

Visual Impact Sydney 2015 Booking Form

Venue Hall 3, Sydney Showground, Sydney Olympic Park
Dates & Trading Hours Wednesday 13 May 2015 10.00am – 6.00pm
 Thursday 14 May 2015 10.00am – 6.00pm
 Friday 15 May 2015 10.00am – 4.00pm

Stand Space & Other Opportunities

Stand Number _____ Dimensions _____
 Total Area (sqm) _____ Stand Description () Floor Space () Shell Scheme

NB Rates are exclusive of GST

	Normal VISA Member Rate	Normal Non Member Rate
Floor Space	\$425.00 per sqm	\$465.00 per sqm
Shell Scheme (add this rate on to floor space rate)	\$95.00 per sqm	\$95.00 per sqm

Additional Opportunities

Visitor's Guide Advertisement \$800
 Visitor's Bag Insert \$500

Payment Amount

Stand Space AUD\$ _____
 Public Liability Insurance AUD\$ 100
 Visitor's Guide Advertisement AUD\$ _____
 Visitor's Bag Insert AUD\$ _____
 10% GST AUD\$ _____
 TOTAL COST AUD\$ _____

Notes on stand type

Floor space does not include spotlights, power or carpet.

Shell Scheme includes:

Side and/or rear walls up to 2.4m
 Fascia allowing 30 characters
 2 x 150 watt spotlights per 9sqm
 1 x 4 amp power outlet per stand, regardless of size
 Blueberry carpet tiles

NB Walls 5m or over are not permitted on an aisle

Payment Terms

10% to be submitted upon signing AUD\$ _____
 25% to be submitted 31 October 2014 AUD\$ _____
 35% to be submitted by 1 December 2014 AUD\$ _____
 Balance to be submitted by Monday 1 March 2015 AUD\$ _____

Note: space will not be reserved until 10% deposit has been received.

We wish to exhibit at Visual Impact Sydney 2015 and apply for space as indicated above. We have read and abide by the Terms and Conditions overleaf and any amendments advised by the Organiser as a condition of the allotment of space. We agree to pay the total cost as shown above on the dates indicated and any other charges incurred on our behalf.

Contact Details

Company Name _____ ABN _____

Address _____

Email _____

Telephone () _____ Mobile _____ Fax () _____

Signed _____ Date _____

Name _____ Position _____

Payment Options

Cheque Option Please make cheques payable to Visual Impact Promotions Pty Ltd

Direct Debit Option Visual Impact Promotions Pty Ltd National Australia Bank BSB 084 209 Account 489 987 487

Credit Card Option Please debit my () Bankcard () Visa () Mastercard () American Express
 (2% surcharge) (2% surcharge) (2% surcharge) (3.5% surcharge)

Card Number _____ Expiry Date _____

Signed _____ Amount AUD\$ _____

Cardholder Name _____

Visual Impact Sydney 2015

Terms & Conditions

1. The Trade Show Organiser, Visual Impact Promotions Pty Ltd reserves the right to alter or add to these Terms and Conditions as may be necessary for compliance with any Law or with any direction given by the Owner/Lessor of the exhibition site and generally for the efficient running of the Exhibition. These Terms and Conditions are seen as part of and/or additional to the detailed Rules and Regulations as described in the Exhibitors' Manual which will be forwarded to each accepted Exhibitor but can be viewed prior to this at the offices of the Organiser.
2. Definitions: The term "Exhibitor" shall mean and includes all employees and/or agents of any company, partnership or individual exhibiting and the term "Exhibition" shall mean Visual Impact Sydney 2015.
3. The Exhibitor agrees to comply with all directions and legal requirements of all Government bodies and with these Terms and Conditions for the duration of the Exhibition.
4. Allotment of space to an Exhibitor, which will then constitute a license to exhibit and not a tenancy, will follow acceptance of an Exhibitor's space contract and deposit. The Organiser reserves the right at any time to alter the size, shape or position of the floor plan as may be necessary for the best interest of the Exhibition. A cost adjustment will be made to any Exhibitor in the event of a reduction of their display space.
5. Exhibits must fall within the scope of the Exhibition. No other exhibit or product (including demonstration machinery) is to be displayed without prior written consent of the Organiser.
6. Payment terms are as per the attached Exhibitor Booking Form.
7. Public Liability Insurance is a compulsory charge to cover the exhibitor for public liability insurance for the period of the Visual Impact Exhibition.
8. The contractual price (unless otherwise stated by the Organiser) does not include any of the following:
 - loading and handling of equipment goods of any kind including staff, advertising catalogue or handbill, telephones and/or facsimiles, Stamp Duty levied on contract, dressing of stand, cleaning.
 - where required by the Lessor/Owner of the exhibition site, electrical installation, water and gas supply, plumbing connection and sprinkler installation will be carried out at the cost of the Exhibitor in accordance with the usual requirements of the Owner/Lessor.
9. The design of all stands and exhibits and their weight or character is subject to the prior approval of the Organiser. Their construction, erection and dismantling shall be carried out under the supervision of and subject to conditions laid down by the Organiser. Any stand considered not to be in the best interest of the Exhibition may be removed or altered by the Organiser at the expense of the Exhibitor.
10. All plant, machinery and exhibits must comply with statutory requirements as to safety and particularly in the case of the storage of petrol, explosives and other inflammable materials. No article of a dangerous character shall be taken into the Exhibition except with the Organisers prior written consent.
11. The Organiser reserves the right to refuse any person admission to the Exhibition without assigning any reason. It is the responsibility of the Exhibitor to see that passes which, upon request will be supplied to their staff, are not misused or lent to other persons.
12. Contractor Build: Monday 11 May 2015
 - Bump In: Monday 11 & Tuesday 12 May 2015
 - Bump Out: Friday 15 & Saturday 16 May 2015
13. The Exhibitor is at all times during the Exhibition including pre and post opening seminar and demonstration periods:
 - a) required to keep their stand open to view and properly staffed by competent representatives between 10.00am and 6.00pm on Wednesday 13, Thursday 14 & Saturday 15 May 2015.
 - b) responsible for the maintenance of their stand and display space in a clean and tidy condition
 - c) required to conduct business only from their display space and to keep passageways in from their display space free from any obstruction
 - d) prohibited from holding or allowing an auction, lottery, game of chance or sideshow to take place without Organisers approval
 - e) prohibited from operating any type of machinery or equipment at a sound level which, in the Organisers sole opinion because of loudness, is likely to cause nuisance or annoyance to other Exhibitors or Visitors
 - f) prohibited from operating any type of printing machinery which is in breach of our stated OH&S safety guidelines or OH&S safety manager
- g) prohibited from doing anything which, in the sole opinion of the Organiser, may bring discredit upon the Exhibition
13. The Exhibitor undertakes to have their display space ready, with all exhibits available for display and completed by the time specified by the Organiser, preceding the opening of the Exhibition. Should the balance of costs due to their stand and will not forfeit to the Organiser all their rights under this Contract and the Organiser shall be entitled to take possession and use the space for its own purposes and may allot the space to another Exhibitor.
14. Exhibitors must not transfer, dispose of, part with or otherwise sub-let the whole or any part of their space, office store or other accommodation whether for financial consideration or otherwise, or enter into any agreement to do so. An Exhibitor, being an officially appointed sole Agent or sole Licensee (and conforming to Regulations above), must state, at the time of application for space, the names of the principals to be represented and confine his/her display to their products. This does not debar an Exhibitor from displaying products of a principal for whom he/she becomes an agent or sole licensee after allotment of space, providing permission is first obtained from the VISA Committee. However, any principal who is a bad debt to VISA is prohibited from working on or attending any stand or displaying the principal's products without written permission from the VISA Committee. This Regulation shall be deemed to include any subsidised material or product not being part of, but used complementary to the exhibit. An Exhibitor may not, except by express written permission from the Organisers, display directly or indirectly, advertise or give to any other Exhibitor products other than his/her own or his/her principal's. The display of acknowledgements or credits indicating membership of organisations or trade associations is not allowed, except by written permission of the VISA Committee. The Organisers reserve the right to have masked or removed from the Exhibition any product or signs violating this Regulation.
15. The Organiser shall be under no liability for personal injury to the Exhibitor or their servants or agents, contractors, sub-contractors, invitees or licensees howsoever caused or for any damage to exhibits or other property of the Exhibitor, their servants, agents, contractors, sub-contractors, invitees, or licensees, howsoever caused. The Exhibitor is accordingly advised to take out all necessary insurance.
16. If the holding of the Exhibition or the supply of any service by the Organiser is prevented, postponed or abandoned by reason of fire, storm, lightning, national emergency, labour dispute, strike, lockout, civil disturbance, explosion, inevitable accident or any cause not within the control of the organisation whether of the same sort or not, or the exhibitor site becomes wholly or partially unavailable for the holding of the Exhibition, the Organiser may at its entire discretion, refund part of the costs of space paid by the Exhibitor. In such case, the Organiser shall not be liable in any way whatsoever for any expenditure or liability or loss including consequential loss incurred by the Exhibitor.
17. Following acceptance by the Organiser of the Exhibitor's application for display space should the Exhibitor be then unable or unwilling to perform their part of the Contract, or fail to comply with these Terms and Conditions, or otherwise breach the Contract, the Organiser may terminate the Contract by written notice to the Exhibitor and may retain all deposits, part payments and/or other payments paid as liquidated damages in reimbursement of management costs and other fees and expenses by the Organiser. The Exhibitor shall thereafter be prohibited from occupying their stand and shall immediately remove the exhibits from the exhibition site in accordance with the Organisers directions. Alternatively, the Organiser may, at the Exhibitor's costs, dispatch such exhibits to the address stated in the Exhibitor Booking Form.
18. All exhibits are subject to general lien in favour of Visual Impact Promotions Pty Ltd for all sums, whether for unpaid costs of space or otherwise, due from the Exhibitor to Visual Impact Promotions Pty Ltd.
19. If the Exhibitor desires to cancel all or part of the exhibit space they must do so in writing to the Organiser. Should an Exhibitor cancel more than 120 days prior to the first open day shall be liable for 30% of the total cost of the stand space/shell scheme; between 60 days and 120 days prior to the first open day shall be liable for 60% of the total cost; less than 60 days prior to the first open day shall be liable for the total cost of the stand space/shell scheme.

For enquiries: **Visual Impact Promotions Pty Ltd** T: +61 2 9868 1577 F: +61 2 9869 0554 E: viexhibitions@visa.org.au

Authorised Signature

Date

Full Name (Print)

Position

Company Name