

SYMA SHELL TRADE BOOTH PACKAGE



PLEASE COMPLETE FORM AND FORWARD TO:

PH: (07) 3010 4360 E: micke.schaefer@moreton.net.au

DUE DATE: FRIDAY 28th FEBRUARY 2020

The Leading Edge Group Books Conference (LEBB20)

COMPANY: _____

STAND #: _____



INCLUSIVE IN YOUR TRADE BOOTH PACKAGE

SIZE	2m x 2m
WALLS	White walls 2500mm high
FASCIA	Anodized aluminium frame with insert 2100mm clearance underneath.
SIGN	White sign with black lettering per aisle frontage. Logo signage/corporate colours can be produced at an additional cost.
LIGHTING	1 x 150 watt adjustable spotlight installed to the back of the fascia
POWER	1 x 4amp power point
CARPET	Venue carpet will be supplied as part of the shell package
FURNITURE	1 x trestle table (1.8m x 0.75m) to be provided by the venue

ADDITIONAL FLOORING OPTIONS

If you would like to discuss your flooring options,
please contact your exhibitions coordinator.

CARPET TILE 1M²

STANDARD COLOURS

PREMIUM COLOURS



CHARCOAL



JUPITER BLUE



RED



BLACK

COLOURS FOR DEMONSTRATIVE PURPOSES ONLY.

PROMO FLOOR TILE 1M²



TIMBER



WHITE



BLACK

COLOURS FOR DEMONSTRATIVE PURPOSES ONLY.

IMPORTANT NOTICE REGARDING ADHERING OF SIGNAGE & DISPLAY MATERIALS TO LAMINATED WALL PANELS.

To ensure hire stock is not damaged – please **DO NOT** adhere stickers or tape to booth laminated wall panels.

OK TO USE on face of wall panel;

- Blu Tac
- 3m removable picture hanging strips

DO NOT USE

- Velcro tape / double sided tape

Under no circumstances should exhibitors nail or screw any article or display item to the booth wall(s). The panels are not solid and therefore non-weight bearing; doing so will cause damage.

PLEASE NOTE: If damage is caused to wall panel(s) – exhibitors will be charged for the replacement cost - \$150 (+GST) per panel for each damaged panel. NOTE: The damage waiver does not cover this situation.

SIGNAGE ORDER FORM



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1. COMPLIMENTARY FASCIA SIGN

Please tick here

Standard fascia printing will include your company name and booth number.

Please write your required text in the boxes below – please use upper/lower case exactly as you would like your wording to appear on your fascia, noting there is a maximum letter count of 30 characters. Thereafter, \$2.50 per additional character will apply.

[illegible]

Should this form not be returned by **Friday 28th February 2020** your company name supplied by the organiser will appear on your fascia sign. Any changes made after the sign has been produced will be at a direct cost to you of \$150 + gst per sign.

2. REMOVE FASCIA BOARD & SIGN

Please tick here ☐

PLEASE ONLY TICK THIS BOX IF YOU DO NOT WANT FASCIA ON YOUR STAND

Please note if you would like to have your fascia board removed onsite and have not advised this prior, there will be a \$15.00 labour fee.

3. ADDITIONAL SIGNAGE

FASCIA UPGRADE OPTIONS

Would you like your company logo applied to your fascia sign?

A	01		COMPANY NAME	 COMPANY LOGO
B	01		COMPANY NAME	 COMPANY LOGO
C	01		COMPANY NAME	
D	01			 COMPANY LOGO

GRAPHIC WALL PANELS – ADDITIONAL PANELS



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BRANDED COUNTERS



4. FILE REQUIREMENTS FOR DIGITAL PRINTING

Artwork submitted after **Friday 28th February 2020** will incur a 20% late fee

File support: High res PDF's or EPS files are preferred.

Resolution: 120dpi - 200dpi @ output size (full size)

Please send all files to: micke.schaefer@moreton.net.au OR VIA <https://moretonhire.wetransfer.com>

If you require any additional signage to upgrade your trade booth. Please select from the options below.
More options available on request.

DESCRIPTION	OPTION / SIZE (W X H)	QTY	PRICE	TOTAL
FASCIA SIGN LOGO UPGRADE	A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/>		\$150.00 (EACH)	
GRAPHIC WALL PANEL - SYMA	964mm X 2354mm <i>*2 x panels required for full 2m wall</i>		\$350.00 (EACH)	
SEAMLESS FABRIC BANNER	Various		POA	
MODE CUPBOARD/COUNTER SIGN ONLY	1130mm X 879mm		\$162.00 (EACH)	
CURVED REGISTRATION COUNTER – SMALL SIGN ONLY	1524mm X 874mm		\$220.00 (EACH)	
CURVED REGISTRATION COUNTER – LARGE SIGN ONLY	2174mm X 874mm		\$310.00 (EACH)	
Would you like to keep the signage at the conclusion of the show? (Selection Mandatory)				
Yes <input type="checkbox"/>	Wrap & Packaging Fee*		\$50.00 (TOTAL)	
No <input type="checkbox"/>	Disposal Fee		\$25.00 (TOTAL)	

FURNITURE ORDER FORM



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1. INCLUDED FURNITURE

The venue will provide 1 x trestle table (1.8m x 0.75m) per booth.

2. AVAILABLE PRODUCTS

To view all our great products simply visit www.moreton.net.au to open our latest catalogue. Please list all the products in the below table you wish to order for your trade booth..

DESCRIPTION	PRODUCT CODE	QTY	PRICE	TOTAL
FURNITURE				
SUB PAGE TOTAL:				



AVAILABLE FURNITURE PACKAGES

Volt Package 2
code: fpvop2

Quattro Cupboard Package 1
code: fpqcp1

Poly Vogue Package 1
codes: fppvp1

Lucca Package 1
code: fplp1

ADDITIONAL LIGHTING & POWER ORDER FORM



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1. AVAILABLE PRODUCTS

Please indicate below the additional products that you wish to order for your trade booth lighting & power requirements.

DESCRIPTION	PRODUCT CODE		QTY	PRICE	TOTAL
LIGHTING					
2 x 150w SPOTLIGHTS TRACK MOUNTED	LIGTC/LIGSC			\$189.00	
2 x 150w SPOTLIGHTS ON ART ARM	LIGAPA/LIGSC			\$189.00	
300w SPOTLIGHT ON ARM	LIGS300A			\$137.00	
150w VARIO SPOTLIGHT ON ARM	LIGPF150			\$98.00	
POWER					
4amp POWER POINT (240v / 1000w)	POWPS4	POWPL4		\$106.00	
10amp POWER POINT (240v / 2400w)	POWPS10	POWPL10		\$129.00	
15amp POWER POINT (240v / 3600w)	POWPS15	POWPL15		\$160.00	
20amp POWER POINT (240v / 4800w)	POWPS20	POWPL20		\$180.00	
3 PHASE POWER FEED 32AMP	POWF3P32			\$396.00	
POWER FEED & SWITCHBOARD (6 x 240V)	SWI3P6C			\$938.00	
4 POINT POWER BOARD inc test and tag	POWES			\$25.00	
ELECTRICAL LABOUR FEE (\$50) (POWCF)					\$50
PLEASE NOTE: Further products are available upon request.					
SUB PAGE TOTAL:					

2. PREFERRED LIGHTING & POWER LOCATION

Please indicate your preferred lighting & power location.

A	B	C
D	E	F
G	H	I

FRONT OF BOOTH

ADDITIONAL LIGHTING			ADDITIONAL POWER		
A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>	G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>

PLEASE INDICATE PREFERRED LOCATION FOR ALL ITEMS ORDERED.
IF NOT ADVISED ALL ITEMS WILL BE PLACED IN **SECTION A** ALONG THE WALL.

AUDIO VISUAL ORDER FORM



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1. AVAILABLE PRODUCTS

Please indicate below the products that you wish to order for your trade booth audio visual requirements.

PLEASE NOTE: WALL MOUNTING BRACKETS AND SCREEN STANDS CAN ONLY BE SELECTED WITH THE HIRE OF A SCREEN BELOW.

DESCRIPTION	PRODUCT CODE	QTY	PRICE	TOTAL
LCD SCREENS & STANDS				
32" (81cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR32S		\$500.00	
40" (100cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR40S		\$674.00	
55" (140cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR55S		\$966.00	
60" (152cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR60S		\$1,113.00	
1.8m SCREEN STAND (INC SHELF)	XHSCRSB		\$205.00	
WALL MOUNTING BRACKET	XHSCRWB		\$115	
COMPUTERS				
15" LAPTOP IMAC (i3)	XPMACP15		\$263.50	
21.5" DESKTOP IMAC (i3)	XPMACP21.5		\$579.70	
27" DESKTOP IMAC (i3)	XHMAC27		\$737.80	
iPAD 16GB WiFi * Data pack additional fee	XHIPAD		\$310.00	
iPAD STAND	XHIRE		\$170.00	
PLEASE NOTE: Further products are available upon request.			SUB PAGE TOTAL:	

2. PREFERRED AUDIO VISUAL LOCATION

Please indicate your preferred audio visual location.

A	B	C
D	E	F
G	H	I

FRONT OF BOOTH

LCD SCREENS & STANDS			COMPUTERS		
A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>	G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>

PLEASE INDICATE PREFERRED LOCATION FOR ALL ITEMS ORDERED.
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ONSITE CHARGES



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1. ONSITE VARIATION FEES

DESCRIPTION	PRICE
BUILD CHARGES	
FASCIA REMOVAL OR INSTALLATION	\$50
SMALL BUILD CHANGE (I.E. WALL REMOVAL)	\$65
LARGE BUILD CHANGE (I.E. UNDERFLOOR ACCESS)	\$150
ELECTRICAL CHANGES	
ELECTRICAL RELOCATION OR REMOVAL (LIGHT/POWER)	\$50
ELECTRICAL LABOUR	\$65 P/H or part there of
SIGNAGE	
ADDITIONAL SIGNAGE	\$POA
ADDITIONAL CHARGES	
LATE FEE	\$50
CARTAGE	Minimum \$ 110

Please note: The above will be charged for any onsite variations. Fascia removal and electrical relocation will only be charged onsite if this has not been communicated to Moreton Hire prior to installation.

2. SYMA AND EVOLVE WALLING DAMAGE FEE

If damage is caused to wall panel(s) – exhibitors will be charged for the replacement cost. The charge will be **\$150 + gst** per each damaged panel. **PLEASE NOTE: Damage waiver does not** cover this situation. Refer to the table below which outlines what materials can be used on Our Syma & Evolve walling system. Please follow the below to avoid the **\$150 + gst replacement cost**.

IMPORTANT NOTIVE REGARDING ADHERING OF SIGNAGE & DISPLAY MATERIALS TO LAMINATED WALL PANELS.

To ensure hire stock is not damaged – please **DO NOT** adhere stickers or tape to booth laminated wall panels.

OK TO USE on face of wall panel;
Blu Tac
3m removable picture hanging strips

DO NOT USE
Velcro tape / double sided tape

Under no circumstances should exhibitors nail or screw any article or display item to the booth wall(s). The panels are not solid and therefore non-weight bearing; doing so will cause damage.

PAYMENT ORDER FORM



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1. CONTACT DETAILS

PLEASE COMPLETE YOUR CONTACT DETAILS BELOW.

NAME: _____ COMPANY: _____
ADDRESS: _____ PHONE: _____
EMAIL: _____
STAND No: _____

2. ONSITE VARIATION FEES

PLEASE COMPLETE THE BELOW TOTALS SHOWN IF APPLICABLE.
PLEASE NOTE, DAMAGE WAIVER, ADMINISTRATION FEE, CARTAGE & GST ARE MANDATORY CHARGES.
CARTAGE NOT APPLICABLE FOR ADDITIONAL POWER & LIGHTING ORDERS

**PLEASE RETURN THE FORMS AND YOUR SHOW COORDINATOR WILL
SEND THROUGH QUOTE BEFORE PROCEEDING PAYMENT**

FORM NAME	SUB PAGE TOTALS
SIGNAGE ORDER FORM	
ADDITIONAL LIGHTING & POWER ORDER FORM	
AUDIO VISUAL ORDER FORM	
FURNITURE ORDER FORM	
SUB TOTAL	
9.5% DAMAGE WAIVER OF SUB TOTAL	
ADMINISTRATION FEE – 2.5% OF SUB TOTAL	
35% CARTAGE OF SUB TOTAL (MINIMUM \$110)	
ADD 20% LATE FEE IF APPLICABLE	
10% GST	
SUB PAGE TOTAL:	

PAYMENT MUST BE RECEIVED WITHIN 7 DAYS OF PLACING YOUR ORDER.

☐ CHEQUE ☐ BPAY ☐ MASTERCARD ☐ VISA ☐ AMEX ☐ DINERS CLUB
☐ FUNDS TRANSFER - WESTPAC ADDRESS: QUEEN STREET, BRISBANE ACCOUNT NAME: MORETON HIRE PTY LTD
BSB: 034 635 ACCOUNT N°: 250 666 SWIFT: WPACAU2S

ACCOUNT NAME:

EXPIRY DATE: ____ / ____ / ____

CCV: _____

CREDIT CARD N°:

SIGNED: _____

1.75% SURCHARGE APPLIES TO VISA & MASTERCARDS.
3.5% SURCHARGE APPLIES TO AMEX & DINER CARD PAYMENTS.

ORDER NOT VALID UNLESS SIGNED BY HIRER (AUTHORISED AGENT / CARD HOLDER)

3. TERMS & CONDITIONS

(SEE WWW.MORETON.NET.AU FOR FULL T&C'S)

- **No orders will be installed until 100% payment is received & processed 2 weeks prior to the event start date.**
- Orders placed after **Friday 28th February 2020** are subject to an additional 20% late delivery fee.
- All goods delivered, then cancelled will be charged at full rate.
- Changes on site to location of placement will incur an additional labour charge.
- All prices shown are exclusive of GST.