



Dear Exhibitor,

ExpoNet is very pleased to be the official supplier of exhibition stands, electrical, AV and furniture supplier for

EXHIBITION | 7th World Congress for NeuroRehabilitation
VENUE | Melbourne Convention & Exhibition Centre
DATES | 16th - 19th May 2012

To assist us with preparations and the smooth installation of your exhibition space, please find enclosed

INFORMATION | Exhibition Stand Details
COMPULSORY FORM | Stand and Fascia Form
OPTIONAL FORMS | Stand Modifications, Power & Lighting, Wall Mounted Shelving & Slat Walls, Stand Layout

Your prompt response would be greatly appreciated, please return your forms and place your orders no later than

DEADLINE | Friday 27th April 2012

Further information on custom stands, stand packages, upgrade options for your stand, our full product catalogue or to order furniture on-line, please go to our website **www.exponet.com.au**.

Should you have any questions relating to the exhibition, your stand, or require further information, please do not hesitate to contact me. We look forward to working with you to maximise your participation in this event.

EXHIBITION COORDINATOR | Carly Molnar
PHONE | 02 9645 7000
E-MAIL | carly.molnar@exponet.com.au



SYDNEY
45 Princes Rd West
Auburn
NSW Australia 2144
P.O. Box 120
Sydney Markets NSW 2129

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F 02 9645 5300
E info@exponet.com.au

MELBOURNE
44 White St
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BRISBANE/GOLD COAST
17 Lochlarney St
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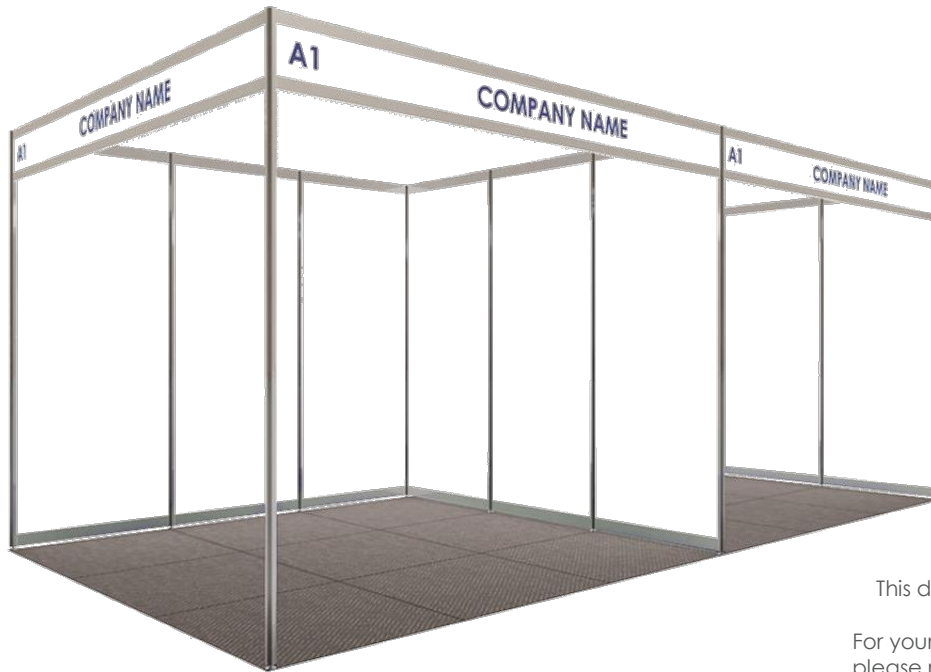
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EXPONET.COM.AU
ExpoNet Pty Ltd ABN 45 132 935 105



7th World Congress for NeuroRehabilitation

Forms Due Friday 27th April 2012



Note:

This diagram is for illustrative purposes only. For your specific stand size please refer to your show plan

The following are incorporated in your Exhibition Stand Package:

Stand Size	For your specific stand size refer to the Show Plan
Walls	2.5m high White walls in an aluminium Octanorm frame
Fascia Sign	Aluminium frame with standard white fascia board Company names will be installed on each open aisle fascia Lettering will be computer cut vinyl in blue on the fascia board Each sign will be a maximum of 30 UPPER CASE characters including spaces
Lighting	2 x 120 watt track mounted spotlights per 9 square metres mounted on the light track inside the fascia
Power	1 x 4amp power point per single stand Located in rear corner of stand unless otherwise specified
Flooring	The existing venue flooring will constitute the flooring of your stand
Items which can be used on walls	When attaching anything to walls, exhibitors are asked to use velco tape, bluetac, double-sided adhesive tape or wall-mounted shelving and slat walls with hooks.
Items not to be used on walls	Please do not use pins, staples, screws, nails, bolts, glue or paint as these cause permanent damage to the panels. Charges will apply for ALL damage to panels.



from the
Crowd

Visit our website for

- custom stands
- cost effective stand packages
- upgrade options

www.exponet.com.au



7th World Congress for NeuroRehabilitation

Contact Name _____
Company _____
Address _____

(include country if other than Australia)

Forms Due **Friday 27th April 2012**
Phone _____
E-mail _____
Fax _____
Stand No. _____
Stand Name _____
(if different to Co. Name)

FASCIA & STAND DETAILS CONFIRMATION

Please Note: Should this form not be returned by the deadline date, the name on your fascia sign will be the **contracted company name** as listed by the Organiser. Any changes required after the sign has been produced will cost \$120.00 per sign plus GST (this includes the cost of the late fee)

To help us service your requirements please confirm the below information by ticking the appropriate box **YES** **NO**

Do you require standard fascia signage as provided in the Stand Package?

- Each open aisle on your stand will have a fascia sign as specified in the Stand Package details
- Maximum of 30 UPPER CASE characters including spaces, name only, omit extensions such as Pty Ltd.
- Additional letters will be charged @ \$5.50 per letter (inc. GST)

YES NO

Please write the name you wish to exhibit:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Would you like a quotation for customised fascia signage?

- You can add your company logo or change the sign colour or font
- Additional charges from \$100 per sign apply, payment must be received with your order or late service fees will be applied
- Logos are required in EPS Illustrator format no later than 14 days prior to exhibition move in
- Please e-mail your enquiry and logo to **carly.molnar@exponet.com.au**

YES NO

Do you wish to remove your fascia board?

- By removing your fascia board, the frame is removed and you will lose the standard track spot light allocation and fascia signage included in the stand package.
- To replace the 2 x track spot lights you will receive 1 x 300W on-arm light which clamps to the rear wall of your stand
- **Note: modifications requested on-site** including the removal of walls, fascia and beams will be charged at \$80 +GST per hour, (minimum of one hour). **Removal** of fascia & lights once installed will be charged at \$140 +GST per hour (minimum of one hour).

YES NO

If you are removing your fascia board, do you want your signage on the back wall of your stand?

- If yes please write the name you wish to exhibit in the boxes above

YES NO

Do you require additional Power & Lighting?

- If yes, please order on the Power & Lighting order form enclosed and complete the Stand Layout form indicating positioning.
- If you have any unusual requirements, i.e: 3 Phase direct wired to machines, please call ExpoNet direct on 02 9645 7000

YES NO



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Contact Name _____
Company _____
Address _____

 (include country if other than Australia)

Phone _____
E-mail _____
Fax _____
Stand No. _____
Stand Name _____
 (if different to Co. Name)

This form is only required if you wish to order changes to your exhibition stand such as adding walls, doors, storage areas or changing the type of flooring or colour of carpet. To view examples go to our website **www.exponet.com.au**. The standard wall colour for this event is **White** with **Venue Flooring**. Prices below include installation. If making changes, please also complete the Stand Layout Form.

FEATURE	TICK OPTIONS REQUIRED	QTY	PRICE (exGST)	SUB TOTAL
Additional Walling	White		\$60 per lineal metre	\$
	Silver Grey		\$60 per lineal metre	\$
Fascia Background Colour	Navy Blue		\$22 per lineal metre	\$
	White		\$22 per lineal metre	\$
	Black		\$22 per lineal metre	\$
	Red		\$22 per lineal metre	\$
Doors	White		\$200 per door	\$
Raised Flooring 32mm high	White		\$80 per sqr metre	\$
	Beech		\$80 per sqr metre	\$
Carpet Tiles (1 metre square)	Black		\$18 per sqr metre	\$
	Charcoal Grey		\$18 per sqr metre	\$
	Bright Blue		\$18 per sqr metre	\$
	Blueberry		\$18 per sqr metre	\$
	Red		\$18 per sqr metre	\$
Underlay	If laying carpet tiles over venue carpet		\$25 per sqr metre	\$
Orders placed after Friday 27th April 2012 incur a compulsory \$60 Late Service Fee				\$

Terms & Conditions

- No orders will be installed until payment is received & processed
- Orders during Move In are subject to late service fee
- Cancellations after delivery are charged at full rate
- Regional surcharges apply outside metropolitan areas
- *Damage Waiver, compulsory fee covers attrition of hired equipment

Please read the complete Terms & Conditions in our brochure or website

Hire Charge Total	\$
ADD 7.5% Compulsory Damage Waiver* of Hire Charge Total	\$
SUBTOTAL	\$
ADD 3% Credit Card Surcharge on Subtotal	\$
TOTAL	\$
ADD 10% GST	\$
INVOICE TOTAL	\$

PAYMENT

Payment must be received at ExpoNet to confirm your order. A 3% credit card surcharge applies.

EFT – BSB: **012-220** A/C: **835 493 704** Account Name: **ExpoNet** Swift Code: **ANZBAU3MXXX**

AMEX VISA MASTERCARD DINERS CHEQUE

NAME ON CARD _____

CARD NUMBER _____ EXPIRY DATE _____ / _____

SIGNATURE _____

Order not valid unless signed by hirer (authorised agent/cardholder)

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POST PO Box 120 Sydney Markets NSW 2129



Additional Power & Lighting Optional Form

7th World Congress for NeuroRehabilitation

Forms Due Friday 27th April 2012

Contact Name _____
Company _____
Address _____

(include country if other than Australia)

Phone _____
E-mail _____
Fax _____
Stand No. _____
Stand Name _____
(if different to Co. Name)

This form is required if you need to order power or lighting **in addition** to what is provided in the stand package (refer to page 2 of this Exhibitor Information). Space only exhibitors must also complete this form.

Attention Space Only Exhibitors, you have NO power or lighting included. To order any requirements, complete this order form and the Stand Layout Form to indicate placement.

CODE	DESCRIPTION	QTY	RATE (exGST)	SUB TOTAL
2701	120 Watt Spotlight on Track (Behind Fascia Only)		\$ 89.00	\$
2702	120 Watt Spotlight on Arm		\$ 111.00	\$
2703	300 Watt Floodlight on Track (Behind Fascia Only)		\$ 110.00	\$
2705	300 Watt Floodlight on Arm		\$ 122.00	\$
2706	Low Voltage 50W 12V Downlight on Arm		\$ 117.00	\$
2759	Fluorescent Light- 4ft Double		\$ 106.00	\$
2710	Single 240volt Power Point to 1000w (maximum 4 amp)		\$ 97.00	\$
2711	Single 240volt Power Point to 2400w (maximum 10 amp)		\$ 117.00	\$
2712	Single 240volt Power Point to 3600w (maximum 15 amp)		\$ 147.00	\$
2739	415volt 32amp 3phase power outlet (5pin plug)		\$ 420.00	\$
2719	415volt 32amp 3phase point outlet with switch board		\$ 620.00	\$

Many additional power & lighting products are available, see our brochure, website or talk to us 02 9645 7000

Orders placed after Friday 27th April 2012 incur 20% surcharge on hire charges with min. of \$60			\$
Terms & Conditions:		Hire Charge Total	\$
• No orders will be installed until payment is received & processed.	ADD 7.5% Compulsory Damage Waiver* of Hire Charge Total		\$
• On-site changes incur a 20% surcharge with \$60.00 minimum.		SUBTOTAL	\$
• Cancellations after installation charged at full rate	ADD 3% Credit Card Surcharge on Subtotal		\$
• Regional surcharges apply outside metropolitan areas		TOTAL	\$
• *Damage Waiver, compulsory fee covers attrition of hired equipment.		ADD 10% GST	\$
Please read the complete Terms & Conditions in our brochure or website		INVOICE TOTAL	\$

PAYMENT

Payment must be received at ExpoNet to confirm your order. A 3% credit card surcharge applies.

EFT – BSB: **012-220** A/C: **835 493 704** Account Name: **ExpoNet** Swift Code: **ANZBAU3MXXX**

AMEX VISA MASTERCARD DINERS CHEQUE

NAME ON CARD _____

CARD NUMBER _____ EXPIRY DATE _____ / _____

SIGNATURE _____ Order not valid unless signed by hirer (authorised agent/cardholder)

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FAX 02 9645 5300
PHONE 02 9645 7000
E-MAIL carly.molnar@exponet.com.au
POST PO Box 120 Sydney Markets NSW 2129



7th World Congress for NeuroRehabilitation

Contact Name _____
Company _____
Address _____

 (include country if other than Australia)

Forms Due Friday 27th April 2012

Phone _____
E-mail _____
Fax _____
Stand No. _____
Stand Name _____
 (if different to Co. Name)

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 stand walls.

Wall Shelving

- There is a minimum order of 2 shelves and a maximum of 4 shelves per one metre wall panel.
- Shelves are capable of holding up to a maximum of 7kgs per shelf
- If shelves are heavily loaded, additional wall panels at right angles to existing walls are required for support
- For safety reasons only ExpoNet staff are permitted to install shelving on our walls



Important: it is essential to complete the Stand Layout Form to indicate the positioning of your shelving.

CODE	PRODUCT	COLOUR	QTY	RATE (exGST)	SUB TOTAL
7011	Flat shelf (100 x 30cm)	Black		\$ 48.00	\$
7010	Flat shelf (100 x 30cm)	White		\$ 50.00	\$
7014	Flat shelf (100 x 30cm)	Glass		\$ 55.00	\$
7016	Sloping shelf (100x30cm)	Black		\$ 48.00	\$
7015	Sloping shelf (100x30cm)	White		\$ 50.00	\$
7050	Slat Wall (2.4m x 1m) hooks not included	White		\$ 310.00 /m	\$
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- *Damage Waiver, compulsory fee covers attrition of hired equipment

Please read the complete Terms & Conditions in our brochure or website

Hire Charge Total	\$
ADD 7.5% Compulsory Damage Waiver* of Hire Charge Total	\$
SUBTOTAL	\$
ADD 3% Credit Card Surcharge on Subtotal	\$
TOTAL	\$
ADD 10% GST	\$
INVOICE TOTAL	\$

Yes, I have filled in the Stand Layout Form identifying where my wall mounted shelving or slat wall is to be positioned

PAYMENT

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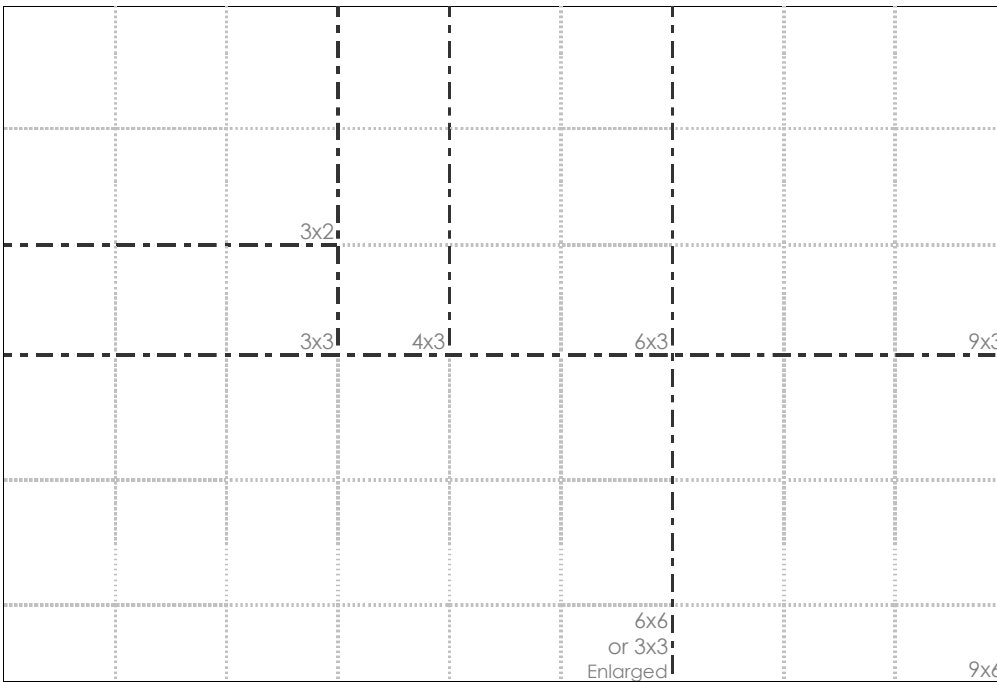
Phone _____
E-mail _____
Fax _____
Stand No. _____
Stand Name _____
 (if different to Co. Name)











This form is only required if you are making changes to the standard package eg, ordering extra walling or doors, wall mounted shelving, adding or changing location of power and lighting, or mounting audio visual equipment.

To assist our installers to ensure the smooth delivery and set up of your requirements, 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 of your stand if you have them.

Guide

1. Mark out your stand indicating walls & open sides in thick pen using the squares as a guide.
2. Use the Electrics Legend to mark in any power & lighting requirements.
3. Mark in location of audio visual equipment and label. NOTE: AV equipment hired from ExpoNet includes installation & cabling support, we are unable to provide this assistance for any other products.
4. Mark location of wall mounted shelving.
5. Show location of any extra walls and doors.
6. Add any comments & make sure you fill in your name, company and stand details above.
7. Return this page with your other forms.



Electrical Legend	
	120w spotlight on arm*
	120w spotlight on track
	300w floodlight on arm*
	300w floodlight on track
	4amp power point
	10amp power point
	15amp power point
	30a 3phase power outlet
	Distribution Board
	Light Stand
Note: * If ordering arm lighting indicate if used to highlight inside of stand or outside (aisle)	

Stand Dimensions	m	X	m	=	Sqr Metres
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