and 6.30pm. Outside these times, casual rates apply up to a maximum of \$29.00 per 24 hour period.

CONGRESS APP

The LASA National Congress 2018 will have a dedicated event app. Key features of the app include a sponsor and exhibitor profile which includes your logo, company paragraph, contact details, team members onsite and their profiles; along with a map of the exhibition displaying exhibitor locations and QR codes for scanning and data collection. Sponsors and exhibitors will be able to attach documents to their profile for delegates to download, message other users including delegates, post in the live event feed and much more.

An invitation will be sent to your company representative closer to the event to access the app and update any information prior to delegates accessing the app.

DELIVERIES

There are two options for sending deliveries to the Adelaide Convention Centre -

Option 1:

Deliveries will only be accepted onsite at the Adelaide Convention Centre on Sunday, 28 October. Please note any deliveries arriving outside of this time frame will be turned away.

Option 2:

If you require delivery of your items prior to Sunday, 28 October, LASA have contracted Agility Services to accept all deliveries for this event. **Please note there will be a \$55 fee per consignment** which will be invoiced by LASA immediately after Congress.

Deliveries will need to be sent to Agility Logistics, 22 Butler Boulevard, Adelaide Airport SA 5950. Deliveries must be received at the warehouse no later than 4pm Wednesday, 24 October. Agility will then transport all goods to the Adelaide Convention Centre and deliver to your stand ready for bump in on Sunday, 28 October.

EXHIBITION BOOTH BUILD AND FURNITURE

Exponet have been contracted as the exhibition Build Company and supplier of furniture and equipment for all exhibitors.

Shenade Austin
Exhibition Coordinator
T 07 3442 4100
shenade@exponet.com.au

Exponet will contact all exhibiting companies to confirm their fascia signage, furniture order and other requirements.

The exhibition booth is purchased as an empty shell scheme - a fascia sign, power and some lighting is included in the cost of the booth. If needed, furniture and other items can be hired for your booth through Exponet. Exponet will have a range of upgrade options and furniture packages for you to choose from at an additional expense. Alternatively, you may use another hire company or bring your own furniture

Login details to complete the Exponet process online will be sent to exhibitors from Exponet directly. Please ensure you complete this no later than Friday, 28 September 2018.

INTERNET ACCESS

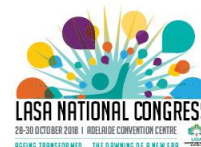
Complimentary Wi-Fi

Free wireless internet is provided by the ACC and can be accessed throughout the venue. The service is suitable for checking emails and basic web browsing, however connections are not guaranteed due to the varying number of users connected at one time.

High Speed Wi-Fi

High speed wireless internet can be provided with a faster bandwidth for the duration of an event on individual separate networks throughout the ACC. Whether you choose to provide the network name and password to delegates or use this specifically for the devices on your stand, the choice is yours.

PAYMENT



Payment for exhibition booths, sponsorship packages and all other additional costs must be made prior to the Congress. Failure to finalise payment prior to the Congress will mean your organisation will not be admitted to the event. If you require a copy of your tax invoice please email events@lasa.asn.au

Payment is due within 30 days of the booking and all payments must be received by 14 September 2018. Any bookings received between 14 September and 20 October 2018 are due within 10 business days from the date of invoice.

Payment must be made prior to the Congress and any attendees with outstanding payments will be asked to make payment via credit card at the registration desk before they will be admitted to the event.

REGISTRATION

You can register to attend the Congress now by clicking [HERE!](#) Registration and accommodation costs for this year's Congress are as follows:

Exhibitor Registrations	
Exhibitor Full Registration	\$780
Exhibitor – Monday Registration	\$500
Exhibitor – Tuesday Registration	\$500
Networking Package (Welcome Reception, Pre Dinner Drinks, Congress Dinner)	\$410
Optional/Additional Sessions <i>(one ticket included with all full registrations)</i>	
Welcome Function	\$110
Pre Dinner Drinks	\$80
Congress Dinner	\$170
Breakfast Session	\$50
Focus Dinner	\$90
Sightseeing Tours	
Adelaide Hills Tour	\$105
A Day in the Barossa Valley	\$156
McLaren Vale Tour	\$150

Please note –

- All attendees must be registered (even the complimentary attendees) to gain admittance to the event and guarantee social function tickets.
- Each exhibition booth booking includes two complimentary full exhibitor registrations. Additional exhibitor registrations are available for purchase.
- Sponsors should refer to their sponsorship package for registration inclusions.



SACHEL INSERTS

All Congress attendees will receive a Congress satchel upon registration.

One complimentary satchel insert is included in all sponsorship packages. Additionally, if you would like to book a satchel insert to enhance your Congress marketing, this can be done by contacting the LASA Events Team no later than 7 September 2018. Payment must be made before items will be included for packing - items will not be included if payment hasn't been received and the insert received by the deadline.

1,200 inserts will need to be delivered to Bedford Packaging NO LATER THAN Friday, 28 September 2018 for inclusion in the satchels.

Inserts can be DL, A5, A4 or similar size (limited to maximum six pages on one leaf, stapled together, per single insert) or promotional merchandise (not including note pads and pens). Please note that all promotional merchandise inserts must be approved by LASA Events, so please check with us if you are considering promotional items with a difference.

In order to assist in the efficient delivery and packing of the delegate satchels, please use the satchel delivery docket below on all boxes to ensure they are connected to the correct Congress.

Bedford Packaging:

Please have all items delivered to the address below after booking a delivery time (yard booking) with Henrik on:

Henrik

(08) 8275 0279

HDrejer@bedfordgroup.com.au

Bedford Group Packaging Gate 4, Boothby Street Panorama SA 5041

*Please mark all items Attention: Packaging, Brett Stevens/Anthony Vears – from LASA

*Please ensure all deliveries have the correct paperwork stating break down of delivery.

NETWORKING FUNCTIONS

Networking Functions are included if you purchase a full registration however additional tickets as well as

Sunday 28 October	Welcome Reception	5:15pm-7:00pm	\$110
Monday 29 October	Breakfast #1	7:00am-8:30am	\$50
Monday 29 October	Breakfast #2	7:00am-8:30am	\$50
Monday 29 October	Pre Dinner Drinks	5:00pm-6:00pm	\$80
Monday 29 October	Focus Dinners	6.30pm-11.00pm	\$90
Tuesday 30 October	Breakfast #3	7:00am-8:30am	\$50
Tuesday 30 October	Breakfast #4	7:00am-8:30am	\$50
Tuesday 30 October	Congress Dinner	6:30pm-11:00pm	\$170

SIGHT SEEING TOURS

LASA is excited to offer and add-on to your LASA National Congress 2018 experience with some highly discounted Sightseeing Tours. We have partnered with South Australia's largest and longest service day tour operator, Adelaide Sightseeing. Be sure to book a tour during the registration process to indulge in the South Australian culture.

ADELAIDE HILLS TOUR

\$105

Date: Saturday 27 October 2018

Depart: 10.00am Return: 4.00pm

- Visit The Lane for a taste of their Block and Occasion series wines
- Lunch at The Haus
- South Australian Grazing Board to share
- Chef's selection of The Haus Rustic Pizzas (10 different varieties to choose from)

A DAY IN THE BAROSSA VALLEY TOUR

\$156

Date: Saturday 27 October 2018

Depart: 9.30am Return: 4.00pm

LASA is offering the opportunity to experience the delights of the Adelaide Hills. This tour includes:

- Photo stop at Mt Lofty Summit
- Taste & Talk at Beerenberg Farm Shop (including a gift of their jam)
- Free time in the historical town of Hahndorf

MCLAREN VALE TOUR

\$150

Date: Saturday 30 October 2018

Depart: 9.30am Return: 4.00pm

LASA is offering the opportunity to spend time in McLaren Vale. This tour includes:

- Tasting at Wirra Wirra winery
- Lunch in the barrel hall at Wirra Wirra winery
- Tasting and tour of d.Arenberg Winery's Cube
- Free time in McLaren Vale main street

TESTING AND TAGGING

It is a requirement that all electrical equipment onsite at the Congress must be tagged and tested. This includes personal devices such as laptops and chargers.

VENUE

The Adelaide Convention Centre is a highly flexible facility, capable of being divided into three unique, standalone venues or combined into one complete space for larger events, each offering panoramic views of the River Torrens. With 20,000 square metres of multi-purpose space and 27 individual meeting rooms, the Centre provides ample opportunities to create memorable events.

Conveniently located in the heart of the city centre, and nestled within the beauty of the Riverbank Precinct, the Adelaide Convention Centre is in close proximity to medical, cultural and recreational hubs, and just a short walk to international and boutique hotels and accommodation.