



BOOTH PACKAGE Order Form:

AUSTRALIAN PROPERTY INSTITUTE,  
17 - 18 OCTOBER 2024

COMPANY \_\_\_\_\_  
STAND NO. \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
PHONE \_\_\_\_\_

**COMPLETE FORM AND FORWARD TO**  
**E: sales@expoevent.com.au**  
**DUE DATE: 18th SEPTEMBER 2024**

All orders and artwork received after the due date are  
subject to a 20% late fee charge.



3m x 1m BOOTH

INCLUSIVE IN YOUR BOOTH PACKAGE

SIZE	3m x 1m BOOTH SIZE WITH 3m x 2m FLOOR SPACE
WALLS	2500mm HIGH MATT ANODISED ALUMINIUM FRAME WITH WHITE LAMINATE INFILLS
SIGN	1 x STANDARD FASCIA SIGN 2950mmW x 215mmH - BLACK PRINT ON WHITE BACKGROUND
LIGHTING	1 x LED 3 BAR ARM LIGHT
POWER	1 x 4amp POWER POINT (240v/1000w)
FLOORING	VENUE FLOOR

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

To ensure our system is not damaged – please **DO NOT** adhere stickers or tape to booth laminated graphic wall panels. It is **OK TO USE** Blue Tac and 3m removable picture hanging strips. Under **NO** circumstances should exhibitors nail or screw any article or display item to the booth walls.  
Please follow these instructions to avoid the \$150.00 + GST replacement cost for each damaged panel. **DAMAGE WAIVER DOES NOT COVER THIS SITUATION.**



**SIGNAGE Order Form:**

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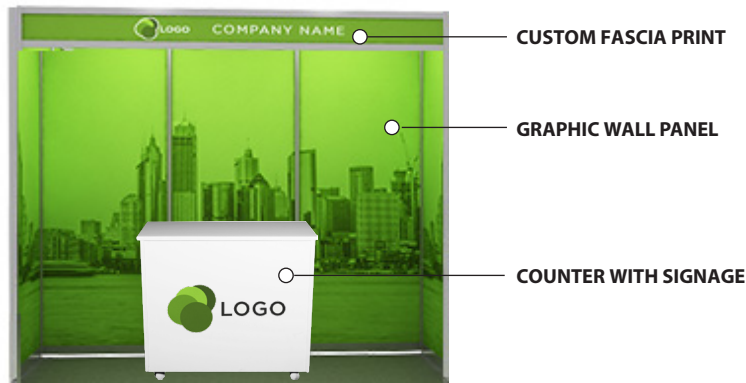
**COMPLETE FORM AND FORWARD TO  
E: [sales@expoevent.com.au](mailto:sales@expoevent.com.au)  
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**1. STANDARD FASCIA SIGN to read:** .....

- STANDARD** (Included in stand price)  
Company name in black on white background
- CUSTOM FASCIA PRINT**  
**\$195**

**2. STANDARD BOOTH UPGRADE**



Sample only

DESCRIPTION	SIZE	QTY	ECOBOARD	PVC	TOTAL
GRAPHIC WALL PANEL	970mmW x 2400mmH		\$375 (each) <input type="checkbox"/>	\$400 (each) <input type="checkbox"/>	
CUSTOM FASCIA PRINT	2950mmW x 215mmH		\$195 (each)	NA	
COUNTER WITH FRONT SIGNAGE	950mmW x 885mmH		NA	\$320 (each)	
COUNTER FULL WRAP SIGNAGE	950mmW x 885mmH (FRONT) 500mmW x 885mmH (SIDE) x2		NA	\$470 (each)	
PULL UP BANNER	850mmW x 2400mmH			\$240 (each)	
<b>SUB TOTAL</b>					

ECOBoard is a FSC Certified Forest Product and is 100% recyclable.

**PLEASE SEND ALL PRINT READY PDF FILES TO [DESIGN@EXPOEVENT.COM.AU](mailto:DESIGN@EXPOEVENT.COM.AU)**

- 10mm bleed with crop marks       All images embedded       Images 300dpi print quality
- All fonts outlined       File is set up to 100% correct size       Provide a mock up of your stand

\*Artwork files over 10MB please use the following Dropbox link: [CLICK HERE](#)

\*\*All print files are required in the correct format as indicated above. Any return of incorrect print files will incur a \$120.00 per return fee.

All prices exclude GST, 35% C, A, & DW and subject to T&Cs. Images are conceptual, colours are variable.

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BOOTH UPGRADE Order Form:


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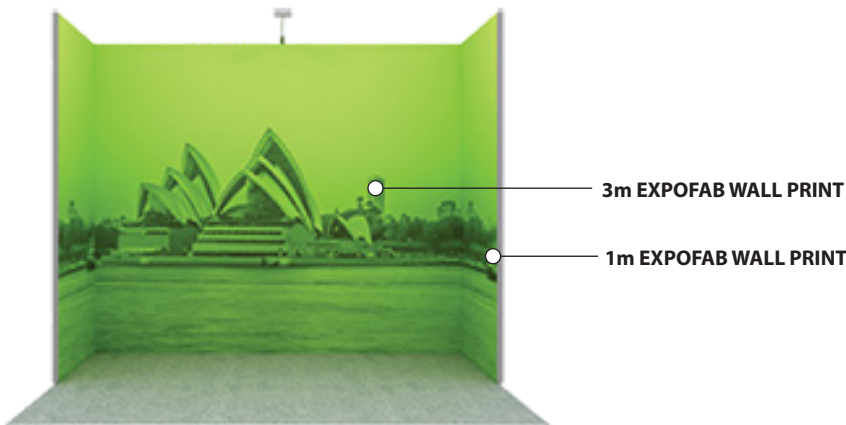
COMPANY \_\_\_\_\_  
STAND NO. \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
PHONE \_\_\_\_\_

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1. EXPOFAB UPGRADES

 ExpoFab creates eye-catching and attention-grabbing stands. ExpoFab will give a stand a clean and seamless look, using rich, vibrant colours on a fabric signage system. ExpoFab is an environmentally friendly option as it is a reusable and recyclable material.



Sample only



Sample only



Sample only

DESCRIPTION	SIZE	QTY	PRICE	TOTAL
1m EXPOFAB WALL PRINT	960mmW x 2500mmH		\$800 (each)	
3m EXPOFAB WALL PRINT	2900mmW x 2500mmH		\$2600 (each)	
<b>SUB TOTAL</b>				

PLEASE SEND ALL PRINT READY PDF FILES TO [DESIGN@EXPOEVENT.COM.AU](mailto:DESIGN@EXPOEVENT.COM.AU)

- 50mm bleed with crop marks     
  All images embedded     
  Images 300dpi print quality  
 All fonts outlined     
  File is set up to 100% correct size     
  Provide a mock up of your stand

\*Artwork files over 10MB please use the following Dropbox link: [CLICK HERE](#)  
 \*\*For TV mounted on walls - return wall is required. TV will be mounted on back wall beside return.  
 \*\*\*All print files are required in the correct format as indicated above. Any return of incorrect print files will incur a \$120.00 per return fee.

All prices exclude GST. Prices subject to T&Cs. Images are conceptual only.



**FURNITURE & AV Order Form:**

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**FURNITURE ORDER**

- Stand Package C**  
**\$1700**  
1x Expo Square Bar Table  
4x Expo Bar Chairs  
1x Zig Zag Brochure Stand  
1x 43" Screen on Stand  
1x Lockable Counter with Signage



- Zig Zag Brochure Stand**  
**\$120**



- Lockable Cupboard**  
**\$295**



**AUDIO VISUAL ORDER**

- 43" Screen on Stand**  
**\$700**
- 43" Screen Wall Mounted**  
**\$800**
  - HDMI
  - MAC ADAPTER
  - USB
  - LAPTOP SHELF (\$30)



- 55" Screen on Stand**  
**\$900**
- 55" Screen Wall Mounted**  
**\$1000**
  - HDMI
  - MAC ADAPTER
  - USB
  - LAPTOP SHELF (\$30)



- 65" Screen on Stand**  
**\$1100**
  - HDMI
  - MAC ADAPTER
  - USB
  - LAPTOP SHELF (\$30)



**FOR ALTERNATIVE FURNITURE OPTIONS VIEW OUR  
ONLINE CATALOGUE**



## LIGHTING & POWER Order Form:

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**PHONE** .....

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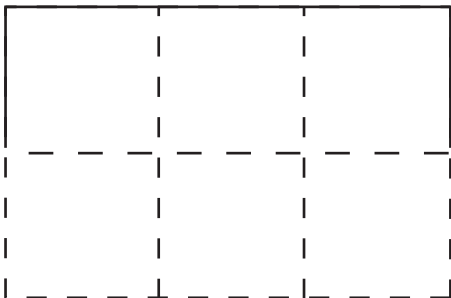
### 1. AVAILABLE PRODUCTS

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

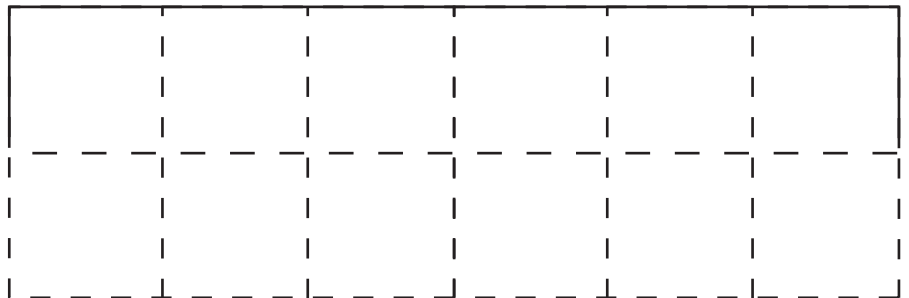
DESCRIPTION	QTY	PRICE	TOTAL
<b>LIGHTING</b>			
LED 3 BAR ARM LIGHT	1	INCLUDED	
LED 3 BAR ARM LIGHT		\$120	
<b>POWER</b>			
4amp POWER POINT (240v / 1000w)	1	INCLUDED	
4amp POWER POINT (240v / 1000w)		\$130	
10amp POWER POINT (240v / 2400w)		\$150	
15amp POWER POINT (240v / 3600w)		\$200	
20amp POWER POINT (240v / 4800w)		\$240	
4 POINT POWER BOARD inc test and tag		\$29	
FURTHER PRODUCTS ARE AVAILABLE UPON REQUEST			
<b>SUB TOTAL</b>			

### 2. PREFERRED LIGHTING, POWER & FURNITURE LOCATION

Indicate your preferred lighting, power & furniture location.



3x1 SPACE FRONT OF BOOTH



6x1 SPACE FRONT OF BOOTH



**PAYMENT Order Form:**

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**1. INVOICE DETAILS**

<b>NAME</b> .....	<b>COMPANY</b> .....
<b>ADDRESS</b> .....	<b>PHONE</b> .....
.....	<b>EMAIL</b> .....
.....	<b>ACCOUNTS PAYABLE CONTACT</b> .....

**2. ORDER TOTAL**

Complete the below totals shown if applicable.

FORM NAME	SUB PAGE TOTALS
<b>SIGNAGE (Page 2)</b>	
<b>BOOTH UPGRADE (Page 3)</b>	
<b>FURNITURE &amp; AUDIO VISUAL (Page 4)</b>	
<b>LIGHTING &amp; POWER (Page 5)</b>	
<b>SUB TOTAL</b>	
<b>35% CARTAGE, ADMIN &amp; DAMAGE WAIVER OF SUB TOTAL (MINIMUM \$200)</b>	
<b>ADD 20% LATE FEE IF APPLICABLE</b>	
<b>10% GST</b>	
<b>TOTAL</b>	

**PAYMENT OPTIONS**

**PAYMENT OPTIONS AVAILABLE ON INVOICE / CREDIT CARD / DIRECT DEBIT**

**3. TERMS & CONDITIONS**

- All orders are not installed or printed until full payment is received and processed.
- All print files are required in the correct format, any return of incorrect print files will incur a \$120.00 per return fee.
- Orders placed after the due date are subject to a 20% late fee charge.
- All print files received after the due date are subject to a 20% late fee charge.
- All goods delivered, then canceled will be charged at full rate.
- Changes onsite to location or placement will include a minimum \$80.00 fee.
- All prices are shown exclusive of GST and Cartage