

22 April 2016



AUSTRALIAN  
**Prawn  
Farmers**  
ASSOCIATION

PRAWN AND BARRAMUNDI FARMERS SYMPOSIUM  
2<sup>ND</sup> AND 3<sup>RD</sup> AUGUST 2016

# EXHIBITORS INFORMATION KIT

**EDE EVENTS**

SINCE 1966

# Exhibitor Kit

## Contents



This kit contains both information regarding your stand package and upgrades options and forms, so you can specify your individual requirements. It is very important that we receive your forms **on time** so we can deliver your order to your specifications.

## A: Information

### Exhibition Stand Packages

Please read this page. It contains important details regarding the inclusions in your exhibition stand package.

### Upgrade Options

If you really want to attract attention to your stand, you may want to consider customising your stand. To order or discuss options please register your interest on the form provided.

### Products & Services

Ede Events has an extensive range of furniture and display accessories which you can hire for use on your stand. A furniture order form is provided for your convenience. Please complete and return by the due date. Please do not hesitate to call our office on 07 4772 6611 should you require assistance, or wish to discuss your options. Should you wish to view our full range, you can do so online at [www.edeevents.com.au](http://www.edeevents.com.au)

## B: Forms

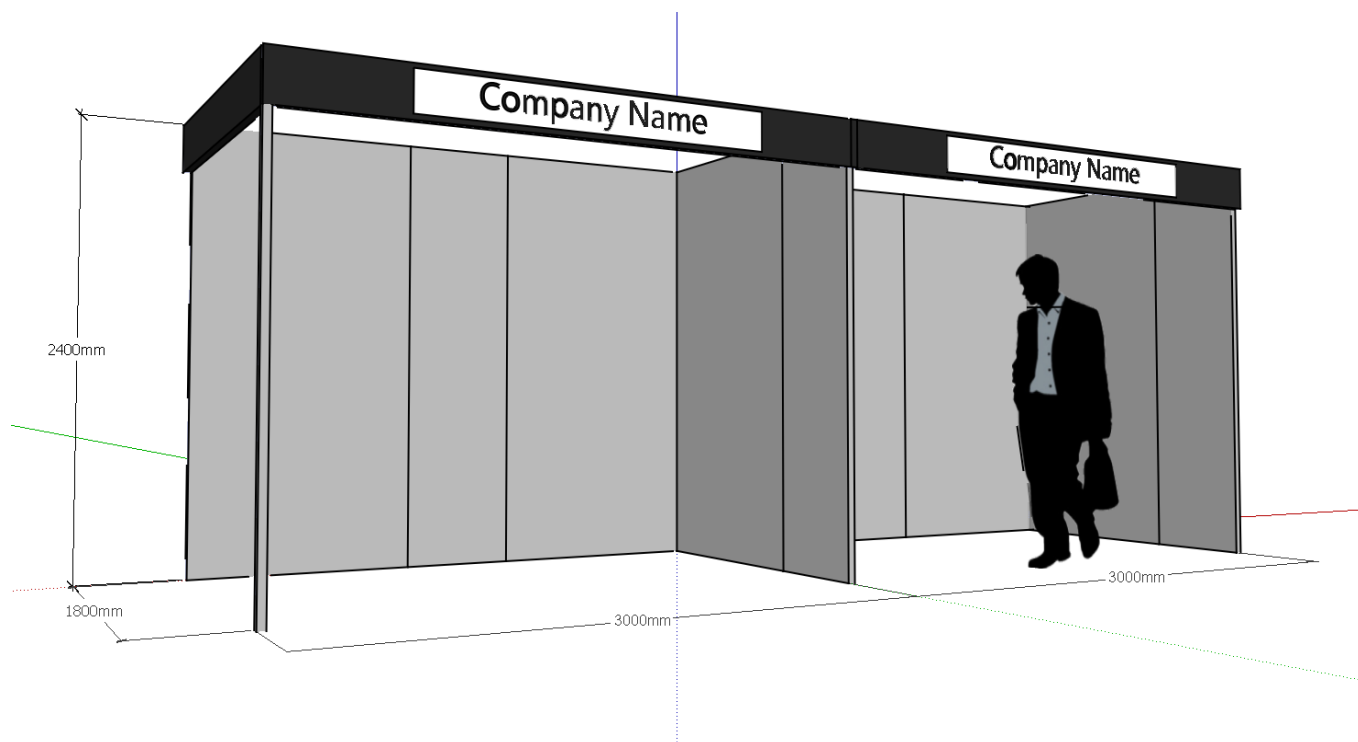
The following forms are included in this information kit.

- **Stand Information Form** - This is a compulsory form and is required to be returned by the due date.
- **Fascia Signage Confirmation Form** - This is a compulsory form and is required to be returned by the due date.
- **Stand Upgrade Form** - This is an optional form and only requires to be returned by the due date if you wish to upgrade your exhibit from the standard Corinthian style provided.
- **Furniture Order form** - This is an optional form and only requires to be returned by the due date if you require furnishing for your stand.

**In order for us to accurately process and fill your order on time, we kindly ask that you return all order forms by: **Monday 18 July 2016****

# Exhibition Stand Package

**EDE**  
**EVENTS**



## The following are included in a standard Exhibition Stand Package:

Booth	3m wide x 1.8m deep
Walls	2.4m high grey Corinthian panels
Fascia	3m x 250mm high black Corinthian panel with signage
Signage	1800mm x 200mm high printed black text on white corflute Each sign will be a maximum of 30 characters including spaces.
Lighting & Power	LED Arm light and 4amp Double Power Point installed as Standard
Furniture	Your exhibition stand includes a trestle table with cloth and two chairs as standard
Attaching to Walls	The walls are a Velcro-receptive fabric. Exhibitors are asked to use sticky-backed Hook Velcro. Staples, nail, bolts and glue will damage the panels. Damages will be at the cost of the exhibitor.

# Stand Information Form



This form is a <b>COMPULSORY FORM</b> and is to be completed by all exhibitors			
Conference/Event Name:			
Venue:			
Stand number:			
This form is to be returned by <b>Monday 18<sup>th</sup> July 2016</b>			
Company Name:			
Company Address:			
Contact Name:		Contact Number:	
Email Address:		Date:	

**Are you having a Corinthian Booth using the walls, fascia and standard features offered in the package? Please tick one of the boxes below:**

Yes  **Standard package.** Fill in the above details only and the Fascia Signage Confirmation Form and return to email: [expo@edeevents.com.au](mailto:expo@edeevents.com.au)

Yes  **With modifications** to the standard package. In this case fill out above details, the Fascia Signage Confirmation Form and any other forms relevant to your modifications and return to email: [expo@edeevents.com.au](mailto:expo@edeevents.com.au)

**Onsite modification:** Any stand modification made onsite for the removal of walls, fascia, and beams will be charged at \$60 + GST per hour, min of one hour. Removal of fascia & lights once installed will be charged at \$100 + GST per hour, min of one hour.



# Stand Upgrade Form



This form is an **OPTIONAL FORM** due on **Monday 18<sup>th</sup> July 2016**

Building attention grabbing displays that demand attention and project your corporate presence is our speciality. We are able to produce digital and computer cut prints for light boxes, banners, signs and feature walls. Or we can design a complete custom stand that will be sure to leave a lasting impression!

Below are some of our standard upgrade options. Should you wish to discuss a custom stand tailored to meet your requirements, please register your interest where indicated and a representative from Ede Events will contact you to discuss.

Conference/Event Name:			
Venue:			
Stand number:			
Company Name:			
Company Address:			
Contact Name:		Contact Number:	
Email Address:		Date:	

## Feature Walls – Digitally Printed Panels

Digitally printed panels are an ideal way to brand your stand with your company image. These can be teamed up with coloured panels to provide a cost effective yet visually appealing upgrade to your exhibit.

Yes  I would like to upgrade my stand with the use of digitally printed panels. Cost \$260.00 plus GST per panel. Artwork is to be supplied in the required format. A representative of Ede Events will be in contact to discuss artwork specifications.

Confirmation: \_\_\_\_\_ digitally printed panels are required at \$280 each + gst

## Custom Stands

Yes  I would like to be contacted to discuss opportunities to have a custom stand designed for this exhibition.

# Furniture

Your stand includes a trestle table, cloth and two chairs; however for your convenience, some of our more popular items are listed below. Prices include GST. Your order is subject to a cartage fee.

# EDE EVENTS

## Vogue Bar Package

\$110.00



## Ottoman Package

\$198.00



## Armchair Package

\$242.00



## Information Counter

\$275.00

Black or White Top  
Printed Panels available as  
optional extra



## Brochure Stand

\$88.00

5 x A4 Brochure / Flyers  
Silver with clear Perspex  
shelves  
H: 1500mm



## Club Bar Stool

\$33.00

Black or White cushioned seat



## 40" LED TV

\$220.00

Truss stand available as  
optional extra



## Other items are available

Please see our website at [www.edeevents.com.au](http://www.edeevents.com.au) for our full range of equipment. Please note that prices online are listed at a 1 day charge only. Our sales team will provide you with a quote.

# Furniture Order Form

This form is an **OPTIONAL FORM** due on **Monday 18<sup>th</sup> July 2016**



Prawn and Barramundi Farmers Symposium, 2nd and 3rd August 2016				
Company Name:				
Company Address:				
Contact Name:		Contact Number:		
Email Address:		Stand Number:		
Item	Colour	Qty	Unit Cost:	Total Cost (Inc GST)
STAND UPGRADES (please refer to upgrade form)				
<b>COST SUMMARY</b>				
<b>FURNITURE SUB TOTAL</b>				
<b>CARTAGE &amp; HANDLING FEE</b>				\$ 33.00
<b>TOTAL (INC GST)</b>				\$

**TERMS OF PAYMENT: PAYMENT MUST ACCOMPANY THIS ORDER**

Please charge my credit card (Visa, Mastercard or Bankcard) for the amount of:

\$      -

ACCOUNT NAME:

CARD NO:

EXPIRY DATE:   /        SECURITY NO:

SIGNED: \_\_\_\_\_

A Hire Booking will be forwarded as confirmation of your booking. Your credit card will be charged and a Tax Invoice issued 14 days before the expo

**EDE  
EVENTS**

Email completed form to: [expo@edeevents.com.au](mailto:expo@edeevents.com.au)