



TECHNOLOGY SHOWCASE

Policy and
procedures

industrynight.airah.org.au

Technology Showcase – policy and procedures

The information in this manual is supplementary to the specific venue information that is provided one month prior by the event teams.

Tech Showcase locations:

- Perth - May 21
- Melbourne – August 5
- Sydney – August 20
- Brisbane – September 17

As the booking contact, please ensure all information is shared with the attending event representatives.

Tech Showcase Inclusions

Display Table – If requested, demonstrators will be supplied with a trestle table (clothed optional). The standard size of the supplied trestle table is 1.8m x 0.76m wide, this may vary depending on the venue. You will be advised prior to each event what size trestle table will be used.

You may substitute the table for another same sized item however, pre-approval by AIRAH is required and it must fit within your allocated space allowing for representatives to stand behind. If you do not require a table for your space, please advise the AIRAH events team.

PowerPoint - All Tech Showcases participants must have the PowerPoint (supplied in advance) sent to the events team **one month** prior to Event Day, so the events team can have it ready to present at the given time slot.

Rolling TV/projector– If requested, demonstrators will have access to a Television and or projector to display their PowerPoint presentation. The standard size of the television or projector will be subject to venue requirements. Please contact the events team should you have any specific requirements events@airah.org.au.

Microphone: The demonstrator will be given the standard microphone or lapel microphone subject to venue's AV availability.

Marketing

In addition to the marketing for the event and exhibitor bookings, AIRAH provides all tech showcase bookings with a specific media tile to promote your showcase.

The tech showcase booking will also be displayed on the event website with specific information relating to the showcase presentation (imagery, showcase description, company logo).

Cancellation of Technology Showcase

AIRAH has a **strict cancellation policy** for the tech showcase. If you need to cancel your booking, please ensure this is in writing and emailed to events@airah.org.au

No refund will be provided for failure to notify AIRAH in writing.

- cancellations with 60-30 days or more notice will receive a 50% refund
- cancellations between 8 and 29 days notice will NOT receive a refund

Cancellation fees are charged to cover non-refundable costs incurred by AIRAH. When booking all exhibitors agree to the payment terms and conditions.

Outstanding invoices

Please refer to the Industry Night exhibitor terms found in the exhibitor booking manual.

Set-up times and information

4:30-5:00pm, 5:30-5:45pm, 6:15-6:30pm:

Exhibitors may set-up their display **between 4:45–5:00pm, 5:30-5:45pm & 6:15-6:30pm BEFORE** their session begins.

Pack-down times and information

5:30-5:45pm, 6:15-6:30pm, 7:00-7:15pm:

Exhibitors may pack-up their display **between 5:30–5:45pm, 6:15-6:30pm & 7:00-7:15pm AFTER** their session is completed.