

exhibitor information pack ...



exhibit[®]
systems ●●●
creative solutions for any event



Please read the following information carefully. This manual contains all the relevant information to assist you in the preparation of your display.

Should you have any questions or require further information on any of our products or services please contact us.

phone	+ 61 2 9982 5511
fax	+ 61 2 9982 9899
post	PO Box 801, Freshwater NSW 2096
premises	5 Boola Place, Cromer NSW 2099
email	sales@exhibitsystems.com.au
website	www.exhibitsystems.com.au

EXHIBITOR INFORMATION PACK

- SHOW NAME: **SNOW TRAVEL SYDNEY**
- SHOW DATE: **26 MAY 2019**
- VENUE: **MCEC, MELBOURNE**

Official Contractor: Exhibit Systems Pty Ltd PO Box 801 Freshwater NSW 2096 **ABN** 78 091 935 116

Account Manager: Martin Davey

Email: showforms@exhibitsystems.com.au

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

ALL FORMS TO BE EMAILED TO showforms@exhibitsystems.com.au NO LATER THAN: FRIDAY 26 APRIL 2019

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.

► You can either send your order forms via email or fax. If sending via fax, please call to confirm receipt.

Furniture orders can be placed online at www.exhibitsystems.com.au

Late orders are processed in the order they are received. Any onsite orders are subject to availability and time constraints. Onsite orders are subject to a 20% surcharge. **(LATE PAYMENT CHARGES MAY APPLY)**

► All 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 \$20.00 per 10 items + GST.

PACKAGE 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 ONE - (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 you must supply current certificates of insurance for Public Liability & Workers Compensation for 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. It is recommended you check your contractors' credentials on the EEAA website to verify they have completed the industry tick for Risk & Safety Management.

FASCIA SIGNAGE: FORM TWO

Shell scheme booth exhibitors are to complete and return this form.

POWER & LIGHTING: FORM THREE

If you require additional power & lighting or you are a Space Only Exhibitor complete and return this form. Shell Scheme booth packages receive the following electrical allowance.

SHELL SCHEME STAND SIZE	ELECTRICAL PACKAGE
VARIOUS	
EG. 3M X 3M	2 SPOTLIGHTS, 1 POWER POINT
SPACE ONLY	NO LIGHTING OR POWER

IF EXHIBITORS ELECT TO HAVE 'NO FASCIA' THEN THE TRACK LIGHTING (SPOTLIGHTS) IS ALSO REMOVED

CARPET & WALLING: FORM FOUR

If you require additional walling/carpet or wish to change the colour of walling/carpet, please complete and return this form.

The Venue: **NON CARPET VENUE - CHARCOAL GREY TO BE SUPPLIED TO SHELL SCHEME STANDS**

SHELVING: FORM FIVE

If you require shelving to be hung from the walls complete and return this form.

STAND LAYOUT: FORM SIX

Sketch any stand placements / modifications to your booth and return this form.

DEADLINE FOR ALL FORMS IS: FRIDAY 26 APRIL 2019

LATE FEES WILL BE CHARGED AFTER THE DUE DATE AND ALL ON-SITE ORDERS HAVE AN ADDITIONAL 20% CHARGE

● SPACE BOOTH INFORMATION

● SHOW NAME: SNOW TRAVEL SYDNEY

● SHOW DATE: 26 MAY 2019

● VENUE: MCEC, MELBOURNE

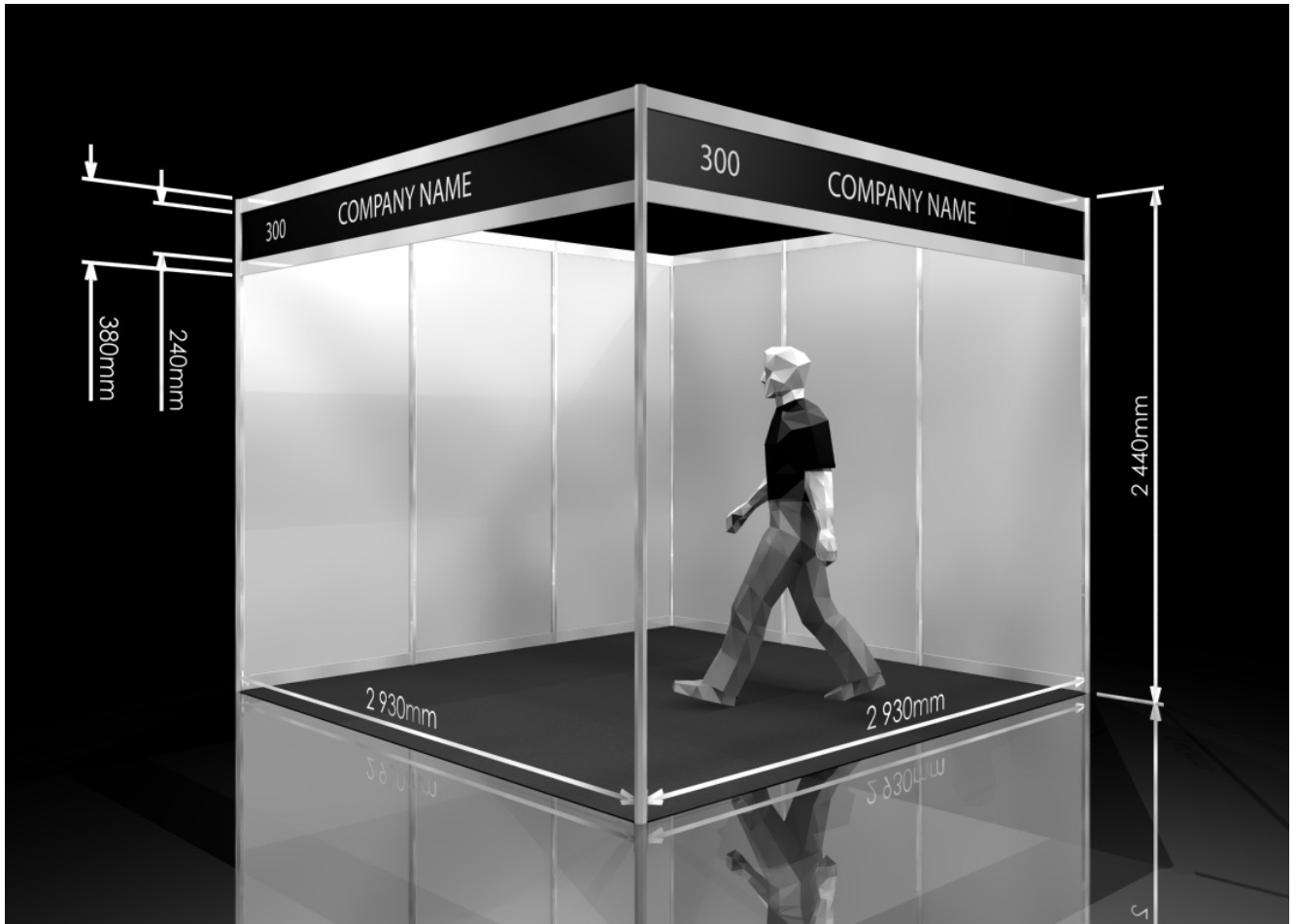
Official Contractor: Exhibit Systems Pty Ltd PO Box 801 Freshwater NSW 2096 **ABN** 78 091 935 116

Account Manager: Martin Davey

Email: showforms@exhibitsystems.com.au

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

ALL FORMS TO BE EMAILED TO showforms@exhibitsystems.com.au NO LATER THAN: FRIDAY 26 APRIL 2019



THE FOLLOWING IS INCLUDED IN YOUR SHELL SCHEME STAND:

- ▶ **FASCIA SIGNAGE** A 220mm high **Light Blue** panel with 90mm high **White** lettering. Fascia signs are provided to all open sides with the longest size being 4m and posts dividing longer fascia sizes.
- ▶ **WALLS** The walls are **White Octanorm** for this event. **NO** nails, screws or glue are to be used to fix to the panels, please use **blu-tack** to adhere to the walls. The panels are temporary hire stock and any damage to them during the show will be charged at \$275.00 per panel.
- ▶ **FLOORING** The Venue is: **NON CARPET VENUE - CHARCOAL GREY TO BE SUPPLIED TO SHELL SCHEME STANDS**
- ▶ **POWER & LIGHTING** Electrical inclusions vary according to your stand size.

SHELL SCHEME STAND SIZE	ELECTRICAL PACKAGE
VARIOUS	
EG. 3M X 3M	2 SPOTLIGHTS, 1 POWER POINT
SPACE ONLY	NO LIGHTING OR POWER

IF EXHIBITORS ELECT TO HAVE 'NO FASCIA' THEN THE TRACK LIGHTING (SPOTLIGHTS) IS ALSO REMOVED

STAND INFORMATION - FORM 1

- SHOW NAME: SNOW TRAVEL SYDNEY
- SHOW DATE: 26 MAY 2019
- VENUE: MCEC, MELBOURNE

Official Contractor: Exhibit Systems Pty Ltd PO Box 801 Freshwater NSW 2096 ABN 78 091 935 116

Account Manager: Martin Davey

Email: showforms@exhibitsystems.com.au

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

ALL FORMS TO BE EMAILED TO showforms@exhibitsystems.com.au NO LATER THAN: FRIDAY 26 APRIL 2019

FULL COMPANY NAME		INVOICE ADDRESS	
ABN			
CONTACT NAME		COUNTRY	
		EMAIL	
PHONE NUMBER		DATE	
MOBILE		STAND No	

PLEASE TICK ONE OF THE OPTIONS BELOW:

YES STANDARD SHELL SCHEME PACKAGE. Please complete above details and Fascia Signage Form 2 and return.

YES MODIFIED SHELL SCHEME PACKAGE. Please complete above details and Fascia Signage Form 2 along with any other forms relevant to your modification and return.

NO ANOTHER CONTRACTOR Please see below.

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 and the Venue have 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 TO THE ORGANISER OF THIS EVENT:

- ▶ You must show detailed drawings, with dimensions, illustrating the design of your stand for the exhibition and verify its structural integrity and compliance with all Venue Regulations. Venue regulations vary state to state and venue to venue. It is your responsibility and your contractor's responsibility to verify these regulations.
- ▶ You as the exhibitor and / or stand builder agree to abide by all the Rules and Regulations of the exhibition and have adequate insurance for all incidents. Copies of insurance must be received by the Organiser 14 working days before arriving to commence work.

YOUR STAND DETAILS ARE:

PHOTOCOPY THIS FORM AND COMPLETE FOR EACH CONTRACTOR CONSTRUCTING YOUR STAND.

STAND BUILDER COMPANY NAME			
ADDRESS			
PHONE NUMBER		FAX NUMBER	
STAND NAME		STAND NUMBER	
FOREMAN IN CHARGE		MOBILE NUMBER	
CONTRACTOR - INSURANCE /PUBLIC LIABILITY			
CONTRACTOR - WORKERS COMPENSATION POLICY			

CERTIFICATE OF CURRENCY TO BE SHOWN TO THE ORGANISER OF THIS EVENT

FAILURE TO PROVIDE DETAILS CAN MEAN REFUSAL OF ENTRY TO THE VENUE

FASCIA SIGNAGE - FORM 2



snow travel expo 2019

PRESENTED BY UNITED AIRLINES

- SHOW NAME: SNOW TRAVEL SYDNEY
SHOW DATE: 26 MAY 2019
VENUE: MCEC, MELBOURNE

Official Contractor: Exhibit Systems Pty Ltd PO Box 801 Freshwater NSW 2096 ABN 78 091 935 116

Account Manager: Martin Davey Email: showforms@exhibitsystems.com.au Ph: +61 2 9982 5511 Fax: +61 2 9982 9899

ALL FORMS TO BE EMAILED TO showforms@exhibitsystems.com.au NO LATER THAN: FRIDAY 26 APRIL 2019

Form fields for FULL COMPANY NAME, INVOICE ADDRESS, ABN, CONTACT NAME, PHONE NUMBER, MOBILE, COUNTRY, EMAIL, DATE, and STAND No.

FASCIA FORM TO BE RECEIVED NO LATER THAN:

FRIDAY 26 APRIL 2019

IN ORDER FOR US TO BUILD YOUR STAND CORRECTLY PLEASE SELECT ONE OF THE OPTIONS BELOW:

PLEASE TICK ONE OF THE OPTIONS BELOW:

YES WE REQUIRE STANDARD FASCIA SIGNAGE

PLEASE FILL IN THE COMPANY NAME YOU REQUIRE ON THE FASCIA IN THE BOXES BELOW

Grid of boxes for company name input

A MAXIMUM OF 35 CHARACTERS PER 3M OPENING, 25 PER 2.5M AND 20 PER 2M FASCIA-INCLUDING SPACES. THE NAME BOARDS ARE LIGHT BLUE, WITH CAPITAL LETTERS ONLY IN A STANDARD FONT.

FASCIA SUPPLIED TO ALL OPEN SIDES

NO WE DO NOT REQUIRE ANY FASCIA SIGNAGE AND HAVE READ THE DETAILS BELOW (PLEASE SEE NOTE BELOW).

OR

YES WE REQUIRE A QUOTE FOR CUSTOMISED FASCIA SIGNAGE (LOGO, COLOUR CHANGE, FONT ETC). ADDITIONAL COST FROM \$175.00 PER SIGN + GST PER FASCIA PANEL.

PLEASE EMAIL DETAILS TO SHOWFORMS@EXHIBITSYSTEMS.COM.AU OR CALL 02 9982 5511

LOGOS MUST BE EITHER EPS OUTLINE, HIGH RESOLUTION PDF OR JPEG PC FILES.

NOTE:

BY ELECTING TO HAVE NO FASCIA, YOUR FASCIA SIGNS AND THE SUPPORTING FRAMEWORK WILL BE REMOVED AND YOU WILL NOT BE PROVIDED WITH TRACK LIGHTING OR ANY ALTERNATIVE LIGHTING OR SIGNAGE AS A REPLACEMENT. LIGHTING IS TO BE ORDERED FROM ELECTRICAL POWER & LIGHTING FORM 3 AT AN ADDITIONAL COST.

IF THE FORM IS NOT RETURNED BY THE DEADLINE DATE THEN THE NAME TO APPEAR ON THE SIGN WILL BE THE CONTRACTED COMPANY NAME AS LISTED BY THE ORGANISER. ANY CHANGES REQUIRED AFTER THE SIGN HAS BEEN PRODUCED WILL BE AT A COST OF \$95.00 PER SIGN PLUS GST

SHELVING - FORM 5

- SHOW NAME: SNOW TRAVEL SYDNEY
- SHOW DATE: 26 MAY 2019
- VENUE: MCEC, MELBOURNE

Official Contractor: Exhibit Systems Pty Ltd PO Box 801 Freshwater NSW 2096 ABN 78 091 935 116

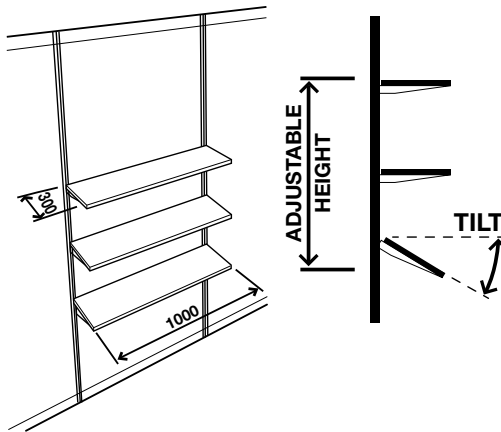
Account Manager: Martin Davey Email: showforms@exhibitsystems.com.au Ph: +61 2 9982 5511 Fax: +61 2 9982 9899

ALL FORMS TO BE EMAILED TO showforms@exhibitsystems.com.au NO LATER THAN: FRIDAY 26 APRIL 2019

FULL COMPANY NAME <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> ABN <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> CONTACT NAME <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> PHONE NUMBER <input style="width: 90%;" type="text"/> MOBILE <input style="width: 90%;" type="text"/>	INVOICE ADDRESS <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> COUNTRY <input style="width: 90%;" type="text"/> EMAIL <input style="width: 90%;" type="text"/> DATE <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> / <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> STAND No <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/> <input style="width: 15%;" type="text"/>
---	--

CODE	DESCRIPTION / ITEM	QUANTITY	PRICE	TOTAL
072201	OCTA STRAIGHT SHELVING SET (3 SHELVES PER SET)		\$151.00	\$0.00
072202	OCTA ANGLED SHELVING SET (3 SHELVES PER SET)		\$151.00	\$0.00
072203	OCTA ADDITIONAL SHELF (STRAIGHT OR ANGLED)		\$49.00	\$0.00
PLEASE NOTIFY OUR STAFF ONSITE OF ANY DISPARITY TO YOUR ORDER		SUB-TOTAL		\$0.00
		DAMAGE WAIVER (compulsory) 7% SUB-TOTAL		\$0.00
		CARTAGE FEE (compulsory) 20% SUB - TOTAL (min \$50)		\$50.00
ALL ORDERS PLACED AFTER: FRIDAY 26 APRIL 2019 WILL INCUR A COMPULSORY LATE FEE OF \$60.00				
NO CLAIMS WILL BE RECOGNISED AFTER THE EVENT.		TOTAL		\$50.00
		10% GST		\$5.00
		FINAL TOTAL INCLUDING GST		\$55.00

SHELVES ARE HUNG FROM THE WALL ONLY AND ARE WHITE



\$148.00 PER SET + \$48 FOR EACH ADDITIONAL SHELF

TERMS OF PAYMENT: A tax invoice will be issued on receipt of order. Full payment must be received prior to installation.		
CREDIT CARD PAYMENTS: Please complete the details below.	EFT PAYMENTS: Please pay on receipt of tax invoice.	
<input type="checkbox"/> - VISA <input type="checkbox"/> - MASTERCARD <input type="checkbox"/> - AMEX		
CARD NAME <input style="width: 90%;" type="text"/>		
CREDIT CARD No <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/> <input style="width: 20%;" type="text"/>	EXPIRY DATE <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>	CSV <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/> <input style="width: 10%;" type="text"/>
SIGNED <input style="width: 90%;" type="text"/>		
ORDER NOT VALID UNLESS SIGNED BY HIRER (AUTHORISED AGENT/CARD HOLDER) CREDIT CARD ORDERS WILL INCUR A 1.8% SURCHARGE + GST EXHIBIT SYSTEMS PTY LTD'S PRIVACY POLICY CAN BE FOUND AT WWW.EXHIBITSYSTEMS.COM.AU		

STAND LAYOUT - FORM 6

SHOW NAME: SNOW TRAVEL SYDNEY
SHOW DATE: 26 MAY 2019
VENUE: MCEC, MELBOURNE

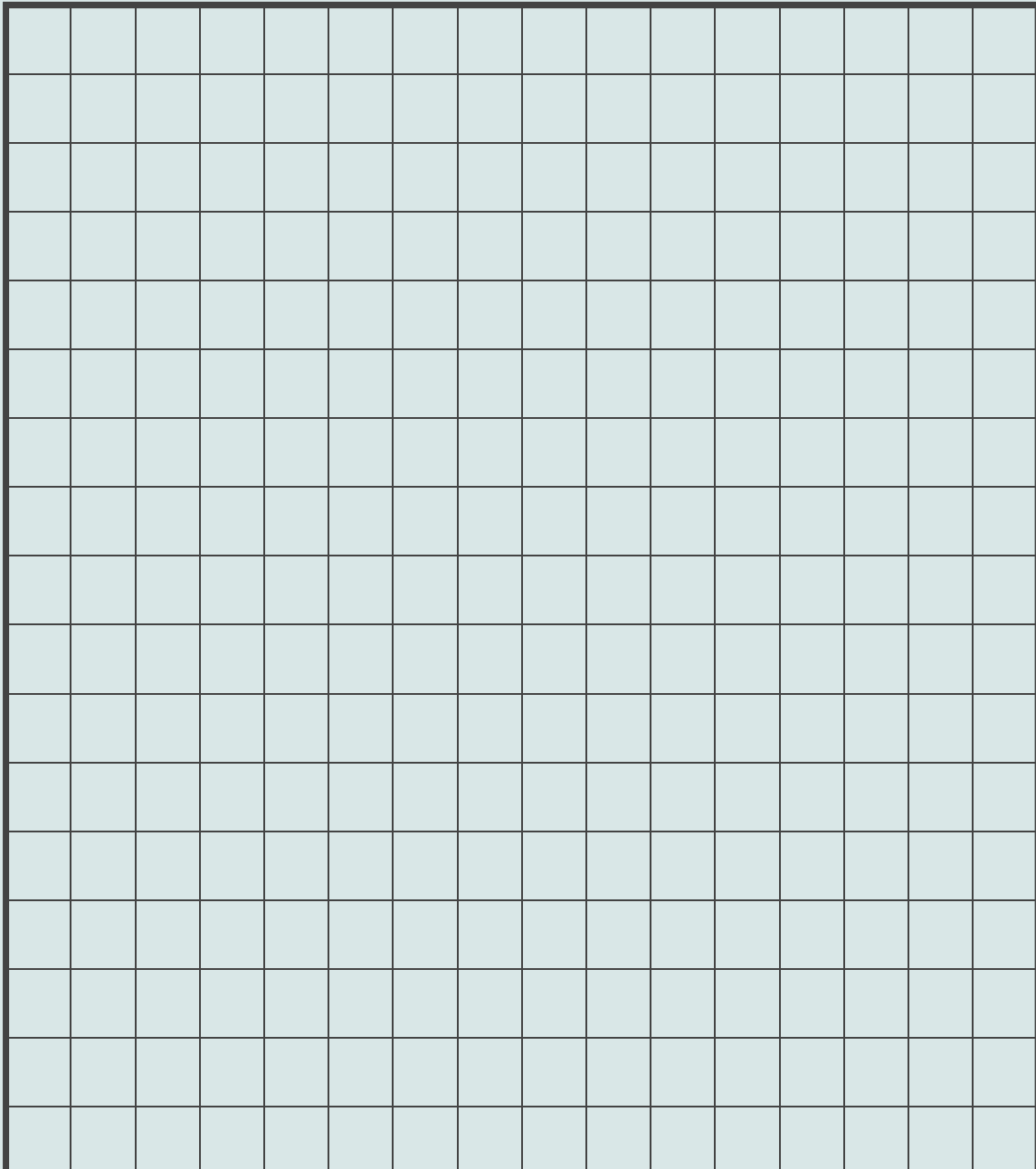








Official Contractor: Exhibit Systems Pty Ltd PO Box 801 Freshwater NSW 2096 **ABN** 78 091 935 116

Account Manager: Martin Davey **Email:** showforms@exhibitsystems.com.au **Ph:** +61 2 9982 5511 **Fax:** +61 2 9982 9899

ALL FORMS TO BE EMAILED TO showforms@exhibitsystems.com.au NO LATER THAN: FRIDAY 26 APRIL 2019

FULL COMPANY NAME <input style="width:95%;" type="text"/> <input style="width:95%;" type="text"/> ABN <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> CONTACT NAME <input style="width:95%;" type="text"/> <input style="width:95%;" type="text"/> PHONE NUMBER <input style="width:95%;" type="text"/> MOBILE <input style="width:95%;" type="text"/>	INVOICE ADDRESS <input style="width:95%;" type="text"/> <input style="width:95%;" type="text"/> <input style="width:95%;" type="text"/> COUNTRY <input style="width:95%;" type="text"/> EMAIL <input style="width:95%;" type="text"/> DATE <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> / <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> / <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> STAND No <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/> <input style="width:15%;" type="text"/>
---	--

BACK OF STAND

STAND DIMENSIONS: <input style="width:40px;" type="text"/> x <input style="width:40px;" type="text"/> = <input style="width:40px;" type="text"/> sqm	NOTE Please draw the layout of your stand showing locations of power, lighting, walling and any other modifications you are making, or, attach a copy of your plans if available.
	LEGEND <div style="text-align: center; margin-bottom: 10px;">  150W Spotlight on Arm </div> <div style="text-align: center; margin-bottom: 10px;">  120W Spotlight on Track </div> <div style="text-align: center; margin-bottom: 10px;">  300W Spotlight on Arm </div> <div style="text-align: center; margin-bottom: 10px;">  300W Spotlight on Track </div> <div style="text-align: center; margin-bottom: 10px;">  10 amp Powerpoint </div> <div style="text-align: center; margin-bottom: 10px;">  15 amp Powerpoint </div> <div style="text-align: center; margin-bottom: 10px;">  30 amp 3 Phase Power Outlet </div> <div style="text-align: center;">  Distribution Board </div>

