



EXHIBITOR - MANUAL

Important Exhibitor Information

Exhibition: Melbourne International 3 Day Event

Presented By: Equestrian Victoria

Venue: Werribee Park National Equestrian Centre

Dates: 9th – 13th June 2011

Dear Exhibitor,

Pages Exhibition have been appointed as the official supplier for your exhibition.

To assist you in preparing your stand please find enclosed:

- Information on the booth package and options available
- A fascia confirmation form which must be completed and sent back by **20th May 2011**
- Optional forms for additional requirements
- Our product brochure with details of furniture and display accessories and audio visual equipment

Please return your forms and place your orders no later than **20th May 2011** to avoid any late fees or additional charges.

We can provide a Booth Upgrade Package or design and install custom stands. Please enquire and one of our professional account managers will contact you.

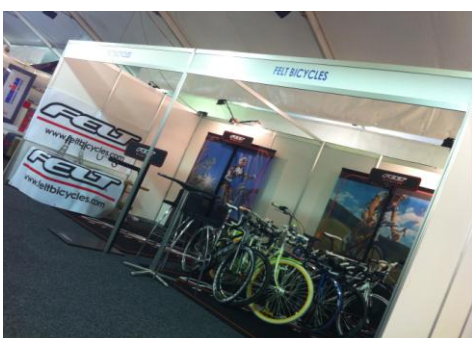
Please contact us if you have any questions.

Michelle Arrogante
Exhibition Co-ordinator
Pages Exhibition
Phone 02 9533 9400

Elia Lom
Equestrian Victoria
Tel: 03 9013 0707
Tel: 0411 211 939

michellea@pages.id.au

sponsorship@equestrianvictoria.com.au



Shell Scheme Booth Package



Pricing Structure:

Standard Stand/Food and Wine Trader: \$1250.00*

Premium Stands/Premium Food and Wine Trader: \$1500.00*

*NB Prices shown exclusive of GST

Note:

This example is for illustrative purposes only. Confirm your specific booth size with the official floor plan and your show contract.

The following are incorporated in your Shell Scheme Booth Package:

• Booth Size	Units of 3M by 3M (LXW) may be purchased
• Walls	2.5m high white walls in an Aluminium Octanorm frame.
• Fascia	Aluminium frame with standard fascia board.
• Signage	Company names will be installed over each open aisle fascia. Lettering will be computer cut vinyl in Blue text on the white fascia board. Each sign can have a maximum of 30 characters including spaces; Logos may be placed on signs.
• Lighting	2 x 150 watt spotlight per stand.
• Power	1 x 4amp power point (installed on lower back wall).
• Flooring	Traders may choose black, charcoal, blue or red carpet tiles.
• Items which can be used on walls	When attaching anything to walls, exhibitors are asked to use Velcro bluetac, double-sided adhesive tape or wall-mounted shelving, all are available to purchase onsite.
• Items not to be used on walls	Pins, staples, screws, nails, bolts, glue and paint will permanently damage the panels. Exhibitors will be charged for any panel damage.



Traders Expressions of Interest Form:
PLEASE RETURN BEFORE **20th May 2011**

Company Name:

ABN:

Postal Address: Street

City: State: P/C:

Contact Name:

Position:

Email:

Telephone: B/H:
A/H:
MOB:

Site Preference:

NB: These will be allocated on a first come first serve basis.

1st Preference: # 2nd Preference: # 3rd Preference: #



Please return form before **20th May 2011**

Equestrian Victoria
Att: Ute and Elia
PO BOX 616
Werribee VIC 3030
Or email: sponsorship@equestrianvictoria.com.au

OPTIONAL: Electrical Order Form

PLEASE RETURN BEFORE **20th May 2011**
Melbourne International 3 Day Event
9th – 13th June 2011

Exhibitors requiring additional lighting or power must return this form with payment before the **20th May 2011**. **Please note that your Shell Scheme stand includes 2 spotlights per 9sqm and a 4amp power point.**

Company Name _____ Stand No _____ Stand Size _____

Address _____

City _____ State _____ Postcode _____ Country _____

Contact Name _____ Phone _____ Fax _____

Email _____

Stand No _____ Stand Size _____

ITEM	Unit Price	Quantity	Amount Payable
240v power point to 100w maximum 4 amp	\$80.00 + GST		
Single power point 10 amp	\$95.00 + GST		
Single power point 15 amp	\$105.00 + GST		
20 amp 3 phase	\$300.00 + GST		
32amp 3 phase	\$500.00 + GST		
32amp 3 phase with board	\$650.00 + GST		
150w Spotlight on arm	\$95.00 + GST		
300w Spotlight on arm	\$110.00 + GST		
Additional power and lighting products are available POA			
		SUB TOTAL	
		9.5% DAMAGE WAIVER	
FOR ORDERS RECEIVED AFTER 20th May 2011 – A 25% LATE FEE WILL BE IMPOSED		LATE FEE IF APPLICABLE	
TERMS OF PAYMENT & CONDITIONS OF HIRE IMPORTANT, PLEASE READ All orders are subject to stock availability. Hire is subject to the terms & conditions found at www.pages.id.au Terms of Payment: Orders cannot be installed until all hire & other charges are paid in full. Please notify us of any claims relating to your order at time of delivery. No discussion will be entered into after the Exhibition or Event closes.		PLUS 10% GST	
CONFIRMATION OF AND PAYMENT FOR THIS ORDER IS AN ACKNOWLEDGEMENT OF THE HIRER'S TERMS AND CONDITIONS. THE FULL TERMS AND CONDITIONS MAY BE FOUND AT www.pages.id.au		TOTAL PAYABLE	

MASTERCARD VISA AMERICAN EXPRESS DINERS CLUB CHEQUE EFT BANK: ANZ BANK

CREDIT CARD MERCHANT FEES:

VISA & MASTERCARD 1.5%
AMERICAN EXPRESS & DINERS CLUB 3.5%

PAGES EQUIPMENT HOLDINGS PTY LTD
BSB: 012 305 ACCOUNT NO: 3516 85814
SWIFT CODE: ANZ BAU 3M

ACCOUNT NAME _____

CARD NUMBER _____

SIGNATURE _____

EXPIRY DATE ____/____/____

CREDIT CARD SECURITY NUMBER _____

Please return form before **20th May 2011**

Equestrian Victoria

Att: Ute Raabe and Elia Lom

PO BOX 616

Werribee VIC 3030

Or email: sponsorship@equestrianvictoria.com.au


OPTIONAL: Wall Mounted Shelving Form

Flat or sloping wall mounted shelving is a practical way of displaying products or literature. Only complete this form if you would like to have shelving installed on your booth and complete the Booth Layout Form indicating their placement (refer to the diagram below for shelving options & positioning).

- There is a minimum order of 2 shelves and a maximum of 4 shelves per panel
- Shelves are capable of holding up to 8kg per shelf. If shelves are **heavily loaded**, additional wall panels at right angles to existing walls are required for support. Only Pages staff is permitted to install fittings to our walls.

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

Exhibition & Return Details:
Melbourne International 3 Day Event
Deadline for forms & orders: 20th May 2011 (Late & onsite orders incur late service fee)
Werribee Park, Werribee VIC 3030
9th – 13th June 2011
Attn: Elia Lom and Ute Raabe
FAX: Equestrian Victoria – 03 99740577
Post: PO BOX 616 Werribee VIC 3030

	A	Wall Shelving Set 2 x Flat shelves (100x30cm)	7735	White	\$95	
			7733	Black		
			7731	Glass		
		B	Wall Shelving Set 2 x Sloping shelves (100x30cm)	7705	White	\$95
				7703	Black	
		C	Wall Shelving Set 4 x Flat shelves (100 x 30cm)	7755	White	\$110
				7753	Black	
				7751	Glass	
		D	Wall Shelving Set 4 x Sloping Shelves (100 x 30cm)	7745	White	\$110
				7743	Black	
	E	Slatwall	3033	White	\$190L/metre	

Your Order	Code	Colour	Qty	Cost	Total
				\$	\$
				\$	\$
				\$	\$
Orders placed after 20th May 2011 incur a COMPULSORY \$60 Late Service Fee					\$
Terms & Conditions				Hire Charge Total	\$
<ul style="list-style-type: none"> • No orders will be installed until payment is received & processed. • Orders placed during move-in are subject to a late service fee. • All goods delivered then cancelled will be charged at full rate. • *Damage Waiver, compulsory fee covers attrition of hired equipment 				ADD 9.5% Damage Waiver* of Hire Charge Total	\$
				Sub Total	\$
				ADD 10% GST (on Sub Total)	\$
				Invoice Total (GST incl)	\$

MASTERCARD
 VISA
 CHEQUE
 AMERICAN EXPRESS
 DINERS CLUB
 EFT
 BANK: ANZ BANK
 ACCOUNT: PAGES EQUIPMENT HOLDINGS
 BSB: 012 305 ACCOUNT NO: 3516 85814
 SWIFT CODE: ANZ BAU 3M

CREDIT CARD MERCHANT FEES:
 VISA & MASTERCARD 1.5%
 AMERICAN EXPRESS & DINERS CLUB 3.5%

ACCOUNT NAME _____
 CARD NUMBER _____
 SIGNATURE _____

EXPIRY DATE ____ / ____
 CREDIT CARD
 SECURITY NUMBER _____

Please return form before **20th May 2011**
 Equestrian Victoria
 PO BOX 616 Werribee VIC 3030

Email: sponsorship@equestrianvictoria.com.au

OPTIONAL: Booth Layout Form

This form is only required if you are making changes to the standard package eg. Ordering extra walling or doors, wall mounted shelving, ordering additional power and lighting, or hiring audio visual equipment. It will greatly assist our installers during move-in if you supply a sketch of the layout of your stand.

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

Exhibition & Return Details:
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FAX: Equestrian Victoria 03 9974 0577
Post: PO Box 616 Werribee VIC 3030

Please draw the layout of your stand showing as clearly as possible the modifications you are making and any other important or relevant details, or, attach a copy of plans if you have them.

Guide

1. Mark out your stand indicating walls and open sides in thick pen using the squares as a guide.
2. Mark in location of audio visual equipment and label.
3. Mark location of wall mounted shelving, please note this shelving cannot be installed in corners.
4. Show location of any extra walls and doors.
5. Mark in location of power point if required or additional lighting placement.
6. Add any comments & make sure you fill in your name, company and stand details above.
7. Return this page with your other forms.

Back of Stand

Stand Dimensions	m	X	m	=	Sq Metres