

Use this page as a COVER SHEET when returning your forms

exhibiting name:

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contact:

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phone:

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stand no:

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 date:

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FORMS ARE DUE BACK ON FRIDAY 9TH SEPTEMBER, 2016

I am returning the following forms:

- Guild Badges/Roster
- Emergency Contact
- Public Liability Insurance
- Electrical & Lighting
- Electrical & Lighting Layout
- Electrical Contractor
- Event Merchandise
- Occupational Health & Safety Form
- Payment of Services
- I will be sending payment by mail (if faxing)**
- I will be making payment by DIRECT DEPOSIT (expected date __/__/__)**

	<p>Have you included payment if electrical items or public liability are required?</p>
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Volunteer Roster

[Compulsory Form]

Guild and Features Roster

- Guild Stands have a limit of 5 members on the roster per day.
- Please indicate the full name of each volunteer and the day(s) they are working. We have put a sample in the first line to help you. If you need more than 5 staff on the roster on any day they can be added for a cost of \$9.50 (includes GST) per person per day.
- Please complete the roster carefully as volunteers that show up to work on a day they are not rostered will be charged to enter the show.
- If your guild supplies its own badges to members we recommend these be worn.
- NOTE: No badges will be issued for rostered names – simply advise staff to check name off with security at the front door.

	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
*	CARL YOUNG	SUE JONES	MARK MOL	SUE JONES	CARL YOUNG
1					
2					
3					
4					
5					

**Sample names*

Guild Name:

Contact:

Stand No: **EE USE ONLY:** Actioned:

Stand Details

[Compulsory Form]

ANTICIPATED MOVE-IN TIME

To assist us in monitoring the move-in of the event, please indicate below your anticipated move-in time:

Move-In Date:	<input type="checkbox"/> Tuesday, October 4		
Approximate Move-In Time:	<input type="checkbox"/> before 12noon	<input type="checkbox"/> 12 - 2pm	<input type="checkbox"/> 2 - 4pm
	<input type="checkbox"/> 4 - 6pm	<input type="checkbox"/> after 6pm	

It may be necessary in extreme cases to contact exhibitors after hours throughout the event either at your home or hotel.

We request the name and contact number of the person we should contact who is responsible for your display in the case of an emergency.

NAME OF EMERGENCY CONTACT:	
MOBILE PHONE:	

NAME OF SECONDARY CONTACT:	
MOBILE PHONE:	

Guild Name: | | | | | | | | | | | | | | | | | | | | | |

Contact: | | | | | | | | | | | | | | | | | | | | | |

Stand No: | | | | | | | | | | | | | | | | | | | | | | **EE USE ONLY:** | Actioned: | | | | | |

Public Liability Insurance

[Compulsory Form]

As per Clause 16(b) of the Exhibitor Contract it is necessary that all exhibitors have Public Liability Insurance to the value of \$10 million. Please send a copy of your insurance policy or complete the box requesting insurance for the duration of the event and include payment.

- Expertise Events has retained the services of an insurance brokerage to provide Public Liability coverage for a cost of \$151.00 (incl. GST), based on a limit of indemnity of **\$10 million**.
- Public Liability covers injury to a third party or damage to property, while on or in the vicinity of your stand, up to a limit of **\$10 million** per claim. It also covers such injury or damage caused by property which has been sold or given away from your stand
- This coverage is up to a limit of **\$10 million** in total for claims over the covered period the insurance has effect from the first day of move-in to the final day of move-out.

PLEASE TICK ONE OF THE FOLLOWING:

Depending on your Guild Package

- I wish to take out Public Liability Insurance for the total period of the event including move-in, exhibition open days and move-out from Tuesday October 4 – Sunday October 9, 2016 for the cost of \$151.00 (incl. GST).

PAYMENT HAS BEEN MADE BY:

<input type="checkbox"/> Direct Debit <small>(refer to Payment of Services Form for details)</small>	YOUR INSURANCE WILL NOT TAKE EFFECT UNTIL FULL PAYMENT IS RECEIVED
<input type="checkbox"/> Credit Card <small>(refer to Payment of Services Form for details)</small>	
<input type="checkbox"/> Cheque <small>(refer to Payment of Services Form for details)</small>	

- I have supplied a current copy of my insurance policy to the value of **\$10 million** or more

Insurance Company:	
Policy Number:	
Value:	
Expiry Date:	

Guild Name:

Contact:

Stand No: **EE USE ONLY:** Actioned:





Stand Details

[Compulsory Form]

Fascia Sign Included in Stand

- As a guild, your stand name will be provided in uniform uppercase lettering and mounted on the back wall of your stand.
- Please indicate below the name you wish to appear on the name board with a limit of 30 characters (including spaces).

Please note that if this form is not received by September 9, 2016 the name to appear on the fascia will be the contracted guild name. Any changes required after the sign has been produced will be at a cost of \$138.00 (excl. GST) per sign.

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We do not require a fascia for the Fair

Guild Name:

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Contact:

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Stand No:

									EE USE ONLY:													
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 Actioned:

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Electrical & Lighting

**ORDERS LODGED AFTER September 9, 2016
WILL INCUR AN ONSITE SERVICE FEE OF \$75 (inc GST)**

You are allocated one 120w spot light on arm with your Guild package. Only fill out this section if you need to order extra lighting or power.

PLEASE NOTE: No additional power or lighting is included on your stand. Stand Power and/or additional Stand Lighting must be ordered either at time of booking your stand (please refer to your Stand Confirmation of Booking for details on your stand order), or ordered below.

PLEASE NOTE: All orders **must** include an item from the list below and the relevant Connection & Consumption Fee. (Further requirements can be sourced directly through the contractor; see suppliers page).

Qty	Item	Unit Cost (incl. GST)	\$Total
	120w Spotlight – On Arm	\$107.00	
	300w Floodlight – On Arm	\$137.00	
	1200mm Fluorescent Light	\$102.00	
	Power Point 10amp 2400w	\$107.00	
	Power Point 15 amp 3600w	\$126.00	
1	Connection & Consumption Fee (incl. GST) (all orders must include this fee unless marked otherwise) \$95.00		
Orders lodged after September 9, 2016 will incur an onsite order fee (incl. GST) \$75.00			
Total Amount Payable			\$
24 HOUR PROVIDED: <input type="checkbox"/> Yes (See below) <input type="checkbox"/> No			
Why do you require 24 hour power? (e.g. Fish Tank, Computer, Fridge, etc.):			

PAYMENT HAS BEEN MADE BY:

Cheque (refer to Payment of Services Form)	SERVICES WILL NOT BE PROVIDED UNTIL FULL PAYMENT IS RECEIVED
Direct Deposit (refer to Payment of Services Form for details)	
Credit Card (refer to Payment of Services Form)	

Guild Name:

Contact:

Stand No:

EE USE ONLY: Actioned:



Electrical & Lighting Layout

THIS FORM IS ONLY TO BE FILLED OUT IF YOU ARE PLACING AN ELECTRICAL ORDER – MODULAR TRACK LIGHTS COME IN A STANDARD POSITION AND DO NOT REQUIRE A LAYOUT FORM.

PLEASE NOTE: Any major changes to your electrical and lighting requirements, once they have been installed to your stand, will result in an additional labour cost before the alterations are made.

Key: Indicate your order by placing the following symbols on the grid:

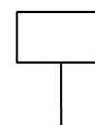
Wall:



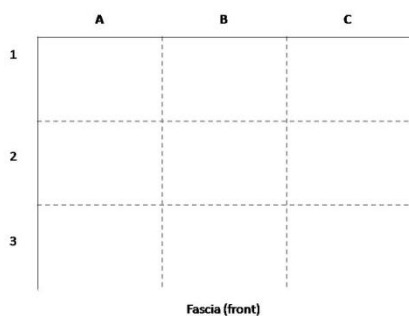
Power point



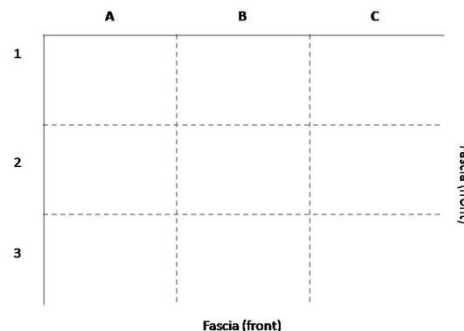
Light



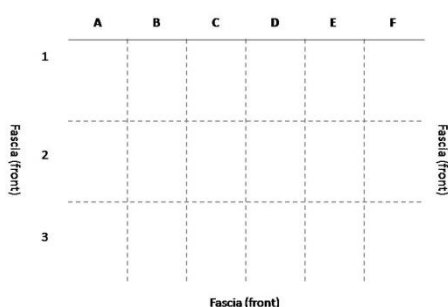
STANDARD BOOTH



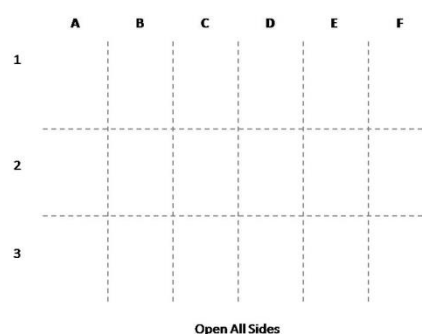
CORNER BOOTH



PENINSULAR BOOTH



ISLAND BOOTH





Guild Name:

Contact:

Stand No: **EE USE ONLY:** Actioned:

Event Merchandise

<i>Please indicate order Quantity Below</i>		
	<p>Exhibitions: A Complete Guide by Gary Fitz-Roy . Learn how sales and overall profits can be increased through successful exhibiting. Whether a seasoned veteran or a first-time exhibitor, <i>Exhibitions: A Complete Guide</i> will give the competitive edge when next exhibiting.</p> <p>45 Minutes to Exhibit Success by Gary Fitz-Roy. Although aimed at businesses new to exhibitions, this book will also help businesses who need a refresher to boost their exhibition success ... all in under 45 minutes!</p> <p>TOTAL COST: \$43.95 (incl GST)</p> <p>SPECIAL OFFER: BOTH for \$33.00 (incl GST)</p> <p>The Organiser: Focusses on the key aspects of developing an exhibition plan, <i>The Organiser</i> contains checklists and planners to help you select the exhibition that is right for you. \$19.95</p>	<p>X _____</p>
	<p>The new Expo-Sense series booklets To purchase the 3 book set of Expo-Sense \$14.95</p>	<p>X _____</p>
	<p>PREVENT EASY ACCESS TO YOUR STAND AND PRODUCTS...with these stylish Cover-Ups</p> <p>Each Cover-Up measures 3m wide by 2.1m high. Hooks are supplied and Cover-Ups come ready to hang. Your Cover-up will be available to be picked up from the Servicentre onsite and is yours to keep.</p> <p>COST: \$39.00 (incl GST)</p>	<p>X _____</p>
 <p>\$10.00 (incl GST)</p> <p>←\$15.00 (incl GST)</p>	<p>SAFETY VESTS ARE NOW COMPULSORY for ALL exhibitors on move-in and move-out days. <u>Your own vests may be used!</u></p> <p>Standard Safety vests are for sale <u>in advance</u> and <u>onsite</u> at the Help Desk. Cost -\$10.00 (incl GST)</p> <p>Note: Vests CANNOT be loaned from the service centre</p> <p>REALLY STAND OUT! WHILE STOCKS LAST! Safety Vests with flashing lights \$15.00 (incl GST)</p>	<p>X _____</p> <p>X _____</p>

Occupational Health & Safety Form [Compulsory Form]

YOU MUST READ, SIGN AND RETURN THIS FORM
BEFORE YOU COMMENCE MOVE-IN AT THE EXHIBITION

- Basic Safety Procedure Induction and Agreement
- This Agreement is to be taken as the minimum requirements acceptable.
- Expertise Events Pty Limited safety guidelines shall form part of the Contract Agreement and the following safety actions will be carried out.
 1. Taking reasonable care concerning the health and safety of others at the place of work.
 2. Co-operating with the Organiser/contractor/venue operator in ensuring a safe and healthy work environment.
 3. Reporting potential and actual health and safety hazards to supervisor/contractor/organizer.
 4. Adequate protective footwear, that completely covers the feet, shall be worn at all times whilst on site. Thongs and similar unsafe footwear are prohibited.
 5. Ladders and access platforms must be used where necessary.
 6. Any children under the age of 15 years are not permitted on site during move-in/out of the Exhibition.
 7. Occupational workplace and safety standards are met at all times.
 8. All exhibitors, their staff and independent contractors must be aware of and agree to the Occupational Health and Safety (OH&S) requirements as per this document.
 9. We ask and expect employees/sub-contractors to be punctual. Running, horseplay and disorderly conduct are strictly prohibited.
 10. All electrical work carried out shall be in accordance with industry standards and conducted by licensed operators and all leads should be tagged and tested
 11. Employees/sub-contractors shall report immediately any accidents witnessed by he/she to the supervisor/contractor and/or Security/Organiser.
 12. The sub-contractor is required to be accountable and responsible for currently maintaining public liability, workers compensation policies and hold an OH&S document.
 13. Obedience to any rules and regulations stipulated by the venue in which you work.
 14. All persons requiring first-aid treatment are to contact the Servicentre or Security, who are Senior First Aid trained, and will render treatments and complete register in Injuries log book.
 15. Fork Lift Trucks - only authorised employees holding a current Certificate of Competence/License or who hold a Learner Permit issued by the relevant state authority are permitted to operate fork lift trucks.
 16. Regular Safety inspections will be carried out to ensure procedures are followed.
 17. The consumption of drugs and alcohol on venue premises or sites are prohibited during work hours. Any employees/sub contractor found to be under the influence of drugs or alcohol will be asked to leave immediately.
 18. Working areas must be kept clean and tidy from rubbish and other hazards. Rubbish must be cleaned up promptly.
 19. All exhibitors and associated workers MUST wear safety vests.

Do you understand the above rules? YES / NO (Please circle)

I, the Exhibitor, Sub-Contractor or Employee acknowledge that I have received and understand the Exhibition policy on OH&S and hereby agree to abide by the above at all times.

Signature: _____

Guild Name:

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Contact:

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Stand No:

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EE USE ONLY: Actioned:

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Payment of Services

Service	Amount
Electrical / Lighting (Inc. GST)	\$
Public Liability Insurance (Inc. GST)	\$
Merchandise (Inc. GST)	\$
Additional Services (e.g. carpet and walling) (Inc. GST)	\$
Sub Total	\$
Stand Payment (GST included)	\$
TOTAL PAYMENT	\$

Payment has been made by:

Cheque / Money Order (Payable to Expertise Events P/L)
 Cheque #: _____

We have made a Direct Deposit to:
 Bendigo Bank BSB: 633-000 A/C No: 117 124 040
 Transaction Date: ____/____/____
 Please provide your company name as a reference, and notify us of your deposit to ensure that your payment is allocated correctly.

Payment by Credit Card

Visa Mastercard Amex

____ / ____ / ____

Name on Card: _____ **Expiry Date** ____/____ ***CVC** ____/____

Signature: _____

Please note merchant fee charges for credit cards. Amex 4%, Visa/Master Card 2%.
 *CVC is the 3 digit security number on the back of your card (4 digits for Amex cardholders)

Guild Name:	
Contact:	
Stand No:	EE USE ONLY: Actioned: