

exhibition support document

Melbourne

107 William Angliss Drive
Laverton North Victoria 3026
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f +61 3 9300 5733
www.moreton.net.au

Dear Exhibitor,

Moreton Hire welcomes the opportunity to assist you in making your next event seamless and a memorable experience. We have been appointed as the official stand, electrical and furniture contractor for the

AusBiotech National Conference 2011

To assist you in preparing your exhibition space for the event, please find enclosed:

- Exhibition Booth Requirements Form
- Additional Lighting & Power Request Form
- Plant Order Form
- Audio Visual Requirement Form
- Exhibition Catalogue and Price List for your furniture hire requirements

The information compiled from these forms will ensure the smooth installation of the exhibition. To ensure we meet your requirements and avoid any disappointment, please place your orders by Friday, 9th September 2011. Your prompt reply is greatly appreciated.

Should you have any queries relating to the exhibition, your stand, or require any further information, please do not hesitate to contact **Kate Holland** on (03) 9300 5707 or kate.holland@moreton.net.au

We look forward to working with you to create a successful exhibition display.

Kind regards

Warwick McCalman
Exhibition Account Manager



AusBiotech National Conference 2011

Adelaide Convention Centre

16th – 19th October 2011

syma shell scheme package



Optional

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

Flooring

Carpet colour for demonstrative purposes only.

Carpet Tile 1m²

Standard colours



Charcoal



Jupiter Blue



Red



Black

Premium colours

Promo Floor Tile 1m²

Surface colours



Timber



White



Black

Image is for illustration only, please contact your exhibition coordinator for more furniture package information.

Inclusive in your shell scheme package

Size	3.0m x3.0m
Walls	White walls 2.4m high
Fascia	White matt anodized aluminium frame with insert 2.1m clearance underneath.
Sign	1 x white sign with black lettering per aisle frontage. Logo signage/corporate colours can be produced at an additional cost.
Lighting	2 x 150 watt adjustable spotlights installed to the back of the fascia
Power	1 x 4amp power point
Carpet	Venue Carpet

Attention

Kate Holland

Email

Kate.holland@moreton.net.au

Phone

(03) 9300 5707

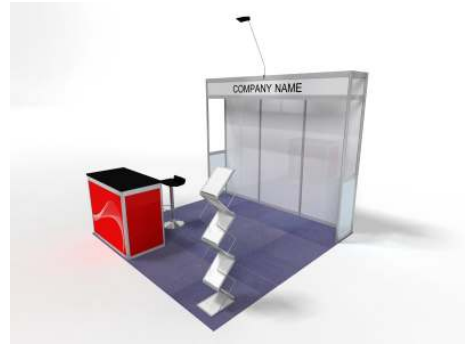
Fax

(03) 9300 5733

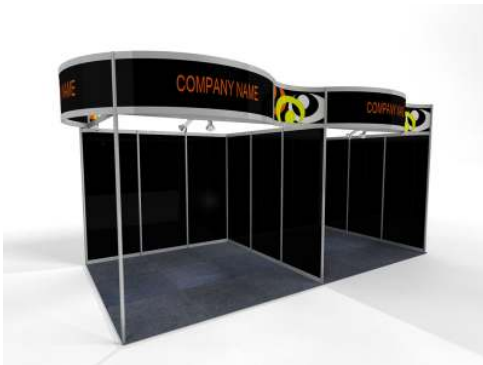
shell scheme upgrade options



Wall mounted shelving, Lockable cupboard & Wall mounted screen



Open space with Furniture



Fascia signage upgrade



Add light box & storage area



3x2m functional stand



6x3m corner stand

Please refer to the exhibition catalogue page 4-6 for more options or contact us for our broad range of stand design packages.

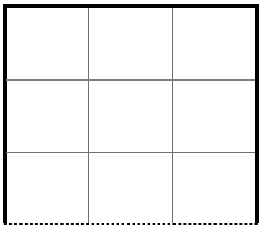


Additional Lighting & Power Request Form

Contact Name	_____	Company	_____
Address	_____	Position	_____
	_____	Email	_____
	_____	Fax	_____
Phone	_____	Stand No.	_____

Please fill out quantity highlighted in blue

For product details, please refer to page 29 - 30 of the Exhibition Catalogue

ORDER INFORMATION	CODE	QTY	RATE (ex GST)	TOTAL
Lighting				
2 x 150w Spotlights Track Mounted on Art Arm	LIGAA		\$ POA	\$
2 x 150w Spotlights Track mounted, adjustable	LIGTC		\$ POA	\$
Additional 150w Spotlight Track Mounted	LIGS150C		\$ POA	\$
50w Halogen Spotlight on Chrome Arm	LIGP50		\$ POA	\$
300w Spotlight on Chrome Arm	LIGS300A		\$ POA	\$
500w Floodlight	LIGF500		\$ POA	\$
1500w Floodlight	LIGF1500		\$ POA	\$
300w Chrome Parcan	LIGS300CANC		\$ POA	\$
4.5m Light Tower (excluding lights)	LIGT4.5		\$ POA	\$
2 x 150w Spotlights on Light Pedestal	LIGSFD		\$ POA	\$
1200mm Single Slimline Fluorescent	LIGFS		\$ POA	\$
150w Floodlight on Arm	LIGPF150		\$ POA	\$
2 x 23w Energy Efficient Spotlights Track Mounted on art arm	LIGAAE		\$ POA	\$
2 x 23w Energy Efficient Spotlights Track Mounted, adjustable	LIGS150E		\$ POA	\$
Power				
4amp Power Point (240v / 1000w)	POWPS4		\$ POA	\$
10amp Power Point (240v / 2400w)	POWPS10		\$ POA	\$
15amp Power Point (240v / 3600w)	POWPS15		\$ POA	\$
20amp Power Point (240v / 4800w)	POWPS20		\$ POA	\$
3-Phase Power Feed (415v / 5 pin / 30amp)	POWF3P		\$ POA	\$
3-Phase Switchboard (415v / 32amp / 6 Outlets)	SWI3PI		\$ POA	\$
3 Phase Power Point 15amp	POWP3P15		\$ POA	\$
3 Phase Power Point 20amp	POWP3P20		\$ POA	\$
3 Phase Power Point 30amp	POWP3P30		\$ POA	\$
Extension lead 10m 3 phase (20amp)	LEA3P10		\$ POA	\$
Please indicate preferred lighting & power positions  <input checked="" type="checkbox"/> Additional Lighting <input type="checkbox"/> Additional Power	Sub Total (A)			
	Power Connection Fee (price will vary subject to venue) POWCF \$50 Minimum			\$ 50.00
	Add 7.5% Damage Waiver, of Sub Total (A)			\$
	Sub Total (B)			\$
	Add 10% GST of Sub Total (B)			\$
	TOTAL			\$

Payment and this form must be received at Moreton Hire within 7 days of placing your order.

CASH
 CHEQUE
 BANKCARD
 MASTERCARD
 VISA
 DINERS
 AMEX
 FUNDS TRANSFER – Westpac **Account Name:** Moreton Hire Pty Ltd **BSB:** 034 635 **Account No:** 250 666

Account Name _____

Credit Card No

Expiry Date ____/____/____ Signed _____

Order not valid unless signed by Hirer (Authorised Agent)/Card Holder

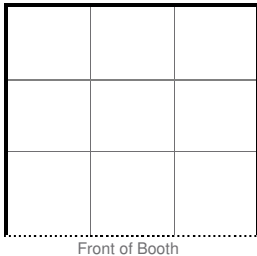
Attention	Kate Holland	Email	Kate.holland@moreton.net.au
Phone	(03) 9300 5707	Fax	(03) 9300 5733

Audio Visual Request Form (4 - 11 Days)

Contact Name	_____	Company	_____
Address	_____	Position	_____
	_____	Email	_____
	_____	Fax	_____
Phone	_____	Stand No.	_____

Please fill out quantity highlighted in blue

For product details, please refer to page 33 - 34 of the Exhibition Catalogue

ORDER INFORMATION	CODE	QTY	RATE	TOTAL
Plasma Television – 42" (106cm)	TELPS106		\$ POA	
Plasma Television – 50" (126cm)	TELPS126		\$ POA	
Plasma Television – 61" (154cm)	TELPS154		\$ POA	
LCD Flat Panel Monitor – 19" (48cm)	TELPP48		\$ POA	
LCD Flat Panel Monitor – 32" (81cm)	TELPP81		\$ POA	
LCD Flat Panel Monitor – 40" (101cm)	TELPP101		\$ POA	
Plasma & LCD Floor Stand 2m Tall Stand (eye level @ 1.7m)	<input type="checkbox"/> YES <input type="checkbox"/> NO	STAPL	\$ POA	\$
Table Top Stand	<input type="checkbox"/> YES <input type="checkbox"/> NO	N/A	Included	\$
Plasma & LCD to be Wall Mounted	<input type="checkbox"/> YES <input type="checkbox"/> NO	BOAMMPT	\$ POA	
Computer Flat Panel Monitor – 17" (43cm)	MONDFP43		\$ POA	
Computer Flat Panel Monitor – 19" (48cm)	MONDFP48		\$ POA	
Laptop – Standard	COMLAPS		\$ POA	\$
Laptop – Performance	COMLAPP		\$ POA	\$
Apple Desktop iMac 20" (50cm)	COMMACH		\$ POA	
DVD Player	DVDP		\$ POA	\$
Other				\$
			Sub Total (A)	\$
Audio Visual Placement Plan			Delivery & Handling: 20% of Sub Total (A) (minimum \$50)	\$
			Add 7.5% Damage Waiver, of Sub Total (A)	\$
			Sub Total (B)	\$
			Add 10% GST of Sub Total (B)	\$
			TOTAL	\$

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Account Name _____

Credit Card No

Expiry Date ____/____/____ Signed _____

Order not valid unless signed by Hirer (Authorised Agent)/Card Holder

Terms & Conditions

- No orders will be installed until payment is received & processed.
- Orders placed after the forms 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 power/lighting will incur an additional labour charge.
- All prices shown are exclusive of GST.
- A 3% surcharge will be applied to Amex & Diners Card Payments.

Attention	Kate Holland	Email	Kate.holland@moreton.net.au
Phone	(03) 9300 5707	Fax	(03) 9300 5733

Furniture Order Form

Contact Name _____
 Address _____

 Phone _____

Company _____
 Position _____
 Email _____
 Fax _____
 Stand No. _____

Please fill out furniture code & quantity

For product details, please refer to page 15 - 28 of the Exhibition Catalogue

CODE	QTY	DESCRIPTION	RATE	TOTAL
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
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			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

ACCEPTANCE AND CONFIRMATION OF TERMS & CONDITIONS

Signature		Sub Total (A)	\$
Name		Delivery & Handling: 20% of Sub Total (A) (minimum \$50)	\$
Position		Add 7.5% Damage Waiver, of Sub Total (A)	\$
Company Name		Sub Total (B)	\$
		Add 10% GST of Sub Total (B)	\$
		TOTAL	\$

Payment and this form must be received at Moreton Hire within 7 days of placing your order.

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 FUNDS TRANSFER - Westpac **Account Name:** Moreton Hire Pty Ltd **BSB:** 034 635 **Account No:** 250 666

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Attention	Kate Holland	Email	Kate.holland@moreton.net.au
Phone	(03) 9300 5707	Fax	(03) 9300 5733

Plant Requirement Form

Contact Name	_____	Company	_____
Address	_____	Position	_____
	_____	Email	_____
	_____	Fax	_____
Phone	_____	Stand No.	_____

Please fill out quantity highlighted in blue

ORDER INFORMATION	CODE	QTY	RATE (ex GST)	TOTAL
Desk Top Plant (approx 300mm in height)	PLADT		\$ POA	\$
Small Potted Plant (approx 500mm in height)	PLAS		\$ POA	\$
Medium Potted Plant (approx 750mm in height)	PLAM		\$ POA	\$
Large Potted Plant (approx 1.5m in height)	PLAL		\$ POA	\$
Topiary Plant (approx 1m in height)	PLAT		\$ POA	\$
Planter Box with 3 Small Plants	PLAB		\$ POA	\$
Custom Plants			\$ POA	\$
			Sub Total (A)	\$
			Delivery & Handling: 20% of Sub Total (A) (minimum \$50)	\$
			Add 7.5% Damage Waiver, of Sub Total (A)	\$
			Sub Total (B)	\$
			Add 10% GST of Sub Total (B)	\$
			TOTAL	\$

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Expiry Date ____ / ____ / ____ Signed _____

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- Orders placed after the forms due date are subject to an additional 20% late delivery fee.
- All goods delivered, then cancelled, will be charged at full rate.
- All prices shown are exclusive of GST.
- Plants are subject to seasonality. Sizes and Plants will vary.
- Please notify us of any disparity to your order before the close of exhibition. No claims will be recognised after the event.
- Plants are provided by local plant hire companies. Plant cartage fee is in addition to any cartage on furniture orders.
- A 3% surcharge will be applied to Amex & Diners Card Payments.

Attention	Kate Holland	Email	Kate.holland@moreton.net.au
Phone	(03) 9300 5707	Fax	(03) 9300 5733