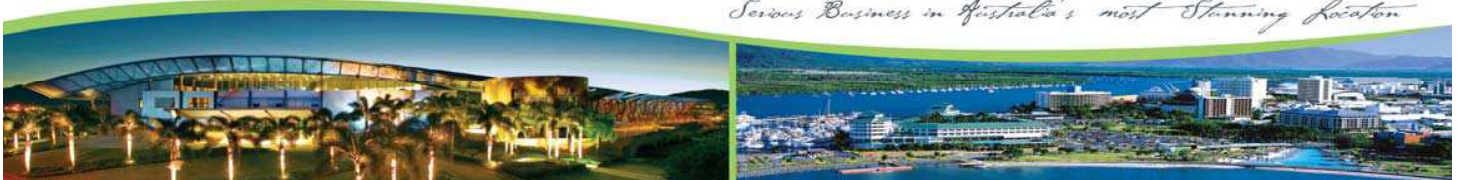


2009
Exhibitor Services

Valid to 31 December 2009

www.cairnsconvention.com.au

Serious Business in Australia's most Stunning Location





**CAIRNS
CONVENTION
CENTRE**

PAYMENT DETAILS

EVENT NAME _____

DATES _____

STAND NUMBER _____

CONTACT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

FACSIMILE _____

EMAIL _____

CHARGE SUMMARY DETAILS

ITEM	AMOUNT
Communications	
Computer Equipment	
Audio Visual Equipment	
Catering – Food	
Catering – Beverages	
Banners	
Handling Equipment	
Stand Cleaning	
Water & Waste	
High Visibility Vest	
Other	
TOTAL	\$

CHEQUES

Must be made payable to the **Cairns Convention Centre** and must be received **two weeks** prior to bump in.

Cheque enclosed is to the value of \$ _____

CREDIT CARD DETAILS

PLEASE NOTE: Credit card charges apply for amounts over \$2,000.00. Please contact the Event Department for details regarding these charges. Amounts over \$2,000.00 cannot be split.

Mastercard

American Express

VISA

Card Holders Name _____

Card Number _____

Expiry Date _____

Amount to be debited

\$ _____

Card Holders Signature _____

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.



**CAIRNS
CONVENTION
CENTRE**

COMMUNICATIONS

EVENT NAME _____

STAND NUMBER _____

COMPANY _____ **CONTACT NAME** _____

TELEPHONE _____ **EMAIL** _____

TICK	CONNECTION TYPE	DETAILS	AMOUNT
<input type="checkbox"/>	Telephone Line • Local • STD • IDD	How many telephone lines do you require? _____ Do you require a handset? <input type="checkbox"/> Yes <input type="checkbox"/> No Access Required <input type="checkbox"/> Local <input type="checkbox"/> STD <input type="checkbox"/> IDD	\$35.00 plus call costs
<input type="checkbox"/>	ADSL Link - Hardwired	Broadband 20mb Unlimited Access and Downloads. <i>The Centre has limited numbers of these lines available. Requests for these lines are required 40 days prior to the event.</i>	\$250 per day or \$1,250 up to 7 day duration and \$150.00 per day for each day thereafter
<input type="checkbox"/>	Wireless Access	Email & Internet Access 1 Hour Wireless Card 8 Hour Wireless Card	\$15.00 \$60.00
TOTAL			\$

Special requirements (please specify) _____

CONDITIONS

- ◆ The Cairns Convention Centre can connect telephone lines on individual exhibition stands through the Centre's PABX system. Lines will be connected on the last bump in day of the event and disconnected prior to completion of bump out.
- ◆ Credit card details must be supplied to cover call costs. After the service has been disconnected an itemised account of all calls will be produced and this amount will be debited from the credit card provided.
- ◆ All telephone charges are the responsibility of the exhibitor, and appropriate measures should be undertaken to ensure authorised use.

Please Note: This form must be received by the Cairns Convention Centre with payment a minimum of forty (40) days prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.



**CAIRNS
CONVENTION
CENTRE**

COMPUTER EQUIPMENT

EVENT NAME _____

STAND NUMBER _____

COMPANY _____

CONTACT NAME _____

TELEPHONE _____

EMAIL _____

ITEM	CHARGE FOR DURATION
Desktop PC* - Dual Core Processor, 1024mb Ram 120 gb HDD, DVDRW, Keyboard, Mouse, 22 inch LCD and all cabling	\$365.00
Notebook* - Centrino Processor, 512mb Ram +60GB HDD, DVDRW, 15.4" LCD Screen, & WiFi	\$365.00
19" LCD (Flat Screen)	\$170.00
20" LCD (Flat Screen)	\$200.00
22 inch LCD (Flat Screen)	\$230.00
Laser Printer - Black and White (including first cartridge)	\$300.00
Laser Printer - Colour (including first cartridge)	\$450.00
Colour Inkjet Printer (including first cartridge)	\$250.00
Network Cabling Per Patch	\$25.00
8 Port Switch	\$50.00
24 Port Switch	\$130.00
Media Converter	\$70.00
Labour - Please allow for a labour charge of \$120.00 per hour for set up and installation (if applicable)	\$120.00 Per Hour
TOTAL COST	\$

*PC hire includes Windows XP Operating System and MS Office 2003. Specifications may change without prior notice.

For all other requirements please contact the Event Department events@cairnsconvention.com.au for a quotation.

CONDITIONS

- ♦ Total hire includes delivery and pick up. Goods must be returned in the same condition as delivered any damage or loss of equipment will be charged accordingly.
- ♦ All equipment is delivered to your stand on the last set-up day.

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.



**CAIRNS
CONVENTION
CENTRE**

AUDIO VISUAL EQUIPMENT

EVENT NAME _____

STAND NUMBER _____

COMPANY _____

CONTACT NAME _____

TELEPHONE _____

EMAIL _____

ITEM	1 DAY	2 DAYS	3 DAYS	4-7 DAYS
60cm TV Monitor & DVD	\$77.00	\$154.00	\$231.00	\$308.00
30 inch LCD Flat Screen	\$165.00			
42 inch LCD Flat Screen	\$275.00			
*LCD Stands	POA			
Total				

*Note various LCD Stands available dependent on required use. Please contact our Event Department for costings.

All equipment subject to availability.

For all other audio visual requirements please contact our Event Department events@cairnconvention.com.au

CONDITIONS

- ♦ Total hire includes delivery and pick up. Goods must be returned in the same condition as delivered. Any damage or loss of equipment will be charged accordingly.
- ♦ All equipment is delivered to your stand on the last set-up day.

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.

These activities are prohibited at the Cairns Convention Centre:-

- ◆ Bringing into the premises any food or beverage items for sale or consumption.
- ◆ Promoting or processing any orders for the subsequent provision of alcoholic beverages.
- ◆ Removal from the premises of any alcoholic beverages purchased at the Centre.

These following activities require written application and approval by the Centre at least 5 working days prior to the event, subject to the following conditions.

Beverages (Alcoholic & Non-Alcoholic)

Bonafide sampling and tasting promotions only ie. maximum sample size glass/cup of 50ml.

Food

Bonafide sampling and tasting promotions only ie. food portions to be sample size only.

Please note:

- ◆ Cold food must be maintained at 5°C or less for the entire period of consumption.
- ◆ Hot food must be maintained at 65°C or above for the entire period of consumption.
- ◆ Sneeze guards required for finished food sample items.
- ◆ Eating and drinking utensils must be disposable (for example: plastic plates, wine taste cups, cutlery) and must not be re-used.
- ◆ Promotional food and drink samples to be given away must be protected from contamination with plastic covers and any condiments offered should be portion control – one use only.

General

- ◆ The Centre reserves the right to supply any beverages required by the applicant.
- ◆ Appropriate equipment is available for hire from the Centre.
- ◆ Cooking or food sample preparation and any equipment to be used on the premises must have written approval of the Cairns Convention Centre 5 working days prior to the event.

For More Information: Mark Sergeant
Catering Manager
Cairns Convention Centre
Telephone: 07 4042 4200
Facsimile: 07 4052 1152
Email: msergeant@cairnsconvention.com.au



**CAIRNS
CONVENTION
CENTRE**

HANDLING EQUIPMENT

EVENT NAME _____

STAND NUMBER _____

COMPANY _____

CONTACT NAME _____

TELEPHONE _____

EMAIL _____

EQUIPMENT	HIRING COST	DATE	NUMBER OF HOURS REQUIRED
Fork Lift -2.5 tonne - including driver & fuel	\$70.00 per hour \$490.00 per day*		
Boom Lift - 80ft/24.40m - machine only Operator certification must be produced	\$90.00/hour \$630.00/day*		
Electric Knuckle Boom - 51ft/15.75m – machine only Operator certification must be produced	\$70.00/hour \$490.00/day*		
Scissor Lift - 25ft/7.60m – machine only Operator certification must be produced	\$70.00/hour \$490.00/day*		
Pallet Jack	Free of Charge**		
Trolley (Flat Bed)	Free of Charge**		

CONDITIONS

- ◆ The Cairns Convention Centre has one Fork Lift for hire (subject to availability).
- ◆ * Day rate is for 8 hour period only.

**If exclusive use is required for Pallet Jack or Trolley, please contact our Event Department events@cairnsconvention.com.au who will advise cost.

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.



**CAIRNS
CONVENTION
CENTRE**

STAND CLEANING

EVENT NAME _____

STAND NUMBER _____

COMPANY _____

CONTACT NAME _____

TELEPHONE _____

EMAIL _____

Stand Cleaning: \$3.50 per square metre per day

I would like my stand vacuumed/mopped and dusted prior to the opening of the exhibition on each of the following days:

DATE	STAND SIZE (M ²)	COST PER DAY (\$3.50 PER M ² PER DAY)
Total		\$

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.



**CAIRNS
CONVENTION
CENTRE**

BUSINESS SUPPORT SERVICES

The following business support services are available at Administration, Level 3:

SERVICE		CHARGE
Email & Internet Access	1 Hour Wireless Card	\$15.00
	8 Hour Wireless Card	\$60.00
Facsimile – Outgoing (within Australia & Overseas)	First Page	\$4.00
	Each Page Thereafter	\$1.00
Photocopying/Printing	Black & White	
	- A4 Page	\$0.15
	- A3 Page	\$0.20
	Colour	
	- A4 Page	\$0.30
- A3 Page	\$0.40	
	Client supplying own paper	\$0.05
Secretarial Services (Per Hour)		\$35.00

For any other requirements please see our Receptionist at Administration, Level 3.