

Important Exhibitor Information

Exhibition: Carbon Expo Australasia

Venue: Melbourne Convention & Exhibition Centre

Dates: 7-9 November 2011

Dear Exhibitor,

We are very pleased to be the official supplier for your exhibition.

To assist you in your preparations please find enclosed:

- Information on the stand package and options available for modifications or stand upgrades
- A compulsory Stand & Fascia Confirmation Form (must be completed by all exhibitors)
- Optional forms for additional requirements
- Our product & services brochure with Australia's largest range of contemporary furniture, AV and accessories

Your prompt reply is important to ensure the smooth delivery of your hire items. To avoid the additional service fee for late & on-site orders, please return your forms and place your orders no later than:

Monday 17 October 2011

If you are considering a custom stand or stand upgrade package to maximise your exposure, we can arrange for one of our custom stand sales consultants to contact you and discuss your options.

Alternatively, view our latest stand upgrade packages and order furniture online at www.exponet.com.au

Once your orders and payment are confirmed, our staff can ensure you receive the quality product and service to make this a successful event for you.

Please contact me if you have any questions. We look forward to working with you.

Carly Molnar

Exhibition Co-ordinator

ExpoNet - Official Exhibition Contractor

Phone 03 9676 7777

Carly.molnar@exponet.com.au





Note:

This diagram is for illustrative purposes only.

For your specific stand size please refer to your show plan.

The following are incorporated in your Standard Green Octanorm Exhibition Stand Package:

-
- **Stand Size** For your specific stand refer to the Show Plan

 - **Walls** 2.5m White cardboard infill panels with polished aluminium frame. The Octanorm stand system offers a unique clean white cardboard and polished aluminium appearance.

 - **Signage** White cardboard fascia signage panel. Lettering will be computer cut vinyl in black on a white fascia board.
(Each sign will have a maximum of 30 characters - Pty Ltd etc. deleted)
1 sign per aisle frontage

 - **Lighting** 2 x 23 watt lights per stand up to 6sqm. Lights are low voltage & energy efficient and emit equivalent of 120 watt standard fixture at only 23 watts of power.

 - **Power** 1x4 amp power point per stand

 - **Flooring** Flooring will be made up of 1m x 1m tiles in blueberry

 - **Items which can be used on walls** When attaching anything to walls, exhibitors are asked to use Velcro, bluetac, double-sided adhesive tape or wall-mounted shelving and hooks, all are available from **ExpoNet** if required.

 - **Items not to be used on walls** Pins, staples, screws, nails, bolts, glue and paint will permanently damage the panels, and exhibitors are requested not to use them.

Upgrade Option – Recycled Cardboard

Walls	Fully recycled Cardboard wall system promoting Eco friendly sustainability, with full panel digital print
Signage	All 9 panels with full graphic digital prints. Printing is directly onto the cardboard panel with no need for SAV application
Lighting	2 x 23 watt lights per stand up to 6m ² Lights are low voltage & energy efficient and emit equivalent of 120w standard fixture at only 23 watts of power.
Flooring	Standard recycled exhibition carpet is laid in stand areas as required.
Pricing	<ul style="list-style-type: none"> * 3m x 2m cardboard booth inclusive of wall system, digital printing, electrical & flooring * The stand is the exhibitors to keep at the conclusion of the event * Electrical & flooring are hire items only * Furniture is additional and not included in the stand cost <p>\$2,500.00 +GST</p> <p>**Additional to Standard Octanorm Exhibition Stand Package</p>



Octanorm Stand Modifications Form

optional form for upgrading or modifying stand package
complete & return fax on **+61 (03) 9676 7788**

This form is only required if you wish to order changes to the standard shell such as adding walls, doors, storage areas, light boxes or changing the type of flooring or colour of carpet. The standard wall colour for this event is white. Please complete the form below and the Stand Layout Form. Prices include installation.

Contact & Stand Details:			
Company Name:			
Address:			
State:	Post Code:	Country: (if other than Australia)	
Stand Name: (if different to Company Name)			Stand No(s):
Contact Name:			
Tel:		Mobile:	
Fax:		E-mail:	

Exhibition & Return Details:	
Carbon Expo Australasia 2011	
Deadline for forms & orders: Monday 17 October 2011 (Late & onsite orders incur late service fee)	
Melbourne Convention & Exhibition Centre	
7-9 November 2011	
Attn:	Carly Molnar Carly.molnar@exponet.com.au
FAX:	Central Administration Office +61 (03) 9676 7788
Post:	PO Box 232, South Melbourne VIC 3205

Feature	Options (tick those required)	Price	Quantity	Sub Total
Additional Walling	White	\$58 per lineal metre		\$
	Silver Grey	\$58 per lineal metre		\$
Fascia	Navy Blue	\$20 per lineal metre		\$
	White	\$20 per lineal metre		\$
	Black	\$20 per lineal metre		\$
	Red	\$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 over venue carpet	\$25 per sqr metre		\$

Orders placed after Monday 17 October 2011 incur a compulsory \$60 Late Service Fee **\$**

Terms & Conditions

- No orders will be installed until payment is received & processed.
- Orders placed during move-in are subject to a late service fee.
- All goods delivered then cancelled will be charged at full rate.
- *Damage Waiver, compulsory fee covers attrition of hired equipment.

Please read the complete Terms & Conditions in our brochure.

Hire Charge Total	\$
ADD 6% Damage Waiver* of Hire Charge Total	\$
Subtotal	\$
ADD 2.5% Credit Card Surcharge on Subtotal	\$
Total	\$
ADD 10% GST	\$
Invoice Total	\$

Full payment must accompany each application or work cannot be carried out, accepted forms of payment:

- Funds transfer – Bank: ANZ BSB:012 220 Account Number:835 493 704 Account Name: **ExpoNet** Swift Code:ANZBAU3MXXX
- Cheque Amex Diners VISA MasterCard

Name of Cardholder

Card Number

A 2.5% surcharge applies to all payments made by credit card

Expiry Date ____ / ____

Signed: _____

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

This form is required if you need to order **power or additional lighting** to what is provided in the stand package (refer to page 2 Stand Package information), or you are a 'space only exhibitor'.

Attention Space Only Exhibitors, you have NO power or lighting included. To order any requirements, complete this order form and the Stand Layout Form to indicate placement.

Complete the Stand Layout Form indicating the location of your requirements.

Contact & Stand Details:			
Company Name:			
Address:			
State:	Post Code:	Country: (If other than Australia)	
Stand Name: (If different to Company Name)			Stand No(s):
Contact Name:			
Tel:		Mobile:	
Fax:		E-mail:	

Exhibition & Return Details:	
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Code	Description	Qty	\$Rate	Subtotal
9831	23 watt Eco Lights		\$87.00	\$
2758	120 Watt Spotlight on Track (Behind Fascia Only)		\$87.00	\$
2702	120 Watt Spotlight on Arm		\$109.00	\$
2703	300 Watt Floodlight on Track (Behind Fascia Only)		\$120.00	\$
2705	300 Watt Floodlight on Arm		\$120.00	\$
2706	50W 12V Downlight on Arm		\$115.00	\$
2708	2 x 4ft 36 Watt Fluorescent Light		\$104.00	\$
2710	Single Power Point to 1000w (maximum 4 amp)		\$95.00	\$
2711	Single Power Point to 2400w (maximum 10 amp)		\$115.00	\$
2712	Single Power Point to 3600w (maximum 15 amp)		\$145.00	\$
2718	415volt 32amp 3phase power outlet (5pin plug)		\$410.00	\$
2729	415volt 32amp 3phase point with 6 outlet switch board		\$610.00	\$
	Additional power & lighting products are available POA			\$

Orders placed after **Monday 17 October 2011** incur a compulsory 20% surcharge, with a minimum of **\$60.00** **\$**

Terms & Conditions:

- No orders will be installed until payment is received & processed.
- On-site changes incur a **20% surcharge** with **\$60.00 minimum**.
- Cancellations after installation will be charged at the **full rate**.
- *Damage Waiver, compulsory fee covers attrition of hired equipment.
- Please read the complete Terms & Conditions in our brochure.

Hire Charge Total	\$
ADD 6% Damage Waiver* of Hire Charge Total	\$
Subtotal	\$
ADD 2.5% Credit Card Surcharge on Subtotal	\$
Total	\$
ADD 10% GST	\$
Invoice Total	\$

Full payment must accompany each application or work cannot be carried out, accepted forms of payment:

- Funds transfer – Bank: ANZ BSB:012 220 Account Number:835 493 704 Account Name: ExpoNet Swift Code:ANZBAU3MXXX
- Cheque Amex Diners VISA MasterCard

Name of Cardholder

Card Number

A 2.5% surcharge applies to all payments made by credit card

Expiry Date ____ / ____

Signed: _____

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

Wall Mounted Shelving Form

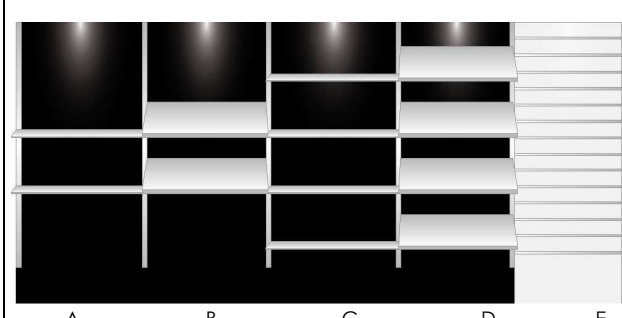
optional form for shelving requirements
complete & return fax on **+61 (03) 9676 7788**

Flat or sloping wall mounted shelving is a practical way of displaying products or literature. Only complete this form if you would like to have shelving installed on your stand walls and complete the Stand Layout Form indicating their placement (refer to the diagram below for shelving options & positioning).

- There is a minimum order of 2 shelves and a maximum of 3 shelves per panel
- Shelves are capable of holding up to 8kg per shelf. If shelves are **heavily loaded**, additional wall panels at right angles to existing walls are required for support. Only ExpoNet staff are permitted to install fittings to our walls.

Contact & Stand Details:			
Company Name:			
Address:			
State:	Post Code:	Country: (if other than Australia)	
Stand Name: (if different to Company Name)			Stand No(s):
Contact Name:			
Tel:		Mobile:	
Fax:		E-mail:	

Exhibition & Return Details:	
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 <p>A B C D E</p>	A	Wall Shelving Set 2 x Flat shelves (100 x 30cm)	7E28/7735 White 7E29/7733 Black 7E20/7731 Glass	\$ 96		
	B	Wall Shelving Set 2 x Sloping shelves (100 x 30cm)	7E28/7705 White 7E29/7703 Black	\$ 96		
	C	Wall Shelving Set 4 x Flat shelves (100 x 30cm)	7E28/7755 White 7E29/7753 Black 7E20/7751 Glass	\$ 192		
	D	Wall Shelving Set 4 x Sloping shelves (100 x 30cm)	7E28/7745 White 7E29/7743 Black	\$ 192		
	E	Slatwall	7W65/3033 White	\$ 310L/metre		
Your Order		Code	Colour	Qty	Cost	Total
					\$	\$
					\$	\$
					\$	\$

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Terms & Conditions						
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					Hire Charge Total	\$
					ADD 6% Damage Waiver* of Hire Charge Total	\$
					Subtotal	\$
					ADD 2.5% Credit Card Surcharge on Subtotal	\$
					Total	\$
					ADD 10% GST	\$
					Invoice Total	\$

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- Cheque Amex Diners VISA MasterCard

Name of Cardholder

Card Number

A 2.5% surcharge applies to all payments made by credit card

Expiry Date ____ / ____

Signed: _____

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

This form is only required if you are making changes to the standard package eg, ordering extra walling or doors, wall mounted shelving, adding or changing location of power and lighting, or hiring audio visual equipment. It will greatly assist our installers during move-in if you supply a sketch of the layout of your stand.

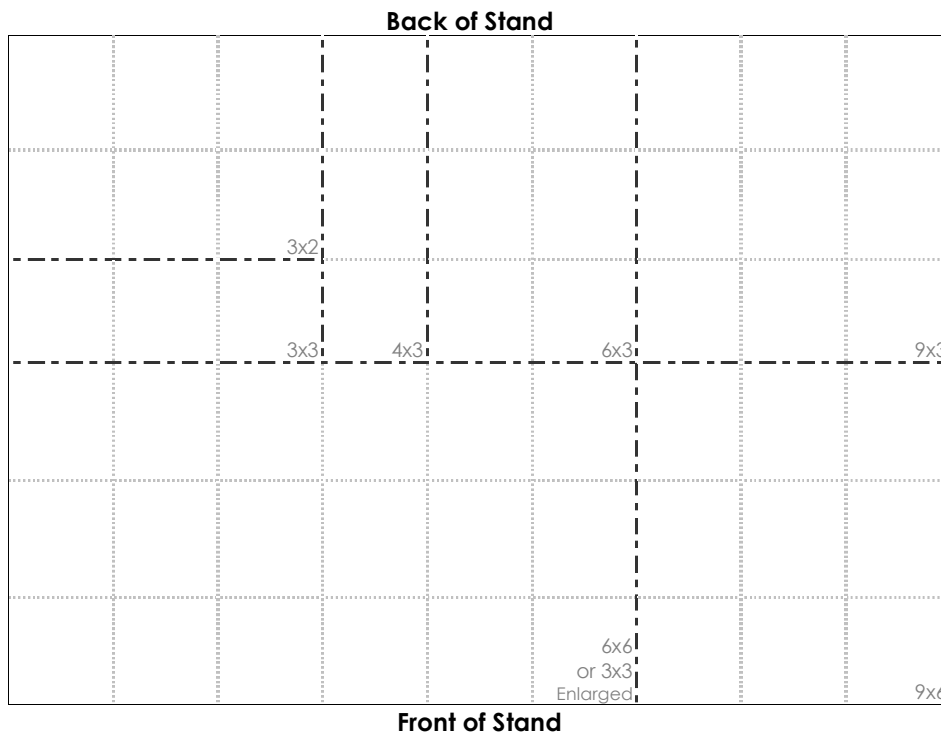
Contact & Stand Details:			
Company Name:			
Address:			
State:	Post Code:	Country: (If other than Australia)	
Stand Name: (If different to Company Name)			Stand No(s):
Contact Name:			
Tel:		Mobile:	
Fax:		E-mail:	

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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 indicating walls & open sides in thick pen using the squares as a guide.
2. Use the Electrics Legend to mark in any power & lighting requirements.
3. Mark in location of audio visual equipment and label.
4. Mark location of wall mounted shelving, please note this shelving cannot be installed in corners.
5. Show location of any extra walls and doors.
6. Add any comments & make sure you fill in your name, company and stand details above.
7. Return this page with your other forms.



Electrical Legend	
	120w spotlight on arm*
	120w spotlight on track
	300w floodlight on arm*
	300w floodlight on track
	4amp power point
	10amp power point
	15amp power point
	30a 3phase power outlet
	Distribution Board
	Light Stand
<p>Note: * If ordering arm lighting indicate if used to highlight inside of stand or outside (aisle)</p>	

Stand Dimensions	m	X	m	=	Sqr Metres
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