

Exhibitor Order Forms

Show Name: **Alliance Down Under Conference 2019**

Venue: **BCEC, Boulevard Auditorium Foyer**

Show Dates: **Wednesday 12th to Friday 14th June 2019**

Order Forms Due Date: **Friday 31st May 2019**

Official Supplier: **GCD Exhibitions**



NOTE:
 This diagram is for illustration purposes only. For your specific stand size please refer to your Event Organiser

Items allowed on walls:
 When attaching anything to walls, please only use Velcro tape, bluetac, double-sided adhesive tape or wall-mounted shelving & slat walls hooked.

Items not allowed:
 Pins / Staples / Screws / Nails / Bolts / Glue or Paint
 Charges will apply to damaged panels

The following features are included in your Stand Package:

Stand Size	Refer to the floor plan or contact your Event Organiser if unsure
Walls	White Melamine Panels.
Fascia Sign	Black Vinyl Lettering on white background
Lighting	2 x150W track mounted spotlights
Power	1 x 4amp power outlet positioned in rear corner of stand
Flooring	Venue Flooring

Return form to Fiona Meikle
 Fiona Direct: 07 5669 9203 Office: 07 5593 4833
 Email: fiona@gcdex.com.au



Fascia Upgrades and Graphic Wall Panels

Attractive Graphic Upgrades for your Booths

Personalised Fascia - \$90 + GST per fascia

01



CUSTOM LOGO FASCIA



01

Graphic Wall Panels - \$285 + GST each

Order 3 or more panels @ \$265 + GST per panel

Infill graphic panels—inserted into shell scheme frame

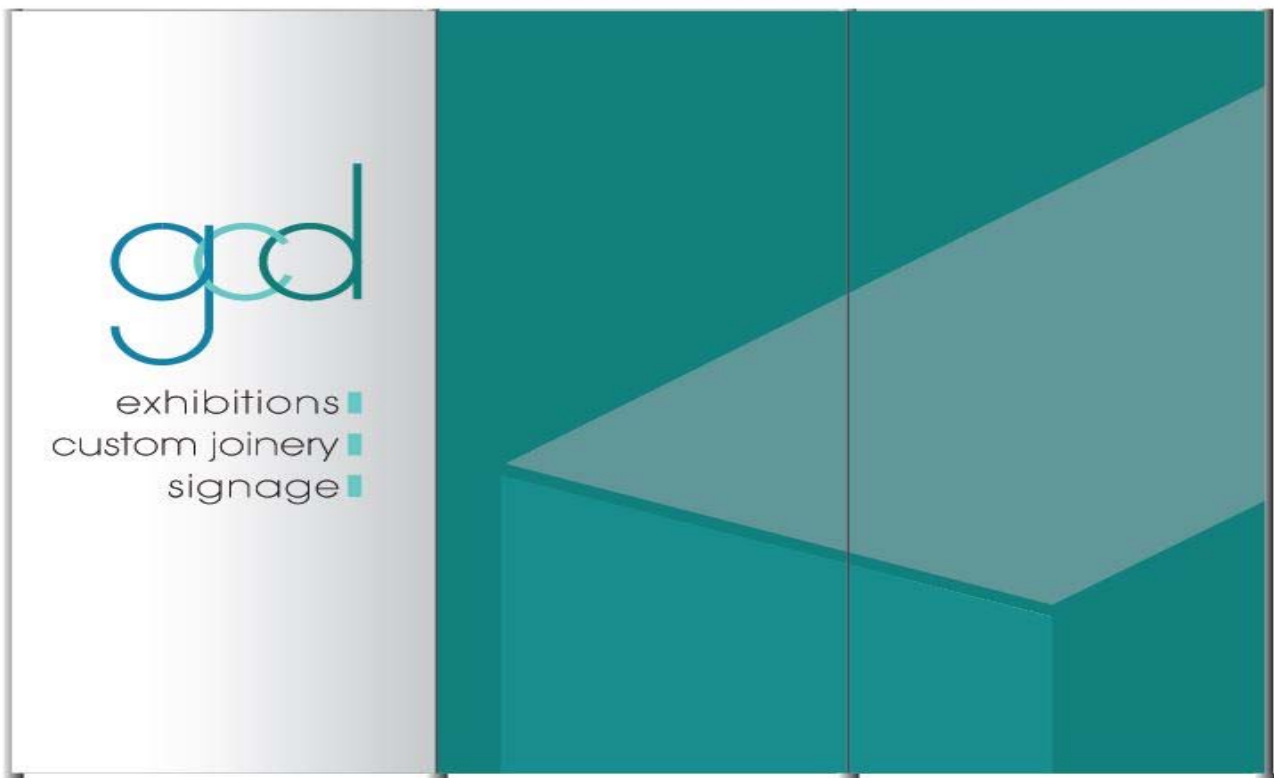
Shell Scheme posts are visible as example below.



Fascia Upgrades and Graphic Wall Panels

Continuous graphic panels (minimum order of 2) —
installed in front of shell scheme posts as example below

**Continuous graphic panels have onsite installation fee
of \$95 + GST**



Fascia Upgrade & Signage Order Form

Compulsory Form

FORM DUE
Friday 31st May 2019

Show Name: **Alliance Down Under Conference 2019**

Company Name	<input type="text"/>	Stand No.	<input type="text"/>
Contact Name	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Mobile	<input type="text"/>

Code	Description	Qty	Unit \$	Total
	Fascia Upgrade per fascia		\$90.00	
	Individual Infill Panels (1-2 panels \$285 + gst each; 3 or more \$265 + gst each)			
	Continuous Panels (Minimum order 2 panels @ \$285 + gst each; 3 or more \$265 + gst each)			
	Onsite Continuous Graphic Panel Installation Fee		\$95.00	
PLEASE READ—TERMS OF PAYMENT				
<ul style="list-style-type: none"> • Terms of payment – Orders cannot be confirmed until all hire and other charges have been paid in full. • Late orders placed after deadline date will incur a \$50 late order fee • GCD Exhibitions are not responsible for any goods left in or on our equipment after the exhibition has finished. • Please notify GCD Exhibitions of any problems with your order on delivery – no discussion will be entered into after exhibition closes. 				
			TOTAL	
			Add 10% GST	
			Invoice Total	

ACKNOWLEDGMENT OF TERMS & CONDITIONS:
I hereby confirm acceptance of the terms & conditions of hire set out in the attachments to this order form and above.
ORDER MUST BE SIGNED AND DATED BY THE HIRER.
SIGNED _____ DATE ____ / ____ / ____

EFT Transfer **Please tick if you wish to do an EFT Transfer, so an invoice with our payment details can be sent to you.**
On receipt of invoice please email Remittance to accounts@gcdex.com.au to confirm payment.

American Express Mastercard Visa JCB

CREDIT CARD SURCHARGES APPLY: MASTERCARD/VISA/AMEX/JCB Cards 1%

Account Name Credit Card No

Exp Date ____ / ____ Signature

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Furniture Order Form

FORM DUE
Friday 31st May 2019

Show Name: **Alliance Down Under Conference 2019**

Company Name	<input type="text"/>	Stand No.	<input type="text"/>
Contact Name	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Mobile	<input type="text"/>

Code	Description	Qty	Unit \$	Total
IMPORTANT INFORMATION – PLEASE READ – TERMS OF PAYMENT & HIRE CONDITIONS			Hire Charge Total	
<ul style="list-style-type: none"> • All orders are subject to stock availability. • Hire subject to terms and conditions at the back of these forms. • Terms of payment – Orders cannot be confirmed until all hire and other charges have been paid in full. • Late orders placed after deadline date will incur a \$50 late order fee • GCD Exhibitions are not responsible for any goods left in or on our equipment after the exhibition has finished. • Please notify GCD Exhibitions of any problems with your order on delivery – no discussion will be entered into after exhibition closes. 			Cartage & Placement 20%	
			Damage Waiver 7.5%	
			Late Fee	
			TOTAL	
			Add 10% GST	
			Invoice Total	

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Account Name Credit Card No

Exp Date / Signature

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Audio Visual Order Form

Show Name: **Alliance Down Under Conference 2019**

Important: If hiring AV from GCD - it is your responsibility to provide GCD with information on any equipment that you will be connecting to hired TV's/AV items on the following page.

FORM DUE
Friday 31st May 2019

Company Name	<input style="width: 95%;" type="text"/>	Stand No.	<input style="width: 95%;" type="text"/>
Contact Name	<input style="width: 95%;" type="text"/>	Phone	<input style="width: 95%;" type="text"/>
Email	<input style="width: 95%;" type="text"/>	Mobile	<input style="width: 95%;" type="text"/>

Code	Description	Media Format	1-3 Days	4-7 Days	Qty	Unit \$	Total
AV101	32" Soniq E32V17B HD LED LCD Screen	MPEG4.mpg;MPEG2.mpg AVI.avi; Ts.ts; MP3	\$280.00	\$350.00			
AV102	32" Soniq HD LED LCD TV with built in DVD Player	MPEG4.mpg;MPEG2.mpg AVI.avi; Ts.ts; MP3	\$280.00	\$350.00			
AV103	39" Hisense Full HD Smart LED Screen	MPEG4.mpg;MPEG2.mpg AVI.avi; Ts.ts; MP3	\$300.00	\$400.00			
AV104	40" Soniq Full HD LED Screen	MPEG4.mpg;MPEG2.mpg AVI.avi; Ts.ts; MP3	\$305.00	\$405.00			
AV106	43" Soniq Full HD ED LCD Smart Screen	MPEG4.mpg;MPEG2.mpg AVI.avi; Ts.ts; MP3	\$390.00	\$505.00			
AV107	50" Hisense 4 Series LED LCD Smart Screen	MPEG4.mpg;MPEG2.mpg AVI.avi; Ts.ts; MP3	\$640.00	\$800.00			
AV108	55" Soniq LED LCD Screen	MPEG2.mpg AVI.avi; Ts.ts; MP2	\$690.00	\$850.00			
AV109	75" Soniq UX17A 4K UHD Smart LED LCD Screen		\$1,000.00	\$1,500.00			
AV111	Blue Ray/DVD Player—Australian Region		\$20.00	\$20.00			
AV112	Blue Ray/DVD Player Laser—All Region		\$30.00	\$30.00			
AV113	DVD Player Only—Australian Region		\$15.00	\$15.00			
AV120	Teac BD150HD Multi Region Blue Ray/DVD/CD/Media Player Video Formats:H.264/MPEG1/MPEG-2/MPEG4/WMV	USB Capable MP3, JPEG, PNG, GIF	\$45.00	\$45.00			
AV114	TV Floor Stand (Suitable 42"-55" Screen)		\$70.00	\$140.00			
AV115	Wall Mount Bracket (Flat Screen 30-65")		\$45.00	\$55.00			

PLEASE READ—TERMS OF PAYMENT AND HIRE CONDITIONS

- All orders are subject to stock availability
- Hire subject to terms and conditions at the back of these forms.
- Terms of payment – Orders cannot be confirmed until all hire and other charges have been paid in full.
- **Late fee of \$50 will be incurred for orders placed after deadline date.**
- GCD Exhibitions are not responsible for any goods left in or on our equipment after the exhibition has finished.
- Please notify GCD Exhibitions of any problems with your order on delivery – no discussion will be entered into after exhibition closes.

	Hire Charge Total	
	Cartage and Placement 20%	
	Damage Waiver 7.5%	
	Late Fee	
	Total	
	Add 10% GST	
	Invoice Total	

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ORDER MUST BE SIGNED AND DATED BY THE HIRER.

SIGNED _____ DATE / /

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Account Name Credit Card No

Exp Date / Signature

Electrical Order Form

Show Name: Alliance Down Under Conference 2019

FORM DUE
Friday 31st May 2019

Company Name	Stand No.
Contact Name	Phone
Email	Mobile

Description	Price	Qty	Total
150W Track Mounted Flood	\$75.00		
150W Halogen Vario Armlight	\$95.00		
300W Halogen Armlight	\$110.00		
LED Armlight	\$98.00		
4 amp power outlet	\$85.00		
10 amp power outlet	\$105.00		
15 amp power outlet	\$120.00		
3 Phase Distribution Board	POA		

Description of Electrical Goods to be Used on your Stand:

<p style="text-align: center;">IMPORTANT INFORMATION – PLEASE READ – TERMS OF PAYMENT & HIRE CONDITIONS</p> <ul style="list-style-type: none"> All orders are subject to stock availability. Hire subject to terms and conditions at the back of these forms. Terms of payment – Orders cannot be confirmed until all hire and other charges have been paid in full. <li style="color: red;">Late orders placed after deadline date will incur a \$50 late order fee GCD Exhibitions are not responsible for any goods left in or on our equipment after the exhibition has finished. Please notify GCD Exhibitions of any problems with your order on delivery – no discussion will be entered into after exhibition closes. 	Hire Charge Total
	Cartage & Placement 20%
	Damage Waiver 7.5%
	Late Fee
	TOTAL
	Add 10% GST
	Invoice Total

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Stand Layout

Show Name: **Alliance Down Under Conference 2019**

FORM DUE
Friday 31st May 2019

Company Name	<input type="text"/>	Stand No.	<input type="text"/>
Contact Name	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>	Mobile	<input type="text"/>

About this Form:

To assist our installers and ensure the smooth delivery and setup of your requirements, **please draw the layout of your booth** showing - as clearly as possible - any modifications you wish to make and any information you need us to know.

Drawing Checklist:

- Walls**—Draw your stand walls in thick black pen
- AV**—Draw & label AV
- Shelving** - Draw & label Placement & quantity
- Furniture** - Draw a circle, square or rectangle shape to best suit furniture shape. Please label
- Graphic Wall Panels** - Draw a red line where panels are to be placed.

Draw your stand floor-plan in the grid box

Stand Dimensions m X m

Please use this section to notify us of any additional information about your stand

Notes: _____

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Before sending your digital files, please read the following specifications. If you are unsure about the specifications, please do not hesitate to contact us prior to sending your file. Phone: 07 5593 4833.

Type of File:

Please select the type of file used for artwork. We accept the following:

- High res PDF—(CS 3 or lower) **all text converted to outlines or paths**
- Adobe Illustrator (CS3 or lower) - Digital printing only.
- Corel Draw, Version 12 or lower

We are unable to accept Quark files

Artwork Set-up: CMYK

File has been set up at correct size for final image: - ie

- For images up to 1sqm, supply all image files at 100% with images at 100dpi. Convert any text within the image to outlines.
- For images between 1sqm & 3sqm, supply all image files at 50% with images at 200dpi. Convert any text within the image to outlines.
- For images above 3sqm, supply all image files at 25% with images at 400dpi. Convert any text within the image to outlines.
- Bleeds of at least 10mm have been allowed.
- All text has been converted to outlines or paths.**
- High Resolution PDF files are accepted and may be emailed to a maximum file size of 10MB.
- Logos have been supplied as VECTOR ART where possible. i.e: eps or a.i files.
- All relevant pms colours have been supplied.
- Laser proof or e.proof supplied.**

Acceptable Media:

We are able to accept files by:

- CD ROM
- DVD ROM
- Email of high res PDF Files at 300dpi (10MB max file size)
- Sent via FTP (file transfer protocol)

Images For Large Format Digital Printing



Good Image Resolution



Low Image Resolution

Size	Image Size & Resolution
up to 1sqm	100% @ 300dpi
1sqm up to 3sqm	50% @ 150dpi
above 3sqm	25% @ 100dpi

BAJAC PTY LTD (ACN 011 043 717) TRADING AS GCD EXHIBITIONS
TERMS AND CONDITIONS – EQUIPMENT HIRE

Terms & Conditions

1. These terms and conditions (Terms) govern the hiring of equipment by you (Hirer) from Bajac Pty Ltd (ABN 16 011 043 717) trading as gcd Exhibitions (hereafter referred to as GCD), and where the context requires, its officers, employees contractors and agents. "Equipment" means the items hired out by GCD to the Hirer. "Hirer" means any person who requests GCD to hire Equipment to it, including its employees and agents.
2. **GENERAL** - All hire items remain the property of GCD at all times. GCD retains the right to alter, vary or substitute any item without notice. All goods are subject to stock availability.
3. **PRICES** - Unless otherwise indicated, all pricing is exclusive of GST, cartage and damage waiver. Prices are for the duration of the exhibition not exceeding 7 days.
4. **PAYMENTS** - Orders cannot be confirmed until all hire and other charges have been paid in full & processed.
5. **CREDIT CARD PAYMENTS** - A Surcharge applies to all payments made by credit card.
6. **LATE ORDERS**- Furniture, Audio Visual orders, Fascia Signage and Electrical requirements received later than five (5) days prior to the opening of the event or placed during move in are to be charged an additional late order service fee of 20% with a minimum \$50.00 charge.
7. **CARTAGE & PLACEMENT** - All cartage and placement of equipment will be carried out by GCD staff or their representatives.
8. **PICK UP** - All equipment must be available for pick up immediately after the event. No responsibility is taken for any goods left in or on our equipment after close of the event.
9. **CANCELLATIONS** - Any product delivered then canceled will be charged at full rate. Goods canceled less than 5 days prior to exhibition opening, but not installed will be charged at 50% of full rate.
10. **CLAIMS** - Please notify GCD of any problems with your order on delivery. No discussion will be entered into once delivery is accepted.

Hiring Terms & Conditions

1. **Terms of Payment** - The Hirer agrees to pay the hire charge and any other charges, including charges for loss, damage and repairs together with any tax, GST, duty, levy, or other expenses paid or payable by GCD. All hiring charges including taxes and duties are to be paid in full prior to delivery of the equipment. The Hirer agrees to provide GCD with the Hirer's credit card number, expiry date and any other information, which may be necessary to debit the Hirer's credit card prior to delivery of the equipment. Subsequent charges for loss, damage, repairs or other expenses will be charged to the credit card provided. The Hirer agrees to pay any expenses incurred or loss suffered by GCD as a result of breach of the Hirer of its obligation pursuant to these Terms (including legal costs on a solicitor-client basis) and to pay all costs and expenses incurred by GCD, its legal advisers, mercantile agents and others in respect of anything instituted or being considered against the Hirer, whether for debt, possession of any Equipment or otherwise.
2. **Termination of Hire** - GCD at its discretion may notwithstanding the specified period of hire and notwithstanding any waiver of any previous default by the Hirer forthwith terminate this Agreement with or without notice to the Hirer and re-possess the equipment in any of the following events:
 - a) If the Hirer does or permits any act or thing whereby GCD's rights in the equipment are or may be prejudiced.
 - b) If the Hirer becomes or is made insolvent or bankrupt or makes any arrangement or composition with his creditors or in the case of a Hirer being a limited company, should any order be made or resolution passed for the winding up of such company or an Administrator, Receiver or Manager be appointed.
 - c) If the Hirer commits any breach of this Agreement.

For the purposes of repossessing the equipment, GCD may enter into or upon any premises where the equipment may be without prejudice to the rights of GCD to recover from the Hirer any moneys due hereunder or any damages for breach thereof and so far as allowed by law the Hirer indemnifies GCD in respect of any claims, damages or expenses arising out of any action taken under this clause.

3. **The Hirer's Obligations** - The Hirer will:
 - a) bear responsibility for the Equipment hired from the time of its delivery until collection by or return to GCD;
 - b) upon installation, delivery or collection of the Equipment immediately examine the Equipment to satisfy itself as to its condition

and suitability and fitness for the purpose to which it requires the Equipment. In accepting the Equipment the Hirer acknowledges that it has duly examined the Equipment and has satisfied itself as required. The Hirer acknowledges that it has not in any way relied upon the skill or judgement or any representation made by or on behalf of GCD in respect of the Equipment, its purpose, suitability or performance. Should the Hirer alter its installation or delivery requirements prior to, during, or after installation or delivery, the Hirer is liable for all extra costs of GCD's employees and cartage;

- c) assume the risk of and indemnify and hold GCD harmless on pay to GCD on demand all costs and expenses whatsoever arising from and against any and all property damage and personal injury resulting from:

- i. the use of the Equipment;
- ii. all necessary surface repairs.

- d) use the Equipment in a proper, safe and prudent manner and only for the purpose and capacity for which it was designed.
- e) ensure all Equipment is ready for collection by GCD, in a clean, dry and properly packed condition and if being collected, is readily accessible. The Hirer will pay for all cleaning or drying costs and for any damage resulting from not properly drying, cleaning and/or packing the Equipment.

4. Loss of or Damage to Equipment

If the Equipment is lost, breaks down or is damaged, the Hirer must immediately notify GCD of the details. Notification shall not absolve the Hirer from its obligations under these Terms. In the event that the Equipment breaks down or becomes unsafe to use, the Hirer shall immediately stop using the Equipment and take all necessary steps to prevent the Equipment from sustaining any further damage. The Hirer must also take all steps necessary to prevent injuries from occurring to any person or property as a result of the condition of the Equipment and must not repair or attempt to repair the Equipment. If the Equipment is lost or damaged the Hirer shall without limitation be liable for the following:

- a) all costs incurred by GCD in repairing or replacing the Equipment;
- b) hire charges for the Equipment until the Equipment is replaced or repaired;
- c) all other costs and expenses whatsoever incurred or loss suffered by GCD as a result of the damage to or loss of the Equipment.

5. Release and Indemnity

The Hirer hereby releases GCD from, and agrees to indemnify GCD in respect of any third party claims, action, suits, demands, costs and expenses for damage or injury to person or property arising directly or indirectly out of the hire or use of the Equipment by the Hirer or these Terms.

6. Damage Waiver

Damage Waiver is payable by the Hirer to cover the cost associated with the normal wear and tear to the equipment. It does not apply to any other damage to Equipment including:

- a) damage resulting from misuse, abuse or improper servicing of Equipment
- b) damage due to loss of the Equipment;
- c) damage caused by the use or operation of Equipment in contravention of any of the conditions of this agreement;
- d) damage to, or loss of, the Equipment from any unknown cause.

7. Insurance

The Hirer will maintain at its own expense all appropriate policies of insurance:

- a) for theft and damage to the Equipment hired in an amount not less than the full replacement cost of the Equipment;
- b) for liability, property and casualty insurance coverage in amounts necessary to fully protect GCD and its Equipment against all claims, loss or damage whatsoever.

8. Special Conditions of Electrical Hire

Hirers should note that all electrical equipment used in an exhibition or event supplied by GCD or its subcontractors is operated solely by GCD. Further, such electrical equipment remains under the sole control of GCD. A Hirer is permitted only to connect their own electrical equipment to any power points (GPO) supplied. Any other use or change to electrical equipment supplied and operated by GCD or its contractors may only be undertaken by GCD or its contractors or the approval of owner.

9. Price Lists

Any price lists published by GCD may be changed without notice.

10. Availability

All goods are subject to stock availability.