

# Transitions

ANZAHPE 2017 ADELAIDE CONVENTION CENTRE, 11-14 JULY, 2017

## SPONSOR & EXHIBITOR CHECKLIST

You may wish to print this page and tick tasks off in the ACTIONED column when completed!

ACTION	DUE DATE	TO	ACTIONED
Final Payment Date	31 May 2017	Plevin & Associates Pty Ltd (Event Manager)	
Public Liability Insurance Certificate (if applicable)*	22 May 2017	<a href="#">Plevin &amp; Associates Pty Ltd (Event Manager)</a>	
Company Profile (if applicable)*	22 May 2017	<a href="#">Plevin &amp; Associates Pty Ltd (Event Manager)</a>	
Program Book Advertising (if applicable)*	22 May 2017	<a href="#">Plevin &amp; Associates Pty Ltd (Event Manager)</a>	
Satchel Inserts (if applicable)*	16 June 2017	Courier: 65 Devereux Road Linden Park SA 5065  Postal: PO Box 54 Burnside SA 5066	
Complimentary Registrations OR Exhibitor Passes*	23 June 2017	<a href="#">Conference Website (Registration Form)</a>	

\*Please see below **entitlements table** for further details.

### KEY CONTACTS

#### Event Manager

Lucy Knight  
Plevin & Associates Pty Ltd  
P: (08) 8379 8222  
E: [lucy.knight@plevin.com.au](mailto:lucy.knight@plevin.com.au)

#### Exhibition Contractor

Kim Johnson  
Adelaide Expo Hire  
P: (08) 8350 2306  
E: [kimj@eah.com.au](mailto:kimj@eah.com.au)

#### Freight Forwarder

Rosie Sciarrone  
Agility Fairs & Events  
P: (03) 9330 9020  
E: [RSciarrone@agility.com](mailto:RSciarrone@agility.com)