



2019 ICAVS EXHIBITOR INFORMATION

Dear Exhibitor

Below is the key information you will need for the 2019 ICAVS exhibition and attached is the layout of the exhibition hall showing allocated booths.

VENUE:	Level 0, Owen G. Glenn Building 12 Grafton Road, Auckland Central
EXHIBITION SET UP:	Sunday, 7 July 2019, 4pm to 6pm Monday, 8 July 2019, 7am – 8am No <i>significant</i> exhibition setup is permitted after 8am until after the first session has begun.
EXHIBITION PACK OUT:	Tuesday, 9 July 2019 6:00pm to 8:00pm
REGISTRATION DESK:	Located Owen G Glenn Building level 0 foyer, Attended at the following times should you have any queries: Monday – Tuesday, 8am – 6pm

LOGO and HYPERLINK

To ensure that your logo and link are properly displayed on our printed collateral and website please send a high resolution .eps or .jpg version of your logo, along with preferred hyperlink directly to Stephanie (s.szmurlo@auckland.ac.nz).

For inclusion on printed collateral the logo must be received no later than June 24th, 2019.

BOOTH DETAILS:

Your booth will be 3m wide and 1.2m deep and made of 2.3m high walls covered with a Velcro 'hook' compatible fabric. Your allocated space extends 2.2m forward of the back wall of your booth. Your booth will be provided with one 1.2m long trestle table, two chairs and a minimum of one 10amp power point.

All banners and materials should be affixed to your booth walls or be free standing.

BOOTH ALLOCATIONS

Booths will be allocated by choice of exhibitors based on sponsor level status.

ADDITIONAL RENTAL EQUIPMENT

If you require additional items hired for your booth please contact:

Brittany Taylor at Exhibition Hire

brittany@exhibitionhire.co.nz | www.exhibitionhire.co.nz

SHIPPING INFORMATION

Shipments are not permitted to the Owen G. Glenn Building before the setup day (Sunday July 7, 2019). The Owen G. Glenn Building, 10th International Conference on Advanced Vibrational Spectroscopy and The University of Auckland are not responsible for any charges incurred for refused deliveries.

LOADING ACCESS

Car or van access: If you plan to park on site, the most direct access to the exhibition hall is from the main Owen G Glenn Building carpark, accessible off Grafton Road, directly under the building.

Truck access: Trucks should deliver to Wynyard Street, off Alten Road. Your driver will need to advise security at the call box that they are making a delivery to ICAVS to be given access. The truck can be temporarily parked in front of the silver bollards during delivery, but cannot remain on Wynyard Street.

PARKING

Owen G Glenn Building, 12 Grafton Rd.

Casual: \$5 per hour

All day: \$12 per day (Visit the Registration desk after you have parked in the carpark to purchase a single use EXIT ticket)

VENUE SECURITY

Please do not leave valuable items unattended within your exhibition booth. Please be aware the venue does have security and the exhibition space will be manned during operable hours, however the building is frequently open to students and the general public, so please take responsibility for securing valuable, lift-able items.

WI-FI

Available free of charge. Login details will be provided on the day.

We look forward to seeing you at ICAVS 10. If you have any further questions please feel free to contact me.

Kind regards,

Stephanie

s.szmurlo@auckland.ac.nz

027 807 9928

Map One: Access Points



Map Two: Conference Locations

