



ANNUAL CONFERENCE 2011  
NAVIGATING CHANGE

EXHIBITOR MANUAL



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CONFERENCE AND PARTNERSHIP MANAGER

FSC

Your contact at FSC is:

Conference and Partnership Manager: Katherine Anderson  
STREET ADDRESS: Level 24, 44 Market Street  
Sydney NSW 2000  
TELEPHONE: 02 9299 3022 or Mobile 0420 306 650  
DIRECT: 02 8235 2521  
EMAIL: [kanderson@fsc.org.au](mailto:kanderson@fsc.org.au)

CONFERENCE MANAGEMENT COMPANY

CARILLON CONFERENCE MANAGEMENT PTY LTD (CCM)

Your contact at CCM is:

Sponsorship & Exhibition Coordinator: Kristie Zoller  
ADDRESS: PO Box 177  
Red Hill QLD 4059  
TELEPHONE: 07 3368 2644  
FACSIMILE: 07 3369 3731  
EMAIL: [kristie@ccm.com.au](mailto:kristie@ccm.com.au)

## DISPLAY, EQUIPMENT AND FURNITURE HIRE CONTRACTOR

### PYRAMID DISPLAYS

Your contact at Pyramid is:

Account Coordinator: Bruce McEwen  
ADDRESS: 8 Industrial Avenue  
Molendinar, Gold Coast QLD 4215  
TELEPHONE: 07 5522 1133 or Mobile 0408 221 400  
FACSIMILE: 07 5522 0744  
EMAIL: [bruce@pyramiddisplays.com.au](mailto:bruce@pyramiddisplays.com.au)  
WEB: [www.pyramiddisplays.com.au](http://www.pyramiddisplays.com.au)

## VENUE

### GOLD COAST CONVENTION AND EXHIBITION CENTRE

Your contact at the Gold Coast Convention and Exhibition Centre is:

Exhibitor Services: Exhibitor Services  
ADDRESS: Cnr Gold Coast Highway  
& TE Peters Drive  
Broadbeach QLD 4128  
TELEPHONE: 07 5504 4000  
FACSIMILE: 07 5504 4001  
EMAIL: [phaywood@gccec.com.au](mailto:phaywood@gccec.com.au)

## FREIGHT FORWARDER

### DB Schenker

Your contact at DB Schenker is:

EXHIBITION COORDINATOR: Karin Werner  
ADDRESS: 51-57 Qantas Drive  
Brisbane Airport, QLD 4009  
TELEPHONE: + 61 7 3622 7408  
FACSIMILE: + 61 7 3860 5304  
EMAIL: [Karin.Werner@dbschenker.com](mailto:Karin.Werner@dbschenker.com)

## IMPORTANT DATES & DEADLINES

Please note and observe the following deadlines. Your cooperation and compliance with these dates is critical to the success of your participation in the conference.

DATE	ACTIONS REQUIRED BY SPONSORS
Monday 6th June	<p>Please confirm if you would like to place an advertisement or an article in the Conference Workbook.</p> <p>If your package includes an advertisement or article in the Conference Workbook, your text and/or artwork must be sent to FSC.</p> <p>Contact Katherine Anderson - <a href="mailto:kanderson@fsc.org.au">kanderson@fsc.org.au</a></p> <p>Full Page Advertisement Specifications;</p> <p>Trim size: 270mm x 195mm, Type area: 250mm x 165mm, please allow a 3mm bleed.</p> <p>Please note the Type area must be adhered to as the document is ring bound on the spine.</p>
Monday 6th June	<p>All sponsors - 50 words about your company to be supplied to FSC for inclusion in the Workbook's sponsor directory.</p> <p>Contact Katherine Anderson - <a href="mailto:kanderson@fsc.org.au">kanderson@fsc.org.au</a></p>
Friday 17th June	<p>Complimentary Sponsor Registration (CSR) forms must be completed via online link.</p> <p>Contact Kristie Zoller - <a href="mailto:kristie@ccm.com.au">kristie@ccm.com.au</a></p>
Friday 17th June	<p>Exhibiting sponsors requesting additional staff passes (max. 4) in addition to the full complimentary sponsor package entitlements please complete your Exhibitor Staff Registration Pack (ESRP) online Form.</p> <p>Contact Kristie Zoller - <a href="mailto:kristie@ccm.com.au">kristie@ccm.com.au</a></p>

Friday 1st July	Exhibiting sponsors - request for exhibition area design approval must be lodged with CCM.  Contact Kristie Zoller - <a href="mailto:kristie@ccm.com.au">kristie@ccm.com.au</a>
Monday 11th July	If your package includes seating of your representatives at VIP tables, please provide the names of these representatives by Monday 11th July.  Contact Katherine Anderson - <a href="mailto:kanderson@fsc.org.au">kanderson@fsc.org.au</a>
Monday 11th July	Deadline for reserving tables at the Conference Dinner.  Contact Katherine Anderson - <a href="mailto:kanderson@fsc.org.au">kanderson@fsc.org.au</a>
Monday 18th July	Exhibiting sponsors - deadline date for equipment orders (Pyramid Displays)  Contact Bruce McEwen, <a href="mailto:bruce@pyramiddisplays.com.au">bruce@pyramiddisplays.com.au</a>
Tuesday 2nd August From 12pm - 5pm	All sponsors' equipment to start arriving at the Gold Coast Convention and Exhibition Centre (GCCEC)  Exhibitors to set up their display space, (Bump In)
Wednesday 3rd August 7am - 11am	Sponsors and exhibitors complete their display space set up, <b>(Bump In)</b>
Friday 5th August 12.10pm	Sponsors and exhibitors areas dismantled and removed, <b>(Bump Out)</b>

## CONFERENCE VENUE

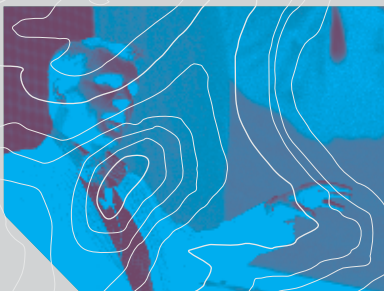
The functions and sessions will be held in the following venues at the Gold Coast Convention & Exhibition Centre (GCCEC). The Conference Dinner will be held in Exhibition Halls 3 & 4:

FUNCTION/SESSION	VENUE	SPONSOR
Welcome Drinks	Ground Floor Exhibition Hall 1	
CEO Cocktail Party	First Floor Foyer E	DST Global Solutions
Conference Gala Dinner	Ground Floor Exhibition Halls 3 & 4	Milestone Group
Friday Breakfast	Ground Floor Exhibition Hall 4	Minter Ellison
Workshop Room	F1 Meeting Rooms 3 & 4	PricewaterhouseCoopers Touchstone
The Late Night Bar	Within the Exhibition Hall	APIR
Major Issue Room	F1 Meeting Room 5	TBC
Major Issue Room	F1 Meeting Room 6	Metlife
Major Issue Room	F1 Meeting Room 7	ASX
Major Issue Room	F1 Meeting Room 8	Computershare
Major Issue Room	F1 Meeting Room 9	Henry Davis York

Please note:

- ✔ The FSC Navigating Change Service Desk will be located adjacent to the Exhibition Hall 1 on the Ground Floor.
- ✔ The stand-up buffet luncheons on Wednesday and Thursday and all refreshment breaks will be served on the Ground Floor in and amongst the exhibition stands.

A draft floor plan showing the location of sponsor display sites can be downloaded from the Exhibition Centre from the conference website.



## EXHIBITOR ACCESS TIMES

FSC has hired the venue (GCCEC) for a full day prior to the conference. Exhibitors erecting displays at the conference are urged to take advantage of this opportunity to fully set up their displays on Tuesday, 2 August.

All items that you wish to send to GCCEC can be sent via DB Schenker. If you wish to send items directly to the venue, they must not arrive at GCCEC before Monday 1st, August 2011.

Contractors will build displays from 5am Tuesday 2nd August and exhibitors can access their sites from 12.00pm. Further, FSC has hired GCCEC porter staff to assist sponsors with unloading and moving display materials.

To comply with Work Place Health and Safety regulations, all exhibition displays must be fully set up and completed prior to delegates accessing the area from 12.00pm, Wednesday, 3rd August 2011.

Tuesday, 2 August 2010	0500–1200	Build access for Pyramid Displays
	1200–1700	Access for Exhibitors to set up
Wednesday, 3 August 2010	0700	Access for Exhibitors to set up
	1100	All Exhibitor display sites to be completed
	1900	Conference venues close
Thursday, 4 August 2010	0800	Conference venues open
	1700	Conference venues close
	1730	Exhibition area closes
Friday, 5 August 2010	0800	Conference venues open
	1210	Conference closure/exhibition area closes
	1330	All exhibition items to be removed
	1330	Dismantle access for Pyramid Displays

## CONFERENCE PROGRAM

For the latest version of the conference program please visit the FSC website at: [www.fscannualconf.org.au](http://www.fscannualconf.org.au)

## SERVICE DESK

The FSC Navigating Change Service Desk will be located on the Ground Floor adjacent to Exhibition Hall 1 and will operate during the following hours:

Wednesday 3 August 2010	12.30pm to 6.00pm
Thursday 4 August 2010	8.00am to 5.00pm
Friday 5 August 2010	8.00am to 11.45am

There will be a dedicated "SPONSORS" service channel at the registration desk. All Sponsors and Exhibitors are required to register at this channel.

\*Please note times are subject to change without notification.

## 1. COMPLIMENTARY SPONSOR REGISTRATION (CSR)

If your sponsorship package includes Complimentary Sponsorship Registration (CSR) you will receive a link to register online. If you have not, as yet, received this link please contact Kristie Zoller. We require registration of these delegates 45 days prior (17th June 2011) to the event.

CSR registrations are full conference delegate registrations and include the provision of a name badge plus one ticket to each social event.

## 2. EXHIBITOR STAFF REGISTRATION PACK (ESRP)

EXHIBITOR STAFF REGISTRATION PACK (ESRP) Complimentary

Included with each display space are two complimentary Exhibitor Staff Registration Packs (ESRP). These two ESRP's are for staff whose primary role is working at your exhibition space during the conference. Should you have additional representatives who will be working at your display space, you may purchase up to two additional ESRPs as outlined below. All other representatives are required to register as full Conference delegates.

Each ESRP has access to the same discounted accommodation rates offered to full Conference delegates. Accommodation requests must be made 45 days prior (17th June 2011) to the Conference, requests after this date are subject to availability.

Each ESRP is for one person and includes:

- Name badge (in the name of one person only);
- One ticket to the Conference Welcome Drinks (Wednesday night);
- Lunch, morning and afternoon refreshments (per program) and
- A copy of the Conference handbook.

To register a complimentary ESRP you will be sent a unique link with instructions to register online. ESRP Registrations must be complete 45 days prior (17th June 2011) to the Conference.

#### EXHIBITOR STAFF REGISTRATION PACK (ESRP) Purchased \$250

Exhibitors may register up to two additional staff members, who will be working at your display space, using the purchased Exhibitor Staff Registration Packs (ESRP). The cost will be \$250 per registration. If you have additional representatives, they are required to register as full Conference delegates.

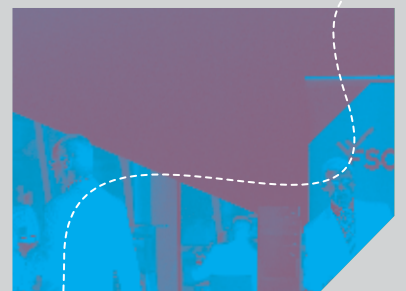
Each purchased ESRP is for one person and includes:

- ✔ Name badge (in the name of one person only);
- ✔ One ticket to the Conference Welcome Drinks (Wednesday night);
- ✔ Lunch, morning and afternoon refreshments (per program) and
- ✔ A copy of the Conference handbook;

To register a purchased ESRP you will be sent a unique link with instructions to register online. ESRP Registrations must be complete 45 days prior (17th June 2011) to the Conference.

#### 3. FULL DELEGATE REGISTRATION

Any member of your organisation may register as a full delegate. Registration is available at [www.fscannualconf.org.au](http://www.fscannualconf.org.au)



#### EXHIBITION AREA

Gold Coast Convention and Exhibition Centre (GCCEC) have designed a manual to assist you in the smooth planning of your Exhibition space. Contained within this manual are the GCCEC evacuation procedures, exhibition regulations and a list of available services and the order form for these services.

This manual is available for download under the "Exhibitors Centre" tab of the Conference website. Please download at your leisure and familiarise yourself with the contents.

To make the necessary arrangements for your display at the FSC Annual Conference, the following key suppliers will contact you:

#### FURNITURE/AV/DISPLAY EQUIPMENT HIRE CONTRACTOR

Pyramid Displays

Pyramid displays will be providing the flooring and power connections to all standard display sites. They also provide rental furniture, signage, decorative plants, LCD screens of all sizes, laptop computers, DVD players and all other associated equipment. They are also able to assist with a custom build service if required.

Contact: Donna Mullen

Tel: 07 5522 1133

Email: [donna@pyramiddisplays.com.au](mailto:donna@pyramiddisplays.com.au)

#### INTERNATIONAL & DOMESTIC FREIGHT

DB Schenker

DB Schenker has been appointed as our freight contractors. They will provide all the necessary logistics and support services to enable you to concentrate on your priority and area of expertise - the conference.

DB Schenker will handle; Event logistics management, Timely door-to-venue and venue-to-door delivery service, Domestic and international freight transportation, worldwide customs and quarantine formalities, On-site handling with experienced and friendly teams.

Loading dock traffic management, Equipment (forklifts, cranes, trolleys), manpower hire.

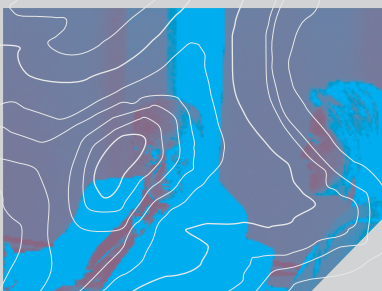
Storage of full/empty boxes and Return transport or on-forwarding

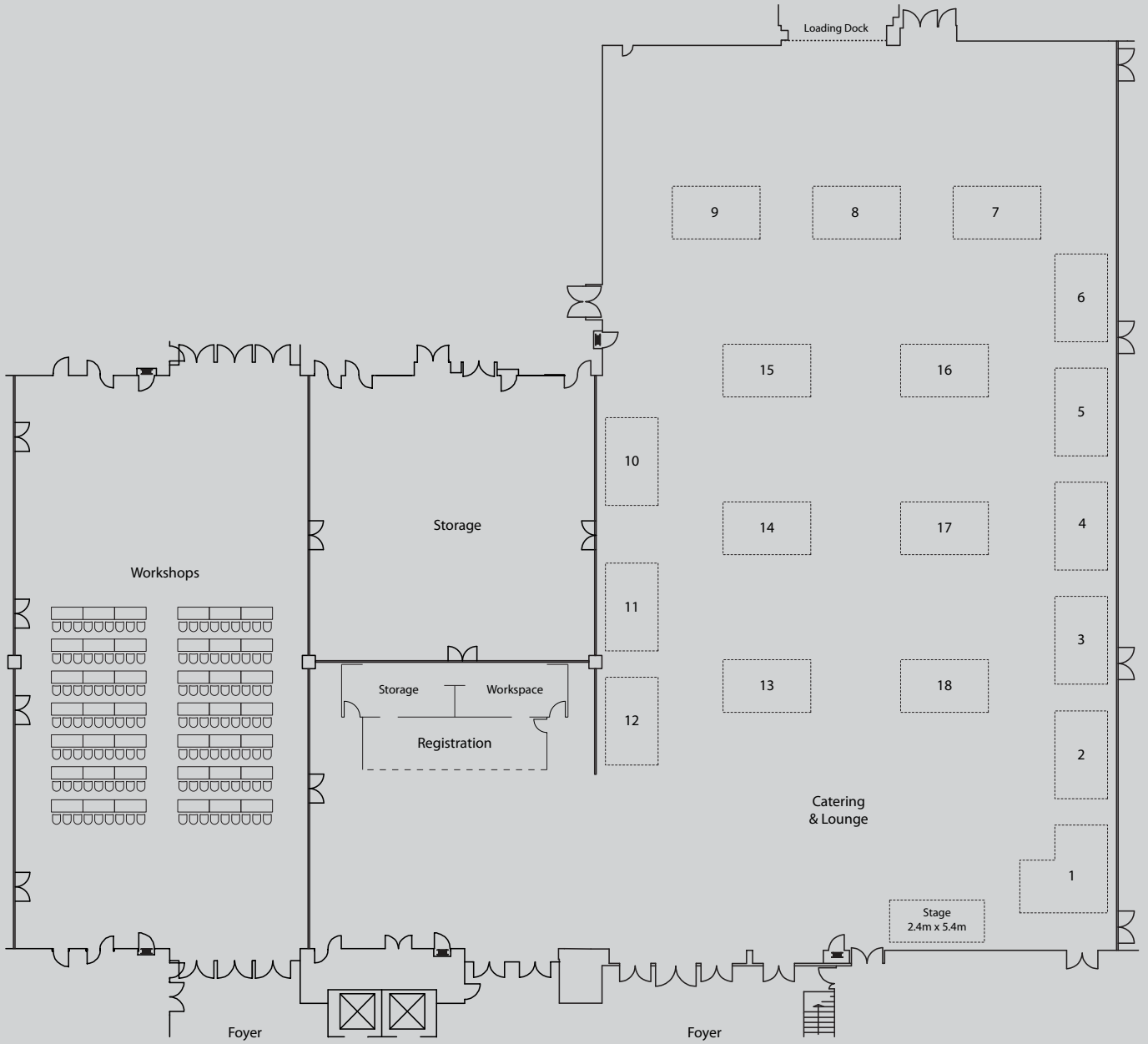
DB Schenker will contact you directly regarding your Exhibition freight for the Conference. Their Service Booking Form is available for download from the "Exhibitors Centre" tab of the Conference website.

Contact: Karin Werner

Tel: 07 3622 7408

Email: [Karin.Werner@dbschenker.com](mailto:Karin.Werner@dbschenker.com)





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FUTURE  
FIRST

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