



IHEA WA State Conference

Friday 6 September, 2024

Frasers Suites – 10 Adelaide Tce, East Perth

1. Location

The presentations are being held at Fraser Suites, with the tradeshow area being set up inside the auditorium.

2. Bump in and out information

Onsite Contacts:

- o Jana Simpson 0423 569 242
- o Andrew Waugh 0417 995 467

- Bump in from 7:30 am, on the day of the event.
- Bump out – at conclusion of the event, no earlier than the last speaker, from 6:30 – 7:30 pm.

3. Program

Program is being finalized and a draft copy is available for review.

Basic details:

- Registration from 8.00 am (please collect Name Tag from Registration Table)
- 9:00am to 12.30pm Morning Plenary Sessions, includes morning tea and lunch
- 1.30pm to 5:00pm Afternoon Plenary Session
- 4:30pm to 6.30pm Reception Networking and Trade Show

4. Logos and attendees

Your sponsorship entitles you to one complimentary registration – all other staff and contacts are welcome to attend and register via the IHEA website.

Please email the name of your attendee (including any dietary requirements) and a file of your preferred logo (if you have not already done so) to ihea.members@ihea.org.au by Thurs 29th August.



Sponsors satchel inserts/marketing material (80 units) is to be sent to the following location;

Attention J Simpson
c/o CAPS Australia
185 Planet Street, Welshpool WA 6106

You can send your banner along as well or bring it on the day if you choose. The banner can be set up on the morning of the conference prior to 9am, please liaise with Jana Simpson on arrival.

For advertising purposes please provide your organisations logo.

- Logo in Jpeg or PNG format
- Website address

We will use these in event comms and website advertising to promote your involvement.

5. Table space Details

Each Trade Table has an area of approximately 1.8m x 1.8m that includes a 1.8m long table and a chair. Banners can be displayed behind the table and display items are to be restricted to display on the table.

Please contact us if there are any specific requirements for heavy equipment, changes to the display space or queries.

6. Parking

Onsite parking at Fraser Suites Perth is available and subject to availability. The parking rate is AUD30.00 per car per day.

[Additional parking](#) that is run by the City of Perth and [Wilsons](#) is available for your use.

7. COVID Safe Plan

Currently, there are no mandatory COVID protocols at the Venue. However, we encourage all attendees at the event to follow general hygiene guidelines.

8. Power & Internet

Each Trade Table will have an electrical power board. If you need to bring other cables to your table, they must be Tested and Tagged.



The complex is fitted with free wi-fi connection to the internet. Other available wifi services will be confirmed on the day.

If you have any questions about these arrangements, please contact us to discuss.

Thanking you for your support of IHEA.