



EXHIBITOR INFORMATION

VENUE: Melbourne Exhibition Centre (Bays 4, 5 and 6)
Clarendon Street
Melbourne, Australia

KEY DATES:

Wednesday 7 October 2009		Shell scheme stand build, Custom Design stand build. Official freight forwarders deliver exhibitor displays & freight. Official furniture hire contractor deliver furniture.
Thursday 8 October 2009	8.00 am – 8.00 pm	Exhibitor move-in and set-up of displays. Delivery of exhibitor displays/freight by other couriers, Delivery of other hired furniture & equipment.
Friday 9 October 2009	10.00 am – 5.00 pm	Exhibition open to Public & Schools Invitation Day.
Saturday 10 October 2009	10.00 am – 5.00 pm	Exhibition open to Public.
Sunday 11 October 2009	10.00 am – 5.00 pm 5.00 pm – 10.00 pm	Exhibition open to Public. Exhibitor Move Out.
Monday 12 October 2009	8.00 am – 12 midday	Stand Contractors take-down and move-out. Dismantle & Move Out Custom Design Stands.

Official Shell Scheme Stand Contractor, Electrical & Furniture Hirer:

Harry The Hirer
81-95 Burnley Street, Richmond, VIC, 3121
Contact: Jason Balkin
Tel: 03 9429 6666 Fax: 03 9427 1637
Email: jason.balkin@harrythehirer.com.au
Web: www.harrythehirer.com.au

Freight Forwarder & Customs Agent:

Agility Fairs and Events Pty Ltd
Contact: Dianne Stubbs
Tel: 02 8755 8899 Fax: 02 9642 6899
Email: dstubbs@agilitylogistics.com
Web: www.agilitylogistics.com

Retailing by Exhibitors: There are no restrictions on exhibitors selling at the Show and we are happy for exhibitors to offer Show Specials to visitors.

Custom Design Stands: There are no restrictions on exhibitors constructing custom designed stands but drawings and details must be submitted to ensure OH&S requirements are met.

Public Liability Insurance: The Show organisers will carry AU\$20 million public liability cover but all exhibitors must also carry their own valid public liability insurance with a minimum of AU\$10 million cover.

All exhibitors will be asked to provide a copy of their current public liability insurance policy OR they must take out cover specifically for the Show - this can be arranged by the organisers through AON Insurance Group at a cost of \$66.00 inclusive of GST.

Exhibitors Handbook: A detailed Exhibitors Handbook with Service Forms and full information and regulations on the Show will be sent to all exhibitors in July 2009.



STAND SIZES & PRICES
 (All prices are in Australian Dollars)

Stand Numbers	Size	Sq. m.	Price	GST	Total Cost
SHELL SCHEME STANDS					
1-25, 63-67, 69-72, 74, 76-85	2.0 x 3.0	6.0	\$1,980	\$198	\$2,178
43-45, 47-50, 54-60, 86-96, 100-134, 138, 140-149, 153-156, 158-162	3.0 x 3.0	9.0	\$2,970	\$297	\$3,267
62, 68, 73, 75	3.0 x 4.0	12.0	\$3,960	\$396	\$4,356
26	2.0 x 8.0	16.0	\$5,280	\$528	\$5,808
27, 30	4.0 x 4.0	16.0	\$5,280	\$528	\$5,808
46, 51, 97, 135, 137, 139, 152, 157	3.0 x 6.0	18.0	\$5,940	\$594	\$6,534
28, 31, 37, 38	4.0 x 6.0	24.0	\$7,920	\$792	\$8,712
33	3.0 x 8.0	24.0	\$7,920	\$792	\$8,712
42, 61, 150, 151	3.0 x 9.0	27.0	\$8,910	\$891	\$9,801

Shell Scheme Package Inclusions:

- 2.4 metre high back & side walls (Mascot Blue colour fabric covered panels - Velcro compatible)
- 2 x 150 watt spotlights + 1 x 4 amp power point for every 3.0 metres of frontage.
- Fascia colour Red, White fascia sign with company name in Black lettering
- Exhibitors Handbook with Service Forms
- Occupational Health & Safety Guidelines
- Free web link from the Show web site to your website
- Regular emailed newsletters
- Prize give-away opportunities
- Staff name badges
- 24 hour venue security

CUSTOM DESIGN - STAND SPACE ONLY (\$300.00 per sq. metre, plus GST)

52, 98, 136	6.0 x 6.0	36.0	\$10,800	\$1,080	\$11,880
34, 35, 36, 39	6.0 x 8.0	48.0	\$14,400	\$1,440	\$15,840
40	7.0 x 8.0	56.0	\$16,800	\$1,680	\$18,480
41	8.0 x 8.0	64.0	\$19,200	\$1,920	\$21,120

Space Only is carpeted floor space, no lights and power or wall panels.

Exhibitor Sponsorship and Advertising Opportunities:

- Take a 12 month banner advertisement on the International Music Show website linked to your own website. Price \$385.00 (GST incl.)
- Advertise in the printed Show Guide given to every visitor to the Show. Details on application.



STAND BOOKING FORM/CONTRACT

1st Choice	2nd Choice	3rd Choice
Stand No: _____	Stand No: _____	Stand No: _____
Price: \$ _____	Price: \$ _____	Price: \$ _____

The Products/Services we will exhibit are: _____

Company/Organization: _____

Contact Person: _____ Position: _____

Address: _____

Postcode: _____

Telephone: _____ Facsimile: _____

Email: _____

Web Site: _____

*Please return form with your deposit of 25% of the stand price (incl. GST).
A Tax Invoice will be sent with a confirmation of your booking.*

Payment can be made by Cheque, credit card or direct deposit (contact us for our Banking Details).

Cheques made payable to Exhibitor Services Pty Ltd – Music Expo Account.

I/We hereby agree to be bound by the Terms and Conditions applicable to all Exhibitors at this Event, and by the additional Rules & Regulations set out in the Exhibitors Manual and I/we agree to comply with all reasonable directions and contractual requirements arising from this booking/acceptance.

Signed _____ Date _____

Visa MasterCard American Express (Will incur a 2% fee)

Card Number

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Expiry Date _____ Signature _____

For and on behalf of _____

FOR OFFICE USE

Stand No: _____	Price: \$ _____ GST: \$ _____ TOTAL: \$ _____	Stand Size: _____
Deposit: 25%: \$ _____ GST: \$ _____ TOTAL: \$ _____	2 nd Instalment – Due 1/3/09: 25%: \$ _____ GST: \$ _____ TOTAL: \$ _____	Balance - Due 1/8/2009: 50%: \$ _____ GST: \$ _____ TOTAL: \$ _____



SHOW TERMS & CONDITIONS

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| <p>1. If the exhibitors fail to comply in any substantial respect with the terms of this agreement the organisers shall have the right to sell the space, the exhibitor however, to be liable for any loss suffered by the organisers thereby, and all monies paid by the exhibitor hereunder shall be absolutely forfeited to the organisers. If in the event of the exhibitor failing to occupy the said space by the advertised opening time of the show, the organisers are authorised to occupy or cause the said space to be occupied in such manner as it may deem best for the interest of the exhibition without refund to the said exhibitor and without releasing the exhibitor from any liability hereunder.</p> <p>2. Exhibitors have ten (10) days in which to make their payments as they fall due. After this time, and only when monies have not been paid, the booth will be available for sale to another firm. All deposits paid to this stage will automatically be forfeited and no refund will be made and <u>no exhibitor shall occupy his booth space in the exhibition until all monies owing to the organisers by the exhibitor are paid in full.</u></p> <p>3. The organisers reserve the right to re-draw the floor plan to the benefit of the exhibition, as they see fit.</p> <p>4. The organisers reserve the right to decline any application to participate in the exhibition and no application will be considered unless made on the correct Booth Booking Form. This form is to be completed fully and without alteration and booths are let on these conditions.</p> <p>5. No booth will be held as let until The Booth Booking Form is signed and returned to the organisers with the appropriate deposit. In the event of the show being cancelled the organisers will return all deposits (subject to clause 23) but will not be responsible for the cost of any work carried out by the exhibitors or their contractors.</p> <p>6. Exhibitors shall comply with the Terms and Conditions of the Exhibition stipulated by the organisers in The Exhibitors Manual, The Health Department, Metropolitan Fire Brigade and with all relevant State and Commonwealth Acts as well as those imposed by the Venue Management.</p> <p>7. Every exhibitor hereby accepts liability for all acts or omissions of himself, his servants, contractors, agents, staff and invitees and undertakes to indemnify the organisers.
 To keep them indemnified against all liability in respect thereof and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever, which may be taken or made against the organisers or incurred or become payable by them arising there from or in respect thereof including any claims arising out of the supply by the exhibitor of samples or goods or any kind whatsoever whether such samples or goods be sold or given away free and including any legal costs, expenses and damages and any compensation costs and disbursements paid by the organisers on the advice of legal counsel to compromise or settle any such claims.
 Notwithstanding the indemnity hereby given, the exhibitor undertakes to arrange appropriate third party public liability insurance cover as outlined in the Exhibitors Manual.</p> <p>8. Neither the organisers nor the hall owners will be responsible for the safety of any exhibit or property or any consequential loss of any exhibitor, or any other person, for the loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the organisers or for any loss or damage occasioned, if by reason of happenings of any such event the opening of the exhibition is prevented or postponed or delayed or abandoned or the building becomes wholly or partially unavailable for the holding of the exhibition. The exhibitor agrees and undertakes to insure in their full replacement value the contents of his stand and all associated equipment and materials.</p> <p>9. The Organisers will take all precautions they consider necessary for the protection and security of exhibited articles but cannot be responsible for the safety, loss or damage of any exhibit or other property or any other person under any circumstances whatsoever.</p> <p>10. The organisers reserve the right to postpone the holding of the exhibition from the set dates, and to hold the exhibition on other dates as near to the original dates as practicable, and at a venue of its choosing if the original venue is not available, utilising the right only where circumstances necessitate such action and without any liability to the organisers.</p> <p>11. If due to unforeseen circumstances it is found necessary to close the exhibition on any day or days or to vary the hours the exhibition is open, the organisers reserve the right to do so at their sole discretion and without any liability to the organisers.</p> <p>12. The Organisers may from time to time add to or vary the foregoing Terms and Conditions and do anything at their sole discretion they deem desirable for the proper conduct of the Exhibition, provided that such amendments or additions do not operate to diminish the rights reserved to the Exhibitor under this agreement and shall not operate to increase the liabilities of the Organisers.</p> | <p>13. Annoyance: The Organisers reserve the right to stop any activity on the part of any Exhibitor that may cause annoyance to other Exhibitors or visitors. Business must be conducted only from the Exhibitor's own booth and under no circumstances may this be carried out from an aisle way or elsewhere in the Exhibition. Any such encroachment shall be deemed to be a breach of this contract.</p> <p>14. Microphones: The use of microphones, videos, etc. is permitted, but the volume must not be such as to cause any annoyance to other Exhibitors. The Organisers reserve the right to regulate or prohibit their use if in the Organisers opinion any annoyance is being caused.</p> <p>15. No booth may be sublet in any manner without the consent of the organisers</p> <p>16. Exhibitors must provide staff for their booth for the TOTAL time that the show is open.</p> <p>17. Exhibitors may only conduct competitions or offer prizes with the permission of the organisers.</p> <p>18. Exhibits are admitted to the Exhibition, and shall remain there, solely on strict compliance with these Terms and Conditions. The Organisers reserve the right to prohibit in whole or in part and reject any Exhibitor or his representative in the case of failure to comply with the Terms and Conditions. There shall be no return of payment if such rejection or prohibition is deemed necessary by the Organisers.</p> <p>19. Exhibits must not be removed and displays must not be dismantled either partially or totally before the closing time on the last day of the Exhibition. Thereafter all exhibits and display material must be removed as soon as possible and by the time indicated.</p> <p>20. Cancellation of Space:
 In exceptional circumstances the Organisers will be prepared to consider cancellation of their Contract with Exhibitors, but only if the following conditions are complied with:
 (a) That the request for cancellation is submitted in writing by registered post;
 (b) That the request is received at least two months prior to the opening of the Exhibition;
 (c) That the Organisers are able to re-let the cancelled space in its entirety;
 (d) That the reason given for the request of the cancellations is, in the opinion of the Organisers, well founded.
 (e) That the Exhibitor agrees that the Organisers shall retain 50 per cent of the contract price if the cancellation is accepted more than two months before the Exhibition, 75 per cent of the contract price if the cancellation is accepted after that time and 100 per cent of the contract price if the cancellation is accepted within one month of the opening of the Exhibition</p> <p>21. Termination & Default:
 (a) This Contract may be terminated by the Organisers without notice, where the Exhibitor fails to comply with any of its obligations.
 (b) Where the Exhibitor dies, has a bankruptcy petition presented against him, goes into receivership, has a winding up order presented against it or enters a scheme of arrangement with his or its creditors then the Organisers may cancel this Contract.
 Where the Organisers do terminate or cancel this Contract the Organisers shall not be liable in any way whatsoever for any loss (including consequential loss) or liability incurred by the Exhibitor.
 (c) A termination or cancellation of this Contract pursuant to Clause 21(a) shall not prevent nor prejudice any of the Organisers antecedent rights or claims against the Exhibitor.</p> <p>22. Interpretation:
 (a) Unless the contrary intention appears, this Contract (including any Rules & Regulations made pursuant to this Contract or included in the Exhibitors Manual) shall be interpreted as follows:-
 (b) "Contract" includes the Exhibitor's Application to participate as an Exhibitor on the Official Booth/Space Booking Form, these Exhibition Terms and Conditions and The Exhibitors Manual.
 (c) "Exhibitor" means the Exhibitor(s) named in the Exhibitor's Official Booth Booking Form and includes the Exhibitor's contractors, servants, staff, agents and invitees.
 (d) "Organiser" means Exhibitor Services Pty Ltd and their servants, staff or agents.
 (e) "Rules & Regulations" means the Rules and Regulations (if any) annexed to these Terms and Conditions or included in the Exhibitors Manual.</p> <p>Cancellation of Exhibition:
 If the organisers are forced to cancel the Exhibition for any reason whatsoever, whether within their control or otherwise, the Exhibitor shall receive a full refund of any deposits and progress payments made up to the date of such cancellation minus 10% of the total of such payments to cover administration expense</p> |
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FLOOR PLAN

