



procure
south west

SHOWCASING LOCAL INDUSTRY CAPABILITY

EXHIBITOR PROSPECTUS



24 -25 November 2017

These are exciting times for Western Australia's South West and we'd love you to be a part of the growth and opportunity.

Industry in the South West is diverse. The region is well known for tourism, food and agribusiness, wine and viticulture, and forest industries, but we are also home to world-class mining and minerals processing enterprises, building and construction companies, manufacturing, retail and commerce, and smart and creative businesses.

Latest estimates reveal the South West's mining and minerals processing sector was worth \$2.39 billion in 2015-16. Alumina is our region's highest value commodity produced through one of the world's largest alumina hubs.

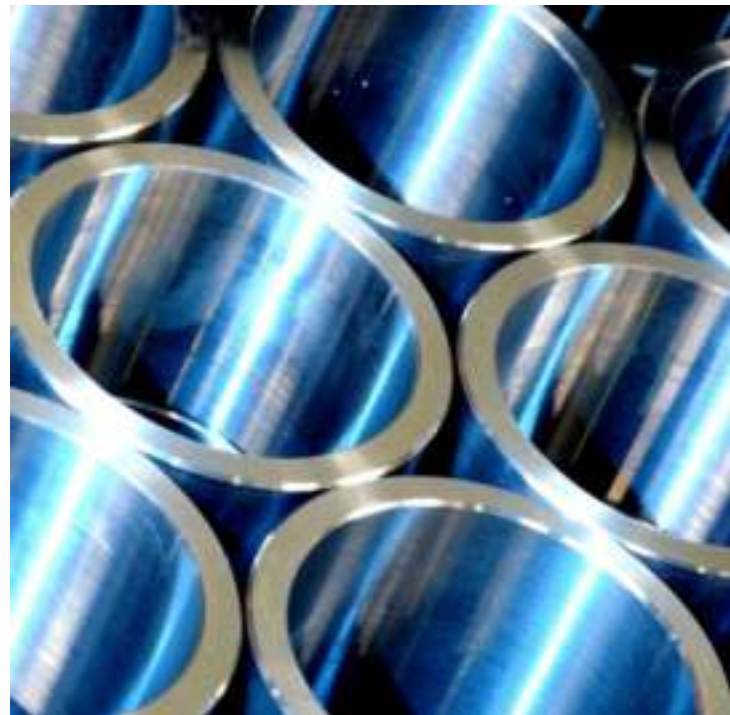
Much of the world's lithium is mined at Greenbushes.

Major urban development is happening in Bunbury and Busselton and in communities like Collie, Manjimup and Margaret River to prepare these centres for future growth.

The new Busselton-Margaret River Regional Airport, will be a game changer for the region. Expansions are expected to provide a catalyst for exciting new opportunities for jobs in the tourism industry and supporting business.

The region is an economic powerhouse in Western Australia, with a skilled labour force, industrial land, port and importantly, close proximity to the city of Perth and South East Asia.

If you're lucky enough to run a business in the region or you're keen to procure local, we'd love to support the process and encourage you to be an active participant in PROCURE South West.



About PROCURE South West

Procure South West has evolved and grown from the successful South West Focus series of conferences.

This two-day event will comprise of a trade show, key industry speakers, information sharing forums, careers, networking opportunities and collaborative sessions.

Procure South West will provide an all-inclusive hub for South West producers and suppliers servicing the Mining/Resources, Agriculture, Forestry and Construction industries.

They will be joined by procurement professionals and people looking to do business in the South West.

To be held in the impressive automotive Centre at South Regional TAFE with capacity to host concurrent forum sessions and exhibits from the smallest innovative tech company to large machinery.

Networking opportunities abound from morning tea and lunch through to the CONNECT South West networking session brought to you by Premier Coal. With ad hoc meeting spaces, VIP lounge, pop-up bar and informal meeting areas, there will be plenty of opportunity to connect.

The key drivers of Procure South West are to:

- Showcase the ability of local businesses to meet the needs of major industries
- Encourage government and major industries to invest in local goods and services – create jobs
- Build the capacity of local businesses to meet the current and emerging needs of major industries
- Provide the opportunity for major industries to inform, collaborate with and support South West businesses
- Create, nurture and grow South West business relationships within and across industries
- Encourage ideas sharing and problem solving to promote innovation across all industries
- Provide a platform for career information and opportunities

If your organisation is based in the South West, planning or developing projects in the South West or exploring opportunities to engage in the South West, read on for exciting exhibitor opportunities.

The South West initiative is driven by members representing; Industry, South West Development Commission, Regional Development Australia - South West, South West Chambers of Commerce and Industry, Bunbury Wellington Economic Alliance, Chamber of Minerals and Energy - South West and Warren Blackwood Alliance of Councils.



EXHIBITOR OPPORTUNITIES

If your organisation is based in the South West, planning or developing projects in the South West or exploring opportunities to engage in the South West, we invite you to join us.



Exhibitor general information

Location:

South Regional TAFE Automotive Centre, Somerville Drive, Bunbury WA 6230

Exhibit dates and hours:

Friday 24 November, 2017 Industry Day
10am-4pm

Saturday 25 November, 2017 Industry and Careers Day
10am-4pm

There is an exhibitor selection process.

*Expressions of interest can be registered at
www.procuresouthwest.com.au*

Why exhibit at PROCURE South West

Network with industry

Your opportunity to meet face to face with major business and industry, interact with potential customers.

Demonstrate your capabilities to a key target audience

Your audience will include procurement professionals and those looking to do business in the South West.

Inclusion in a capabilities register for SW Business and Industry

Register on this exclusive site with a brief synopsis of capabilities along with a short video demonstration. Industry get the opportunity to book time with you during the PROCURE South West event.

Exhibit space to suit every budget

Interested exhibitors will be selected and offered space in negotiation with the event committee. Budget to be determined based on this selection process.

All in one place

An all-inclusive hub for South West producers and suppliers.

EXHIBITOR PACKAGES

HIGH TABLE SPACE - TECHNOLOGY

(POD SPACE) (4 AVAILABLE)

Includes;

- High Table space - 1mx700mm
- Power (specs: 1 x outlet, single phase 240v)
- Wifi - brought to you by CipherTel
- One (1) Exhibitor registration, comprising of;
 - Exhibition entry Information sessions (limited spaces - register online, first in first served)
 - Morning Tea -both days
 - Lunch - both days
 - CONNECT South West networking session, brought to you by Premier Coal
 - Standard profile in the Procure SW capabilities register, 12 month period

Total \$385.00

EXHIBITOR SPACE - 3m2

(5 AVAILABLE)(NIL OCTONORM SHELL)

Includes;

- Floor space - foyer
- Power (specs: 1 x outlet, single phase 240v)
- Wifi - brought to you by CipherTel
- One (1) Exhibitor registration, comprising of;
 - Exhibition entry
 - Information sessions (limited spaces - register online, first in first served)
 - Morning Tea -both days
 - Lunch - both days
 - CONNECT South West networking session, brought to you by Premier Coal
 - Standard profile in the Procure SW capabilities register, 12 month period

Total \$615.00

EXHIBITOR BOOTH SPACE - 3m2

(22 AVAILABLE)

Includes;

- Floor space - premium
- Power (specs: 1 x outlet, single phase 240v)
- Wifi - brought to you by CipherTel
- Octonorm Exhibitor shell
- One (1) Exhibitor registration, comprising of;
 - Exhibition entry
 - Information sessions (limited spaces - register online, first in first served)
 - Morning Tea -both days
 - Lunch - both days
 - CONNECT South West networking session, brought to you by Premier Coal
 - Standard profile in the Procure SW capabilities register, 12 month period

Total \$940.00

EXHIBITOR BOOTH SPACE - 4m2

(15 AVAILABLE)

Includes;

- Floor space - premium
- Power (specs: 1 x outlet, single phase 240v)
- Wifi - brought to you by CipherTel
- Octonorm Exhibitor shell
- One (1) Exhibitor registration, comprising of;
 - Exhibition entry
 - Information sessions (limited spaces - register online, first in first served)
 - Morning Tea -both days
 - Lunch - both days
 - CONNECT South West networking session, brought to you by Premier Coal
 - Premium profile in the Procure SW capabilities register, 12 month period

Total \$1,060.00

OUTDOOR, MACHINERY/EQUIPMENT SPACE - 6m2

(6 AVAILABLE)

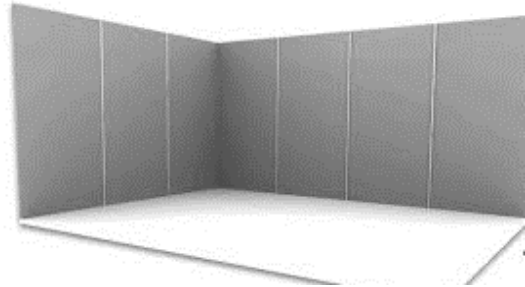
Includes;

- Floor space - External open air courtyard
- Exhibitor may provide own marquee (3m2) - weighted, knock down daily
- Power (specs: 1 x outlet, single phase 240v)
- One (1) Exhibitor registration, comprising of;
 - Exhibition entry
 - Information sessions (limited spaces - register online, first in first served)
 - Morning Tea -both days
 - Lunch - both days
 - CONNECT South West networking session, brought to you by Premier Coal
 - Promo profile in the Procure SW capabilities register, 12 month period

Total \$1,250.00

Larger space can be negotiated. Please contact the conference coordinator

OCTONORM SHELL - EXAMPLE



Custom Exhibit Stands

Please contact the conference coordinator to discuss possibilities

Booth Position

Booths will be allocated based on maximising the venue and floor space. Requests to exhibit in a particular area of the venue can not be accepted.

Exhibitor Conditions

Professional standard presentation is required. If you have a custom or existing exhibit stand; furniture; signage, please provide a visual for committee approval.

Example promotional counter. Diameter and shape are optional to fit your preferred floor space.

Back drop – either pop-up display, bow flag or pull-up banner/s are acceptable.



*Suggested promotional counter providers are:
www.advanswa.com.au*

VIRTUAL EXHIBITOR PACKAGE

Includes;

- Standard profile in the Procure SW capabilities register, 12 month period
- One (1) Exhibitor registration, comprising of;
 - Exhibition entry Information sessions (limited spaces - register online, first in first served)
 - Morning Tea -both days
 - Lunch - both days
 - CONNECT South West networking session, brought to you by Premier Coal

Total \$270.00

VIRTUAL PROFILE

Standard profile in the Procure SW capabilities register, 12 month period

Total \$115.00



SOUTH WEST CAPABILITY REGISTER PROFILES

STANDARD PROFILE

- **1x Capability Profile Listing**
- Search Results by Keyword, Location, Sector or Accreditation
- Website, Email & Social Media Links
- Business Hours
- Private Messages
- Email Service & Support
- Profile Dashboard
- Photo Gallery
- Video Embedding
- Location Map with 'Get Directions'
- Accept Reviews
- Bookable Meetings

FEATURED PROFILE

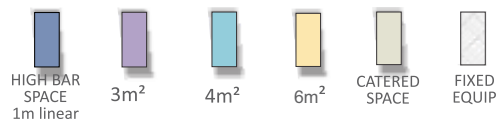
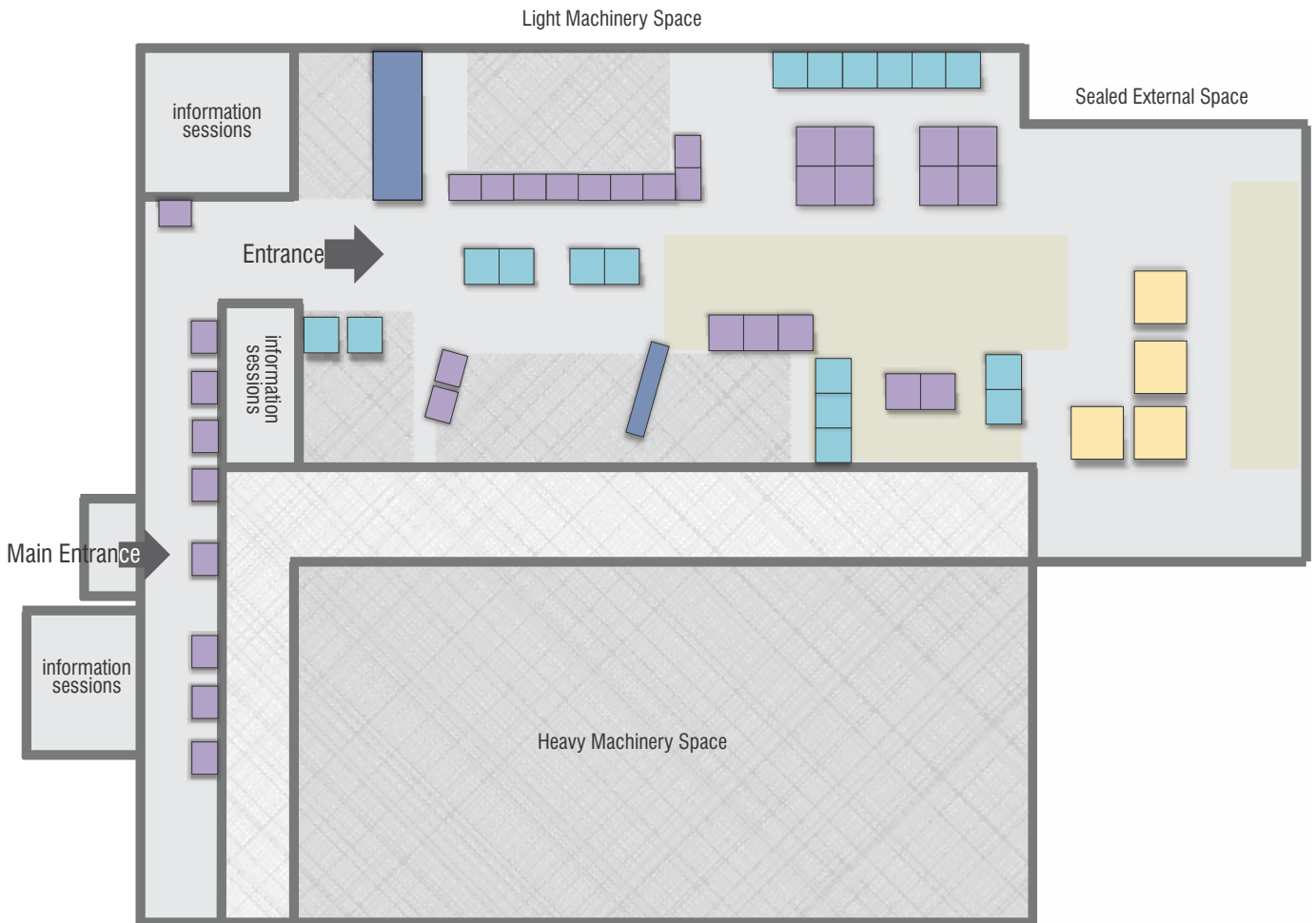
- **Same benefits as Standard Plan, plus;**
- Featured Priority Listing in Search Results
- Phone Service & Support
- Up to 3x Capability Register Profile Listings

PROMO PROFILE

- **Same benefits as Featured Plan, plus;**
- 1x Wide skyscraper: 160 x 600 px
- 1x Large Rectangle: 300 x 600 px
- 1x Leaderboard: 728 x 90 px
- 1x Medium Rectangle: 300 x 250 px



FLOORPLAN



Exhibits, including all signage must be contained within the space allocated

*The exhibition floor plan is subject to change without notice.
The floor plan is not to an exact scale, but accurately represents the position and sizes of exhibition spaces.*



Exhibitor Information

Booth spaces per industry category will be limited. We urge you to register and confirm your participation as soon as possible.

Register online at www.procuresouthwest.com.au

General Information

Exhibition Office

PROCURE South West will maintain an Exhibitor Service Center at the event venue during set-up, show days and dismantling. All other official contractors will also be contactable from this area as well. All inquiries regarding booth services and orders should be made at the Exhibitor Service Center, including booth furnishings, labor, freight, utilities, and special show services.

Move in and set up

Exhibitors will have access to the Exhibition area from 4.30-7.30pm on Thursday 23 November and 7.00am – 9.30am Friday 24 November. We request that your display is set up before 9.30am on Friday 24 November.

Storage

Storage space at the venue is limited. Exhibitors will be required to arrange storage off-site for equipment and materials. If this is not possible – please contact the exhibition management team for other options. Exhibitors cannot leave boxes and packing material in the exhibition display area during the show.

Dismantle and move out

The Exhibition closes at 4.00pm on Saturday 25 November. Your display must be dismantled by 5.00pm 25 November. You must ensure that all goods and equipment are removed from your booth. Any materials left behind will be disposed of on Saturday at 6.00pm.

Exhibitor schedule

(timings are subject to change)

Installation of exhibits

Thursday 23 November

10.30am - 4.30pm	Exhibition build (No access to Exhibitors)
4.00pm - 6.00pm	Tag and testing of all equipment
4.30pm - 7.30pm	Exhibitors have access to set up and register

Friday 24 November

7.00am - 9.30am	Exhibitor access and registration
10.00am - 4.00pm	Exhibition open
4.00pm - 7.00pm	CONNECT South West, brought to you by Premier Coal

Saturday 25 November

10.00am - 4.00pm	Exhibition open
4.30pm - 5.30pm	Exhibitors pack down
5.00pm - 7.00pm	Bump out

Note: Confirmed exhibitors will be notified of any changes to this schedule.



Booth furnishing

Booth furnishing, services, equipment and custom fit outs are available from our exhibition contractors, Advans. Forms for standard furniture are attached to this document. Please ensure you get confirmation of your booth number and convey this in all correspondence regarding your booth. As storage is limited at the venue, you may want to consider hiring a lockable counter for your stand. If you wish to purchase counters, you may also want to visit:
www.vividads.com.au
www.displays2go.com.au

Banners

Pull up banners and tear drop banners are recommended signage for exhibitors. If you do not have banners, please contact your printer who will be able to assist you. If you need any help at all, please contact the exhibition management team.

Power

Most booths have access to 240v power outlet. Any electrical equipment (this includes laptops) and extension leads into the venue must be tested and tagged before they are plugged into any venue power outlets. An electrician will be available during the exhibition set-up (Thursday 4- 6pm) and if exhibitors require testing and tagging, they will be invoiced at a commercial rate.

Centre booths 21, 22, 23 & 24 will be battery powered equipment only, we can provide a power station at the fixed high table space where there are a series of outlets to power up laptops if necessary.

Any extra power requirements may be arranged at the exhibitors cost, please contact the conference planner. For powered exhibits, exhibitors are to provide their own tested and tagged exhibitor leads. 10 metre leads for internal booths and 20m leads for external booths.

Catering

Morning tea and Lunches will be provided as part of your Exhibitor registration package for one company representative for the duration of the exhibition. These will be served in the Exhibition area. One (1) additional company representative can be registered to attend the exhibitor booth at the standard cost. Please indicate additional requirements on the following form.

Additional Representatives

There must be no more than two (2) company representatives on the exhibition floor at any one time. If staff is changing over, please provide a schedule of their attendance to the exhibition management team.

Networking session

One ticket for CONNECT South West will be provided per registration. Additional tickets can be purchased at the standard cost. Please indicate your requirements on the following form.

Security and Insurance

No valuable items should be left unattended at your exhibition at any time and especially not overnight. Whilst every care will be taken by the venue, Exhibition contractors and conference personnel, no responsibility will be taken by the organisers for Exhibition Equipment or merchandise. It is essential that Exhibitors make their own arrangements for appropriate insurance cover against damage, loss or theft. Exhibitors are advised to remove any portable valuables overnight. A certificate of currency will be required with your application demonstrating your public liability coverage.

Venue

Please note that no exhibitor signage can be fixed to walls. Your display needs to be contained within the square meterage of your booth / display space. Signage / banners cannot creep into aisles.

Information forums

Daily networking opportunities and Procure SW information sessions will be of interest for exhibitors to attend. You may wish to consider appropriate promotional materials or technology to leave at your booth for those times that you are not in attendance at your booth.

Exhibitors will be given priority seating to some information sessions and will be based on a first in first placed basis.

You will be able to register your interest for the Information Forums when you register online.

Identification

Exhibitors will be issued with name badges which will entitle them to access registered sessions, morning tea, lunches and refreshments as specified. Visitors other than registered delegates will need to make their own arrangements for lunch.

Terms and Conditions

Payments

Payment is required within 7 days of the date appearing on the Tax Invoice.

Sponsorship and exhibition entitlements, including the allocation of exhibition space, won't commence until payment has been received.

Refunds and Cancellations

The South West Focus Conference organising committee understands that circumstances can change. A full refund less a 10% service fee will be issued for cancellations received up to 30 days before the 24 November, 2017. Cancellations after this time will not be refunded.

No refunds shall be considered after sixty (60) days following payment, or fifteen (15) days following the completion of the event in which registration fees were collected.

Cancellation or Postponement of the event

The Organisers do not accept any liability for losses incurred if the event is cancelled or postponed due to an event that renders proceedings with the meeting inadvisable, illegal, impracticable or impossible.

If the conference is cancelled or postponed refunds will not be issued but available funds will be credited towards the rescheduled event.

An unforeseen event could include, but is not limited to, an infectious disease outbreak; industrial disruptions; service provider failures; governmental restrictions or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension or restriction on transportation; or any other emergency.

Privacy statement

The South West Focus Conference organising committee is committed to your privacy. All information collected at registration is held in strict confidence. The information you provide is retained primarily to notify you of future South West Focus events. If you do not wish to receive such information please notify us by email at admin@swcci.com.au

Venue access

We are committed to ensuring that all people have the opportunity to participate in the South West Focus events. Our venues are selected to ensure that barriers to access are addressed appropriately. We are committed to consulting with people facing access difficulties, their families and their carers, and encourage you to contact us on 9792 2000 if you have any concerns.

General Information

Disclaimer and Changes

Every effort has been made to present all the information accurately, however no liability is accepted for any inaccuracy and the Organisers reserve the right to change any published information.

The Organisers reserve the right to amend, update exhibition packages and the exhibition floor plan.

Exhibition Floor Plan

The exhibition floor plan is subject to change without notice. The floor plan is not to an exact scale, but accurately represents the position and sizes of exhibition spaces.



Exhibitor Information Form

Please return as soon as possible, or complete online

Company: _____

Primary Contact & Stand Representative: _____

Mailing Address: _____

Suburb: _____ Postcode: _____

Tel: _____ Email: _____

- Will require power to my booth
- Please forward the furniture hire brochure
- I will require testing and tagging
- Please contact me regarding production of banners and signage

Additional One (1) Company Representatives @ \$80.00 per day or \$155.00 for both exhibit days.

1. Name: _____ Please indicate day of attendance: _____

2. Name: _____ Please indicate day of attendance: _____

CONNECT South West, networking function:

- Yes, I would like to purchase _____ tickets @ \$85.00 per person (inc GST) –

By returning this form you agree to the conditions of exhibiting at Procure South West. Additional guidelines and conditions may be put in place prior the event and you will be informed of any changes.

An invoice will be emailed to you upon receipt of your additional requirements.

The Exhibitor Manual may be updated with further information as planning proceeds. Please check the website for changes.

For further enquiries please visit www.procuresouthwest.com.au



For more information please contact;

Cindy Wiese
Conference Planner

Mobile: 0403 262 045

admin@procuresouthwest.com.au

