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# **EXHIBITOR MANUAL**

ACS NSW & ACT would like to thank you for your participation in the 2015 ACS State Conference, Wednesday 6 & Thursday 7 May, Rosehill Gardens, Rosehill and your commitment to Sponsorship and Trade for the event.

Please find following information regarding your participation in the event. If you would like to discuss details of your booth please contact Libby Liddle on 8754 0400 or [libbyl@acs.com.au](mailto:libbyl@acs.com.au). There are important details regarding access to the venue for bump-in, registration and exhibitor attendance.

**If you could ensure that you provide the following information via the conference registration site by WEDNESDAY 8 APRIL 2015.**

- Trade Exhibitor Booking Form
- Company profile 100 words
- High quality logo
- Current Certificate of Public Liability Insurance
- Confirmation of Satchel Insert

**Additional information is required no later than THURSDAY 16 APRIL 2015.**

- Additional exhibitor names registered via the conference registration site
- Satchel Insert inclusions (if you are participating) to be received at ACS
- Booth Prize Draw Notification

Should you require additional assistance please do not hesitate to contact me on Libby Liddle, [libbyl@acs.asn.au](mailto:libbyl@acs.asn.au) or (02) 8754 0400.

## **CONFERENCE SECRETARIAT/ ORGANISER**

Aged & Community Services NSW & ACT (ACS)

PO Box 3124

Rhodes NSW 2138

Phone: 02 8754 0400

Web: [www.acs.asn.au](http://www.acs.asn.au)

## **EVENT ENQUIRIES**

Contact: Libby Liddle

Phone: 02 8754 0400

Mobile: 0438 440 523

Email: [libbyl@acs.asn.au](mailto:libbyl@acs.asn.au)

Web: [www.acs.asn.au](http://www.acs.asn.au)

## **EXHIBITION PACKAGE INCLUSIONS**

- Shell scheme display booth - 3m x 3m
- Walls 2.5m high, (Colour - white syma)
- Lights - Two x 23 watt lights mounted on the inside of front fascia
- Signage - Fascia sign with company name (max 30 characters)
- Power - One general use power point per stand
- Two exhibitor registrations
- One exhibitor conference dinner

### **NO FURNITURE IS INCLUDED**

## **TRADE EXHIBITOR INFORMATION & REGISTRATION INSTRUCTIONS**

ACS requires the following information by **8 APRIL 2015** to be provided via the conference registration site:

- Company Profile 100 words (to be used in the Conference Program)
- High quality logo (to be used in the Conference Program)
- Current Certificate of Public Liability Insurance (Venue Requirement)
- Confirmation of Satchel Insert.
- Additional inclusive attendee for the conference (note only one dinner ticket is included).

Conference attendance is inclusive of up to two company representatives for the duration of the Trade Exhibition – this includes name badges, one Conference satchel, catering for all morning and afternoon teas and lunches, access to Conference sessions and one ticket to the Conference Gala Dinner.

As per the received email you are registered as the main exhibitor on your exhibition booth.

To upload the above information please click on the link in your received email and update your registration.

As per the above inclusions all stands include 2 exhibitors. [Click here](#). To register your second included exhibitor.

**Sponsors** – Please refer to the link in the received email to register your included exhibitors as per your sponsorship agreement.

## ADDITIONAL EXHIBITORS

Any additional exhibitors will be charged an exhibitor fee. The fees for additional exhibitors are outlined below. [Click here](#) to register your additional exhibitors. Please note the corresponding discount code will need to be entered at the initial stage of Registration to receive the correct pricing.

TYPE of REGISTRATION	INCLUSION	FEE	DISCOUNT CODE
Full Additional Exhibitor	Lunch, morning and afternoon tea for conference duration. Exhibitor name badge Conference registration Dinner ticket	\$285	ADDEXHIBITOR
Additional Day Exhibitor	Lunch, morning and afternoon tea for registered day only. Day registration for conference	\$130	DAYEXHIBITOR

Please note that you will be invoiced for all your visitors/guests that stay during mealtimes during the Conference. Under no circumstance can your visitors/guests staff your Exhibition Stand. There can only be 3 people staffing a stand at any one time.

Listing in Conference Program is dependent on listing information being uploaded to the registration being in time for Conference Handbook printing.

List of conference delegates (hard copy) - subject to compliance with privacy legislation including name, title and facility (we do not provide email and phone details).

## ACCESS TO EXHIBITION AREA - Bump In/Out Times

Bump-in will be on Tuesday 5 May at Grand Pavilion, Rosehill Gardens from 2pm. The Car Park to use is P1 which is via Grand Avenue off James Ruse Drive.

### Arriving at Grand Pavilion, Rosehill Gardens

- Exhibitors may bump in to the Grand Pavilion from **2:00pm until 6:00pm on Tuesday 5 May**. Please note that no late access will be granted as the pavilion will be locked after 6.00pm. Early access will be available from **6.30am on Wednesday 6 May**.
- Exhibition stands must be completed by 7:30am on Wednesday 6 May. Delegate Registration will commence at 7.30am, all stands must be set and ready by this time.**

**Please Note: Once delegate registration commences there will be no trolley access or loading dock access for the Grand Pavilion due to venue regulations.**

### Departing Grand Pavilion, Rosehill Gardens

Bump out commences at 2pm on Thursday 7 May is to be completed by 5:00pm. **IF YOU HAVE TO USE THE LOADING DOCK ACCESS WILL NOT BE PROVIDED UNTIL THE CLOSE OF THE FINAL SESSION 3.30pm DUE TO HAVING TO ACCESS VIA THE PLENARY ROOM.** All Exhibitor material must be completely removed from the trade exhibition area by 5:00pm.

Rosehill Gardens advises that NO goods can be stored either prior to the event or after an event concludes.

It is your responsibility to arrange suitable courier or transport options to remove exhibits and goods prior to the above specified times. ACS will not be held responsible for the co-ordination of any courier services / pick-ups etc.

## BOOTH PRIZE DRAW

ACS encourages booths to provide a prize draw for collection of business cards and forms (suggest you provide something for delegates to complete if they have no cards). The purpose of this is to enable you to maximize contacts that have indicated privacy on their registration forms. Please ensure you provide information regarding the prize draw at the time of submitting all forms on the ACS website. Prizes are drawn during lunch on Day 2 and announced with the sponsors and trade in the plenary immediately following lunch on Day 2.

## PAYMENT

All payments for Exhibition Stands and Sponsorship packages must be paid prior to 8 April 2015. Additional exhibitors and social tickets must be confirmed and paid prior to 16 April 2015 in accordance with the Terms and Conditions.

**Unpaid accounts prior to the event will result in Exhibitors not being allowed to bump-in.**

## BADGES / TRADE REGISTRATION

To assist with security, it is essential that all trade exhibitors wear the provided Conference name badges at all times. Exhibitor satchels and badges are to be collected during Exhibitor registration time at the Conference. Registration Desk located within the Grand Pavilion. Exhibitor registration time is:

Tuesday	5 May	3.30 – 6.00pm
Wednesday	6 May	6.30 – 7.30am

The Conference Gala Dinner will be at Rosehill Gardens with pre-dinner drinks being held in the Exhibition area. We encourage exhibitors to attend the drinks and dinner session as it provides an informal opportunity to meet delegates and network. One gala dinner ticket is included per Exhibition stand; additional tickets can be purchased for \$125.00.

## Accommodation

The nearest and preferred accommodation is the Rydges Parramatta, 116-118 James Ruse Drive, and Rosehill. The Rydges is offering Conference delegates a rate of \$205 room only subject to availability. Please quote **1505AGED&C** when making your booking via <http://www.rydges.com/brand-offers/corporate-group-bookings/> or on 02 8863 7600.

These rates are valid until 21 April 2015 subject to availability at time of booking.

For alternate options, please contact:

- Mercure Parramatta      Reservations: 02 8836 1000 (5 minute walk to Rosehill Gardens)
- Waldorf Apartments      Reservations: 02 8837 8000 (5 minute walk to Rosehill Gardens)
- PARKROYAL Parramatta      Reservations: 02 9689 3333 (10 minute drive from Rosehill Gardens)

## Deliveries to Grand Pavilion, Rosehill Gardens

### Courier Deliveries

Please ensure all couriers are instructed to take deliveries to the Grand Pavilion via the loading dock. Deliveries are not permitted prior to Tuesday 5 May 2015, the delivery label is required to be attached to all boxes been delivered. The delivery form can be found on 8.

All venue enquiries can be directed to Rosehill Gardens. The venue will not accept delivery of any goods on behalf of Exhibitors, nor will there be any responsibility taken for the safety of any such items delivered to the site in the absence of the exhibitor.

For deliveries during the exhibition's operational hours, clearance must be obtained from the organiser. A suitable access time must be arranged as loading dock access is limited. A representative from the receiving company must be present to receive the delivery.

### Loading Dock

The Grand Pavilion, Rosehill Gardens Loading Dock is via the ramp at the back of Grand Pavilion. From James Ruse Drive, head onto Grand Avenue and enter P1 Car Park. Follow the Members Reserve and turn left into the Betting Ring. The ramp will be situated there. A 15 minute unloading limit applies. Please see the map on Page 10.

All Exhibitors will be required to wear high visibility clothing and closed in footwear within the Hall during bump in and bump out. High visibility jackets will be available from the Conference Registration and Information Desk

To assist in the smooth delivery of goods to your stand, all exhibitor deliveries must use the delivery label (page 8 of this manual)

### Exhibition Location and Hours

The Trade Exhibition will be located in Grand Pavilion, Rosehill Gardens. Hours of Operation:

Wednesday	6 May	7.30am – 5pm (conference day one)
Wednesday	6 May	6.00pm – 7.00pm (Open for pre-dinner drinks)
Thursday	7 May	8.00am – 2.00pm (conference day two)

**Please note that the exhibition hall will close between 5pm – 6pm on Conference Day One. No access will be granted during this time due to pre-dinner drinks and gala dinner preparation.**

### Social Events

**ACS State Conference Gala Dinner** (one ticket included in Trade & Sponsorship Package)

Date: Wednesday 6 May

Time: 6:00pm for pre-dinner drinks which will be held in the Trade area.

Dress Code: After 5

Venue: Rosehill Gardens

Additional Dinner Tickets: \$125.00

### Listing in Conference Program

Each Exhibitor will be listed in the Conference Program. Please ensure you upload the relevant information via your registration link in the received email by the deadline. **Wednesday 8 April.**

If you have any questions or need assistance with this please contact me.

### Satchel Inserts

If you have booked a Satchel Insert, this can vary from a brochure, a product sample or promotional item, but not the following as these are sponsored items:

- Writing Pads & Pens
- Water Bottles
- Pen/Pencil Holders
- Highlighter Pens

Satchel Inserts must be delivered to ACS by **Thursday 16 April 2015. Inserts delivered after this date will not be included.**

Please use the enclosed [delivery label template](#) (page 7) to send your inserts to ACS. All deliveries must have **2015 ACS State Conference** marked on their labels.

### Certificate of Public Liability Insurance

Rosehill Gardens require evidence of exhibitors Public Liability Insurance prior to bump-in. Please ensure you up-load a copy prior to the event; this is to be done via the registration link in your received email.

### Contractor Contact Details

The official exhibition builder for all stands/shell schemes, furniture and electrical equipment is:

#### MORETON HIRE

Contact: Ashlee Wheate

Phone: 8394 8263

Fax: 02 8394 8282

Email: [ashlee.wheate@moreton.net.au](mailto:ashlee.wheate@moreton.net.au)

Web: [www.moreton.net.au](http://www.moreton.net.au)

Contractors other than the official exhibition contractor **must** be approved in advance by the organisers, Rosehill Gardens and MORETON HIRE. Rosehill Gardens and ACS accept no responsibility in respect of any contract entered into between Exhibitor and Contractor for the negligence or default of any such person, their servants or agents.

**CANCELLATION POLICY**

Cancellations will only be accepted in writing, mailed or faxed and must be signed by the person whose signature appears on this form (or their nominee). Cancellations received prior to 8 April 2015 will be refunded 50% of the deposit. Cancellations after Wednesday 8 April 2015 will forfeit their payment.

**PAYMENT POLICY**

It is a condition of registration that full payment is received prior to the commencement of the event. If full payment is not received, Exhibitors will not be allowed to bump-in.

The conference organiser will take all diligent care to fulfill the above Sponsorship commitments. The Sponsors and Exhibitors are responsible for providing all their requirements, i.e. banners, promotional material and any other material. Payment can be made by cheque, credit card or EFT. Full payment is required before any pre-conference entitlements of the package are able to be used. The organisers reserve the right to alter the exhibition plan and program if required. Sponsors and Exhibitors are responsible for the security of their own equipment and materials whilst at the Conference and should ensure they have appropriate insurance cover. All exhibitors must have Public Liability Insurance to the value of \$10 million. ACS and the Conference Committee take no responsibility and will not be held liable for any loss, damage, harm or injury to persons or property of the Sponsors or Exhibitors.

**PHOTOGRAPHS**

Photographs are taken at the event for future information and promotional purposes and during the course of attending this event your photograph may be taken.

**I have read and accept the cancellation policy and terms and conditions.**

**Name (please print)**

**Organisation** .....

**Signed** .....

**Date** .....

## SACHEL INSERTS DELIVERIES

### DELIVER TO:

**ACS NSW & ACT**

**Level 3, 9 Blaxland Road Rhodes NSW 2138**

**Attn: Libby Liddle**

**Phone: 02 8754 0400**

**EVENT NAME: 2015 ACS STATE CONFERENCE**

<b>EXHIBITOR NAME:</b>	
<b>CONTACT NAME &amp; MOBILE NUMBER:</b>	
<b>ITEM TYPE:</b>	
<p><b>SACHEL PACKING MATERIAL ONLY</b></p> <p>ITEM ____ OF ____</p> <p><b>DELIVER BY: Thursday 16 April 2015</b></p>	

**DELIVERY LABEL TO GRAND PAVILION, ROSEHILL  
GARDENS**

<b>TO:</b>	Libby Liddle
<b>ADDRESS:</b>	C/O: GRAND PAVILION, ROSEHILL GARDENS JAMES RUSE DRIVE, ROSEHILL NSW 2142
<b>PHONE:</b>	0438 440 523 – please call on arrival

<b>EVENT NAME:</b>	2015 ACS STATE CONFERENCE
<b>EVENT DATE:</b>	6 – 7 MAY 2015
<b>EXHIBITOR NAME:</b>	
<b>EXHIBITOR CONTACT NAME:</b>	
<b>EXHIBITOR PHONE NUMBER:</b>	

<b>BOX:</b>	_____ OF _____
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## **ADDENDUM – EXTRA INFORMATION FOR YOUR ATTENTION**

### **Assigned Space**

Due to workplace health and safety laws you must ensure all your equipment / furniture is contained in your allocated space. This is to allow safe walkway passage for Conference participants.

### **Food and Beverage as part of your Exhibition Stand**

Rosehill Garden's food and beverage policy states that they have sole rights for the sale and distribution of any article of food or drink for consumption on site. These rights represent a material commercial value and any item distributed by an organiser or exhibitor (irrespective of outside sponsorship agreements) must be approved by the venue in writing. For further Information please contact Rosehill Gardens on 9760 6217. This may include the distribution of any food such as lollies or fruit. Please check with Rosehill Gardens if you want any food items at your stand. Catering orders are to be placed no later than 2 weeks prior to the exhibition. Rosehill Gardens reserves the right to remove any food and beverage not authorised by them. Absolutely no alcoholic beverage sales can take place on their licensed premises.

### **Onsite Promotion and Conduct**

Please be aware that the promotion of your products and/or services is restricted to the Grand Pavilion. Under no circumstances can you promote your products and/or services in the Conference foyer area or session rooms.

### **Conference Registration and Information Desk**

The Conference Registration and Information Desk will be located in the Grand Pavilion, Rosehill Gardens and will operate during the following hours:

Wednesday	6 May	7.00am – 4.30pm
Thursday	7 May	7.30am – 2.00pm

Any custom built stands are to have plans submitted and approved by Moreton Hire – no less than 2 weeks prior to the exhibition. All stands must be designed and constructed in accordance with all relevant Australian Standards. Details regarding signage, additional electrical requirements, carpeting etc. can also be found in this manual with forms that will need to be faxed back to Moreton Hire. Please refer to page 11 for the Moreton hire forms.

**Please note: signs, banners and similar materials may not be nailed, stapled, hung or attached to the ceilings, walls, windows, sprinkler systems and other surfaces except by permission of Rosehill Gardens.**

Any exhibitor wanting to use gas cylinders or appliances must have approval from the Building Services Department Rosehill Gardens on 9760 6217.

### **Internet Wireless Services**

Wireless internet is complimentary but not guaranteed. If you need WiFi guaranteed please contact the venue.

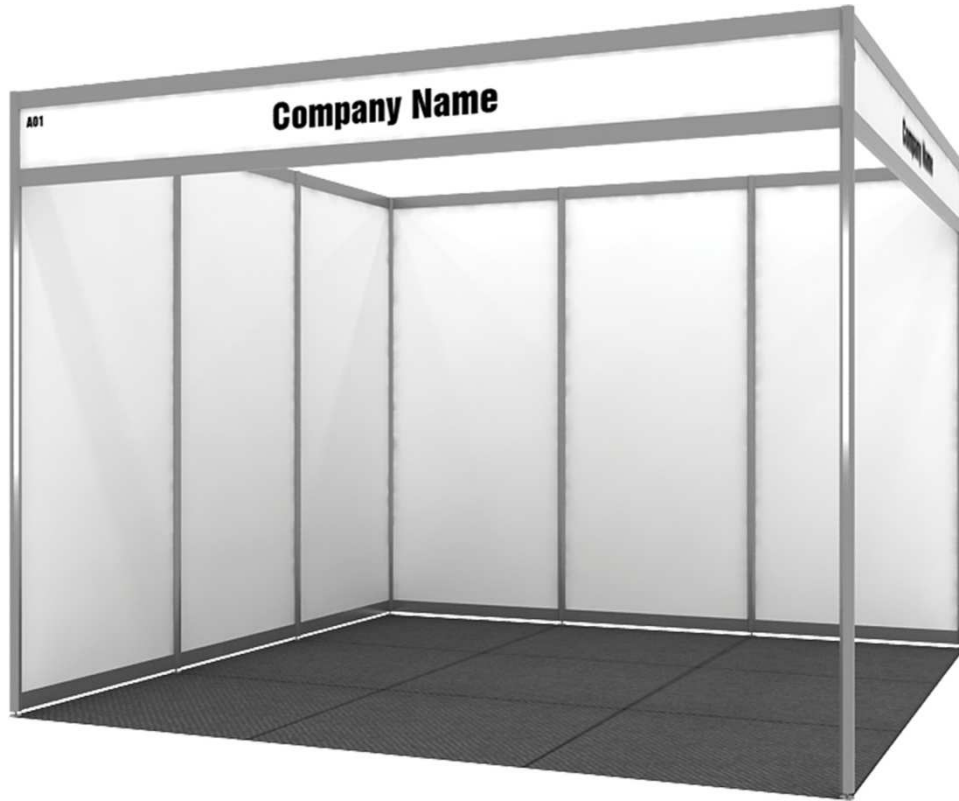


# SYMA SHELL TRADE BOOTH PACKAGE

**PLEASE COMPLETE FORM AND FORWARD TO:**

**F:** (02) 8394 8282      **E:** ASHLEE.WHEATE@MORETON.NET.AU

**DUE DATE:** 20 / 04 / 2015



## ADDITIONAL FLOORING OPTIONS

If you would like to discuss your flooring options, please contact your exhibitions coordinator.

### CARPET TILE 1M<sup>2</sup>

#### STANDARD COLOURS



CHARCOAL



JUPITER BLUE

#### PREMIUM COLOURS



RED



BLACK

COLOURS FOR DEMONSTRATIVE PURPOSES ONLY.

### PROMO FLOOR TILE 1M<sup>2</sup>



TIMBER



WHITE



BLACK

COLOURS FOR DEMONSTRATIVE PURPOSES ONLY.

## INCLUSIVE IN YOUR TRADE BOOTH PACKAGE

<b>SIZE</b>	3.0m x 3.0m
<b>WALLS</b>	White walls 2.5m high
<b>FASCIA</b>	Anodized aluminium frame with insert 2.1m clearance underneath.
<b>SIGN</b>	1 x white sign with black lettering per booth. Logo signage/corporate colours can be produced at an additional cost.
<b>LIGHTING</b>	2 x 20 watt adjustable spotlights installed to the back of the fascia
<b>POWER</b>	1 x 4amp power point
<b>CARPET</b>	Venue Flooring

# SIGNAGE ORDER FORM

**PLEASE COMPLETE FORM AND FORWARD TO:**

**F:** (02) 8394 8282      **E:** [ASHLEE.WHEATE@MORETON.NET.AU](mailto:ASHLEE.WHEATE@MORETON.NET.AU)

**DUE DATE: 20 / 04 / 2015**

## 1. COMPLIMENTARY FASCIA SIGN

PLEASE TICK HERE

PLEASE WRITE THE NAME IN THE BELOW FIELDS THAT YOU WISH TO EXHIBIT ON YOUR STAND FASCIA SIGN (MAX 30 CHARACTERS).

[illegible]

SHOULD THIS FORM NOT BE RETURNED BY **DUE DATE** YOUR COMPANY NAME SUPPLIED BY THE ORGANISER WILL APPEAR ON YOUR FASCIA SIGN. ANY CHANGES MADE AFTER THE SIGN HAS BEEN PRODUCED WILL BE AT A COST \$150 + GST PER SIGN.

## 2. REMOVE FASCIA BOARD & SIGN

PLEASE TICK HERE

### 3. ADDITIONAL SIGNAGE

**WOULD YOU LIKE YOUR COMPANY LOGO APPLIED TO YOUR FASCIA SIGN?**

A	01		COMPANY NAME	 COMPANY LOGO
B	01	 COMPANY LOGO	COMPANY NAME	 COMPANY LOGO
C	01	 COMPANY LOGO	COMPANY NAME	
D	01		 COMPANY LOGO	

IF YOU REQUIRE ANY ADDITIONAL SIGNAGE TO UPGRADE YOUR TRADE BOOTH.  
PLEASE SELECT FROM THE OPTIONS BELOW. MORE OPTIONS AVAILABLE ON REQUEST.

DESCRIPTION	OPTION / SIZE (W X H)	QTY	PRICE	TOTAL
FASCIA SIGN LOGO UPGRADE	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>		\$95 (EACH)	
GRAPHIC WALL PANEL - SYMA	964mm X 2354mm		\$325 (EACH)	
CURVED REGISTRATION COUNTER - SMALL	1524mm X 874mm		\$230 (EACH)	
CURVED REGISTRATION COUNTER - LARGE	2174mm X 874mm		\$310 (EACH)	
MODE CUPBOARD/COUNTER INFILL	1130mm X 879mm		\$220 (EACH)	
SUB PAGE TOTAL:				

#### 4. FILE REQUIREMENTS FOR DIGITAL PRINTING

**FILE SUPPORT:** HI RES PDF'S OR EPS. FILES ARE PREFERRED      **RESOLUTION:** 120DPI - 200DPI @ OUTPUT SIZE (FULL SIZE)

PLEASE SEND ALL FILES TO: [ASHLEE.WHEATE@MORETON.NET.AU](mailto:ASHLEE.WHEATE@MORETON.NET.AU) OR [HTTPS://WWW.WETRANSFER.COM/](https://www.wetransfer.com/)

**ALSO PLEASE MAKE SURE ALL FILES ARE CLEARLY LABELLED WITH; SHOW NAME, STAND NUMBER AND COMPANY NAME.**

## Aged & Community Services State Conference – ACSNS15

# ADDITIONAL LIGHTING & POWER ORDER FORM

**PLEASE COMPLETE FORM AND FORWARD TO:**

**F:** (02) 8394 8282      **E:** ASHLEE.WHEATE@MORETON.NET.AU

**DUE DATE:** 20 / 04 / 2015

## 1. AVAILABLE PRODUCTS

PLEASE INDICATE BELOW THE PRODUCTS THAT YOU WISH TO ORDER FOR YOUR TRADE BOOTH LIGHTING & POWER REQUIREMENTS.

DESCRIPTION	PRODUCT CODE	QTY	PRICE	TOTAL
<b>LIGHTING</b>				
23w SPOTLIGHTS TRACK MOUNTED	LIGS20CP		\$76	
23w SPOTLIGHTS ON ART ARM	LIGAPA		\$76	
300w SPOTLIGHT ON ARM	LIGS300A		\$115	
VARIO 150w PANEL FLOOD	LIGPF150		\$85	
<b>POWER</b>				
4amp POWER POINT (240v / 1000w)	POWPL4		\$93	
10amp POWER POINT (240v / 2400w)	POWPL10		\$114	
15amp POWER POINT (240v / 3600w)	POWPL15		\$141	
20amp POWER POINT (240v / 4800w)	POWPL20		\$158	
3 PHASE SWITCHBOARD (240v / 3x 20amp & 3x 16amp Outlets)	SWI3P6C		\$310	
3 PHASE POWER FEED 20amp	POWF3P20		\$350	
3 PHASE POWER FEED 30amp	POWF3P30		\$430	
EXTENSION LEAD 3M	LEAE3S		\$16	
4 POINT POWER BOARD	POWES		\$21	
POWER CONNECTION FEE (\$50) (POWCF)				
PLEASE NOTE: FURTHER PRODUCTS ARE AVAILABLE UPON REQUEST				
<b>SUB PAGE TOTAL:</b>				

## 2. PREFERRED LIGHTING & POWER LOCATION

PLEASE INDICATE YOUR PREFERRED LIGHTING & POWER LOCATION.

A	B	C
D	E	F
G	H	I

FRONT OF BOOTH

ADDITIONAL LIGHTING			ADDITIONAL POWER		
A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>	G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>

PLEASE INDICATE PREFERRED LOCATION FOR ALL ITEMS ORDERED.  
 IF NOT ADVISED ALL ITEMS WILL BE PLACED IN **SECTION A** ALONG THE WALL.

# AUDIO VISUAL ORDER FORM

**PLEASE COMPLETE FORM AND FORWARD TO:**

**F:** (02) 8394 8282      **E:** ASHLEE.WHEATE@MORETON.NET.AU

**DUE DATE:** 20 / 04 / 2015

## 1. AVAILABLE PRODUCTS

PLEASE INDICATE BELOW THE PRODUCTS THAT YOU WISH TO ORDER FOR YOUR TRADE BOOTH AUDIO VISUAL REQUIREMENTS.

DESCRIPTION	PRODUCT CODE	QTY	PRICE	TOTAL
<b>LCD SCREENS &amp; STANDS</b>				
32" (81cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	TVLED81		<b>\$385</b>	
40" (100cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	TVLED106		<b>\$518</b>	
46" (115cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	TVLED140		<b>\$820</b>	
55" (140cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	TVLCD117		<b>\$981</b>	
2m SCREEN FLOOR STAND (EYE LEVEL @ 1.7m)	STAPL		<b>\$115</b>	
WALL MOUNTED (SYMA BUILD)	BOAMMPT		<b>\$90</b>	
DVD PLAYER (INCLUDED FOC WITH ANY HIRE OF A SCREEN. IF REQUIRED, PLEASE ADVISE)	DVDP		<b>\$0</b>	
<b>COMPUTERS</b>				
NEW IPAD 16Gb WIFI			<b>\$250</b>	
IPAD KISOSK STAND			<b>\$115</b>	
15" LAPTOP			<b>\$280</b>	
17" LAPTOP			<b>\$360</b>	
<b>SUB PAGE TOTAL:</b>				

## 2. PREFERRED AUDIO VISUAL LOCATION

PLEASE INDICATE YOUR PREFERRED AUDIO VISUAL LOCATION.

<b>A</b>	<b>B</b>	<b>C</b>
<b>D</b>	<b>E</b>	<b>F</b>
<b>G</b>	<b>H</b>	<b>I</b>

FRONT OF BOOTH

LCD SCREENS & STANDS			COMPUTERS		
A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>	G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>

PLEASE INDICATE PREFERRED LOCATION FOR ALL ITEMS ORDERED.

IF NOT ADVISED ALL ITEMS WILL BE PLACED IN **SECTION B** ALONG THE WALL.





# PLANT ORDER FORM

**PLEASE COMPLETE FORM AND FORWARD TO:**

**F:** (02) 8394 8282      **E:** ASHLEE.WHEATE@MORETON.NET.AU

**DUE DATE:** 20 / 04 / 2015

## 1. AVAILABLE PRODUCTS

PLEASE INDICATE BELOW THE PRODUCTS THAT YOU WISH TO ORDER FOR YOUR TRADE BOOTH PLANT REQUIREMENTS.

DESCRIPTION	PRODUCT CODE	QTY	PRICE	TOTAL
<b>PLANTS</b>				
DESK TOP PLANT (APPROX 300mm HIGH)	PLADT		\$60	
SMALL POTTED PLANT (APPROX 500mm HIGH)	PLAS		\$70	
MEDIUM POTTED PLANT (APPROX 750mm HIGH)	PLAM		\$76	
LARGE POTTED PLANT (APPROX 1.5m HIGH)	PLAL		\$96	
TOPIARY PLANT (APPROX 1m HIGH)	PLAT		\$96	
PLANTER BOX (3 SMALL PLANTS)	PLAB		\$116	
CUSTOM PLANTS			\$POA	
PLANT DELIVERY FEE				\$50
<b>SUB PAGE TOTAL:</b>				

## 2. PREFERRED PLANT LOCATION

PLEASE INDICATE YOUR PREFERRED PLANTS LOCATION.

A	B	C
D	E	F
G	H	I

FRONT OF BOOTH

PLANT		
A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>

PLEASE INDICATE PREFERRED LOCATION  
FOR ALL ITEMS ORDERED.



# PAYMENT ORDER FORM

**PLEASE COMPLETE FORM AND FORWARD TO:**

**F:** (02) 8394 8282      **E:** ASHLEE.WHEATE@MORETON.NET.AU

**DUE DATE:** 20 / 04 / 2015

## 1. CONTACT DETAILS

PLEASE COMPLETE YOUR CONTACT DETAILS BELOW.

<b>NAME</b> .....	<b>COMPANY</b> .....
<b>ADDRESS</b> .....	<b>PHONE</b> .....
.....	<b>EMAIL</b> .....
.....	<b>STAND N°</b> .....

## 2. ORDER TOTAL

PLEASE COMPLETE THE BELOW TOTALS SHOWN IF APPLICABLE.

FORM NAME	SUB PAGE TOTALS
SIGNAGE ORDER FORM	
ADDITIONAL LIGHTING & POWER ORDER FORM	
AUDIO VISUAL ORDER FORM	
FURNITURE ORDER FORM	
PLANT ORDER FORM	
<b>SUB TOTAL:</b>	
9.5% DAMAGE WAIVER OF SUB TOTAL	
28% CARTAGE OF SUB TOTAL (MINIMUM \$80)	
ADD 20% LATE FEE IF APPLICABLE	
10% GST	
<b>TOTAL:</b>	

**PAYMENT MUST BE RECEIVED WITHIN 7 DAYS OF PLACING YOUR ORDER.**

☐ CHEQUE    ☐ BPAY    ☐ MASTERCARD    ☐ VISA    ☐ AMEX    ☐ DINERS CLUB

☐ FUNDS TRANSFER - WESTPAC    **ADDRESS:** QUEEN STREET, BRISBANE    **ACCOUNT NAME:** MORETON HIRE PTY LTD

**BSB:** 034 635    **ACCOUNT N°:** 250 666    **SWIFT:** WPACAU2S

**ACCOUNT NAME:**

**EXPIRY DATE:**    /    /

**CREDIT CARD N°:**

**SIGNED:** .....

1.5% SURCHARGE APPLIES TO VISA & MASTERCARDS, 3% SURCHARGE APPLIES TO AMEX & DINER CARD PAYMENTS.

ORDER NOT VALID UNLESS SIGNED BY HIRER (AUTHORISED AGENT / CARD HOLDER)

## 3. TERMS & CONDITIONS (SEE [WWW.MORETON.NET.AU](http://WWW.MORETON.NET.AU) FOR FULL T&C'S)

NO ORDERS WILL BE INSTALLED UNTIL PAYMENT IS RECEIVED & PROCESSED. ORDERS PLACED AFTER THE FORM DUE DATE ARE SUBJECT TO AN ADDITIONAL 20% LATE DELIVERY FEE. ALL GOODS DELIVERED, THEN CANCELLED WILL BE CHARGED AT FULL RATE. CHANGES ON SITE TO LOCATION OF PLACEMENT WILL INCUR AN ADDITIONAL LABOUR CHARGE. ALL PRICES SHOWN ARE EXCLUSIVE OF GST.

**Aged & Community Services State Conference – ACSNS15**