

**WFNR**

World Federation for  
NeuroRehabilitation  
presents its  
Biennial Congress



# WCNR2012

7th World Congress for NeuroRehabilitation

**7<sup>TH</sup> WORLD CONGRESS FOR NEUROREHABILITATION**

**16 – 19 MAY 2012**

**MELBOURNE CONVENTION CENTRE, MELBOURNE, AUSTRALIA**

**LAST MINUTE INFORMATION FOR EXHIBITORS**

*To assist with your participation as an exhibitor at the 7<sup>th</sup> World Congress for Neurorehabilitation, we have prepared the following general information for you. Please ensure you have read this, in addition to the WCNR 2012 Exhibitor Manual, to maximise your participation in the Congress tradeshow.*

## **1. REVISED EXHIBITION SHOW FLOORPLAN**

As recently advised in earlier communications - the Main Foyer of the Melbourne Convention Centre is a public thoroughfare. To ensure privacy and security for all exhibitors and delegates, we have modified the trade show floor plan to allow for a purpose built wall, surrounding the entire exhibition area.

This walling will also ensure all Australian pharmaceutical companies are not in breach of the Medicines Australia Code of Conduct, by ensuring the general public do not have access to and can not view exhibitor prescription products or prescription products names.

The position of some booths has slightly changed, however the overall layout has been designed to effectively promote a high traffic flow of delegates throughout the exhibition area for all exhibitors.

Only delegates and exhibitors of the Congress will have access to the trade show by displaying their name badges to the security guards manning the entry points. Members of the general public will not have access to enter.

*[WCNR 2012 Exhibition Floorplan can be found in the 'Exhibitor Zone',  
www.dccconferences.com.au/wcncr2012/Exhibitor\\_Zone](http://www.dccconferences.com.au/wcncr2012/Exhibitor_Zone)*

---

## **2. CUSTOM BUILT BOOTHS**

A reminder that if you have chosen to have a custom designed booth built, you **MUST** obtain approval from the Congress Secretariat, ExpoNet and the Melbourne Convention Centre prior to your booth being built.

*If you have not already done so, please ensure you forward all artwork for your custom build booth immediately to the Congress Secretariat.*

*WFNR, the Organising Committee for WCNR 2012 and the Congress Secretariat will not take any responsibility for issues you may face if you have not received approval for your booth prior to the Congress.*

### 3. DELIVERIES

The Melbourne Convention Centre **does not sign for or accept any deliveries for other companies**. Please ensure you have made arrangements with Agility to deliver all your goods to your booth securely.

If you have made arrangements with another courier, it is your responsibility to ensure that there is someone from your company, onsite at the Convention Centre to receive and sign for your delivery.

If you have not arranged this and the Convention Centre accepts your delivery you will need to arrange to pay portage costs. The Congress Secretariat will not take any responsibility for these payments and cannot sign for deliveries on your behalf.

*If you have not yet made any delivery arrangements, please ensure you do so by contacting Agility Fairs & Events, by their deadline of **Friday 4 May 2012**.*

#### **Agility Fairs & Events Logistics**

Contact: Tony Matic, Snr Exhibition Coordinator

Tel: +61 3 9330 3303

Fax: +61 3 9330 3337

Email: [tmatic@agilitylogistics.com](mailto:tmatic@agilitylogistics.com)

---

### 4. BUMP-IN/OUT SCHEDULE

Please ensure you have noted bump in/out dates and times for the exhibition area (refer to page 1 of the WCNR 2012 Exhibitor Manual).

Cleaners will be working their way through the exhibition area after the official bump in to ensure the space is ready for the Welcome Reception on Wednesday evening.

*If you will be at the Convention Centre during the official build times it is a mandatory, health and safety requirement that you wear a high visibility vest (this does not include the time available for stand dressing) and closed toe shoes. High visibility vests will be available onsite to borrow – please see the Convention Centre staff to collect one if you require it. Please ensure you return your vest to Convention Centre staff, or Congress Secretariat staff at the end of bump in and bump out.*

Please ensure your booth is set up by 3pm on Wednesday 16 May. ExpoNet and the Congress Secretariat will be onsite during the bump in/out times if you need any assistance.

---

### 5. STORAGE

Please note there are no storage facilities available on site at the Convention Centre for empty cardboard boxes or any goods you are unable to keep at your booth. You will need to make your own arrangements.

---

### 6. REGISTRATION & ACCOMMODATION

A friendly reminder to take advantage of your complimentary registrations as an exhibitor. If you have not already done so, please ensure you have registered all company representatives attending the Congress by **Wednesday 9 May 2012**.

Accommodation bookings or modifications to existing bookings are no longer being accepted via the Congress Secretariat. If you require accommodation, please click on the following links:

[www.wotif.com/](http://www.wotif.com/)

[www.expedia.com.au/](http://www.expedia.com.au/)

[www.lastminute.com.au/accommodation/australia/melbourne-cbd](http://www.lastminute.com.au/accommodation/australia/melbourne-cbd)

Online Registration: <https://www.dconferences.com.au/wcncr2012/registration>

## 7. SCHEDULED BREAK TIMES

Please note all catering break times scheduled for morning and afternoon teas and lunches (refer to page 4 of the WCNR 2012 Exhibitor Manual). Meals and refreshments will be brought out 20 minutes earlier for exhibitors.

---

## 8. CONGRESS GALA DINNER

The WCNR 2012 Congress Gala Dinner will be held at the NGV International on Friday 18 May 2012. Tickets are still available at the cost of AU\$100pp. The Gala Dinner is an excellent networking and relationship building opportunity for exhibitors to mingle with speakers and delegates in a relaxed and social environment.

*We are pleased to advise we have a special offer, exclusive to our valued sponsors and exhibitors.*

*Purchase a table of ten tickets and receive 10% off the total price!*

*If you wish to take advantage of this offer, please contact me by Wednesday 9 May 2012.*

*Hurry - as table numbers are limited!*

---

## 9. CURRENT NUMBER OF DELEGATES

To date, we have over 1600 delegates registered to attend the Congress, from all over the world. We have over 55 countries being represented by delegates from a variety of professional disciplines and backgrounds.

*Please see attached to email, a demographic breakdown of all delegates.*

---

## 10. CONGRESS PROGRAM

To view the most up to date Congress Program, please click on the below link:

*Congress Program: <http://www.dconferences.com.au/wcncr2012/program>*

---

## 11. EXHIBITOR ZONE

To assist you with your planning, we have created an **Exhibitor Zone** on the WCNR 2012 Congress website. Here you will find important information and resources regarding your participation in the Congress exhibition. To visit the exhibitor zone, click on the below link:

*Exhibitor Zone: [http://www.dconferences.com.au/wcncr2012/Exhibitor\\_Zone](http://www.dconferences.com.au/wcncr2012/Exhibitor_Zone)*

---

## 12. EXHIBITOR KEY DATES

Activity	Due Date	Completed
Book delivery arrangements with Agility Fairs & Events	4 May 2012	
Send all artwork for approval for Custom Built Booths	8 May 2012	
Confirm all furniture and signage requirements with ExpoNet	8 May 2012	
Register all company representatives attending the Congress	9 May 2012	
Book tickets to the Congress Gala Dinner	9 May 2012	
Delivery of goods to Agility Fairs & Events <b>by latest</b>	11 May 2012	
Order stand catering directly through Melbourne Convention & Exhibition Centre (see page 3 of the WCNR 2012 Exhibitor Manual)	16 May 2012	