



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 | DATES | 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

PHONE E-MAIL

**Kay** O'Grady **02** 9645 7000

kay@exponet.com.au











SYDNEY

45 Princes Rd West Auburn NSW Australia 2144 P.O. Box 120 Sydney Markets NSW 2129

P 02 9645 7000

02 9645 5300

E info@exponet.com.au

MELBOURNE

44 White St South Melbourne VIC Australia 3205 P.O. Box 232 South Melbourne VIC 3205

03 9676 7777

F 03 9676 7788

E info@exponet.com.au

BRISBANE/GOLD COAST

17 Lochlarney St Beenleigh QLD Australia 4207 P.O. Box 1432 Beenleigh QLD 4207

P 07 3442 4100

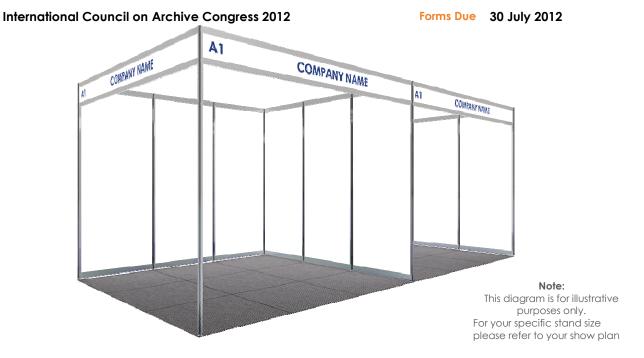
F 07 3382 6066

E info@exponet.com.au

**EXPONET.COM.AU** 

ExpoNet Pty Ltd ABN 45 132 935 105





The following are incorporated in your Exhibition Stand Package:

Stand Size	For your specific stand size refer to the Show Plan
Walls	2.5m high <b>white</b> walls in an aluminium Octanorm frame
Fascia Sign	Aluminium frame with standard <b>white</b> fascia board Company names will be installed on each open aisle fascia Lettering will be computer cut vinyl in <b>blue</b> on the fascia board Each sign will be a maximum of 30 UPPER CASE characters including spaces
Lighting	2 x 120 watt track mounted spotlights per stand mounted on the light track inside the fascia
Power	1 x 4amp power point per single stand Located in rear corner of stand unless otherwise specified
Flooring	The existing venue flooring will constitute the flooring of your stand
Items which can be used on walls	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.
Items not to be used on walls	



Visit our website for

- custom stands
- cost effective stand packages
- upgrade options

www.exponet.com.au





	ernational Council on Archive Congress 2012 Forms Due 30 July 2012  ntact Name Phone		
	Company E-mail		
	Address		
	Stand No.		
	ude country if other than Australia)  Stand Name (if different to Co. Name)		
FAS	SCIA & STAND DETAILS CONFIRMATION		
con	ase Note: Should this form not be returned by the deadline date, the name on your fascia sign will be the name as listed by the Organiser. Any changes required after the sign has been produced will cost plus GST (this includes the cost of the late fee)		
To h	nelp us service your requirements please confirm the below information by ticking the appropriate box	YES	NO
Do	you require standard fascia signage as provided in the Stand Package?  Each open aisle on your stand will have a fascia sign as specified in the Stand Package details  Maximum of 30 UPPER CASE characters including spaces, name only, omit extensions such as Pty Ltd.  Additional letters will be charged @ \$5.50 per letter (inc. GST)		_
	Please write the name you wish to exhibit:		
Woi	uld you like a quotation for customised fascia signage?	YES	NO
•	You can add your company logo or change the sign colour or font Additional charges from \$100 per sign apply, payment must be received with your order or late		
	service fees will be applied		
•	Logos are required in EPS Illustrator format no later than 14 days prior to exhibition move in Please e-mail your enquiry and logo to <b>kay@exponet.com.au</b>		
_		YES	NO
Do	you wish to remove your fascia board?		ш
•	By removing your fascia board, the frame is removed and you will lose the standard track spot light allocation and 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 rear wall of your stand		
•	Note: modifications requested on-site including the removal of walls, fascia and beams will be charged at \$80 +GST per hour, (minimum of one hour). Removal of fascia & lights once installed will be charged at \$140 +GST per hour (minimum of one hour).		
If yo	ou are removing your fascia board, do you want your signage on the back wall of your stand?	YES	NO
•	If yes please write the name you wish to exhibit in the boxes above		
		YES	NO
Do	you require additional Power & Lighting?		
•	If yes, please order on the Power & Lighting order form enclosed and complete the Stand Layout		
•	form indicating positioning. If you have any unusual requirements, i.e: 3 Phase direct wired to machines, please call ExpoNet direct on 02 9645 7000		





International Council on Archive Congress 2012 Contact Name							Forms Due 30 July 20 Phone E-mail						12																				
Company																	ı																
Address																		١	Fax	١													
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COORDINATOR **EXPONET** 

Kay O'Grady www.exponet.com.au E-MAIL **POST** 

kay@exponet.com.au PO Box 120 Sydney Markets NSW 2129





Contact Name	uncil on Archive Congress 2012  Phone E-mail	30 July 2012	
Company Address	Fax		
Addiess	Stand No.		
(include country if other than Australia)	Stand Name (if different to Co. Name)		
page 2 of this Exhi Attention Space C	d if you need to order power or lighting <b>in addition</b> to what is positive information). Space only exhibitors must also complete the complete stand the complete its placement. To order the complete stand the complete its placement.	this form.	• (
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 p	power & lighting products are available, see our brochure, we	bsite or talk to us 02 964	· ·
	aced after 30 July 2012 incur 20% surcharge on hire charges w		\$
Terms & Conditions:		Hire Charge Total	\$
	alled until payment is received & ADD 7.5% Compulsory Damage Wai		\$
<ul><li>processed.</li><li>On-site changes incl</li></ul>	ur a <b>20% surcharge</b> with <b>\$60.00</b>	SUBTOTAL	\$
minimum.	ADD 3% Credit Ca	rd Surcharge on Subtotal	\$
	nstallation charged at <b>full rate</b> apply outside metropolitan areas	TOTAL	\$
•	ompulsory fee covers attrition of	ADD 10% GST	\$
hired equipment. Please read the compl	ete Terms & Conditions in our	INVOICE TOTAL	
brochure or website		INVOICE IOIAL	\$
	received at ExpoNet to confirm your order. A 3% credit card s  12-220 A/C: 835 493 704 Account Name: ExpoNet Swift Co  VISA MASTERCARD DINERS		:
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SIGNATURE		(authorised agent/	
SHOW DATES	20. 24 August 2012	02 9445 7084	

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

20 - 24 August 2012 Brisbane Convention and Exhibition Centre PHONE Kay O'Grady www.exponet.com.au

E-MAIL **POST** 

02 9645 7084 02 9645 7000 kay@exponet.com.au

PO Box 120 Sydney Markets NSW 2129



## Wall Mounted Shelving & Slat Walls Optional Octanorm Form

Contact Name Company Address		Phone E-mail Fax Stand No.		
(include country if other than Australia)		<b>Stand Name</b> (if different to Co. Name)		
	I mounted shelving is a practical way of a shelving installed on your stand walls.	displaying products	or literature. Only comple	ete this form if you
Wall Shelving			Octanorm Frame	
<ul> <li>There is a minimu one metre wall p</li> <li>Shelves are capa</li> </ul>	Flat Shelf  ADJUSTABLE HEIGHT			
	eavily loaded, additional wall panels at ri	ght	MDF Sloping Shelf With 20mm Lip 990mm x 290mm	
	ng walls are required for support s only ExpoNet staff are permitted to install she	alving on Importo	unt: it is essential to complete	the Stand Layout
our walls	s of the Exponential tale permitted to this all she	•	indicate the positioning of	,
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 (2.4mhx1m) hooks not included	White	\$ 310.00 l/m	\$
Orders plo	aced after <b>30</b> July 2012 incur <b>20%</b> surchar	ge on hire charges		\$
Terms & Conditions			Hire Charge Total	\$
<ul> <li>No orders will be instead</li> </ul>	alled until payment is received & ADD 7.5% Co	ompulsory Damage W	aiver* of Hire Charge Total	\$
<ul><li>processed</li><li>Orders during Move</li></ul>	In are subject to late service fee		SUBTOTAL	\$
<ul> <li>Cancellations after of</li> </ul>	delivery are charged at full rate	ADD 3% Credit C	ard Surcharge on Subtotal	\$
	apply outside metropolitan areas compulsory fee covers attrition of		TOTAL	\$
hired equipment	. ,		ADD 10% GST	\$
Please read the compl prochure or website	ete Terms & Conditions in our		INVOICE TOTAL	\$
PAYMENT Payment must be	n the Stand Layout Form identifying where received at ExpoNet to confirm your ord 12-220 A/C: 835 493 704 Account Nam	er. A 3% credit card	l surcharge applies.	pe positioned
AMEX	VISA MASTERCARD	DINERS	CHEQUE	
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SHOW DATES VENUE	20 - 24 August 2012 Brisbane Convention and Exhibition Cer	FAX ntre PHONE	02 9645 7084 02 9645 7000	

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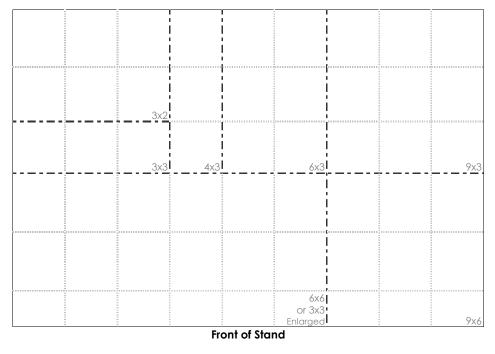
International Co	uncil on Archive Congress 2012	Forms Due	30 July 2012
Contact Name		Phone	
Company		E-mail	
Address		Fax	
		Stand No.	
(include country if other than Australia)		Stand Name (if different to Co. Name)	

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.



Stand Dimensions	m	Χ	m	=	Sqr Metres
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Electrical Legend						
-	120w spotlight on arm*					
•	120w spotlight on track					
	300w floodlight on arm*					
	300w floodlight on track					
4	4amp power point					
10	10amp power point					
15)	15amp power point					
$\oplus$	30a 3phase power outlet					
DIST	Distribution Board					
$\boxtimes$	Light Stand					

## Note:

<sup>\*</sup> If ordering arm lighting indicate if used to highlight inside of stand or outside (aisle)