2018 NATIONAL CONFERENCE

CONFERENCE SPONSORSHIP AND EXHIBITION PROSPECTUS

Looking Forward,

Looking Back.

CATHOLIC HEALTH Australia

27-29 AUGUST PULLMAN MELBOURNE ALBERT PARK

1978 - 2018

www.cha.org.au • @chaustralia • cha2018
Catholic Health Australia is the nation’s largest non-government network of health and aged care services.

Catholic Health Australia is the peak member organisation for the provision of services at 80 hospitals and over 25,000 aged care beds operated by different bodies of the Catholic Church around Australia. These health and aged care services are operated in fulfilment of the mission of the Church to provide care and healing to all those who seek it.

The Catholic Health Australia National Conference is a unique opportunity to be seen, recognised and supported by up to 400 leaders of the highest level within the Catholic health, aged and community care sector.
The National Conference brings together senior leaders from within Catholic Health Australia member organisations such as those shown below, to engage in industry discussion, professional networking and, importantly, the shaping of strategies applicable to health, aged and community care.

**ATTENDEES 2013-17**

Catholic Health Australia’s members include:

St Vincent’s Hospital Lismore / Holy Spirit Care Services / Mount Alvernia Hospital
Mount Miriam Cancer Hospital / Ballycarra Aged Care / St Vincent de Paul / Catholic Care of the Aged / Little Sisters of the Poor Aged Care / Mary Mackillop Aged Care / Adria Village
St Paul de Chartres Residential Aged Care / Bethany Nursing Home & Hostel / Nazareth Care
St Raphael’s Home for the Aged / Star of the Sea Home for the Aged / Catholic Aged Care
Sydney Centacare / Corpus Christi Community Greenvale / Maryville Aged Care
Canossa Private Hospital Cardinal Stepinac Village / Marian Court Units & Hostel
Sawtell Catholic Care of the Aged / Bethany Nursing Home & Hostel / Delamore Retirement Community / Vincent Court Hostel / Crowley Care Services / St Dominic’s Hostel
Rosary Home for the Aged / St Francis Hostel / Our Lady of Consolation Aged Care Services
Francis of Assisi Home / CatholicCare
40TH CELEBRATION

As part of this year’s conference we will be celebrating the 40th Anniversary of our very first conference held in Melbourne in 1978, so it is with delight that we once again return to Melbourne in 2018.

CONFERENCE OVERVIEW

Dates: 27 – 29 August 2018
Venue: Pullman Melbourne Albert Park
Address: 65 Queens Rd, Albert Park VIC 3004
WHY SPONSOR OR EXHIBIT AT THIS CONFERENCE?

By participating as a sponsor and/or exhibitor you'll be rewarded with invaluable exposure and contact with leaders, influencers and major decision makers to demonstrate your commitment to health, aged and community care.

• Maximum exposure at our premier event
• Build and reinforce strategic relationships
• Present your brand and build awareness with a relevant audience
• Network with colleagues and key figures
• Introduce latest innovations, new products or services
• Showcase your expertise and capabilities
• Increased marketing opportunities

PACKAGE OPTIONS

Our aim is to ensure that as a sponsor you receive maximum exposure from your support of the Catholic Health Australia National Conference.

You may choose to be a sponsor, or a sponsor/exhibitor during the conference.

In the next few pages we have listed some packages available, which offer a choice of options to capture delegates’ attention and showcase your organisation.

If your needs do not fit the packages outlined in this document, please make contact with our events co-ordinator Debbie Cross to tailor-make a package for you.

Please email: concentive@icloud.com
SPONSORSHIP PACKAGES

Overview summary of sponsorship packages available.

1. **Major Conference, Awards and Gala Dinner Sponsorship**
   Highest and most desirable sponsorship package, offering leading exposure and recognition as the premier brand supporting the conference.

2. **Digital Innovation in Health Award Sponsorship**
   Your brand will be the ambassador for the Digital Innovation in Health competition run during the conference.

3. **Welcome Reception Sponsorship**
   Your brand will be the centre of attention as the host and major supporter of this important social evening.

4. **Sr Maria Cunningham Lifetime Contribution Award Winners’ Panel Sponsorship**
   Pre-eminent winners’ panel discussion on the Tuesday morning can be hosted by your company.

5. **Keynote Speaker Sponsorship**
   The perfect way to demonstrate your commitment by being associated with a quality speaker discussing topics relevant to the sector.

6. **Delegate Networking Area Sponsorship**
   Your brand will have naming rights to the networking area within the exhibition.

7. **Stream Sponsorship (3 available)**
   Each day during the conference the delegates will divide into conference streams and your brand will be the host:
   - Health
   - Aged Care
   - Mission and Governance

8. **Aged Care Forum Sponsorship**
   After last year’s successful Aged Care Forum your company can host this important pre-conference meeting.

9. **Event App Sponsorship**
   The free App is a much-used resource for all conference delegates, offering a range of information, presented by your brand.

10. **Meet and Greet Sponsorship**
    Enjoy premium exposure to all attendees as they arrive, with the opportunity to distribute information about your organisation.

11. **Conference Wi-Fi Sponsorship**
    Hi-tech naming opportunity to present essential free Wi-Fi available to all delegates throughout conference areas.
Overview summary of sponsorship packages available.

12. **Pocket Schedule & Program Sponsorship**
   Naming rights for these often-referred documents which summarise all events, times and locations.

13. **Satchel Sponsorship**
   Your organisation’s name and logo (subject to suitability of logo) printed on the satchels each delegate receives.

14. **Conference Lunch Sponsorship**
   Position your brand as sponsor of the lunch break every day when delegates spend quality time catching up on proceedings.

15. **Morning & Afternoon Tea Sponsorship**
   Get behind these key times for delegates to come together and enjoy a short break, along with a choice of refreshments.

16. **Digital Notice Board Sponsorship**
   Enhance the visibility of your brand with this sure-fire way of sharing information about your products and services with all delegates.

17. **Flash Drive Sponsorship**
   Your brand logo appears on all flash drives provided to delegates as part of their registration packet.

18. **Water Bottle Sponsorship**
   Put your brand on quality water bottles used and seen regularly throughout the conference.

**OTHER OPPORTUNITIES**

19. **Exhibition Booth**
   Your opportunity to show, demonstrate and network your organisation to the delegates.

20. **Advertising In Delegate Brochure**
   Each delegate will receive a conference handbook in which you can advertise your organisation.

21. **Satchel A4 Flyer Inserts**
   Important information about your organisation, products and services placed right in the hands of all delegates.

21. **Satchel Product Inserts (Promotional)**
   A memorable promotional product sponsored by your brand included in all conference satchels.
### SPONSORSHIP PACKAGES, COSTS AND INCLUSIONS

**Sponsorship packages do not include accommodation, travel or transfers.**

Please note that all sponsorship packages exclude GST.

#### MAJOR CONFERENCE, AWARDS & GALA DINNER SPONSOR

**PRE-SOLD ✓ ✓ ✓**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Recognition at Conference</th>
<th>100 word company profile in Delegate Brochure</th>
<th>Conference Delegate Registration</th>
<th>Welcome Reception Tickets</th>
<th>Gala Dinner &amp; Awards Night Tickets</th>
<th>Corporate Barriers*</th>
<th>Speaking opportunity</th>
<th>Advertisement in Delegates Brochure</th>
<th>Promotional literature and or product display in Delegates Satchel*</th>
<th>Exhibition Booth Space</th>
<th>12 month supply of CHA HEALTH MATTERS magazine</th>
<th>Delegate contact details*</th>
<th>Additional Benefits</th>
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<td>$4,666</td>
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<td>6</td>
<td>1 x Registration</td>
<td>1 x Plenary Room</td>
<td>1 x Gala Dinner</td>
<td>1 x 5min – Conference Opening</td>
<td>1 x 5min Gala Dinner</td>
<td>FULL PAGE</td>
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</tbody>
</table>

#### DIGITAL INNOVATION IN HEALTH AWARD SPONSOR

**PRE-SOLD ✓ ✓ ✓**

| Fee | Recognition | 1 x Exhibition Area | Gala Dinner | 1 x 3min prior to Session | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Exhibition in prime location next to Award entries**<br>**– Judge on Award panel**<br>**– Quarter Page article in CHA HEALTH MATTERS magazine conference edition** |

#### WELCOME RECEPTION SPONSOR

| Fee | Recognition | Gala Dinner | 1 x 5min at Welcome Reception | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Logo displayed on screen during the introduction**<br>**– Full Page article in CHA HEALTH MATTERS magazine conference edition** |

#### Sr MARIA CUNNINGHAM LIFETIME CONTRIBUTION AWARD WINNERS’ PANEL SPONSOR

| Fee | Recognition | Gala Dinner | 1 x 5min prior to Session | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Logo displayed on screen during the introduction**<br>**– Trestle table within Networking area for promotional material**<br>**– Sponsor one of the 3 streams**<br>**– Health**<br>**– Aged Care**<br>**– Mission and Governance** |

#### KEYNOTE SPEAKER

| Fee | Recognition | Gala Dinner | 1 x 5min prior to Keynote Speaker | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Logo displayed on screen during the introduction**<br>**– Trestle table within Networking area for promotional material** |

#### DELEGATE NETWORKING AREA SPONSOR

| Fee | Recognition | Gala Dinner | 1 x 5min prior to Stream commencing | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Logo displayed on screen during the introduction**<br>**– Trestle table with promotional material at Conference Registration**<br>**– Half page article in CHA HEALTH MATTERS magazine conference edition**<br>**– Company Logo on display screen** |

#### STREAM SPONSOR

| Fee | Recognition | Gala Dinner | 1 x 5min prior to Stream commencing | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Logo displayed on screen during the introduction**<br>**– Trestle table with promotional material at Conference Registration**<br>**– Half page article in CHA HEALTH MATTERS magazine conference edition**<br>**– Company Logo on display screen** |

#### AGED CARE FORUM SPONSOR

| Fee | Recognition | Gala Dinner | 1 x 5min prior to Forum commencing | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Logo displayed on screen during the introduction**<br>**– Trestle table with promotional material at Conference Registration**<br>**– Half page article in CHA HEALTH MATTERS magazine conference edition**<br>**– Company Logo on display screen** |

#### EVENT APP SPONSOR

| Fee | Recognition | Gala Dinner | 1 x Registration | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Company Logo on Events App**<br>**– Trestle table with promotional material at Conference Registration**<br>**– Half page article in CHA HEALTH MATTERS magazine conference edition**<br>**– Company Logo on display screen** |

#### MEET & GREET SPONSOR

| Fee | Recognition | Gala Dinner | 1 x Registration | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Company Logo on display screen**<br>**– Trestle table with promotional material at Conference Registration**<br>**– Half page article in CHA HEALTH MATTERS magazine conference edition**<br>**– Company Logo on display screen** |

#### CONFERENCE WI-FI SPONSOR

| Fee | Recognition | Gala Dinner | 1 x Registration | Quarter Page | FULL PAGE | ✗ | ✗ | ✗ **Company Logo on display screen**<br>**– Trestle table with promotional material at Conference Registration**<br>**– Half page article in CHA HEALTH MATTERS magazine conference edition**<br>**– Company Logo on display screen** |

* Sponsor to provide<br># privacy laws may exclude some delegates
<table>
<thead>
<tr>
<th>CHA CONFERENCE SPONSORSHIP</th>
<th>FEE</th>
<th>Recognition at Conference</th>
<th>100 word company profile in Delegate Brochure</th>
<th>Company Logo on Conference Material</th>
<th>Conference Delegate Registration</th>
<th>Welcome Reception</th>
<th>Gala Dinner &amp; Awards Night Tickets</th>
<th>Corporate Banners*</th>
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<th>Advertisement in Delegates Brochure</th>
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<th>12 month supply of CHA HEALTH MATTERS magazine</th>
<th>Delegate contact details#</th>
<th>Additional Benefits</th>
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<td>12. POCKET &amp; PROGRAM SCHEDULE SPONSOR</td>
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<td>21. SATCHEL A4 FLYER INSERTS*</td>
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<td>22. SATCHEL PRODUCT INSERTS*</td>
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Please note that all sponsorship packages exclude GST.

* Sponsor to provide

# Privacy laws may exclude some delegates
EXHIBITION BOOTH BENEFITS

• Visibility at the 2018 Conference Exhibition Trade Area.
• Exhibition booths all located centrally to plenary area.
• Unique opportunity to engage with delegates during morning tea, lunch and afternoon tea.
• Opportunity to distribute marketing collateral. Hold competitions, giveaway products and creatively publicise your service or product to the top decision makers.

EXHIBITION BOOTH

Inclusions:

• Registration for one sponsor to attend the conference in the exhibition area.
• 3m x 2m booth (White laminated infill, 2.5 height matt anodised aluminium frame – see photo example).
• Fascia sign with company name and stand number.
• Lighting (2 x 150 watt spotlights).
• Power = 1 x 240 volt/100 watt/4am general purpose outlet.
• Morning, afternoon teas and lunch for the two conference days and one ticket for the Welcome Function for one sponsor.
• One conference satchel, which includes a program and delegate list.
• Exhibitor name and short company (100 word) description in the trade section of the conference program.
• Access to the special hotel accommodation rate (this is an additional cost).

(The fee does not include furniture, equipment or display material – but our exhibition contractor will be able to arrange this for you at additional charge).

Should you require an additional representative of your company on your stand the addition fee on top of your exhibition booth stand is $350.00 plus GST per person.

Example style of exhibition booth
Exhibition Booths will be allocated to premium sponsors first and then alphabetically. Morning tea, lunch and afternoon tea will be served each day in the Exhibition Area.
CONFERENCE INFORMATION AND IMPORTANT DATES

TO REGISTER
As a Sponsor or Exhibitor go to: chaconference.com

Catering included:
Sponsorship catering includes:
• Networking reception two hours Canapes and Drinks.
• Morning tea, lunch and afternoon teas during conference days.
• Gala Dinner and Awards two course and drinks (Offsite venue).

Exhibition Catering included:
Sponsorship catering includes:
• Networking reception two hours Canapes and Drinks.
• Morning tea, lunch and afternoon teas during conference days.
• Gala Dinner and Awards are additional cost of $190 per person (Offsite venue).

Company Fascia:
Provide correct Company Name by 1st July 2018 to concentive@icloud.com

Company Logo:
Please send a current company logo as an EPS vector or pdf file or alternatively a high res JPG file. Please supply by 1st July 2018 to concentive@icloud.com

Company Bio:
Please supply 100 word Company Bio for sponsorship and trade. Please supply by 1st July 2018 to concentive@icloud.com

Conference Handbook Advertising:
If your sponsorship includes advertising in the Conference Handbook or you have purchased optional advertising: Deadline for material is by 1st July 2018 to concentive@icloud.com

FULL PAGE vertical:
170mm wide x 254mm high, CMYK 300dpi PDF with fonts included. NO BLEED.

HALF PAGE horizontal:
170mm wide x 127mm high, CMYK 300dpi PDF with fonts included. NO BLEED.

Conference Satchel Inserts:
If your sponsorship includes a satchel insert or have purchased additional Satchel Insert option.

Please supply 400 items to the hotel. All material needs to arrive at the hotel by Friday 24 August.
Please clearly mark on your freight that it is to be for a Satchel Insertion.

Hotel Lobby
**Exhibition Floor plan:**
Exhibition booths will be preferentially allocated to major sponsors, and remaining booths will be laid out in alphabetical order.

**Hotel Accommodation:**
No accommodation is included in any of the sponsorships or exhibition packages.
The Hotel has two levels of accommodation:
Pullman Hotel 4.5 star and the Mercure Hotel 3.5 star. Both hotels are inter-joined and you can access the conference area without leaving the hotel.

Should you wish to take advantage of the Conference Hotel Room rate please book via this option:
- Pullman Hotel Room rates are:
  - Standard: $250 per night includes 1 Breakfast
- Mercure Hotel Room rates are:
  - Standard: $205 per night includes 1 Breakfast

Breakfast for both hotels will be held in the Windows Restaurant.
Additional Breakfasts will be charged at $35 per person.

**Check-in:** Both hotels 2pm

**Check-out:** Both hotels 11am

**Insurance:**
All Exhibitors are responsible for their own insurance and public liability.

Exhibitors must provide a copy of their insurance policy and certified currency to concentive@icloud.com by 1 July 2018.

Additional requests or questions please contact Debbie Cross: concentive@icloud.com
Monday 27 August 2018  Exhibition Trade Booth set-up from 8.30am – to be completed by noon. Welcome function commences at 6.00pm – 7.00pm all booths must be staffed during this time.

CONFERENCE AGENDA  (Draft only subject to change)

Monday 27 August 2018During the day there is a series of meetings including
- 1.30pm – 3.30pm  Aged Care Forum
- 3.30pm – 4.30pm  AGM
- 5.00pm – 6.00pm  Opening Address
- 6.00pm – 7.00pm  Welcome Function
  All Sponsors and exhibitors to attend

Tuesday 28 August 2018
- 7.30am  Registration Desk opens
- 7.30am  Exhibition Area opens
- 8.30am  Conference Eucharist
- 9.30am  Conference Opening
- 11.00am  Morning Tea
- 1.00pm  Lunch
- 3.30pm  Afternoon Tea
- 5.30pm  Conference Day One concludes
- 7.00pm  Conference Dinner
  (Optional and additional cost for Exhibitors)

Wednesday 29 August 2018
- 8.00am  Registration Desk opens
- 8.30am  Exhibition Area opens
- 8.45am  Morning Prayers
- 9.00am  Day Two Welcome
- 10.30am  Morning Tea
- 12.30pm  Lunch
- 3.00pm  Conference concludes and Afternoon Tea
- 4.00pm  Commence Exhibition Bump out
EXHIBITOR INFORMATION

Delivery Box Label
Please find attached the box label. All items being delivered to the hotel should be clearly marked and have the box label attached. Please mark - Attention: Kate Clark - on the delivery docket for easy identification at this end.

Deliveries
All incoming items for functions should arrive via the Receiving Bay in Queens Lane. It is preferred that all items arrive to the Receiving Bay between the hours of 0700am - 1500pm, Monday - Friday. Deliveries outside of these hours will need to be arranged prior to delivery.

Curfew
The Hotel is located in a mixed commercial / residential area and as such has to restrict heavy vehicular activity in Queens Lane. The use of trucks, forklifts, and such with reversing beeper tones will not be permitted in the lane between 2000pm – 0800am, Monday to Saturday and 2000pm – 0900am on Sundays.

*This curfew applies to the use of the Grand Ballroom goods hoist, Grand Ballroom loading bay and State Loading Area.

Conference Delivery Dates and Storage of Goods
Deliveries can only be accepted no more than 2 working days prior to the event commencement date. Therefore deliveries are allowed for this event from 24.08.2018. Deliveries will not be accepted earlier than this date without prior arrangement. Should weekend access for deliveries be required, please arrange prior to delivery.

Collection of Goods
Goods to be collected after the event should be sealed and properly addressed, again with the sender’s name and contact number. All goods must be removed from the hotel premises or storerooms by close of business 1 working day after the conclusion of the event. Therefore all goods must be collected by the end of business on 31.08.2018. Should goods not be collected by this date they will be deemed abandoned and disposed of accordingly.

Exhibitor Responsibilities
1. The Pullman Melbourne Albert Park does not accept responsibility for loss and/or damage to any goods brought to the hotel before, during or after an event. It is the exhibitors’ own responsibility to arrange adequate insurance to cover such potential loss and/or damage. The Pullman Melbourne Albert Park Conference facilities are classified as public access areas, please ensure that personal belongings are not left unattended.

2. Should exhibitors engage external contractors direct, it is the responsibility of the exhibitor to advise the Hotel Event Co-ordinator and to ensure that the contractors comply with the Hotel’s grooming and professional behaviour standards and complies with all workplace health and safety requirements. Contractors who fail to do so will be asked to leave the premises. All contractors are required to have adequate public liability insurance.

3. It is the exhibitor’s responsibility to organise clear and accurate dispatch labels, consignment notes and couriers for the collection of any goods left at The Pullman Melbourne Albert Park on conclusion of the conference. The Pullman Melbourne Albert Park will not fill in or sign consignment notes on behalf of the company. Courier companies must be told exactly how many boxes, the size and weight of the freight. Courier companies are not to be told the Hotel Event Co-ordinator is the contact and will provide all details. All details must be provided by the company organising the collection of goods.

4. There is no onsite storage at the venue unless arranged prior with the venue - additional fees apply, to be entirely prepaid by the exhibitor. We recommend building storage into the booths or arrange offsite storage with the freight company. Exhibitors may not leave boxes and packing material in the exhibition display area during the show.
Internal Good Lifts and Loading Bay/Area Information
Please find attached the service lift and loading bay specifications.

Pallet Jacks / Scissor lifts
The Hotel does not offer its own equipment for use during exhibitions. We recommend that pallet jacks and scissor lifts are hired in specifically for the event to avoid delays.

Furniture / Pot Plants
All furniture, pot plants etc, should be ordered through the contracted Exhibition Company. The Hotel will not provide any of these items.

Testing and Tagging
It is a legal requirement in all Exhibition area that all electrical equipment be tested and tagged. This applies to all contractors working on site and exhibitors who bring in electrical leads and appliances for their stands during exhibitions.

Catering - Provision of Food and Beverage
Under NO circumstances are exhibitors or delegates permitted to provide food and beverage in their stand unless it is provided by the Hotel. Failure to follow this will result in confiscation of the product until the conclusion of the exhibition. All catering requirements for booths can be arranged with the Hotel Event Co-ordinator prior to the exhibition.

Car Parking
The car park is conveniently located beneath the hotel and accessible via Lorne Street. The rate is $32.00 (cost per exit/or per 24 hours whichever occurs first). However, please note that the car parking rates are subject to change without notification. There is one further car park in close proximity to the hotel to ensure ample space is available. Should you wish to organise bulk billed car parking, please speak with your Hotel Event Co-ordinator who will arrange parking vouchers.

Forklift Access / Grand Ballroom Goods Hoist
The Grand Ballroom loading bay is accessible by the good hoist and by forklift
The State Ballroom loading bay is accessible only by forklift.

There is no charge for the hire of the hotel forklift however labour charge apply should one of the hotel staff be required to drive. Alternatively anyone with a forklift license may operate the forklift provided they have their license with them on the day of use

Details associated with forklift hire and usage may be obtained from the Hotel Event Co-ordinator.
Failure to advise your requirement for a forklift driver to the Banquet Office at least 10 days prior to move in, may result in serious delays or non-availability of the equipment / service.

Wireless Internet (via Reivernet)
The logins may be purchased through Reception

Hotel Contact Details:
Kate Clark
CONFERENCE & EVENTS SALES MANAGER
T. +61 (3) 8554 2813
kate.clark@accor.com

Rates: $29.00 per day
Usage: One individual login
LOADING BAY AND GOODS LIFT DIMENSIONS

GRAND BALLROOM GOODS HOIST

***Please note the hotel needs to be advised of any items over 500kg. Please contact your event manager at the hotel on the details on page 2***

Height (Ground floor to First floor): 4.65 metres
Platform Size: 3.0 metres (w) x 4.5 metres (l) x 2.6 metres (h)
Entry to Grand Ballroom Door Height: 2.3 metres
Entry to Grand Ballroom Door Width: 3.0 metres
Weight Capacity: 2,500 kg

***If the items being delivered to the hotel are larger than the above measurements and you will require use of the Goods Hoist, please contact your event manager at the hotel on the details on page 2 to ensure access is available***

GRAND BALLROOM GOODS LIFT

Height: 2.0 metres
Width: 1.1 metres
Depth: 2.5 metres
Weight Capacity: 1,600 kg

STATE BALLROOM GOODS LIFT

Height: 1.9 metres
Width: 1.4 metres
Depth: 1.2 metres
Weight Capacity: 1,200 kg

***If the items being delivered to the hotel are larger than the above measurements and you will require use of the State Loading Area, please contact your event manager at the hotel on the details on page 2 to ensure access is available***

STATE BALLROOM LOADING AREA

Height: 2.9 metres (Ground floor to first floor)
Door Height: 3.5 metres
Door Width: 2.0 metres
Floor Load Capacity: 500 kg/m2 *State Ballroom and Grand Ballroom*
**INCOMING BOX LABEL**

(Must be used with all deliveries to the Hotel)
(Please complete in BLOCK CAPITALS)

<table>
<thead>
<tr>
<th>TO:</th>
<th>Pullman Melbourne Albert Park</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>65 QUEENS ROAD</td>
</tr>
<tr>
<td></td>
<td>MELBOURNE VIC 3004</td>
</tr>
<tr>
<td></td>
<td>via LOADING DOCK (OFF QUEENS LANE)</td>
</tr>
</tbody>
</table>

**EVENT NAME:** CATHOLIC HEALTH AUSTRALIA

**EVENT DATE:** 27 – 29 AUGUST 2018

**BOOTH / STAND NUMBER:**

<table>
<thead>
<tr>
<th>ROOM:</th>
</tr>
</thead>
</table>

**COMPANY NAME:**

| _____________________________________________ |

**COMPANY CONTACT:**

| ___________________________________________ |

**MOBILE NO:**

| ___________________________________________ |

**IS THIS FREIGHT FOR CONFERENCE SATCHEL:** [ ] YES [ ] NO

**HOTEL CONTACT:** Karen Mackersy

| BOX ______________ |
| OF ______________ |

**OUTGOING LABEL**

(Must be used on every item to be collected from the Hotel – boxes without labels will not be collected by couriers)

**EVENT NAME:**

**PICK-UP DATE:**

**DELIVERY DETAILS**

**COMPANY NAME:**

| ___________________________________________ |

**ADDRESS:**

| ___________________________________________ |

**TELEPHONE NO:**

| ___________________________________________ |

Collect from Pullman Melbourne Albert Park, 65 Queens Road, Melbourne, 3004 via Receiving Bay, off Queens Lane

**SENDERS DETAILS**

**SENDERS NAME:**

| ___________________________________________ |

**COMPANY NAME:**

| ___________________________________________ |

**TELEPHONE:**

| ___________________________________________ |

- Collection Period: Monday – Friday 0700 -1500
  (Collection out of these times cannot be guaranteed)
- Disposal fee may apply if items are not collected within 48 hours after the completion of the event

| BOX ______________ |
| OF ______________ |
**Bump-in/out policy**

Where contractors and/or delivery agencies are making deliveries and/or setting up for an event, it is essential that responsibilities inferred by the Occupational Health and Safety Act 2004 and Occupational Health and Safety Regulations 2017 (OHS Regulations) and Equipment (Public Safety) Regulations 2017 (EPS Regulations) are adhered to.

The Pullman & Mercure Melbourne Albert Park Hotel also has specific requirements with regard to bumping into and out of the hotel and what essential criteria and WH&S considerations must be met when setting up. The safety of our guests, visitors and staff is the highest priority.

**Pre Bump-in and Setup Requirements**

Prior to bumping in to set up for an event, the **Event Bump-in/Out Information Sheet**, (included in this procedure) is to be completed (at least 72 hours prior to bump-in/out) and forwarded to the Conference & Events department at Pullman & Mercure Melbourne Albert Park Hotel. The email address for this is shown on the information sheet. Conference & Events will check and approve the information sheet to ensure all details are correct and forward it to the Compliance Manager who will log the bump-in/out to minimise any risks within the loading dock.

The times requested by the contractor for delivery and pickup may vary depending on the operational needs of the hotel. Alternative arrangements will be made with the contractor if this is necessary.

**A Safe Work Method Statement or Job Safety Analysis (Includes: SWMS/TSA) and Certificates of Currency for Public Liability and for WorkCover as well as floor plans** must be prepared by all external contractors and submitted to the Conference & Events department and approved by the hotels Compliance Manager (at least 72 hours prior to bump in).

Pullman & Mercure Melbourne Albert Park, prior to the bump-in commencing must address all identified WH&S risks, with risk control measures indicated. An example of a Safe Work Method Statement is included in this procedure.

Floor plans are included in this procedure showing nominated exits and emergency paths of travel. The contractor is to ensure these exits and paths of travel remain clear at all times.

A pre-function checklist is also included in this procedure and is to be completed by the Conference & Events Operations after setup is complete. It should be noted that the setup should be monitored so that breaches to WH&S are not left to be corrected at the last moment.
SAFE WORK METHOD STATEMENT

SECTION A – JOB INFORMATION

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard</th>
<th>Risk Control Measures</th>
<th>Who is Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the tasks to perform in the sequence they are carried out</td>
<td>Against each task, list the hazards that could cause injury when the task is performed</td>
<td>List the control measures required to eliminate or minimise the risk</td>
<td>Write the name of the person responsible to implement the control measure identified</td>
</tr>
</tbody>
</table>

SECTION B – SAFETY ANALYSIS

<table>
<thead>
<tr>
<th>WorkCover Permits Required for Job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Name</td>
</tr>
<tr>
<td>------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

SECTION C – FIRE SAFETY

<table>
<thead>
<tr>
<th>Contractor Authorised Signature</th>
<th>Pullman WH&amp;S Authorised Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All emergency paths of travel associated with activity must be clear of obstruction
All emergency exits associated with this activity must clear of obstruction
All cables must be covered to prevent trip hazards
Standby Fire Wardens must be in place during fire system impairments
Event Bump-in/out procedure
Pullman & Mercure Melbourne Albert Park

THIS INFORMATION MUST BE EMAILED TO THE PULLMAN & MERCURE MELBOURNE ALBERT PARK, AT LEAST 72 HOURS PRIOR TO BUMP-IN/OUT COMMENCING via Conference & Events Manager

NOTE: All contractors must report to the Hotel loading dock, Pullman Melbourne Albert Park, on arrival and be issued an onsite visitors pass and be given a safety briefing. Proof of ID must be provided to obtain a visitors pass. This pass must be worn at all times while on the premises. Please return the visitor pass to loading dock staff and sign out before leaving the premises. $50 fee may apply if the visitors pass is not returned.

SECTION A – CONTRACTOR DETAIL

<table>
<thead>
<tr>
<th>Contractor Company Name</th>
<th>Company Contact</th>
<th>Contact Number</th>
<th>Email Address (Please print clearly)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Function</td>
<td>Function Location</td>
<td>Name of Pullman Contact</td>
<td></td>
</tr>
</tbody>
</table>

Has any part of the contract with The Pullman & Mercure Melbourne Albert Park been sub-contracted: YES/NO
If YES, please indicate below the company contact detail of the sub-contractor:

<table>
<thead>
<tr>
<th>Sub-Contractor Company Name</th>
<th>Company Contact</th>
<th>Contact number</th>
</tr>
</thead>
</table>

SECTION B – BUMP IN/OUT DETAIL

<table>
<thead>
<tr>
<th>Date of Bump-in</th>
<th>Time of Bump-in</th>
<th>Duration</th>
<th>Number of Vehicles</th>
<th>Largest Vehicle</th>
<th>Is Lift Access Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Bump-out</td>
<td>Time of Bump-out</td>
<td>Duration</td>
<td>Is smoke or pyrotechnics being used?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SECTION C – ADDITIONAL INFORMATION

- Car park height restriction is 2.1 metres
- Loading Dock height restriction is 3.4 metres
- Loading Dock dimensions are: Width – 4.5 metres, Depth – 6.2 metres (till first sidewalk)
- Once unloaded, all vehicles MUST be removed from the loading dock
- Service hoist access is restricted from 08.00-20.00 Monday to Saturday, 09.00-20.00 on Sunday. Hoist operation will be managed by Conference & Events Operations staff, who will supervise the bump-in/out. Note: Hoist and/or forklift needs to be prearranged. Hoist and forklift are subject to availabilities and will incur additional charges.
- The entry to the ballroom via the hoist is 2.3 high and 3.0 width
- The hoist has a weight capacity of 2500kg
- Service lift dimensions are 2.2 metres high, 1.1 metres wide and 2.5 metres deep
- Service Lift maximum weight is 1600kg
- Nothing to be stored on or around the hoist area or in the hoist storage on level 1.

NOTE: Additional parking may attract a charge
Vehicles are not to be left in the loading dock area. If vehicles are to remain on-site, arrangements are to be made with the Pullman & Mercure Melbourne Albert Park Contact and additional parking charges may apply

IMPORTANT NOTE: Vehicles are NOT to be parked or unloaded outside of the Pullman & Mercure Melbourne Albert Park loading dock. If vehicles are too large for the loading dock, the load is to be broken down or other arrangements made with the Pullman & Mercure Melbourne Albert Park. Vehicles are NOT to overhang the loading dock.
RESTRICTIONS

1. Contractors, their employees and sub-contractors are to be dressed to an acceptable Hotel standard while on-site.
2. The security of contractors equipment is the responsibility of the contractor.
3. All equipment being used by contractors is to be compatible to Australian Standards of 240v – 50Hz AC.
   The contractor shall ensure all electrical equipment used on the site complies fully with electrical testing, tagging, maintenance and correct use as stipulated in Part 15 Section 72 of the Workplace Health & Safety regulations.
4. The contractor shall provide and ensure all employees wear personal protective clothing when required, such as but not limited to safety helmets, eye protection, respiratory protective equipment, hearing protection, protective footwear, hand protection and safety harnesses where applicable. All specialised equipment being used by the contractor is to meet safety standards relating to the equipment and all compliance certificates relating to such equipment must be produced upon request.
5. *All tools used at height MUST be secured by lanyards.
6. Smoking by contractors and their employees and sub-contractors is not permitted within the confines of the Pullman & Mercure Melbourne Albert Park.
7. Emergency Exits and Corridors are NOT to be blocked. Exit doors are NOT to be held open by restraining objects or devices. *Where an Exit Door is blocked or covered for operational needs, another door must be nominated and clearly marked as an exit. Any blocked exits must also have the exit sign covered.
8. Cables must be laid in a manner that does not impact on Workplace Health and Safety. Cables laid across traffic areas must be taped down or cable protectors provided to avoid any trip hazards. Road cases are to be stored off-site or as arranged with Conference & Events department of the Pullman & Mercure Melbourne Albert Park.
9. The contractor shall provide well maintained, safe and approved design portable ladders and scaffolding equipment, and other such tools and equipment as to avoid injury to persons. Erection of scaffolding is to be carried out by licenced persons only. All permits required by the contractor are to be current and valid and produced on request by hotel staff.
   Rigging of special effects, lighting equipment or any hanging items is to be carried out by ticketed riggers and certification is to be produced upon request
   No items to be hung via the air wall track in the Grand Ballroom.
10. The contractor, supplier or consultant shall advise of all potentially hazardous substances moved on site, including but not limited to compressed gasses, flammable liquid or solids, oxidising agents, poisonous and infectious substances or corrosives for each substance proposed for use on site and ensure the correct handling, storage and usage of these substances. Training of Hotel staff is a requirement prior to any substances being put to use.

The performance, liability and supervision of the contractor’s sub-contractors are the responsibility of the principal contractor. Liability includes all insurance and claims there under, are the responsibility of the principle contractor.

<table>
<thead>
<tr>
<th>Name of Contractor Representative</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
# Event Bump-in/out procedure

## Pullman & Mercure Melbourne Albert Park

### PRE-FUNCTION CHECKLIST

<table>
<thead>
<tr>
<th>Name of Function</th>
<th>Location of Function</th>
<th>Function Date</th>
<th>Function Time</th>
<th>Hotel Representative</th>
<th>Signature</th>
<th>Inspection Date</th>
<th>Inspection Time</th>
<th>AV Representative</th>
<th>Signature</th>
<th>Inspection Date</th>
<th>Inspection Time</th>
<th>Name of Fire Warden</th>
<th>Location</th>
<th>Name of Standby Fire Warden</th>
</tr>
</thead>
</table>

**ITEM** | **CHECK Y / N** | **FOLLOW-UP ACTION / NOTES**

- Floor and exit wardens allocated
- All contractors are registered and carrying security passes
- Safe Work Method Statement received from external company
- Fire exits are marked, lit and unobstructed
- Status of smoke detectors
- Smoke machine and other special effects confirmed
- Lifts are fully functional
- Air conditioning is fully functional
- Draping is certified and fire retardant. Date of last Inspection:
- Any exposed cables are taped and safe from trip hazards
- Floor lighting is minimum of 1 meter from drapes and weighted
- Staging is locked in place and well defined
- Dance floor matting is locked in place and free from any trip or slip hazard
- Exit doors are closed
- Toilets clean & tidy
- Equipment doors are closed
- Floor area clear of equipment cases and rubbish
- Any display vehicles have drip tray and carpet protectors

### ADDITIONAL COMMENTS

- **Initial.**
- **Time.**
- **Note.**