

exhibitor information pack ●●●

Please read the following information carefully. This manual contains all the relevant information to assist you in the preparation of your display.

Should you have any questions or require further information on any of our products or services please contact us.

EXHIBITOR INFORMATION PACK

ANS 2009

Conference 27-30 January 2009

Exhibition 27-29 January 2009

National Convention Centre Canberra



Official Contractor : Exhibit Systems Pty Ltd PO Box 709 Brookvale NSW 2100

Ph: +61 2 9982 5511 Fax: +61 2 9982 9899

Contact : Paul Hicks Email paul@exhibitsystems.com.au

IMPORTANT INFORMATION FOR ALL EXHIBITORS

The following information pack has been included to help you in the preparation of your exhibition stand. Please take time to read and understand what information is required from you. It is very important that we receive your completed forms on time to ensure availability.

Late orders are placed in the order they are received and dealt with in turn. Any orders onsite are subject to availability and time constraints.

Some venues across Australia require the compulsory testing & tagging of ALL electrical leads and appliances used in exhibitions. If equipment needs to be tested on-site there is a charge of \$27 per item + GST.

Contents

- **MODULAR BOOTH PACKAGE**

Provides detail of the shell scheme system to be used and the inclusions in your booth package

- **UPGRADE OPTIONS**

A sample of options available to customise your display and make it stand out from the crowd!

- **STAND INFORMATION FORM 1** – ALL exhibitors are to complete and return this form.

Space Only Exhibitors / Non- Booth Exhibitors: If you have contracted the building of your exhibition stand to someone other than the official booth/shell scheme contractor then you must supply the details of your contractor. All responsibility and care in any way is completely between yourself and your contractor for any incident. The organisers accept no liability whatsoever for any action caused by your appointed contractor. The Venue & Organisers can refuse entry to any contractor if suitable Public Liability, Workers Compensation Insurance and OH&S Policies & Procedure documentation is not supplied.

- **FASCIA SIGNAGE FORM 2** – Booth exhibitors are to complete and return this form

- **POWER & LIGHTING FORM 3** – If you require additional power & lighting or you are a Space Only Exhibitor complete and return this form. Booth packages receive the following electrical allowance

STAND SIZE	ELECTRICAL ALLOWANCE
3m x 3m	2 x spots & 1 power point

Space Only exhibitors must order and pay for any electrical connection from Exhibit Systems.
There is NO electrical allowance with Space Only

- **CARPET & WALLING FORM 4** – If you require additional walling, carpet or wish to change colour or walling/carpet complete and return this form. Please note this venue is already carpeted

- **SHELVING FORM 5** – If you require shelving to be hung from the walls complete and return this form

- **STAND LAYOUT FORM 6** – Sketch any stand placements / modifications to your booth and return this form

DEADLINE FOR ALL ORDER FORMS : Friday 9 January 2009

Late fees will apply to orders received after the above date. A 20% surcharge will apply to all onsite orders

MODULAR BOOTH PACKAGE

ANS 2009

Conference 27-30 January 2009

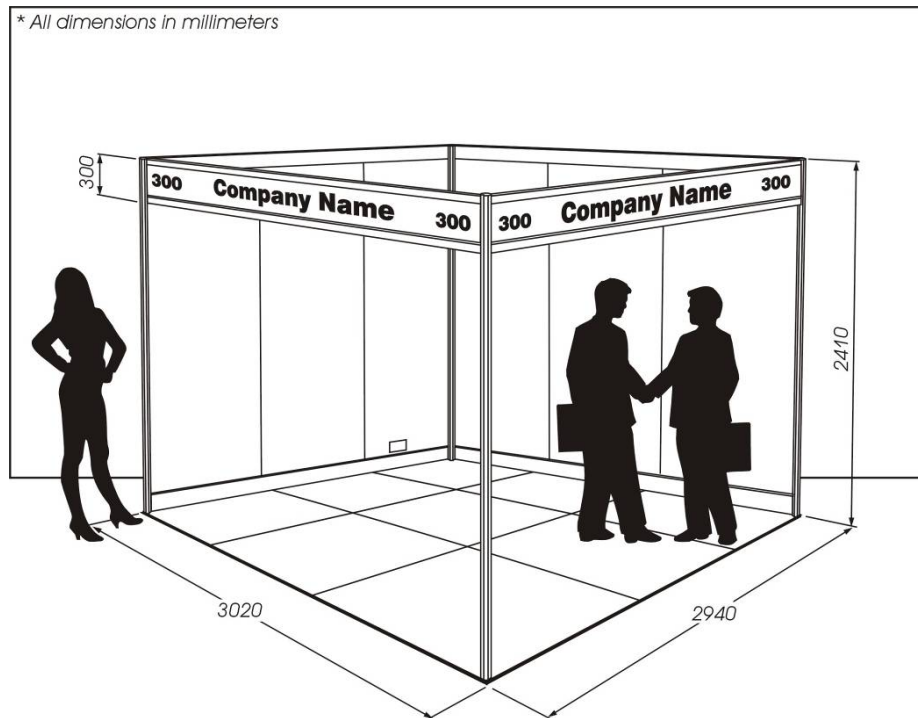
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The following are included in your modular booth package

- FASCIA SIGNAGE A 220mm deep **WHITE** panel with 90mm **BLACK** vinyl cut lettering. The clear height under the fascia is 2110mm. Fascia will be provided to all open sides and where necessary will be supported on 40mm square aluminium supports

- WALLS 2410mm high **GREY** front runner walls in a 40mm x 40mm aluminium frame

- FLOORING The venue is already carpeted. Protective baseboard is compulsory and required for all carpet orders.

- POWER & LIGHTING Allowance varies depending on booth size. Please refer to table below

STAND SIZE	ELECTRICAL ALLOWANCE
3m x 3m	2 x spotlights & 1 x power point

- ITEMS WHICH CAN BE USED Exhibitors are asked to use **VELCRO ONLY** to adhere materials to walls. Shelving may also be ordered for an additional cost

- ITEMS NOT TO BE USED ON WALLS No nails, staples, screws or glue are to be used to fix to walls. Damage to panels will be charged to exhibitors at \$275 + GST per panel

STAND DESIGN AND UPGRADE OPTIONS

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SAGE Australia



ELO Digital Office



UNITEL



CITRIX



FortuneTec



iSOFT



SAP



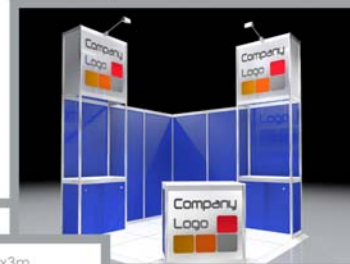
3x3m upgrade



3x3m upgrade



3x3m upgrade



3x3m upgrade



6x3m upgrade



6x3m upgrade



6x3m upgrade

STAND INFORMATION FORM 1

ANS 2009

Conference 27-30 January 2009

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To be completed by
ALL exhibitors attending



Fax or Post Form By: Friday 9 January 2009

Fax: +61 2 9982 9899

Post to: Exhibit Systems Pty Ltd PO Box 709 Brookvale NSW 2100 Ph: +61 2 9982 5511

Company Name & Postal Address			
Contact Name		Email	
Phone Number		Fax Number	
Date		Stand Number	

Are you having a modular booth / shell scheme system using the walls, fascia as offered in the standard package? Please tick one of the options below:

- YES Standard Package. Please complete above details and Fascia Signage Form 2 and fax back to 02 9982 9899
- YES Modified Package. Please complete above details and Fascia Signage Form 2 along with any other forms relevant to your modification and fax back to 02 9982 9899
- NO Another Contractor. Please complete this page in full and fax to 02 9982 9899

Exhibitors building their own stand 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 insurance for all incidents.

YOUR STAND BUILDERS DETAILS

PHOTOCOPY THIS FORM AND COMPLETE FOR EACH CONTRACTOR CONSTRUCTING YOUR STAND

Stand Builder Company Name	
Address	
	Post Code
Phone Number	Fax Number
Stand Name & Number	
Foreman In Charge	Mobile Number
Contractor – Insurance Details / Public Liability	
Contractor – Workers Compensation Policy	

CERTIFICATE OF CURRENCY TO BE SHOWN

FAILURE TO PROVIDE DETAILS CAN MEAN REFUSAL OF ENTRY TO THE VENUE

