

EXHIBITORKIT

Corinthian Wall/Octanorm Fascia

Important Exhibitor Information

Exhibition: MIND BODY SPIRIT SYDNEY

Venue: SCEC

Dates: 03-06 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:

FRIDAY 14TH 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.

MAGDALENA JABLONSKI

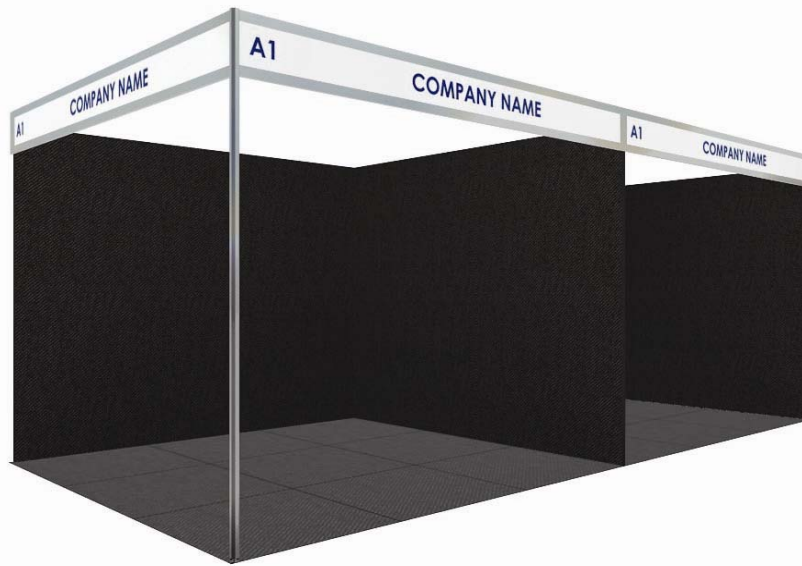
Exhibition Co-ordinator

ExpoNet - Official Exhibition Contractor

Phone 02 9645 7000

magdalena@exponet.com.au





Note:
This diagram is for illustrative purposes only.

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

The following information outlines your Exhibition Stand Package inclusions:

• Stand Size	For your specific stand dimensions refer to the Show Plan
• Walls	2.4m high Velcro compatible front runner covered walls in monarch blue .
• Fascia	Aluminium frame with standard colour fascia board.
• Signage	Company names will be installed over each open aisle fascia. Lettering will be computer cut white vinyl on a colour backing board. Each sign will be a maximum of 30 characters including spaces.
• Lighting	1 x 120 watt track mounted spotlights per 5 square metres mounted on the light track inside the fascia.
• Power	1 x 4amp power point per stand regardless of size Located in rear corner of stand unless otherwise specified.
• Flooring	Flooring will be made up of 1m x 1m carpet tiles in blueberry .
• Items which can be used on walls	When attaching anything to walls, exhibitors are asked to use Velcro, staples, pins or order our wall-mounted shelving. All are available from ExpoNet .
• 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. Charges will apply for ALL damaged panels.

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 monarch blue with blueberry carpet. 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:	
MIND BODY SPIRIT SYDNEY	
Deadline for forms & orders: FRIDAY 14TH OCTOBER 2011 (Late & onsite orders incur late service fee)	
SCEC	
03-06 NOVEMBER 2011	
Attn:	MAGDALENA JABLONSKI magdalena@exponet.com.au
FAX:	Central Administration Office +61 (02) 9645 5300
Post:	PO Box 120, Sydney Markets NSW 2129 Australia

Feature	Options (tick those required)	Price	Quantity	Sub Total
Additional Walling	Monarch Blue	\$58 per lineal metre		\$
	Black	\$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	Monarch Blue	\$200 per door		\$
	Black	\$200 per door		\$
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		\$
Underlay	Required if laying carpet tiles over venue carpet	\$25 per sqr metre		\$

Orders placed after FRIDAY 14TH OCTOBER 2011 incur a compulsory \$60 Late Service Fee				\$
Terms & Conditions				Hire Charge Total
<ul style="list-style-type: none"> 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. 				\$
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 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.

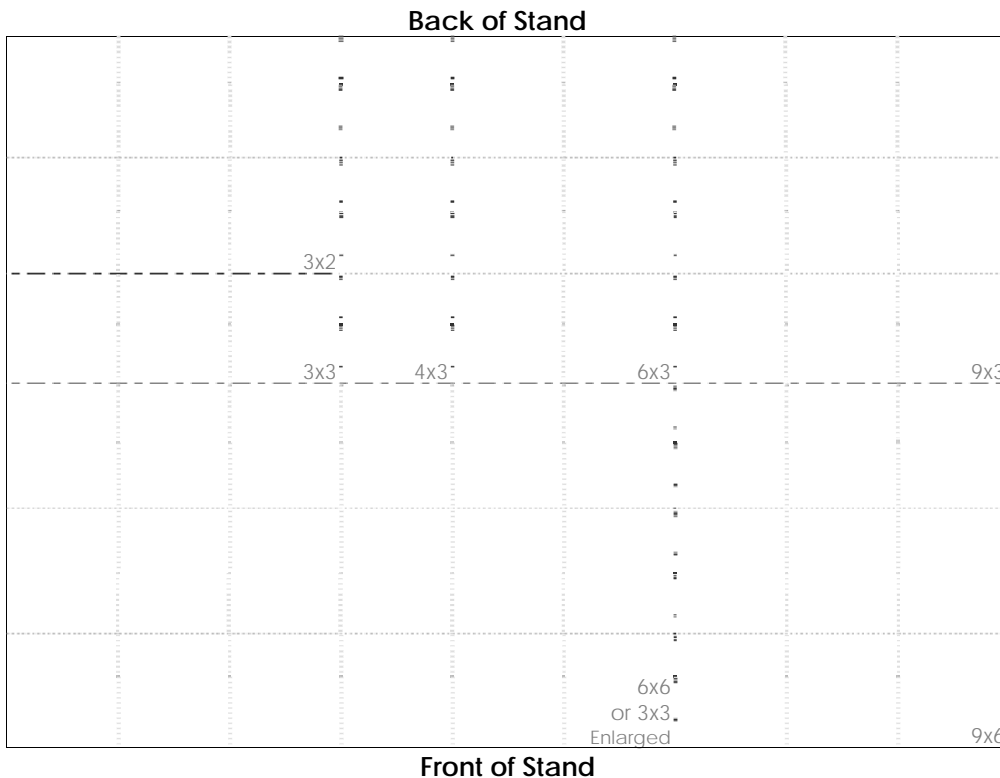
Contact & Stand Details:		
Company Name:		
Address:		
State:	Post Code:	Country: (If other than Australia)
Stand Name: (If different to Company Name)		Stand No(s):
Contact Name:		
Tel:		Mobile:
Fax:		E-mail:

Exhibition & Return Details:	
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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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