

Important Exhibitor Information
AUSTRALIAN HOMOEOPATHIC MEDICINE
CONFERENCE
13 – 14 SEPTEMBER 2008
SWISS GRAND BONDI BEACH

Dear Exhibitor,

Your show is approaching fast. In order for us to build your stand the way you want it, you need to provide us with your requirements **as soon as possible**.

In this kit you will find all the information and forms you need to specify your requirements and make any changes to the standard package.

Please read the next page, **complete the forms that are relevant to you and return to us by:**

FRIDAY 29 AUGUST 2008

This will ensure you have confirmed your exhibition stand package details and **avoid the expense and stress of late order fees.**

To **order furniture** for your stand, use our website www.exhibitionhire.com.au or the order form in the middle of our brochure.

Once your orders are received, our staff can ensure you receive the quality product and service to make this a successful event for you.

We look forward to working with you.

Zeynep Yapar
Exhibition Co-ordinator
Exhibition Hire - Official Exhibition Contractor
Phone 02 9645 7000
zey@ehs.com.au

Exhibitor Kit



Contents

This kit contains both information regarding your stand package and upgrade options, and forms so you can specify your individual requirements. It is very important that we receive your forms **on time** so we can deliver your order on time.

1. Information

- **Octanorm Exhibition Stand Package**

Please read this page, it contains important details regarding the inclusions in your Octanorm exhibition stand package.

- **Octanorm Upgrade Options**

If you really want to attract attention to your stand, you may want to consider customising your stand, see the options available on this page.

- **Product & Services Brochure**

In our brochure you will find an extensive range of furniture, display accessories & audio visual equipment which you can hire for use on your stand. To order use our website www.exhibitionhire.com.au or the Pricing & Order Form stapled to the centre of the brochure.

2. Forms

The forms with a star bullet (★) are **compulsory for every exhibitor**, forms marked with a cross bullet (✦) are **optional**. There is a brief outline beneath each of the optional forms to help you decide which ones you may need to complete.

- ★ **Stand Information Form – Please ensure you return this form**

- ★ **Fascia Signage Confirmation Form – Please ensure you return this form**

- ✦ **Octanorm Stand Modifications Form**

Only complete this form if you want to add walls, doors, light boxes or change the type of flooring or colour of carpet.

- ✦ **Power & Lighting Order Form**

Only use this form if you wish to order any **additional power & lighting** or you are a 'space only exhibitor'.

- ✦ **Wall Mounted Shelving Order Form**

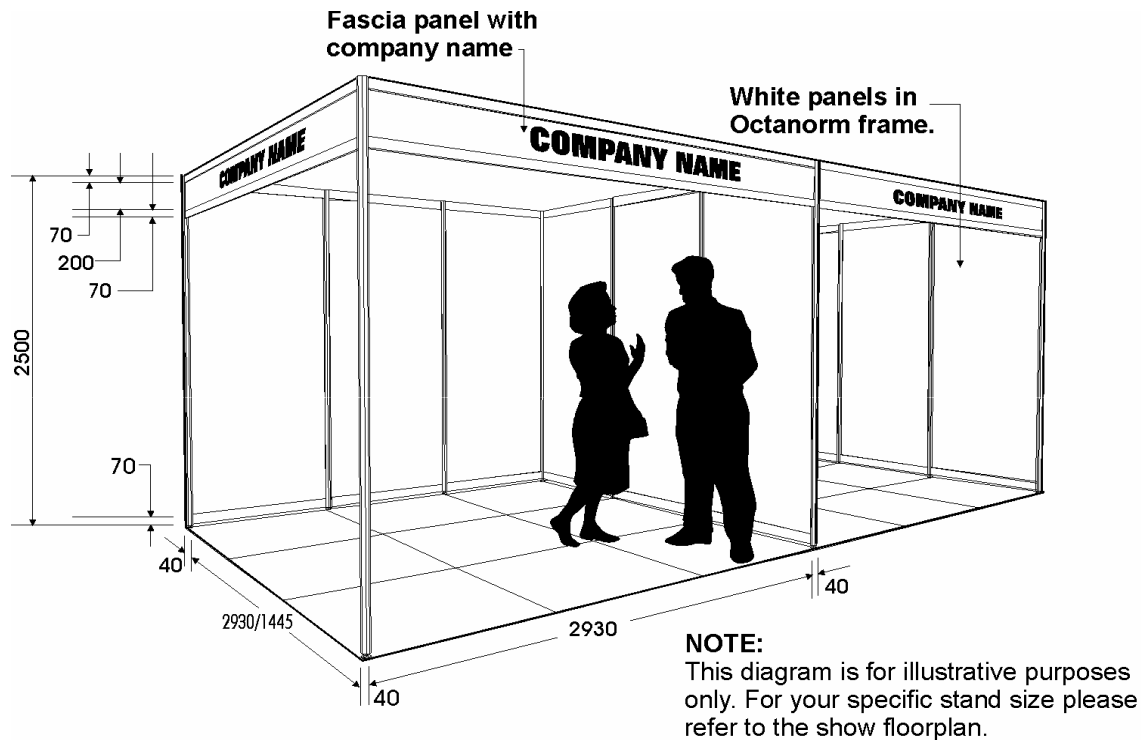
Wall mounted shelving is a practical way of displaying products or literature. If you would like to have **shelving installed** on your stand walls, complete this form.

- ✦ **Stand Layout**

If you are making any changes to the standard package eg, ordering extra walling, door, wall mounted shelving, adding or changing location of power and lighting, hiring audio visual equipment, please supply a drawing of the layout of your stand.

In order for us to accurately process and fulfil your order on time, we would ask you to **Return All Order Forms by: 29/08/08**
Unfortunately late order charges will be applied if forms are returned after the above date.

- **Octanorm Exhibition Stand Package**



The following are included in the Octanorm Exhibition Stand Package:

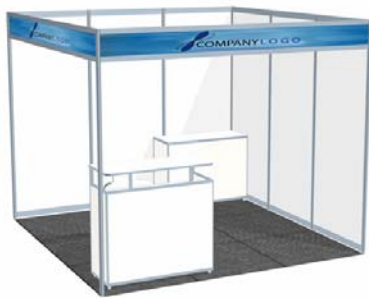
• Stand Size	Your standard exhibition stand size will be 2mx2m
• Walls	2.5m high white melamine walls in an Aluminium Octanorm frame
• Fascia	Aluminium frame with standard fascia board.
• Signage	Company names will be installed over each open aisle fascia. Lettering will be computer cut vinyl in on the fascia board. Each sign will be a maximum of 30 characters including spaces.
• Lighting	2 x 150 watt track mounted spotlights per 9 square metres Mounted on light track inside fascia unless otherwise specified.
• Power	1 x 4amp power point per 9 square metres Located in rear corner of stand unless otherwise specified.
• Flooring	The existing venue flooring will constitute the flooring of your stand. There will be an additional cost if you wish to change the colour of your carpet as it isn't possible to lay carpet on carpet, a base will be required.
• Items which can be used on walls	When attaching anything to walls, exhibitors are asked to use Velcro, bluetac, double-sided adhesive tape or Octanorm shelving and hooks, all are available from Exhibition Hire if required.
• Items not to be used on walls	Pins, staples, screws, nails, bolts, glue and paint will permanently damage the panels, and exhibitors are requested not to use them.

- **Octanorm Upgrade Options**



You will be amazed by the impact of a customised stand. This may be as simple as matching your fascia sign to your corporate colours or as grandiose as a complete custom stand. A stand designed specifically to meet your needs can deliver optimum results.

Upgrades worth considering:



Customising your fascia to include your logo or corporate colours (Fascia Signage Form)



Create a sleek look with raised white or timber floors (Octanorm Stand Modifications Form)



Add neat shelving (Wall Mounted Shelving Form)



Add two metre high light boxes with your own graphics (Octanorm Stand Modifications Form)



3m x 3m corner stand (Stand Package OUC2, order form in brochure)



6m x 3m peninsula stand (Stand Package MUP1, order form in brochure)

Or ask our in-house design team to create a complete custom stand.

For even more ideas see our brochure, visit our website www.exhibitionhire.com.au or contact your exhibition co-ordinator.

★ Stand Information Form



This form is to be completed by
all exhibitors of:

Australian Homoeopathic Medicine Conference
Swiss Grand Bondi Beach
Exhibition Co-ordinator Zeynep Yapar

Fax or post this form by: Friday 29 August 2008

Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300

Post: P.O. Box 120, Sydney Markets NSW 2129 Australia www.exhibitionhire.com.au

Company Name & Address:	
Stand Name (if different to Company)	Stand Number:
Contact Name:	Contact Number:
Date:	Fax Number:

Are you having a stand/shell scheme using the walls, fascia and standard features offered in the package? Please tick one of the boxes below:

Yes **Standard package.** Fill in the above details only and the Fascia Signage Confirmation Form and fax to (02) 9645 5300

Yes **With modifications** to the standard package. In this case fill out above details, the Fascia Signage Confirmation Form and any other forms relevant to your modifications and fax to (02) 9645 5300

Onsite modification: Any stand modification made onsite for the removal of walls, fascia, and beams will be charged at \$60 + GST per hour, min of one hour. Removal of fascia & lights once installed will be charged at \$100 + GST per hour, min of one hour.

No We are using **another contractor**. In this case you must complete this page in full & fax to (02) 9645 5300

Exhibitors building their own stands or having their stand custom built must supply full details of the stand design and their stand builder's details to the Organisers for approval. The Organiser has the right to refuse your custom built stand on the day if you have not supplied any drawings or information on its design and construction.

If you answered 'No' above, you must complete and return the following:

We enclose detailed drawings, with dimensions, illustrating the design of our stand for the exhibition and verify its structural integrity and compliance with Venue Regulations.

We as exhibitor and stand builder agree to abide by all the Rules and Regulations of the exhibition and have adequate insurances for all incidents.

Name: _____ **Date:** _____ **Signature:** _____

Stand Builder Details: your Contractor: _____

Company Name: _____

Address: _____

Post Code: _____

Tel: _____ Fax: _____

Stand Number & Name: _____

Person in Charge: _____

Mobile Phone Number: _____

Insurance Details/Public Liability: _____

Workers Compensation Policy: _____

Certificates of Currency Must be Shown

Failure to provide details can mean refusal of entry to the venue.

✦ Octanorm Stand Modifications Form



Only complete this form if you want to add walling, doors, light boxes or change flooring:

Australian Homoeopathic Medicine Conference
Swiss Grand Bondi Beach
Exhibition Co-ordinator Zeynep Yapar

Fax or post this form by: Friday 29 August 2008

Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300

Post: P.O. Box 120, Sydney Markets NSW 2129 Australia www.exhibitionhire.com.au

Orders placed after Friday 29 August 2008, including onsite orders, incur a compulsory late fee.

Company Name & Address:	
Stand Name (if different to Company)	Stand Number:
Contact Name:	Contact Number:
Date:	Fax Number:

- For additional walling, doors, light boxes, or to change the type of flooring or colour of carpet, please complete the form below and the Stand Layout Form. Prices include installation.

Feature	Options (tick those required)	Price	Quantity	Sub Total
Additional Walling	White	\$48 per lineal metre		\$
	Silver Grey	\$48 per lineal metre		\$
Fascia	White	\$18 per lineal metre		\$
	Navy Blue	\$18 per lineal metre		\$
Doors	White	\$180 per door		\$
Light Boxes	2360mm x 970mm & signage	\$950 per light box		\$
Raised Flooring 32mm high	White	\$80 per sqr metre		\$
	Beech	\$80 per sqr metre		\$
Carpet Tiles (1 metre square)	Black	\$18 per sqr metre		\$
	Charcoal Grey	\$18 per sqr metre		\$
	Bright Blue	\$18 per sqr metre		\$
	Blueberry	\$18 per sqr metre		\$
	Red	\$18 per sqr metre		\$
Underlay	Required if laying carpet tiles on top of venue carpet	\$22 per sqr metre		\$

ALL ORDERS PLACED AFTER Friday 29 August 2008 INCUR A COMPULSORY LATE FEE \$ 40.00

Sub Total	\$
6% Damage Waiver (9907)	\$
10% GST	\$
Total	\$

Full payment must accompany each application or work cannot be carried out, accepted forms of payment:

Funds transfer – BSB 082 356 Account Number 685 395 163 Account Name - Exhibition Hire

Cheque Amex Diners VISA MasterCard

Name of Cardholder

Card Number

A 2% credit card fee applies for payments exceeding \$2,000

Expiry Date ____/____

Signed: _____

Order not valid unless signed by hirer (authorised agent/cardholder)

✦ Power & Lighting Order Form

Complete only if you require additional power or lighting.

Australian Homoeopathic Medicine Conference
Swiss Grand Bondi Beach
Exhibition Co-ordinator Zeynep Yapar



Fax or post this form by: Friday 29 August 2008

Exhibition Hire Central Administration Office **Fax: +61 (02) 9645 5300**

Post: P.O. Box 120, Sydney Markets NSW 2129 Australia www.exhibitionhire.com.au

Company Name & Address:

Stand Name (if different to Company)

Stand Number:

Contact Name:

Contact Number:

Date:

Fax Number:

Attention Space Only Exhibitors, you have NO power or lighting included. To order any requirements, complete this order form and the Stand Layout Form showing locations.

Code	Description	Qty	\$Rate	Subtotal
2701	150 Watt Spotlight on Track - Black		\$70.00	\$
2703	300 Watt Track Floodlight		\$90.00	\$
2705	300 Watt Wall Floodlight on Arm (Black) for lighting 3 metres of display wall		\$96.00	\$
2706	50W 12V Downlight on Arm (Chrome) for lighting products & posters		\$95.00	\$
2708	2 x 36 Watt Fluorescent Light		\$85.00	\$
2709	400 Watt Hi Bay Light (for display boxes)		\$170.00	\$
2710	Single Power Point (4 amp)		\$70.00	\$
2711	Single Power Point (10 amp)		\$90.00	\$
2712	Single Power Point (15 amp)		\$120.00	\$
2716	415volt 32amp 3phas power point		\$275.00	\$
2718	415volt 32amp 3phase point with 6 outlet switch board		\$455.00	\$
	Additional power & lighting products are available POA			\$

ALL ORDERS PLACED AFTER 29/08/08 INCUR A COMPULSORY LATE FEE of 20% SURCHARGE, with a minimum of \$40.00

On-site changes incur a **20% surcharge** with **\$40.00 minimum**.

Sub Total \$

Cancellations after installation will be charged at the **full rate**.

6% Damage Waiver \$

Cancellation less than 3 days prior to opening will be charged **50% of full rate**.

10% GST \$

Prices are GST exclusive. Rates are for duration of exhibition.

Total \$

Full payment must accompany each application or work cannot be carried out, accepted forms of payment:

Funds transfer – BSB 082 356 Account Number 685 395 163 Account Name - Exhibition Hire

Cheque Amex Diners VISA MasterCard

Name of Cardholder

Card Number

A 2% credit card fee applies for payments exceeding \$2,000

Expiry Date ____ / ____

Signed: _____

Order not valid unless signed by hirer (authorised agent/cardholder)

★ Wall Mounted Shelving Order Form



Complete only if you want shelving installed on your walls: Australian Homoeopathic Medicine Conference
Swiss Grand Bondi Beach
Exhibition Co-ordinator Zeynep Yapar

Fax or post this form by: Friday 29 August 2008

Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300

Post: P.O. Box 120, Sydney Markets NSW 2129 Australia www.exhibitionhire.com.au

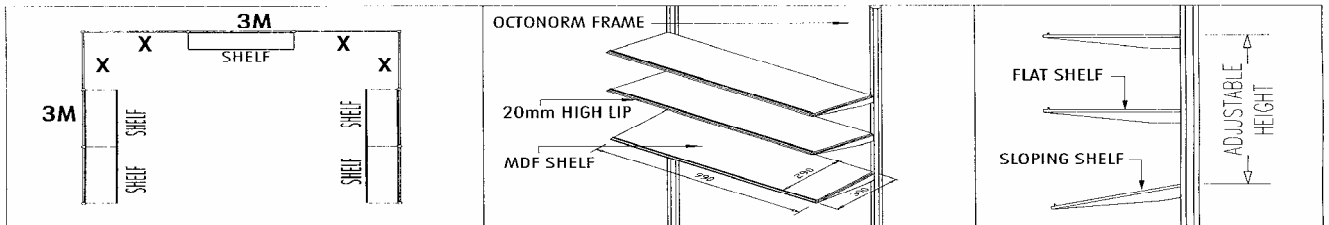
Orders placed after Friday 29 August 2008 including onsite orders, incur a compulsory late fee.

Company Name & Address:	
Stand Name (if different to Company)	Stand Number:
Contact Name:	Contact Number:
Date:	Fax Number:

Wall mounted flat and sloping shelving is a neat, practical method of displaying products and literature.

Shelves are capable of holding up to 8kg per shelf, with a maximum of 3 shelves per panel.

- **Heavy loading** - additional wall panels at right angles to existing walls are required for support if shelves are heavily loaded. Only Exhibition Hire staff are permitted to install fittings to our walls.



SHELF LOCATION IN 3M X 3M BOOTH

Note: Shelves cannot be placed in corners marked with X

TYPICAL SHELVES (990MM X 290MM)

The layout above left, shows the five possible locations for shelves in a standard 3m x 3m booth. Place tick(s) in this diagram to indicate where you would like your shelves and complete the form below for the type of shelf and quantity required. If your stand has different dimensions, please mark locations on the Stand Layout Form.

Description	Code	Qty	Cost per Shelf	Sub Total
Flat Shelves (20mm Lip)	Black	7E29 (flat)	44.00	
	White	7E28 (flat)	44.00	
	Glass (No Lip)	7E20 (flat)	44.00	
Sloping Shelves (20mm Lip)	Black	7E29 (sloping)	44.00	
	White	7E28 (sloping)	44.00	
ALL ORDERS PLACED AFTER FRIDAY 29 AUGUST 2008 INCUR A COMPULSORY LATE FEE				\$ 40.00
Sub total				\$
6% Damage Waiver (9907)				\$
10 % GST				\$
Total (minimum of 2 shelves)				\$

Full payment must accompany each application or work cannot be carried out, accepted forms of payment:

- Funds transfer – BSB 082 356 Account Number 685 395 163 Account Name - Exhibition Hire
 Cheque Amex Diners VISA MasterCard

Name of Cardholder

Card Number

A 2% credit card fee applies for payments exceeding \$2,000

Expiry Date ____/____

Signed: _____

Order not valid unless signed by hirer (authorised agent/cardholder)

✦ Stand Layout

Please supply the layout of your stand.

Australian Homoeopathic Medicine
Conference
Swiss Grand Bondi Beach
Exhibition Co-ordinator Zeynep Yapar



Fax or post this form by: Friday 29 August 2008

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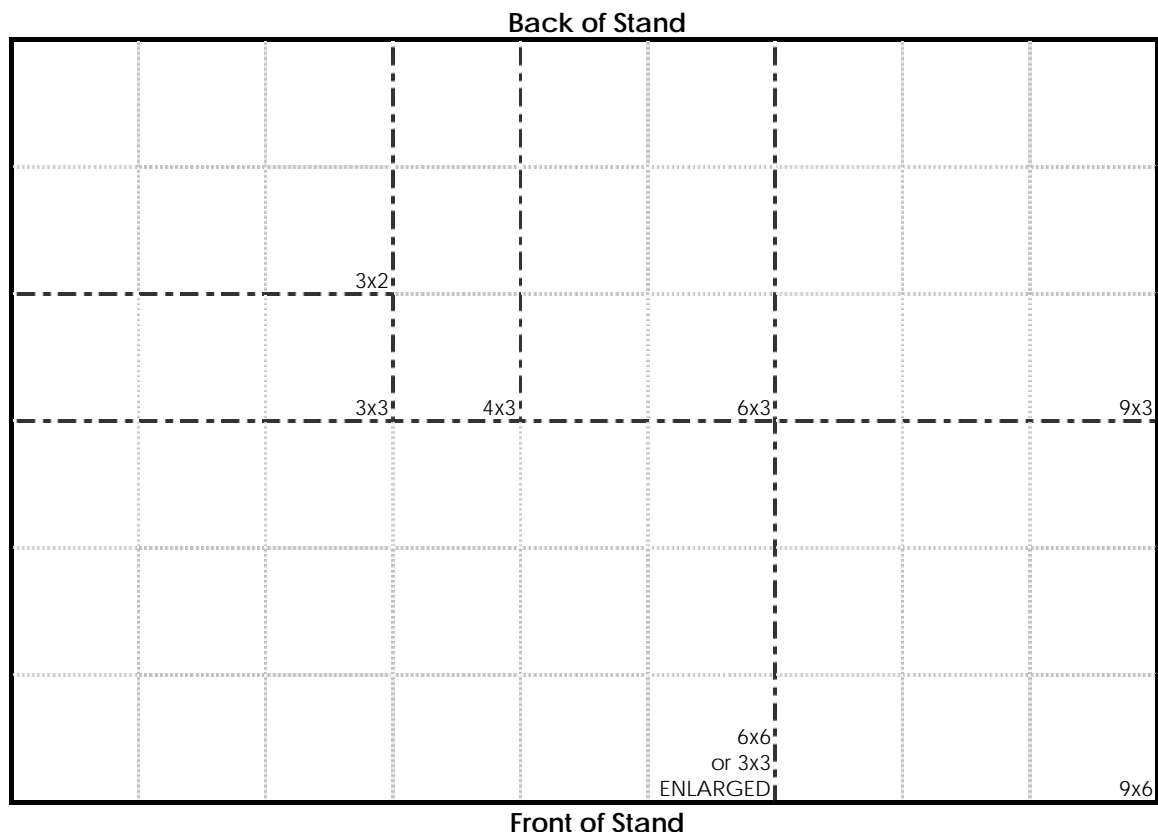
Post: P.O. Box 120, Sydney Markets NSW 2129 Australia www.exhibitionhire.com.au

Company Name & Address:	
Stand Name (if different to Company)	Stand Number:
Contact Name:	Contact Number:
Date:	Fax Number:

Please draw the layout of your stand showing as clearly as possible the modifications you are making and any other important or relevant details, or, attach a copy of plans if you have them.

Guide

1. Mark out your stand in thick pen using the squares as a guide.
2. Use an 'X' to mark in power.
3. Use an 'O' to mark in lighting.
4. Mark in location of audio visual equipment and label.
5. Mark location of wall mounted shelving, please note this shelving cannot be installed in corners.
6. Show location of extra walls and doors.
7. Add any comments & make sure you fill in your name & company details.
8. Return this page with your other forms.



Stand Dimensions	m	X	m	=	Sqr Metres
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