

APPLICATION & AGREEMENT FOR EXHIBITION SPACE.

Please note that this form has five parts. Please submit the entire application form for it to be processed.
To submit your application or any queries please contact Julie Holt, Exhibition Director at julie@iecggroup.com.au

PART 1. EXHIBITING COMPANY & CONTACT INFORMATION

Note Information provided will be used for the Show Directory of Exhibitors and Invoicing. Please complete the form in English.

Registered Company Name _____

Trading Name As above Other _____
**Used for invoicing purposes*

Company Email _____

Company Address _____

State/Province _____ Post/Zip Code _____ Country _____

Telephone No. _____ Company Website Address _____

How long has your company been in operation? _____

Where is the company registered/incorporated? _____

Executive Show Contact *(please provide full name)*
**This is the primary contact for all matters regarding your participation.*

Name _____ Mr Mrs Ms Other _____

Role _____ Email _____

Proprietor/Managing Director *(please provide full name)*

Name _____ Mr Mrs Ms Other _____

Invoice address

If the invoice should be provided to an address/entity other than that provided in the Trading Name above please enter it below.

Company Name _____

Address _____

State /Province _____ Post/Zip Code _____ Country _____

Telephone Number _____ Email _____

Invoice Contact

Name _____ Mr Mrs Ms Other _____

Role _____

Are you exhibiting as a co-exhibitor, part of a Group Pavilion, or through an agent? Yes No

If yes, please provide details

Official Use Only
Stand Number
(To be completed by Organiser on acceptance)

PART 2. DETAILED COMPANY & EXHIBIT INFORMATION

Production Format/Business Classification

*Please tick all that apply

Manufacturer Exporter Trader OEM
ODM Industry Association Service Provider Other

Category of Exhibits

Please select a maximum of six categories below. This information may be used for the purpose of the Show Directory and other listings. If you are a business association or industry group you can also select the box below. Additional information against each selected category can be included in the space provided.

Womens Footwear Association
Mens Footwear Outdoor Sporting Footwear
Childrens / Infant Footwear Safety Footwear
Handbags/ Wallets / Leather Accessories Service Provider
Leather Apparel

Production Capacity _____ pieces per month Additional comments _____

Please list your Brand Name(s) if applicable

(If applicable, maximum five)

Please forward a copy of your company's latest promotional brochure for our reference

Product Range

High End Products Medium range products Mass market products
Other Please specify _____

Please list the countries that you currently export to (if applicable, maximum five)

Please provide three current customers and country they are located

Does your company have a local office or distribution in Australia? Yes No

If yes, please provide details _____ Indicate your Minimum Order Qty _____

Please list the expos/fairs that you have exhibited at

Provide details about your company head office and factory locations and approximate number of employees

Provide details of any manufacturing certifications or awards

Are you a member of any chambers of commerce or other trade bodies? If so, provide details

Please describe your business/company (maximum 50 words)

Enquiries.

Julie Holt
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International Exhibition & Conference Group Pty Ltd
Level 1 / 197 Bay Street
Brighton VIC 3186 AUSTRALIA

PART 3. STAND PACKAGES AND PRICING

STAND PACKAGE PRICING

SHELL SCHEME STAND PACKAGE AUD\$665.00 + GST per m² Available in standard 9m² or 12m² or multiples thereof

Shell Scheme Stand Packages are pre-built and furnished according to the standard options outlined below.

Exhibitors may select one of two basic shell scheme stand packages (A or B).

FLOOR SPACE ONLY AUD\$565.00 + GST per m² Minimum 18m²

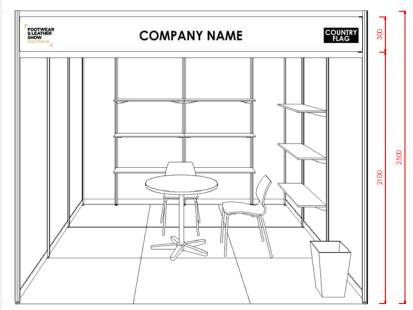
Provides an opportunity for Exhibitors to create their own custom stand build. Stand design and build contractor must be approved by the Organiser 60 days prior to Move In. Exhibitors must arrange their own flooring, walls, lighting, furniture, power, signage and display accessories.

NOTE Additional furniture and display accessories for all packages and custom stand builds for Floor Space Only stands are available through the Official Stand Contractor, Exponet. See www.exponet.com.au or contact Exhibitor Services Dept at esd@exponet.com.au or telephone + 61 3 9676 7777

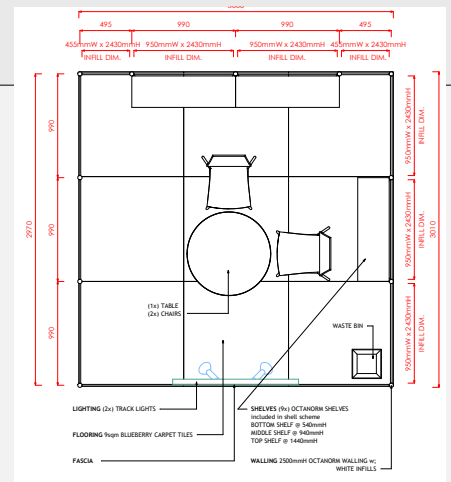
SHELL SCHEME A

SHELVING (9 metres)

Perspective View
9 m²
(3m x 3m inline stand)



Plan View
9 m²
(3m x 3m inline stand)



PRE-BUILT STAND

3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

FASCIA SIGNAGE

Polished aluminium fascia, 300mm deep on all aisle frontages.

All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag decal and stand number. Maximum 30 characters.

POWER

1 x single powerpoint per 9m² or 12m² stand

LIGHTING

2 x track lights per 9m² / 3 x track lights per 12m². Lights are mounted on the inside of the front fascia.

FURNITURE

1 x round table with two chairs. 1 x waste bin.

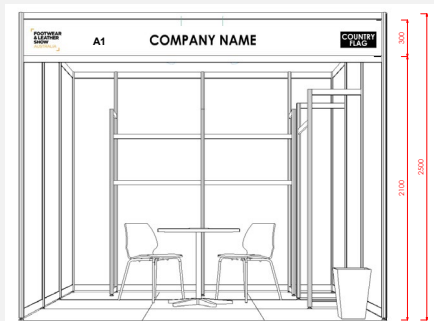
CARPET

Quality carpet tiles

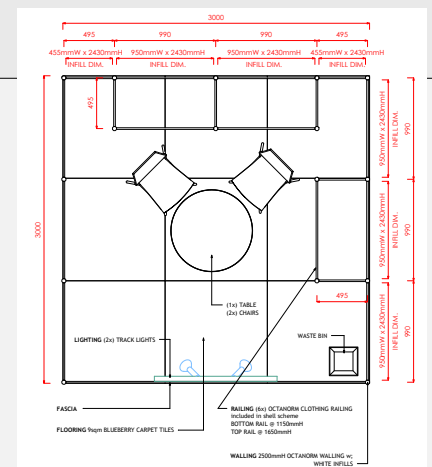
SHELL SCHEME B

HANGING RAILS (4 metres)

Perspective View
9 m²
(3m x 3m inline stand)



Plan View
9 m²
(3m x 3m inline stand)



PRE-BUILT STAND

3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

FASCIA SIGNAGE

Polished aluminium fascia, 300mm deep on all aisle frontages.

All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag decal and stand number. Maximum 30 characters.

POWER

1 x single powerpoint per 9m² or 12m² stand

LIGHTING

2 x track lights per 9m² / 3 x track lights per 12m². Lights are mounted on the inside of the front fascia.

FURNITURE

1 x round table with two chairs. 1 x waste bin.

CARPET

Quality carpet tiles

PART 3. STAND PACKAGES AND PRICING CONTINUED...

Please tick which stand package you select

Shell Scheme A (9 m² or 12m²) _____ (indicate size) **Shell Scheme B** (9m² or 12m²) _____ (indicate size)

*Larger stands are available. Please consult the organiser.

Note If neither option is selected by the Exhibitor, the Organiser will allocate the option deemed the most suitable.

Space Only (minimum 18m²) _____ (indicate size)

Note All exhibitors receive free show catalogue listing.

Number of open sides desired

(This cannot be guaranteed although the Organiser will endeavour to provide depending on availability)

1 open side 2 open sides 3 open sides 4 open sides

Name on signage

(maximum 30 characters. Legal status descriptors such as Pty Ltd etc. may not appear on the signage).

STAND PACKAGE PRICING CALCULATOR

Please complete below to clarify your requirements and calculate the total fee.

Stand Packages	SQM space (m ²) (size of stand ordered)	Rate AUD\$	Subtotal AUD\$
Shell Scheme Package A (Shelving) Includes walls, 2 lights per 9m ² , 3 lights per 12m ² , 1 table, 2 chairs, 1 powerpoint, 1 bin, fascia signage + 9 metres of shelving		\$665.00 per m²	(sqm x rate)
Shell Scheme Package B (Rails) Includes walls, 2 lights per 9m ² , 3 lights per 12m ² , 1 table, 2 chairs, 1 powerpoint, 1 bin, 1 fascia signage + 4 metres of in-built hanging rails		\$665.00 per m²	(sqm x rate)
Floor Space Only		\$565.00 per m²	(sqm x rate)
Fees			
Waste Management Fee (mandatory)		\$75.00 per stand	
Public Liability Insurance (mandatory)*		\$160.00 per company	
Subtotal		⇒	
Add GST 10% of Subtotal		⇒	
TOTAL AMOUNT PAYABLE AUD\$ (includes GST)			

*Insurance applies to each exhibiting company and this includes co-exhibitors in the case of any shared stands or as part of a group pavilion. The Exhibitor may provide their own insurance or procure it from the Organiser (for coverage up to AUD10 million). If the latter option is preferred please include in this Fee Calculator summary as it will be added to your invoice. If your business will be providing its own insurance the Organiser will need to sight a valid certificate of currency for the period from Move In through to Move Out, 28 days prior to Move In.

Enquiries.

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This Exhibition is organised by International Exhibition and Conference Group Pty Ltd on behalf of International Expo Group Pty Ltd, ABN 46 603 264 919.

PART 4. PAYMENTS

PAYMENT TERMS

1. Exhibitors are required to pay 100% of their participation fees within 7 days of receiving confirmation of participation by the Organiser.
2. Confirmed stand assignment and visa invitation letters if applicable will not be provided until the participation fee has been received.
3. It is the responsibility of the exhibitor to inform themselves of information regarding visa applications. Information is available through the Australian Department of Home Affairs website www.homeaffairs.gov.au/visas
4. The Organiser will, at its discretion, provide a letter of invitation to confirmed exhibitors after the participation fee has been paid.
5. It is the Organiser's policy not to provide refunds in the case of a visa not being granted.

PAYMENT METHODS

Payment must be effected in Australian Dollars (AUD\$)

Please email advice of payment and a copy of the remittance to accounts@iecgroupp.com.au

DIRECT DEBIT

Account Name: International Expo Group Pty Ltd

Bank: Commonwealth Bank

Bank Branch Details: 52 Church Street, Brighton, Victoria, Australia

BSB: 062-140 ACCOUNT: 1119-8386

INTERNATIONAL MONEY TRANSFER

SWIFT CODE: CTBAU2S

CREDIT CARD

Mastercard and Visa credit cards accepted with a surcharge of 1.75 %

Please complete the following information to pay by credit card and return to us at accounts@iecgroupp.com.au

Credit Card Authorisation

Card Type Mastercard Visa

Card Number

Card Expiry /

CVV

Card Holders Name _____

Card Holders Signature _____

PART 5. ACCEPTANCE

1. We wish to order the stand/space as indicated including mandatory fees and public liability insurance where indicated, and agree to make payment hereunder on the due date to International Expo Group Pty Ltd.
2. We understand that we must be adequately covered for Public Liability Insurance. Refer to the Exhibition Terms and Conditions for further information.
3. This agreement and declaration together with the accompanying Terms and Conditions along with any Special Conditions on this Order Form, comprise the Agreement between the Exhibitor and the Organiser. The Exhibitor confirms that he/she has received the Exhibition Terms & Conditions and accepts them and that they are legally binding in all parts. This Application and Agreement for Exhibition Space is an enforceable contract once confirmed in writing by both parties to the agreement.
4. We hereby declare that the information provided in the application form is true and correct to the best of our knowledge. We understand that any false or misleading information provided herewith will lead to the rejection of our right to participate in the Exhibition and the Organiser is absolved from any legal responsibility related to the provision of incorrect or misleading information.

Acceptance by the Exhibitor (Authorised Party)	Acceptance by the Organiser (Authorised Party)
Company	Company
Signatory Name	Signatory Name
Signatory Position Title	Signatory Position Title
Date	Date
Signature	Signature

Include Company Stamp where applicable.