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FSA
2015

Fertility Society of Australia
Annual Conference 2015
National Convention Centre
Canberra ACT
13-16 September 2015

On behalf of the organising committee, we would like to thank you for your valued support and participation at the Fertility Society of Australia Annual Conference 2015 (FSA 2015). This is the core document, one of a number of files that make up the full set of Exhibitor/Sponsor Briefing Notes (EBNs) for FSA 2015. The EBNs are vital reading, providing you with important venue rules/regulations, official contractors and contact details, deadlines/action items, exhibitor move-in and move-out information and other related matters to guide your preparation and maximise your investment.

The core document is complemented by a number of related web links and necessary documents, all of which are on the sponsor/exhibitor log-in zone. Please read the core document first and then refer to related links/attachments as applicable.

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Checklist/Summary of Deadlines – All items can be completed now if ready/or at latest by due date

ITEM	TO	DUE DATE
Final payment for sponsorship/stands	amy@wsm.com.au	Due now please
Register all staff (including complimentary)	CLICK HERE	Due now please
Satchel insert sample for prior approval (if applicable)	amy@wsm.com.au	31 July 2015
Complete fascia/furniture orders: EXPONET	courtney@exponet.com.au	14 August 2015
National Convention Centre Canberra: Venue Services/Orders complete all orders i.e. Internet requirements	mary.nyam@ihg.com	14 August 2015
Custom Built Stand Plans Requiring Venue Approval	amy@wsm.com.au	14 August 2015
Items requiring prior venue approval	amy@wsm.com.au	21 August 2015
Satchel insert delivery (if applicable) x 650 units	Refer/use ONLY FSA 2015 Satchel Insert Delivery Label	21 August 2015
Exhibitor prize draw details	amy@wsm.com.au	01 September 2015
Exhibitor Freight to venue Deliver only from Thursday 19 July 2012 between 0800-1200 and 1300-1600	Refer/use ONLY FSA 2015 Exhibitor Freight Delivery Label	Deliver only Friday 11 September 2015 between 0800-1600

Contact Details

Sponsorship & Exhibition Coordinator

Amy Garby

WALDRONSMITH Management

119 Buckhurst Street

South Melbourne VIC 3205

D +61 3 9907 8632

F +61 3 9645 6322

E amy@wsm.com.au

Venue Contact

Mary Nyam

National Convention Centre Canberra

31 Constitution Avenue

Canberra ACT 2601

T +61 2 6276 5200

F +61 2 6276 5276

E mary.nyam@ihg.com

www.nccc.com.au

Exhibition Contractor

Courtney Webb

Exponet

44 White Street

South Melbourne VIC Australia 3205

T +61 3 9676 7777

F +61 3 9676 7788

E courtney@exponet.com.au

www.exponet.com.au

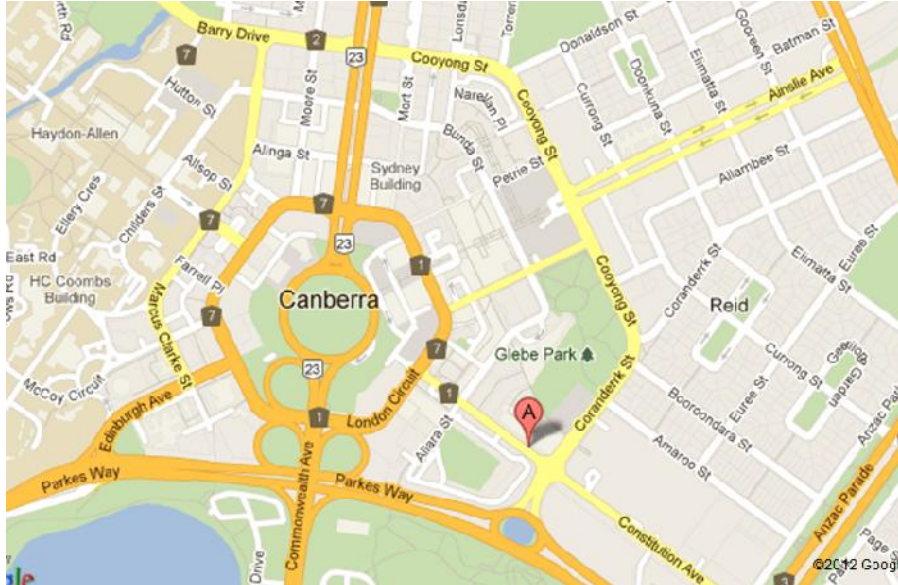
Venue – General information

Venue Exhibition Area – Exhibition Hall, Ground Floor

Loading Dock

National Convention Centre
31 Constitution Avenue
Canberra ACT 2601

Deliver only Friday 11 September 2015 between 0800-1600.



The National Convention Centre Canberra cannot accept responsibility for the security of any items delivered in the absence of the exhibitor.

Goods should not be delivered to the venue any earlier than **Friday 11 September 2015** earlier deliveries will be turned away. All items must be collected from the loading dock no later than **Thursday 17 September 2015**. The National Convention Centre reserves the right to dispose of any goods after this date.

Venue Internet Access

Visitors to the National Convention Centre, Canberra (NCCC) will have free access to a basic wireless internet service, suitable for checking emails or similar, while on site. Exhibitors are advised that this service is not suitable for use on your stand, and you should therefore purchase an internet code with a faster speed and a hard-wired line installed prior to the build day or Exhibitors can also opt to use wireless internet service with an internet code with a faster speed.

We would advise Exhibitors who require internet on their stand for presentations or similar to purchase a an internet code with a faster speed and a hard-wired line installed prior to the build day or Exhibitors can also opt to use wireless internet service with an internet code with a faster speed . For further information and prices please see [click here](#) for the order form and rates.

Venue: Order Forms/Manual

The National Convention Centre Canberra's Exhibitor Manual and Service Order forms are available to download from the following link: please [CLICK HERE](#) to download.

Below is a list if service order forms you may require:

- | | |
|--------------------------|---------|
| • Account Details | Page 11 |
| • Stand Cleaning | Page 12 |
| • Car Park | Page 13 |
| • Lifting Equipment Hire | Page 14 |
| • Delivery Docket | Page 16 |
| • Phone Line | Page 17 |
| • Internet | Page 18 |
| • Stand Catering | Page 20 |

Please ensure you are fully conversant with all venue rules and regulations: this is your responsibility prior to entering the venue; ignorance may lead to disappointment, exclusion and/or unexpected costs.

Stand Builder

Exhibition Contractor

Courtney Webb

Exponet

44 White Street

South Melbourne VIC Australia 3205

T +61 3 9676 7777

F +61 3 9676 7788

E courtney@exponet.com.au

www.exponet.com.au

Prior to the Exhibition:

Courtney Webb will be in touch with current catalogue and booking forms/information. To facilitate this, your contact details have been passed on to Courtney. Please feel comfortable to contact Courtney Webb at Exponet for all your requirements. Deadline for orders and final fascia confirmation is **Friday 14 August 2015**.

Freight Forwarding/Transport/Logistics

Agility Fairs & Events (a specialized exhibition & event logistics provider) is the recommended freight forwarder for domestic and international freight for FSA 2015.

Agility can arrange all local, interstate and international transport services to the venue. Prior to the exhibition, Agility will contact all exhibitors to discuss their specific logistics requirements.

If you are using Agility for freight, your goods will be delivered to the nominated loading dock at the venue.

Please note, that Agility is not onsite at this show. Therefore, exhibitors should make their own arrangements directly with the venue, for the movement of their goods from the loading dock to the exhibition stand. This includes all materials handling (forklifts, pallet jacks, trolleys) requirements.

To request a quote or to book these services, please complete and return the “**Transport Request Form**” provided at the end of this manual or for more information, please contact:

FSA 2015 Exhibition Coordinator
Agility Fairs & Events
28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045
Tel: +61 3 9330 3303
Fax: +61 3 9330 3337
E-mail: expohelp@agility.com

PLEASE NOTE:

- Agility is not providing onsite services at this show.
- If you are using your own courier, please refer to the venue Loading Dock information, for specific details on access and vehicle limitations.

Deliveries to Venue

The further two options to deliver your goods to the venue are:

1. Own Arrangements Courier – using your own courier

This option is only available on **Friday 11 September 2015** between **0800 -1600**

This option allows you to use your own courier, whereby you are responsible for organising all transport arrangements for all your display items both for move in and move out phases from door to door.

Exhibitor goods will be accepted at NCCC Loading Dock **Friday 11 September from 0800-1600**, earlier deliveries will be turned away.

All goods couriered to the venue will be brought to your stand by venue staff, in readiness for the Exhibitor Move in on **Sunday 13 September 2015**.

2. Own Arrangements Personal Delivery – using your own private vehicle

This option is only available to exhibitors on **Sunday 13 September 2015 between 1100-1400**

Using this option the Exhibitor takes on the responsibility of personally transporting all display and promotional material themselves to NCCC using private vehicle/s; and the handling of all items to their exhibition stand on move in day.

Satchel Inserts

If you have a satchel insert included in your sponsorship package, or if you have purchased a satchel insert, the deadline for your delivery of your inserts to Mercury Mailing House is **Friday 21 August 2015**.

Dates: Friday 21 August 2015

Times: Between 1000-1600

Quantity: 650 units – A4 single sheet items

Any deliveries outside of these dates and times **will not be** accepted and inclusion in the satchel cannot be guaranteed.

**Delivery address: Mercury Mailing
13 Antibes Street
Parkdale VIC 3195**

Please use ONLY the satchel insert delivery label available [HERE](#) when sending satchel inserts.

***Please note: The satchel insert/program insert is not an automatic entitlement for all sponsors and exhibitors.*

Exhibition Hours

Saturday 12 September 2015	EXPONET Access	0800-1800
Saturday 12 September 2015	Custom Stands Access	1100-1700
Sunday 13 September 2015	Exhibition Move-In	1100-1400
Sunday 13 September 2015	Exhibition Open	1800-2000
Monday 14 September 2015	Exhibition Open	0800-1700
Tuesday 15 September 2015	Exhibition Open	0800-1700
Wednesday 16 September 2015	Exhibition Open	0800-1500
Wednesday 16 September 2015	Exhibition Move-Out	1500-1700
Wednesday 16 September 2015	Custom Stands Bump-Out	1700-1900
Wednesday 16 September 2015	EXPONET Dismantle	1730-2359

***Times are correct at time of printing but may be subject to minor change*

Social Program

Welcome Reception	Sunday 13 September	1800-2000	Exhibition Hall, Ground Floor
Conference Dinner	Tuesday 15 September	1900-2300	Great Hall, Parliament House

Custom Built Stands

For those organisations that would like to use a custom built stand a “Raw Exhibition Space” is available for purchase. Raw Exhibition Space does not include walls, fascia signage, furniture or electricity (electricity and furniture can be purchased at an additional cost). Raw Space is ideal for organisations that have a custom built portable stand or who would like to showcase their products in a unique way.

If you are planning on having a custom built stand in your Raw Exhibition Space please email a fully dimensioned design plan to amy@wsm.com.au together with a completed Custom Stand Design [Form](#) no later than **Friday 14 August 2015** and venue approval will be sought on your behalf. **please note: custom build height must not exceed 3.5metres high. Anything over the standard height of 2.5metres must be approved by the venue before planning can be confirmed.*

All custom build contractors must read the contractor induction as attached prior to arrival and provide their Workers Compensation and Public Liability document to the venue contact. Please [CLICK HERE](#) to download.

Venue - Items Requiring Approval

Items requiring prior approval include:

- All vehicles – trucks/cars etc
- All items greater than 2.4m in height, two-storey stands
- Additional lighting, use of naked flames, LP Gas cylinders
- **Any food and or beverage items for sampling; no matter how small, these need approval**
- All prize draws
- Helium balloons
- Machinery
- Alcohol
- Tobacco
- Refrigerators
- Livestock/animals
- Harmful chemicals
- Talent on the floor
- Anything loud/harmful/intrusive to others and anything outside the dimensions of your allocated stand space
- **Heavy/vibrating equipment/anything that emits smoke/fumes**
Written approval from the venue is required to bring any heavy and or vibrating equipment which might cause damage to the floor or any part of the centre
- **Any food items or beverage items for sampling – Venue approval is required**
All food and beverage must be ordered directly from the venue using the applicable forms. No outside food and beverages can be brought into the venue; this is strictly forbidden

NB: If you are including any of these items in your display (or any other items you think may need approval) please forward the details to amy@wsm.com.au by **Friday 21 August 2015**.

Exhibition Stand Inclusions

Shell Scheme Booth

Included in the cost of exhibiting is:

- 3.0m x 3.0m booth space, 2.5m high
- White, velcro compatible back and side walls, company fascia signage (maximum 26 characters), two 120w spotlights and one 4 amp general purpose outlet
- Company name, website address and booth location will be listed in the Conference Handbook
- Two satchels per booth containing all Conference materials
- Two exhibitor complimentary registrations which includes: access to the scientific program, morning and afternoon tea, lunch (Monday to Wednesday), Welcome Reception and Conference Dinner.

NOTE: Additional exhibitor staff registration passes will be available for a cost of AUD \$880 including GST (see further information below).

If you have booked a sponsorship package either alone or in conjunction with your exhibition stand, please refer to your confirmation advice for full entitlements.

Registration Inclusions - Complimentary

Your complimentary registrations include:

- Name badge
- Daily catering
- Delegate Satchel (2x per booth)
- Entry to the Welcome Reception for per person
- Conference Dinner Ticket per person
- Access to sessions per person

Registration Inclusions - Additional Staff

Additional registrations can be purchased for \$880.00 and include:

- Name badge
- Daily catering
- Delegate Satchel
- Entry to the Welcome Reception for one person
- Conference Dinner Ticket for one person
- Access to sessions for one person

Registration – How to Register

Pre-registration for all registration types, including complimentary registrations and additional staff registrations must be done at your earliest convenience via online. Exhibitors should register using the online registration form available via the following link: https://wsm.com.au/ei/getdemo.ei?id=773&s=_7223575G3&bulk=y

Move-In Details

Move-in date: Sunday 13 September 2015

Time: 1100 – 1400

- ✓ **All stands must be completed by 1400**

Move-Out Details

Move-Out date: Wednesday 16 September 2015

Time: 1500

- ✓ **Exhibitor move-out must be complete by 1700**

IMPORTANT NOTES:

Please do not dismantle stands/s until the Exhibition area is clear of delegates.

A high-visibility safety vest must be worn by everyone involved in the move-in and move-out; no vest, no entry applies. Please pack vests for your staff; all staff on duty need to be wearing vests prior to the commencement of the move-out, as the loading dock doors will only be opened for service once all staff involved are wearing safety vests and adequate closed footwear.

Courier companies should be instructed to pick up directly from your stand via:

National Convention Centre
31 Constitution Avenue
Canberra ACT 2601

The packing up and removal of goods for return is solely the exhibitor's responsibility.

Please ensure the following items are packed in your on-site kit for the move-out:

1. **Sufficient copies of the appropriate return address label**
 2. **Sufficient copies of your courier company's consignment notes, listing your company account number**
 3. **Knowledge of how to book a courier**
 4. **Packaging tape and scissors or a Stanley knife**
- All goods must be removed from the venue at the conclusion of the Exhibition
 - Exhibitors must arrange for retrieval of their own empty cartons from storage at the conclusion of the event
 - Prior to leaving the site, staff must pack up all goods being collected by courier. All goods **must** have both a return address label and a completed courier consignment note attached, in readiness for the courier to collect directly from the stand

NOTES: Otherwise, goods will be deemed rubbish and disposed of promptly.

Items left with forwarding instructions, as detailed above, are to be collected by 1600 on Thursday 17 September 2015; they cannot be left at the venue after this time. Alternatively, if storage is required (after this time) so goods can be collected later, please make arrangements directly with your preferred supplier.

OH&S Important Information

Due to increased awareness from WorkSafe, it is now mandatory for all Exhibitors to wear approved safety vests at all times during the bump-in/out and move-in/out periods as applicable. The no vest, no entry policy will be strictly enforced.

Safety vests **are not** sold at the venue, and hence you will need to pre-purchase an allocation of vests for your staff so as to gain entry to the Exhibitor Move-in and Move-out although you may obtain Safety vest from the venue via the Reception. A deposit of \$15.00 will be taken and once the Safety vest has been returned the deposit will be refunded.

Please also wear closed and suitable footwear during bump-in/out and move-in/out periods. People wearing open-toed shoes, sandals or thongs are not permitted access to the exhibition halls during bump-in/out and move-in/out. Sorry no exceptions.

Children under 18: not permitted

Children under 18 are not permitted access to the exhibition halls during bump-in/out and move-out. Sorry no exceptions.

Cleaning of Custom – All stand types

The venue provides cleaning of the public areas and walkways in the exhibition area. Additional charges apply for cleaning of booths. If you require your stand to be vacuumed, mopped and dusted prior to the opening or at the conclusion of each day, a charge of \$50.00 per hour applies. Minimum of 1 hour applies. To arrange this please fill in the Stand Cleaning Order form from the National Canberra Convention Centre Exhibitor's Kit.

Trolleys/ Forklifts

The National Convention Centre Canberra does not supply any trolleys or forklifts at all, so if you need a trolley, please bring your own.

Exhibition Storage On-Site

Limited storage on-site is strictly for exhibitor replenishment of literature for on-stand distribution.

All crates/skids and packaging must be placed into off-site storage until the conclusion of the exhibition. This policy must be strictly adhered to.

Freight & Customs Duties

It is important that all Exhibitors have fully paid for all freight and customs. **WALDRONSMITH** Management, the FSA 2015 Committee, the National Convention Centre Canberra, Exponent and their officers and employees, separately and collectively, will not take any responsibility for items delayed at Australian Customs or for items that have not been paid for in full. Please note that GST will almost certainly have to be paid in full before goods are released from Customs. Please contact your preferred courier for all national and international requirements.

Security

The exhibition will be locked down at the close of each day but no additional security will be provided. We would advise you to take any valuable items from the exhibition area each day or alternatively, if you require additional security for the items on your stand, please contact the National Conference Centre Canberra directly for a quotation.

Insurance & Public Liability

It is strongly advised that each Exhibitor seek to cover their equipment, exhibits and display materials with adequate insurance at the Exhibitor's own expense. It is the responsibility of all Exhibitors to ensure that they have adequate insurance at the Exhibitor's own expense.

Public Liability Insurance is mandatory whilst on-site at the venue. Please ensure you locate and bring a copy of your Insurance Certificate of Currency to the venue; the venue has the right to ask for a copy at random should the need arise. \$20,000.00 in public liability is recommended.

WALDRONSMITH Management, the FSA 2015 Committee, the National Convention Centre Canberra, Exponet , and their officers and employees, separately and collectively, will not take any responsibility for any damage to or for the loss or destruction of an exhibit, from fire, theft or accidents or other causes, or injury to his/her person resulting from any cause, and all claims for any such loss, damage or injury are waived by the Exhibitor as per the signed terms and conditions upon application to exhibit and or sponsor.

Testing & Tagging

Please note that all electrical leads (including extension cords and laptop leads) connected in any way to a power outlet need to be tested and tagged for use on site at the venue. It is best to have these items tested and tagged prior to bringing them on-site.

It is a legal requirement in all temporary exhibition work sites that all electrical equipment be tested and tagged. This applies to all contractors working on-site and exhibitors who bring in electrical leads and appliances of any sort for their stands during the exhibition. The venue OHS Officer will make regular random checks on appliances and Exhibitors may be asked to show tags on demand.

Should you have the need to have any electrical gear tested and tagged, Jims Test and Tag will be on-site from 1100 on Sunday 13 September 2015. Tags cost \$10 (CASH ONLY) and are valid for 12 months. Please note that testing and tagging is closely monitored at the venue, so if your equipment is not already tested and tagged use the services of during this window; once the technician leaves the building an AUD\$250 call-out fee applies if you are asked to have items tagged.

Exhibitor Prize Draws

As an exhibitor, you may make available a prize or prize/s as your own incentive for delegates to visit and return to your stand over the duration. You will need to collect business cards and promote your prize draw at your stand and be fully responsible for the drawing and announcing of your prizes or incentives. Draw times are at your discretion but must be done during catering breaks.

When an exhibitor gives away a prize at the stand, this is classified as a lottery.
When a conference or meeting gives a prize to someone attending, this is classified as a lottery. When a seminar or function gives away a lucky door prize this is classified as a lottery.
Fertility Society of Australia Annual Conference 2015 (FSA 2015) Exhibitor Briefing Notes
Prepared by WALDRONSMITH Management

The guidelines specify that whenever there is an element of chance, or a combination of skill and chance, the draw is classified as a lottery and a permit must be obtained, even if the prize has a very low (or nil) value. Usually any kind of draw (names out of a hat; business cards out of a bowl, lucky door prize, etc) requires a permit.

An information sheet and application are available on the ACT Gambling and Racing Commission website. There is a fee for the permit (currently approximately \$50 for prizes up to \$1,000; and approximately \$100 for prizes of \$1,001- \$2,500). A minimum of seven working days is required to get a permit. If you are caught conducting a lottery without a permit, a fine may apply.

The fine applies to the person/organisation conducting the lottery and may apply to the venue.

A permit is NOT required:

- If everyone who enters wins the same prize
 - If there is any element of skill attached to the awarding of the prize, even token skill such as a guessing game, colouring-in competition, ring-toss, answer a question, etc.
 - If no one from the ACT is eligible to enter and the lottery was not publicised in the ACT (these rules are there to protect ACT residents)
 - If the prize is a rebate or discount on fees paid, or conference costs.
- In all other cases, a permit is required.

For more information and application forms, go to the Commission's website www.gamblingandracing.act.gov.au and click on the lotteries section.

TRANSPORT QUOTE REQUEST FORM

Agility Fairs & Events is able to offer a full door to stand transport service. If you would like a quote for this service, please complete Sections A and B below.

If you require any pre-show or after show storage please complete Sections A and C.

**** Please note: Agility is not providing onsite services at this show.**

AGILITY FAIRS & EVENTS.....*The easy way to exhibit!*

Section A – BILLING DETAILS									
Company:					ABN:				
Address:									
Suburb/Town:			Post Code:		Tel:		Fax:		
Contact Name:					Mobile:				
Email Address:					Agility Customer Code #				
Section B – TRANSPORT REQUIREMENTS									
Description of Consignment: (if weights/dimensions are unknown at this stage, please estimate in the spaces provided)									
Pallets ☐		Crates ☐		Loose Cartons ☐		Other ☐		Dangerous Goods: Yes ☐ No ☐	
No. of Items:		Weight (approx.):		kgs		Volume (m³): (L)		x (W) x (H) = m³	
Available for Pick-Up / Preferred Date for Pick-Up:									
Day & Date:				Time:			Close:		
Pick-up address (if different to address above):									
Company:									
Address:									
Suburb/Town:					Post Code:				
Contact:				Telephone:			Mobile:		
Forklift available at pick-up point? YES ☐ NO ☐				Is a Tailgate Vehicle Required: YES ☐ NO ☐					
Special Requirements/Instructions:									
Deliver to:									
Hall:			Stand:			Delivery Date:			
Do you require us to return freight after the exhibition? YES ☐ NO ☐									
Section C – STORAGE									
Pre-Show ☐					After Show ☐				
Description/Details:									
Approximate volume:		(L)		x (W)		x (H)		= m³	
☐ I have read and accept Agility's Standard Terms & Conditions (refer to page 2). X Accepted by (Signature): _____									

**PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 21st AUGUST, 2015 TO
EXPOHELP@AGILITY.COM OR FAX 03 9330 3337
FOR INFORMATION CALL AGILITY FAIRS & EVENTS ON (03) 9330 3303.**

Standard Terms and Conditions of Contract

PART I: GENERAL CONDITIONS APPLICATION

1. (A) Subject to clause (B) below, all services of the Company whether gratuitous or not are subject to these Conditions.
(i) The provisions of Part I shall apply to all such services.
(ii) The provisions of Part II shall only apply to the extent that such services are provided by the Company as agents.
(iii) The provisions of Part III shall only apply to the extent that such services are provided by the Company as principals.
(B) Where a document bearing a title of including "bill of lading" (whether or not negotiable), or "waybill" is issued by or on behalf of the Company and provides that the Company contracts as carrier the provisions set out in such document shall be paramount in so far as such provisions are inconsistent with these conditions.
(C) Every variation, cancellation or waiver of these Conditions must be in writing signed by a Director of the Company. Notice is hereby given that no other person has or will be given any authority whatsoever to agree to any variation cancellation or waiver of these Conditions.
(D) All services are provided by the Company as agents except in the following circumstances where the Company acts as principal:
(A) Where the Company performs any carriage, handling or storage of Goods but only to the extent that the carriage is performed by the Company itself or its servants and the Goods are in the actual custody and control of the Company or
(B) Where prior to the commencement of the carriage of Goods the Customer in writing demands from the Company particulars of the identity, services or charges of persons instructed by the Company to perform part or all of the carriage, the Company shall be deemed to be contracting as a principal in respect of that part of the carriage in respect of which the Company fails to give such particulars demanded within 28 days of the Company's receipt of such demand, or
(C) To the extent that the Company expressly agrees in writing to act as a principal, or
(D) To the extent that the Company is held by a court of law to have acted as a principal.
(E) Without prejudice to the generality of clause 2, the Company is acting as an agent or a principal in respect of each service or services:
(A) The changing by the Company of a fixed price for a service or services of whatsoever nature shall not in itself determine or be evidence that the Company is acting as an agent or a principal in respect of such service or services;
(B) The supplying by the Company of their own or leased equipment shall not in itself determine or be evidence that the Company is acting as an agent or a principal in respect of any carriage, handling or storage of Goods;
(C) The Company acts as an agent where the Company procures a bill of lading or other document evidencing a contract of carriage between a person, other than the Company, and the Customer or Owner;
(D) The Company acts as an agent and where as a principal when providing services in respect of or relating to customs, requirements, taxes, licenses, consular documents, certificates of origin, inspection, certificates and other similar services.
Definitions
(A) "Company" Is Agility Fairs & Events Pty Ltd
(B) "Customer" Means any person at whose request or on whose behalf the Company provides a service;
(C) "Person" Includes persons or any body or bodies corporate;
(D) "Owner" Includes the owner, shipper and consignee of the Goods and any other person who is or may become interested in the Goods and anyone acting on their behalf;
(E) "Authority" A duly constituted legal or administrative person, acting within its legal powers and exercising jurisdiction within any nation, state, municipality, port or airport;
(F) "Goods" Includes the cargo and any container not supplied by or on behalf of the Company, in respect of which the Company provides a service;
(G) "Container" Includes any container, flatrack, trailer, transportable tank, flat pallet or any article of transport used to carry or consolidate goods and any equipment or connected thereto;
(H) "Dangerous Goods" Includes goods which are or may become of a dangerous, inflammable, radioactive or damaging nature and goods likely to harbour or encourage vermin or other pests;
(I) "Hague Rules" Means the provisions of the International Convention for the Unification of certain rules Relating to Bills of Lading signed at Brussels on 25th August 1924;
(J) "Instructions" Means a statement of the Customer's specific requirements.
Obligations of Customer
The Customer warrants that he is either the Owner or the authorised agent of the Owner of the Goods and that he is authorised to accept and is accepting these Conditions not only for himself but also as agent for and on behalf of the Owner of the Goods.
The Customer warrants that the Company has been properly pre-qualified by the Company in connection with the sale and purchase of the Goods and all other matters relating thereto.
The Customer shall give sufficient and executable instructions.
The Customer warrants that the description and particulars of the Goods are complete and correct.
The Customer warrants that the Goods are properly packed and labelled, except where the Company has accepted instructions in respect of such services.
Special Instructions, Goods and Services
Unless otherwise previously agreed in writing, the Customer shall not deliver to the Company or cause the Company to deal with or handle dangerous Goods.
(B) If the Customer is in breach of sub-clause (A) above he shall be liable for all loss or damage whatsoever caused by or to or in connection with the Goods however arising and shall defend, indemnify and hold harmless the Company against all penalties, claims, damages, costs and expenses whatsoever arising in connection therewith and the goods may without notice be destroyed or otherwise dealt with at the sole discretion of the Company or any other person in whose custody they may be at the relevant time.
(C) If the Company agrees to accept Dangerous Goods and then in the opinion of the Company with any other person they constitute a risk to other goods, property, life or health they may without notice be destroyed or otherwise dealt with at the expense of the Customer or Owner.
The Customer undertakes not to tender for transportation any Goods which require temperature control without previously giving written notice of their nature and particular temperature range to be maintained and in the case of a temperature controlled Container stuffed by or on behalf of the Customer further undertakes that the Container has been properly pre-cooled by the Company in connection therewith and that the Goods have been properly stuffed in the Container and that its thermodynamic characteristics have been properly set by the Customer. If the above requirements are not complied with the Company shall not be liable for any loss or damage to the Goods caused by such non-compliance.
No insurance shall be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk. Unless otherwise agreed in writing, the Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any open or general policy. The Company is an agent in respect of the effecting of insurances and should the insured dispute their liability for any reason the insured shall have recourse against the insurers only and the Company shall not be under any responsibility or liability whatsoever in relation thereto notwithstanding that the premium upon the policy may not be at the same rate as that charged by the Company or paid to the Company by its customers.
Except in accordance with express instructions previously received in writing and accepted in writing by the Company, the Company shall not be obliged to make any declaration for the purposes of any statute, convention or contract as to the nature of value of any Goods or as to any special interest in delivery.
Unless otherwise previously agreed in writing or otherwise provided for under the provisions of a document signed by the Company, instructions relating to the delivery or release of Goods against payment or against surrender of a particular document shall be in writing and the Company's liability shall not exceed that provided for in respect of misdelivery of Goods.
Unless otherwise previously agreed in writing that the Goods shall depart or arrive by a particular date, the Company accepts no responsibility for departure or arrival dates of Goods.
General Indemnities
(A) The Customer and Owner shall defend, indemnify and hold harmless the Company against all liability, loss, damage, costs and expenses arising (i) from the nature of the goods unless caused by the Company's negligence, (ii) out of the Company acting in accordance with the Customer's or Owner's instructions, or (iii) arising from a breach of warranty or obligation by the Customer or arising from the negligence of the Customer or Owner.
(B) Except to the extent caused by the Company's negligence, the Customer and Owner shall be liable for and shall defend, indemnify, and hold harmless the Company in respect of all duties, taxes, imposts, levies, deposits and outlays of whatsoever nature levied by any Authority and for all payments, fines, costs, expenses, losses and damages whatsoever incurred or sustained by the Company in connection therewith and the date of payment.
(C) Advice and information, in whatever form it may be given, are provided by the Company for the Customer only and the Customer shall defend, indemnify, and hold harmless the Company for all liability, loss, damage, costs and expenses arising out of any other person relying on such advice or information.
(D) (i) The Customer undertakes that no claim be made against any servant, sub-contractor or agent of the Company which imposes, or attempts to impose upon any of them any liability whatsoever in connection with the Goods, if any such claim should nevertheless be made, to indemnify the Company against all consequences thereof.
(ii) Without prejudice to the foregoing, every such servant sub-contractor or agent shall have the benefit of all provisions herein, as if such provisions were expressly for their benefit. In entering into this contract the Company, to the extent of those provisions, does so not only on its behalf, but as agent and trustee for such servants, sub-contractors and agents.
(iii) The Customer shall defend, indemnify and hold harmless the Company from and against all claims, costs and demands whatsoever and by whomsoever made or preferred in excess of the liability of the Company under the terms of these Conditions and without prejudice to the generality of this clause this liability shall cover all claims, costs and demands arising from or in connection with the negligence of the Company, its servants, sub-contractors and agents.
(iv) In this clause, "sub-contractors" includes direct and indirect sub-contractors and their respective servants and agents.
(E) The customer shall be liable for the loss, damage, contamination, soiling, detention or damage before, during and after the Carriage of property (including, but not limited to, Containers) of the Company or any person or vessel referred to in (D) above caused by the Customer or owner or any person acting on behalf of either of them or for which the Customer is otherwise responsible.
Charges etc.
(A) The Customer shall pay to the Company in cash or as agreed all sums immediately when due without deduction or set-off or account of any claim, counterclaim or set-off.
(B) When the Company is instructed to collect freight, duties, charges or other expenses from any person other than the Customer, the Customer shall be responsible for the same on receipt of evidence of demand and non payment by such other person when due.
(C) On all amounts overdue to the Company, the Company shall be entitled to interest calculated at 4 per cent above rate as set out under the Penalty Interest Rates Act 1983 (Vic), as varied from time to time, calculated daily from the date of default to the date of payment.
(D) Should payment remain outstanding beyond the Company's payment terms, the Customer agrees to pay all legal costs (on a solicitor/own Customer basis) and all Mercantile Agent's fees (including any commission payable on the payment of the debt) incurred by the Company as a result of non-payment of the debt.
Liabilities and Rights of the Company
The Company shall be entitled, except insofar as has been otherwise agreed in writing, to enter into contracts on behalf of itself or the Customer and without notice to the Customer.
(A) For the carriage of Goods by any route, means or person,
(B) For the carriage of Goods of any description whether containerised or not on or under the deck of any vessel,
(C) For the storage, packing, transhipment, loading, unloading or handling of Goods by any person at any place whether on shore or afloat and for any length of time,
(D) For the carriage or storage of Goods in containers or with other goods of whatever nature,
(E) For the performance of its own obligations and to do such acts as in the opinion of the Company may be necessary or incidental to the performance of the Company's obligations.
(A) The Company shall be entitled but under no obligation, to depart from the Customer's instructions in any respect if in the opinion of the Company there is a good reason to do so in the Customer's interest and it shall not thereby incur any additional liability.
(B) The Company may at any time comply with the orders or recommendations given by any Authority. The responsibility of the Company in respect of the Goods shall cease on the delivery or other disposal of the Goods in accordance with such orders or recommendations.
(C) If at any time the performance of the Company's obligations, in the opinion of the Company or any person whose services the Company makes use of, is or is likely to be affected by any hindrance, risk, delay, difficulty or disadvantage whatsoever and which cannot be avoided by reasonable endeavours by the Company or such other person, the Company, may on giving notice in writing to the Customer or Owner or without notice where it is not reasonably possible to give such notice, treat the performance of its obligations as terminated and place the Goods or any part of them at the Customer or Owner's disposal at any place which the Company may deem safe and convenient, whereupon the responsibility of the Company in respect of the Goods shall

- cease. The Customer shall be responsible for any additional costs of carriage to and delivery and storage at such place and all other expenses incurred by the Company.
If delivery of the Goods or any part thereof is not taken by the Customer or Owner at the time and place when and where the Company, or any person whose services the Company makes use of, is entitled to call upon the Customer or Owner to take delivery thereof, the Company or such other person shall be entitled to store the Goods in the open or under cover at the sole risk and expense of the Customer.
Notwithstanding clauses 20 and 21, the Company shall be entitled but under no obligation at the expense of the Customer payable on demand and without any liability to the Customer or Owner, to sell or dispose of
(A) on giving 21 days notice in writing to the Customer all Goods which in the opinion of the Company cannot be delivered as instructed, and
(B) Without notice Goods, which have perished, deteriorated or altered, or are in immediate prospect of doing so in a manner which has caused or may be reasonably expected to cause loss or damage to any person or property or to contravene applicable regulations.
The Company shall have a particular and general lien on all Goods or documents relating to Goods in its possession for all sums due at any time from the Customer or Owner and on giving 28 days notice in writing to the Customer, shall be entitled to sell or dispose of such Goods, or documents at the expense of the Customer and without liability to the Customer and Owner and apply the proceeds in or towards the payment of such sums.
The Company shall be entitled to retain and be paid all brokerages, commissions, allowances and other remunerations customarily retained by or paid to freight forwarders.
The Company shall have the right to enforce against the Owner and the Customer jointly and severally any liability of the Customer under these Conditions or to recover from them any sums to be paid by the Customer which upon demand have not been paid.
Containers
(A) If a Container has not been packed or stuffed by the Company, the Company shall not be liable for loss of or damage to the contents if
(i) Caused by:
(i) The manner in which the Container has been packed or stuffed,
(ii) The unsuitability of the contents for carriage in containers, unless the Company has approved the suitability,
(iii) The unsuitability or defective condition of the Container provided that where the Container has been supplied by or on behalf of the Company this paragraph (ii) shall only apply if the unsuitability or defective condition arose (a) without any negligence on the part of the Company or (b) would have been apparent upon reasonable inspection by the Customer or Owner or person acting on behalf of either of them.
(iv) If the Container is not sealed at the commencement of the Carriage except where the Company has agreed to seal the Container.
(B) The Customer shall defend, indemnify and hold harmless the Company against all liability, loss, damage, costs and expenses arising from one or more of the matters covered by (A) above except for (A)(iii)(a) above.
(C) Where the Company is instructed to provide a Container, in the absence of a written request to the contrary, the Company is not under an obligation to provide a Container or any particular type or quality.
General Liability
(A) Except insofar as otherwise provided by these Conditions, the Company shall not be liable for any loss or damage whatsoever arising from:
(i) The act or omission of the Customer or Owner or any person acting on their behalf,
(ii) Compliance with the instructions given to the Company by the Customer, Owner or any other person entitled to give them,
(iii) Insufficiency of the packing or labelling of the Goods except where such service has been provided by the Company,
(iv) Loading, loading, storage or unloading of the Goods by the Customer or Owner or any person acting on their behalf,
(v) Inherent vice of the Goods,
(vi) Riots, civil commotions, strikes, lockouts, stoppage or restraint of labour from whatsoever cause,
(vii) Fire, flood or storm, or
(viii) Any cause which the Company could not avoid and the consequences whereof it could not prevent by the exercise of reasonable diligence.
(B) Subject to clause 15, however caused the Company shall not be liable for loss or damage to property other than the Goods themselves, indirect or consequential loss or damage, loss of profit, delay or deviation.
Amount of Compensation
Except insofar as otherwise provided by these Conditions, the liability of the Company, however arising, and notwithstanding that the cause of loss or damage be unexplained shall not exceed the following:
(A) In respect of all claims other than those subject to the provisions of sub-clause (B) below, whichever is the least of:
(i) The value of or
(ii) AS\$50 per gross kilogram of
(iii) The Goods lost, damaged, misdirected, misdelivered or in respect of which a claim arises.
(B) In respect of claims for delay where not excluded by the provisions of these Conditions, the amount of the Company's charges in respect of the Goods delayed.
(A) Compensation shall be calculated by reference to the invoice value of the Goods plus freight and insurance if paid.
(B) If there be no invoice value for the Goods, the compensation shall be calculated by reference to the value of such Goods at the place and time when they were delivered to the Customer or Owner or should have been so delivered. The value of the Goods shall be fixed according to the current market price, or, if there be no commodity exchange price or current market price, by reference to the normal value of goods of the same kind and quality.
By special agreement in writing and on payment of additional charges, higher compensation may be claimed from the Company not exceeding the value of the Goods, or the agreed value, whichever is the lesser.
Notice of loss, Time Bar
(A) The Company shall be discharged of all liability unless:
(i) Notice of any claim is received in writing by the Company or its agent within 14 days after the date specified in (B) below or within a reasonable time after such date if the Customer proves that it was impossible to so notify, and
(ii) Suit is brought in the proper forum and written notice thereof received by the Company within 9 months after the date specified in (B) below.
(B) (i) In the case of loss or damage to Goods, the date of delivery of the Goods,
(ii) In the case of delay or non-delivery of the Goods, the date that the Goods should have been delivered,
(iii) In any other case, the event giving rise to the claim.
General Average
The Customer shall defend, indemnify and hold harmless the Company in respect of any claims of a General Average nature which may be made on the Company and the Customer shall provide such security as may be required by the Company in this connection.
Miscellaneous
(A) Any notice served by post shall be deemed to have been given on the third day following the day which it was posted to the address of the recipient of such notice last known to the Company.
(B) The defenses and limits of liability provided for by these Conditions shall apply in any action against the Company whether such action be founded in contract or in tort.
(C) If any legislation is compulsorily applicable to any business undertaken these Conditions shall as regards such business, be read as subject to such legislation and nothing in these Conditions shall be construed as a surrender by the Company of any of its rights or immunities or as an increase of any of its responsibilities or liabilities under such legislation and if any part of these Conditions be repugnant to any extent such part shall as regards such business be over-riden to that extent and no further.
(D) Heads of clauses or groups of clauses in these Conditions are for indicative purposes only.
Jurisdiction and Law
(A) The proper law of all contracts arising between the Company and the Customer is the Law of the State of Victoria and the parties agree to submit to the jurisdiction of the Courts of that State.
PART II: COMPANY AS AGENT
Special Liability and Indemnity Conditions
(A) To the extent that the Company acts as an agent, the Company does not make any contract with the Customer for the carriage, storage or handling of the Goods nor for any other physical service in relation to them and acts solely on behalf of the Customer in securing such services by establishing contracts with third parties so that direct contractual relationships are established between the Customer and such third parties.
(B) The Company shall not be liable for the acts and omissions of such third parties referred to in sub-clause (A) above.
(A) The Company when acting as an agent has the authority of the Customer to enter into contracts on the Customer's behalf and to do such Acts as to bind the Customer by such contracts and acts in all respects notwithstanding any departure from the Customer's instructions.
(B) Except to the extent caused by the Company's negligence, the Customer shall defend, indemnify and hold harmless the Company in respect of all liability, loss, damage, costs, or expenses arising out of any contracts made in the procurement of the Customer's requirements in accordance with clause 38.
Choice of Rates
Where there is choice of rates according to the extent or degree of liability assumed by persons carrying, storing, handling the Goods, no declaration of value where optional will be made unless otherwise agreed in writing.
PART III: COMPANY AS A PRINCIPAL
Special Liability Conditions
(A) To the extent that the Company contracts as principal for the performance of the Customer's instructions, the Company undertakes to perform or in its own name to procure the performances of the Customer's instructions and subject to the provisions of these Conditions shall be liable for the loss of or damage to the Goods occurring from the time that the Goods are taken into its charge until the time of delivery.
(B) Where the Company contracts as a principal and sub-contracts the performance of the Company's services and it can be proved that the loss of or damage to or in respect of the Goods arose or was caused whilst the Goods were in the care or custody of the sub-contractor, the Company shall have the full benefit of all rights, limitations and exclusions of liability available to such sub-contractor in the contract between the Company and such sub-contractor and in any law, statute or regulation and the liability of the Company shall not exceed the amount recovered, if any by the Company from sub-contractor.
(C) Notwithstanding other provisions in these Conditions, if it can be proved where the loss of or damage to the Goods occurred, the Company's liability shall be determined by the provisions contained in any international convention or national law, the provisions of which
(A) Cannot be departed from by private contract, to the detriment of the claimant, and
(B) Would have applied if the claimant had made a separate and direct contract with the actual provider of the particular service in respect of that service or stage of carriage where the loss or damage occurred and received as evidence thereof any particular document which must be issued if such international convention or national law shall apply.
(C) Notwithstanding other provisions in these Conditions, if it can be proved that the loss of or damage to the Goods occurred at sea or inland waterways and the provisions of clause 42 do not apply, the Company's liability shall be determined by the Hague-Visby Rules. Reference in the Hague-Visby Rules to carriage by sea shall be deemed to include reference to carriage by inland waterways and the Hague-Visby Rules shall be construed accordingly.
(D) Notwithstanding the provisions of clauses 42, 43 and 44 if the loss or damage to the Goods occurred at sea or on inland waterways, and the Owner Charterer or operator of the vessel establishes a limitation fund, the liability of the Company shall be limited to the proportion of the said limitation fund allocated to the Goods.
Air Carriage
(A) If the carriage acts as a principal in respect of a carriage of Goods by air, the following notice is hereby given:
(i) If the Company involves an ultimate destination of stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers in respect of loss of or damage to cargo. Agreed stopping places are those places (other than the places of departure and destination) shown under requested routing and/or those places shown in carrier's timetables as scheduled stopping places for the route. The address of the first carrier is the airport of departure.
Both to Blame Collision Clause
The Current Both to Blame Collision Clause as adopted by BIMCO is incorporated in these conditions.
USA and/or Canada Clause
(A) With respect to transportation within USA or Canada, the responsibility of the Company shall be to procure transportation by carrier's (one or more) and such transportation shall be subject to such carrier's contracts and tariffs and any law compulsorily applicable. The Company guarantees the fulfillment of such carrier's obligations under their contracts and tariffs.
(B) If and to the extent that the provisions of the Harter Act of the USA 1893 would otherwise be compulsorily applicable to regulate the Company's responsibility for the Goods during any period prior to loading or on or after discharge from the vessel on which the Goods are to be or have been carried, the Company's responsibility shall instead be determined by the provisions of these Conditions, but if such provisions are found to be invalid such responsibility shall be determined by the provisions in the Carriage of Goods by Sea Act of the USA Approved 1936.



Custom Stand Design Approval Submission Form

Company Name (exhibiting) :	
Booth Number:	
Contact Name:	
Email Address:	
Mobile Number:	
Onsite Contact Name (if different)	
Onsite Contact Mobile Number:	
Stand Builder Name:	
Contact Name:	
Mobile Number:	

Structural

Size of stand (m2) *Maximum Build 3.5metres	
Height of stand	
Does this stand have a ceiling?	
What are the dimensions of the ceiling?	

Flooring

Does your stand have a raised floor?	
If so, what is the height of the floor?	
Does the floor edge have a ramp?	

Rigging

Is there any rigging required for your stand?	
If so, what rigging is required?	
What will be displayed?	

Timing

Custom Stand Move-in Saturday 12 September 2015	1100-1700hrs
Approx number of hours required to build*	
Custom Stand Move-out Wednesday 16 September 2015	1700-1900hrs
Approx number of hours required to dismantle?	

Important Notes

Rear rendered panels need to be plain white or neutral. No rear panels, signage or branding can impact or overlook neighboring stands.

Rigging (be it a structure or signage above your booth) which creates an impact or overlooks neighboring stands is also subject to Committee, Venue and **WALDRONSMITH Management** prior approval and must be detailed clearly in your custom build stand design. **WALDRONSMITH Management** will advise of approval once processed.

All electrical equipment is to be tested and tagged in accordance with Australian Standards.

Any design over one storey will require an Engineers Certificate.

Please return this completed form to: amy@wsm.com.au by Friday 14 August 2015 to gain approval for the custom build.

You will also need to provide:

- A plan showing your stand dimensions and elevations
- A photograph/jpeg file stand visual



FSA Exhibitor Freight Delivery Label

DELIVER TO:
NATIONAL CONVENTION CENTRE
31 CONSTITUTION AVE
CANBERRA ACT 2601

COMPANY NAME:

EVENT NAME: **FSA 2015**

DATE OF EVENT: **13 -16 September 2015**

ROOM: **Exhibition Hall, Ground Floor**

STAND NUMBER:

SENDERS CONTACT NAME:

SENDERS CONTACT PHONE NUMBER:

RECEIVERS CONTACT NAME:

RECEIVERS CONTACT PHONE NUMBERS:

PALLET: OF:

ITEM: OF:

DESCRIPTION OF GOODS (PLEASE CIRCLE):
Exhibition Goods

**PLEASE AFFIX THIS LABEL TO ANY MATERIALS BEING SENT TO THE
NATIONAL CONVENTION CENTRE**

**Goods will only be accepted between the hours of 8am and 4pm, Mon – Fri, two (2) working
days prior to the event**

Internet Order Form

Exhibition/Conference Name: _____

Name: _____

Event Date: _____ Stand Number: _____

Contact Name on Day: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Wireless or Cabled	Cost per unit	Number required	Multi user (please tick)	Cabled Or Wireless	Cost
30 minutes	\$5.00 = 50mb		Single user only	Wireless only	\$
1 hour	\$10.00 = 100mb		Single user only	Wireless only	\$
6 hours	\$40.00 = 500mb				\$
10 hours	\$50.00 = 1gb				\$
1 day code	\$70.00 = 2gb				\$
2 day code	\$160.00 = 5gb				\$
3 day code	\$210.00 = 7gb				\$
4 day code	\$280.00 = 10gb				\$
5 day code	\$350.00 = 14gb				\$
Cable Set up fee**	\$70.00				\$
Total Charges					\$

**A cable set up fee is required with all cabled internet requests **

A cabled or multi user internet connection will conclude at end of time limit.

A wireless internet connection will allow you to log in and out by shutting down the web browser, giving you the specified amount of access time.

Please Note:

- All exhibitor requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)

Payment Details

Credit Card Number: _____ Expiry Date: _____

Mastercard

Visa

Diners card

American Express

Card holder name: _____ Signature: _____

I hereby authorise the National Convention Centre to process authorised charges to the above credit card

Please return to:

National Convention Centre, Canberra

Fax: 612 6276 5276

Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.

Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.

Deliver to:
Martin Kjendle
Mercury Mailing
13 Antibes Street
PARKDALE VIC 3195

Satchel Insert Deadline for Delivery: Friday 21 August 2015

650 ITEMS
for
FSA 2015

FROM:

Company name: _____

Contact name: _____

Contact number: _____

Box number _____ of _____

Description of contents: _____



National Convention Centre

2015 Exhibition and Service Manual

Valid to 31st December 2015



**31 Constitution Avenue
Canberra ACT 2601
PO Box 1013, Civic Square ACT 2608**

P: 61 2 6276 5200

F: 61 2 6276 5276

www.nccc.com.au

Please note: All information in this document is current at the time of printing and may be subject to change at the discretion of the National Convention Centre Management.

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Introduction

Welcome to the National Convention Centre!

The National Convention Centre is owned by the Australian Capital Territory Government and operated by InterContinental Hotels Group.

This Exhibitor Information and Services Manual has been designed with the intention of making your experience at the National Convention Centre as smooth as possible. This manual includes all the necessary information, rules and regulations, locality maps, forms and delivery dockets to ensure that your participation in the exhibition is successful.

To ensure all your requirements are met, please read all the information contained in this manual and complete the forms where appropriate.

The Service Request Forms should be completed and returned to the National Convention Centre with payment prior to the commencement of the exhibition as stipulated in the forms. All forms will be processed only after payment and forms have been received.

Our Details

If you have any further queries about the venue or the exhibition, please do not hesitate to contact our Events Team at the National Convention Centre.

Events Administrator
National Convention Centre
PO Box 1013
Civic Square ACT 2608
Telephone: +61 2 6276 5200
Facsimile: +61 2 6276 5276
Email: ncc.sales@ihg.com



Workplace Health and Safety

Any contractors working on-site will need to provide copies of both Workers Compensation and Public Liability certificates for all contractors. These need to be provided to the venue **five (5) working days prior to the event.**

All contractors, subcontractors and production companies must undergo a site induction process with the National Convention Centre prior to commencing any work.

All Event Organisers, their exhibitors, contractors, subcontractors and other associated staff are to comply with the Workplace, Health and Safety requirements of the National Convention Centre. This compliance includes familiarisation with the fire and evacuation procedures, which are established for the National Convention Centre. Anyone not adhering to these requirements may be asked to stop work and consultation may be required before further work can continue.

All contractors and sub contractors must review, comply and acknowledge our Workplace, Health and Safety policies and procedures before work can commence on site. All workers performing duties on-site are required to attend a short induction outlining the venue evacuation procedures and general Workplace, Health and Safety standards.

The following procedures and requirements are to be adhered to by all contractors working on the premises of the National Convention Centre, regardless of whether they are providing services directly to the National Convention Centre, or are working for an Event Organiser. Failure to comply will place the contract entered by the InterContinental Hotels Group trading as the National Convention Centre Canberra and the Event Organiser in jeopardy.

High visibility vests and enclosed shoes must be worn at all times during bump in/bump out and at any time whilst on the loading dock. High visibility vests must be brought on-site with the exhibitor or contractor.

All custom build booths must be pre approved by the National Convention Centre Canberra, a plan of the custom build booth must be provided no later than **thirty (30) working days prior to the event.**

Gambling, consumption of illicit substances or alcohol is strictly prohibited of all Event Organisers, contractors, sub-contractors and production company staff during bump in and bump out. Smoking is not permitted within the National Convention Centre.

Audio Visual

Our audio visual partner is Staging Connections, as a well established and experienced provider of technical and creative service. Staging Connections will assist you with audio, lighting, data and vision requirements for your event and can also provide themeing, video, graphic and production support should you require.

Staging Connections
Briody Halder Assistant Event Staging Manager
PO Box 1013
Civic Square ACT 2608
Telephone: 61 2 6257 6786
Email: bhalder@stagingconnections.com



Catering/Food and Beverage Accounts

For the convenience of exhibitors, we have put together some suggestions for food and beverage on the catering form located on page 20, which can be pre-ordered and consumed at various exhibition booths during an exhibition. Please complete the account form and sign and return no later than **ten (10) working days prior to the event.**

The National Convention Centre has the sole catering rights to all food and beverage products. Exhibitors are not permitted to bring any food and beverage into the venue from outside caterers or suppliers.

All alcoholic beverages served to centre guests must be served by RSA certified staff. These may be supplied by the exhibitor (certification must be presented before arrival to venue) or hired from the National Convention Centre at a cost to the exhibitor.

Access to National Convention Centre

All Event Organisers must provide full particulars on exhibition bump in and bump out schedules including: on-site organisers, exhibition contractor, major shell scheme contractor, freight forwarding company, security company, rigging contractor, and electrical contractor. On-site event organisers (main point of contact) must have the capacity to make decisions and issue instructions to their staff, on instruction from the National Convention Centre Duty Manager. Only designated service entrances, lifts and loading docks are to be use for the transportation of materials.

Exhibition Hall, Ground Floor

Ceiling Heights:

Height of entrance to Exhibition Hall via loading dock bi-fold doors	3.9m
Height of entrance to Exhibition Hall via main foyer	2.47m
Height of Exhibition Hall floor to ceiling trusses	9.0m
Height of Exhibition Hall floor to underside of gallery	3.06m
Exhibition Hall floor to ceiling	10.4m

Area: 2,000M²

Floor Loading: 700kg M²

Ceiling Loading: Details and ceiling diagrams provided upon request

Power:

- Floor pits: 18 pits that house
 - 2 x double 10 amp general purpose outlet
 - 1 x 15 amp outlet
 - 3 phase outlets at specific locations
- Surrounding: 9 x 32amp 3 phase outlets
- Walls: 1 x 50amp 3-phase outlet

Flooring: Carpeted throughout



Ballroom, First Floor

Ceiling Height:	4.5m
Area:	650 M ²
Floor Loading:	500kg / M ² distributed 360kg / M ² concentrated
Power:	Walls/ Ceiling
Flooring:	Carpeted throughout
Goods Lift:	Weight capacity: 1428kg Lift door dimension: 1900mm (L) x 1400mm (W) x 2100mm (H)

Access for bump in & bump out

Main vehicle access to the Exhibitor Loading Area (back of the Exhibition Hall) at the National Convention Centre is via Constitution Avenue. The height of the exhibitor loading dock is 4.2m. All goods must be removed from the venue by the next working day.

Exhibitors/guests are required to move their vehicles to the car park after unloading their car. The loading dock and terrace at the National Convention Centre is for loading and unloading only. The general goods loading dock is open from 8:00am to 16:00 (closed on public holidays). The Exhibition Hall loading dock is open depending on the approved event bump in/bump out schedule. Under no circumstances are vehicles to be left unattended on the terrace area or on the loading dock for a period of over 30 minutes.

Please note: clients should be aware The National Convention Centre does not have a forklift on site.

Car Parking

Paid parking for 350 cars, with internal lift access from entry level is available underneath the National Convention Centre. The entrance height of the car park is 1.9m. Pre-paid parking is available at Reception, in the Main Foyer. Exit tickets may be obtained by completing the exhibitor services request form attached and returning it to the National Convention Centre with full payment at least 10 working days prior to your event. Alternatively, voucher public parking is available across the road from the Centre. If you have a large vehicle please contact the Centre prior to the event to discuss alternate arrangements. Under no circumstances are exhibitors permitted to park in or around the Centre, other than in the designated spaces provided. These areas are regularly patrolled by Government parking inspectors.

Rigging

Licensed riggers required to perform rigging work at the National Convention Centre will be asked to produce their high risk (RB,RI or RA) tickets before they commence work. Riggers must complete a hazard analysis and submit this to the Centre **seven (7) working days prior to the work being undertaken.**



Scissor Lift & Boom Lift

Arrangements can be made to hire a scissor lift or boom lift through the National Convention Centre. Current operating tickets must be sighted before hire approval is granted. Alternatively, qualified staff may be hired to operate the lift. Please note: the boom lift can only be used when the exhibition is a build zone and prior to exhibitor access. Current hire charges, both with and without operators, are available upon request. Refer to order form on page 15.

Banners and Signs

The National Convention Centre can arrange to hang your banners and signs in accordance with organiser's requirements via Staging Connections. This service must be arranged prior to arrival at the Centre. For further information regarding banner hanging please contact Staging Connections on +61 2 6257 6786.

Display and Set up

- No structure can be fixed to the venue structure, and must not interfere with adjacent stands.
- No equipment, fittings or materials may be placed in any aisle walkway or in such a position that the access to any designated exit is in any way obstructed.
- Materials used in stand construction and design must not be readily ignitable nor emit toxic fumes should ignition take place.
- The structure of the building must remain in the same condition as prior to set-up. Any changes to the building and property of the National Convention Centre will be charged to the company at fault.

Electrical Equipment

All electrical equipment used by contractors and exhibitors must comply with current Australian Electrical Standards and Workplace Health and Safety Regulations. The National Convention Centre reserves the right to refuse any equipment used by contractors, exhibitors and clients.

Points to note:

- Electrical equipment and leads must be currently tested and tagged.
- Damaged or faulty equipment will not be permitted to be used in the Centre.
- Frayed electrical cables and leads will not be permitted to be used in the Centre.
- The Centre does not always have a qualified appliance tester on site, one may be available at a charge.

Fire Safety & Dangerous Substances

An exhibitor must not bring in or use at the exhibition site, dangerous and hazardous goods or equipment such as poisonous gas, fuel, noxious materials, or other flammables, and equipment using such flammable materials as gas stoves and electric stoves without prior consent from the National Convention Centre management. Even if consent is given, it will be subject to adequate precautionary measures being taken and will comply with all ordinances and laws of the Australian Capital Territory and the Commonwealth of Australia.



LPG use on Exhibitor Stands

The National Convention Centre must be notified of intent to install LPG appliances prior to the move in period. Each application is assessed with the safety of the public as its priority. The National Convention Centre reserves the right to accept or reject any application.

The use of LPG on stands is allowed in the Exhibition Hall, however the following policies apply:

- All installations carried out in accordance with the relevant statutory acts and regulations
- All applications must be approved for the use in accordance with the relevant acts and regulations
- The quantity of LPG held within a stand is to be limited to that amount reasonably consumed in one day
- Maximum cylinder size = 9kg. Approval must be sought for larger cylinders
- One cylinder per appliance
- Centralised cylinders with appliances connected to a reticulation system is not permitted
- Cylinders must be fitted securely to appliances to prevent the cylinder from falling
- Cylinders and connections must be protected from damage
- Control of cylinders must be accessible by the stand but not by the public
- Each evening at the close of the show the LPG must be turned off at the bottle and cylinders must be removed from the building overnight to the loading dock for overnight storage.
- Security and provision of storage facilities at designated areas is the responsibility of the Event Organiser
- All installations must be tested for leaks prior to each operational period by an approved "sniffer" device e.g. AGL "snoop" or by electronic detectors
- An appropriate fire extinguisher must be present on every stand where LPG is being used
- A risk assessment must be completed a minimum of 3 days prior to the event and after which consent may be granted by the National Convention Centre.

Animals

No animals - birds, fish etc. (with the exception of Guide Dogs) are permitted in the Centre at any time, except as an approved exhibit, or as part of an approved activity or approved performance requiring the use of animals. Such animals that are permitted must be under control, in a pen or on a leash and at all times remain the full responsibility of the exhibitor. Written approval must be obtained prior to any animal (other than Seeing Eye dogs) entering the Centre. Permission must be sought to leave an animal on site overnight.

Smoke Detector Isolation

Please be aware that smoke detectors are in place throughout the Exhibition Hall. Items such as helium balloons, smoke, steam and vapour may trigger this device. Therefore it is imperative that you advise your Event Coordinator prior to arrival at the Centre, and arrange for Smoke Detector Isolation if necessary, at a cost of \$515.00 per day. Please note that this service will be reinstated daily. If the detectors are set off due to client or exhibitor negligence, a charge will be passed on directly from the ACT Fire Brigade. A minimum of **seven (7) days** notice is required for isolation. A retrieval fee will also be charged to any exhibitor who has helium balloons released into the ceiling.



Vehicles and Other Machinery

- Vehicles must be driven in and out of the building, during bump in and bump out of an exhibition, at a walking pace. Passenger or Non-Exhibitor Vehicles are not to enter the building except in loading dock area and only under supervision of Centre staff.
- The weight load of the vehicle must be approved by the venue prior to the event.
- The integrity of the vehicle's fuel and oil system is to be inspected by the exhibitor or their nominated representative, before it is permitted to enter the building.
- All display vehicles and machines must be inspected daily by the exhibitor whilst it is located in the building. If a fuel system is found to be leaking, the vehicle must be removed from the building for repairs to be carried out.
- No motor in any vehicle or appliance may be started during an exhibition for demonstrations or any other purpose whilst within the Centre.
- All show cars and presentation cars must have oil drip trays in place and must be provided by organiser.
- All keys for any vehicles on site must be signed in and signed out at the Centre reception (i.e. show vehicles, forklifts, boom and scissor lifts) for the duration of the time on site.

Insurance

Exhibitors should also consult their own insurance companies for suitable coverage of their exhibition merchandise and displays in respect of:

- Insuring exhibits and contents of stands against loss and damage
- Expenses incurred due to cancellation or postponement of the exhibition
- Additional public liability.

Disclaimer

Subject to any provision of the Trade Practices Act 1974 (if applicable) which cannot be excluded the National Convention Centre will not accept responsibility for damages or loss of goods and property left in the Centre prior to, during or after an exhibition. All goods and satchels belonging to clients must be claimed and removed from the Centre by the following working day. The National Convention Centre reserves the right to inspect vehicles leaving the Centre during bump and bump out of an Exhibition.



Deliveries

All exhibition goods being forwarded to the National Convention Centre should be marked with a delivery label (refer to attached form, page 23). Arrangements should be made for goods to arrive on the Exhibitor bump-in day or up to two working days prior.

If the event falls on:	Deliveries will be accepted by the venue no earlier than:
Monday	Previous Thursday
Tuesday	Previous Friday
Wednesday	Previous Monday
Thursday	Previous Tuesday
Friday	Previous Wednesday
Saturday	Previous Thursday
Sunday	Previous Thursday

- The National Convention Centre does not take or accept responsibility for the safety of any items, delivered, stored or dispatched to the site in the absence of the exhibitor, agent or contractor
- Deliveries can only be accepted on Monday – Friday between 8am-4pm.
- Centre labels found on page 24 must be used and fully completed prior to the delivery being sent. Any goods that are not labelled correctly or delivered outside of two working days prior to the event may be not accepted by the Centre.
- The Centre does not have a forklift on site. If you require delivery of non standard Australian pallets (larger than 1165mm x 1165mm and/or heavier than 1t) the truck may require a working tailgate or alternatively please contact your exhibition build company to discuss a solution.
- All hand loaded items need to be under 25kg or have another way of moving them (eg. attached wheels)

Collection

- All goods must be removed by the next working day. The National Convention Centre reserves the right to dispose of any goods left at the Centre after 7 days.
- A completed consignment note must be attached to boxes for prompt collection. It is advised that exhibitors using a courier service book a pick up time with the courier company of your choice *prior* to bump out time.
- Consignment notes should be organised prior to the end of the event. Please note that Centre staff **cannot** sign the dangerous goods declaration/customs form.
- If goods need to be collected urgently, please advise the Centre to discuss how we can help you.

Storage

Goods will only be accepted two working days prior to an event. Any goods that arrive more than two working days prior to the event the Centre has the right to decline the delivery. Materials for packaging, crates, boxes etc. should be labelled, and removed from the premises during exhibition open hours. Packing materials may only be stored at your stand if they are out of sight and must be contained within the booth area. Once the event has concluded, all goods should be removed from the Centre by the next working day. If you have any delays in pick up please notify the Centre.



Community Involvement

At the National Convention Centre we play an active role in the community and everyone is invited to participate and make a difference. You can help us by donating surplus promotional items, such as satchels, note pads, caps, t-shirts, pens, water bottles, balls, etc.

We organise delivery of these items to orphanages and schools in Nepal, India, Zambia and South East Asia. If you are able to contribute, please notify Reception and label goods with "Orphanage Appeal" during the exhibition move out.

Give-aways and prize draws at conferences, events, and exhibitions in the ACT

When an exhibitor gives away a prize at the stand, this is classified as a lottery. When a conference or meeting gives a prize to someone attending, this is classified as a lottery. When a seminar or function gives away a lucky door prize this is classified as a lottery.

The guidelines specify that whenever there is an element of chance, or a combination of skill and chance, the draw is classified as a lottery and a permit must be obtained, even if the prize has a very low (or nil) value. Usually any kind of draw (names out of a hat; business cards out of a bowl, lucky door prize, etc) requires a permit.

An information sheet and application are available on the ACT Gambling and Racing Commission website. There is a fee for the permit (currently approximately \$64 for prizes up to \$1,000; and approximately \$123 for prizes of \$1,001- \$2,500). A minimum of seven working days is required to get a permit. If you are caught conducting a lottery without a permit, a fine may apply.

The fine applies to the person/organisation conducting the lottery and may apply to the Centre.

A permit is NOT required:

- If everyone who enters wins or is given the same prize (eg : door gift/ corporate gift)
- If there is any element of skill attached to the awarding of the prize, even token skill such as a guessing game, colouring-in competition, ring-toss, answer a question, etc.
- If no one from the ACT is eligible to enter and the lottery was not publicised in the ACT (these rules are there to protect ACT residents)
- If the prize is a rebate or discount on fees paid, or conference costs

In all other cases, a permit is required.

For more information and application forms, go to the Commission's website:
www.gamblingandracing.act.gov.au and click on the lotteries section.



National Convention Centre Account Details

Please be advised that the following account details should be used for any EFT payments to the National Convention Centre Canberra.

Trading Name: National Convention Centre
Account Title: INTERCONTINENTAL HOTELS GROUP (AUSTRALIA) PTY LIMITED
Bank Name: Westpac
Branch: Westpac, St Leonards, NSW
BSB Number: 032 297
Account Number: 221 416
(Intl)Swift Code : WPACAU2S

Please indicate on each order form if an EFT payment has been made and your reference.



Stand Cleaning Order Form

Exhibition/Conference Name: _____
 Event Date: _____ Stand Number: _____
 Contact Name on Day: _____
 Company Name: _____
 Address: _____
 Telephone: _____ Fax: _____
 Email: _____

If you require your stand to be vacuumed, mopped and dusted prior to the opening or at the conclusion of each day, a charge of **\$50.00 per hour applies**. Minimum of 1 hour applies. Please complete the table below:

Dates Required	Time	Cost per day
Total charges		\$

Please Note:

- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- The National Convention Centre is responsible for the cleaning of public areas, foyers and exhibition aisles. These areas are cleaned and rubbish bins emptied on a regular basis by the Centre staff. Care will be taken in the cleaning of exhibitor stands, however the Centre will not be held responsible for any damage to exhibitor or their contractor's stand, furniture, product or signage.

Payment Details

Credit Card Number: _____ Expiry Date: _____

Bankcard

Mastercard

Visa

Diners card

American Express

Card holder name: _____ Signature: _____

I hereby authorise the National Convention Centre to process authorised charges to the above credit card

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax : 612 6276 5276

Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.

Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.



Car Park Order Form

Exhibition/Conference Name: _____

Event Date: _____ Stand Number: _____

Contact Name on Day: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Dates Required	Number of Tickets	Type of Ticket	Price	Total Cost
		Single exit	@ \$18.00 per day	\$
		Single exit	@ \$18.00 per day	\$
		Single exit	@ \$18.00 per day	\$
		Multi exit	@ \$21.00 per day	\$
		Multi exit	@ \$21.00 per day	\$
		Weekend exit	@ \$3.00 per day	\$
		Weekend Multi exit	@ \$8.00 per day	\$
Total charges				\$

Please Note:

- If your vehicle is larger than 1.9m high and/or has a trailer, please contact the Centre to discuss other parking arrangements
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- Prices may be subject to change at the discretion of the Management

Payment Details

Credit Card Number: _____ Expiry Date: _____

Bankcard

Mastercard

Visa

Diners card

American Express

Card holder name: _____ Signature: _____

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Lifting Equipment Hire Order Form

Exhibition/Conference Name: _____

Name: _____

Event Date: _____ Stand Number: _____

Contact Name on Day: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Operators Name: _____ Ticket/License No: _____

Lifting Equipment	Rate	Dates/Times Required	Total
Forklift and licensed driver (per day) ** Please call NCC for preferred supplier			\$
Scissor Lift (per day)	\$380.00		\$
Scissor Lift (per hour)	\$60.00		\$
Boom Lift (per day)	\$380.00		\$
Boom Lift (per hour)	\$60.00		\$
Total			\$

Please Note:

- The National Convention Centre does not have a Forklift on site
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- All operators must produce their current relevant licenses before operating any of the above equipment. Please attach a photocopy of your licence/Ticket, and photo ID and return with this order
- Boom lift above 14m requires a high risk licence

Payment Details

Credit Card Number: _____ Expiry Date: _____

Bankcard

Mastercard

Visa

Diners card

American Express

Card holder name: _____ Signature: _____

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Phone Line Order Form

Exhibition/Conference _____

Name: _____

Name: _____

Event Date: _____ Stand Number: _____

Contact Name on Day: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Item	Price/Per Unit	Quantity	Total
Digital Telephone line with handset (line access through PABX by dialling "0")	\$150.00 *plus call costs		
Analogue Phone/fax line (line access through PABX by dialling "0")	\$150.00 *plus call costs		
ISDN (3 x 128 kbit/s lines available)	\$200.00 *plus call costs		
Eftpos lines (no indial capabilities) (Require "0" dial set up in Eftpos machine prior to arrival)	\$150.00 *plus call costs		
Total Charges (incl GST)			\$

Please Note:

- You will need to provide a terminal adaptor/interface from the Network Terminator to your equipment (PC or equivalent) for ISDN lines
- All equipment is on a hire basis and prices include hire, installation, removal, insurance and GST. The cost for all telephone lines is for the line only, (This does not include configuration of PC)
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used

Payment Details

Credit Card Number: _____ Expiry Date: _____

Bankcard

Mastercard

Visa

Diners card

American Express

Card holder name: _____ Signature: _____

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Internet Order Form

Exhibition/Conference Name: _____

Name: _____

Event Date: _____ Stand Number: _____

Contact Name on Day: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Wireless or Cabled	Cost per unit	Number required	Multi user (please tick)	Cabled Or Wireless	Cost
30 minutes	\$5.00 = 50mb		Single user only	Wireless only	\$
1 hour	\$10.00 = 100mb		Single user only	Wireless only	\$
6 hours	\$40.00 = 500mb				\$
10 hours	\$50.00 = 1gb				\$
1 day code	\$70.00 = 2gb				\$
2 day code	\$160.00 = 5gb				\$
3 day code	\$210.00 = 7gb				\$
4 day code	\$280.00 = 10gb				\$
5 day code	\$350.00 = 14gb				\$
Cable Set up fee**	\$70.00				\$
Total Charges					\$

****A cable set up fee is required with all cabled internet requests ******A cabled or multi user internet connection will conclude at end of time limit.****A wireless internet connection will allow you to log in and out by shutting down the web browser, giving you the specified amount of access time.****Please Note:**

- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)

Payment Details

Credit Card Number: _____ Expiry Date: _____

Bankcard

Mastercard

Visa

Diners card

American Express

Card holder name: _____ Signature: _____

I hereby authorise the National Convention Centre to process authorised charges to the above credit card

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Fax : 612 6276 5276

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Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.



Stand Catering Account Form

Exhibition/Conference Name: _____

Name: _____

Event Date: _____ Stand Number: _____

Contact Name on Day: _____

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

The National Convention Centre has put together a list of food and beverage items that can be pre ordered and consumed at the stands during an exhibition.

Item	Price	Sunday & public holiday price	Quantity	Date & Time	Total
Assortment of Drumstick Ice cream cones (per piece)	\$5.00	\$5.75			
Ice cream freezer (flat rate)	\$150.00	\$150.00			
Assortment of fruit smoothies (per glass)	\$4.50	\$5.20			
Whole fruit per piece	\$2.50	\$2.90			
Assorted cheese platter (serves 10 people)	\$70.00	\$80.50			
Muffins/Cupcakes (per piece)	\$4.50	\$5.20			
Assorted Danish Pastries (10 pieces)	\$25.00	\$28.75			
Mini Croissants (10 pieces)	\$15.00	\$18.75			
Assorted Maki (20 pieces)	\$96.00	\$110.40			
Bowl of potato chips (serves 20 people)	\$45.00	\$51.75			
Bowl of mixed nuts (serves 20 people)	\$53.00	\$60.95			
Spring rolls and samosa (20 pieces)	\$53.00	\$60.95			
Bowl of Mentos mints or lollies (1kg)	\$21.00	\$24.15			
Beverages					
Cans of soft drinks	\$4.00p/can	\$4.60p/can			
Bottled Still Water (600ml)	\$3.50p/bottle	\$4.00p/bottle			
Peroni Beer	\$9.50p/bottle	\$10.90p/bottle			
Crown Lager Beer	\$9.00p/bottle	\$10.35p/bottle			
Fat Yak Beer	\$9.00p/bottle	\$10.35p/bottle			
Tatachilla Shiraz Cabernet (Red Wine)	\$6.50p/glass	\$7.50p/glass			
Tatachilla Chardonnay (White Wine)	\$6.50 p/glass	\$7.50p/glass			
Total Charges					\$

****Please note alternative wine and beer available upon request**

All alcoholic beverages served to centre guests must be served by RSA certified staff. These may be supplied by the exhibitor (certification must be presented) or hired from the National Convention Centre at a cost to the exhibitor.



Stand Catering Form continued.....

Please Note:

- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge charge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- Prices maybe subject to change at the discretion of the Management

Payment Details

Credit Card Number: _____ Expiry Date: _____

Bankcard

Mastercard

Visa

Diners card

American Express

Card holder name: _____ Signature: _____

I hereby authorise the National Convention Centre to process authorised charges to the above credit card

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Delivery Docket

DELIVER TO:
NATIONAL CONVENTION CENTRE
31 CONSTITUTION AVE
CANBERRA ACT 2601

COMPANY NAME: _____

EVENT NAME: _____

DATE OF EVENT: _____

ROOM: _____ STAND NUMBER: _____

SENDERS CONTACT NAME: _____

SENDERS CONTACT PHONE NUMBER: _____

RECEIVERS CONTACT NAME: _____

RECEIVERS CONTACT PHONE NUMBERS: _____

PALLET: _____ OF: _____

ITEM: _____ OF: _____

DESCRIPTION OF GOODS (PLEASE CIRCLE):

- Organiser Goods
- Satchel Materials
- Exhibition Goods

**PLEASE AFFIX THIS LABEL TO ANY MATERIALS BEING SENT TO THE
NATIONAL CONVENTION CENTRE**
**Goods will only be accepted between the hours of 8am and 4pm, Mon – Fri,
two (2) working days prior to the event**

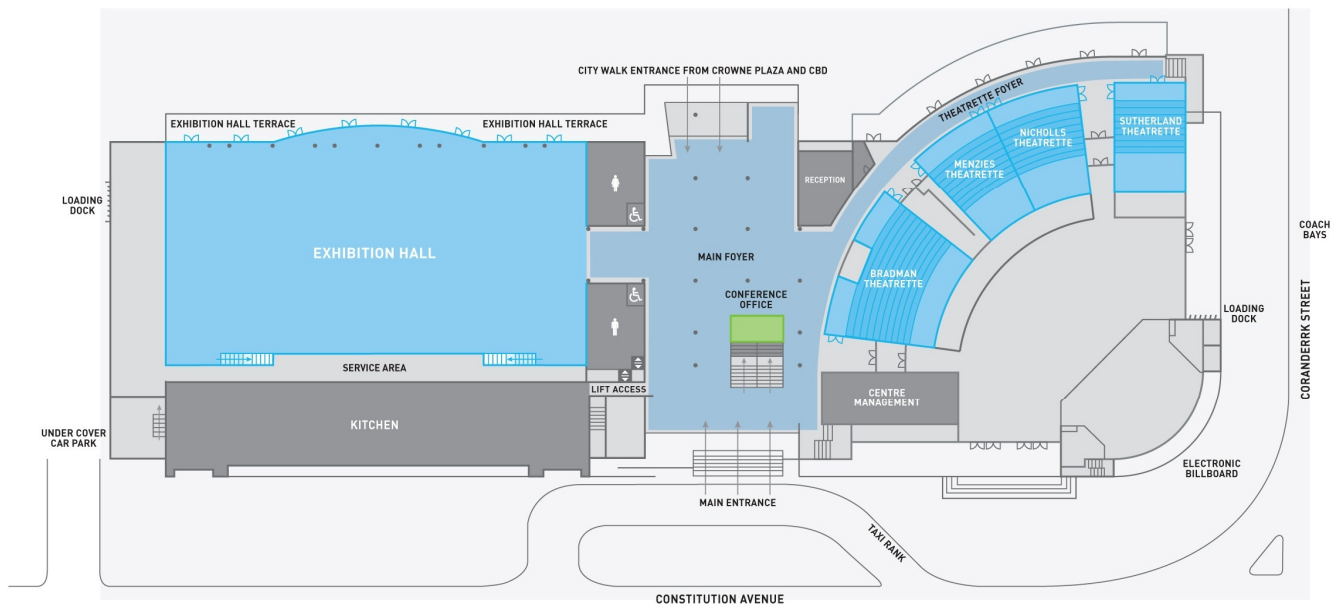


Location Map



Floor Plan

Ground Floor



First Floor

