

Stand Information Form



This form is to be
completed by all exhibitors
of:

PCCS 2009 Congress
21 - 26 June 2009
Cairns Convention Centre
Nina Marland

Fax or post this form by: Friday, 15 May 2009

Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300

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 A\$60 + GST per hour, min of one hour. Removal of fascia & lights once installed will be charged at A\$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

Failure to provide details can mean refusal of entry to the venue.

Octanorm Stand Modifications Form



Only complete this form if you want to add walling, doors or light boxes:

**PCCS 2009 Congress
21 - 26 June 2009
Cairns Convention Centre
Nina Marland**

Fax or post this form by: **Friday, 15 May 2009**

Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300

Orders placed after 17/07/09 including onsite orders, incur a compulsory late fee.

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 merlin (blue).

- 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	A\$53 per lineal metre		\$
	Silver Grey	A\$53 per lineal metre		\$
Fascia	White	A\$20 per lineal metre		\$
	Navy Blue	A\$20 per lineal metre		\$
Doors	White	A\$200 per door		\$
Light Boxes	2360mm x 970mm & signage	A\$950 per light box		\$
Raised Flooring 32mm high	White	A\$80 per sqr metre		\$
	Beech	A\$80 per sqr metre		\$
ALL ORDERS PLACED AFTER DUE DATE INCUR A <u>COMPULSORY</u> LATE FEE				\$ 60.00
			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 AUD\$2,000

Signed: _____

Expiry Date ____/____

Order not valid unless signed by hirer (authorised agent/cardholder)

Power & Lighting Order Form



**Complete only if you
require additional power or
lighting.**

**PCCS 2009 Congress
21 - 26 June 2009
Cairns Convention Centre
Nina Marland**

**Fax or post this form by: Friday, 15 May 2009
Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300**

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		A\$77.00	\$
2703	300 Watt Track Floodlight		A\$99.00	\$
2705	300 Watt Wall Floodlight on Arm (Black) for lighting 3 metres of display wall		A\$106.00	\$
2706	50W 12V Downlight on Arm (Chrome) for lighting products & posters		A\$105.00	\$
2708	2 x 36 Watt Fluorescent Light		A\$94.00	\$
2709	400 Watt Hi Bay Light (for display boxes)		A\$187.00	\$
2710	Single Power Point (4 amp)		A\$77.00	\$
2711	Single Power Point (10 amp)		A\$99.00	\$
2712	Single Power Point (15 amp)		A\$132.00	\$
2716	415volt 32amp 3phas power point		A\$400.00	\$
2718	415volt 32amp 3phase point with 6 outlet switch board		A\$600.00	\$
	Additional power & lighting products are available POA			\$

**ALL ORDERS PLACED AFTER DUE DATE INCUR A COMPULSORY LATE FEE of 20%
SURCHARGE, with a minimum of \$60.00**

On-site changes incur a **20% surcharge** with **AUD 40.00 minimum**.

Cancellations after installation will be charged at the **full rate**.

Cancellation less than 3 days prior to opening will be charged **50% of full rate**.

Prices are GST exclusive. Rates are for duration of exhibition.

Sub Total

\$

6% Damage Waiver

\$

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 A\$2,000

Expiry Date ____ / ____

Signed: _____

Order not valid unless signed by hirer (authorised agent/cardholder)

Wall Mounted Shelving Order Form



Complete only if you want shelving installed on your walls:

PCCS 2009 Congress
21 - 26 June 2009
Cairns Convention Centre
Nina Marland

Fax or post this form by: **Friday, 15 May 2009**

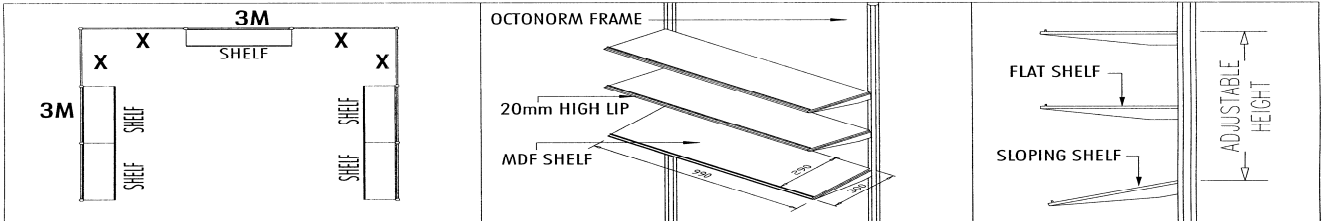
Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300

Orders placed after 18/02/09, including onsite orders, incur a compulsory late fee.

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.



SHELF LOCATION IN 3M X 3M BOOTH

Note: Shelves cannot be placed in corners marked with X

TYPICAL SHELVES (990MM X 290MM)

The layout above left, shows the five possible locations for shelves in a standard 3m x 3m booth. Place tick(s) in this diagram to indicate where you would like your shelves and complete the form below for the type of shelf and quantity required. If your stand has different dimensions, please mark locations on the Stand Layout Form.

Description		Code	Qty	Cost per Shelf	Sub Total
Flat Shelves (20mm Lip)	Black	7E29 (flat)		A\$48.00	
	White	7E28 (flat)		A\$48.00	
	Glass (No Lip)	7E20 (flat)		A\$48.00	
Sloping Shelves (20mm Lip)	Black	7E29 (sloping)		A\$48.00	
	White	7E28 (sloping)		A\$48.00	

ALL ORDERS PLACED AFTER DUE DATE INCUR A COMPULSORY LATE FEE

\$ 60.00

Sub total	\$
6% Damage Waiver (9907)	\$
10% GST	\$
Total (minimum of 2 shelves)	\$

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 the layout of your stand.

PCCS 2009 Congress
21 - 26 June 2009
 Cairns Convention Centre
 Nina Marland



Fax or post this form by: **Friday, 10 July 2009**

Exhibition Hire Central Administration Office Fax: +61 (02) 9645 5300

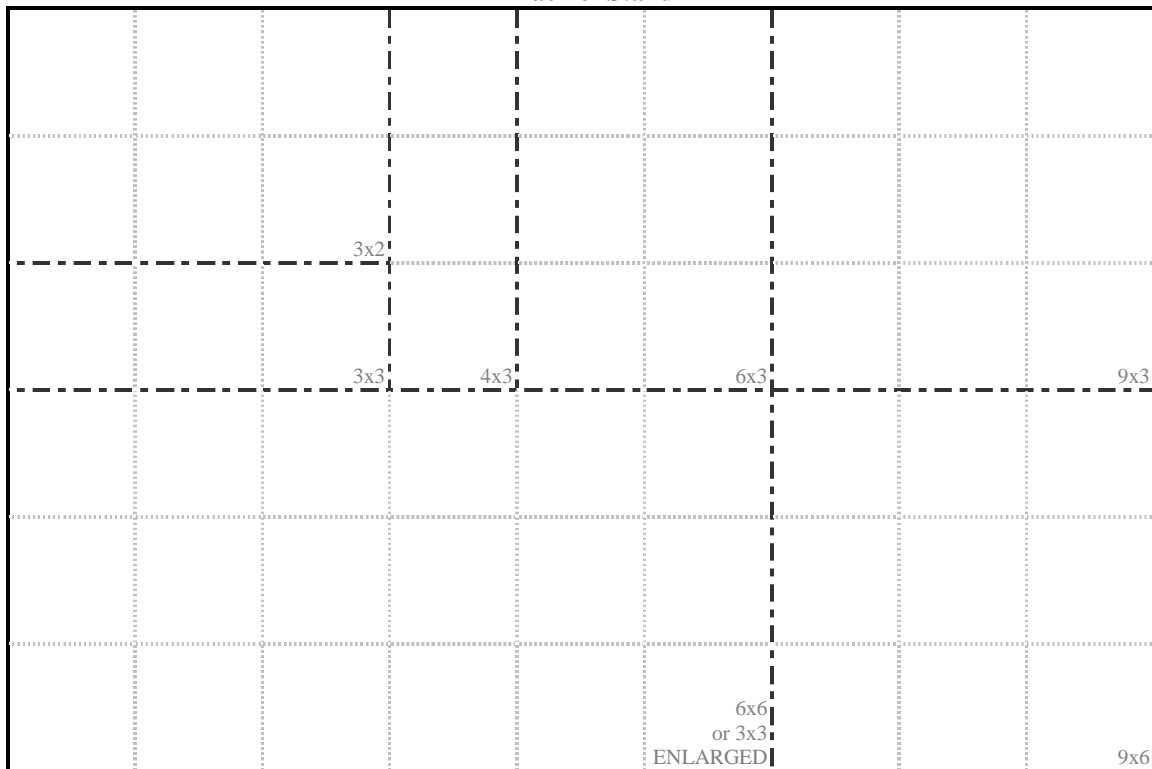
Company Name & Address:	
Stand Name (if different to Company)	Stand Number:
Contact Name:	Contact Number:
Date:	Fax Number:

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.

Back of Stand



Front of Stand

Stand Dimensions	m	X	m	=	Sqr Metres
------------------	---	---	---	---	------------

