

# Exhibitor Kit

*Information for your stand.*

**Exhibition** Cake Bake and Sweets Show Sydney 2018  
**Venue** ICC Sydney  
**Dates** 23 - 25 November 2018  
**Forms Due** 2/11/18

# Your Exhibition Stand

FORM DUE

2/11/18

late fees apply

## Market Stall



## Shell Stand



## About This Form

**ITEMS ALLOWED ON WALLS:**  
When attaching anything to walls, exhibitors are asked to only use velcro tape, bluetac, double-sided adhesive tape or wall-mounted shelving and slat walls with hooks.

**ITEMS NOT ALLOWED:**  
Please do not use pins, staples, screws, nails, bolts, glue or paint as these cause permanent damage to the panels. Charges will apply for ALL damage to wall panels.

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

## The following features are incorporated into your Stand Package

STAND SIZE	Refer to the show floorplan for your specific stand size.
WALLS	<u>SHELL STAND:</u> 2.5mH White walls in an aluminium Octanorm frame. <u>MARKET STALL:</u> 2.5mH Black walls in an aluminium Octanorm frame.
FASCIA SIGN	<u>SHELL STAND:</u> Aluminium frame with <b>SHOW BRANDED</b> fascia board. Company names will be installed on each open aisle fascia. <u>MARKET STALL:</u> Aluminium frame with <b>SHOW BRANDED</b> fascia board. Company names will be installed diagonally across stand. <b>Note:</b> Each sign will be a maximum of 25 UPPERCASE characters including any spaces.
LIGHTING	<u>SHELL STAND:</u> 2x track mounted spotlights per 9 square metres mounted onto the light track inside the fascia. <u>MARKET STALL:</u> 1x Arm Light per stand
POWER	<u>SHELL STAND:</u> 1 x 240volt / 1000watt/ 4amp general purpose power point will be provided; regardless of stand size The power point will be located in the rear corner of the stand unless otherwise specified. <u>MARKET STALL:</u> No Power included
FLOORING	Flooring will be 1m x 1m carpet tiles in CHARCOAL

# Stand Modifications

FORM DUE

2/11/18

late fees apply

## \*OPTIONAL FORM

EXHIBITION Cake Bake and Sweets Show Sydney 2018

SHOW DATES 23 - 25 November 2018

VENUE ICC Sydney

COMPANY

STAND NAME

STAND NUMBER

STAND SIZE

CONTACT

ADDRESS

STATE

POSTCODE

COUNTRY

PHONE

FAX

EMAIL

## About This Form

This form is only required if you wish to order changes to your exhibition stand such as adding walls, doors, storage areas or changing the type of flooring or carpet colour.

### YOUR STAND:

The standard stand wall colour for this event is White and Venue Floor carpet.

Prices shown include installation.

If making any changes, please also complete the Stand Layout Form.

Orders placed after 2/11/18 incur a \$120 late fee per sign +GST.

### HOW TO RETURN FORM

Simply Fax or Email this completed & signed form to:

F: 02 9645 5300  
E: esd@exponet.com.au  
PO Box 120 Sydney Markets  
A: NSW 2129

## Walling & Flooring Options

PRODUCT	COLOUR	QTY	UNIT COST			SUB TOTAL
ADDITIONAL WALLING	WHITE	l/m	\$60 l/m			\$
	SILVER GREY	l/m				\$
DOORS	WHITE		\$200 door			\$
			1-20m <sup>2</sup>	21-60m <sup>2</sup>	+60m <sup>2</sup>	
CARPET TILES 1x1m	BLACK	sqm				\$
	CHARCOAL	sqm				\$
	BLUEBERRY	sqm	\$22 sqm	\$20 sqm	\$18 sqm	\$
	BRIGHT BLUE	sqm				\$
	RED	sqm				\$
	TURF GREEN	sqm	\$28 sqm	\$28 sqm	\$28 sqm	\$
RAISED FLOOR 1x1m 32mmH	WHITE	sqm	\$90 sqm	\$80 sqm	\$70 sqm	\$
	BEECH	sqm				\$
UNDERLAY	FOR VENUE FLOOR	sqm	\$6 sqm	\$6 sqm	\$6 sqm	\$

Hire Charge Total

\$

Late Fee

\$

Add 8% Damage Waiver

\$

SUB TOTAL

\$

Add 2% Credit Card Surcharge

\$

TOTAL

\$

Add 10% GST

\$

INVOICE TOTAL

\$

## Important information

### Hire Terms & Conditions

- No orders will be installed until payment is received and processed
- 2% Credit Card Surcharge applies
- Order is not valid unless signed by approved hirer or authorised card holder
- Orders during Move-In are subject to late service fee
- Cancellations after delivery are charged at full rate
- Regional surcharges apply outside metropolitan areas
- Damage Waiver is a compulsory fee to cover attrition of hired equipment
- Please read the complete Terms & Conditions at the end of this document

## Payment Details

FUNDS TRANSFER BSB 012 220 ACCOUNT NUMBER 836 158 393 NAME EXPONET

SWIFT CODE ANZBAU3MXXX  CHEQUE

CREDIT CARD  AMERICAN EXPRESS  DINERS CLUB  MASTERCARD  VISA

ACCOUNT NAME

CREDIT CARD NO.

EXPIRY DATE

★ SIGNED

# Wall Mounted Shelving

FORM DUE

2/11/18

late fees apply

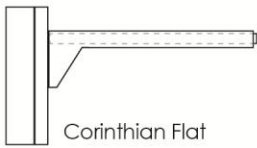
## \*OPTIONAL FORM

EXHIBITION	Cake Bake and Sweets Show Sydney 2018
SHOW DATES	23 - 25 November 2018
VENUE	ICC Sydney
COMPANY	
STAND NAME	
STAND NUMBER	
STAND SIZE	

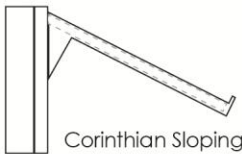
CONTACT	
ADDRESS	
STATE	POSTCODE
COUNTRY	
PHONE	FAX
EMAIL	

## About This Form

### Shelving Types



Corinthian Flat



Corinthian Sloping

## Shelving Options

PRODUCT	COLOUR	CODE	QTY	UNIT COST	SUB TOTAL
FLAT SHELF	BLACK	7011		\$55 ea	\$
	WHITE	7010		\$55 ea	\$
	GLASS	7014		\$65 ea	\$
SLOPING SHELF	BLACK	7016		\$55 ea	\$
	WHITE	7015		\$55 ea	\$
SLAT WALL (1.0x2.4m)	WHITE	7050		\$235 l/m	\$
<b>Hire Charge Total</b>					\$
Late Fee					\$
Add 8% Damage Waiver					\$
<b>SUB TOTAL</b>					\$
Add 2% Credit Card Surcharge					\$
<b>TOTAL</b>					\$
Add 10% GST					\$
<b>INVOICE TOTAL</b>					\$

## Important information

### Shelving Notes

Shelf W 990mm x D 300mm, max 4x shelves per wall panel, max weight of 7kg per shelf, wall panels not included in price. Brackets used may vary. Only available for ExpoNet contracted shows.

### Hire Terms & Conditions

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- Order is not valid unless signed by approved hirer or authorised card holder
- Orders during Move-In are subject to late service fee
- Cancellations after delivery are charged at full rate
- Regional surcharges apply outside metropolitan areas
- Damage Waiver is a compulsory fee to cover attrition of hired equipment
- Please read the complete Terms & Conditions at the end of this document

If ordering any shelving, please also complete the Stand Layout Form.

Orders placed after 2/11/18 incur a \$120 late fee per sign +GST.

### HOW TO RETURN FORM

Simply Fax or Email this completed & signed form to:

F: 02 9645 5300  
E: esd@exponet.com.au  
A: PO Box 120 Sydney Markets NSW 2129

## Payment Details

FUNDS TRANSFER BSB 012 220 ACCOUNT NUMBER 836 158 393 NAME EXPONET

SWIFT CODE ANZBAU3MXXX  CHEQUE

CREDIT CARD  AMERICAN EXPRESS  DINERS CLUB  MASTERCARD  VISA

ACCOUNT NAME

CREDIT CARD NO.

EXPIRY DATE

★ SIGNED



# Furniture & Audio Visual

FORM DUE  
PRIOR TO  
MOVE-IN TO  
AVOID FEES

## \*OPTIONAL FORM

EXHIBITION	Cake Bake and Sweets Show Sydney 2018	CONTACT	
SHOW DATES	23 - 25 November 2018	ADDRESS	
VENUE	ICC Sydney		
COMPANY		STATE	POSTCODE
STAND NAME		COUNTRY	
STAND NUMBER		PHONE	FAX
STAND SIZE		EMAIL	

## About This Form

This form is required if you need to order furniture in addition to what is provided in your Stand Package (pg 2).

Please refer to our Product Catalogue for product codes, names and prices.

**SPACE ONLY EXHIBITORS:**  
Space only exhibitors must also complete this form. You currently have **NO** furniture included.

If making any changes, please also complete the Stand Layout Form.

Orders placed during Move-in are charged an additional Late Order service fee.

### HOW TO RETURN FORM

Simply Fax or Email this completed & signed form to:

F: 02 9645 5300  
esd@exponet.com.au  
E: PO Box 120 Sydney Markets  
A: NSW 2129

## Furniture/AV Product Ordering

CODE	DESCRIPTION	QTY	COST	SUBTOTAL
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			<b>Hire Charge Total</b>	\$
			Add 30% Cartage and Placement (min \$80, max \$1,200)	\$
			Add 8% Damage Waiver	\$
			<b>SUB TOTAL</b>	\$
			Add 2% Credit Card Surcharge	\$
			<b>TOTAL</b>	\$
			Add 10% GST	\$
			<b>INVOICE TOTAL</b>	\$

## Important information

### Hire Terms & Conditions

- No orders will be installed until payment is received and processed
- 2% Credit Card Surcharge applies
- Order is not valid unless signed by approved hirer or authorised card holder
- Orders during Move-In are subject to late service fee
- Cancellations after delivery are charged at full rate
- Regional surcharges apply outside metropolitan areas
- Damage Waiver is a compulsory fee to cover attrition of hired equipment
- Please read the complete Terms & Conditions at the end of this document

## Payment Details

FUNDS TRANSFER BSB 012 220 ACCOUNT NUMBER 836 158 393 NAME EXPONET

SWIFT CODE ANZBAU3MXXX  CHEQUE

CREDIT CARD  AMERICAN EXPRESS  DINERS CLUB  MASTERCARD  VISA

ACCOUNT NAME

CREDIT CARD NO.

EXPIRY DATE

★ SIGNED

# Power & Lighting

FORM DUE

2/11/18

late fees apply

## \*OPTIONAL FORM

EXHIBITION Cake Bake and Sweets Show Sydney 2018

SHOW DATES 23 - 25 November 2018

VENUE ICC Sydney

COMPANY \_\_\_\_\_

STAND NAME \_\_\_\_\_

STAND NUMBER \_\_\_\_\_

STAND SIZE \_\_\_\_\_

CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE \_\_\_\_\_

POSTCODE \_\_\_\_\_

COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

## About This Form

This form is required if you need to order power or lighting in addition to what is provided in your Stand Package (pg 2).

**SPACE ONLY EXHIBITORS:**  
Space only exhibitors must also complete this form. You currently have **NO POWER** included.

If making any changes, please also complete the **Stand Layout Form**.

Orders placed during Move-in are charged an additional **Late Order service fee**.

### HOW TO RETURN FORM

Simply Fax or Email this completed & signed form to:  
02 9645 5300

F: [esd@exponet.com.au](mailto:esd@exponet.com.au)

E: PO Box 120 Sydney Markets

A: NSW 2129

## Power & Lighting Product Ordering

CODE	DESCRIPTION	QTY	COST	SUB TOTAL
2732	18W Spotlight on Track		\$96.00	\$
2756	Vario Light on Arm 150W		\$127.00	\$
2710	Single 240V Power outlet 1000W (max 4amp)		\$99.00	\$
2711	Single 240V Power outlet 2400W (max 10amp)		\$124.00	\$
2712	Single 240V Power outlet 3600W (max 15amp)		\$154.00	\$
2739	415V 32amp 3-Phase power outlet (5-pin plug)		\$427.00	\$
2719	415V 32amp 3-Phase point outlet with board		\$627.00	\$
				\$
				\$
				\$
				\$

Hire Charge Total

\$

Late Fee

\$

Add 30% Electrical Installation Fee

\$

Add 8% Damage Waiver

\$

SUB TOTAL

\$

Add 2% Credit Card Surcharge

\$

TOTAL

\$

Add 10% GST

\$

INVOICE TOTAL

\$

## Important information

### Hire Terms & Conditions

- No orders will be installed until payment is received and processed
- 2% Credit Card Surcharge applies
- Order is not valid unless signed by approved hirer or authorised card holder
- Orders during Move-In are subject to late service fee
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- Damage Waiver is a compulsory fee to cover attrition of hired equipment
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## Payment Details

FUNDS TRANSFER BSB 012 220 ACCOUNT NUMBER 836 158 393 NAME EXPONET

SWIFT CODE ANZBAU3MXXX  CHEQUE

CREDIT CARD  AMERICAN EXPRESS  DINERS CLUB  MASTERCARD  VISA

ACCOUNT NAME \_\_\_\_\_

CREDIT CARD NO. \_\_\_\_\_

EXPIRY DATE \_\_\_\_\_

★ SIGNED \_\_\_\_\_

# Stand Layout & Final Checklist

FORM DUE

2/11/18

late fees apply

## \*COMPULSORY FORM (IF ORDERING ADDITIONS)

EXHIBITION	CONTACT	
SHOW DATES	ADDRESS	
VENUE		
COMPANY	STATE	POSTCODE
STAND NAME	COUNTRY	
STAND NUMBER	PHONE	FAX
STAND SIZE	EMAIL	

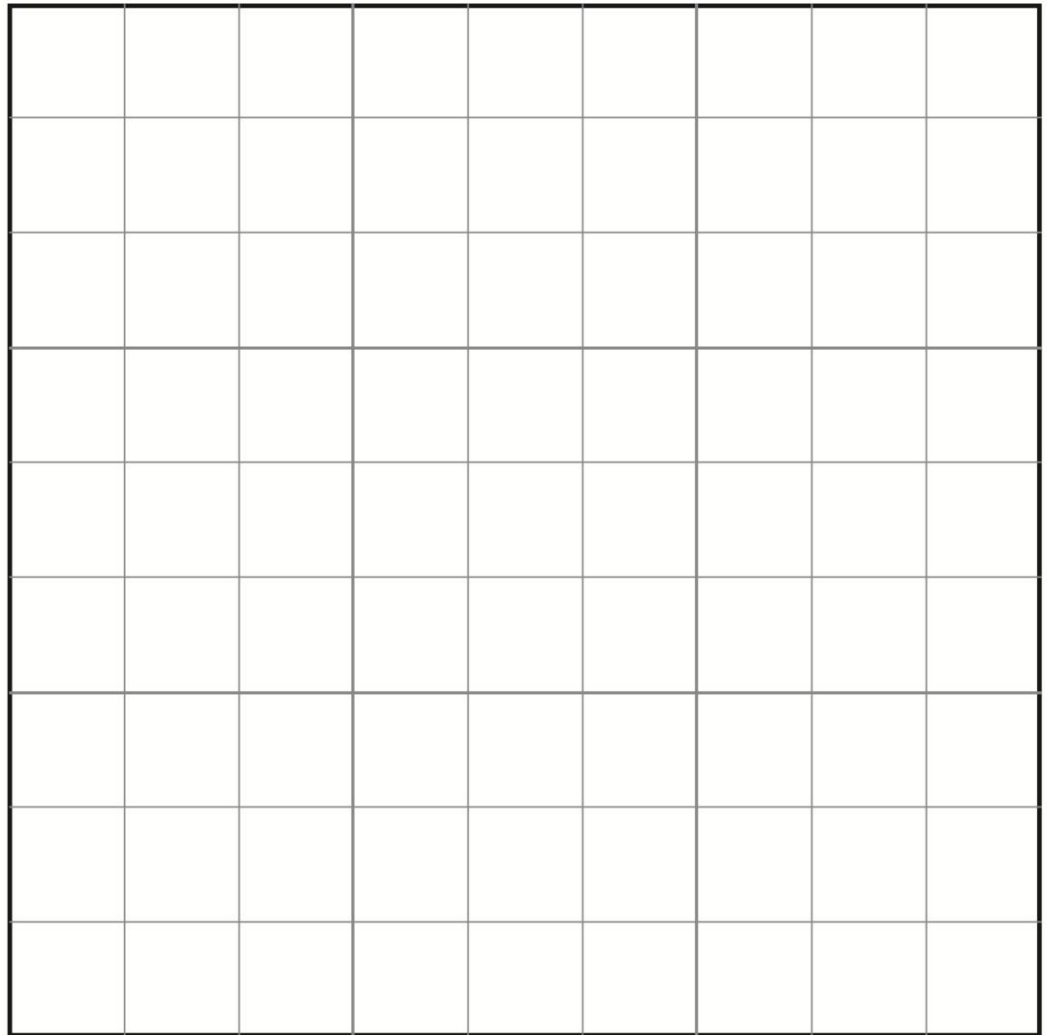
## About This Form

To assist our installers and ensure the smooth delivery and setup of your requirements, **please draw the layout of your stand** showing - as clearly as possible - the modifications you wish to make and any other important or relevant details we need to know. Or, you may attach a copy of any existing plans of your stand to this form.

### DRAWING CHECKLIST

- Walls:** Draw your stand walls in thick black pen.
- Electrics:** Use the legend to mark any power & lighting.
- A/V:** Draw and label any A/V equipment.
- Shelving:** Draw in locations & quantities of any wall shelving.
- Extra Walls/Doors:** Show any additional walling and doors.
- I have completed the required forms for all areas marked above.

## Draw your stand floorplan here













If making any changes, please also complete the **Stand Layout Form**.

Orders placed during Move-in are charged an additional **Late Order service fee**.

### Stand Dimensions

<input type="text"/>	m	X	<input type="text"/>	m
=	<input type="text"/>	sqm		

### Electrical Legend

-  Low Energy Spotlight on Track
-  Vario 150W Halogen on Arm\*
-  300W Floodlight on Arm\*
-  300W Floodlight on Track
-  4amp Powerpoint
-  10amp Powerpoint
-  15amp Powerpoint
-  30amp 3-Phase power outlet
-  DISTRIBUTION BOARD
-  Light Stand



# Terms & Conditions

## Standard Conditions of Hire

**1. GENERAL** - All hire goods remain the property of ExpoNet Pty Ltd at all times. ExpoNet Pty Ltd retains the right to alter, vary or substitute any item without notice. All goods are subject to stock availability.

**2. PRICES** - Unless otherwise indicated, all pricing is exclusive of GST, cartage and damage waiver. Prices are for the duration of the exhibition not exceeding 10 days. Prices for duration of general hire not exceeding 7 days.

**3. PAYMENTS** - Orders cannot be confirmed until all hire and other charges have been paid in full and processed.

**4. LATE ORDERS** - Furniture and Audio Visual orders placed during move in are to be charged an additional late order service fee.

Electrical and shelving orders received after the specified due date displayed on the Exhibitor Show Kit will incur a 20% surcharge with a minimum \$110.00 charge.

**5. CARTAGE & PLACEMENT** - All cartage and placement of equipment will be carried out by ExpoNet staff except as otherwise agreed in writing. Event cartage rates apply to CBD in Sydney/Melbourne/Brisbane. Other areas may attract additional cartage. For general hire cartage and placement POA.

**6. 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.

**7. CANCELLATIONS** - Any products delivered then cancelled will be charged at full rates. Goods cancelled less than 5 days prior to exhibition opening, but not installed will be charged at 50% of full rate.

**8. CLAIMS** - Please notify ExpoNet of any problems with your order on delivery. No discussion will be entered into after the event closes.

## Hiring Agreement

### 1. DEFINITIONS

"Equipment" means the items hired out by the Owner to the Hirer. "Hirer" means any person who requests the Owner to hire Equipment to it, including its employees and agents. "Owners" means ExpoNet Pty Ltd ABN 45 132 935 105, its employees and agents. "Terms" means these terms and conditions.

### 2. TERMS OF PAYMENT

The Hirer agrees to pay the Owner's hire charge and any other charges, including charges for loss, damage and repairs or any tax, GST, duty, levy, or other expenses paid or payable by the Owner. If not otherwise specified by the owner in writing all hiring charges including taxes and duties are to be paid prior to delivery of the equipment. The hirer agrees to provide the Owner 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 are to be paid within seven days of the relevant invoice. The Hirer hereby authorises the Owner to debit the Hirer's credit card with the amount shown on the relevant invoice if the Hirer has not paid that amount within seven days of the date of the relevant invoice. The Hirer agrees to pay any expenses incurred or loss suffered by the Owner 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 the Owner, 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. The hirer acknowledges and agrees that the owner may pay a rebate, commission or other financial benefit to event organisers or like suppliers in connection with the hiring of the Equipment to the Hirer.

### 3. CREDIT CARD PAYMENT

A surcharge applies to all payments

### 4. TERMINATION OF HIRE

The Owner 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:

- If the Hirer shall fail to pay any hiring charges within two (2) days of the due date for such payment
- If the Hirer shall do or permit any act or thing whereby the Owners' rights in the equipment are or may be prejudiced
- If the Hirer should become or be made insolvent or bankrupt or make 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
- If the Hirer commits any breach of this Agreement.

For the purposes of repossessing the equipment, the Owner may enter into or upon any premises where the equipment may be without prejudice to the rights of the Owner 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 the Owner in respect of any claims, damages or expenses arising out of any action taken under this clause

### 5. THE HIRER'S OBLIGATIONS

The Hirer will:

- bear responsibility for the Equipment hired from the time of its delivery until collection by or return to the owner;
- 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 the Owner 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 the Owner's employees and cartage;
- assume the risk of and indemnify and hold the Owner harmless from and against any and all property damage and personal injury resulting from:
  - the use of the Equipment;
  - contact with underground cables, pipes, services or other obstructions;
  - all necessary surface repairs.

(ii) contact with underground cables, pipes, services or other obstructions;

(iii) 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 the Equipment is returned or ready for collection by the Owner's driver, 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.

### 6. LOSS OF OR DAMAGE TO EQUIPMENT

If the Equipment is lost, breaks down or is damaged, the Hirer must immediately notify the Owner 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 without the Owner's prior written consent. If the Equipment is lost or damaged and the loss of or damage to the Equipment is caused by the negligence or willful act of the Hirer or the breach of any of these Terms by the Hirer, the Hirer shall without limitation be liable for the following:

- any costs incurred by the Owner in repairing or replacing the Equipment;
- hire charges for the Equipment until the Equipment is replaced or repaired;
- any other costs whatsoever incurred or loss suffered by the Owner as a result of the damage to or loss of the Equipment.

### 7. RELEASE AND INDEMNITY

The Hirer hereby releases the Owner from, and agrees to indemnify the Owner 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.

### 8. 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:

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

### 9. INSURANCE

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

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

### 10. SPECIAL CONDITIONS OF ELECTRICAL HIRE

Hirers should note that all electrical equipment used in an exhibition or event supplied by the owner or its subcontractors is operated solely by the owner. Further, such electrical equipment remains under the sole control of the owner. 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 the owner or its subcontractors may only be undertaken by the owner or its subcontractors or with the approval of owner.

### 11. PRICE LISTS

Any price lists published by the owner may be changed without notice.

### 12. AVAILABILITY

All goods are subject to stock availability.