

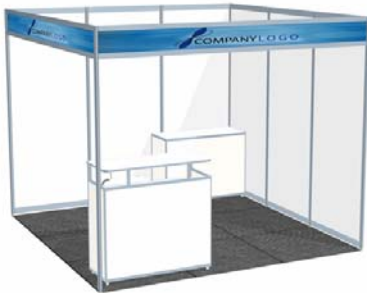
The following are included in the Octanorm Exhibition Stand Package:

- |   |  |
|---|--|
| • <b>Stand Size</b>                       | Your standard exhibition stand size will be 3m x 3m  |
| • <b>Walls</b>                            | 2.5m high white melamine walls in an Aluminium Octanorm frame  |
| • <b>Fascia</b>                           | Aluminium frame with white fascia board.   |
| • <b>Signage</b>                          | Company names will be installed over each open aisle fascia. Lettering will be computer cut vinyl in black on the fascia board. Each sign will be a maximum of 30 characters including spaces.       |
| • <b>Lighting</b>                         | 2 x 150 watt track mounted spotlights per 9 square metres<br>Mounted on light track inside fascia unless otherwise specified.  |
| • <b>Power</b>                            | 1 x 4amp power point per 9 square metres<br>Located in rear corner of stand unless otherwise specified.  |
| • <b>Flooring</b>                         | Flooring will be made up of 1m x 1m carpet tiles in Charcoal for Hall 5.<br>Hall 6 is already carpeted.  |
| • <b>Items which can be used on walls</b> | 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 <b>Exhibition Hire</b> if required. |
| • <b>Items not to be used on walls</b>    | 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](http://www.exhibitionhire.com.au) or contact your exhibition co-ordinator.

# STAND INFORMATION FORM

This form is to be completed by all exhibitors of:	<b>Name of Show</b>	7 <sup>th</sup> International Orthodontic Congress	
	<b>Venue</b>	SCEC	<b>Date</b> 6-9 February 2010
	<b>Exhibition Co-ordinator</b>	Nina Marland	
<b>Fax or post this form by: Friday, 4 December 2009</b> <b>Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300</b> Post: P.O. Box 120, Sydney Markets NSW 2129 Australia <a href="http://www.exhibitionhire.com.au">www.exhibitionhire.com.au</a>			

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, ailure to provide details can mean refusal of entry to the venue.**



# OCTANORM STAND MODIFICATION



<b>Only complete this form if you want to add walling, doors, light boxes or change flooring:</b>	<b>Name of Show</b>	7 <sup>th</sup> International Orthodontic Congress
	<b>Venue</b>	SCEC <b>Date</b> 6-9 February 2010
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 Post: P.O. Box 120, Sydney Markets NSW 2129 Australia [www.exhibitionhire.com.au](http://www.exhibitionhire.com.au)  
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Company Name & Address:	
Stand Name (if different to Company)	Stand Number:
Contact Name:	Contact Number:
Date:	Fax Number:

The standard wall colour for this event is white with charcoal carpet.  
 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	\$53 per lineal metre		\$
	Silver Grey	\$53 per lineal metre		\$
Fascia	White	\$20 per lineal metre		\$
	Navy Blue	\$20 per lineal metre		\$
Doors	White	\$200 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	\$25 per sqr metre		\$
<b>ALL ORDERS PLACED AFTER DUE DATE INCUR A <u>COMPULSORY</u> LATE FEE</b>				<b>\$ 60.00</b>
			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 FORM



<b>Only complete this form if you require additional power + Lighting.</b>	<b>Name of Show</b>	7 <sup>th</sup> International Orthodontic Congress
	<b>Venue</b>	SCEC <b>Date</b> 6-9 February 2010
	<b>Exhibition Co-ordinator</b>	Nina Marland

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**Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300**  
 Post: P.O. Box 120, Sydney Markets NSW 2129 Australia [www.exhibitionhire.com.au](http://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		\$77.00	\$
2703	300 Watt Track Floodlight		\$99.00	\$
2705	300 Watt Wall Floodlight on Arm (Black) for lighting 3 metres of display wall		\$106.00	\$
2706	50W 12V Downlight on Arm (Chrome) for lighting products & posters		\$105.00	\$
2708	2 x 36 Watt Fluorescent Light		\$94.00	\$
2709	400 Watt Hi Bay Light (for display boxes)		\$187.00	\$
2710	Single Power Point (4 amp)		\$77.00	\$
2711	Single Power Point (10 amp)		\$99.00	\$
2712	Single Power Point (15 amp)		\$132.00	\$
2716	415volt 32amp 3phas power point		\$400.00	\$
2718	415volt 32amp 3phase point with 6 outlet switch board		\$600.00	\$
	Additional power & lighting products are available POA			\$

<b>ALL ORDERS PLACED AFTER DUE DATE INCUR A <u>COMPULSORY</u> LATE FEE of 20% SURCHARGE, with a minimum of \$60.00</b>		
On-site changes incur a <b>20% surcharge</b> with <b>\$60.00 minimum</b> . Cancellations after installation will be charged at the <b>full rate</b> . Cancellation less than 3 days prior to opening will be charged <b>50% of full rate</b> . Prices are GST exclusive. Rates are for duration of exhibition.	<b>Sub Total</b>	\$
	<b>6% Damage Waiver</b>	\$
	<b>10% GST</b>	\$
	<b>Total</b>	\$

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- 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 FORM

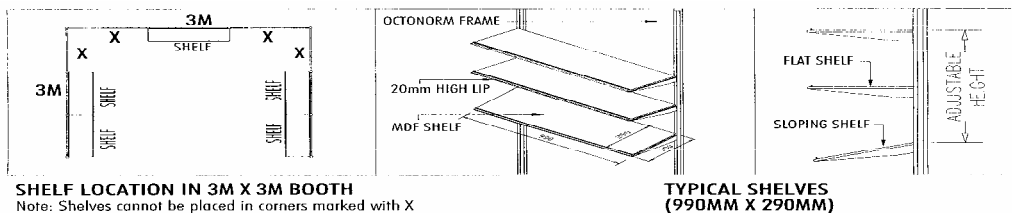
Only complete this form if you want shelving installed on your walls.	Name of Show	7 <sup>th</sup> International Orthodontic Congress
	Venue	SCEC Date 6-9 February 2010
	Exhibition Co-ordinator	Nina Marland

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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.



Description	Code	Qty	Cost per Shelf	Sub Total
Flat Shelves (20mm Lip)	Black	7E29 (flat)	\$48.00	\$
	White	7E28 (flat)	\$48.00	\$
	Glass (No Lip)	7E20 (flat)	\$48.00	\$
Sloping Shelves (20mm Lip)	Black	7E29 (sloping)	\$48.00	\$
	White	7E28 (sloping)	\$48.00	\$
<b>ALL ORDERS PLACED AFTER DUE DATE INCUR A COMPULSORY LATE FEE</b>				<b>\$ 60.00</b>
			Sub total	\$
			6% Damage Waiver (9907)	\$
			10 % GST	\$
			<b>Total (minimum of 2 shelves)</b>	<b>\$</b>

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 layout of your stand.	<b>Name of Show</b>	7 <sup>th</sup> International Orthodontic Congress
	<b>Venue</b>	SCEC <b>Date</b> 6-9 February 2010
	<b>Exhibition Co-ordinator</b>	Nina Marland

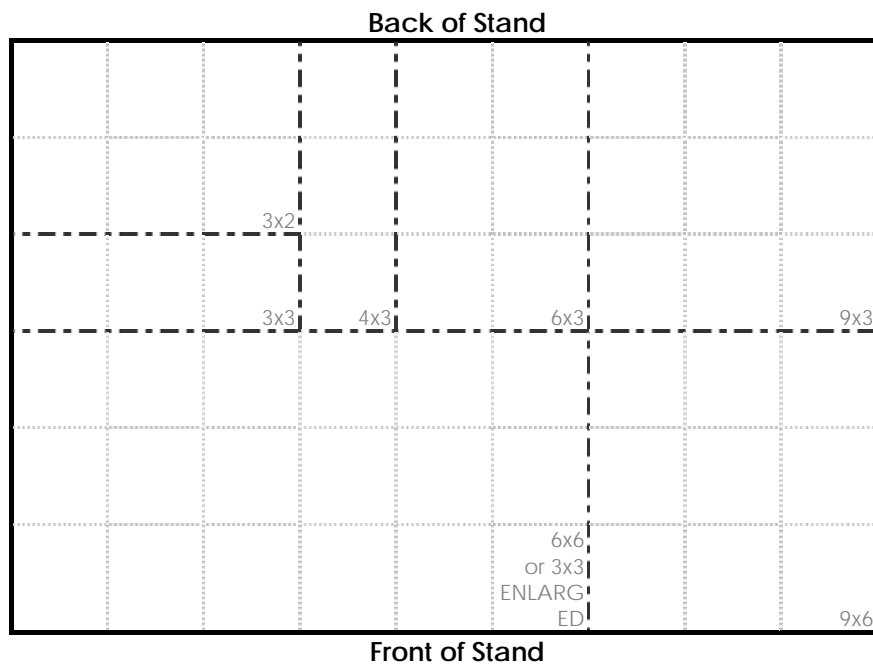
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Company Name & Address:	
Stand Name (if different to Company)	Stand Number:
Contact Name:	Contact Number:
Date:	Fax Number:

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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