

## EXHIBITOR INFORMATION PACK



ANS/AuPS 2010

31 January - 2 February 2010

Bayside Grand Hall, DARLING HARBOUR

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

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

Contact : Tony Mahers Email [tonym@exhibitsystems.com.au](mailto:tonym@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 \$28.00 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	BOOTH -ELECTRICAL ALLOWANCE
3m x 3m	2 x spotlights & 1 x 4amp power point

**If Exhibitors elect to have NO FASCIA – TRACK LIGHTING IS REMOVED**

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 8 January 2010**

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

# MODULAR BOOTH PACKAGE



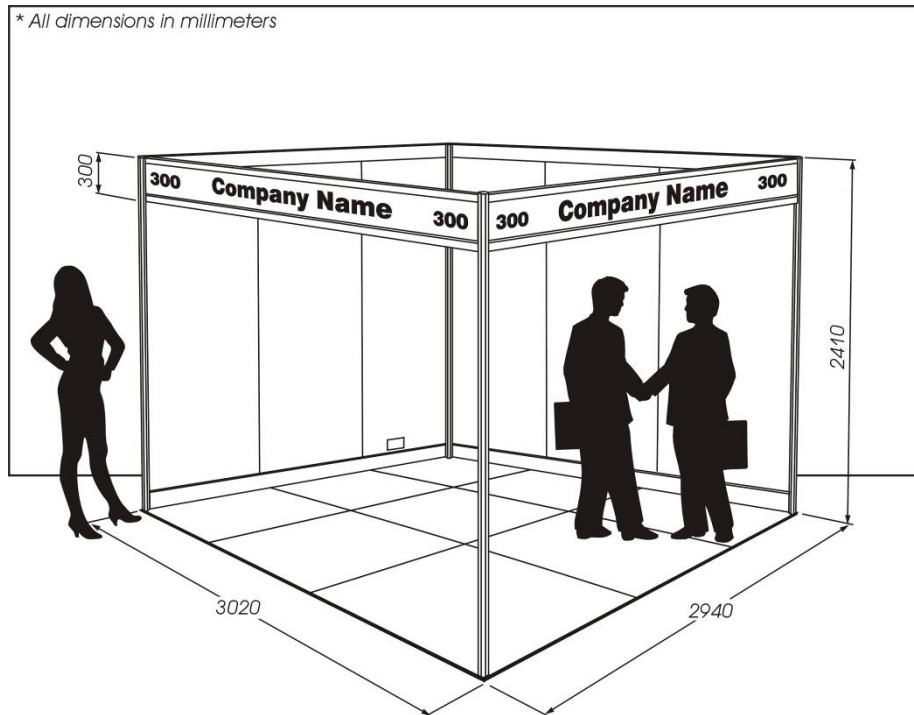
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The following are included in your modular booth package

- 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** frontrunner walls in a 40mm x 40mm aluminium frame

- FLOORING

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

Allowance varies depending on booth size. Please refer to table below

- POWER & LIGHTING

STAND SIZE	BOOTH - ELECTRICAL ALLOWANCE
<b>3m x 3m</b>	<b>2 x spotlights &amp; 1 x power point</b>
NON BOOTH (Space Only)	Power must be ordered from Exhibit Systems

If Exhibitors elect to have **NO FASCIA – TRACK LIGHTS IS REMOVED**

- 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



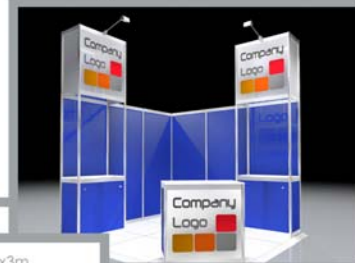
3x3m  
upgrade



3x3m  
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3x3m  
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3x3m  
upgrade



6x3m  
upgrade



6x3m  
upgrade



6x3m  
upgrade

# STAND INFORMATION FORM 1

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To be completed by  
ALL exhibitors attending



**Fax or Post Form By: Friday 8 January 2010** 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









