

# EXHIBITORKIT

Octanorm

## Important Exhibitor Information

**Exhibition:** Australian Physiotherapy Association Congress

**Venue:** Marriott Surfers Paradise

**Dates:** 27th - 31st October 2010

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:

**Monday 27th September 2010**

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](http://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.

**Meagan Boys**

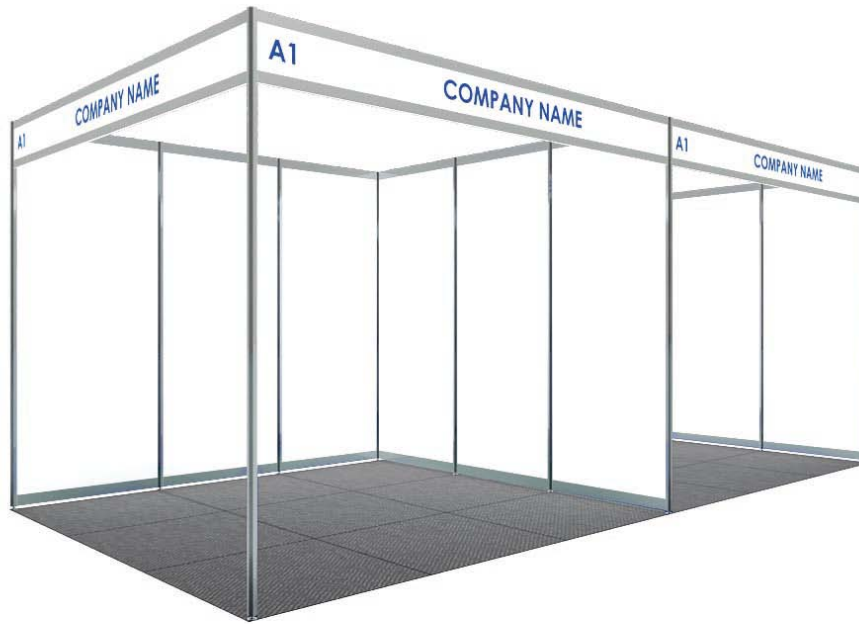
Exhibition Co-ordinator

ExpoNet - Official Exhibition Contractor

Phone 02 9645 7000

[meagan@exponet.com.au](mailto:meagan@exponet.com.au)





**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 Octanorm Exhibition Stand Package:

• <b>Stand Size</b>	For your specific stand refer to the Show Plan
• <b>Walls</b>	2.5m high white melamine walls in an Aluminium Octanorm frame
• <b>Fascia</b>	Aluminium frame with standard white fascia board.
• <b>Signage</b>	Company names will be installed over each open aisle fascia. Lettering will be computer cut vinyl in navy blue on the fascia board. Each sign will be a maximum of 30 characters including spaces.
• <b>Lighting</b>	2 x 120 watt track mounted spotlights per stand mounted on the light track inside the fascia.
• <b>Power</b>	1 x 4amp power point per stand regardless of size 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 Velcro, bluetac, double-sided adhesive tape or wall-mounted shelving and hooks, all are available from <b>ExpoNet</b> if required.
• <b>Items not to be used on walls</b>	Pins, staples, screws, nails, bolts, glue and paint will permanently damage the panels, and exhibitors are requested not to use them.







**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 and complete the Stand Layout Form indicating their placement (refer to the diagram below for shelving options & positioning).

- There is a minimum order of 2 shelves and a maximum of 3 shelves per panel
- Shelves are capable of holding up to 8kg per shelf. If shelves are **heavily loaded**, additional wall panels at right angles to existing walls are required for support. Only ExpoNet staff are permitted to install fittings to our walls.

Contact & Stand Details:				Exhibition & Return Details:	
Company Name:				Australian Physiotherapy Association Congress	
Address:				Deadline for forms & orders: <b>Monday 27th September 2010</b> (Late & onsite orders incur late service fee)	
State:	Post Code:	Country: (If other than Australia)		Marriott Surfers Paradise	
Stand Name: (If different to Company Name)			Stand No(s):	27th - 31st October 2010	
Contact Name:				Attn: Meagan Boys meagan@exponet.com.au	
Tel:		Mobile:		FAX: Central Administration Office +61 (02) 9645 5300	
Fax:		E-mail:		Post: PO Box 120, Sydney Markets NSW 2129	

	<b>Wall Shelving Set</b> 2 x Flat shelves (100 x 30cm)	7E28/7735	White	\$ 96
		7E29/7733	Black	
		7E20/7731	Glass	
	<b>Wall Shelving Set</b> 2 x Sloping shelves (100 x 30cm)	7E28/7705	White	\$ 96
		7E29/7703	Black	
<b>Wall Shelving Set</b> 4 x Flat shelves (100 x 30cm)	7E28/7755	White	\$ 192	
	7E29/7753	Black		
	7E20/7751	Glass		
<b>Wall Shelving Set</b> 4 x Sloping shelves (100 x 30cm)	7E28/7745	White	\$ 192	
	7E29/7743	Black		
<b>Slatwall</b>	7W65/3033	White	\$ 310L/metre	

Your Order	Code	Colour	Qty	Cost	Total
				\$	\$
				\$	\$
				\$	\$

<b>Orders placed after Monday 27th September 2010 incur a compulsory \$60 Late Service Fee</b>				<b>\$</b>
<b>Terms &amp; Conditions</b>				
<ul style="list-style-type: none"> <li>• No orders will be installed until payment is received &amp; processed.</li> <li>• Orders placed during move-in are subject to a late service fee.</li> <li>• All goods delivered then cancelled will be charged at full rate.</li> <li>• *Damage Waiver, compulsory fee covers attrition of hired equipment.</li> <li>• Please read the complete Terms &amp; Conditions in our brochure.</li> </ul>				
Hire Charge Total				\$
ADD 6% Damage Waiver* of Hire Charge Total				\$
Subtotal				\$
ADD 2.5% Credit Card Surcharge on Subtotal				\$
Total				\$
ADD 10% GST				\$
<b>Invoice Total</b>				<b>\$</b>

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.

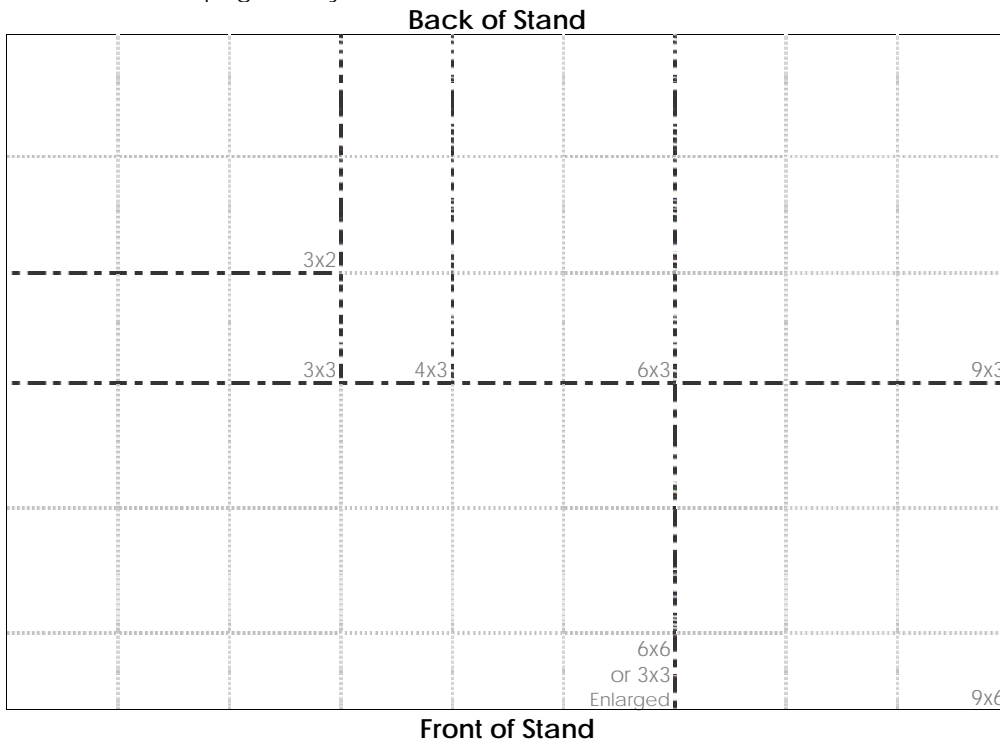
Contact & Stand Details:			
Company Name:			
Address:			
State:	Post Code:	Country: (If other than Australia)	
Stand Name: (If different to Company Name)			Stand No(s):
Contact Name:			
Tel:		Mobile:	
Fax:		E-mail:	

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Attn:	Meagan Boys meagan@exponet.com.au
FAX:	Central Administration Office +61 (02) 9645 5300
Post:	PO Box 120, Sydney Markets NSW 2129

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

Stand Dimensions	m	X	m	=	Sqr Metres
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