EXHIBITORS
SCIENTIFIC PROGRAM
INTERNATIONAL SPEAKERS
WORKSHOPS

RANZCR
CANBERRA 2018
25 - 28 October
National Convention Centre

69TH ANNUAL SCIENTIFIC MEETING

OUR PLACE IN THE UNIVERSE
NETWORKING EVENTS
1000+ DELEGATES
SOCIAL PROGRAM

Exhibition Manual
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SECTION 1: Important information

ASM Overview

We're really excited about hosting The Royal Australian and New Zealand College of Radiologists' (RANZCR) 69TH Annual Scientific Meeting at the National Convention Centre, Canberra 25 - 28 October 2018.

The program reflects our belief that strong collaboration with our clinical colleagues and industry providers is fundamental to the appropriate and targeted use of modern imaging and radiation therapy to produce the best patient outcomes. The Organising Committee has secured a number of high profile keynote speakers that will ensure a strong scientific program which will attract high attendance to the 2018 ASM. A copy of the full ASM program can be downloaded from the ASM website [HERE](#).

Exhibition participation provides an excellent platform from which to reach a high profile, highly-targeted audience of healthcare professionals.

We look forward to welcoming you to RANZCR 2018 ASM and working with you to ensure a mutually rewarding experience.

ASM Managers

![Encanta Event Management Logo]

**ASM Manager**
Renee Bennett
Event Manager
P: +61 18 9389 1488
M: +61 411 105 569
E: renee.bennett@encanta.com.au

**General Enquiries**
Daniela Dwyer
Senior Event Coordinator
P: +61 18 9389 1488
E: daniela.dwyer@Encanta.com.au

**Sponsorship and Exhibition Manager**
Emily Chee
Event Manager
P: +61 8 9389 1488
M: +61 409 686 942
E: emily.chee@encanta.com.au

**Registration and Accommodation Enquiries**
Charlotte Strike
Event Coordinator
P: +61 18 9389 1488
E: charlotte.strike@Encanta.com.au

**Disclaimer**

All best endeavours will be made to present the program as shown on the ASM website. The ASM and its agents reserve the right to alter without prior notice, any of the arrangements, timetables, plans or other items relating to the ASM, for any cause beyond its reasonable control. Neither RANZCR nor Encanta will be liable for any loss or inconvenience caused as a result of such alteration. In the event of unforeseen circumstances, neither party accept responsibility for loss of monies caused by delays. Participants are advised to take out personal travel insurance and to extend their policy to cover personal possessions. The ASM does not cover individuals against cancellations of bookings or theft or damage to belongings.
Preferred Suppliers

**Exhibition Booths and Furniture**
Moreton Hire
Courtney McNamara
P: +61 3 9300 5763
F: +61 3 9300 5733
M: 0417 478 652
E: courtney.mcnamara@moreton.net.au
W: www.moreton.net.au

**Freight Deliveries & Materials Handling**
Agility Fairs & Events
Seamus Campbell-Millar
P: +61 3 9330 9014
F: +61 3 9330 3337
E: scampbell@agility.com
W: www.agility.com

**Audio Visual & Rigging**
Encore Event Technologies
Daniel Adams
T: 61 2 6276 5217
E: Daniel.adams@encore.anzpac.com

**Venue**
National Convention Centre Canberra
Exhibitor Services
P: +61 2 6276 5200
E: NCC.Sales@ihg.com
W: www.nccc.com.au
<table>
<thead>
<tr>
<th>DATE</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/8/18</td>
<td><strong>LOGO</strong>&lt;br&gt;Provide ENCANTA with a <em>jpeg</em> and <em>eps</em> copy of your organisation’s logo for inclusion on the ASM material. Email to <a href="mailto:emily.chee@encanta.com.au">emily.chee@encanta.com.au</a></td>
</tr>
<tr>
<td>31/8/18</td>
<td><strong>PROFILE</strong>&lt;br&gt;Please provide a 75 word organisation profile to be included on the ASM App. Email to <a href="mailto:emily.chee@encanta.com.au">emily.chee@encanta.com.au</a></td>
</tr>
<tr>
<td>31/8/18</td>
<td><strong>CONTACT DETAILS</strong>&lt;br&gt;Provide Encanta with the Contact Details for one representative of the ASM App. Email to <a href="mailto:emily.chee@encanta.com.au">emily.chee@encanta.com.au</a></td>
</tr>
<tr>
<td>31/8/18</td>
<td>Name:&lt;br&gt;Organisation:&lt;br&gt;Website:&lt;br&gt;Email:&lt;br&gt;Phone:</td>
</tr>
<tr>
<td>31/8/18</td>
<td><strong>RIGGING</strong>&lt;br&gt;Should you require rigging, please advise <a href="mailto:emily.chee@encanta.com.au">emily.chee@encanta.com.au</a> and the NCCC</td>
</tr>
<tr>
<td>31/8/18</td>
<td><strong>PROMOTION ON THE ASM APP</strong>&lt;br&gt;Provide Encanta with up to 2 promotional electronic flyers to be included under your profile on the ASM APP. Flyers to be up to 2MB each. Email to <a href="mailto:emily.chee@encanta.com.au">emily.chee@encanta.com.au</a></td>
</tr>
<tr>
<td>31/8/18</td>
<td><strong>INSURANCE</strong>&lt;br&gt;Provide ENCANTA with a Certificate of Currency for your Public Liability insurance. Email to <a href="mailto:emily.chee@encanta.com.au">emily.chee@encanta.com.au</a></td>
</tr>
<tr>
<td>31/8/18</td>
<td><strong>REGISTER STAFF</strong>&lt;br&gt;Each Exhibition Booth/Space Only receive 2 x Premium Exhibitor Registrations.&lt;br&gt;To register your Premium Exhibitor Registrations, please <a href="#">click here</a>&lt;br&gt;To purchase additional Basic Exhibitor Registrations, please <a href="#">click here</a></td>
</tr>
<tr>
<td>7/9/18</td>
<td><strong>BOOTH PLANS AND RIGGING PLANS</strong>&lt;br&gt;Custom Booth and Rigging plans to be submitted for approval to National Convention Centre Canberra and copied to Encanta. Email to <a href="mailto:Letizia.Dorr@ihg.com">Letizia.Dorr@ihg.com</a> and <a href="mailto:emily.chee@encanta.com.au">emily.chee@encanta.com.au</a></td>
</tr>
<tr>
<td>15/9/18</td>
<td><strong>ADDITIONAL ORDERS</strong>&lt;br&gt;Place order for additional services provided by the venue including telecommunications with the National Convention Centre Canberra.</td>
</tr>
<tr>
<td>24/9/18</td>
<td><strong>SIGNAGE</strong>&lt;br&gt;Confirm booth fascia signage details with Moreton Hire.</td>
</tr>
<tr>
<td>24/9/18</td>
<td><strong>DELIVERIES</strong>&lt;br&gt;Confirm freight and materials handling requirements are booked with Agility Fairs and Events.</td>
</tr>
</tbody>
</table>
**SECTION 2: Exhibition Details**

**Exhibition Venue**
Exhibition Hall  
National Convention Centre Canberra  
31 Constitution Ave, Canberra ACT 2601  
P: +61 2 6286 5200

**Exhibitor Highlights**
Below are the key details you will need to facilitate your exhibition booth at RANZCR 2018. Please refer to each section throughout this document for further detail on all areas.

**Moreton Hire and Rigging Move In and Mark Out**  
Tuesday 23 October

**Custom Stand Build Commence**  
Wednesday 24 October  
0800 - 1500

*Build must be complete by 15:00 and only soft fitout can occur for OHS with exhibitor move in.*

<table>
<thead>
<tr>
<th>Exhibitor Access / Move In</th>
<th>Exhibitor Move Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday 24 October</td>
<td>Sunday 28 October</td>
</tr>
<tr>
<td>15:00 – 18:00</td>
<td>11:00 – 14:00</td>
</tr>
</tbody>
</table>

**Venue Access**

**Access for Bump In and Bump Out**
Main vehicle access to the Exhibitor Loading Area (side of the Exhibition Hall) at the NCCC is via Constitution Avenue.  
**The height of the exhibitor loading dock is 3.9m.** All goods must be removed from the venue by the next working day.

The Exhibition Hall loading dock and terrace at the NCCC is for loading and unloading equipments for contractors working onsite.

Access to the Exhibition Hall terrace is restricted to between the hours of 0800hrs – 2000hrs. Any bump in before 0800hrs or bump out after 2000hrs unloading/ loading of equipments is via the side back crate loading dock. This may be subject to changes.

Parking of personal vehicles is not allowed at the Exhibition Hall loading dock and terrace for both exhibitors and contractors during bump in and bump out. All cars/vans need to be parked in a designated car park, paid underground parking is available under the NCCC or there is additional public paid parking available across Constitution Avenue.

Exhibitors/contractors should be aware NCCC does not have a forklift on site. It is recommended exhibitors bring own trolleys for moving exhibitor’s goods.
The general goods loading dock is open from 0800 to 1600 Monday to Friday (closed on public holidays). The Exhibition Hall loading dock is open depending on the approved event bump in/bump out schedule. Under no circumstances are vehicles to be left unattended on the terrace area or on the loading dock for a period of over 30 minutes.

Only designated service entrances, lifts and loading docks are to be use for the transportation of materials.

**Disclaimer**

National Convention Centre, Agility and Encanta will not accept responsibility to the collection of goods (including consignment notes) and for any items delivered or left for collection outside the times advised above.

**Deliveries**

All exhibition goods being delivered to the NCCC should be marked with a delivery label (refer to attached form, page 35). Arrangements should be made for goods to arrive on the Exhibitor bump-in day (Wednesday 24 October) or up to two working days prior.

- The NCCC does not take or accept responsibility for the safety of any items, delivered, stored or dispatched to the site in the absence of the exhibitor, agent or contractor
- Deliveries can only be accepted on Monday – Friday between 8am-4pm.
- NCCC labels found on page 35 must be used and fully completed prior to the delivery being sent. Any goods that are not labelled correctly or delivered outside of two working days prior to the event may be not accepted by the NCCC.
- **The NCCC does not have a forklift on site.** If you require delivery of non standard Australian pallets (larger than 1165mm x 1165mm and/or heavier than 1t) the truck may require a working tailgate or alternatively please contact your Agility to discuss a solution.
- All hand loaded items need to be under 25kg or have another way of moving them (eg. attached wheels)

**Collection**

- All goods must be removed by the next working day, Monday 29 October. The NCCC reserves the right to dispose of any goods left at the NCCC after 7 days.
- A completed consignment note must be attached to boxes for prompt collection. It is advised that exhibitors using a courier service book a pick up time with the courier company of your choice prior to bump out time.
- Consignment notes should be organised prior to the end of the event. Please note that NCCC staff cannot sign the dangerous goods declaration/customs form.
- If goods need to be collected urgently, please advise the NCCC to discuss how we can help you.

**Storage**

Goods will only be accepted two working days prior to an event. Any goods that arrive more than two working days prior to the event the NCCC has the right to decline the delivery. Materials for packaging, crates, boxes etc. should be labelled, and removed from the premises during exhibition open hours. Packing materials may only be stored at your stand if they are out of sight and must be contained within the booth area. Once the event has concluded, all goods should be removed from the NCCC by the next working day. If you have any delays in pick up please notify the NCCC.
Exhibition Floorplan

Exhibition Hall

NOTE: Floor plan is subject to change, the exhibition manager reserves the right to alter the floor plan as circumstances dictate.
## Exhibitor List

Up-to-date as of 14 August 2018

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Stand Number</th>
<th>Organisation</th>
<th>Stand Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>AbbVie Pty Ltd</td>
<td>015</td>
<td>Hologic (Australia) Pty Ltd</td>
<td>019</td>
</tr>
<tr>
<td>alphaXRT</td>
<td>016 &amp; 17</td>
<td>Hyland</td>
<td>061</td>
</tr>
<tr>
<td>American Institute for Radiologic Pathology</td>
<td></td>
<td>Imaxeon Pty Ltd</td>
<td>011</td>
</tr>
<tr>
<td>BOQ Specialist</td>
<td>018</td>
<td>I-MED Radiology Network</td>
<td>020</td>
</tr>
<tr>
<td>Brainlab Australia Pty. Ltd</td>
<td>032</td>
<td>Intelerad Medical Systems</td>
<td>036 &amp; 038</td>
</tr>
<tr>
<td>CamHealth Pty Ltd</td>
<td>059 &amp; 060</td>
<td>Kestral Computing</td>
<td>044 &amp; 045</td>
</tr>
<tr>
<td>Cancer Institute NSW</td>
<td>054</td>
<td>M*Modal</td>
<td>025</td>
</tr>
<tr>
<td>Canon Medical Systems ANZ Pty Limited</td>
<td>050</td>
<td>MedCurrent Corporation</td>
<td>064</td>
</tr>
<tr>
<td>Carl Zeiss Pty Ltd</td>
<td>065</td>
<td>Pacific Radiology</td>
<td>009</td>
</tr>
<tr>
<td>Central Data Networks Pty Ltd</td>
<td>006</td>
<td>Philips Healthcare</td>
<td>030 &amp; 30A</td>
</tr>
<tr>
<td>Claremont Health Equipment Finance</td>
<td>014</td>
<td>Radiology DU</td>
<td>063</td>
</tr>
<tr>
<td>Comrad Medical Systems</td>
<td>027 &amp; 029</td>
<td>Regional Radiology Group</td>
<td>031</td>
</tr>
<tr>
<td>CorTechs Labs</td>
<td>012</td>
<td>Sectra Pty Ltd</td>
<td>008</td>
</tr>
<tr>
<td>Culpan Medical Pty Ltd</td>
<td>062</td>
<td>Shimadzu Medical</td>
<td>051</td>
</tr>
<tr>
<td>Diagnostic Imaging Australia Pty Ltd</td>
<td>022</td>
<td>Soliton IT</td>
<td>013</td>
</tr>
<tr>
<td>Elekta</td>
<td>028</td>
<td>Sonic Healthcare / SKG Radiology</td>
<td>005</td>
</tr>
<tr>
<td>European Society of Radiology</td>
<td>023</td>
<td>Tego</td>
<td>043</td>
</tr>
<tr>
<td>Everlight Radiology</td>
<td>053</td>
<td>The Australian Digital Health Agency</td>
<td>026</td>
</tr>
<tr>
<td>EverX Pty Ltd</td>
<td></td>
<td>Tolmar Australia</td>
<td>024</td>
</tr>
<tr>
<td>GE Healthcare</td>
<td>033 &amp; 034</td>
<td>Varian Medical Systems Australasia</td>
<td>046, 047, 048 &amp; 049</td>
</tr>
<tr>
<td>GRC Surgical Pty Ltd</td>
<td>010</td>
<td>VisionRT</td>
<td>057 &amp; 058</td>
</tr>
<tr>
<td>Guerbet Australia Pty Ltd</td>
<td>002 &amp; 003</td>
<td>Voyager Imaging / Intellirad Solutions</td>
<td>052</td>
</tr>
<tr>
<td>Healthcare Imaging Services</td>
<td>056</td>
<td>Wavelength International</td>
<td>055</td>
</tr>
<tr>
<td>Healthinc Pty Ltd</td>
<td>035</td>
<td>X-ray &amp; Imaging</td>
<td>007</td>
</tr>
</tbody>
</table>
# Shell Scheme Exhibition Booth

<table>
<thead>
<tr>
<th>Feature</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Size</strong></td>
<td>3m x 3m (9sqm)</td>
</tr>
<tr>
<td><strong>Walls</strong></td>
<td>Back and side modular walls, 2.5m high, finished in white Octonorm. Not Velcro compatible hook and loop Velcro to be used to adhere posters</td>
</tr>
<tr>
<td><strong>Lights</strong></td>
<td>Two x 120 watt sport on track per 9sqm</td>
</tr>
<tr>
<td><strong>Power</strong></td>
<td>One 4 amp GPO general purpose outlet</td>
</tr>
<tr>
<td><strong>Floor</strong></td>
<td>The venue is fully carpeted</td>
</tr>
<tr>
<td><strong>Furniture</strong></td>
<td>Available for hire from exhibition stand builder at exhibitors own expense</td>
</tr>
<tr>
<td><strong>Fascia</strong></td>
<td>Company name on fascia over each open side, up to 30 characters Fascias will be produced as they are entered by exhibitors through Moreton Hire’s ordering process. The Fascia design is as below:</td>
</tr>
</tbody>
</table>
| **Exhibitor Passes** | 2 x Premium Exhibitor Registrations (all staff working on the booth are required to be registered and additional registrations are available for purchase). Each Premium Exhibitor Registration includes:  
  - Tea breaks and lunches  
  - 1 ticket to the Welcome Reception Thursday 25 October  
  - 1 ticket to the Annual Ceremony Reception Friday 26 October |
| **Promotion**   | Name and Logo on website under exhibitor listing  
  75 word organisation profile on ASM App  
  Up to 2 promotional flyers included under your profile on the ASM App  
  Contact details for one representative listed on ASM App  
  Logo and booth location included in program provided to all delegates  
  Delegate list including name, position, organisation and state provided 2 weeks prior to the ASM and final list provided post ASM (subject to Australian Privacy laws) |
Space Only and Custom Stand Approvals

| Size:       | 3m x 3m (9sqm) |
| Floor:      | The venue is fully carpeted |
| Furniture:  | Available for hire from exhibition stand builder at exhibitors own expense |

**Exhibitor Passes:**
- 2 x Premium Exhibitor Registrations (*all staff working on the booth are required to be registered and additional registrations are available for purchase*).
  - Each Premium Exhibitor Registration includes:
    - Tea breaks and lunches
    - 1 ticket to the Welcome Reception *Thursday 25 October*
    - 1 ticket to the Annual Ceremony Reception *Friday 26 October*

**Promotion:**
- Name and Logo on website under exhibitor listing
- 75 word organisation profile on ASM App
- Up to 2 promotional flyers included under your profile on the ASM App
- Contact details for one representative listed on ASM App
- Logo and booth location included in program provided to all delegates
- Delegate list including name, position, organisation and state provided 2 weeks prior to the ASM and final list provided post ASM (subject to Australian Privacy laws)

All temporary structures, including stands built for Exhibitions must comply with the Building Code of Australia and all other statutory regulations current at the time of installation. This includes areas pertaining to egress, height, fire safety and flammability rating of materials. **All custom built stand designs need to be approved by the venue and ASM Manager prior to installation.**

If your company is having a custom stand please ask your stand builder to contact Encanta with the following information by *7 September 2018*:
- Custom stand drawings for approval from the venue
- Current insurance certificate
- Contact details for person onsite
- Number of hours required for stand build

All build plans must be sighted by the NCCC. The build plans will be checked for operational servicing only and not as to whether it meets and complies with all or any relevant regulations and building codes. It is the responsibility of the customer to forward accurate details to the venue. All build plans must be received by the NCCC a minimum of thirty (30) days prior to commencement of the event or as advised by the Event Coordinator. All build plans should not be considered final until sighted by the NCCC.

- Custom build booth plan must be generated via professional software (not drawn by hand)
- If the custom build booth height/wall structure is 3m or more a builders report is required
- The National Convention Centre may require a structural engineer report for custom build booths which are more complex in terms of height/weight load/wall structures/ rigging the Centre will determine once we receive the custom build plan. The cost to engage a structural engineer to obtain a safety report is to be covered by the builder or the company who owns the stand. Please contact your Event Coordinator for the cost.
**Rigging**

Should you require rigging please provide Emily Chee emily.chee@encanta.com.au by 31 August to ensure your requirements can be scheduled into the exhibition build. Please see the venue information on page 20 for further details on rigging requirements at the NCCC.

**Freight Forwarding / Deliveries**

Agility Fairs & Events is the official freight forwarder and onsite logistics provider to RANZCR 2018 ASM.

Agility specialises in exhibition freight forwarding - both domestic and international. Agility can ensure that your product, display & merchandise are in the right place, at the right time, providing a complete transport, materials handling & storage service. Agility provides a complete service including monitoring of freight from your door step right through to your exhibition booth to make sure your goods are handled in a professional manner and all formalities/deadlines are met. If you are using Agility, your goods will automatically be delivered to your exhibition booth.

Agility Fairs & Events offers the following services:

- All local, interstate and international transport services including delivery onto each exhibitors' stand at the venue.
- Storage of early consignments, packing materials during the exhibition and storage after the exhibition
- For international exhibitors, a comprehensive international freight forwarding service tailored to each particular exhibitors requirements.

Prior to the show, Agility will make contact to discuss and determine your individual freight and logistics requirements. In the meantime, to request a quote, please complete and return the TRANSPORT QUOTE REQUEST FORM (included in this manual) or for more information, please contact:

*Domestic Freight Forwarding*

**Seamus Campbell-Millar**  
Event Logistics Specialist  
Agility Fairs & Events  
28-32 Sky Rd, MELBOURNE AIRPORT VIC 3045  
P: +61 3 9330 9014  
F: +61 3 9330 3337  
E: scampbell@agility.com

Please note:

The show bumps in on very tight parameters and deliveries will not be accepted at the venue earlier. Furthermore, all freight must be removed from the venue the same night as show close – no exceptions. For these reasons, we highly recommend using Agility as their service is door-to-stand and they work weekends and outside normal business hours.

**Onsite Material Handling:**

Agility will be operating a forklift service during bump in and bump out to assist exhibitors requiring forklifts, pallet jacks and flatbed trolleys. These are provided free of charge by THE ORGANISER as a service to exhibitors. Please see the Agility staff at the loading dock for assistance. FOC forklifts are operating during the following times only:

**MOVE IN:**  
Wednesday 24 October 0800 – 1800

**MOVE OUT:**  
Sunday 28 October 1100 – 1800
**STORAGE - EMPTY PACKAGING:**
There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show.

Exhibitors or their stand-builders requiring offsite storage during the show, must pre-book these services in advance with Agility. Charges may apply.

**Please note:**
- If you are using your own transport company, Agility cannot sign for delivery of goods on your behalf. Please ensure you make specific arrangements with your transport provider and/or ensure you have a representative onsite at the time of delivery.
- Agility Fairs & Events standard trading conditions apply for services provided – it is important that you are aware of these. Services include: transport, cranage, forklift, porterage, clearance, delivery, storage, positioning and all other onsite services.

**Move In Requirements (Exhibitor Access Times)**
**Wednesday 24 October**
**1500 – 1800**
Any exhibitors accessing the exhibition halls via the loading dock during move in / out time must wear a suitable hi-visibility safety vest and enclosed shoes at all times. Exhibitors are required to provide their own safety vests.

**Move Out Requirements**
**Sunday 28 October**
**1100 – 1400**
Exhibitors must not commence packing up their booth/s until after the official event close time. It is requested that exhibitors remove all items from their stand walls, including pictures, photos and posters and it is strongly recommended that exhibitors remove hand carry items, especially items of high value.

Due to OH&S compliance alcoholic beverages should not be consumed during move-in and move-out of exhibitions.

**ASM App**
Details on the ASM App will be available closer to the ASM.

It will include the:
- Most up-to-date schedule.
- Notifications of schedule changes and important announcements.
- All the locations and times.
- Who is speaking.
Exhibition Timetable

**Exhibitor Move In:** Wednesday 24 October, 1500 – 1800  
**Exhibitor Move Out:** Sunday 28 October, 1100 - 1400

Exhibitors must not commence packing up their booth/s until after the official event close time. It is requested that exhibitors remove all items from their stand walls, including photos and posters and it is strongly recommended that exhibitors remove hand carry items especially items of high value.

<table>
<thead>
<tr>
<th>Date</th>
<th>Task</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday 23 October</strong></td>
<td>Rigging, Mark-up and potential custom stand build</td>
<td>1300-1800</td>
</tr>
<tr>
<td><strong>Wednesday 24 October</strong></td>
<td>Booth Build Commences</td>
<td>0800-1500</td>
</tr>
<tr>
<td></td>
<td>Custom Display builder access</td>
<td>0800-1500</td>
</tr>
<tr>
<td></td>
<td>Exhibitor deliveries accepted</td>
<td>0800-1500</td>
</tr>
<tr>
<td></td>
<td>Exhibitor Move in/ Access</td>
<td>1500-1800</td>
</tr>
<tr>
<td></td>
<td>Electrical test and Tag</td>
<td>1200-1600</td>
</tr>
<tr>
<td></td>
<td>Exhibition Clean</td>
<td>1500-1630</td>
</tr>
<tr>
<td><strong>Thursday 25 October</strong></td>
<td>Exhibitor access commences</td>
<td>0800</td>
</tr>
<tr>
<td></td>
<td>Exhibition Open</td>
<td>0830</td>
</tr>
<tr>
<td></td>
<td>Morning Tea</td>
<td>1000-1030</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>1230-1330</td>
</tr>
<tr>
<td></td>
<td>Afternoon Tea</td>
<td>1500-1530</td>
</tr>
<tr>
<td></td>
<td>Welcome Reception in Exhibition</td>
<td>1700-1830</td>
</tr>
<tr>
<td></td>
<td>Exhibition Closes</td>
<td>1830</td>
</tr>
<tr>
<td><strong>Friday 26 October</strong></td>
<td>Exhibition Open</td>
<td>0815</td>
</tr>
<tr>
<td></td>
<td>Morning Tea</td>
<td>1000-1030</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>1230-1330</td>
</tr>
<tr>
<td></td>
<td>Afternoon Tea</td>
<td>1500-1530</td>
</tr>
<tr>
<td></td>
<td>Exhibition Closes</td>
<td>1600</td>
</tr>
<tr>
<td></td>
<td>Annual Ceremony and Nisbet Oration</td>
<td>1800 -1900</td>
</tr>
<tr>
<td></td>
<td>Annual Ceremony Reception</td>
<td>1900-2130</td>
</tr>
<tr>
<td><strong>Saturday 27 October</strong></td>
<td>Exhibition Open</td>
<td>0800</td>
</tr>
<tr>
<td></td>
<td>Morning Tea</td>
<td>1000-1030</td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>1230-1330</td>
</tr>
<tr>
<td></td>
<td>Exhibitor Debrief</td>
<td>1400 - 1445</td>
</tr>
<tr>
<td></td>
<td>Afternoon Tea</td>
<td>1500-1530</td>
</tr>
<tr>
<td></td>
<td>Exhibition Closes</td>
<td>1600</td>
</tr>
<tr>
<td><strong>Sunday 28 October</strong></td>
<td>Exhibition Open</td>
<td>0830</td>
</tr>
<tr>
<td></td>
<td>Morning Tea</td>
<td>1000-1030</td>
</tr>
<tr>
<td></td>
<td>Exhibition Close and Bump Out</td>
<td>1100</td>
</tr>
</tbody>
</table>

*Please note: times are subject to change*
SECTION 3: General ASM Information

Canvassing
Exhibitors are permitted to have promotional staff on their stand space only. Exhibitors and promotional staff must not canvass or distribute promotional material other than from their own stand.

Offices / Meeting Spaces
No additional meeting rooms for private meetings are provided for the ASM, outside of the published program. Exhibitors wishing to reserve a private space within the venue are welcome to do so, at their own cost, by contacting the ASM venue direct.

Security
RANZCR, the Organising Committee, Encanta and the NCCC cannot take responsibly for material lost, damaged or stolen including equipment hired by exhibitors and strongly suggests insurance be purchased.

Signage
Sign writing will be executed by a professional sign writer. A representative from Moreton Hire will provide you details on how to order additional signage or stand upgrades.

Signs, banners and similar materials may not be nailed, stapled, hung or attached to the ceilings, walls windows, sprinkler systems and other surfaces except by permission of the NCCC resulting from installation will be a direct charge to the exhibitor.

Signage must not cover artwork, air conditioning ducts, monitors, electrical cupboards, fire hose reels or any other fixtures or fittings.

Visitors
Exhibitors have the opportunity to invite non registered delegates and other local radiotherapists, radiographers and other allied health professionals into the exhibition area during the following times:

Thursday 25 October 15:00 – 17:00
Friday 26 October 15:00 – 17:00
Saturday 27 October 15:00 – 17:00
Sunday 28 October 09:00 – 11:00

Please advise your guests to provide a business card at the ASM registration desk in exchange for a visitor name badge.
SECTION 4: Venue Information

The below information is specific to the National Convention Centre Canberra (NCCC) and is designed to provide exhibitors with all of the information required to ensure a stress free and successful event experience. For any queries pertaining to the below please contact the NCCC directly.

Animals
No animals - birds, fish etc. (with the exception of Guide Dogs) are permitted in the NCCC at any time, except as an approved exhibit, or as part of an approved activity or approved performance requiring the use of animals. Such animals that are permitted must be under control, in a pen or on a leash and at all times remain the full responsibility of the exhibitor. Written approval must be obtained prior to any animal (with the exception of Guide Dogs) entering the NCCC. Animals are not allowed to left on site overnight.

Car Parking
Paid parking for 300 cars, with internal lift access from entry level is available underneath the NCCC. The entrance height of the car park is 1.9m. Pre-paid parking is available at Reception, in the Main Foyer. Exit tickets may be obtained by completing the exhibitor services request form attached and returning it to the NCCC with full payment at least 10 working days prior to your event. Alternatively, voucher public parking is available across the road from NCCC. If you have a large vehicle please contact the NCCC prior to the event to discuss alternate arrangements. Under no circumstances are exhibitors permitted to park in or around NCCC, other than in the designated spaces provided. These areas are regularly patrolled by Government parking inspectors. Please note parking space availability is based on first come first serve basis.

Catering/Food and Beverage Accounts
For the convenience of exhibitors, we have put together some suggestions for food and beverage on the catering form located on page 33-34, which can be pre-ordered and consumed at various exhibition booths during an exhibition. Please complete the account form and sign and return no later than ten (10) working days prior to the event.

The NCCC has the sole catering rights to all food and beverage products. Exhibitors are not permitted to bring any food and beverage into the venue from outside caterers or suppliers unless approved in writing by NCCC. It is the organiser’s responsibility to ensure guests do not bring any food or beverage into the NCCC.

Cleaning
NCCC’s contracted cleaners provide all cleaning services and will provide a clean Venue to Client at the Commencement Date (the handover condition). They will also conduct Housekeeping, (i.e., clean aisles, foyers and amenities) throughout the Operational Hours of an Event.

It is the responsibility of the Exhibitor to maintain their stand in a clean and tidy condition at all times.

Exhibitors are to make their own arrangements for removal of items not needed for display and rubbish resulting from unpacking exhibits (such as cartons, boxes, crates, plywood etc.). Storage for this material can be arranged through Agility, the official freight forwarder. All rubbish is to be removed from the exhibition halls before the Exhibition opens.

Community Involvement
At the NCCC play an active role in the community and everyone is invited to participate and make a difference. You can help NCCC by donating surplus promotional items, such as satchels, note pads, caps, t-shirts, pens, water bottles, balls, etc.
We organise delivery of these items to orphanages and schools in Nepal, India, Zambia and South East Asia. If you are able to contribute, please notify Reception and label goods with “Orphanage Appeal” during the exhibition bump out.

**Disclaimer**

Subject to any provision of the Trade Practices Act 1974 (if applicable) which cannot be excluded the National Convention Centre Canberra will not accept responsibility for damages or loss of goods and property left in NCCC prior to, during or after an exhibition. All goods and satchels belonging to clients must be claimed and removed from the NCCC by the following working day. The NCCC reserves the right to inspect vehicles leaving the NCCC during bump and bump out of an Exhibition.

**Display and Set Up**

- No structure can be fixed to the venue structure, and must not interfere with adjacent stands.
- No equipment, fittings or materials may be placed in any aisle walkway or in such a position that the access to any designated exit is in any way obstructed.
- Materials used in stand construction and design must not be readily ignitable nor emit toxic fumes should ignition take place.
- The structure of the building must remain in the same condition as prior to set-up. Any changes to the building and property of the NCCC will be charged to the company at fault.

**Electrical Equipment**

All electrical equipment used by contractors and exhibitors must comply with current Australian NCCC reserves the right to refuse any equipment used by contractors, exhibitors and clients.

- Electrical equipment and leads must be currently tested and tagged.
- Damaged or faulty equipment will not be permitted to be used in NCCC.
- Frayed electrical cables and leads will not be permitted to be used in NCCC.
- The NCCC does not always have a qualified appliance tester on site, one may be available at a charge.

**Gas**

The NCCC must be notified of intent to install LPG appliances prior to the move in period. Each application is assessed with the safety of the public as its priority. The NCCC reserves the right to accept or reject any application. The use of LPG on stands is allowed in the Exhibition Hall, however the following policies apply:

- All installations carried out in accordance with the relevant statutory acts and regulations
- All applications must be approved for the use in accordance with the relevant acts and regulations
- The quantity of LPG held within a stand is to be limited to that amount reasonably consumed in one day
- Maximum cylinder size = 9kg. Approval must be sought for larger cylinders
- One cylinder per appliance
- Centralised cylinders with appliances connected to a reticulation system is not permitted
- Cylinders must be fitted securely to appliances to prevent the cylinder from falling
- Cylinders and connections must be protected from damage
- Control of cylinders must be accessible by the stand but not by the public
- Each evening at the close of the show the LPG must be turned off at the bottle and cylinders must be removed from the building overnight to the loading dock for overnight storage.
- Security and provision of storage facilities at designated areas is the responsibility of the Event Organiser
• All installations must be tested for leaks prior to each operational period by an approved “sniffer” device e.g. AGL “snoop” or by electronic detectors
• An appropriate fire extinguisher must be present on every stand where LPG is being used
• A risk assessment must be completed a minimum of three (3) working days prior to the event and after which consent may be granted by the NCCC.

Give-aways and prizes draws in the ACT
When an exhibitor gives away a prize at the stand, this is classified as a lottery. When a conference or meeting gives a prize to someone attending, this is classified as a lottery. When a seminar or function gives away a lucky door prize this is classified as a lottery.

The guidelines specify that whenever there is an element of chance, or a combination of skill and chance, the draw is classified as a lottery and a permit must be obtained, even if the prize has a very low (or nil) value. Usually any kind of draw (names out of a hat; business cards out of a bowl, lucky door prize, etc) requires a permit.

An information sheet and application are available on the ACT Gambling and Racing Commission website. There is a fee for the permit (currently approximately $64.00 for prizes up to $1,000.00; and approximately $123.00 for prizes of $1,001.00- $2,500.00).
A minimum of seven working days is required to get a permit. If you are caught conducting a lottery without a permit, a fine may apply.

The fine applies to the person/organisation conducting the lottery and may apply to the Centre.

A permit is NOT required:
• If everyone who enters wins or is given the same prize (eg : door gift/ corporate gift)
• If there is any element of skill attached to the awarding of the prize, even token skill such as a guessing game, colouring-in competition, ring-toss, answer a question, etc.
• If no one from the ACT is eligible to enter and the lottery was not publicised in the ACT (these rules are there to protect ACT residents)
• If the prize is a rebate or discount on fees paid, or conference costs

In all other cases, a permit is required.

For more information and application forms, go to the Commission’s website, www.gamblingandracing.act.gov.au and click on the lotteries section.

Insurance, Product and Public Liability
Exhibitors should also consult their own insurance companies for suitable coverage of their exhibition merchandise and displays in respect of:
• Insuring exhibits and contents of stands against loss and damage
• Expenses incurred due to cancellation or postponement of the exhibition
• Additional public liability.

Internet / Wifi
NCCC has an extensive communications infrastructure in place to facilitate voice, fax, data and internet solutions. Should you require additional services, or dedicated internet lines at your booth, please contact NCC.Sales@ihg.com.
Fire Safety and Dangerous Substances
An exhibitor must not bring in or use at the exhibition site, dangerous and hazardous goods or equipment such as poisonous gas, fuel, noxious materials, or other flammables, and equipment using such flammable materials as gas stoves and electric stoves without prior consent from the NCCC management. Even if consent is given, it will be subject to adequate precautionary measures being taken and will comply with all ordinances and laws of the Australian Capital Territory and the Commonwealth of Australia.

Rigging and Banners
Exhibitors may hang banners only within the boundaries of their stand. Sponsors may make special arrangements with the ASM Organiser for added exposure.

Limitation of one company to perform "Top Rigging" - this refers to the affixing of any structure to the ceiling or permanent infrastructure attached to the ceiling in any room.

Maximum of one additional company per event to perform subsequent or secondary rigging such as but not limited to the affixing of banners, lights of other items to the "Top Rig" infrastructure.

All custom build rigging plans must be sent and sighted by NCCC, no later than thirty (30) working days prior to the event.

To ensure safety of delegates, staff and the venue and due to rigging being a high risk activity only approved rigging companies are permitted to perform rigging of any sort within the venue. Any company can request to become an approved rigging company, which requires a formal approval process to be conducted and the process will take approximately one month from date of request.

Please contact Letizia Dorr (letizia.dorr@ihg.com) to commence the approval process or to confirm details for already approved rigging companies.

All rigging plots must be approved by a licensed rigger. It is the responsibility of the audio visual/rigging company to forward accurate details to a licensed rigger for approval.

Licensed riggers required to perform rigging work at the NCCC will be asked to produce their high risk (RB, RI or RA) tickets before they commence work. Riggers must complete a hazard analysis and submit this to the Centre seven (7) working days prior to the work being undertaken.

The NCCC can arrange to hang your banners and signs in accordance with organiser’s requirements via Encore Event Technology. This service must be arranged prior to arrival at NCCC. For further information regarding banner hanging please contact Encore Event Technology on +61 2 6257 6786.

Smoke Detector Isolation
Please be aware that smoke detectors are in place throughout the Exhibition Hall. Items such as helium balloons, smoke, steam and vapour may trigger this device. Therefore it is imperative that you advise your Event Coordinator prior to arrival at the Centre, and arrange for Smoke Detector Isolation if necessary, at a cost of $515.00 per day. Please note that this service will be reinstated daily. If the detectors are set off due to client or exhibitor negligence, a charge will be passed on directly from the ACT Fire Brigade. A minimum of seven (7) working days notice is required for isolation. A retrieval fee of $500.00 will also be charged to any exhibitor who has helium balloons released into the ceiling.
Smoking
NCCC is a no-smoking venue.

Testing and Tagging
All portable electrical equipment, appliances and leads used on site must be tested and tagged in accordance with the Occupational Safety and Health Regulations 1996 and Australian Standard 3760-2000 prior to being used within the Venue. Testing and tagging will be conducted during the exhibitor move-in time.

It is the exhibitor’s responsibility to ensure all electrical equipment is available for testing and tagging during this time. Untested and tagged equipment found on the premises will be removed immediately.

Vehicles and Other Machinery
- Vehicles must be driven in and out of the building, during bump in and bump out of an exhibition, at a walking pace. Passenger or Non-Exhibitor Vehicles are not to enter the building except in loading dock area and only under supervision of Centre staff.
- The weight load of the vehicle/machinery must be sighted by the venue prior to the event to ensure the weight is within the allowed limit.
- If the vehicle/machinery is above the weight limit that the NCCC can allow, a structural engineer report will be required. Please contact your Event Coordinator for the cost to engage a structural engineer to obtain a safety report.
- The integrity of the vehicle's fuel and oil system is to be inspected by the exhibitor or their nominated representative, before it is permitted to enter the building.
- All display vehicles and machines must be inspected daily by the exhibitor whilst it is located in the building. If a fuel system is found to be leaking, the vehicle must be removed from the building for repairs to be carried out.
- No motor in any vehicle or appliance may be started during an exhibition for demonstrations or any other purpose whilst within the NCCC.
- All show cars and presentation cars must have oil drip trays in place and must be provided by the organiser.
- All keys for any vehicles on site must be signed in and signed out at the NCCC reception (i.e. show vehicles, forklifts, boom and scissor lifts) for the duration of the time on site.

Workplace Health and Safety
Any contractors working on-site will need to provide copies of both Workers Compensation and Public Liability certificates for all contractors. These need to be provided to the venue seven (7) working days prior to the event.

All Event Organisers, their exhibitors, contractors, subcontractors, production companies and all other associated staff working on-site must undergo a site induction process with the NCCC prior to commencing any work. The induction process will outline the venue evacuation procedures and general Workplace, Health and Safety standards. All contractors and sub contractors must review, comply and acknowledge our Workplace, Health and Safety policies and procedures before work can commence on site. Anyone not adhering to these requirements may be asked to stop work and consultation may be required before further work can continue.

The following procedures and requirements are to be adhered to by all contractors working on the premises of the NCCC, regardless of whether they are providing services directly to the NCCC or are working for an Event Organiser. Failure to comply will place the contract entered by the InterContinental Hotels Group trading as the National Convention Centre Canberra and the Event Organiser in jeopardy.

The following are the key safety aspects that must be adhered to by any persons conducting work at the NCCC:
- High visibility vests and enclosed shoes must be worn at all times where scissor lifts, boom lifts or forklifts are in operation. High visibility vests must be brought on-site by the contractor or exhibitor.
- Exclusion areas must be established when scissor lifts and boom lifts are in use. Exclusion areas can be established by the use of spotters, signage and barricades.
- An exclusion zone must be established immediately below any rigging activity whilst in progress.
- A spotter is required for each forklift when in operation, either within or outside the Centre.
- All electrical equipment and leads must have current valid test and tag certification.
- There must be documented safe systems of work and associated training for any high risk tasks being conducted.
- Any injury, near miss or identified hazard must be reported immediately to a representative of the Centre.
- Any person conducting work on-site must have completed a site-specific induction.
- No ladders higher than 2.4m may be used on-site without NCCC approval.
- Use of any power tools and location of use is only permitted with NCCC approval.
- Any person operating a forklift, boom lift or other elevated work platform must be appropriately qualified and carry evidence certifying this.
- Smoking is not permitted within the National Convention Centre Canberra.
- Gambling, consumption of illicit substances or alcohol is strictly prohibited of all Event Organisers, contractors, sub-contractors and production company staff during bump in and bump out.
SECTION 4 Registration

Registration Entitlements
Exhibitors receive Two (2) Premium Exhibitor Registrations per 9sqm which include all catering, ticket to the Welcome Reception and Annual Ceremony. Premium Exhibitor Registrations do not include access to sessions and tickets to the Faculty of Radiation Oncology Dinner, Trainee and Junior Consultants Reception and Gala Dinner.

If you require additional registrations, there are two different options you can purchase:

*Premium Exhibitor Registration* includes all catering, ticket to the Welcome Reception and Annual Ceremony. Premium Exhibitor Registrations do not include access to sessions and tickets to the Faculty of Radiation Oncology Dinner, Trainee and Junior Consultants Reception and Gala Dinner.

*Basic Exhibitor Registration* includes all catering, ticket to the Welcome Reception. Basic Exhibitor Registrations do not include access to sessions and tickets to the Faculty of Radiation Oncology Dinner, Trainee and Junior Consultants Reception and Gala Dinner.

Name Badges
All exhibitors must collect their name prior to commencing move in or accessing the exhibition hall. Name badges will be required for all exhibitors to gain access to the exhibition area for the duration of the ASM.

Name badges can be collected from the main Registration Desk.
SECTION 5 Forms
National Convention Centre Canberra
Account Details

Please be advised that the following account details should be used for any EFT payments to the NCCC.

<table>
<thead>
<tr>
<th><strong>Trading Name:</strong></th>
<th>National Convention Centre Canberra</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Title:</strong></td>
<td>National Convention Centre Canberra</td>
</tr>
<tr>
<td><strong>Bank Name:</strong></td>
<td>HSBC Bank Australia Ltd</td>
</tr>
<tr>
<td><strong>Branch:</strong></td>
<td>333 George St Branch, Sydney, NSW, 2000 Australia</td>
</tr>
<tr>
<td><strong>BSB Number:</strong></td>
<td>342 011</td>
</tr>
<tr>
<td><strong>Account Number:</strong></td>
<td>2665 82001</td>
</tr>
<tr>
<td>(Intl)Swift Code</td>
<td>HKBAAU2S</td>
</tr>
</tbody>
</table>

Please send a remittance advice including the invoice number to:

F +61 2 6257 3182
E act.accounts@ihg.com

Please indicate on each order form if you intend to make EFT payment and a NCCC representative will provide you with an invoice number to process the payment.
Stand Cleaning Order Form

Exhibition/Conference Name: ________________________________________________________

Event Date: ____________________________________________________ Stand Number: ______

Contact Name on Day: __________________________________________________________________________

Company Name: __________________________________________________________________________

Address: ___________________________________________________________________________________

Telephone: __________________ Fax: __________________

Email: ___________________________________________________________________________________

If you require your stand to be vacuumed, mopped and dusted prior to the opening or at the conclusion of each day, a charge of **$50.00 per hour applies**. Minimum of 1 hour applies. Please complete the table below:

<table>
<thead>
<tr>
<th>Dates Required</th>
<th>Time</th>
<th>Cost per day</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total charges: $________

Please Note:
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- The NCCC is responsible for the cleaning of public areas, foyers and exhibition aisles. These areas are cleaned and rubbish bins emptied on a regular basis by the NCCC staff. Care will be taken in the cleaning of exhibitor stands, however the Centre will not be held responsible for any damage to exhibitor or their contractor’s stand, furniture, product or signage.

**Payment Details**

Credit Card Number: ______________________ Expiry Date: __________

Credit Card Type: [ ] Mastercard [ ] Visa [ ] American Express [ ] Diners card

Card holder name: __________________________ Signature: ______________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card.

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax: 612 6276 5276

Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.

Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.

Valid to 31 December 2018 | Version 2 | June 2018
p. 15
Car Park Order Form

Exhibition/Conference Name: __________________________________________________________

Event Date: ________________________________________ Stand Number:  _________________________

Contact Name on Day: _________________________________________________________________

Company Name: ___________________________________________________________________________

Address: _________________________________________________________________________________

Telephone: ___________ Fax: ___________________________________

Email: ___________________________________________________________________________________

<table>
<thead>
<tr>
<th>Dates Required</th>
<th>Number of Tickets</th>
<th>Type of Ticket</th>
<th>Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single exit</td>
<td></td>
<td>@ $19.00 per day</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Single exit</td>
<td></td>
<td>@ $19.00 per day</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Single exit</td>
<td></td>
<td>@ $19.00 per day</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Multi exit</td>
<td></td>
<td>@ $22.00 per day</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Multi exit</td>
<td></td>
<td>@ $22.00 per day</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Weekend exit</td>
<td></td>
<td>@ $6.00 per day</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Weekend Multi exit</td>
<td></td>
<td>@ $12.00 per day</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Total charges $__________

Please Note:
- If your vehicle is larger than 1.9m high and/or has a trailer, please contact the Centre to discuss other parking arrangements.
- Pre-payment must accompany this form for goods/services to be provided.
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee.
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered.
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used.
- All prices quoted are inclusive of GST (Goods and Services Tax).
- Prices may be subject to change at the discretion of the NCCC Management.

Payment Details

Credit Card Number: ________________________________ Expiry Date: __________________________

Credit Card Type: □ Mastercard □ Visa □ American Express □ Diners card

Card holder name: ________________________________ Signature: ________________________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card.

Please Return to:

National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax: 612 6276 5276

Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.

Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
Lifting Equipment Hire Order Form

Exhibition/Conference Name: ________________________________________________________________

Name:___________________________________________________________________________________

Event Date:________________________________________ Stand Number:  _________________________

Contact Name on Day:______________________________________________________________________

Company Name:___________________________________________________________________________

Address: _________________________________________________________________________________

Telephone: ________________________________________ Fax:___________________________________

Email: ___________________________________________________________________________________

Operators Name: ___________________________________ Ticket/License No:________________________

<table>
<thead>
<tr>
<th>Lifting Equipment</th>
<th>Rate</th>
<th>Dates/Times Required</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scissor Lift (per day)</td>
<td>$380.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Scissor Lift (per hour)</td>
<td>$60.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Boom Lift (per day)</td>
<td>$380.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Boom Lift (per hour)</td>
<td>$60.00</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Please Note:
- The NCCC does not have a Forklift on site
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- All operators must produce their current relevant licenses before operating any of the above equipment. Please attach a photocopy of your licence/Ticket, and photo ID and return with this order
- Boom lift above 14m requires a high risk licence

Payment Details

Credit Card Number: _________________________________________ Expiry Date: __________________

Credit Card Type:  □ Mastercard  □ Visa  □ American Express  □ Diners card

Card holder name: ____________________________ Signature: ____________________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax : 612 6276 5276

Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.
Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
Audio Visual Order Form

Exhibition/Conference Name: __________________________________________________________

Name: ____________________________________________________________________________

Event Date: ___________________________ Stand Number: _____________________________

Contact Name on Day: __________________________________________________________________

Company Name: _____________________________________________________________________

Address: ___________________________________________________________________________

Telephone: ________________________________________ Fax: _____________________________

Email: ______________________________________________________________________________

For a complete range of Audio Visual equipment please contact Event Staging Manager,
Daniel Adams on 02 6276 5217 or email: daniel.adams@encore-anzpac.com

<table>
<thead>
<tr>
<th>Data Display Equipment</th>
<th>Quantity</th>
<th>Each Day</th>
<th>Delivery and Set up fee</th>
<th>Number of days</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sony 46in LCD Screen &amp; Stand</td>
<td></td>
<td>$385.00</td>
<td>$212.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>T430 Lenovo Laptop</td>
<td></td>
<td>$230.00</td>
<td>$43.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>LG 24in LCD Monitor</td>
<td></td>
<td>$99.00</td>
<td>$43.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Encore Event Technologies office is located on the ground floor of the NCCC, staff are available to provide recommendations or if technical difficulties arise throughout your event. For outside business hours please contact the NCCC on 61 2 6276 5200.

Please Note:
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Limited stock of plasma screens and stands are available on site
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a $40 late fee charge
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are exclusive of GST (Goods and Services Tax)
- Prices maybe subject to change at the discretion of the Management

Payment – Please complete your payment online directly with Encore Event Technologies

Access the website via www.encore-anzpac.com then click Payments tab and follow the prompts to complete your payment online.

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax: 612 6276 5276
### Phone Line Order Form

**Exhibition/Conference Name:** __________________________________________________________

**Name:** __________________________________________________________

**Event Date:** ______________________________________ **Stand Number:** _______________________

**Contact Name on Day:** ______________________________________________________________________

**Company Name:** ___________________________________________________________________________

**Address:** _____________________ ______________________________________________________________

**Telephone:** ______________________________________ **Fax:**___________________________________

**Email:** ___________________________________________________________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Price/Per Unit</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Telephone line with handset (line access through PABX by dialling “0”)</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analogue Phone/fax line (line access through PABX by dialling “0”)</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISDN (3 x 128 kbit/s lines available)</td>
<td>$200.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eftpos lines (no in dial capabilities) (Require &quot;0&quot; dial set up in Eftpos machine prior to arrival)</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Charges (incl GST)** $ 

---

**Please Note:**
- You will need to provide a terminal adaptor/interface from the Network Terminator to your equipment (PC or equivalent) for ISDN lines.
- All equipment is on a hire basis and prices include hire, installation, removal, insurance and GST. The cost for all telephone lines is for the line only, (This does not include configuration of PC)
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery.
- Pre-payment must accompany this form for goods/services to be provided.
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee.
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered.
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used.

**Payment Details**

**Credit Card Number:** _______________________________ **Expiry Date:** ______________________

**Credit Card Type:**
- [ ] Mastercard
- [ ] Visa
- [ ] American Express
- [ ] Diners card

**Card holder name:** _______________________________ **Signature:** ______________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card.

**Please Return to:**
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax: 612 6276 5276

Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.

Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
Internet Order Form

Exhibition/Conference Name: ______________________________________________________

Name:__________________________________________________________________________

Event Date:_________________________ Stand Number: _________________________

Contact Name on Day:_______________________ ______________________________________

Company Name:___________________________________________________________________

Address: _________________________________________________________________________

Telephone: __________________________ Fax:________________________________________

Email: ___________________________________________________________________________

<table>
<thead>
<tr>
<th>Wireless or Cabled</th>
<th>Cost per unit</th>
<th>Number required</th>
<th>Multi user (please tick)</th>
<th>Cabled or Wireless</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 minutes</td>
<td>$5.00 = 50mb</td>
<td></td>
<td>Single user only Wireless only</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>1 hour</td>
<td>$10.00 = 100mb</td>
<td></td>
<td>Single user only Wireless only</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>6 hours</td>
<td>$40.00 = 500mb</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>10 hours</td>
<td>$50.00 = 1gb</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>1 day code</td>
<td>$70.00 = 2gb</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>2 day code</td>
<td>$160.00 = 5gb</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>3 day code</td>
<td>$210.00 = 7gb</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>4 day code</td>
<td>$280.00 = 10gb</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>5 day code</td>
<td>$350.00 = 14gb</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Cable Set up fee*</td>
<td>$70.00</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>Total Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**A cable set up fee is required with all cabled internet requests**

A wireless internet connection will allow you to log in and out by shutting down the web browser, giving you the specified amount of access time.

Please Note:
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)

Payment Details

Credit Card Number: ___________________________________________________________

Expiry Date: __________________________

Credit Card Type: □ Mastercard □ Visa □ American Express □ Diners card

Card holder name: ________________________________ Signature: ______________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax: 612 6276 5276

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Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
Equipment Hire Order Form

Exhibition/Conference Name: __________________________________________
Name:________________________________________________________________
Event Date:________________________ Stand Number: ______________________
Contact Name on Day:__________________________________________________
Company Name:___________________________________________________________________________
Address: _________________________________________________________________________________
Telephone: ________________________________________ Fax:__________________________
Email: ___________________________________________________________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Equipment</th>
<th>Price Per unit(per day)</th>
<th>Number of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Trestle table (1.8m x 0.76m)</td>
<td>$16.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cocktail tables (1.08m)</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chairs</td>
<td>$9.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trestle table cloth - White</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round table cloth - White</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trestle table cloth - Black</td>
<td>$13.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round table cloth - Black</td>
<td>$13.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Napkin – White</td>
<td>$2.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red wine glasses</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>White wine glasses</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Champagne glasses</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Champagne ice bucket</td>
<td>$10.00 deposit (cash on day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High ball glasses</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beer pilsner glasses</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pin boards</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power board or extension cord</td>
<td>$10.00 deposit (cash on day)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Charges $____________

Please Note:
• All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
• Pre-payment must accompany this form for goods/services to be provided
• Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
• All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
• No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
• All prices quoted are inclusive of GST (Goods and Services Tax)

Payment Details
Credit Card Number: ____________________________ Expiry Date: ____________________________

Credit Card Type:    □ Mastercard    □ Visa    □ American Express    □ Diners card
Card holder name: __________________________________________________ Signature: ____________________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

Please Return to:
National Convention Centre Canberra
Tres Trestle
Civic Square ACT 2608
Fax : 612 6276 5276

Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.
Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
Stand Catering Account Form

Exhibition/Conference Name: __________________________________________________________
Name: __________________________________________________________
Event Date: __________________________ Stand Number: __________________________
Contact Name on Day: ______________________________________________________________________
Company Name: ____________________________________________
Address: _________________________________________________________________________________
Telephone: __________________________ Fax: __________________________________________
Email: ______________________________________________________

The NCCC has put together a list of food and beverage items that can be pre ordered and consumed at the stands during an exhibition.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Sunday &amp; public holiday price</th>
<th>Quantity</th>
<th>Date &amp; Time</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assortment of Drumstick Ice cream cones (per piece)</td>
<td>$5.50</td>
<td>$6.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice cream freezer (flat rate)</td>
<td>$150.00</td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assortment of fruit smoothies (per glass)</td>
<td>$5.00</td>
<td>$5.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole fruit per piece</td>
<td>$3.00</td>
<td>$3.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted cheese platter (serves 10 people)</td>
<td>$135.00</td>
<td>$145.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Muffins/Cupcakes (per piece)</td>
<td>*Additional cost will apply for custom design/flavour</td>
<td>$5.50</td>
<td>$6.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Danish Pastries (10 pieces)</td>
<td>$27.00</td>
<td>$31.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini Croissants (10 pieces)</td>
<td>$16.00</td>
<td>$18.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowl of potato chips (serves 20 people)</td>
<td>$45.00</td>
<td>$51.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowl of mixed nuts (serves 20 people)</td>
<td>$53.00</td>
<td>$60.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring rolls and samosa (20 pieces)</td>
<td>$53.00</td>
<td>$60.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowl of Mentos mints or lollies (1kg)</td>
<td>$21.00</td>
<td>$24.15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beverages</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cans of soft drinks</td>
<td>$4.50p/can</td>
<td>$4.80p/can</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottled Still Water (600ml)</td>
<td>$4.00p/bottle</td>
<td>$4.60p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peroni Beer</td>
<td>$10.00p/bottle</td>
<td>$11.50p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crown Lager Beer</td>
<td>$9.50p/bottle</td>
<td>$10.95p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fat Yak Beer</td>
<td>$9.50p/bottle</td>
<td>$10.95p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tatachilla Shiraz Cabernet (Red Wine)</td>
<td>$39.00p/bottle</td>
<td>$45.00p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tatachilla Chardonnay (White Wine)</td>
<td>$39.00p/bottle</td>
<td>$45.50p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Charges $

All alcoholic beverages served to guests at the NCCC must be served by RSA certified staff. RSA certified staff can be hired from the NCCC at a cost to the exhibitor or supplied by the exhibitor (certification must be presented) upon written approval from NCCC.

**Please contact the Events Team for alternative food and beverage suggestions if required**
Stand Catering Form continued......

Please Note:

- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge charge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- Prices maybe subject to change at the discretion of the Management

Payment Details

Credit Card Number: ___________________________ Expiry Date: ________________

Credit Card Type:  
☐ Mastercard  ☐ Visa  ☐ American Express  ☐ Diners card

Card holder name: __________________________________________ Signature: __________________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax : 61 2 6276 5276

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Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
Delivery Docket

Deliver To:
NATIONAL CONVENTION CENTRE CANBERRA
LOADING DOCK
31 CONSTITUTION AVEUNE
CANBERRA ACT 2601

COMPANY NAME: ____________________________________________________________________

EVENT NAME: _______________________________________________________________________

DATE OF EVENT: _____________________________________________________________________

FUNCTION ROOM: ______________________ STAND NUMBER: ________________

SENDER’S CONTACT NAME: ____________________________________________________________________

SENDER’S CONTACT PHONE NUMBER: ________________________________

RECEIVER’S CONTACT NAME: ____________________________________________________________

Receiver Contact for all other deliveries should be the person the items need to be given to by venue staff

RECEIVER’S CONTACT PHONE NUMBER: ________________________________

PALLET: ______________________ OF: _________________________________________________

ITEM: ______________________ OF: _________________________________________________

DESCRIPTION OF GOODS (Please Circle):

- Organiser Goods (Deliver to Registration Desk)
- Satchel Materials (Deliver to Registration Desk)
- Exhibition Goods (Deliver to Exhibitor Stand)

PLEASE AFFIX THIS LABEL TO ANY MATERIALS BEING SENT TO THE
NATIONAL CONVENTION CENTRE CANBERRA
Goods will only be accepted between the hours of 8am and 4pm,
Monday – Friday, from two (2) working days prior to the event
All deliveries to be delivered to the Loading Dock

Valid to 31 December 2018 | Version 2 | June 2018

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Location Map
Floor Plan
TRANSPORT QUOTE REQUEST

Agility Fairs & Events offers a full door to stand service. To receive a transport quote, please complete sections A and B below. If you require any onsite services (i.e. forklift and storage) please complete sections A and C below.

Fields marked with (*) asterix are mandatory - Failure to complete may result in delays.

SECTION A - BILLING DETAILS

*Company:  
Address:  
*Contact Name:  
*Phone:  
*Corporate Email (Accounts):  

*ABN / ACN:  

SECTION B - TRANSPORT SERVICES

Complete this section to receive a quote

*Description of Consignment: (If weights / dimensions are unknown at this stage, please estimate in the spaces provided)

<table>
<thead>
<tr>
<th>No. of Items</th>
<th>Description</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Pick-up Address: (If Different to above)

*Pick-up Contact Name:  
*Pick-up Contact Number:  

*Forklift available at collection point?  
Yes  
No  

*Tailgate required for collection?  
Yes  
No  

Special requirements (for collection):

*Operating Hours (for collection):

*Stand Name:  
Stand Number:  

*Do you require returns after the event?  
Yes  
No  

DANGEROUS GOODS / HAZARDOUS SUBSTANCES

*Please advise if there are Dangerous Goods / Hazardous Substances / Chemicals:  
Yes  
No  

If Yes, Please provide details:

SECTION C - MATERIALS HANDLING (FORKLIFT & STORAGE)

*Do you require onsite forklift services during Move-In and/or Move-Out?  
Yes  
No  

*Will you require storage of empty packaging during the show?  
[Items will be returned to you for Move-Out]  
Yes  
No  

ACKNOWLEDGMENT

I have read and accept Agility’s Standard Terms & Conditions (refer to page 2)  
Yes  
No  

*Accepted by:  
[Signature of Authorised Representative]  
Date:  

PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 5th OCTOBER, 2018 TO  
scampbell@agility.com OR FAX TO 03 9330 3337  
FOR MORE INFORMATION PLEASE CALL SEAMUS CAMPBELL ON 03 9330 9014
Standard Terms and Conditions of Contract

1. Scope of Services

This Contract is between [Customer] (hereafter "Customer") and [Supplier] (hereafter "Supplier"). The Customer shall engage the Supplier to provide the following services (the "Services") as specified in the attached Schedule of Services:

(a) [Description of Services]

2. Payment Terms

The payment terms for the Services shall be as follows:

(a) [Payment Method]

3. Intellectual Property Rights

(a) The Supplier shall own all intellectual property rights in the Services and shall grant the Customer a non-exclusive license to use the Services for the purposes specified in the Contract.

4. Confidentiality

(a) The Customer and the Supplier agree to keep all information exchanged under the Contract in confidence and shall not disclose such information to any third party without the prior written consent of the other party.

5. Termination

(a) Either party may terminate this Contract immediately upon written notice if the other party

6. Governing Law

(a) This Contract shall be governed by and construed in accordance with the laws of [Country].

7. Dispute Resolution

(a) Any dispute arising out of or in connection with this Contract shall be resolved through

8. Force Majeure

(a) Neither party shall be liable for any failure to perform its obligations under this Contract if it is prevented from doing so by circumstances beyond its control, provided that the party giving notice of force majeure shall take reasonable steps to overcome such circumstances.

9. Entire Agreement

(a) This Contract contains the entire agreement between the parties and supersedes all previous negotiations, understandings, and agreements relating to the subject matter of this Contract.

10. Amendment

(a) This Contract may be amended from time to time by written agreement of both parties.

11. Assignment

(a) The Customer may not assign or subcontract its obligations under this Contract without the prior written consent of the Supplier.

12. Notices

(a) All notices under this Contract shall be in writing and delivered by hand, fax, or certified mail.

13. Severability

(a) If any provision of this Contract is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

14. Counterparts

(a) This Contract may be executed in several counterparts, each of which shall be deemed an original.

15. Waiver

(a) The failure by either party to enforce any of its rights under this Contract shall not be construed as a waiver of such rights.

16. Headings

(a) The headings in this Contract are for convenience only and shall not affect the interpretation of this Contract.

17. Special Conditions

(a) Additional terms and conditions may apply as specified in the Schedule of Services.

18. Survival

(a) The provisions of this Contract that are intended to survive the termination of this Contract shall continue in full force and effect.

19. Entire Agreement

(a) This Contract contains the entire agreement between the parties and supersedes all previous negotiations, understandings, and agreements relating to the subject matter of this Contract.

20. Governing Law

(a) This Contract shall be governed by and construed in accordance with the laws of [Country].

21. Dispute Resolution

(a) Any dispute arising out of or in connection with this Contract shall be resolved through

22. Force Majeure

(a) Neither party shall be liable for any failure to perform its obligations under this Contract if it is prevented from doing so by circumstances beyond its control, provided that the party giving notice of force majeure shall take reasonable steps to overcome such circumstances.