



Welcome to the  
Alice Springs Convention Centre



alice springs  
CONVENTION  
CENTRE

EXHIBITOR MANUAL

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Floor Plan

Venue Information Table

Order Forms

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<b>Form 5</b>	Communications Order Form

Delivery Label

## Introduction

This handbook has been designed to ensure you experience the highest standard of exhibition.

Included are the Alice Springs Convention Centre's evacuation procedures, exhibition regulations, a list of available services for hire and the forms to order these services.

Please take time to read this document and familiarise yourself with its contents.

All prices are inclusive of GST and are in Australian dollars unless otherwise specified.

All quoted prices are current at the time of printing and are subject to change.

All references to ASPCC mean the Alice Springs Convention Centre.

Services will not be provided until full payment has been received prior to your event.

By exhibiting at ASPCC you agree to be bound by the terms as set out in this manual.

Completed order forms and payment details can be forwarded to the:

Alice Springs Convention Centre  
C/- Event Executive  
PO Box 2632  
Alice Springs NT 0871

Or

Fax: (08) 8950 0300

Contact details:

Phone: (08) 8950 0200

E-mail: [exhibitions@aspcc.com.au](mailto:exhibitions@aspcc.com.au)

The Alice Springs Convention Centre looks forward to welcoming you and ensuring your stay is memorable.

# 1.0 Exhibiting at the Alice Springs Convention Centre

## 1.1 Evacuation Procedures

In the event of an evacuation ASPCC staff will act as fire wardens to assist moving people to the assembly points.

There are two distinct alarms that will sound in the event of a fire.

### First Alarm

#### ALERT ALARM - Beep, Beep, Beep

If you hear this alarm you should:

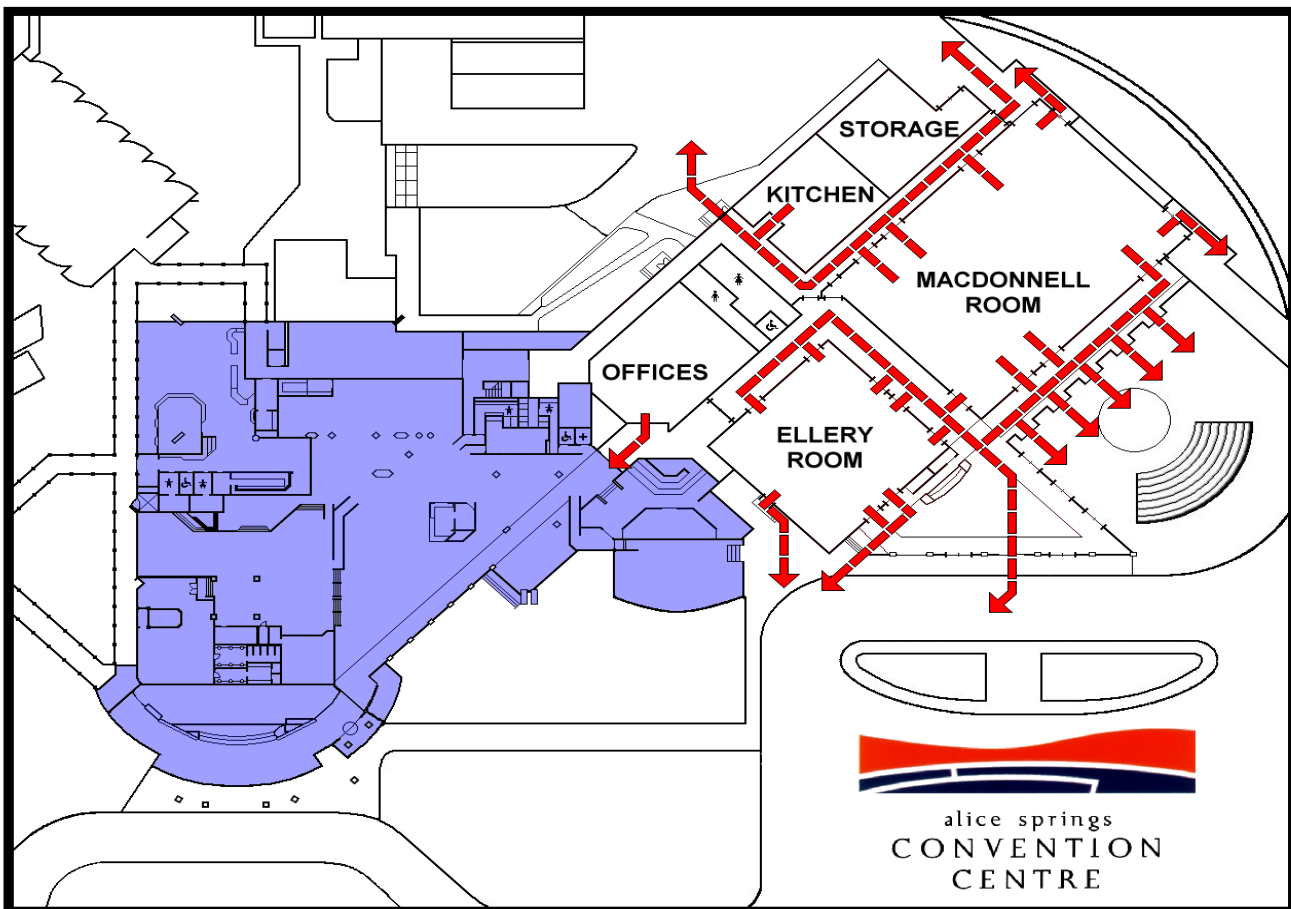
- Prepare to evacuate
- Await further instruction from ASPCC staff

### Second Alarm

#### EVACUATION ALARM - Whoop, Whoop, Whoop

On hearing the **EVACUATION ALARM**,

- Calmly make your way to the nearest emergency exit
- Assemble at the nearest designated Assemble Point
- Follow ASPCC staff instruction



## 1.2 Deliveries

### 1.2.1 Delivery Address

Alice Springs Convention Centre  
Loading Dock  
93 Barrett Drive  
ALICE SPRINGS NT 0870

### 1.2.2 Loading Dock Operating Hours

Monday – Friday: 0830 - 1630  
Saturday & Sunday: Closed

### 1.2.3 Toll Express Agreement

The Alice Springs Convention Centre and national transport company Toll Express have an agreement in place that ensures our clients receive 20% discount. Call Vania Treleggan on 08 8229 5333 or [vania\\_treleggan@toll.com.au](mailto:vania_treleggan@toll.com.au) and quote Alice Springs Convention Centre” to receive the discount. This is for larger amounts of freight and must be on a pallet or skid and shrink wrapped.

### 1.2.4 Sending Time Frame

Due to our remote location, it is advisable that senders aim for freight to arrive at the venue a minimum of 48 hours prior to the commencement of the function. The ASPCC will not take any responsibility for the delayed or late delivery of any goods. Due to simultaneous events, there may be occasions that freight may be recalled back to the freight depot until an appropriate delivery day in line with storage availability.

### 1.2.5 Labelling

The customised ASPCC Exhibitor Delivery Label included in this handbook must be affixed to each item when sending goods. Should you have multiple items, please copy the label and ensure all items have this label attached

### 1.2.6 Arrival of Goods

It is the responsibility of the sender to confirm with their freight company if their goods have been delivered to the ASPCC.

If the sender is unsuccessful with their freight company, then contact can be made with the ASPCC staff, however the Consignment Note Number/s must be quoted to trace the delivery

### 1.2.7 Storage

The ASPCC can provide limited storage space for exhibitor’s equipment.

### 1.2.8 Locating Goods On Site

All freight relating to a conference will be placed in a general location accessible to Exhibitors. The Exhibitor may collect their goods at the date/time that the Conference Manager has strictly allocated for bump-in.

## 1.3 Collections

### 1.3.1 Collection Address

Alice Springs Convention Centre  
Loading Dock  
93 Barrett Drive  
ALICE SPRINGS NT 0870

### 1.3.2 Loading Dock Operating Hours

Monday - Friday: 0830 – 1630  
Saturday – Sunday: Closed

### 1.3.3 Labelling

All items, including pallets or individual boxes must be labelled with a fully completed Consignment Note. Details to be included on the Consignment Note include:

- Account Number (the ASPCC will not be responsible for any charge back of freight.)
- How the items are to be transported, eg. Same-Day, Overnight, Road or Air. (Road can take up to one week.)
- Sender's Name, Sender's Phone Number, Company Name, Destination Address and Destination Phone Number.
- Quantity of parcels, description of contents and estimated weight

### 1.3.4 Sending with TNT

Up to 8 separate items may be sent using 1 completed Consignment Note. The first item should have the consignment note attached with the first barcode; the other items are to display the remaining barcodes. This is how TNT identifies how many items are being sent together.

### 1.3.5 Courier Pick-up

When the Exhibitor has re-packed their freight and attached all consignment note/s, they may contact either the ASPCC staff to advise that their goods are ready to be transferred to ASPCC Loading Dock for collection.

The Exhibitor is then responsible for contacting their preferred freight company to advise that their items are ready for collection, (corresponding with ASPCC Loading Dock operating times.)

Where suitable arrangements have not been made, the ASPCC reserves the right to dispose of items forty eight (48) hours from the conclusion of the event.

## 1.4 Bump In

No exhibitor will be given access to the exhibition area prior to the time provided by the event organiser.

No exhibitor will be allowed into the exhibition area while booths are being constructed.

## 1.5 Bump Out

Prior consent of the event organiser and ASPCC is required for exhibitors to bump out prior to the scheduled time.

Exhibitors must bump out in the time allocated.

## 1.6 High Visibility Safety Clothing

It is a requirement of the ASPCC for all persons working within the venue during the building and breakdown of booths, to wear a high visibility safety vest.

## 2.0 Exhibits Requiring Approval

### 2.1 Animal & Livestock Displays

No animals or pets, excluding Seeing Eye or hearing dogs are permitted in the ASPCC except as an approved exhibit. Application for the display of animals and/or livestock must be sought in writing no less than fourteen days prior to the event.

### 2.2 Food and Beverage Sampling

The ASPCC has sole rights to all food and beverage sold within the venue. Any exhibitors wishing to distribute or giveaway any food or beverage samples must seek prior approval from the ASPCC.

Please complete and return the **Food & Beverage Sampling Form (Form 2)** found at the end of this manual, are returned to the ASPCC no later than twenty one (21) days prior to the commencement date of the event.

#### 2.2.1 Exhibitor sampling guidelines

Guidelines for the distribution of sample servings of food and beverage are as follows:

- Samples must be given away free of cost to the patron
- Samples must be items the registered exhibitor wholesales in the normal conduct of their business or are produced by equipment in the normal conduct of their business
- Portions must be of a tasting style and size only:
- All tasting utensils and vessels provided by the exhibitor must be single use items and disposed of immediately after use.

#### 2.2.2 Food Handling and Food Handlers

It is the responsibility of the exhibitor to be fully self-sufficient with all storage and service equipment specific to their food and /or beverage sampling.

#### 2.2.3 Food Regulations

All exhibitors supplying and displaying food as part of their exhibit will be responsible for complying with the Northern Territory Food Act 2005

Further information is available from [www.foodstandards.gov.au](http://www.foodstandards.gov.au) or contact Food Standards Australia New Zealand on (02) 6271 2222.

### 2.3 Fire Regulations

No equipment, fittings or materials may be placed in an area where the access to any designated exit is obstructed. ASPCC staff will remove any items should they not comply with Fire Regulations or be considered an obstruction.



## 2.4 LPG Cylinders

The use of LP gas or flammable liquids inside the Centre is prohibited. For use outside, prior notice to the event organiser and the ASPCC.

A LPG cylinder must be double regulated, its regulator and valves must not be accessible to the public and must be protected during its operation. Cylinders are to be disconnected at the conclusion of each day.

Cylinders must be tested, stamped and approved for use.

## 2.5 Motor Vehicle Displays

ASPCC must be advised of any vehicles being displayed at least fourteen days prior to the event.

The fuel tanks of all the vehicles being displayed must contain no more fuel than needed to enter and exit the Centre. Failure to comply with this will result in the vehicle being refused entry.

Drip trays must be provided for all vehicles displayed within the venue and courtyard, regardless of age. Charges will apply for any damages incurred.

## 2.6 Weapons and Firearms

Weapons and firearms are prohibited from any exhibition unless prior written approval has been granted by the ASPCC Manager.

## 3.0 Services available at the Alice Springs Convention Centre

### 3.1 Administrative Support Services

The following services are available from the Alice Springs Convention Centre Administration Desk. An Administration Assistant is available from 8.30am to 4.30pm Monday – Friday to assist you with these tasks.

<b>Photocopies –</b>	<b>Black &amp; White</b>	<b>Colour</b>
A4 single sided photocopy	\$ 0.20 per page	\$ 0.50 per page
A4 double sided photocopy	\$ 0.35 per page	\$ 0.75 per page
A3 single sided photocopy	\$ 0.40 per page	\$ 1.00 per page
Sorting & stapling	additional charge of \$ 0.20 per group	

#### **Printing**

A4 Black & White	\$ 0.20 per page
A4 Colour	\$ 0.50 per page
A3 Black & White	\$ 0.50 per page
A3 Colour	\$ 1.00 per page

*Printing is available from a memory stick.*

#### **Facsimile**

Charges may apply

#### **Typing**

Less than an hour	\$ 8.00 per 10 min
One hour	\$ 40.00 per hr
Incorporating Graphics & Design Work	\$ 60.00 per hr

#### **Binding**

A4 booklets (small spine)	\$ 1.50 per booklet
A4 booklets (large spine)	\$ 2.50 per booklet

### 3.2 Exhibition Equipment & Services

#### **3.2.1 Furniture**

The ASPCC can provide various sized tables and chairs. Please complete and return the **Equipment Hire Order Form (Form 3)** found at the end of this manual, are returned to the ASPCC.

All furniture must be ordered and paid for, prior to event bump in.

#### **3.2.2 Power**

Power connection for individual booths is supplied by the Exhibition Company. Any requests for extra power eg. 3 Phase can be ordered through Staging Connections.

#### **3.2.3 Plumbing**

ASPCC can arrange water supply for the operation of machinery in the exhibition area. The Centre reserves the right to relocate Exhibitors at the request of the Exhibition Organiser for this additional service. Industry plumbing charges apply and contractors must be approved by ASPCC Management.

#### **3.2.4 Rigging, Lighting & Trusses**

Must be organised through Staging Connections.

### **3.2.5 Scissor Lift**

A scissor lift is available for hire to licensed operators at \$35 per hour, (subject to availability and only for a limited time). Operators must present licenses on application. The ASPCC can supply a licensed operator at \$60 per person per hour, when notice is provided.

### **3.2.6 Fork Lift**

A forklift is available to licensed operators for \$50 per hour (for a limited time during bump in and bump out, subject to availability). All operators must present licenses before machine operation. For guaranteed unrestricted use, a Forklift should be hired through an equipment hire company. See Contacts List for suppliers. The ASPCC can also supply a licensed operator at \$45 per person per hour, when notice is provided.

### **3.2.7 Skip Bin**

The ASPCC can organise the hire of a 3 cubic metre waste skip at a fee of \$80 per clearance. This price includes delivery, return and dump fees. This must be organised seven (7) days prior to the commencement of the event.

## **3.3 Extra Requirements**

All equipment and services must be ordered and paid for prior to bump in. For any extra requirements once you have arrived, please see ASPCC floor staff. Credit card details and full payment will be required before any equipment will be provided.

No refunds will be given once equipment has been placed in the booth.

## **3.4 In-House Audiovisual**

Our contracted in-house audiovisual supplier is Staging Connections. As a well established and experienced provider of technical and creative services in Alice Springs, Staging Connections will assist you with audio, lighting, data and vision requirements for your event and can also provide themeing, video, graphic and production support should you require.

They can also be available on-site throughout the exhibition period.

Staging Connections

Ph: 08 8950 0201

Fax: 08 8950 0301

Email: [alicesprings@stagingconnections.com](mailto:alicesprings@stagingconnections.com)

### 3.5 Stand Cleaning

Public areas, foyers and exhibition aisles are cleaned and rubbish bins emptied on a regular basis by the ASPCC staff. Exhibitors are responsible for the cleaning of their individual display booths.

The ASPCC does however offer a stand cleaning service to exhibitors. Standard exhibitor stand cleaning will include mopping or vacuuming, spot cleaning and dusting of glass counters and removal of rubbish from your stand at the closure of the exhibition each day.

Please complete and return the **Stand Cleaning Form (Form 4)** at the end of this manual and return to the ASPCC prior to the event.

### 3.6 Telecommunication and Internet Line Services

The ASPCC has provision for telephone connection at various points throughout various rooms as well as a high speed network cabling system throughout the entire venue.

To order these services, please complete and return the **Communications Order Form (Form 5)** and return to ASPCC along with payment details minimum of five (5) working days prior to the event.

Service	Cost
Telephone connection charge Includes handset	\$55.50 per connection
Internet – Broadband Access fee (Hard wired option)	\$50.00 per connection Plus \$ 50.00 per day
Free Wi-Fi is available throughout the Centre	

## 4.0 General Information

### 4.1 Care of Venue

No attachment, fitting, fixture or defacement is to be made to the flooring, ceiling, internal or external walls of the building. No nails, screws or other devices are to be driven into, or holes made in any part of the building.

All walls in MacDonnell Room, Ellery Room, Gallery and Circulation are Velcro compatible.

Other display material (ie – loose materials, such as hay, straw, wood chips, bark, etc) must be positioned on suitable protection sheet. It is the responsibility of the exhibitor to provide protection sheet and ensure these materials are removed at the conclusion of the exhibition. Cleaning and maintenance charges may apply and will be at the discretion of the ASPCC.

The exhibitor will be responsible for any damage to the walls or the floor of their occupied area.

#### 4.1.1 Displays

The exhibitor is required to keep their area clean and presentable to the standard of the ASPCC.

### 4.2 Car Parking

There is ample parking within the ASPCC grounds. There is no charge for parking.

### 4.3 Electrical

No electrical work will be conducted without the consent of the ASPCC and only by an Electrical Contractor approved by ASPCC management.

#### 4.3 .1 Power Boards, Extension Cords and Electrical Appliances

The ASPCC management reserves the right to demand removal from the venue any electrical equipment it deems to be non-compliant or suspect. All portable electrical equipment, appliances and leads must be tested and tagged in accordance with Australian/NZ Standard 3760 : 2003

### 4.4 Exhibition Accounts

All equipment and services must be paid for prior to bump in. Any extras incurred during the event will be charged to the nominated credit card.

In the event an exhibitor breaches any part of the terms set out in this manual, all monies paid will be forfeited in full. ASPCC has the right to require the exhibitor to vacate their allocated space and may not relocate to any other space. The exhibitor will not be released from liability and will have no claim against ASPCC.

The exhibitor will not be entitled to any refund in the event of cancellation of the exhibition because of industrial action, blackouts, fire, act of God or any other cause beyond the control of ASPCC management.

## 4.5 Exhibitor Agreement

The exhibitor, exhibition organiser and all sub contractors, contracted for an event, will comply with all rules and regulations of the authority, being ASPCC, having control over the building.

The ASPCC may amend, alter or add to term of this manual at any time prior to completion of the exhibition, but not to demise the space.

The Exhibitor shall at their own expense and at all times observe and comply with:

- Every statute, rule, regulation, ordinance and/or by-law concerning the safe and legal operation of the exhibition and the good conduct of the individuals involved.
- The requirements and/or directions of ASPCC staff and management or other competent authority.

## 4.6 Exhibition Layout, Schedule and Booth Activities

The Alice Springs Convention Centre reserves the right to refuse an application, cancel an agreement, relocate an Exhibitor's stand or amend the floor plan at the ASPCC Management's discretion.

The ASPCC may postpone or amend the scheduled exhibition times to such a time which in the opinion of the ASPCC is more suitable for the exhibition. The ASPCC will not be liable for any loss caused, provided that this right will be exercised only where circumstances arise to make it necessary.

The Alice Springs Convention Centre may reject and/or require any display or demonstration by any Exhibitor which is in the opinion of the Alice Springs Convention Centre to be causing a disturbance or constitutes a nuisance or is likely to lead to a prosecution as being offensive or otherwise unlawful to be recovered or stopped.

No lottery, raffle, guessing game of chance, or side-show shall be conducted without prior consent of the ASPCC.

No exhibitor will, without the approval of ASPCC, use any microphone, sound amplification or musical instrument.

## 4.7 First Aid and Medical Facilities

A First aid room is located in Lasseters Casino, adjoining the ASPCC. Please advise any ASPCC staff member if assistance is needed.

## 4.8 Insurance and Liability

The ASPCC requires the exhibition organiser and exhibitors to provide evidence for public liability insurance to the value of 10 million dollars, indemnifying the ASPCC and Lasseters Hotel Casino trading on behalf of Ford Dynasty.

The exhibitor shall indemnify and hold harmless the ASPCC for all such loss and damages claims arising in connection with the exhibitor's activities at the exhibition including loss or damage to products exhibited.

Where there is more than one exhibitor occupying space their liability will be joint and several.

## 4.9 Occupational Health and Safety

All exhibitors and their appointed contractors must comply with the Workplace Health and Safety Act 2007 and Workplace Health and Safety Regulations 2008.

## 4.10 Substance and Waste Disposal

No chemicals or oils are to be disposed of into the ASPCC drainage system. All waste chemical substances and paints must be contained, taken offsite for disposal.

## 4.11 Disable Access

ASPCC is all on one level with access is available at most doors.

## 4.12 Smoking Policy

ASPCC is a non smoking venue. Smoking is permitted in various areas outside the venue.

# Contact List

## Venue

### Alice Springs Convention Centre

93 Barrett Drive  
PO Box 2632  
Alice Springs NT 0871  
E: [info@aspcc.com.au](mailto:info@aspcc.com.au)  
W: [www.aspcc.com.au](http://www.aspcc.com.au)

T: (08) 8950 0200  
F: (08) 8950 0300

## Accommodation

### Lasseters

93 Barrett Drive  
PO Box 2632  
Alice Springs NT 0871  
E: [reservations@lasseters.com](mailto:reservations@lasseters.com)  
W: [www.lassetershotelcasino.com](http://www.lassetershotelcasino.com)

Toll Free: 1800 808 975  
T: (08) 8950 7777  
F: (08) 8953 1680

## Audiovisual Equipment

### Staging Connections

93 Barrett Drive  
Alice Springs NT 0871  
E: [alicesprings@stagingconnections.com](mailto:alicesprings@stagingconnections.com)

Event Staging Manager  
T: (08) 8950 0201  
F: (08) 8950 0301

## Banners

*(Vented banners recommended for Porte Cochere)*

### Brushcraft

5 Brown Street  
Alice Springs NT 0870  
E: [brushcraft@octa4.net.au](mailto:brushcraft@octa4.net.au)

T/F: (08) 8953 2850

### TJ Signs

Whittaker Street  
PO Box 1730  
Alice Springs NT  
E: [tjsigns@bigpond.com](mailto:tjsigns@bigpond.com)

T: 8952 5075  
F: 8953 0619

## Booth Suppliers

### Alice Springs

#### Sadadeen Expo Hire

2/23 Elder St  
Alice Springs NT 0870  
W: [www.sadadeenexpohire.com.au](http://www.sadadeenexpohire.com.au)

Peter Collins  
T: (08) 8952 5320  
F: (08) 8952 1390  
M: 0414 716 145

#### Alice Expo Hire

Shop 1, 81 Elder St  
Alice Springs NT 0870  
E: [info@aliceexpohire.com.au](mailto:info@aliceexpohire.com.au)

Sam Gardiner  
T / F : (08) 8952 3919  
M : 0419 987 896  
W : [www.aliceexpohire.com.au](http://www.aliceexpohire.com.au)



## Booth Suppliers Cont

### Adelaide

#### Adelaide Expo Hire

31 Deeds Road  
North Plympton SA 5037  
E : [adexpo@ae.com.au](mailto:adexpo@ae.com.au)

T : (08) 8350 2300  
F : (08) 8350 2301

#### Renniks

854 South Road  
Edwardstown SA 5039  
E: [sales@renniks.com.au](mailto:sales@renniks.com.au)

T: (08) 8371 2117  
F: (08) 8293 5740

### Darwin

#### Fusion Displays

1/43 Albatross Street  
Parap NT 0804  
E: [sales@fusiondisplays.com.au](mailto:sales@fusiondisplays.com.au)

T: (08) 8947 1990  
F: (08) 8947 1992

#### Total Event Services

24 Stuart Hwy  
Stuart Park NT 0820  
W: [www.tes.com.au](http://www.tes.com.au)

T: (08) 8980 8222  
F: (08) 8981 7525

## Equipment Hire

#### Alice Equipment Hire

1 Ghan Road  
Alice Springs NT 0870  
E: [aehire@bigpond.com](mailto:aehire@bigpond.com)

T: (08) 8952 2755  
F: (08) 8953 0206

#### Top End Hire

29 Stuart Highway  
Alice Springs NT 0870  
E: [topendhire@bigpond.com.au](mailto:topendhire@bigpond.com.au)

T: (08) 8953 1700

## Plant Hire

#### Bloomin Deserts

14 Hele Crescent  
Alice Springs NT 0870

T: (08) 8953 0655  
F: (08) 8953 0693

## Florists

#### Phone-a-flower

125 Todd Street  
Alice Springs NT 0870

T: (08) 8952 8859  
F: (08) 8953 0095

#### Alice Springs Flower Studio

Shop 9,  
Yeperenye Shopping Centre  
Alice Springs NT 0870

T: (08) 8952 3435  
F: (08) 8952 3886



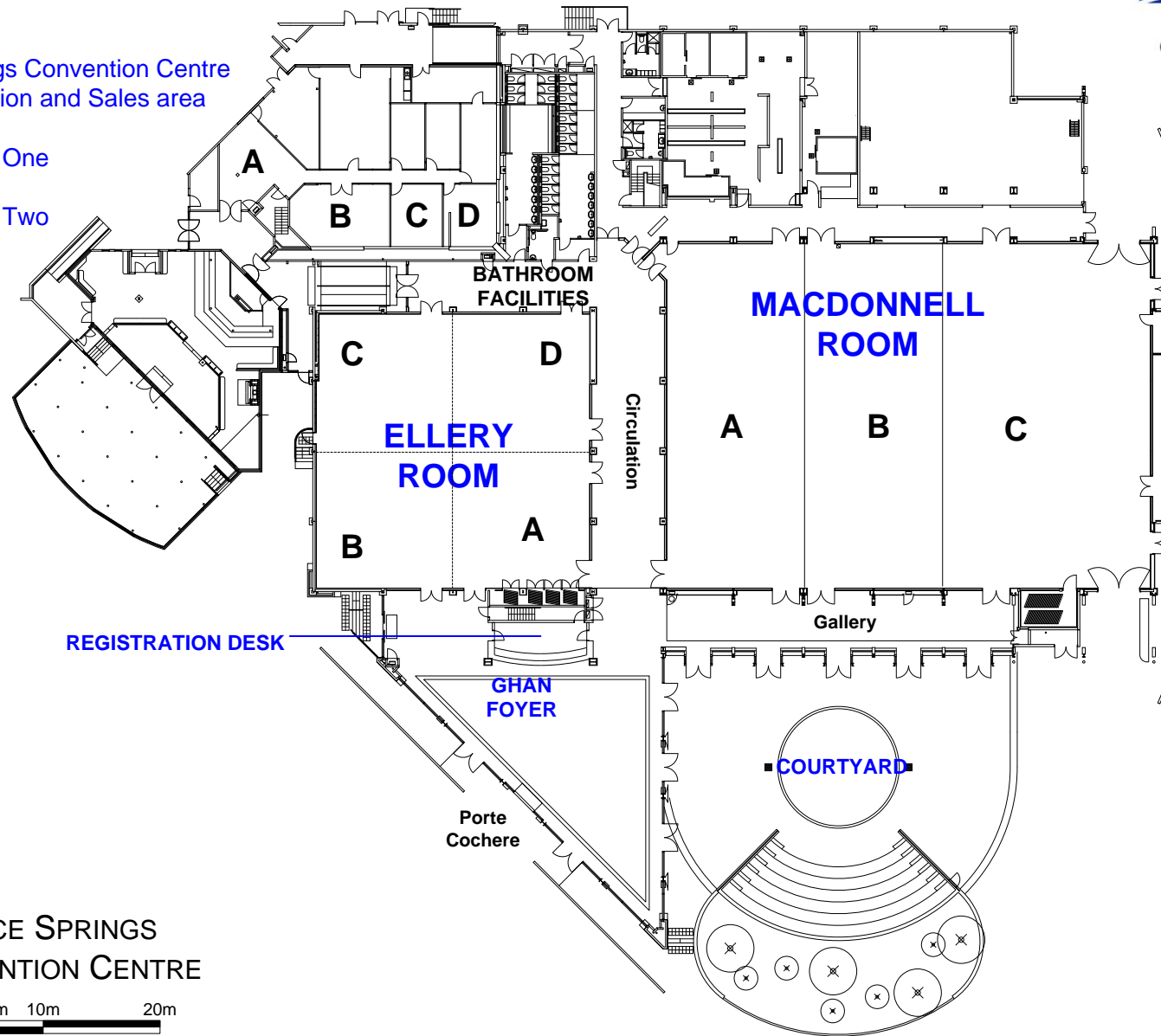
alice springs  
CONVENTION  
CENTRE

A: Alice Springs Convention Centre  
Administration and Sales area

B: Boardroom One

C: Boardroom Two

D: Secretariat



Alice Springs  
CONVENTION CENTRE

0m 6m 10m 20m

## EXHIBITION VENUE INFORMATION TABLE

Convention & Function Area	Area Sq. M	Length	Width	Ceiling Height	Rigging Available	Power Available	Entry Dimensions	Booths* 3m x 2m
MacDonnell Room	1176	28m	42m	9.1m	Yes	Yes	3.69m W x 4.69m H	63
Section A only	336	28m	12m	9.1m	Yes	Yes	2.3m W x 2.9m H	15
Section C only	504	28m	18m	9.1m	Yes	Yes	3.69m W x 4.69m H	27
Section A/B	672	28m	24m	9.1m	Yes	Yes	2.3m W x 2.9m H	33
Section B/C	840	28m	30m	9.1m	Yes	Yes	2.3m W x 2.9m H	47
Ellery Room	576	24m	24m	4m	No	Yes	1.8m W x 2.9m H	30
A&D or B&C (1/2 of Ellery)	288	24m	12m	4m	No	Yes	1.8m W x 2.9m H	15
A or D (1/4 of Ellery)	144	12m	12m	4m	No	Yes	1.8m W x 2.9m H	6
B or C (1/4 of Ellery)	144	12m	12m	4m	No	Yes	1.8m W x 2.9m H	10
Ghan Foyer	433	21.6m	31m	2.6m	No	Yes	2.35m W x 2.9m H	8
Courtyard	680	28m	18-20m	Outdoors		Yes		10
Gallery	157.5	35m	4.5m	2.8m	No	Yes	2.35m W x 2.9m H	3
Circulatory	132	24m	5.5m	2.8m	No	Yes	2.35m W x 2.9m H	7

All interior walls are Velcro compatible.

\*Number of booths may vary do to catering and audio visual set up

# FORM 1 Exhibitor Services Account Form



THIS FORM TO BE COMPLETED WHEN ORDERING ANY SERVICES DIRECTLY FROM ASPCC

Event Name	
Booth Name	Booth Number
Company Name	
Address	
	Post Code
Contact Name	Mobile
Phone	Fax
Email	

- Please return all relevant order forms together with payment no later than seven (7) days prior to the commencement of the event.
- **No services will be provided until payment is received.**
- The preferred method of payment is by credit card.
- **All charges incurred during the event will be charged to your nominated credit card.**
- Cheques made payable to the Alice Springs Convention Centre will also be accepted seven (7) working days prior to supply. All service charges are current and subject to change without notice.
- When making payment via EFT please make reference to your company name, booth number and invoice number and email remittance advice to [accounts.lhc@lasseters.com.au](mailto:accounts.lhc@lasseters.com.au)

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> <b>CREDIT CARD</b> | <input type="checkbox"/> <b>COMPANY CHEQUE</b> | <input type="checkbox"/> <b>EFT</b> |
| <input type="checkbox"/> MasterCard         | <input type="checkbox"/> Bankcard              | <input type="checkbox"/> Visa       |
| <input type="checkbox"/> American Express*  | <input type="checkbox"/> Diners Club*          |                                     |

\*American Express and Diners charges over \$2000 incur a 3.5% merchant fee.

Card Number	Expiry Date
Cardholder's Name	AMEX ID Number
Cardholder's Signature	

<b>BANK</b>	National Australia Bank	<b>BSB</b>	085005
<b>ACCOUNT NAME</b>	Ford Dynasty Pty Ltd	<b>ACCOUNT NO.</b>	525747377

**Return this form along with Order forms together with payment details via post or fax**

# FORM 2

## Food and Beverage Sampling Request



Event Name		Booth #
Event Date	/ / to / /	
Company Name		
Address		
		Post Code
Contact Name		Mobile
Phone		Fax
Email		
Onsite Contact		Mobile

Description of handling and sampling and equipment to be used

ASPCC permits the distribution of foodstuffs used as a means of demonstrating any plant or equipment forming part of an exhibition or product manufactured or supplied by the exhibitor.

### EXHIBITOR SAMPLING GUIDELINES

Guidelines for the distribution of sample servings of food and beverage are as follows:

- Samples must be given away free of cost to patron;
- Samples must be items the registered exhibitor wholesales in the normal conduct of their business or are produced by equipment used in the normal conduct of their business;
- Portions **MUST** be of a tasting style and size only:
  - Food – bite size
  - Beverage – alcoholic and non-alcoholic liquid portions must be no larger than 50ml; corkage charges may be applicable
- All tasting utensils and vessels provided by the exhibitor **MUST** be single use items and disposed of immediately after use.

**Return this form no later than fourteen (14) days prior to the event.**

# FORM 3 Equipment Hire Form



Event Name	Booth #
Event Date     /     /     to     /     /	
Company Name	
Name of person placing order	
Contact Number	
Signature of person placing order	
Onsite Contact	Mobile

Item	Price Per Day	Quantity	From Date	To Date	Total days	Total cost per item
Standard Trestle 1.8m l x .75m w x .71 h	\$ 21.50		/ /	/ /		
Thin Trestle 1.8m l x .45m w x .71 h	\$ 21.50		/ /	/ /		
Cocktail round .76m diameter x .71 h	\$ 21.50		/ /	/ /		
Cocktail square .76m <sup>2</sup> x .71 h	\$ 21.50		/ /	/ /		
Banquet Chair	\$ 5.00		/ /	/ /		
Chair Cover	\$ 3.00		/ /	/ /		

**TOTAL**

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- All table hire prices include 1 x table cloth
- Prices are GST inclusive
- All equipment is subject to availability

**Return this form along with the Exhibitor Services Account Form (Form 1)  
with payment details via post or fax prior to event**

# FORM 4 Stand Cleaning Order Form

Event Name	Booth #
Event Date / / to / /	
Company Name	
Onsite Contact	Mobile

Type of floor surface in stand (please circle)	Carpet	Melamine	Other (Specify)
Special Requirements			

Day Cleaning Required	Date Cleaning Required
Sunday	/ /
Monday	/ /
Tuesday	/ /
Wednesday	/ /
Thursday	/ /
Friday	/ /
Saturday	/ /
<b>Total Number of Days -</b>	<b>Total Cost -</b>

## SERVICE INFORMATION

- This service is charged \$40 per day.
- Additional charges may be applicable should your cleaning requirements be deemed in excess of the quoted service.
- Standard exhibitor stand cleaning will include mopping or vacuuming of your stand, spot cleaning and dusting of glass counters and removal of rubbish from your stand at the closure of the exhibition each day.
- Care will be taken in the cleaning of exhibitor stands, however the ASPCC will not be held responsible for any damage to an exhibitor or their contractors stand, furniture, product or signage.
- Price is GST inclusive

**Return this form along with the Exhibitor Services Account Form (Form 1)  
with payment details via post or fax**

# FORM 5 Communications Order Form



Event Name		Booth #
Event Date     /     /     to     /     /		
Company Name		
Name of person placing order		
Signature of person placing order		
Onsite Contact	Mobile	
Connection Date	Disconnection Date	
Connection Time	Disconnection Time	

(Please indicate the service and quantity required below)		
Service	Rates	Quantity
TELEPHONE LINE AND HANDSET through PABX (Line suitable for Facsimile & Modem)	\$ 55.50 Connection	
INTERNET – Broadband Access Fee (Hard wired option)	\$ 50.00 Connection per line Plus \$ 50.00 per day	
Free Wi-fi is available throughout the Centre		

- All Call Charges will be charged after the event to the credit card provided.
- **Exhibitors ordering ‘standard’ modem lines to utilise EFTPOS machines must ensure that the EFTPOS machine is configured to dial “0” before dialling into your bank’s toll free processing telephone number**
- All telephone, fax and modem line connections at the Alice Springs Convention Centre go through the PABX system. Callers are required to dial “0” to obtain an outside line.
- \*Wireless Broadband vouchers can be purchased from Convention Centre Administration Office during working hours.

**Return this form along with the Exhibitor Services Account Form (Form 1)  
with payment details via post or fax**



**DELIVER TO:**

**Alice Springs Convention Centre**



alice springs  
CONVENTION  
CENTRE

Lasseters Hotel Casino

Loading Dock,

93 Barrett Drive

ALICE SPRINGS NT 0870

EVENT NAME				
COMPANY NAME:		BOOTH #:		
EXHIBITOR CONTACT NAME:		PHONE (MOBILE) #:		
EVENT DATE	/ /	SACHEL PACKING MATERIAL? (Tick Yes or No)	YES	NO
	to / /			
SPECIAL INSTRUCTIONS:				
BOX _____				
OF _____				

CONVENTION CENTRE CONTACT FOR THIS EVENT – **MARY HAIR, OPERATIONS MANAGER**