

# SYMA SHELL TRADE BOOTH PACKAGE

## ACIPC CONFERENCE – ACIPCS22

PLEASE COMPLETE FORM AND FORWARD TO:

E: MANDY.SCOTT@MORETON.NET.AU

**DUE DATE MANUAL: 11 / 10 / 2022 | ARTWORK DEADLINE: 18 / 10 / 2022**

COMPANY: \_\_\_\_\_

STAND #: \_\_\_\_\_



### IMPORTANT NOTICE REGARDING ADHERING OF SIGNAGE & DISPLAY MATERIALS TO LAMINATED WALL PANELS.

To ensure hire stock is not damaged – please **DO NOT** adhere stickers or tape to booth laminated wall panels.

**OK TO USE** on face of wall panel;

- Blu Tac
- 3m removable picture hanging strips

### **DO NOT USE**

- Velcro tape / double sided tape

Under no circumstances should exhibitors nail or screw any article or display item to the booth wall(s). The panels are not solid and therefore non-weight bearing; doing so will cause damage.

**PLEASE NOTE: If damage is caused to wall panel(s) – exhibitors will be charged for the replacement cost - \$150 (+GST) per panel for each damaged panel. NOTE: The damage waiver does not cover this situation.**

**Option 1:**



**Option 2:**



## INCLUSIVE IN YOUR TRADE BOOTH PACKAGE

<b>SIZE</b>	6.0m 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>	White sign with black lettering per aisle frontage. Logo signage/corporate colours can be produced at an additional cost.
<b>LIGHTING</b>	4 x 150 watt adjustable spotlights installed on 1 track placed behind the fascia
<b>POWER</b>	1 x 4amp power point
<b>CARPET</b>	Venue Carpet
<b>FURNITURE</b>	Please select one of the packages below to be included with your booth:  <b>Option 1:</b> 1x Trestle table with black cloth, 2x chairs, 1x wastepaper bin  <b>Option 2:</b> 1x round meeting table, 2 chairs, 1x wastepaper bin



# ADDITIONAL LIGHTING & POWER ORDER FORM

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### 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>				
2 x 150w SPOTLIGHTS TRACK MOUNTED	LIGTC/LIGSC		\$ 260.00	
2 x 150w SPOTLIGHTS ON ART ARM	LIGAPA/LIGSC		\$ 260.00	
300w SPOTLIGHT ON ARM	LIGS300A		\$ 216.00	
150w VARIO SPOTLIGHT ON ARM	LIGPF150		\$ 135.00	
<b>POWER</b>				
4amp POWER POINT (240v / 1000w)	POWPL4		\$ 142.00	
10amp POWER POINT (240v / 2400w)	POWPL10		\$ 172.00	
15amp POWER POINT (240v / 3600w)	POWPL15		\$ 214.00	
20amp POWER POINT (240v / 4800w)	POWPL20		\$ 240.00	
3 PHASE POWER FEED 32AMP	POWF3P32		\$ 528.00	
POWER FEED & SWITCHBOARD (6 x 240V)	SWI3P6C		\$ 1,250.00	
4 POINT POWER BOARD inc test and tag	POWES		\$ 34.00	
<b>SUB PAGE TOTAL:</b>				

**PLEASE NOTE:** Further products are available upon request.

### 2. PREFERRED LIGHTING & POWER LOCATION

Please indicate your preferred lighting & power location.

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

FRONT OF BOOTH

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

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**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)	XHSCR32S		\$ 600.00	
40" (100cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR40S		\$ 750.00	
55" (140cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR55S		\$ 1,100.00	
65" (165cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR60S		\$ 1,500.00	
2m SCREEN STAND (INC SHELF)	XHSCR55S		\$ 265.00	
WALL MOUNTING BRACKET	XHSCRWB		\$ 300.00	
<b>IPAD</b>				
iPAD 16GB WiFi * Data pack additional fee	XHIPAD		\$ 310.00	
iPAD STAND	XHIRE		\$ 170.00	
<b>PLEASE NOTE: Further products are available upon request.</b>			<b>SUB PAGE TOTAL:</b>	

## 2. PREFERRED AUDIO VISUAL LOCATION

Please indicate your preferred audio visual location.

A	B	C
D	E	F
G	H	I

FRONT OF BOOTH



# PAYMENT ORDER FORM

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STAND #: \_\_\_\_\_

### 1. CONTACT DETAILS

PLEASE COMPLETE YOUR CONTACT DETAILS BELOW.

NAME: \_\_\_\_\_ COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
STAND No: \_\_\_\_\_

### 2. ONSITE VARIATION FEES

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	
<b>SUB TOTAL</b>	
9.5% DAMAGE WAIVER OF SUB TOTAL	
ADMIN FEE – 2.5% OF SUB TOTAL	
35% CARTAGE OF SUB TOTAL (MINIMUM \$175)	
ADD 30% LATE FEE IF APPLICABLE	
10% GST	
<b>SUB PAGE TOTAL:</b>	

PAYMENT MUST BE RECEIVED WITHIN 7 DAYS OF PLACING YOUR ORDER

CHEQUE  BPAY  MASTERCARD  VISA  AMEX  DINERS CLUB

FUNDS TRANSFER – WESTPAC ADDRESS: QUEENS STREET, BRISBANE  
ACCOUNT NAME: MORETON HIRE LTP LTD BSB: 034 635 ACCOUNT NO: 250 666 SWIFT: WPACAU2S

ACCOUNT NAME:

\_\_\_\_\_

EXPIRY DATE: \_\_\_\_/\_\_\_\_

CCV: \_\_\_\_

CREDIT CARD NUMBER:

\_\_\_\_\_

SIGNED: \_\_\_\_\_

1.75% Surcharge applies to Visa and Mastercards.

3% Surcharge applies to Amex and Diners card payments.

Orders not valid unless signed here (Authorised Agent / Card Holder)

### 3. TERMS & CONDITIONS (SEE WWW.MORETON.NET.AU FOR FULL T&C'S)

#### FURNITURE

No orders will be installed until 100% payment is received & processed 2 weeks prior to the event start date.

#### SIGNAGE & AUDIO VISUAL

Please note any signage ordered must be paid for in full prior to the signage approval deadline provided by your account coordinator. If payment and approval made after this date will incur a 30% late fee. If you have ordered any Audio Visual full payment must be made upon confirmation of the order.

\*Orders placed after the form due date are subject to an additional 30% 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.

#### EVENT CANCELLATION – DUE TO PUBLIC HEALTH NOTICE:

In the event that the event is cancelled due to public health notice, no refunds will be issued and a credit note will be honoured to the value of your order less fabrication, signage & audio visual.