



# 2nd WIOA South Australian Water Industry Operations Conference & Exhibition



# EXHIBITOR INFORMATION

**Murray Bridge Racing Club**

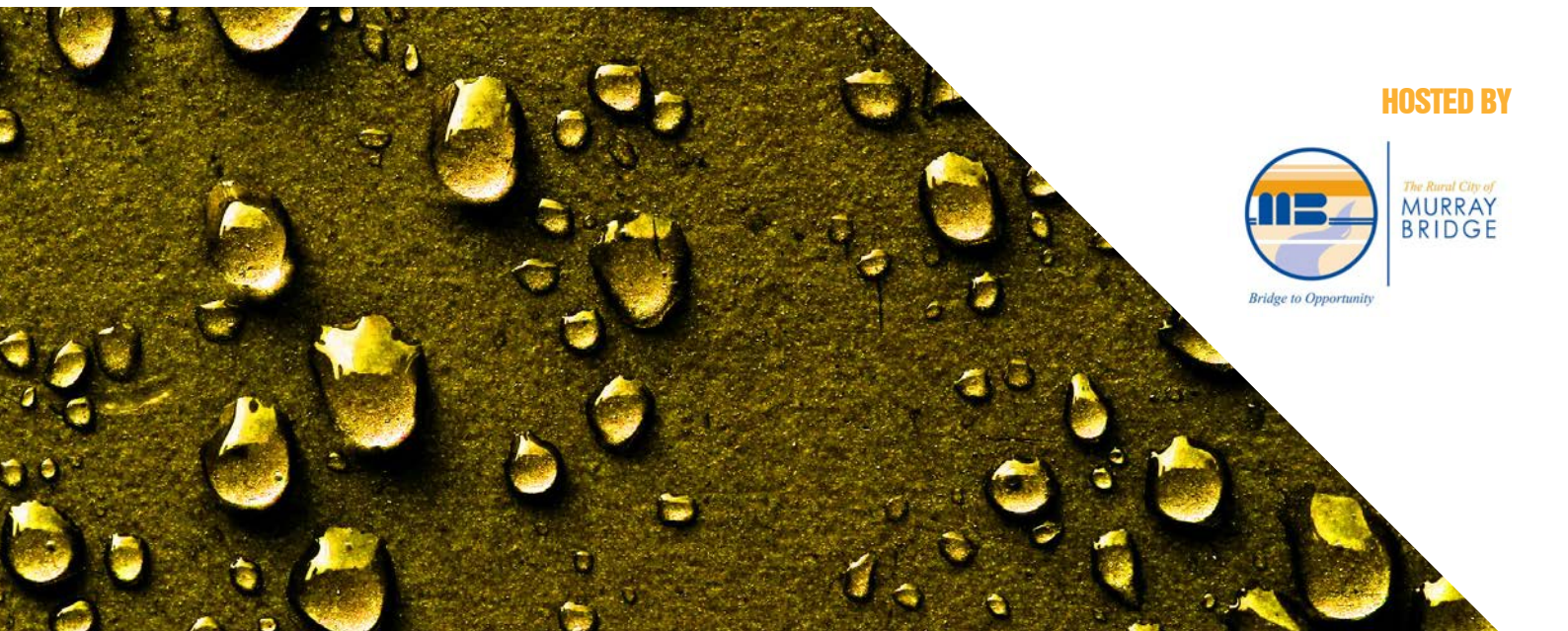
**7 & 8 August 2019**

HOSTED BY



The Rural City of  
**MURRAY  
BRIDGE**

Bridge to Opportunity





# 2019 South Australia Water Industry Operations Conference & Expo

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## 1 Key Conference & Expo Contacts

### Conference Organisers

WIOA - Water Industry Operators Association of Australia Ltd  
ABN 83 123 468 422

WIOA is responsible for:

- Allocation of expo sites
- Invoicing of exhibitors for the expo site and meals
- Conference program and coordination of Conference
- Event advertising
- Coordination of all event sponsorship

#### Contact

**Craig Mathisen**

Chief Operations Officer  
PO Box 6012, Shepparton Victoria 3630

Email [craig@wioa.org.au](mailto:craig@wioa.org.au)  
 Phone 03 5821 6744  
 Mobile 0457 846 008  
 Fax 03 5821 6033  
 Web [www.wioa.org.au](http://www.wioa.org.au)

### Venue

**Murray Bridge Racing Club**

342 Brinkley Road, Gifford Hill, Murray Bridge

## 2 Payment for Sites

All expo site fees MUST have been paid in full by **14 June 2019**. It is a requirement that all companies that have reserved an expo site have read the WIOA Exhibition Terms and Conditions and Cancellation Policy and signed the declaration on the registration form.

### Exhibitor Cancellation / Refund Policy

All exhibitor cancellations must be made in writing to WIOA either by fax on 03 5821 6033 or by email to [craig@wioa.org.au](mailto:craig@wioa.org.au).

Cancellation Terms	Refund / Administration Fees
+ 60 days prior to the event	Full refund less Administration Fee of 10% of the expo site value
30 to 60 days prior to the event	Full refund less Administration Fee of 20% of the expo site value
Within 30 days of event	No refund

## Help make this event a success

WIOA and all exhibitors share the responsibility of bringing delegates and visitors to the event. Please help by distributing:



### DELEGATE REGISTRATION

Encourage your customers to attend as delegates.

### EXPO VISITOR PASSES

Interested parties can come along and inspect the expo for FREE.



## 3 Insurance

All Exhibitors are required to have Public Liability Insurance to a value of not less than Ten Million Australian Dollars (AUD\$10,000,000). A certificate of currency confirming this insurance must be lodged with WIOA prior to the Commencement Date of the Expo. It is recommended that exhibitors consider taking out Property Damage Insurance in respect to the Expo Sites and any products or items either in transit or at the event. Exhibitors will be refused entry to the Expo Sites until all insurance requirements are satisfied.

## 4 Important Conference Deadlines and Details

Item	Description	Completed
<b>Friday 14 June - THIS IS NOW URGENT IF INCOMPLETE</b>		
<b>Pay for site</b>	All sites must be paid for IN FULL prior to the Conference. WIOA reserves the right to reallocate any expo site if payment is not received by the due date. We have a waiting list for this event and the payment date will be strictly enforced!	
<b>Insurance</b>	All exhibitors must supply a Certificate of Currency showing details of Public Liability Insurance to a minimum insured value of Ten Million Australian Dollars (AUD\$10,000,000).	
<b>Friday 26 July</b>		
<b>Book Meals</b>	Each exhibitor has 1 meals package included in their site registration fee. If you require additional meals, please complete and return the expo catering form on Page 9 of this manual. Email: <a href="mailto:sherryn@wioa.org.au">sherryn@wioa.org.au</a>   Fax: 03 5821 6033	
<b>Staff / Exhibitors List</b>	All attendees at the expo must wear an official WIOA name tag. You may register as many staff as you like (does not include any meals). All exhibitor details (name, address, phone and email) will be provided to delegates. Exhibitor staff details supplied after <b>26 July 2019</b> will be added to the visitor list. Email: <a href="mailto:sherryn@wioa.org.au">sherryn@wioa.org.au</a>   Fax: 03 5821 6033	
<b>Tuesday 6 August</b>		
<b>Set Out</b>	WIOA mark up of expo sites. <b>Venue closed to exhibitors</b>	
<b>Wednesday 7 August</b>		
<b>Bump In &amp; Conference</b>	<b>8.00am to 10.30am</b> Exhibitor registration and bump in. <b>11.00am to 5.00pm</b> Expo hours. <b>12.00pm to 1.00pm</b> Lunch including Ixom Best Tasting Tap Water in South Australia Heats. <b>1.00pm</b> Conference technical program commences with Keynote speaker, all welcome. <b>2.40pm to 4.00pm</b> Afternoon tea, expo and Ixom Best Tasting Tap Water in South Australia Grand Final and winner announced. <b>6.30pm</b> Pre-Dinner drinks at Murray Bridge Racing Club. <b>7.30pm to 11.00pm</b> Conference Dinner at Murray Bridge Racing Club.	
<b>Thursday 8 August</b>		
<b>Conference &amp; Bump Out</b>	<b>8.30am to 1.00pm</b> Expo hours. <b>9.00am</b> Conference technical program commence. <b>10.15am to 11.15am</b> Morning tea and expo. <b>12.00pm to 1.00pm</b> Light lunch, expo and Best Paper announcement. <b>1.00pm</b> Pack up and bump out. <b>4.00pm</b> Exhibitors to have all items and freight removed from venue by 4.00pm.	

WIOA reserves the right to alter the Conference program and times at any time.

## 5 Expo Site Details

### Expo Sites

- All sites (spaces) are 3m wide x 1.5m in depth.
- There are no booths or back dividing walls supplied
- Picket fencing will divide sites that back onto one another: 8-9 & 10-11, 19-24 & 25-30 and site 18 between 19 & 30



- All exhibit display material and furniture must be kept inside the perimeter of the assigned expo space at all times.

### Lighting

- No lighting is provided for any sites.

### Power

- Each site will be supplied with 1 x 4 amp general purpose power outlet.
- All portable electrical equipment, appliances and leads must be tested & tagged by a fully qualified electrician in accordance with OH&S Regulations and Australian Standard 3760,2001.
- Equipment manufactured for overseas ratings such as 210V & 60Hz, not meeting the above criteria are strictly not permitted.

### Signage

- There are no fascia or company name identification signs supplied.

### Carpet

- The entire expo room is carpeted.

### Furniture / Audio-visual / Rigging

There is no preferred supplier of furniture for this event. Exhibitors requiring additional or alternative furnishings will need to make their own arrangements.

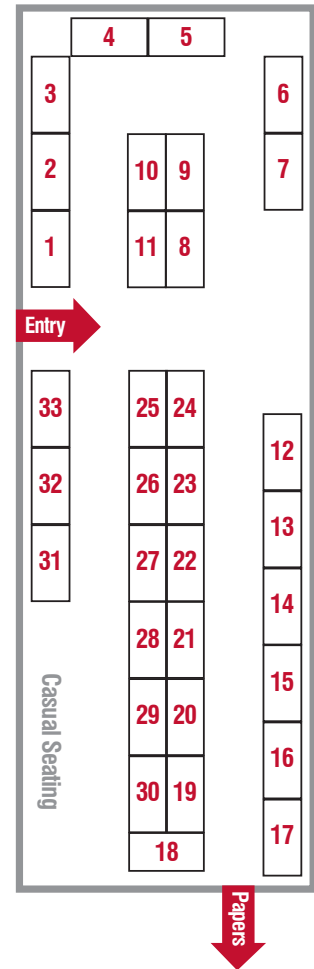
- All sites will be provided with 1 x chair and 1 x table (740mm x 740mm)



- No other furniture is included.
- Rigging is not available.
- All tables, chairs and furniture supplied by exhibitors must have rubber fittings on the legs.

### Display Material Outdoors for Exhibiting Sponsors Only

- Outdoor space will only be granted to Expo Sponsors who have sought prior written permission from WIOA.
- There is limited space for equipment to be placed outdoors leading into the main entry of the venue. The type of equipment permitted in this area include items such as trailers and equipment physically too large for the internal space.
- Equipment dimensions and weight must be provided to WIOA and it is the responsibility of the exhibitor to place any outdoor display material into the location as assigned by WIOA staff.
- It is the responsibility of the exhibitor to ensure that their equipment is secure and appropriately weather proofed. WIOA will not accept any claims for damage caused to items on display in outside areas.



## 6 The Venue - Murray Bridge Racing Club

The conference and expo is being held at the new **Murray Bridge Racing Club** facility at **342 Brinkley Road, Gifford Hill, Murray Bridge**.

- Access for the event registration and bump in will be via the main entrance of the facility.
- The expo area will accommodate the expo as well as a casual seating area. Technical presentations will be held in an area adjoining the expo.
- No vehicles, trailers or petrol/diesel running motors are permitted inside the venue.

### Displays Requiring Use of Water

- Water will be required to be bucketed in and out of the expo site and exhibitors wishing to set up active displays must liaise with event organisers.
- Any active displays involving water must not wet the floor or the aisles.
- Any equipment to allow water to be drained from displays after the event must be supplied by the exhibitor.
- Water must be confined in the expo site at all times.

### Internet Access

- The venue does not provide wifi or broadband access. Exhibitors wishing to access the internet within their site must provide their own access.

### Cleaning

- Event organisers have arranged for all the carpeted areas to be kept clean during the event.
- To assist the cleaning process, exhibitors are requested to keep the area in and around their sites tidy and use the bins provided.

### Car Parking

Car parking is available at a number of areas within close proximity to the venue for the use of exhibitors and delegates.

### Smoking

The Murray Bridge Racing Club is a non smoking venue.

## 7 Equipment and Freight Deliveries



**There will be no access to a forklift at this event.**

### Deliveries to Site

Exhibitors must arrange to have all equipment delivered to the venue during the bump in from 8.00am to 10.30am on **Wednesday 7 August 2019**.

Venue staff have been instructed to turn away any trucks or couriers attempting to deliver items outside of these times.

The venue and the event organisers accept no responsibility for the safety of exhibitor's vehicles, their contents and the exhibitor's goods and equipment and will not be held liable for any injury, loss or damage of any nature caused to Conference participants or equipment. Please ensure that all equipment is insured.

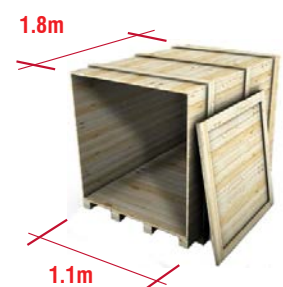
### Size & Weight of Expo Equipment

- There is a loading ramp with access to an adjustable height loading dock to allow larger items to be delivered via truck, trailer or utility, provided they can be unloaded with a pallet jack or by hand.
- Any items unloaded in the dock must be transferred to the expo area via a lift. The door to the lift opens to a maximum width of 1.1m and can fit an item no longer than 1.8m.
- If an item needs to be moved to the expo site by the pallet jack, the item must be able to be picked up at the 1.1m wide end in order to fit into the lift.
- Provided they can be removed from trucks or trailers by a pallet jack, larger crates containing small items can be unpacked in the loading dock and items taken upstairs by exhibitors, as long as the items can fit inside the lift.
- Although they can be delivered close to sites, bulky/large items need to be able to be manoeuvred into place manually by exhibitors.

### Other information

- A pallet jack, flat bed trolleys and bag trolleys will be available to assist exhibitors in the bump in and bump out process. They are likely to be in high demand.
- Nails, clamps or other sharp protrusions from the base of equipment should be avoided. The utmost care must be taken when moving any equipment to avoid damage to the venue.
- Storage room both inside the venue is available for packaging, pallets and delivery boxes.

**All items must not be wider than 1.1m or longer than 1.8m**





## 2019 South Australia Water Industry Operations Conference & Expo

### 8 Bump In

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**There is NO EXHIBITOR ACCESS on Tuesday 6 August 2019.**

All exhibiting companies are required to designate an individual to be the responsible health and safety representative.

- Bump in is permitted after registering from 8.00am on **Wednesday 7 August 2019**.
- Exhibitors should ensure that the erection of materials to all sites is completed no later than 10.30am on the **Wednesday 7 August 2019** in readiness for an 11.00am conference and expo start.

### 9 Bump Out

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The Conference technical sessions formally close at 12.00pm on **Thursday 8 August 2019**. We request that no expo sites be dismantled prior to 1.00pm on Thursday.

- Items may be removed from the venue after 1.00pm.
- Any items left at the site after 4.00pm Thursday will be disposed of.

### 10 Security

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Once the Conference commences, it is essential that all exhibitors, their staff, delegates and expo visitors wear a personalised WIOA Conference name tag.

- Entry to the expo area will require a Conference name tag. Name tags will be made for all staff members whose details have been provided on the Expo Registration form already returned to WIOA.
- Name tags can be collected from the registration desk after 8.00am on **Wednesday 7 August 2019**. Additional tags can be made for extra attendees, by completing the Name Tags Form on page 9 of this manual.
- There will be no access to the venue outside expo hours.
- It is recommended that all equipment or items used in the expo be insured. Venue staff and the event organisers take no responsibility for the security of any equipment, personal items and/or computers during the event. We recommend companies with valuable equipment either organise lockable cupboards or remove valuable equipment at the end of each day.

### 11 Social and Catering

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In order to provide maximum opportunities for interaction between Exhibitors and Delegates, the area in the centre of the expo will be used as casual seating during the event. The Ixom Best Tasting Tap Water competition as well as the announcement of the Best Presentation will occur in this area.

#### Conference Dinner

The conference dinner will take place at the Murray Bridge Racing Club facility on Wednesday night - sponsored by Xylem with a fully serviced three course dinner.

#### Pre-Dinner Drinks

A pre-dinner drinks session of one hour will be held immediately prior to the Conference dinner at the Murray Bridge Racing Club. Participation in the pre-dinner drink sessions is conditional on attendance at the dinner.

#### Catering

Exhibitors are reminded that 1 full meals package is included in the expo site registration fee. Additional meals need to be ordered using the catering order form that is included on page 8 of this manual.

- There are no other food outlets in close proximity to the Conference venue, and you will not be able to purchase extra meals at the Registration Desk.
- No refunds will be provided for the cancellation of any meals after **Friday 26 July 2019**.

#### Supply of Alcohol from Expo Sites

The supply of alcohol from sites is not permitted.



**7 & 8  
AUGUST  
Murray Bridge**

## 12 Other Items

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### Accommodation

Exhibitors and Delegates are responsible for booking their own accommodation and organising their own transport to and from the Conference venue during the day. The WIOA website includes a listing of accommodation providers near the venue that will be on the bus routes for the evening dinner.

### Delegate Lists & Conference Photos

An email containing a listing of all the delegates, plus the day visitors (who approve that their details can be released), will be sent to all exhibitors after the event. Photos taken at the Conference will also be made available to Exhibitors after the event.

### Delegate Registration Form

Copies of the delegate registration form for you to provide to potential event attendees can be downloaded from the WIOA South Australian Conference website.

[www.wioaconferences.org.au/sa-2019/sa-delegates](http://www.wioaconferences.org.au/sa-2019/sa-delegates)

### Marketing, Advertising and Promotion of the Expo

We need you to help market this event and material is available on our website for you to assist. Items include electronic marketing graphics that can be used in email and further information will be provided:

[www.wioaconferences.org.au/sa-2019/sa-exhibitors](http://www.wioaconferences.org.au/sa-2019/sa-exhibitors)

Exhibitors are advised that entry to view the Expo is free and an open invitation to any interested parties to come along and inspect the sites and their contents is valid for the duration of the event.

WIOA will be marketing this event around the “water” and associated industries in an effort to encourage expo visitors and delegates to the event. The expo passes are also available electronically to allow them to be emailed to a wider cross section of potential delegates or visitors.

### Use of Promotional Models, Mascots & Alternative Engagement Ideas

Exhibitors often use novel ways of engaging with attendees at our events. In the past we have had masseurs, baristas, oyster shuckers, fortune tellers and portrait artists on sites within the expo. WIOA requests that companies that intend to use different approaches, promotional models or mascots, gain approval from WIOA prior to the event. All enquiries should be directed to Craig Mathisen WIOA office: M 0457 846 008. Exhibitors and their representatives should only distribute promotional material from their site. It is not permitted to hand out material from anywhere else inside or outside the venue.

### Competitions

Any exhibitor competition prizes will be presented during the lunch break on the Thursday afternoon. It is your responsibility to make sure the winner receives their prize.

### Ixom Best Tasting Tap Water in South Australia

The Ixom Best Tasting Tap Water in South Australia is a fun and exciting way to raise awareness of the quality of the States drinking water and to recognise the efforts of local water service providers in delivering valuable water services to their communities. The winner will be announced during the afternoon tea break on Wednesday.

### Conference Bags

One conference bag will be supplied to each expo site and is included in the site booking fee. Additional bags can be purchased at a cost of \$25 (inc GST) each. Any queries relating to any points noted in this exhibitor manual, or for anything that is not adequately covered, should be directed to the WIOA office on 03 5821 6744.



# 2019 South Australia Water Industry Operations Conference & Expo

## 2019 WIOA South Australian Water Industry Operations Conference and Expo

### DON'T GO HUNGRY - EXHIBITOR CATERING FORM

**1 full meals package is included in the Expo Site Registration Fee**

Fill in this form if you require additional meals for staff by Friday 26 July 2019

Name (please print clearly) .....

Organisation/Company Name .....

Postal Address .....

City ..... State ..... Postcode .....

Phone (.....) .....

Email .....

MEALS ORDER		
Meals Package	<div style="text-align: center;">QTY</div> <input type="text"/>	@ \$170.00 (inc 10% GST) per person <small>Includes: Lunch, Pre Dinner Drinks, Dinner and Entertainment on Wednesday, Lunch on Thursday and all morning and afternoon teas.</small>
		\$ <input type="text"/>
		<b>TOTAL</b> \$ <input type="text"/>
<p><b>One full meal package is included with the expo site</b></p>		

Special Dietary Requirements ..... No of people .....

Please forward this form to Sherryn Wall by **Fax 03 5821 6033** or via email [sherryn@wioa.org.au](mailto:sherryn@wioa.org.au) by **Friday 26 July 2019**.  
A Tax Invoice will be issued upon receipt of this catering form.

No additional meals will be available to purchase at the Registration Desk.





# 2019 WIOA South Australian Water Industry Operations Conference and Expo

## NAME TAGS & EXHIBITOR LISTING

**No Name Tag NO ENTRY**

Complete this form for all exhibiting staff attending by Friday 26 July 2019

**Organisation/Company Name** .....

**1 Name (please print clearly)** .....

Postal Address .....

City ..... State ..... Postcode .....

Phone ( ..... ) ..... Mobile .....

Email .....

**2 Name (please print clearly)** .....

Postal Address .....

City ..... State ..... Postcode .....

Phone ( ..... ) ..... Mobile .....

Email .....

**3 Name (please print clearly)** .....

Postal Address .....

City ..... State ..... Postcode .....

Phone ( ..... ) ..... Mobile .....

Email .....

**4 Name (please print clearly)** .....

Postal Address .....

City ..... State ..... Postcode .....

Phone ( ..... ) ..... Mobile .....

Email .....

**5 Name (please print clearly)** .....

Postal Address .....

City ..... State ..... Postcode .....

Phone ( ..... ) ..... Mobile .....

Email .....

Please forward this form to Sherryn Wall by Fax 03 5821 6033 or via email [sherryn@wioa.org.au](mailto:sherryn@wioa.org.au) by Friday 26 July 2019.

# Expo

3M Australia  
Acrodyne-Limitorque  
Amiad Water Systems  
Aqseptence Group  
Barron GJM  
Control Components  
Danfoss Drives  
De.mem-Akwa  
Epsom Environmental Services  
Evoqua Water Technologies  
Grenof  
Hach  
Hydro-dis Water Treatment Systems  
Innovative Filtration Solutions  
KSB Australia  
McBerns  
Merck  
Metasphere Australia  
Metaval  
NETZSCH Australia  
Odour Technologies  
Phoenix Contact  
Piping & Automation Systems  
Prochem Pipeline Products  
Reece Civil  
Royce Water Technologies  
Sewer Equipment Company (Aust)  
Southern Divers  
Swan Analytical  
Tank Enviro Systems  
TRILITY  
VoR Environmental  
Xylem

# Sponsors



[www.wioaconferences.org.au](http://www.wioaconferences.org.au)

Further Information

Craig Mathisen E [craig@wioa.org.au](mailto:craig@wioa.org.au) P 03 5821 6744 M 0457 846 008