



**APVRS2026**

CONGRESS

Where Retina Meets the Reef

# **SPONSOR & EXHIBITOR MANUAL**



**Gold Coast Convention & Exhibition Centre  
Broadbeach QLD**

**28 – 30 August 2026**

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## KEY CONTACTS

<p><b>Congress Organiser</b></p>	<p><b>Think Business Events</b>            Level 1, 4 Anderson Street            Port Melbourne VIC 3207            Australia</p> <p>Contact: Carman Lo            T: + 61 3 9417 1350            M: + 61 434 208 020            E: <a href="mailto:apvrs@thinkbusinessevents.com.au">apvrs@thinkbusinessevents.com.au</a></p> 
<p><b>Venue - stand cleaning, rigging and catering</b></p>	<p><b>Gold Coast Convention Centre &amp; Exhibition Centre</b>            2684-2690 Gold Coast Highway            Broadbeach, QLD 4218</p> <p>Contact: Exhibitor Services            T: +61 7 5504 4000            E: <a href="mailto:exhibitorservices@gccec.com.au">exhibitorservices@gccec.com.au</a></p> 
<p><b>Exhibition - shell scheme builders, electrical and furniture</b></p>	<p><b>Exponet</b>            44 White Street            South Melbourne VIC 3205            Australia</p> <p>Contact: Exhibitor Services            T: +61 2 9645 7070            E: <a href="mailto:esd@exponet.com.au">esd@exponet.com.au</a></p> 
<p><b>Freight Forwarder</b></p>	<p><b>Expo Freight Australia</b>            Melbourne, Victoria            Australia</p> <p>Freight Enquiries            Contact: Bayram            T: +61 428 685 603            E: <a href="mailto:bayram@expofreight.com.au">bayram@expofreight.com.au</a></p> <p>Loading Dock and Onsite Handling Enquiries            T: +61 473 621 223            E: <a href="mailto:onsite@expofreight.com.au">onsite@expofreight.com.au</a></p> 

# IMPORTANT DATES

*Please note: \*APVRS Exhibitor Portal access information will be emailed to the main contact of your organisation in April.*

Deadlines	Task
Due now (if not complete)	Upload your - Company logo in high resolution both EPS and JPEG via the <b>APVRS Exhibitor Portal</b>
Due now (if not complete)	Full sponsorship and exhibition payment is due within 30 days from the invoice date (unless otherwise approved by the committee)
Monday, April 20, 2026	The APVRS Secretariat will provide a summary of your peripheral items, along with all login details and guidelines for the APVRS Exhibitor Portal and lead scanner.
<p><u>Sponsorship Materials Submission</u> Monday, April 20, 2026 - Friday, June 12, 2026</p>	Upload your <b>Welcome Address for the opening plenary (Diamond Sponsors)</b> via the <b>APVRS Exhibitor Portal</b> A script in <b>3 min</b> <b>File format:</b> doc./PDF
	Upload your <b>video ad</b> via the <b>APVRS Exhibitor Portal</b>
	<p><b><u>Diamond</u></b>  <b>Video ad 1</b> - Length: 60 sec; File format: MP4 (loop in high-traffic area)  <b>Video ad 2</b> - Length: 30 sec; File format: MP4 (the start of all sessions)</p>
	<p><b><u>Platinum</u></b>  <b>Video ad 1</b> - Length: 60 sec; File format: MP4 (loop in high-traffic area)  <b>Video ad 2</b> - Length: 15 sec; File format: MP4 (the start of all sessions)</p>
	<p><b><u>Gold</u></b>  <b>Video ad 1</b> - Length: 30 sec; File format: MP4 (loop in high-traffic area)  <b>Video ad 2</b> - Length: 10 sec; File format: MP4 (the start of all sessions)</p>
	<p><b><u>Silver</u></b>  <b>Video ad 1</b> - Length: 30 sec; File format: MP4 (loop in high-traffic area)</p>
	<p><b><u>Bronze</u></b>  <b>Video ad 1</b> - Length: 15 sec; File format: MP4 (loop in high-traffic area)</p>
	<p><b><u>Copper</u></b>  <b>Video ad 1</b> - Length: 15 sec; File format: MP4 (loop in high-traffic area)</p>
	Upload your - Company overview/weblink/social media details via the <b>APVRS Exhibitor Portal</b>
	<p>Diamond Sponsors – 400 – 500 words  Platinum Sponsors - 350 words  Gold and Silver Sponsors - 300 words</p>

<p>Other Sponsors - 200 words Exhibitors - 100 words</p>
<p>Upload your <b>app banner (Diamond Sponsors), EDM advertisement banner, push notifications</b> and <b>virtual insert</b> in final delegate email (if applicable) via the <b>APVRS Exhibitor Portal</b></p> <p><b><u>App Banner</u></b>  <b>Diamond</b> - Image Size: 800 (W) x 300 (H) px (150dpi)  File format: JPEG/JPG/PNG  Qty: 1</p> <p><b><u>EDM Advertisement Banner</u></b>  <b>Image Size:</b> 800 (W) x 300 (H) px (150dpi)  <b>File format:</b> JPEG/JPG/PNG  <b>Diamond</b> – Qty: 3  <b>Platinum, Gold</b> – Qty:2  <b>Silver, Bronze, Copper</b>– Qty:1</p> <p><b><u>Push Notifications</u></b>  <b>Word limit:</b> Title: ≤ 30 characters  <b>Message body:</b> ≤ 170 characters  Please provide the <b>issue date &amp; time</b>  <b>File format:</b> .doc or PDF  <b>Diamond, Platinum</b> – Qty: 3  <b>Gold</b> – Qty:2  <b>Silver, Bronze, Copper</b>– Qty:1</p> <p><b><u>Virtual insert in final delegate email</u></b>  <b>Size:</b> A4 size (210 x 297 mm)  <b>File format:</b> .doc or PDF  <b>Diamond</b> – up to <b><u>5 pages</u></b>  <b>Platinum</b> – up to <b><u>3 pages</u></b>  <b>Gold, Silver</b> – up to <b><u>2 pages</u></b>  <b>Bronze</b> – up to <b><u>1 page</u></b></p>
<p>Upload your <b>sponsor-branded email contents</b> (if applicable) via the <b>APVRS Exhibitor Portal</b></p> <p><b>File format: HTML or PDF</b>  <b>Diamond</b> – Qty: 2  <b>Platinum, Gold, Silver</b> – Qty: 1</p>
<p>Upload your <b>social media post file</b> (if applicable) via the <b>APVRS Exhibitor Portal</b></p> <p><b><u>Facebook Post</u></b>  Ideally <b>1080 (W) x 1080 (H) px (1:1 ratio)</b> for square images;  <b>1080 (W) x 1350 (H) pixels (4:5 ratio)</b> for vertical/portrait images  <b>File format:</b> JPEG/JPG/PNG  *Please provide caption, issue date and time  <b>Diamond, Platinum</b> – Qty: 3  <b>Gold</b> – Qty:2  <b>Silver</b> – Qty:1</p>

	<p><b><u>LinkedIn Post</u></b>  Ideally <b>1200 (W) x 627 (H) px</b> for landscape;  <b>1080 (W) x 1080 (H) px (1:1)</b> for square images  <b>File format:</b> JPEG/JPG/PNG  *Please provide caption, issue date and time  <b>Diamond – Qty:1</b></p>
	Upload your <b>add-on items</b> (if applicable) via the <b>APVRS Exhibitor Portal</b>
	If you have purchased the onsite venue branding space, please contact and submit your artwork to the <u>Congress Organiser</u> .
<b><u>Group Registration</u></b> <b>Monday, April 20, 2026 -</b> <b>Friday, June 12, 2026</b>	Register all your exhibition passes for all staff members via the <b>APVRS Exhibitor Portal</b>
<b>Friday, 3 July, 2026</b>	Submit your <a href="#">Sponsor &amp; Exhibitor Response Form</a>
<b>Friday, 3 July, 2026</b>	Submission for custom stands (stand dimensions, drawings, stand description) to <u>Congress Organiser</u> by email
<b>Friday, 31 July, 2026</b>	Email your Certificate of Currency (Public Liability Insurance) to <u>Congress Organiser</u> (details refer to page 20)
<b>Friday, 31 July, 2026</b>	For stand catering and cleaning – GCCEC <a href="#">Exhibitor Resources</a>
<b>No earlier than</b> <b>Wednesday, 26 August</b> <b>2026</b>	Delivery of exhibition materials or exhibitor goods to GCCEC (refer the loading dock details in page 16)
<b>Refer to the official</b> <b>contractor – Exponet</b>	Submission of AV, furniture ordering, stand requirements and power requirements (for space only – Custom stand)

# EXHIBITION BUMP IN/OUT DETAILS OVERVIEW

## Exhibitors

- Bump in:
  - Thursday, 27 August, 2:00pm – 7:00pm
  - Friday, 28 August, 6:00am – 8:30am (hall will open to delegates at 9:00am)
- Bump out: Sunday, 30 August, 2:00pm – 3:00pm

## Exhibition Contractors

### Standard Shell Scheme Builder – Exponet

- Bump in:
  - Wednesday, 26 August, 6:00am – 10:00pm
  - Thursday, 27 August, 6:00am – 10:00pm
- Bump out: Sunday, 30 August, 3:00pm – 11:59pm

### Rigging

- Bump in: Wednesday, 26 August, 8:00am – 10:00pm
- Bump out: Sunday, 30 August, 3:00pm – 11:59pm

### Custom Stand Builder

- Bump in:
  - Wednesday, 26 August, 9:00am – 10:00pm
  - Thursday, 27 August, 6:00am – 10:00pm
- Bump out: Sunday, August 30, 3:00pm – 11:59pm

### Freight and Logistics– Expo Freight

- Bump in:
  - Wednesday, 26 August, 9:00am – 7:00pm
  - Thursday, 27 August, 6:00am – 7:00pm
  - Friday, 27 August, 6:00am – 9:00pm (no forklift provided)
- Bump out: Sunday, 30 August, 3:00pm – 10:00pm
- Pick-up of stock/freight only: Monday, 31 August, loading dock opens from 7:30am – 4:00pm (see details below)

## Bump-Out Conditions & Monday Collection

All exhibitors and contractors **must complete bump-out on Sunday** in accordance with the official event schedule wherever possible.

Any approval to collect items on **Monday** is strictly at the organiser's discretion. Exhibitors and builders electing this option **do so entirely at their own risk and cost** and must comply with the following conditions:

- **No stock, materials or stand items may remain inside the exhibition halls after Sunday bump-out under any circumstances.**

- All items **must be fully removed from all the exhibition halls on Sunday** and transferred to the **loading dock** for Monday collection.
- Any **additional costs** relating to forklifting, labour or onsite storage will be charged to the exhibitor or builder.
- Items stored on loading docks overnight are exposed to **weather and environmental risks**, including rain.
- The organiser and venue **accept no liability whatsoever** for loss, damage or weather-related impact to items stored overnight.
- Loading dock space and storage availability are **not guaranteed**.

Failure to comply with these conditions may result in **additional charges or refusal of access**. Any questions please contact [Expo Freight](#).

Stand builders may continue to work on the stand during exhibitor bump in on **Thursday, 27 August**, but will need to be caution of exhibitors bumping in at **2:00pm**.

Exhibitors must adhere to the access time provided. Access into the exhibition space prior to the scheduled time will not be permitted.

It is mandatory for all exhibitors during bump in/out periods to wear approved high visibility safety and closed toe shoes, this includes the loading dock or on the service road. Exhibitors and contractors will **not be allowed entry** to the exhibition floor unless safety vests and closed in toe shoes are worn.

## EXHIBITION BUILD SCHEDULE

### Wednesday, 26 August

Bump in - Contractors/Builders only

Activity	Time
Exhibition build - shell scheme, features	6:00 am
Expo Freight access	9:00 am
Exhibition build - custom stand builders	9:00 am
Bump in concludes	10:00 pm

### Thursday, 27 August

Bump in - Exhibitors/ Contractors/Builders

Note - all exhibitors must be in high visibility vest during bump in.

Activity	Time
Exhibition build - custom stand builders	6:00 am
Expo Freight access	6:00 am
Exhibitors bump in/access to exhibition site	2:00 pm
All crates, pallets, boxes must be ready for removal	9:00 pm
Bump in concludes	11:59 pm

### Friday, 28 August

Final Bump in – Exhibitors

Activity	Time
Exhibitors final access to exhibition site before exhibition begins	6:00 am
Expo Freight final access to remove all pallets/crates	6:00 am
Bump in concludes	8:30 am
Exhibition opens	9:00 am

### Sunday, 30 August

Bump out - Exhibitors/ Contractors/Builders

Note - all exhibitors must be in high visibility vest during bump out.

Activity	Time
Exhibitor bump out	2:00pm – 3:00pm
Contractors/builders bump out	3:00 pm – 11:59 pm
Crates and boxes will be returned to site	From 2:00 pm
All crates, pallets, boxes must be ready for removal	9:00 pm
Bump out concludes	11:59 pm

### Monday, 31 August

Pick up of stock/ freight - Contractors/Builders/ Couriers

Activity	Time
Loading dock access only	7:30am – 4:00pm

#### Please note:

**For bump in** - all crates, pallets and boxes must be wrapped, closed up and ready for removal/stored by no later than **Thursday, 27 August, 9:00pm**. Please arrange storage with Expo Freight or own storage provider. Failing to remove your items from the exhibition floor in the time frame may result in additional cost charged by the Congress Organiser.

**For bump out** - exhibitors requiring their pallets, boxes or any specialist to remove their equipment; must wait until the contracted bump out time for contractors at **3:00pm**. No boxes will be returned until that time.

If all exhibitors are in safety vest and closed in toe shoes, then under the discretion of GCCEC and the Congress Organisers, the loading dock will be opened prior to **3:00pm** and access for all contractors can be granted.

All crates, pallets and boxes must be wrapped, closed and ready for removal by no later than **Sunday, 30 August, 9:00pm** for exhibitors and builders. Due to limited storage facilities at GCCEC, all exhibitor and building goods must be claimed and removed on the day of the bump out. Any leftover items will be removed at the exhibitor's expense.

## EXHIBITOR INFORMATION

APVRS exhibition trade show and all catering breaks will be held in **Halls 1 – 3**.

### Exhibition Times

APVRS exhibition opens on **Friday, 28 August** and finishes on **Sunday, 30 August**.

The exhibition break times are on the following days and times.

	Friday 28 <sup>th</sup> August	Saturday 29 <sup>th</sup> August	Sunday 30 <sup>th</sup> August
Exhibition opens**	9:00am	8:00am	8:00am
Morning tea break**	11:30am – 12:00pm	10:30am – 11:00am	10:30am – 11:00am
Lunch (Sponsored Symposium) **	12:00pm – 1:00pm	1:00pm – 2:00pm	1:00pm – 2:00pm
Afternoon tea break**	3:45pm – 4:00pm	4:30pm – 5:00pm	N/A
Gala Dinner	N/A	7:00pm – 9:00pm	N/A
Exhibition closes	5:30pm	6:30pm	2:00pm

Please note that all exhibitors **must** have their booth set up by **9.30am Friday, 28 August**.

**\*\* Times indicated above is a guide only and are correct at time of collating. Break times are subject to change without notice. For updates visit the [Congress website](#).**

## Exhibition Booth

Standard exhibition booth includes:

- 3m x 3m exhibition shell scheme
- Flush walling system inclusive of white seamless panels
- Fascia signage for company name
- 2 Spotlights per 9sqm
- 1 power point access per 9sqm

It is important that you contain your display to your allocated space, not in walkways. If it proves to be an occupational health and safety issue you will be asked to rectify this by the organisers.

**Important:** Furniture is available for hire and is not included in the cost of the exhibition package.



*Picture above is for reference only*

You can also upgrade and customise your booth to provide a focal point for attracting delegates. Please discuss with the Congress Organiser (Think Business Events).

Exhibitors occupying shell scheme stands must ensure that all internal stand fittings and displays are contained within the shell scheme structure and do not exceed 2.4 metres in height.

- Exhibitors are not to pierce holes in the shell scheme panels, and no fixings can be made to the walls.
- Exhibitors may affix lightweight posters, photographs and technical information sheets etc., direct to the shell scheme walls by materials that can be removed without damaging to the wall panels (ie Prestik/Blu Tack, Double-sided adhesive pads or similar Velcro backed with loop).

## Exhibition Space Only (Custom Stand)

Exhibitors who have opt for space only and building a custom stand must note that it does not include any exhibition panels, carpet, fascia signs or power access. These need to be arranged and booked directly with our preferred supplier Exponet or arranged with your custom stand builder.

## Custom Built Stands

- You must send a copy of your full custom stand design drawing to Carman Lo – [carmanl@thinkbusinessevents.com.au](mailto:carmanl@thinkbusinessevents.com.au) or [Congress Organiser](#) by no later than **Friday, 3 July, 2026**.
- All custom stands must be approved by the organiser and GCCEC prior to the Congress. Any constructions over 2.4m or higher with a width of 2m or more must be discussed with the organisers prior to sending your proposed stand design.
- Drawings must show all features - including access/egress points and stairways, dimensional plan, elevations, detailed professional drawings (no hand sketches) with side elevations, details of construction materials, measurements and Safe work method statement (SWMS).

Organisers may at its absolute discretion require the exhibitor to provide, at their expense, a structural engineer's certificate and documentation for any stand/exhibit regardless of its size or design. All such structures will be checked by GCCEC for stability prior to the opening of the exhibition. Structures deemed to be unstable must be modified or removed at the exhibitor's expense.

Some stands require engineering approval, including:

- Multi-level structures
- Stands using steel/trusses
- Grandstands or temporary seating
- High-risk activations as identified by GCCEC Operations

## Raised Floors

All raised floors, steps and ramps must comply with the relevant sections of the Building Code of Australia, applicable OHS requirements, NCC and DDA requirements and must be approved by GCCEC.

Raised floors with a height greater than 50mm, but less than 190mm, from the main exhibition floor level or surrounding platform will be regarded as a step. Disabled access ramps to the stand must then be provided for the raised step. These floors will require a suitable and clearly distinguishable ramp from the main exhibition floor level or surrounding platform to the raised section. The ramp must be of a gradient no less than 1:3 and be contained within the venue. Ramps must not protrude into the nominated aisle way, so must be included in the stand space.

Raised floors with a height of less than 50mm are not regarded as a step and generally will not require a ramp. The raised floor sections, corners, aisle and walkways must be rounded (No sharp corners or dangerous edges) and must not cause a trip hazard as well as being clearly distinguishable from the surrounding area and tapered down from stand floor level to the building floor level.

## Other Information

- All stands/exhibits must provide access for fire-fighting equipment to the satisfaction of GCCEC and Organisers. Subject to engineering approval, GCCEC may require installation to the stand/exhibit of additional fire protection equipment (e.g. fitting of a smoke detector, a portable CO2 extinguisher or an extension of the existing sprinkler system).
- Where halogen tube lights are used, ensure the globe unit is protected with safety glass to minimise the risk of explosion and fire.
- Any custom-built stand with a floor area of more than 50sqm is to have at least one alternative means of egress to the walkways.
- Any door incorporated into the stand and not providing any egress must include a sign stating "No Exit".

## Rigging

All rigging top points within the exhibition halls must be installed/removed by GCCEC and installed by GCCEC or GCCEC accredited supplier only.

To arrange rigging for your stand – you will need to complete the form below and return it to [exporig@gccec.com.au](mailto:exporig@gccec.com.au)

[GCEC Banner & Rigging Request Form](#)

## Electrical Requirements

All custom-built stands that require power should order these directly with our official stand builder – Exponet.

## GCCEC Guidelines

GCCEC has strict safety guidelines that must be adhered to when constructing an exhibition stand. Please view the [guidelines here](#).

# EXHIBITOR/SPONSOR REGISTRATIONS

## Exhibitor/Sponsor Entitlements

As part of your sponsorship/exhibition package you will have Inclusive sponsor/exhibitor registrations included as part of your entitlements. These registrations will provide access to the exhibition, catering and some sessions (excluding sponsored events and closed sessions). These registrations are not classed as delegate registrations and does not provide CPD points or certificate of attendance.

- Major sponsors = please refer to your entitlements in the prospectus or contact the organiser.
- Exhibitors = Two (2) exhibitor passes per 3m x 3m stand and per 3m x 2m stand.
- Other sponsors = Please refer to your entitlements or contact the organiser.

## Registering your Sponsor/Exhibitor registration

Registration is required for all sponsors and exhibitors. Anyone participating at APVRS must register their Inclusive sponsor/exhibitor passes to attend or to staff the exhibition booth.

**APVRS Exhibitor Portal access details** will be emailed to the main contact of your organisation in April. You are also able to purchase additional passes and social event tickets if required through the exhibitor portal. Please refer to the [website](#) for registration pricing.

### Please note

- Registration is not required if you are only setting up during bump in/out times.
- Dinner tickets are not included in exhibition passes.

All sponsor/exhibitor passes (including any additional passes) must be registered no later than **Friday, June 12, 2026**.

**Important** – any Included sponsor/exhibitor passes not registered or used will be deemed invalid onsite. All company staff/rep will be charged an additional exhibitor rate - AUD\$360 if registering onsite.

A confirmation email will be issued for each individual registration.

## Group Registration

If you would like to register on behalf of your team members, please access to APVRS Exhibitor Portal.

Each registration will require an individual email when registering and will receive a separate confirmation, and invoice. Separate group registration invoices are only applicable for additional registration.

## Accommodation

You are able to book accommodation via the Congress website. Please visit the [Congress website](#) to view your options and book via the link.

You are not limited to booking with the Congress providers and open to making your own arrangements directly with your preferred providers.

## FREIGHT FORWARDING/DELIVERIES/ LOGISTICS

### Freight Forwarder

#### Expo Freight

We are pleased to announce Expo Freight Australia has been appointed the sole logistic provider and freight forwarder for this year's event. Expo Freight can offer an end-to-end solution for any of your event logistic requirements. Specialising in event freight movements, utilising our service assures that your items are being handled with complete care and meet all operational deadlines. Providing a complete transport, materials handling & storage service, utilising their service streamlines your operational experience.

If you are using Expo Freight, your goods will automatically be delivered to your exhibition booth and all services provided will be invoiced to you as per the event tariff.

There are 2 options for delivery to your stand:

#### Option 1 – Expo Freight

Book your requirements directly through Expo Freight. Expo Freight will collect from your allocated address, store all items prior to the event and deliver directly to your stand, prior to your arrival. They will also store any pallets and crates during the show and have them returned to your stand ready for bump out.

For all quote requests please login via the Expo Freight Portal. All requests must be submitted by **August 14, 2026**. The following freight collection deadlines are applicable –

- VIC – 19th August
- NSW – 20th August
- SA – 17th August
- QLD – 25th August
- WA – 17th August

For all other areas, please contact our team

[EXPO FREIGHT PORTAL](#)

If this is your first time utilising the portal, please locate the welcome email which has been sent to you. This will contain login details and a temporary password. Alternatively, you can register a new account via the links or [website](#).

Once you have created an account, please login and search for "APVRS Congress 2026 " under the new booking request link on your dashboard. Once your enquiry has been submitted one of our friendly team will reach out to

progress this further. If you are utilising a custom stand builder, external to Exhibit Systems then please invite them to register their requirements via your dashboard.

## Option 2 - Other Freight Forwarder/ Courier Companies

It is highly recommended that you use our preferred freight forwarder Expo Freight. However, if this is not an option, your arrangements should be made for goods to arrive on **no earlier than Wednesday, 26 August**.

All deliveries via your own arrangements that require access to the loading dock and onsite handling **MUST book** access through the **Expo Freight Portal**.

[EXPO FREIGHT PORTAL](#)

All exhibition goods being forwarded to the Gold Coast Convention & Exhibition Centre must **use** the **“GCCEC Delivery Label”** from below.

If you would like to make your own arrangements for delivery, loading dock access and onsite handling **MUST be** booked through the Expo Freight Portal. If you are not utilising Expo Freight for the transportation of your goods, then you must have a CLEAR shipping Label with stand numbers stated for both delivery and pickup. Delivery and forklift access will be strictly between the allocated bump in times displayed on the portal.

[GCCEC DELIVERY LABEL](#)

**Please note** - Deliveries are only accepted **between 7:00am – 4:30pm** or as determined by event requirements.

The exhibition bump in / out is on very tight parameters and any deliveries received earlier or not displaying the correct delivery label, will not be accepted by the venue. To avoid issues with the delivery of your goods always ensure that a representative is on-site to take possession of these goods or ensure it does not require any signature.

Gold Coast Convention & Exhibition Centre (GCCEC), Expo Freight and Think Business Events will not sign delivery of any goods received on behalf of exhibitors, nor is there any responsibility taken for the safety of any such items delivered to the site in the absence of the exhibitor if signing is required.

If you are bringing materials in front of house (main entrance points of the venue), you can either carry these items or use the two trolleys as noted below. Any trolley that is larger than standard wheeling suitcase and trolley, must come through the loading dock between 7.00am and 7.00pm.



Suitcase with Wheels



Collapsible Trolley

## Onsite Materials Handling

Exhibitors or stand-builders that require access to the loading dock and onsite handling assistance such as forklifting or storage **MUST** book access through the **Expo Freight Portal**.

**EXPO FREIGHT PORTAL - ONSITE HANDLING**

Credit card details will not be required. Upon arrival at the venue, please see the onsite providers (located next to the loading dock) for assistance.

To ensure adequate resources are available, please submit your request in advance. In the lead up to the event our freight forwarder will reach out to prompt and assist you in this regard.

### Please note

- Do not just assume that there will be an onsite handler available at all times.
- Stand builders are not allowed to use their own forklifts. All forklift services must go through Expo Freight.
- Storage and onsite handling for stand builders are at their own cost.

Freight enquiries:

- P: +61 428 685 603
- E: [bayram@expofreight.com.au](mailto:bayram@expofreight.com.au)

Loading dock and onsite handling enquiries:

- P: +61 473 621 223
- E: [onsite@expofreight.com.au](mailto:onsite@expofreight.com.au)



## COLLECTION OF EXHIBITION GOODS

- All goods must be collected by the end of the official bump-out time, as there are no storage facilities available for exhibitors. All goods must be removed once the Congress concludes.
- It is recommended that you organise your return goods to be collected via a freight forwarder and you must have this booked in prior to bump-out.
- Exhibition goods can be left at your booth for pick up by your courier.
- Exhibition goods will be moved to the loading area if your courier has not arrived by the bump out time. Boxes will only be moved if your boxes have been labelled correctly.
- All exhibition goods must be wrapped and packed up ready for pick up by our onsite provider or your courier by the bump out time.
- Please note, a completed consignment note must be attached to boxes for prompt collection and all items must have a [“Return Label”](#) on each box that clearly states which courier you are using for each box.
- Clearly label all freight with the return address, contact name and telephone number and item numbers i.e., Box 1 of 5, Box 2 of 5, etc..
- Consignment notes should be organised prior to the end of the Congress. Please note Congress Organisers and venue staff will not sign any consignment notes on behalf of exhibitors.
- Congress Organisers and the venue will not take responsibility for missing or damaged deliveries. Please ensure your deliveries are packed correctly and clearly labelled and alert the venue if you foresee any issues.
- Any exhibition goods not collected at the conclusion of the event will be collected by Expo Freight and sent to their local depot. You must contact Expo Freight to collect your goods (Fees apply).

## EXHIBITION CONTRACTORS

Exponet has been appointed the official exhibition provider for the exhibition shell scheme booths, light, power, furniture and signage at APVRS 2026.

### [Furniture Hire, AV and Booth Upgrades](#)

No furniture is included with any shell scheme or exhibition space booked. Exponet has a range of furniture including bar stools, tables, tub chairs, lockable cupboards and shelves.

Your contact details will be sent to Exponet, where you will be added to their database. Exponet will contact you directly where you will be able to view and arrange for any furniture requirements, AV, fascia signage and any additional lighting/power.

You can also visit their [website](#) and can contact them directly if you have any furniture requirements.

# CONTRACTORS INDUCTION

All contractors, including all exhibitors bumping in/out are required to complete the online induction module prior to being onsite.

- Step 1: Visit the RapidGo site from the button below.
- Step 2: Read through instructions
- Step 3: Follow the prompts
- Step 4: Print off a copy of the completed declaration or save it on your phone.
- Step 5: Please have the completed declaration on hand to show to venue management or security if requested to on site.

[GCCEC Exhibitor Induction \(RapidGo\)](#)

## EXHIBITOR SERVICES

### Booth Cleaning

GCCEC provides cleaning of the public areas and walkways of the exhibition area. Additional charges apply for cleaning of booth/stand. To place an order or to request a quote, please contact the Exhibition Services team at GCCEC. Bookings must be made 14 days prior to the Congress.

### On-stand Catering

You are able to order additional food and beverage stand catering for delegates and coffee machines directly with GCCEC for distribution from your exhibition stand. To arrange additional stand catering, please view the [exhibitor menu](#) and order directly with GCCEC Exhibitor services no later than 4 weeks before the event.

Orders can be placed through the [GCCEC Exhibitor Portal](#). For assistance please contact [exhibitorservices@gccec.com.au](mailto:exhibitorservices@gccec.com.au)

All food and beverage orders should be placed not less than 20 Business days prior to the commencement date with payment made not less than 5 business days prior to the commencement date. Orders placed with less than 5 business days' notice prior to the commencement date may incur a surcharge.

Catering from external suppliers including coffee machines is not permitted without prior written consent. Exhibitors must seek prior approval from GCCEC management, and must complete the [Food and Beverage Sampling Request Form](#) - Catering rights charges may apply.

### Stand Utilities

To arrange access to water and plumbing for your stand, please submit your request through the [GCCEC Exhibitor Portal](#)

### Internet

Congress organisers does not provide any wired internet connection or communication equipment to exhibition booths. Organisers only provide complimentary Wi-Fi to all exhibitors and delegates as part of the Congress.

To order a wired line internet connection to your exhibition booth – please order these with GCCEC Exhibitor Services.

Orders can be placed through the [GCCEC Exhibitor Portal](#). For assistance please contact [exhibitorservices@gccec.com.au](mailto:exhibitorservices@gccec.com.au)

### Audio Visual Equipment

To order any AV equipment for your stand – you can order these directly with our stand contractor Exponet.

### Emergency and First Aid

First aid is available through event security. In a security or medical emergency, call 4050 from any internal phone. GCCEC Security will coordinate emergency services.

[GCCEC Exhibitor Services](#)

## GENERAL INFORMATION

### Venue Details

Gold Coast Convention and Exhibition Centre  
2684-2690 Gold Coast Highway  
Broadbeach, Queensland 4218

The sessions will be held in Arena 1 and Central Room A & B. The Exhibition is held in Halls 1 – 3, all break catering held for delegates are in the exhibition area and lunch in the sponsored symposiums.

### Parking

For more details on parking – please visit the [GCCEC webpage](#).

### Safety Vests - Important

It is mandatory for all exhibitors during bump in/out periods to wear approved high visibility safety and closed toe shoes, this includes the loading dock or on the service road. Exhibitors and contractors **will not be** allowed entry to the exhibition floor unless safety vests and closed in toe shoes are worn. Hi-vis vests are available from vending machines in GCCEC.

### Electrical Testing and Tagging

All electrical equipment and electrical leads used at the exhibition **must be** tested and tagged prior to being onsite and complies with the Australian New Zealand standard AS/NZS3760, WH&S Act 2011 and QLD Electrical Safety Regulation 2013. Double adaptors are not allowed. GCCEC reserves the right to remove any electrical equipment not tested and tagged or deemed unsafe. Charges may apply if testing and tagging is required onsite.

### Fire Regulations

Any materials used in the construction or decoration of a stand must be flame proof fabric, made of non-combustible

materials, inherently non-flammable, self-extinguishing plastic materials, plywood, hardwood, pulpwood or fibreboard rendered flame resistant by a process of impregnation acceptable to the authorities.

**Please note** - that it is illegal to block emergency exits, block the access route to an emergency exit, obscure or cover emergency exit signs as well as store equipment or any other item in fire stairs.

### Public Liability Insurance – Important

It is a requirement that all exhibitors hold \$20 million Public Liability Insurance while exhibiting at APVRS 2026, in line with venue requirements. Please send a copy of your Certificate of Currency/Public Liability Insurance to the Congress Organiser by no later than **Friday, July 31, 2026**.

**Please note** - Exhibitors will not be allowed to exhibit at APVRS unless they have some form of Public Liability Insurance in place. It is also recommended that you have insurance for exhibition goods that should take effect from the day that your goods are delivered to the exhibition venue and should remain until their exhibits are removed.

Exhibitors should make their own decisions as to whether additional fire and theft cover is required. Organisers and the venue shall not be responsible for any loss, damage or injury that may occur to the exhibitor employees or property from any cause what so ever prior, during and subsequent to the exhibition.

The exhibitor, on contracting for space or an exhibition stand, expressly releases the organiser and the venue from, and agrees to indemnify same against, any and all claims for such direct and indirect loss, damage or injury.

Exhibitors shall indemnify and hold harmless to the organiser, the venue and their agents from all liability (damage or accident) which might ensue from any cause resulting or connected with transportation, placing, removal or display of exhibits.

To the extent permitted by law, in no event will the exhibitor be liable to the event organiser or venue for any claim, loss, damage or expense if and to the extent that claim, loss, damage or expense was caused by the event organiser's or venue's failure to perform its responsibilities nor shall it be liable to the event organiser or venue for any of the following even if informed or otherwise aware of their possibility:

- (a) loss of, or damage to data;
- (b) special, incidental or indirect damages or for any economic loss or consequential damages;
- (c) loss of profits, business, revenue, goodwill or anticipated savings; or
- (d) loss or liability incurred by the event organiser or venue as the result of a third-party claim.

### Name Badges

Name Badges provided by the organisers are required to be worn at all times in order to gain entry to the exhibition area.

### Registration Desk

The APVRS registration and information desk will be located at the exhibition foyer and will operate during the following hours:

<b>Friday</b>	<b>28 August</b>	<b>8:00am – 6:30pm</b>
<b>Saturday</b>	<b>29 August</b>	<b>7:00am – 6:30pm</b>
<b>Sunday</b>	<b>30 August</b>	<b>7:00am – 2:00pm</b>

*Times are subject to change without notice.* All exhibition name badges may be collected from the information desk during the times listed above.

## Security

Whilst every reasonable precaution will be taken, the Congress organisers accept no responsibility for any loss or damages that may occur to any anybody or property at the exhibition from any causes whatsoever. The exhibition hall will be locked once the exhibition is closed. However, no security is provided overnight in the exhibition area.

## DISCLAIMER

The organisers reserve the right to alter the hours of admission and access. All services and associated rates published in this document were correct at the time of going to print. The organisers cannot be held responsible for changes to services and rates provided by any companies or organisations listed in the document.

## RULES AND REGULATIONS

- 1. Exhibitor responsibilities** - Principal(s) and/or employee(s) of the exhibitor must be present in the exhibit space at all times during the open hours of the exhibition.
- 2. No dismantling** or packing may start before the official close of the exhibition without the permission of the organisers.
- 3. Displays and decorations** - Merchandise, signs, decorations or display fixtures shall not be pasted, taped, nailed or tacked to walls. No exhibit, merchandise, equipment, trunks, cases or packing materials shall be left in any aisle but shall be confined to the exhibit space. No trunks, cases or packing materials shall be brought into or out of the exhibit space during exhibit hours. No signs, advertising devices or merchandise shall be displayed outside the exhibit space or project beyond limits of exhibit space.
- 4. Construction** - Standard booth constructions can only be supplied and constructed by the approved exhibition builder. The reverse side of any wing panel extending from the back wall of the display must be draped in order to avoid a raw exposure to a neighbouring booth. If the exhibitor does not comply with the above standards, the organisers will have the exhibition contractor drape the area and bill the exhibitor.
- 5. Exhibit personnel** - All participants affiliated with exhibits must be registered. Each attendee will be issued an exhibitor's badge and must be employed by the exhibitor or have a direct business affiliation. Complimentary entitlements are outlined in correspondence to your representative and reflect overall space size and sponsorship support.
- 6. Amendments to exhibition layout** - While every effort is made to preserve the published layout of the exhibition, the Organisers shall be entitled to vary the layout if this is in the general interest of the exhibition.

7. **Subletting of exhibit space** - Exhibitors are prohibited from assigning or subletting their exhibit space or any part of the space allotted to them. Exhibitors cannot exhibit or permit any merchandise or advertising materials to be exhibited in their space that are not part of their own regular products.
8. **Noise** - Exhibitors may not use audible electronic, mechanical apparatus, or open audio systems which may be heard outside the exhibitor's assigned space. The organisers reserve the right to require any exhibitor to discontinue any activity that may cause annoyance or interference with others.
9. **Exhibitor conduct** - Exhibitor and its representatives shall not congregate or solicit trade in the aisles or other common areas of the venue.
10. Exhibitor shall **refrain** from any action that will distract delegates from attendance at any official Congress or function of the Congress. Exhibitor shall not enter another exhibitor's space without invitation or when unattended.
11. Exhibitors are to **respect the rights assigned to sponsors**. These rights include (and are not restricted to) lanyard naming rights. Using, making available or handing out alternate branded lanyards is forbidden, though exhibitor staff may use a product neutral lanyard supplied by the organisers.
12. **Social events** - Social events may not be arranged for delegates during the program (including the satellite Congress), or during the welcome drinks without the full consent of the organising committee.
13. **All exhibition** design and exhibition display must comply and meet any specifications or requirements relating to any medical regulations, policies and guidelines in the industry. The organiser or APVRS will hold no responsibility for any breaches made or not meeting any specific requirements.

## APVRS 2026 SPONSOR AND EXHIBITOR FORMS

[Sponsor & Exhibitor Response Form](#)

[Exhibition Goods Delivery Label](#)

[Exhibition Goods Return/Pick Up Label](#)