



Dear Exhibitor,

ExpoNet is very pleased to be the official supplier of exhibition stands, electrical, AV and furniture supplier for

**EXHIBITION** | **International Council on Archive Congress 2012**  
**VENUE** | **Brisbane Convention and Exhibition Centre**  
**DATES** | **20 - 24 August 2012**

To assist us with preparations and the smooth installation of your exhibition space, please find enclosed

**INFORMATION** | Exhibition Stand Details  
**COMPULSORY FORM** | Stand and Fascia Form  
**OPTIONAL FORMS** | Stand Modifications, Power & Lighting, Wall Mounted Shelving & Slat Walls, Stand Layout

Your prompt response would be greatly appreciated, please return your forms and place your orders no later than

**DEADLINE** | **30 July 2012**

Further information on custom stands, stand packages, upgrade options for your stand, our full product catalogue or to order furniture on-line, please go to our website **www.exponet.com.au**.

Should you have any questions relating to the exhibition, your stand, or require further information, please do not hesitate to contact me. We look forward to working with you to maximise your participation in this event.

**EXHIBITION COORDINATOR** | **Kay O'Grady**  
**PHONE** | **02 9645 7000**  
**E-MAIL** | **kay@exponet.com.au**



**SYDNEY**  
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ExpoNet Pty Ltd ABN 45 132 935 105



International Council on Archive Congress 2012

Forms Due 30 July 2012



**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 Exhibition Stand Package:

|                                         |                                                                                                                                                                                                                                                                             |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stand Size</b>                       | For your specific stand size refer to the Show Plan                                                                                                                                                                                                                         |
| <b>Walls</b>                            | 2.5m high <b>white</b> walls in an aluminium Octanorm frame                                                                                                                                                                                                                 |
| <b>Fascia Sign</b>                      | Aluminium frame with standard <b>white</b> fascia board<br>Company names will be installed on each open aisle fascia<br>Lettering will be computer cut vinyl in <b>blue</b> on the fascia board<br>Each sign will be a maximum of 30 UPPER CASE characters including spaces |
| <b>Lighting</b>                         | 2 x 120 watt track mounted spotlights per stand<br>mounted on the light track inside the fascia                                                                                                                                                                             |
| <b>Power</b>                            | 1 x 4amp power point per single stand<br>Located in rear corner of stand unless otherwise specified                                                                                                                                                                         |
| <b>Flooring</b>                         | The existing venue flooring will constitute the flooring of your stand                                                                                                                                                                                                      |
| <b>Items which can be used on walls</b> | When attaching anything to walls, exhibitors are asked to use velco tape, bluetac, double-sided adhesive tape or wall-mounted shelving and slat walls with hooks.                                                                                                           |
| <b>Items not to be used on walls</b>    | Please do not use pins, staples, screws, nails, bolts, glue or paint as these cause permanent damage to the panels. Charges will apply for <b>ALL</b> damage to panels.                                                                                                     |



from the  
Crowd

Visit our website for

- custom stands
- cost effective stand packages
- upgrade options

[www.exponet.com.au](http://www.exponet.com.au)

PO Box 120 Sydney Markets NSW 2129



**International Council on Archive Congress 2012**

**Contact Name** \_\_\_\_\_  
**Company** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(include country if other than Australia)

**Forms Due 30 July 2012**

**Phone** \_\_\_\_\_  
**E-mail** \_\_\_\_\_  
**Fax** \_\_\_\_\_  
**Stand No.** \_\_\_\_\_  
**Stand Name** \_\_\_\_\_  
(if different to Co. Name)

This form is only required if you wish to order changes to your exhibition stand such as adding walls, doors, storage areas or changing the type of flooring or colour of carpet. To view examples go to our website [www.exponet.com.au](http://www.exponet.com.au). The standard wall colour for this event is **white** with **venue** carpet. Prices below include installation. If making changes, please also complete the Stand Layout Form.

| FEATURE                                                                          | TICK OPTIONS REQUIRED                                             | QTY | PRICE (exGST)         | SUB TOTAL |
|----------------------------------------------------------------------------------|-------------------------------------------------------------------|-----|-----------------------|-----------|
| Additional Walling                                                               | <input type="checkbox"/> White                                    |     | \$60 per lineal metre | \$        |
|                                                                                  | <input type="checkbox"/> Silver Grey                              |     | \$60 per lineal metre | \$        |
| Fascia                                                                           | <input type="checkbox"/> Navy Blue                                |     | \$22 per lineal metre | \$        |
| Background                                                                       | <input type="checkbox"/> White                                    |     | \$22 per lineal metre | \$        |
| Colour                                                                           | <input type="checkbox"/> Black                                    |     | \$22 per lineal metre | \$        |
|                                                                                  | <input type="checkbox"/> Red                                      |     | \$22 per lineal metre | \$        |
| Doors                                                                            | <input type="checkbox"/> White                                    |     | \$200 per door        | \$        |
| Raised Flooring                                                                  | <input type="checkbox"/> White                                    |     | \$80 per sqr metre    | \$        |
| 32mm high                                                                        | <input type="checkbox"/> Beech                                    |     | \$80 per sqr metre    | \$        |
| Carpet Tiles                                                                     | <input type="checkbox"/> Black                                    |     | \$18 per sqr metre    | \$        |
| (1 metre square)                                                                 | <input type="checkbox"/> Charcoal Grey                            |     | \$18 per sqr metre    | \$        |
|                                                                                  | <input type="checkbox"/> Bright Blue                              |     | \$18 per sqr metre    | \$        |
|                                                                                  | <input type="checkbox"/> Blueberry                                |     | \$18 per sqr metre    | \$        |
|                                                                                  | <input type="checkbox"/> Red                                      |     | \$18 per sqr metre    | \$        |
| Underlay                                                                         | <input type="checkbox"/> If laying carpet tiles over venue carpet |     | \$25 per sqr metre    | \$        |
| <b>Orders placed after 30 July 2012 incur a compulsory \$60 Late Service Fee</b> |                                                                   |     |                       | <b>\$</b> |
| Hire Charge Total                                                                |                                                                   |     |                       | \$        |
| ADD 7.5% Compulsory Damage Waiver* of Hire Charge Total                          |                                                                   |     |                       | \$        |
| SUBTOTAL                                                                         |                                                                   |     |                       | \$        |
| ADD 3% Credit Card Surcharge on Subtotal                                         |                                                                   |     |                       | \$        |
| TOTAL                                                                            |                                                                   |     |                       | \$        |
| ADD 10% GST                                                                      |                                                                   |     |                       | \$        |
| <b>INVOICE TOTAL</b>                                                             |                                                                   |     |                       | <b>\$</b> |

**Terms & Conditions**

- No orders will be installed until payment is received & processed
- Orders during Move In are subject to late service fee
- Cancellations after delivery are charged at full rate
- Regional surcharges apply outside metropolitan areas
- \*Damage Waiver, compulsory fee covers attrition of hired equipment

Please read the complete Terms & Conditions in our brochure or website

**PAYMENT**

Payment must be received at ExpoNet to confirm your order. A 3% credit card surcharge applies.

☐ EFT – BSB: **012-220** A/C: **835 493 704** Account Name: **ExpoNet** Swift Code: **ANZBAU3MXXX**

☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DINERS ☐ CHEQUE

NAME ON CARD \_\_\_\_\_

CARD NUMBER \_\_\_\_\_ EXPIRY DATE \_\_\_\_ / \_\_\_\_

SIGNATURE \_\_\_\_\_

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

**SHOW DATES**  
**VENUE**  
**COORDINATOR**  
**EXPONET**

20 - 24 August 2012  
Brisbane Convention and Exhibition Centre  
Kay O'Grady  
[www.exponet.com.au](http://www.exponet.com.au)

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02 9645 7000  
[kay@exponet.com.au](mailto:kay@exponet.com.au)  
PO Box 120 Sydney Markets NSW 2129



**International Council on Archive Congress 2012**

**Contact Name** \_\_\_\_\_  
**Company** \_\_\_\_\_  
**Address** \_\_\_\_\_  
\_\_\_\_\_  
(include country if other than Australia)

**Forms Due** 30 July 2012

**Phone** \_\_\_\_\_  
**E-mail** \_\_\_\_\_  
**Fax** \_\_\_\_\_  
**Stand No.** \_\_\_\_\_  
**Stand Name** \_\_\_\_\_  
(if different to Co. Name)

This form is required if you need to order power or lighting **in addition** to what is provided in the stand package (refer to page 2 of this Exhibitor Information). Space only exhibitors must also complete this form.

**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.

| CODE | DESCRIPTION                                          | QTY | RATE (exGST) | SUB TOTAL |
|------|------------------------------------------------------|-----|--------------|-----------|
| 2701 | 120 Watt Spotlight on Track (Behind Fascia Only)     |     | \$ 89.00     | \$        |
| 2702 | 120 Watt Spotlight on Arm                            |     | \$ 111.00    | \$        |
| 2703 | 300 Watt Floodlight on Track (Behind Fascia Only)    |     | \$ 110.00    | \$        |
| 2705 | 300 Watt Floodlight on Arm                           |     | \$ 122.00    | \$        |
| 2706 | Low Voltage 50W 12V Downlight on Arm                 |     | \$ 117.00    | \$        |
| 2759 | Fluorescent Light- 4ft Double                        |     | \$ 106.00    | \$        |
| 2710 | Single 240volt Power Point to 1000w (maximum 4 amp)  |     | \$ 97.00     | \$        |
| 2711 | Single 240volt Power Point to 2400w (maximum 10 amp) |     | \$ 117.00    | \$        |
| 2712 | Single 240volt Power Point to 3600w (maximum 15 amp) |     | \$ 147.00    | \$        |
| 2739 | 415volt 32amp 3phase power outlet (5pin plug)        |     | \$ 420.00    | \$        |
| 2719 | 415volt 32amp 3phase point outlet with switch board  |     | \$ 620.00    | \$        |

Many additional power & lighting products are available, see our brochure, website or talk to us 02 9645 7000

**Orders placed after 30 July 2012 incur 20% surcharge on hire charges with min. of \$60**

**\$**

**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 charged at **full rate**
- Regional surcharges apply outside metropolitan areas
- \*Damage Waiver, compulsory fee covers attrition of hired equipment.

Please read the complete Terms & Conditions in our brochure or website

|                                                         |           |
|---------------------------------------------------------|-----------|
| Hire Charge Total                                       | \$        |
| ADD 7.5% Compulsory Damage Waiver* of Hire Charge Total | \$        |
| SUBTOTAL                                                | \$        |
| ADD 3% Credit Card Surcharge on Subtotal                | \$        |
| TOTAL                                                   | \$        |
| ADD 10% GST                                             | \$        |
| <b>INVOICE TOTAL</b>                                    | <b>\$</b> |

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☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DINERS ☐ CHEQUE

NAME ON CARD \_\_\_\_\_  
CARD NUMBER \_\_\_\_\_ EXPIRY DATE \_\_\_\_ / \_\_\_\_  
SIGNATURE \_\_\_\_\_

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

**SHOW DATES** 20 - 24 August 2012  
**VENUE** Brisbane Convention and Exhibition Centre  
**COORDINATOR** Kay O'Grady  
**EXPONET** www.exponet.com.au

**FAX** 02 9645 7084  
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**POST** PO Box 120 Sydney Markets NSW 2129



**International Council on Archive Congress 2012**

**Contact Name**

**Company**

**Address**

(include country if other than Australia)

**Forms Due 30 July 2012**

**Phone**

**E-mail**

**Fax**

**Stand No.**

**Stand Name**

(if different to Co. Name)

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.

**Wall Shelving**

- There is a minimum order of 2 shelves and a maximum of 4 shelves per one metre wall panel.
- Shelves are capable of holding up to a maximum of 7kgs per shelf
- If shelves are heavily loaded, additional wall panels at right angles to existing walls are required for support
- For safety reasons only ExpoNet staff are permitted to install shelving on our walls



**Important:** it is essential to complete the Stand Layout Form to indicate the positioning of your shelving.

| CODE                                                                                          | PRODUCT                                | COLOUR | QTY | RATE (exGST)  | SUB TOTAL |
|-----------------------------------------------------------------------------------------------|----------------------------------------|--------|-----|---------------|-----------|
| 7011                                                                                          | Flat shelf (100 x 30cm)                | Black  |     | \$ 48.00      | \$        |
| 7010                                                                                          | Flat shelf (100 x 30cm)                | White  |     | \$ 50.00      | \$        |
| 7014                                                                                          | Flat shelf (100 x 30cm)                | Glass  |     | \$ 55.00      | \$        |
| 7016                                                                                          | Sloping shelf (100x30cm)               | Black  |     | \$ 48.00      | \$        |
| 7015                                                                                          | Sloping shelf (100x30cm)               | White  |     | \$ 50.00      | \$        |
| 7050                                                                                          | Slat Wall (2.4mx1m) hooks not included | White  |     | \$ 310.00 l/m | \$        |
| <b>Orders placed after 30 July 2012 incur 20% surcharge on hire charges with min. of \$60</b> |                                        |        |     |               | <b>\$</b> |
| Hire Charge Total                                                                             |                                        |        |     |               | \$        |
| ADD 7.5% Compulsory Damage Waiver* of Hire Charge Total                                       |                                        |        |     |               | \$        |
| SUBTOTAL                                                                                      |                                        |        |     |               | \$        |
| ADD 3% Credit Card Surcharge on Subtotal                                                      |                                        |        |     |               | \$        |
| TOTAL                                                                                         |                                        |        |     |               | \$        |
| ADD 10% GST                                                                                   |                                        |        |     |               | \$        |
| <b>INVOICE TOTAL</b>                                                                          |                                        |        |     |               | <b>\$</b> |

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**Yes,** I have filled in the Stand Layout Form identifying where my wall mounted shelving or slat wall is to be positioned ☐

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☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DINERS ☐ CHEQUE

NAME ON CARD

CARD NUMBER  EXPIRY DATE  /

SIGNATURE

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

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**Forms Due 30 July 2012**

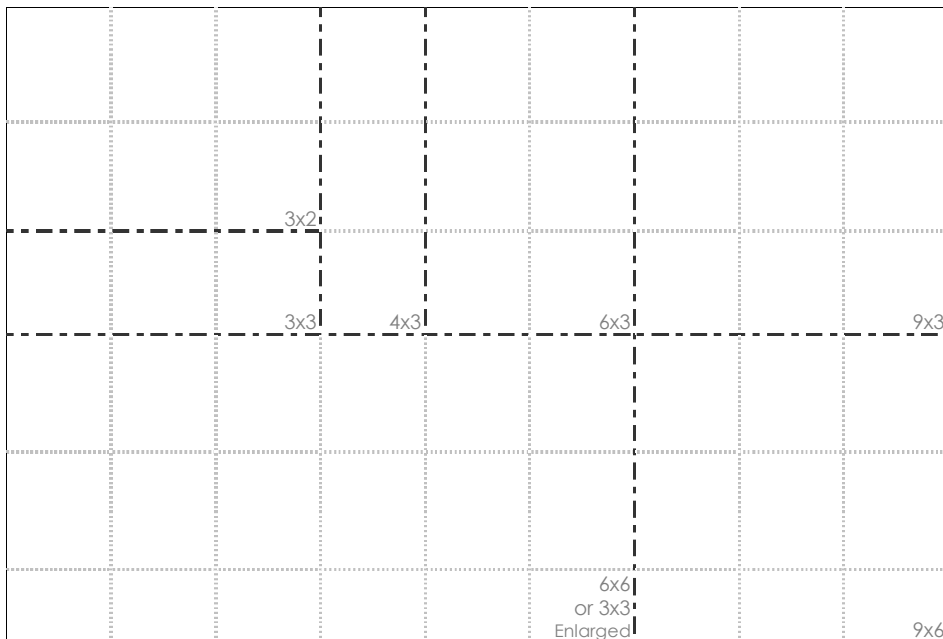
**Phone** \_\_\_\_\_  
**E-mail** \_\_\_\_\_  
**Fax** \_\_\_\_\_  
**Stand No.** \_\_\_\_\_  
**Stand Name** \_\_\_\_\_  
(if different to Co. Name)

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 mounting audio visual equipment.

To assist our installers to ensure the smooth delivery and set up of your requirements, 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 of your stand 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. NOTE: AV equipment hired from ExpoNet includes installation & cabling support, we are unable to provide this assistance for any other products.
4. Mark location of wall mounted shelving.
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.



**Front of Stand**

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

| 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              |
| Note:<br>* If ordering arm lighting indicate if used to highlight inside of stand or outside (aisle) |                          |

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