EXHIBITORKIT

CORINTHIAN

Important Exhibitor Information

Exhibition:	11th International Pragmatics Conference
Date:	12th – 17th July 2009
Venue:	The University of Melbourne

Dear Exhibitor,

Your show is approaching fast. In order for us to build your stand the way you want it, you need to provide us with your requirements as soon as possible.

In this kit you will find all the information and forms you need to specify your requirements and make any changes to the standard package.

Please read the next page, complete the forms that are relevant to you and return to us by:

FRIDAY 26TH JUNE 2009

This will ensure you have confirmed your exhibition stand package details and avoid the expense and stress of late order fees.

To order furniture for your stand, use our website www.expohire.com or the order form our brochure.

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

We look forward to working with you.

Jacinta Russo
Exhibition Co-ordinator
Expo Hire/Exhibition Hire - Official Exhibition Contractor
Phone (03) 9676 7777
Jacinta.russo@expohire.com

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EXHIBITOR KIT

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Contents

This kit contains both information regarding your stand package and upgrade options, and forms so you can specify your individual requirements. It is very important that we receive your forms on time so we can deliver your order on time.

1. Information

- Corinthian Exhibition Stand Package

Please read this page, it contains important details regarding the inclusions in your Corinthian exhibition stand package.

- Corinthian Upgrade Options

If you really want to attract attention to your stand, you may want to consider customising your stand, see the options available on this page.

- Product & Services Brochure

In our brochure you will find an extensive range of furniture, display accessories & audio visual equipment which you can hire for use on your stand. To order use our website www.expohire.com.au or the Pricing & Order Form stapled to the centre of the brochure.

2. Forms

The forms with a star bullet (★) are compulsory for every exhibitor, forms marked with a cross bullet (✦) are optional. There is a brief outline beneath each of the optional forms to help you decide which ones you may need to complete.

★ Stand Information Form – Please ensure you return this form

★ Fascia Signage Confirmation Form – Please ensure you return this form

✦ Corinthian Stand Modifications Form
Only complete this form if you want to add walls, doors, light boxes or change the type of flooring or colour of carpet.

✦ Power & Lighting Order Form
Only use this form if you wish to order any additional power & lighting or you are a 'space only exhibitor'.

✦ Wall Mounted Shelving Order Form
Wall mounted shelving is a practical way of displaying products or literature. If you would like to have shelving installed on your stand walls, complete this form.

✦ Stand Layout
If you are making any changes to the standard package eg, ordering extra walling, door, wall mounted shelving, adding or changing location of power and lighting, hiring audio visual equipment, please supply a drawing of the layout of your stand.

In order for us to accurately process and fulfil your order on time, we would ask you to
Return All Order Forms by: 26 /06/ 2009
Unfortunately late order charges will be applied if forms are returned after the above date.

CORINTHIAN STAND PACKAGE

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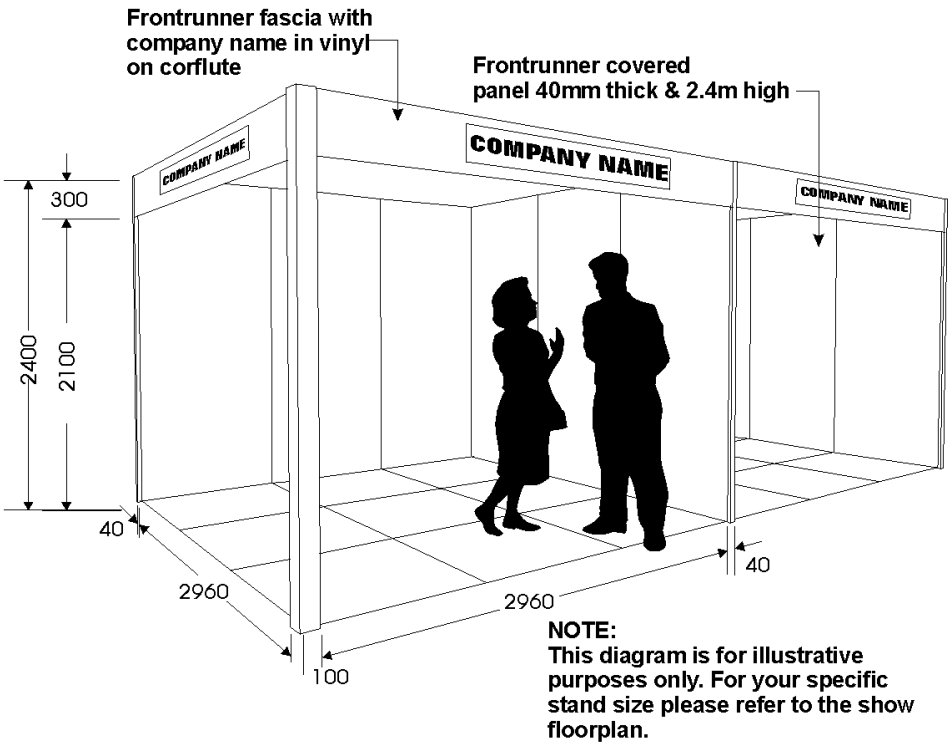

The following are included in the Corinthian Exhibition Stand Package:

• Stand Size	Your standard exhibition stand size will be 2.4m x 2.1m.
• Walls	2.4m high Velcro compatible front runner covered walls in Black.
• Fascia	30cm deep velcro compatible frontrunner in black.
• Signage	Company names will be installed over each open aisle fascia. Lettering will be computer cut white vinyl on a black corflute backing board. Each sign will be a maximum of 30 characters including spaces.
• Lighting	2 x 120-watt track mounted spotlights per stand Mounted on light track inside fascia unless otherwise specified.
• Power	1 x 5amp power point per stand regardless of size. Located in rear corner of stand unless otherwise specified.
• Flooring	The existing venue flooring will constitute the flooring of your stand. There will be an additional cost if you wish to change the colour of your carpet as it isn't possible to lay carpet on carpet, a base will be required.
• Items which can be used on walls	When attaching anything to walls, exhibitors are asked to use Velcro, staples, pins or shelving & display grids, all are available from Expo Hire if required.
• Items not to be used on walls	Screws, nails, bolts, glue, paint and double-sided adhesive tape will permanently damage the panels, exhibitors are requested not to use them.

OCTANORM UPGRADE OPTIONS

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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

Advance 3x3 $4,260 +GST

Deliver 3x3 $4,650 +GST

Demonstrator $5,295 +GST

Impress 6x3 $6,295 +GST

Award 6x3 $6,540 +GST

Expedite 6x3 $6,820 +GST

Or ask our in-house design team to create a complete custom stand.
For even more ideas see our brochure,

visit our website www.expohire.com or contact your exhibition co-ordinator.

STAND INFORMATION FORM

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Name of Show	IPRA Conference
Venue	University of Melbourne
Exhibition Consultant	Jacinta Russo

Fax or post this form by: FRIDAY 26TH JUNE 2009
Expo Hire Fax: +61 (03) 9676 7788
Post: P.O. Box 232, South Melbourne VIC Australia 3205 www.expohire.com

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 (03) 9676 7788

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 (03) 9676 7788

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 (03) 9676 7788

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.

FASCIA CONFIRMATION

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Venue	University of Melbourne
Exhibition Consultant	Jacinta Russo

Fax or post this form by: FRIDAY 26TH JUNE 2009
Expo Hire Fax: +61 (03) 9676 7788
Post: P.O. Box 232, South Melbourne VIC Australia 3205 www.expohire.com
Orders placed after (return date), 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:

☐ Yes, we require standard fascia signs which are included in our exhibition stand package.

- Each open aisle on your stand will have a fascia sign. (Refer to Exhibition Stand Package)
- There is a maximum of 30 characters including spaces. (Delete Pty Ltd). All letters on your sign will be in upper case on a colour background with colour bold letters.

My stand name to appear on the fascia signs is written in these boxes.

☐ We require a quote for customised fascia signs

- For example you can add your company logo, change the sign colour or font
- Additional charges from $100.00 per sign apply and payment must be received by the due date or late fees will be applied
- Logos must be in EPS Illustrator format
- Please email Jacinta.russo@expohire.com with your enquiry and logo attached.

☐ No, we do not require fascia signs, we wish to remove our fascia board

- I understand that by removing my fascia board, my frame is removed and I will lose my stand track spot light allocation and my fascia signage included in the stand package.
- To replace the 2 x track spot lights you will receive 1 x 300W on-arm light which clamps to the booth wall. Any extra lighting requirements can be ordered using the 'Power & Lighting Order Form'.

All exhibitors, please sign below on completion of this form:

Sign here _____ Date _____

Please note:
If this form is not returned by the due date, the name on your 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 $120.00 per sign plus GST (this includes the cost of the late fee).

STAND MODIFICATION

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Only complete this form if you want to add walling, doors, light boxes or change flooring:	Name of Show Venue Exhibition Consultant	IPRA Conference University of Melbourne Jacinta Russo

Fax or post this form by: FRIDAY 26TH JUNE 2009
Expo Hire Fax: +61 (03) 9676 7788
Post: P.O. Box 232, South Melbourne VIC Australia 3205 www.expohire.com
Orders placed after (return date), 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 Black with venue 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		Velcro Compatible Corinthian	$53 per lineal metre		$
		White Alutech	$53 per lineal metre		$
Fascia		White	$20 per lineal metre		$
		Blue	$20 per lineal metre		$
Doors		White or Black	$180 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		$
ALL ORDERS PLACED AFTER FRIDAY 26TH JUNE 2009 INCUR A COMPULSORY LATE FEE					$ 60.00

Sub Total	$
6% Damage Waiver (9907)	$
20% Delivery & Placement (min $50 – max $60)	$
10% GST	$
Total	$

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

☐ Funds transfer – BSB 083 091 Account Number 650 888 582

☐ 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

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Only complete this form if you require additional power + Lighting.	Name of Show	IPRA Conference
	Venue	University of Melbourne
	Exhibition Consultant	Jacinta Russo

Fax or post this form by: FRIDAY 26TH JUNE 2009
Expo Hire Fax: +61 (03) 9676 7788
Post: P.O. Box 232, South Melbourne VIC Australia 3205 www.expohire.com

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
8001	120 Watt Spotlight on Track - Black		$77.00	$
8101	300 Watt Track Floodlight		$99.00	$
8161	300 Watt Wall Floodlight on Arm for lighting 3 metres of display wall		$106.00	$
8211	50W 12V Downlight on Arm for lighting products & posters		$105.00	$
8361	2 x 36 Watt Fluorescent Light		$94.00	$
8555	400 Watt Metal Halide Floodlight		$187.00	$
8501	Single Power Point (5 amp)		$77.00	$
8511	Single Power Point (10 amp)		$99.00	$
8521	Single Power Point (15 amp)		$132.00	$
8621	415volt 32amp 3phas power point		$400.00	$
8676	415volt 32amp 3phase point with 6 outlet switch board		$600.00	$
	Additional power & lighting products are available POA			$

ALL ORDERS PLACED AFTER FRIDAY 26TH JUNE 2009 INCUR A COMPULSORY LATE FEE of 20% SURCHARGE, with a minimum of $60.00

On-site changes incur a 20% surcharge with $60.00 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 $2,000

Expiry Date ____/____ Signed:_____

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

WALL MOUNTED SHELVING FORM

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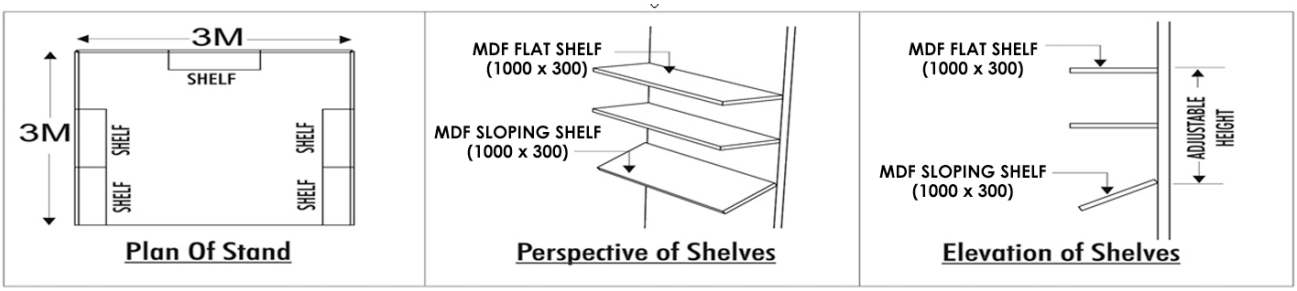
Only complete this form if you want shelving installed on your walls.	Name of Show Venue Exhibition Consultant	IPRA Conference University of Melbourne Jacinta Russo

Fax or post this form by: FRIDAY 26TH JUNE 2009
Expo Hire Fax: +61 (03) 9676 7788
Post: P.O. Box 232, South Melbourne VIC Australia 3205 www.expohire.com
Orders placed after (return date), 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 Expo Hire staff are permitted to install fittings to our walls.



Description		Code	Qty	Cost per Shelf	Sub Total
Flat Shelves	Black	77022		$48.00	
	White	77016		$48.00	
Sloping Shelves	Black	77022		$48.00	
	White	77013		$48.00	
Sherpas		77970		(inclusive in cost)	
Brackets		77010		(inclusive in cost)	
ALL ORDERS PLACED AFTER FRIDAY 26TH JUNE 2009 INCUR A COMPULSORY LATE FEE					$60.00
				Sub total	$
				6% Damage Waiver (9907)	$
				20% Delivery & Placement (Min $50 – Max $600)	$
				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 083 091 Account Number 650 888 582

☐ 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

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Please supply layout of your stand.	Name of Show Venue Exhibition Consultant	IPRA Conference University of Melbourne Jacinta Russo

Fax or post this form by: FRIDAY 26TH JUNE 2009
Expo Hire Fax: +61 (03) 9676 7788
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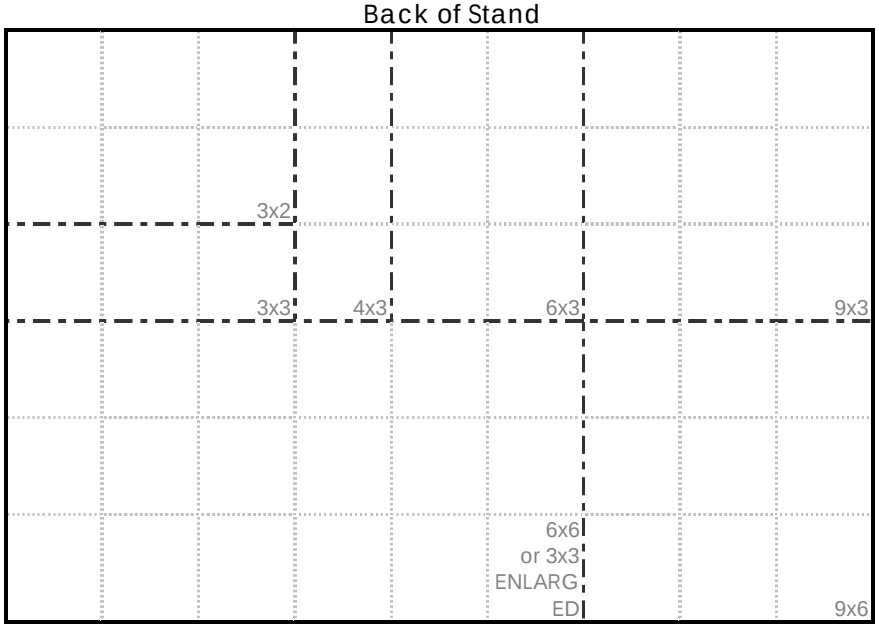
Company Name & Address:	
Stand Name (if different to Company)	Stand Number:
Contact Name:	Contact Number:
Date:	Fax Number:

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.

Back of Stand



Front of Stand

Stand Dimensions	m	X	m	=	Sqr Metres