



12th National Allied Health Conference 2015

9th - 11th November 2015
Crown Exhibition Hall

Dear Exhibitor

Your event is approaching and this kit contains important information that is required by Staging Connections. Please assist us by completing the forms and returning to your Exhibition Services Manager

by 26th October

Once your order form has been received, our Exhibitions Services team will work to ensure a successful event for you and your company.

STANDARD PACKAGE INCLUSIONS

SPACE	3m x 2m Exhibitor Space
WALLS	2500mm high white PVC coated panels within a matt anodised octanorm frame
FASCIA	325mm high white PVC coated panels within a matt anodised octanorm frame
SIGNAGE	Computer cut vinyl on corflute applied to Fascia
LIGHTING	2 x 120w Spotlights
POWER	1 x 4 Amp power point

Exhibition Services, Staging Connections Pty. Ltd
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Company Name (in case pages get separated)

STEP 3. EXHIBITION FURNITURE & AUDIO VISUAL EQUIPMENT ORDER INFORMATION

Please list below your furniture & AV requirements - refer to attached furniture & AV equipment catalogue

QUANTITY	COLOUR	DESCRIPTION	RATE (\$)	TOTAL (\$)

Please indicate below whether you require a custom logo or extra power. Digitally printed display panels also available - ask for a quote.

	Custom Printed Counter Front (artwork required)	\$230.00	
	Custom Printed Display Panel 1mW x 2.4mH fitted to Booth (artwork required)	\$325.00	
	Custom Logo Fascia Sign (artwork required)	\$120.00	
	10 Amp General Purpose Outlet	\$120.00	
	15 Amp General Purpose Outlet	\$150.00	

TOTALS WILL BE CALCULATED AND COSTS WILL BE SENT FOR YOUR APPROVAL

A 20% Cartage & Placement charge (minimum \$50) will be applied to furniture and audio-visual. Signage and extra power are charged as shown. Payment is due prior to the commencement of the exhibition

Please indicate in the grid placement of furniture etc.

TERMS & CONDITIONS

- 1. Agreement:** The hirer agrees to pay all charges for hire, loss, damage and repairs. Any costs incurred in the recovery of outstanding fees relating to hire, loss, damage and repair are to be borne by the exhibitor.
- 2. Damage to Equipment:** The hirer shall be responsible for any loss or damage to the equipment from any cause whatsoever except reasonable wear and tear. Payment by the hirer for any loss or damage is required upon completion of the hire.
- 3. Claims:** Any claims relating to the quality of the equipment or services provided must be made at the time of delivery or during the exhibition/event. No claim will be recognised after the exhibition/event closes.
- 4. Delivery:** All transport of equipment will be carried out by Staging Connections staff except as otherwise agreed in writing.
- 5. Collection:** All equipment must be available for collection following the closure of the exhibition. No responsibility will be taken for any goods left in or on our equipment.
- 6. Cancellations:** Hire cancellations after delivery will be charged @ 100% of hire & transport rate.
- 7. Orders:** All orders are required by the date indicated on page 1 - payments will be processed on the day of the Exhibition.
- 8. Delivery -** items will be delivered prior to or during exhibitor move in
- 9. Pickup -** items will be picked up immediately after close

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