ISCT (International Society for Cell & Gene Therapy)

ISCT 2019 Annual Meeting
Melbourne Convention and Exhibition Centre
May 29-June 1, 2019

Exhibitor Information

www.isct2019.com
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INFORMATION AT A GLANCE

MAIN CONFERENCE DATES:
Wednesday May 29, 2019 – Saturday June 1, 2019

CONFERENCE VENUE:
The ISCT 2019 Annual Meeting will be held at:

Melbourne Convention and Exhibition Centre
1 Convention Centre Pl, South Wharf
South Wharf VIC 3006, Australia
Telephone: +61 3 9235 8000
Website: https://mcec.com.au/

Exhibition Centre Entrance
2 Clarendon Street, South Wharf
Melbourne VIC 3006, Australia

REGISTRATION:
All exhibitor registrations must be completed online by Friday, May 10, 2019 through the Sponsor/Exhibitor portal. If you have any questions regarding registration, please contact sophie@celltherapysociety.org.

ACCOMMODATION:
ISCT has secured special meeting rates at the following hotels. For further information on the special meeting rates at these hotels RESERVE HERE. Book early – limited rooms available.

Pan Pacific Melbourne
Directly connected to Melbourne Convention & Exhibition Centre.

South Wharf
2 Convention Centre Place
Melbourne, VIC, Australia 3006
Pan Pacific Website

Crown Metropol Melbourne
2 minute walk to the Melbourne Convention and Exhibition Centre entrance.

8 Whiteman Street
Southbank, Melbourne, VIC, Australia 3006
Crown Metropol Website

RESERVE HERE for ISCT 2019 Special Hotel Rates
EXHIBIT BOOTH (STAND) DETAILS

STANDARD PACKAGE

**Included** in your base cost:
3m x 3m white panel shell scheme
2.5m high white wall panels (three walls for interior booths, two walls for corner booths)
One fascia booth ID sign on each open aisle for booth number and company name

**NOT included** in your base cost and items that would incur additional costs to be borne by the respective exhibitor:

- Electrical
- Floor Covering, Carpet
- Furniture
- Specialty Furniture
- Rigging
- Booth Cleaning
- Booth Catering
- Audio Visual

CUSTOM BOOTHS

1. Space only stands – you want to create your own structure in the exhibit space and do not want the standard shell scheme package constructed.

2. Complex stands – is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide a significant risk. Structures over 2.4m in height and all suspended items are always considered to be Complex Structures unless demonstrably simple and possessing no significant risk.

Examples of complex structures:
- Any structure, regardless of its height, which requires structural calculations
- Any part of a stand or exhibit which exceeds 2.4 meters in height
- Suspended structures (does not include banners) e.g. lighting rigs
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms).

Please note that all custom booth structures may be a maximum of 4 meters in height.

Exhibitor Appointed Contractors (other than Exponet) must notify ISCT and provide certificate of insurance **by April 15, 2019**

It is MANDATORY that all custom booths be approved by ISCT by no later than **April 15, 2019**. Please forward your drawings and specs for your booth or email questions to Lisa Stringle at lisa@celltherapysociety.org.
KEY CONTACTS & DEADLINES
Exhibitor contact details will be shared with the following vendors to assist you with your planning.

ISCT HEAD OFFICE:
744 West Hastings Street, Suite 325
Vancouver, BC, Canada V6C 1A5
T: 604-874-4366
Brian Poole
Director, Outreach and Scientific Affairs
E: brian@celltherapysociety.org
Lisa Stringle
Manager, Conferences and Meetings
E: lisa@celltherapysociety.org
Sophie Bockhold
Coordinator, Scientific Affairs and Education
E: sophie@celltherapysociety.org

EXHIBITION SERVICES – EXPONET:
Booth (Stand) Upgrades
Lighting & Power
Flooring / Carpeting
Signage & Rigging
Furniture & Accessories
Audio Visual
Contact: Exhibitor Services
Tél.: +61 2 9645 7070
Email: esd@exponet.com.au

DEADLINES FOR EXPONET:
Custom Build Designs submitted ………
Final Orders –
carpet, electrical & furniture, etc ………
Friday, April 15, 2019
Friday April 26, 2019
(20% surcharge applies after this date)

GLOBAL LOGISTICS – AGILITY:
Shipping and Customs
Advanced Warehousing
Onsite Material Handling
SEE GUIDE APPENDIX 1

DEADLINES FOR AGILITY:
Material Handling Form (Mandatory)
Transport Request Form
Friday, May 3, 2019
Friday, May 3, 2019
Advance Warehouse receiving:
Accepted between May 13 to 22, 2019
Contact Agility for Service Agreement
Agility Fairs & Events
Domestic: Seamus Campbell
E-mail: scampbell@agility.com
International: Richard Melchionna
Email: rmelchionna@agility.com

Direct Shipments (DHL/UPS/FedEx, etc):
Accepted only on
Wednesday May 29, 2019
08:00am – 12:00pm
* must be onsite to accept unless pre-arranged with Agility
Melbourne Convention and Exhibition Centre (MCEC)
ISCT 2019 – Booth # ______
Onsite Contact Phone #: __________________
2 Clarendon Street
Loading Dock – off Normanby Road
South Wharf Victoria 3006 Australia

NOTE: AGILITY is the EXCLUSIVE vendor for all forklift services provided onsite
VENUE SERVICES – MELBOURNE CONVENTION & EXHIBITION CENTRE (MCEC):

Booth Catering
Telecommunications / Internet

Contact: Exhibitor Services
Tel: + 61 3 9235 8110
Email: exservices@mcec.com.au

LINK TO ONLINE FORMS

DEADLINES FOR MCEC ………………………… Friday, May 10, 2019

NOTE: ALL catering must be purchased through MCEC for your booth

LEAD RETRIEVAL:

NOTE: Details to come regarding lead retrieval systems that may be rented by exhibitors.

SECURITY:

ISCT will provide after-hours security in the exhibit hall; however, we recommend that any items that can be carried off show floor such as laptops are removed from show floor at the end of each day. ISCT and Melbourne Convention and Exhibition Centre will not be held liable for any items that are taken from the show floor. Please contact lisa@celltherapysociety.org if you would like a quote for additional security at your booth.

SHOW SCHEDULE

BUILD TIMES

<table>
<thead>
<tr>
<th>Custom Build access</th>
<th>Tuesday May 28, 2019 afternoon</th>
<th>By appointment – contact Agility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibitor Move in:</td>
<td>Wednesday May 29, 2019</td>
<td>08:00 – 18:30*</td>
</tr>
<tr>
<td>Exhibitor Move-out:</td>
<td>Friday May 31, 2019</td>
<td>18:30 – 22:00</td>
</tr>
<tr>
<td></td>
<td>Saturday June 1, 2019</td>
<td>By appointment – contact Agility</td>
</tr>
</tbody>
</table>

* During move-in on Wednesday use of the loading dock is restricted to the morning, as well as forklift services available for rent, unless pre-arranged. Hand carry items only between 12:00-18:30.

Vendors will be onsite during move in / out in order to assist with purchased items and deliveries.

Note: Safety vests and closed toed shoes must be worn during move in and move out times. Please bring your own safety vest otherwise MCEC has vending machines around the building for people to purchase for AUD $5 each.

EXHIBIT HALL DATES AND TIMES

<table>
<thead>
<tr>
<th>Welcome Reception &amp; Exhibits Open:</th>
<th>Wednesday May 29 2019</th>
<th>19:30 – 21:30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibits Open:</td>
<td>Thursday May 30, 2019</td>
<td>09:00 – 19:30</td>
</tr>
<tr>
<td>Exhibits Open:</td>
<td>Friday May 31, 2019</td>
<td>09:00 – 18:30</td>
</tr>
</tbody>
</table>
# DATES TO REMEMBER

The following list outlines all important delivery dates for exhibitors. To provide efficient and professional service to all exhibitors we request that you complete all arrangements before the following dates.

<table>
<thead>
<tr>
<th>Completed</th>
<th>Item</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hotel Booking</td>
<td>Book early – Limited Availability</td>
</tr>
<tr>
<td></td>
<td>High-res logo &amp; corporate description</td>
<td>Friday, April 5, 2019</td>
</tr>
<tr>
<td></td>
<td>Custom booth Exhibitor Appointed Contractors and insurance submitted</td>
<td>Friday, April 15, 2019</td>
</tr>
<tr>
<td></td>
<td>Custom booth stand drawings &amp; specs submitted to ISCT for approval</td>
<td>Friday, April 15, 2019</td>
</tr>
<tr>
<td></td>
<td>Exponent Exhibition Services – booth furnishings, electrical, flooring, signage, rigging, audio visual, etc.</td>
<td>Friday, April 26, 2019</td>
</tr>
<tr>
<td></td>
<td>Agility Global Logistics - shipping &amp; customs, advance warehousing, onsite material handling forms</td>
<td>Friday, May 3, 2019</td>
</tr>
<tr>
<td></td>
<td>Registrations</td>
<td>Friday, May 10, 2019</td>
</tr>
<tr>
<td></td>
<td>MCEC Venue Services – catering, telecommunications, internet</td>
<td>Friday, May 10, 2019</td>
</tr>
<tr>
<td></td>
<td>Purchase safety vests</td>
<td>Must have for move-in / out</td>
</tr>
</tbody>
</table>
Freight Forwarding / Transport / Logistics

Agility Fairs and Events is the official freight forwarder and onsite logistics provider to ISCT 2019.

Specialising in exhibition freight forwarding – both domestic and international – Agility can ensure that exhibitors’ product, display & merchandise are in the right place, at the right time. Providing a complete transport, materials handling & storage service, we monitor freight from origin through to exhibition booth, ensuring goods are handled in a professional manner and all formalities/deadlines are met.

If you are using Agility, your goods will automatically be delivered to your exhibition booth.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors’ stand at the venue.
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitor’s requirements.

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, for any queries please contact:

**Domestic freight inquiries:**
Seamus Campbell, Event Logistics Specialist
Agility Fairs & Events
Tel: +61 3 9330 9014
Fax: +61 3 9330 3337
E-mail: scampbell@agility.com

**International freight inquiries:**
Richard Melchionna, Int’l Event Logistics Specialist
Agility Fairs & Events
Tel: +61 3 9330 9034
Fax: +61 3 9330 3337
E-mail: rmelchionna@agility.com
PLEASE NOTE:
The show bumps in on very tight parameters and deliveries will not be accepted at the venue earlier. Furthermore, all stand-dressing materials & product must be removed from the venue the same night as show close – no exceptions.

For these reasons, we highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours. Please refer to the insert “Benefits of using Agility” which outlines the services provided and will assist you in making an informed decision.

COURIER SHIPMENTS [ADVANCE WAREHOUSE SERVICE]

If you ship your goods using a courier service (eg. DHL, FedEx, UPS), please ensure you (a) Send us a pre-alert prior to the arrival of your goods, and (b) Ensure import duties and taxes are prepaid. Agility Fairs & Events cannot be held responsible for any duties and taxes that may be levied. All duties and taxes must be on the account of the sender.

**Agility Fairs & Events will not accept any such associated charges from your arranged courier.**

Please note: courier and/or express parcel companies do not have the capacity to handle “temporary import customs clearance”.
For exhibitors with high value display items which are to be re-exported from Australia, OR shipments exceeding 100 KGS in total weight, please contact us immediately, so we can tailor a quote from origin to your stand at the exhibition. Agility can also arrange full door to stand freight if you require – please contact us for a quote.

Please note – Agility requires your completed Service Agreement and a copy of your shipment waybill or consignment note prior to shipment arrival in their warehouse.
Agility Fairs & Events is not able to handle shipments without a signed Service Agreement. Please contact Agility for details.

DEADLINES

We will accept courier shipments between 13th – 22nd May 2019. However, shipments must arrive in our depot no later than Thurs 23rd May 2019.

Failing to send us your completed Service Agreement in advance may cause your shipment to miss the show.

Any shipments received after Thurs 22nd May 2019 will incur a Late Arrival Surcharge on the handling fee. Should you have problems meeting the above deadline please contact us as soon as possible to avoid late surcharges.
**ONSITE MATERIALS HANDLING:**
Exhibitors or their stand-builders requiring a forklift during move in or move out, must pre-book these services in advance with Agility. Charges apply – please speak with Agility for a quote. Please do not just assume that Agility will be onsite at all times. To avoid disappointment, you must complete the MATERIALS HANDLING FORM (included in this manual) and return it to Agility by the due date shown at the bottom of the Form.

**STORAGE:**
There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show. Agility can arrange off-site storage at a cost if required.

**OUTBOUND – MOVE OUT AFTER THE EXHIBITION**
Agility Fairs and Events can also organise return freight. This includes pick up from your stand, temporary storage awaiting courier pick up, OR we can arrange for return to origin. Contact us for further information on costs if this service is required.

Exhibitors or their stand-builders requiring offsite storage during the show, must pre-book these services in advance with Agility. Charges apply - please speak with Agility for a quote. Offsite storage is considered as any area that is outside the organiser’s tenancy.

Please do not just assume that Agility will be onsite at all times. To avoid disappointment, you must complete the MATERIALS HANDLING FORM (included in this manual) and return it to Agility by the due date shown at the bottom of the Form.

**Please note:**
- If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.
- Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, cranage, forklift, porterage, clearance, delivery, storage, positioning and all other onsite services.

**Why should you use Agility Fairs & Events?** Refer to the ‘Benefits of Using Agility’ document attached.

==================================================================
TRANSPORT QUOTE REQUEST

Agility Fairs & Events offers a full door to stand service. To receive a transport quote, please complete sections A and B below. If you require any onsite services (i.e., forklift and storage) please complete sections A and C below.

Fields marked with (*) asterix are mandatory - Failure to complete may result in delays.

SECTION A - BILLING DETAILS

*Company: *ABN / ACN:

*Address:

*Contact Name: *Email:

*Phone: *Mobile:

*Corporate Email (Accounts): *Phone:

SECTION B - TRANSPORT SERVICES

*Description of Consignment: (If weights / dimensions are unknown at this stage, please estimate in the spaces provided)

<table>
<thead>
<tr>
<th>No. of Items</th>
<th>Description</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

*Pick-up Address: (If Different to above)

*Pick-up Contact Name: *Pick-up Contact Number:

*Forklift available at collection point? Yes No

*Tailgate required for collection? Yes No

Special requirements (for collection):

Preferred pick-up date and time:

*Stand Name: Stand Number:

*Do you require returns after the event? Yes No

DANGEROUS GOODS / HAZARDOUS SUBSTANCES

*Please advise if there are Dangerous Goods / Hazardous Substances / Chemicals: Yes No

If Yes, Please provide details:

SECTION C - MATERIALS HANDLING (FORKLIFT & STORAGE)

*Do you require onsite forklift services during Move-In and/or Move-Out? Yes No

*Will you require storage of empty packaging during the show? (Items will be returned to you for Move-Out) Yes No

ACKNOWLEDGMENT

I have read and accept Agility’s Standard Terms & Conditions (refer to page 2) Yes No

*Accepted by: (Signature of Authorized Representative) Date:

PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 3rd MAY, 2019 TO scampbell@agility.com OR FAX TO 03 9330 3337 FOR MORE INFORMATION PLEASE CALL SEAMUS CAMPBELL ON 03 9330 9014
**MATERIALS HANDLING FORM - COMPULSORY FORM**

In the interests of safety and to ensure appropriate materials handling equipment is available onsite, please assist us by providing information relevant to the handling of your equipment.

Regardless of which transport company you are using **it is compulsory to complete this form.**

**NOTE:** FOR OVERSIZED / UNUSUAL FREIGHT, PLEASE INDICATE or ATTACH ON THE UNITS the following:

- WEIGHT / CENTRE OF GRAVITY / SPECIAL MARKINGS (e.g. If freight is weight-biased, or must be forklifted in a certain way)
- The information will assist in ensuring a safe working environment - Thank you for your assistance.

Fields marked with (*) asterix are mandatory - Failure to complete may result in delays.

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**SECTION A - BILLING DETAILS**

<table>
<thead>
<tr>
<th><em>Company:</em></th>
<th><em>ABN / ACN:</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><em>Contact Name:</em></th>
<th><em>Email:</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><em>Phone:</em></th>
<th><em>Mobile:</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><em>Corporate Email (Accounts):</em></th>
<th><em>Phone:</em></th>
</tr>
</thead>
</table>

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**SECTION C - MATERIALS HANDLING (FORKLIFT SERVICES) & STORAGE**

<table>
<thead>
<tr>
<th><em>Storage of empty packaging Required:</em> Yes</th>
<th>No</th>
<th><em>Is Forklifiting Required:</em> Yes</th>
<th>No</th>
<th><em>Stand No.</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><em>Day / Date:</em></th>
<th><em>Time of delivery:</em></th>
<th><em>Estimated unloading time: (mins)</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><em>Dimensions of largest piece:</em> (m)</th>
<th><em>Weight of heaviest piece:</em> (kg)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><em>Special lifting requirements:</em> (i.e. lifting points / centre of gravity) Yes</th>
<th>No</th>
<th><em>Crane required:</em> Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><em>Extended Tynes required:</em> Yes</th>
<th>No</th>
<th><em>Jibs / Slings Required:</em> Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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**DANGEROUS GOODS / HAZARDOUS SUBSTANCES**

*Please advise if there are Dangerous Goods / Hazardous Substances / Chemicals:* Yes | No

If Yes, Please provide details:

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**SECTION D - PAYMENT DETAILS (COMPULSORY)**

<table>
<thead>
<tr>
<th>Card Type:</th>
<th>VISA</th>
<th>MasterCard</th>
<th>AMEX</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name on Card:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Card Number:</th>
<th>Exp:</th>
</tr>
</thead>
</table>

**Forklift Rates:** Price on application

**Storage Handling Cost:** Price on application

The charges are processed after the show for actual time used (forklift) or volume (storage). Please collect a copy of the tax invoice from the Agility site desk before leaving the venue at the end of the event, or contact Agility via email (expohelp@agility.com) for a copy.

**Payment by credit card incurs an additional transaction fee**

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**ACKNOWLEDGEMENT**

I have read and accept Agility’s Standard Terms & Conditions (refer to page 2) Yes | No

*Accepted by:*

(Signature of Authorised Representative) Date:

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PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 3RD MAY, 2019 TO scampbell@agility.com OR FAX TO 03 9330 3337

FOR MORE INFORMATION PLEASE CALL SEAMUS CAMPBELL ON 03 9330 9015
Benefits of Using Agility Fairs & Events
for your Exhibition Logistics

Participating in a trade show or exhibition? The next step is to arrange transport & logistics of your goods to the show. Transport and freight may be one of your last considerations when participating in an exhibition. However, it is critical to the success of the show, given that if your display goods do not arrive – or arrive damaged – your investment in the show is wasted. Choose your transport provider wisely. We have been appointed as the official and preferred logistics company by the organizer for their shows.

<table>
<thead>
<tr>
<th>Common Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
</tr>
<tr>
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<td>✓</td>
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<tr>
<td>✔</td>
</tr>
<tr>
<td>✓</td>
</tr>
</tbody>
</table>

Benefits of using Agility

- Convenient, one-stop-shop service for all your exhibition logistics.
- We are a specialized exhibition logistics provider, not a common carrier. In fact, exhibitions are our only business!
- We work as a team with the expo organizer, the venue and other service providers, to offer you a seamless service through collaborative efforts.
- As the official logistics contractor, we have the ability to secure early delivery into the venue, to ensure your goods arrive as early as possible giving you more time to set up your stand.
- You don’t need to be there to accept delivery. Our Site Manager and team will be on-site to accept delivery of your goods, unload, disburse and deliver your freight to your stand in readiness for your arrival.
- We understand that post shows, there are flights to catch, clients to meet or you are just tired and wish to retreat for the day. Once move out arrangements are confirmed with us, you are free to leave the exhibition.

If using your own transport company

You need to be present at the time of delivery to sign for your goods. Transport companies generally will not release the goods unless an authorized representative signs as proof of delivery. This may alter your travel plans if you were not planning to be at the event until later and may also result in additional costs such as travel and accommodation. It may also delay the delivery of your freight to the stand. For liability reasons, Agility staff cannot sign on your behalf. If your truck is delayed in the queue at the loading dock, it is likely that you will be charged waiting fees (demurrage). This may add significantly to your overall transport costs. Common carriers only handle door to door transport. You will be responsible for packing your freight, shrink-wrapping and securing your goods, affixing labels, completing consignment notes and making all necessary transport arrangements – don’t get caught out if your transport company doesn’t operate at night or weekends.

We have offices in Melbourne, Sydney, Brisbane, Adelaide and Perth.

For more information call +613 9330 3303 or email fairs-australia@agility.com | www.agility.com/fairsevents