TASA Conference 2017
Belonging in a Mobile World

27th - 30th November 2017
The University of Western Australia
Perth, Western Australia

Exhibitor Information and Conditions
Exhibition Package

Included in your participation cost is the following:

• 1 x dressed trestle table
• 2 x standard banquet chairs
• 1 satchel insert
• 1 Exhibitor Registration
• If requested, poster board

Please note:
Display areas have been sited to allow access to emergency exits and fire-fighting equipment.

No attachment or defacement is to be made to the flooring, ceilings or external walls of or furnishings.

Exhibition Enquiries

All enquiries concerning the exhibition should be directed to:

Greg Vickers
Conference Solutions
Telephone: (+61) 2 6285 3000
Facsimile: (+61) 2 6285 3001
Email: tasa@con-sol.com
Display Schedule

All exhibitors are expected to be open for the duration of the conference.

There should be at least one representative at the display table for the following periods of the conference.

**Monday 27 November 2017**
4.00pm – 6.00pm Exhibitor Bump In
Followed by Welcome Reception at the University Club, The University of Western Australia

**Tuesday 28 November 2017**
8.00am – 5.00pm Exhibition Open

**Wednesday 29 November 2017**
8.00am – 5.00pm Exhibition Open

**Thursday 30 November 2017**
8.00am – 4.00pm Exhibition Open
4.00pm – 4.30pm Exhibitors pack down

The dismantling of the exhibition will commence at 4.00pm on Thursday 30 November 2017.

Promotional Material

Please ensure you have plenty of hand-out promotional material available for the 3 days. For estimating literature requirements, we are advised by the client that they expect in the order of 350 delegates.

Collection of Goods on bump out

If you require your freight to be couriered, please ensure that Courier companies are instructed to pick up from The University of Western Australia by COB Friday 1st December 2017.

The venue will not take responsibility for goods left after this date. It is the exhibitor’s responsibility to seal and clearly label materials for courier collection.

Catering

The following catering is available complimentary for one representative per display:

**Monday 27 November 2017**
Welcome Reception

**Tuesday 28 November 2017**
Morning Tea, Lunch, Afternoon Tea

**Wednesday 29 November 2017**
Morning Tea, Lunch, Afternoon Tea

**Thursday 30 November 2017**
Morning Tea, Lunch, Afternoon Tea

Welcome Reception, most Morning Teas, Lunches and Afternoon Teas will be served amongst the Trade.

For other representatives manning your stand an additional $200 per person is payable to cover Welcome Reception and day catering costs.

Exhibitors are welcome to attend the Conference Dinner at the UWA Guild Tavern on Wednesday 29 November – cost is $100 per person.

Please contact tasa@con-sol.com should you wish to have any additional staff manning the table.

General Information

As per previous TASA Conferences, Exhibitors are not allocated a display table, its first in best serve.

All exhibitors are required to register before setting up the display tables. Exhibitors must wear the name badge for the duration of the conference and any social functions they may be attending.

Registration desk will be open on:

**Monday 27 November** 6.00pm – 8.00pm
The University of Western Australia

**Tuesday 28 November** 8.00am – 5.00pm
The University of Western Australia

**Wednesday 29 November** 8.00am – 5.00pm
The University of Western Australia

**Thursday 30 November** 8.00am – 4.00pm
The University of Western Australia