

## Important Exhibitor Information

### IPPA

28<sup>th</sup> September - 2<sup>nd</sup> October 2005

### MECC

Dear Exhibitor,

Your show is approaching fast and there are details that need your attention.

Please read this simple step-by-step guide, **complete your forms and return each form by :**

**Wednesday, 31<sup>st</sup> August 2005**

This will ensure you have confirmed your exhibition stand package details and **avoid the expense of late order fees.**

Once your forms are received Exhibition Hire's experienced people, quality product and service will provide you with a hassle free exhibitor experience.

We look forward to a strong partnership.

Maria Harris  
Exhibition Co-ordinator  
Exhibition Hire - Official Exhibition Contractor  
Phone 02 9645 7000

Exhibition Hire Central Administration Office

### S y d n e y

45 Princes Road West, Auburn NSW AUSTRALIA 2144  
P.O. Box 120 Sydney Markets NSW AUSTRALIA 2129  
Tel 61 2 9645 7000 Fax 61 2 9645 5300

### M e l b o u r n e

7 Lambeck Drive, Tullamarine VIC AUSTRALIA 3043  
P.O. Box 379 Tullamarine VIC AUSTRALIA 3043  
Tel 61 3 9338 5882 Fax 61 3 9338 5836

### B r i s b a n e

17 Lochlamey Street, Beenleigh QLD AUSTRALIA 4207  
P.O. Box 1432 Beenleigh QLD AUSTRALIA 4207  
Tel 61 7 3382 6055 Fax 61 7 3382 6066

# Contents



Octanorm Exhibition Stand Package

Exhibition Hire Upgrades & Custom Stands

Fascia Signage Confirmation Form – Please ensure you return this form

Wall Mounted Shelving Order Form

Audio Visual Layout Form

Product & Services Brochure  
Furniture, Display Accessories & Audio Visual Order Form

**Order Forms Return Date: Wednesday, 31<sup>st</sup> August 2005**

**Late order charges apply if forms returned after the above date.**

**Exhibition Hire Central Administration Office**

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45 Princes Road West, Auburn NSW AUSTRALIA 2144  
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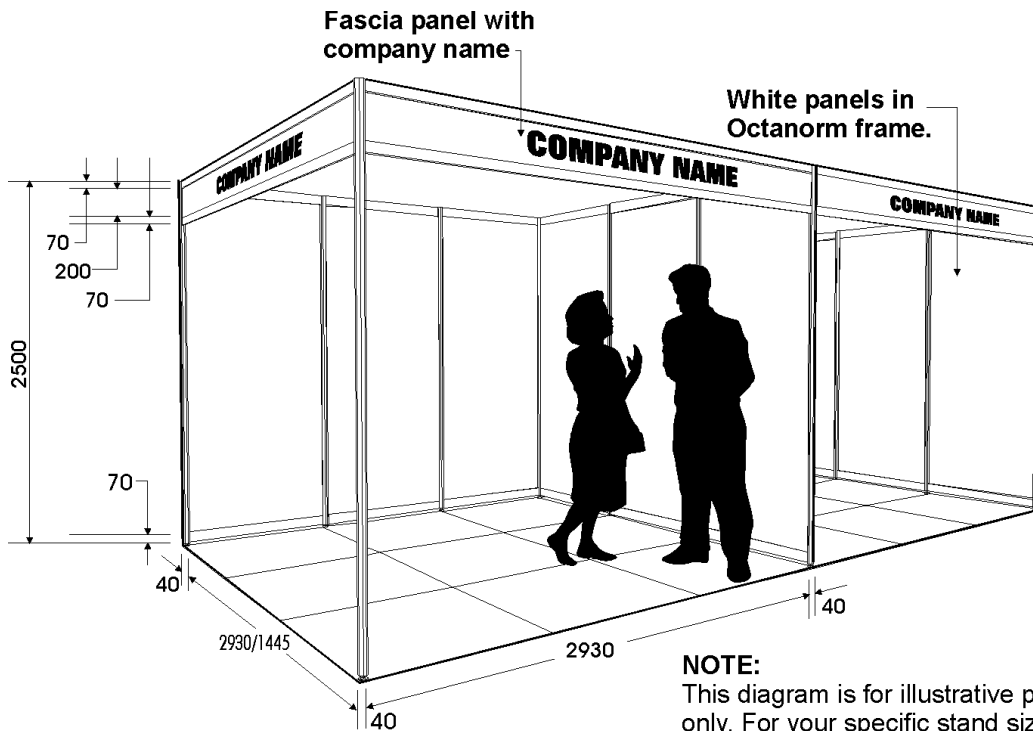
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# Octanorm Exhibition Stand Package



Walls	2.5m high white melamine walls in an octanorm frame
Fascia	Standard Navy fascia board with your company name in White vinyl lettering.
Signage	A company sign will be installed over each open aisle fascia
Lighting	2 x 150 watt track mounted spotlights per stand
Power	1 x 4amp power point per stand
Carpet	Venue carpeted
Items not to be used	Pins, staples, screws, nails, bolts, paint
Items you can use	Velcro, bluetac, double-sided adhesive tape, shelving & Octanorm hooks - available from Exhibition Hire

# Upgrade & Custom Stands



4 steps to a stand that projects a powerful brand image.

**1. Clarify your objective**

Are you launching a new brand, product, or entering into a new market?

**2. Quantify your budget**

Can you afford not to create a powerful brand image?

**3. Be inspired!**

Be inspired by flicking through our full colour brochure or clicking onto our website [www.exhibitionhire.com.au](http://www.exhibitionhire.com.au)

**4. Make it happen!**

- To order standard items, like furniture, audiovisual, electrics or wall colour changes we have provided easy to use forms.
- To organise a quote for custom signage, special upgrades & a custom stand quote please contact our custom design team on **02 9645 7000** or email us on [ehs@ehs.com.au](mailto:ehs@ehs.com.au)

## Add to your Stand Package

- ✓ Furniture & Display Accessories
- ✓ Audiovisual Equipment
- ✓ Wall Mounted Shelving
- ✓ Custom Signage & Banners

## Upgrade your Stand Package

- ✓ Change your fascia colour
- ✓ Change your floor surface
- ✓ Create giant visual images of your product
- ✓ Add Style & function with our Aria, Euro, Elite or Timber furniture
- ✓ Create interest & movement on your stand with a giant plasma screen.

## Custom Design Stand

- ✓ We work with your budget to create a strong visual image that sells your product.
- ✓ Create desire with life size graphics
- ✓ Movement with giant plasma screens
- ✓ Style with designer furniture
- ✓ A modern feel with our flooring





# Power & Lighting Stand Layout

Use this page if you wish to indicate position

## Power & Lighting Location Form

IPPA Maria Harris  
 MECC  
 Return Date: Wednesday, 31<sup>st</sup> August 2005

Power points will be located in a rear corner unless otherwise specified.  
 Track lights will be located behind your fascia unless otherwise specified.

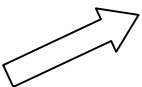
### Guide

- 1: Mark out your stand in thick pen using the squares as a guide.
- 2: Use an x to mark in power
- 3: Use a 0 to mark in lighting
- 4: Add any comments & make sure you fill in your name & company details.
- 5: Return this 2<sup>nd</sup> page with page one of your electrical order form.

**Back of Stand**

6m								
5m								
4m								
3m								
2m								
1m								
	2m	3m	4m	5m	6m	7m	8m	9m

**Front of Stand**



<b>Stand Dimensions</b>	<b>M</b>	<b>X</b>	<b>M</b>	<b>=</b>	<b>SqM</b>
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**Company Name:** \_\_\_\_\_

<b>Stand Name:</b> _____	<b>Stand Number</b> _____
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this form must be returned to  
Exhibition Hire Central Administration Office  
Fax: + 61 (02) 9645 5300  
Post: P.O. Box 120, Sydney Markets NSW 2129  
Australia

Audio  
Visual  
Location  
Form

IPPA Maria Harris  
MECC  
Return Date: Wednesday, 31<sup>st</sup> August 2005

**AUDIO VISUAL INFORMATION FORM**

**When placing an order for Audio Visual equipment it is important that you fax back this form to our office, for location and technical information we require.**

COMPANY NAME: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT: \_\_\_\_\_ DATE: \_\_\_\_\_

Show Name: **IPPA** Show Dates: **28 September - 2 October 2005**

Stand Name: \_\_\_\_\_ Stand Number: \_\_\_\_\_

◆ **Please fill out all relevant information regarding your order to ensure completeness and accuracy:**

1. What equipment is required? Please tick appropriate box.

Plasma Screen      Data projector      Mounted Sound Pack      Other - specify

\_\_\_\_\_

2. What use is it intended for? Please tick appropriate box.

Video display      Data presentation (eg PowerPoint)      with sound      other - specify

\_\_\_\_\_

3. Where is the equipment to be situated and what on? (eg stand, wall mount)

\_\_\_\_\_

4. Is assistance with the connection or an operator required? \_\_\_\_\_

5. Who can we call if we have any questions before the event? \_\_\_\_\_

6. Onsite contact name and number: \_\_\_\_\_

7. Are there any plans available?    Yes - please attach    No - Indicate placement below

Stand Size: \_\_\_\_\_

