

CALLING ALL PULiIMA EXHIBITORS. URGENT ATTENTION NEEDED!

Thank you for exhibiting at PULiIMA 2023!
Please read carefully as we need you to action these requests.

To follow is important information to guide you, leading up to your exhibition at Puliima 2023.

With around 950 delegates, over 450 presenters, 21 workshops, 125 presentations and 7 plenaries to manage and a tight schedule. We would like to provide you with this update to help everything flow as best as possible.

**REGISTRATIONS FOR THE CONFERENCE ARE GETTING
CLOSE TO CAPACITY.
ENSURE YOU ARE REGISTERED SO YOU DON'T MISS OUT!**

PRIOR TO PULIIMA

IMPORTANT – ONLINE W&S

Darwin Convention Centre requires that 1 x rep from each stand complete an Online Safety Induction before coming on site.

It is very simple – <https://www.darwinconvention.com.au/site-safety-induction.html>

Proof (certificate from the induction) must be provided.

If a person has not completed their induction, on the day of bump in for your event, a help desk where an event coordinator will be stationed with a QR Code that people can scan using their smartphones and download the emergency procedures from there.

Please e-mail the name and mobile number of the person that will be on-site at the conference to contact@puliima.com asap.

WHAT IS PROVIDED BY PULiIMA

- 1 x trestle table (w:1825mm/d:600mm/h:730mm),
- 1 x trestle tablecloth
- 2 x chairs
- Backing board
- Power

DELIVERY & PICK-UP OF FREIGHT GOODS

The Darwin Convention Centre (DCC) accepts all goods 7 business days prior to the event commencing. DCC can deliver freight to the stalls on the day. **Please mark your delivery with PULiIMA, the organisation, name and stall number** as per below.

Attached is your stall allocation number & the DCC delivery summary note.

PDF 1 – DCC delivery summary note - [DCC - delivery summary note.pdf](#)

PDF 2 – Stall allocation number - [Exhibition Booth No.s.pdf](#) (map will be sent separately)

SET-UP

A volunteer (white shirt) will be on standby to direct to your allocated site. Exhibitors must be set-up by 8.00 am Wednesday 23 August 2023.

Bump in times are:

- Tuesday 24 August: Anytime between 9.30 am – 3.30 pm
- Wed 25 August: 7-8 am (final set-up period)

BUMP-OUT

Bump out deadline: by 6pm Friday 25 August 2023. (You will need to be packed down and off site by this time). Exhibitors can commence packing up following afternoon tea on Friday.

You can pack up your goods ready for freight - keep in your stall area for Darwin Convention Centre staff to move to their dock area.

All exhibitor freight must be collected three business days after the event has finished.

POWER & WiFi

Power is available for all exhibition areas. If you require power, please let us know in advance.

Powerboards and leads can be provided by Darwin Convention Centre.

WiFi will be available in the exhibition area, but not appropriate for any video streaming functionality.

EXTRA SERVICES

If you are requesting a service through the Darwin Convention Centre, please communicate directly to DCC and Jay Mejica along with the Exhibitor Services Order Form and the Form A-J (depending on which service you request).

Anything EXTRA SERVICES that Exhibitors may need should be with JAY asap with a deadline of 21st July. Additional services or equipment are at the expense of the exhibitor.

the links to the forms are here:

<https://www.darwinconvention.com.au/plan-an-event/toolkit/>

DARWIN CONVENTION CENTRE CONTACT

For more information on extra services or equipment please contact:

Jay Mejica

Senior Event Planner

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+61 429 371 553

jmejica@darwinconvention.com.au

www.darwinconvention.com.au

SECURITY

While there will be security present in the area, goods cannot be 100% guaranteed as secure so it is best to take valuables with you into sessions.

PHOTOCOPYING & PRINTINGS

If you require copies of handouts, please organise your own printing/photocopying in advance.

Unfortunately, the PULiiMA team are not able to coordinate this on behalf of presenters/trainers.

- Officeworks (Darwin Branch): 44-46 Stuart Hwy, Stuart Park NT 0820
- Copytime: 5 Edmunds St, Darwin City NT 0800 – 08 8981 7544
- Colemans Printing: 86 Cavenagh St, Darwin City NT 0800
www.colemanprint.com.au
- Expressway Signs and Printworks: 8/2 Lindsay St, Darwin
<https://expresswaysigns.com.au>

NB. You are responsible for manning your own exhibition. PULiiMA volunteers can't man your exhibition for you to attend presentations. Any questions come and see our team onsite - white Puliima polo shirts.

If you know of anyone local who might be interested in volunteering during the conference, we'd love to have them onboard. Please direct them to this link to register as a volunteer

[Volunteer EOI | Puliima 2023](#)

We hope the above helps. If there are any questions, please reach out to us for clarification. contact@puliima.com

**Thank you for your support for Puliima 2023.
We look forward to creating a memorable event for everyone.**

Thank you!