



37th Annual Queensland Water Industry
Operations Workshop and Exhibition
6 & 7 June, 2012 on the Gold Coast

TRADE EXHIBITION PROSPECTUS & REGISTRATION

Parklands Gold Coast

PRIME SPONSORS



Supported by



About the Event

The Water Industry Operators Association of Australia (WIOA) along with a number of partnering organisations and industry sponsors will stage the 37th Annual Queensland Water Industry Operations Workshop and Exhibition on the Gold Coast. This is one of three very successful 'operationally focussed' conferences and exhibitions organised by WIOA annually.

All three 2011 events in NSW, Queensland and Victoria sold out in record time and it is anticipated that 2012 will be just as popular.

Who attends?

This conference brings together operations and maintenance personnel from all over Queensland including representatives from:

- Metropolitan and regional councils
- Water authorities
- Private water enterprises
- Water and wastewater utility managers
- Environmental officers
- Researchers
- Engineers
- Consultants
- Scientists
- Trade waste officers

Entry to the trade exhibition is FREE which allows allied industry personnel such as plumbers, trade waste, mining, food and beverage employees and contractors access to the exhibition.

Technical Program

The conference technical program will provide key information for anyone interested in the operational side of the water or wastewater industry. Importantly, the papers presented at past events are not just about water or wastewater treatment but cover a wide range of topic such as:

- Management of large dams & storages
- Issues relating to water supply
- Wastewater collection & treatment
- Utility management
- Use of reclaimed water or biosolids
- Training and safety issues
- Engineering or design advances
- Consultation, training & education
- Management of and control of odour
- Water treatment and managing distribution networks
- Development and application of new technologies.

Key Dates & Times

Wednesday 8 February 2011	9.00am	Trade site sales open
Thursday 5 April 2012	5.00pm	Site payments finalised
	5.00pm	Public Liability Insurance and Property Damage Insurance Policy and Certificate of Currency provided to WIOA
Monday 4 June 2012	Venue closed to exhibitors	Construction of exhibition booths
Tuesday 5 June 2012	1.00pm - 6.30pm	Exhibitor registration and bump in (Note: no access prior to 1.00pm, venue will close strictly at 6.30pm)
	4.00pm	Registration for delegates
	5.00pm - 6.30pm	Welcome reception, drinks & nibbles for delegates and exhibitors
Wednesday 6 June 2012	8.30am - 5.00pm	Exhibition open
	9.00am	Conference opening ceremony
	6.30pm - 11.00pm	Meet the trade dinner
Thursday 7 June 2012	9.00am - 5.00pm	Technical presentations continue
	9.00am - 4.00pm	Exhibition open
	4.00pm	Exhibitor bump out (for hand carry items only)
	6.30pm - 11.30pm	Conference awards dinner
Friday 8 June 2012	7.30am - 2.00pm	Bump out. Exhibitors to have all items and freight removed from site by 2.00pm

Conference and Exhibition Format

The trade exhibition compliments the technical program by providing an opportunity for the delegates and visitors to discuss with suppliers the latest water industry developments and see state-of-the-art technology on display. The social activities and interaction between trade exhibitors and delegates provides excellent opportunities to gain important contacts within the water industry. You can also maximise your organisation's profile by taking out a conference sponsoring option, or by presenting a technical paper.

This is one of the few conferences that maximises the face-to-face contact time between the delegates and exhibitors due to our successful format of keeping all conference and exhibition activities at the one site.

Venue

The venue is Parklands Gold Coast on the Corner of Smith Street and Parklands Drive, Southport. The complex is a large multi-use facility situated only 5kms from the Southport CBD. The Exhibition will be held in the Jupiters Pavillion and the Technical paper presentations will be staged in the Colin Meagher Pavilion adjacent to the exhibition hall.

In addition to WIOA's standard requirements for participating in the exhibition, there are some other conditions applied by venue management. WIOA must be notified and the venue must approve proposals by any companies to utilise any of the following as part of their exhibition site:

- Water required for active displays. Under no circumstances will water be permitted to be discharged to the floor anywhere inside the venue.
- All rigging required for the construction of custom booths.
- All displays involving vehicles entering the exhibition area.

This is your opportunity to meet the grass roots operators and engineers and showcase your products and services in a relaxed and friendly atmosphere.



Exhibition Details

The WIOA conference has the largest annual water industry exhibition in regional Queensland. Due to its popularity, we recommend bookings are made quickly to avoid disappointment. The exhibition is open (free of charge) to all persons or companies with an interest in the water industry and extensive advertising of this will be undertaken in Queensland and especially within Southern Queensland to promote the event.

Exhibitor Benefits

- Contact details provided to delegates
- Morning and afternoon tea supplied
- Complimentary registration for as many staff as you need to assist at the exhibition (does not include meals)
- Company name listed on the delegate registration form and WIOA website
- Company name listed on correspondence for future events
- Trade passes provided for use, to invite potential interested people to the exhibition

Exhibition Trade Sites

Sites vary in price depending on location within the exhibition area.

All sites (except Pods) are supplied only with the following:

- 2.4m high velcro compatible walls
- Company name on fascia
- 2 x spotlights
- 1 x 4 amp general purpose power outlet
- 1 x satchel containing proceedings and sponsor info per booth

Note: Meals and furniture are NOT included in the Trade Site Costs

Additional furniture and fittings can be ordered directly from our Expo contractor, Harry the Hirer, at your own expense. Harry's will contact each exhibitor with a list of equipment and furniture available and an order form.

Trade Site Costs

Pod (Pink)	3.0m x 1.5m	\$1,350.00 (incl. 10% GST)
Standard Site (White)	3.0m x 2.0m	\$1,480.00 (incl. 10% GST)
Premium Meals Area Standard Site (Green)	3.0m x 2.0m	\$1,690.00 (incl. 10% GST)
Large Site (Yellow)	4.0m x 2.0m	\$1,740.00 (incl. 10% GST)
Premium Meals Area Large Site (Orange)	4.0m x 2.0m	\$1,940.00 (incl. 10% GST)

Organisations may purchase floor space instead of a shell scheme booth for a custom built trade site. The cost of floor space is the same as for a shell scheme booth. Please note that all designs for custom trade sites must be approved by WIOA and the venue.

Reservation and Allocation of Trade Sites

Please complete and return the application form to:

Fax No. + 61 3 5821 6033 or email craig@wioa.org.au

Trade sites will be allocated in the order in which WIOA receives the completed application forms from our facsimile machine or via email. If the trade site/s requested have already been allocated, each company will be contacted in turn to make a selection from the sites still available.

WIOA reserves the right to assign or reassign trade site/s and to alter the size, shape or position of the trade site/s and the floor plan of the Exhibition as may be necessary to ensure that the arrangement of the Exhibition is in the best interest of attendees and exhibitors.

Your application will be processed and once assigned a trade site you will be sent a confirmation, Tax Invoice and an Exhibitor Instruction Manual.

It is a requirement that all companies reserving a trade site read the WIOA EXHIBITION TERMS AND CONDITIONS and CANCELLATION POLICY and sign the declaration on the registration form.

Social Functions

In order to provide maximum opportunities for interaction between Exhibitors and Delegates, a large area within the exhibition hall will be used for all meals, including morning and afternoon teas, for the duration of the event.

Welcome Reception

All Exhibitors and delegates are invited to register on the Tuesday afternoon and join in an informal 'Welcome' session comprising beverages and nibbles from 5.00 to 6.30pm on Tuesday evening.

Conference Dinners

There will be two separate dinners included in the Conference program. Wednesday night will be the very popular "Meet the Trade Dinner" – an informal affair with minimal presentations, allowing plenty of time to catch up with old acquaintances and meet some new people whilst sharing a meal.

Thursday night will be the "Conference Awards Dinner" – a slightly more formal affair with a fully serviced three course dinner. Some WIOA award presentations will be made during the night and these will be kept as short as possible.

A **pre-dinner drinks and nibbles session** of one hour will be held immediately prior to both dinners. Exhibitor participation in the pre-dinner drink and nibbles sessions is conditional on attendance at the Conference dinner.

Meals Costs

Meals Package \$242.00 per person (includes 10% GST)

Includes: Welcome Reception Tuesday evening, Lunch and Trade Dinner on Wednesday, Lunch and Conference Dinner on Thursday and all Pre-Dinner Drinks and entertainment.

Lunch Only (either day) \$33.00 per person (includes 10% GST)

Includes Lunch on the day/s nominated.

Dinner Only (either day) \$99.00 per person (includes 10% GST)

Includes either Trade Dinner on Wednesday or Conference Dinner on Thursday including Pre-Dinner Drinks and entertainment.

Insurance / Cancellation & Refunds

Details of the required insurance, cancellation conditions and refund policy can be found on the WIOA website. Due to the high demand for trade site/s the cancellation refund policy will be strictly enforced. Meal cancellations will only be accepted 7 days prior to the conference date.

Conditions of Payment

All trade site fees must be paid in full no later than **5 April 2012**. WIOA reserves the right to reallocate trade sites not paid in full by this date.

For Further Information Please Contact

Craig Mathisen

Phone 03 5821 6744

Mobile 0457 846 008

Email craig@wioa.org.au

Web www.wioa.org.au



WIOA Terms and Conditions and Cancellation Policy For Exhibitors

DEFINITIONS

“Conference” means the event including the Exhibition.

“Exhibition Equipment Supplier/s” means the companies hired by the Organiser to construct the trade sites and supply furniture and equipment for the conference.

“Exhibition Hall” means the venue in which the exhibition and conference is to be held.

“Exhibitor” means the company or person that has submitted an application form and has been allocated an exhibition space.

“Exhibitors Information Pack” means the Organiser’s manual which describes the rules and requirements of Exhibitors’ utilising the exhibition hall and the services and equipment provided for Exhibitors use during the course of the event. This document is provided to the Exhibitors Primary Contact.

“Organiser” means the Water Industry Operators Association of Australia (WIOA) ABN 83 123 468 422.

“Trade Site” means either a booth or space within the exhibition venue an Exhibitor has booked or is allocated.

“Tradie” means the same as Exhibitor – see definition for “Exhibitor” above.

RESPONSIBILITIES & OBLIGATIONS

1. The Organiser (WIOA) is responsible for the overall running of the Conference, the allocation of exhibition trade sites and invoicing of exhibitors for the bare trade site and all meals. The Exhibition Equipment Supplier is responsible for supply and construction of all trade sites including fascia signage, supply and installation of all power & lighting, supply delivery and invoicing of trade site furnishings & associated equipment.
2. The Exhibitor is obliged to act in accordance with the rules and requirements as set out in the Exhibitor Information Pack and by the owner of the Exhibition venue. The Exhibitor is responsible to read and agree to the Terms & Conditions and Cancellation policy, make payment in full by the due date and adhere to deadlines.

TRADE SITES

3. Trade Sites will be allocated in the order in which WIOA receives the completed application form either off our facsimile machine or via email after the commencement of registration on the advertised registration day. If the trade site/s requested have already been allocated, each company will be contacted in turn to make a selection from the trade sites still available. WIOA will confirm the trade site allocated to each Exhibitor in writing.
4. The Organiser reserves the right to assign or reassign trade sites and to alter the size, shape or position of the trade sites and the floor plan of the Exhibition as may be necessary to ensure that the arrangement of the Exhibition is in the best interest of attendees and Exhibitors.
5. No Exhibitor shall sublet or share the whole or any part of the space trade site allotted without the knowledge and consent of the Organiser.

PAYMENTS

6. The Organiser will issue the exhibitor an invoice for the reserved trade site/s. The invoiced amount must be paid in full by 5 April 2012.
7. The Organiser reserves the right to re-allocate the trade site if payment is not received by the due date.

CANCELLATIONS

8. Exhibitors may cancel their trade site/s at any time prior to the exhibition. Cancellations must be made in writing.
9. Cancellations made more than 60 days prior to the exhibition will be charged an administration fee of 10% of the invoiced value.
10. Cancellations made between 30 & 60 days prior to the exhibition will receive a full refund less an administration fee of 20% of the invoiced value.
11. Cancellations made less than 30 days from the exhibition date will receive no refund.

INSURANCE

12. All Exhibitors are required to have a current Public Liability Insurance and Property Damage Insurance Policy in respect of the Trade Site, display materials and all Exhibitor’s Personnel at the Exhibition. Insurance shall be in an amount of not less than Ten Million Australian Dollars (AUD\$10,000,000) with an insurance office or company approved by WIOA. Where practicable, such Insurance Policy shall be in the joint names of the Exhibitor and the Water Industry Operators Association of Australia and each Exhibitor shall produce such Policy and Certificate of Currency for inspection by WIOA by 5 April 2012.
13. In the event of non-provision of evidence of appropriate insurance, WIOA reserves the right to forbid the Exhibitor from occupying the trade site until such time as all insurance requirements are satisfied.

RELEASE & INDEMNITY

14. The Exhibitor hereby indemnifies and releases the Water Industry Operators Association of Australia (WIOA) (“the Organiser”), the Exhibition Equipment Supplier and the Venue Managers; in respect to any claims, actions, suits, demands, costs and expenses for damage or injury to person or property arising directly or indirectly out of attending and displaying goods at the Exhibition.

SECURITY

15. The Organiser has arranged security during the course of the event and also relies on the security provided by the Venue. Beyond this, the Organiser, the Exhibition Equipment Supplier and the Venue Managers, and their employees are not responsible for any damage to or for the loss or destruction of an exhibit from fire or theft or accidents or injury resulting from such causes.

UNAVOIDABLE OCCURRENCES

16. In the event that the Exhibition is cancelled or delayed outside the control of the Organiser, including but not limited to fire, flood, labour disputes, natural disasters, acts of God, work stoppages, slow downs or disputes, or other similar events, then the Exhibitor may be issued a refund after all fixed expenses are paid, any remaining funds will be distributed to Exhibitors. The Exhibitor shall not claim for any loss or damage.



2012 - 37th ANNUAL QUEENSLAND WATER INDUSTRY OPERATIONS WORKSHOP AND EXHIBITION **TRADE EXHIBITION REGISTRATION FORM**

Organisation/Company Name:
(for invoicing purposes)

Company Name:
(for marketing purposes)

Contact Name:

Position:

Postal Address:

Phone: () Email:

Designated contact person for all further information relating to the exhibition Same as above

Name: Position:

Contact Phone No.: () Email:

Names and contact details of all representatives actually attending (name tags will be produced):

Name	Email	Telephone No.

The information above will appear on an exhibitor list provided to delegates. Tick if you DO NOT want these details published:

Preferred Trade Site Nos. (see Floorplan): 1st Pref 2nd Pref 3rd Pref OFFICE USE Rec. SN

Trade Site Complete with Booth ^{QTY} @ (insert price for selected site/s) \$ _____

Meals Package @ \$242.00 (inc 10% GST) per person \$ _____

Lunch Only Wed ^{QTY} Thurs @ \$ 33.00 (inc 10% GST) per person per day \$ _____

Dinner Only Wed Thurs @ \$ 99.00 (inc 10% GST) per person per day \$ _____

Sub Total \$ _____

I would like information on sponsorship opportunities during the conference. YES / NO

TOTAL \$ _____

WIOA Exhibition Terms and Conditions and Cancellation Policy

I have read and agree to the WIOA Exhibition Terms and Conditions & Cancellation Policy as set out on the WIOA website.

Name: Position:
(please print clearly)

Signature: Date: / /

DON'T SEND ANY MONEY NOW

Please forward this registration form to Craig Mathisen by **Fax 03 5821 6033**, or via email **craig@wioa.org.au** and CC **info@wioa.org.au**
A Tax Invoice will be issued upon receipt of the registration form and allocation of the trade site.

It is a requirement of all companies reserving a trade site to **read the WIOA Terms and Conditions and Cancellation Policy for Exhibitors.**

To confirm your site, payment in full must be received by **5 April 2012** or the site WILL be reallocated.