



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

P 02 9645 7000
F 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

P 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

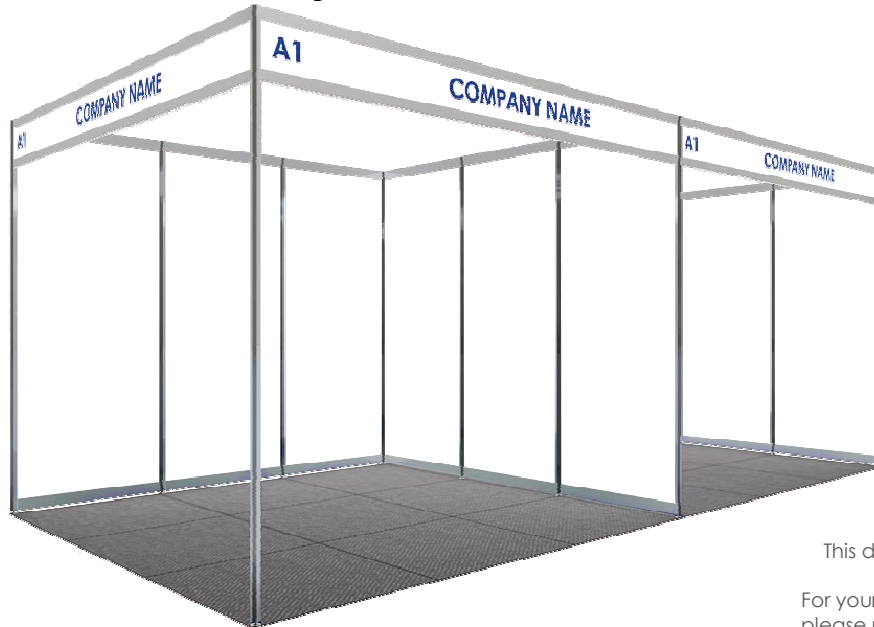
P 07 3442 4100
F 07 3382 6066
E info@exponet.com.au

EXPONET.COM.AU
ExpoNet Pty Ltd ABN 45 132 935 105



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:

| | |
|---|---|
| Stand Size | For your specific stand size refer to the Show Plan |
| Walls | 2.5m high white walls in an aluminium Octanorm frame |
| Fascia Sign | Aluminium frame with standard white fascia board Company names will be installed on each open aisle fascia Lettering will be computer cut vinyl in blue 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 | Please do not use pins, staples, screws, nails, bolts, glue or paint as these cause permanent damage to the panels. Charges will apply for ALL damage to panels. |



from the
Crowd

Visit our website for

- custom stands
- cost effective stand packages
- upgrade options

www.exponet.com.au



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

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

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

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

FAX 02 9645 7084
PHONE 02 9645 7000
E-MAIL kay@exponet.com.au
POST PO Box 120 Sydney Markets NSW 2129

International Council on Archive Congress 2012

Contact Name _____
Company _____
Address _____

(include country if other than Australia)

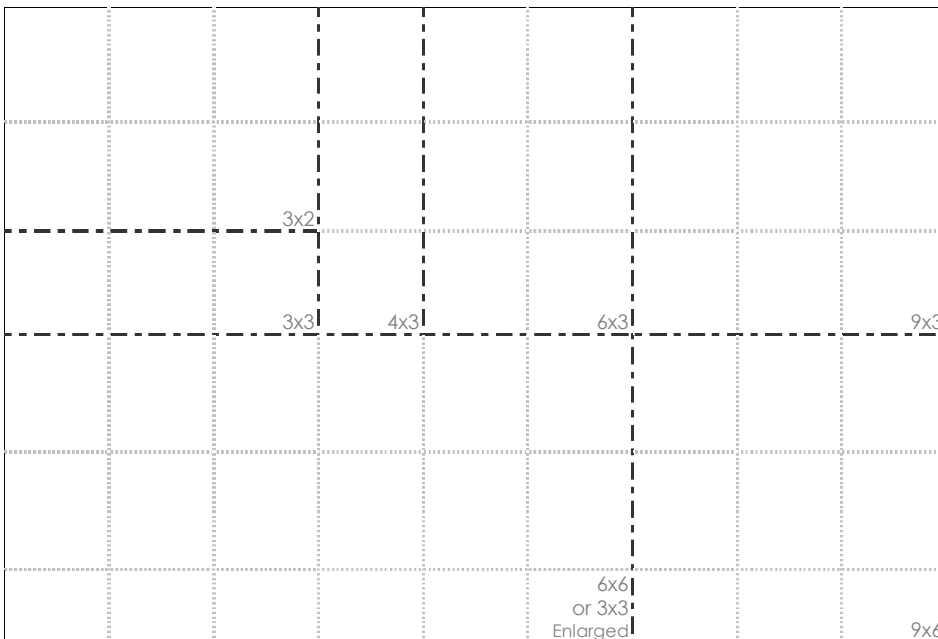
Forms Due **30 July 2012**
Phone _____
E-mail _____
Fax _____
Stand No. _____
Stand Name _____
 (if different to Co. Name)

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

SHOW DATES
VENUE
COORDINATOR
EXPONET

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

FAX
PHONE
E-MAIL
POST

02 9645 7084
 02 9645 7000
 kay@exponet.com.au
 PO Box 120 Sydney Markets NSW 2129