

## APPLICATION & AGREEMENT FOR EXHIBITION SPACE.

Please note that this form has five parts. Please submit the entire application form for it to be processed.  
To submit your application or any queries please contact Julie Holt, Exhibition Director at [julie@iecggroup.com.au](mailto:julie@iecggroup.com.au)

### PART 1. EXHIBITING COMPANY & CONTACT INFORMATION

Note Information provided will be used for the Show Directory of Exhibitors and Invoicing. Please complete the form in English.

**Registered Company Name** \_\_\_\_\_

**Trading Name** As above Other \_\_\_\_\_  
*\*Used for invoicing purposes*

Company Email \_\_\_\_\_

Company Address \_\_\_\_\_

State/Province \_\_\_\_\_ Post/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone No. \_\_\_\_\_ Company Website Address \_\_\_\_\_

How long has your company been in operation? \_\_\_\_\_

Where is the company registered/incorporated? \_\_\_\_\_

**Executive Show Contact** (please provide full name)

*\*This is the primary contact for all matters regarding your participation.*

Name \_\_\_\_\_ Mr Mrs Ms Other \_\_\_\_\_

Role \_\_\_\_\_ Email \_\_\_\_\_

**Proprietor/Managing Director** (please provide full name)

Name \_\_\_\_\_ Mr Mrs Ms Other \_\_\_\_\_

**Invoice address**

*If the invoice should be provided to an address/entity other than that provided in the Trading Name above please enter it below.*

Company Name \_\_\_\_\_

Address \_\_\_\_\_

State /Province \_\_\_\_\_ Post/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Invoice Contact**

Name \_\_\_\_\_ Mr Mrs Ms Other \_\_\_\_\_

Role \_\_\_\_\_

Are you exhibiting as a co-exhibitor, part of a Group Pavilion, or through an agent? Yes No

If yes, please provide details

**Official Use Only**  
Stand Number  
(To be completed by Organiser on acceptance)

**Enquiries.**  
Julie Holt  
Exhibition Director  
M: +61 (0) 449 148 886

T: +61 (0) 3 9596 9205  
E: [julie@iecggroup.com.au](mailto:julie@iecggroup.com.au)  
W: [www.internationalsourcingexpo.com](http://www.internationalsourcingexpo.com)

**International Exhibition & Conference Group Pty Ltd**  
Level 1 / 197 Bay Street  
Brighton VIC 3186 AUSTRALIA

## PART 2. DETAILED COMPANY & EXHIBIT INFORMATION

### Production Format/Business Classification

\*Please tick all that apply

Manufacturer  Exporter  Trader  OEM   
ODM  Industry Association  Service Provider  Other

### Category of Exhibits

Please select a maximum of six categories below. This information may be used for the purpose of the Show Directory and other listings. If you are a business association or industry group you can also select the box below. Additional information against each selected category can be included in the space provided.

Activewear/Sports Apparel  Jewellery/Fashion Accessories   
Association  Mens Apparel   
Childrens/Infant Apparel  Scarves/Hosiery   
Functional Textiles/Fabric/Handicrafts  Service Provider   
Home Textiles  Womens Apparel   
Intimate Apparel  Resort/Swimwear

Production Capacity \_\_\_\_\_ pieces per month Additional comments \_\_\_\_\_

Please list your Brand Name(s) if applicable

*(If applicable, maximum five)*

**Please forward a copy of your company's latest promotional brochure for our reference**

### Product Range

High End Products  Medium range products  Mass market products   
Other  Please specify \_\_\_\_\_

Please list the countries that you currently export to (if applicable, maximum five)

Please provide three current customers and country they are located

Does your company have a local office or distribution in Australia? Yes  No

If yes, please provide details \_\_\_\_\_ Indicate your Minimum Order Qty \_\_\_\_\_

Please list the expos/fairs that you have exhibited at

Provide details about your company head office and factory locations and approximate number of employees

Provide details of any manufacturing certifications or awards

Are you a member of any chambers of commerce or other trade bodies? If so, provide details

Please describe your business/company (maximum 50 words)

### Enquiries.

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## PART 3. STAND PACKAGES AND PRICING

### STAND PACKAGE PRICING

**SHELL SCHEME STAND PACKAGE** AUD\$665.00 + GST per m<sup>2</sup> Available in standard 9m<sup>2</sup> or 12m<sup>2</sup> or multiples thereof

Shell Scheme Stand Packages are pre-built and furnished according to the standard options outlined below. Exhibitors may select one of two basic shell scheme stand packages (A or B).

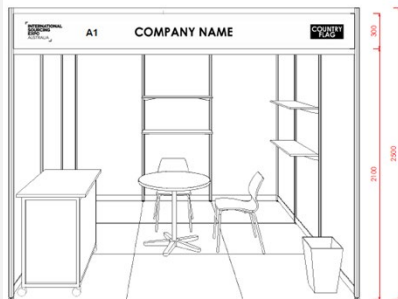
**FLOOR SPACE ONLY** AUD\$565.00 + GST per m<sup>2</sup> Minimum 18m<sup>2</sup>

Provides an opportunity for Exhibitors to create their own custom stand build. Stand design and build contractor must be approved by the Organiser 60 days prior to Move In. Exhibitors must arrange their own flooring, walls, lighting, furniture, power, signage and display accessories.

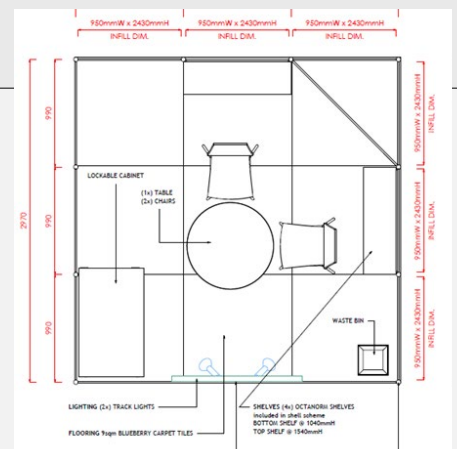
NOTE Additional furniture and display accessories for all packages and custom stand builds for Floor Space Only stands are available through the Official Stand Contractor, Exponet. See [www.exponet.com.au](http://www.exponet.com.au) or contact Exhibitor Services Dept at [esd@exponet.com.au](mailto:esd@exponet.com.au) or telephone + 61 3 9676 7777

### SHELL SCHEME A SHELVING (4 metres)

Perspective View  
9 m<sup>2</sup>  
(3m x 3m inline stand)



Plan View  
9 m<sup>2</sup>  
(3m x 3m inline stand)



#### PRE-BUILT STAND

3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

#### FASCIA SIGNAGE

Polished aluminium fascia, 300mm deep on all aisle frontages. All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag decal and stand number. Maximum 30 characters.

#### POWER

1 x single powerpoint per 9m<sup>2</sup> or 12m<sup>2</sup> stand

#### LIGHTING

2 x track lights per 9m<sup>2</sup> / 3 x track lights per 12m<sup>2</sup>. Lights are mounted on the inside of the front fascia.

#### FURNITURE

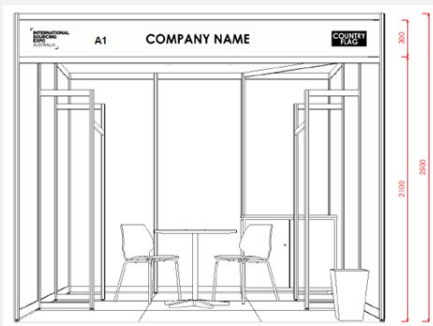
1 x round table with two chairs. 1 x lockable cupboard. 1 x waste bin.

#### CARPET

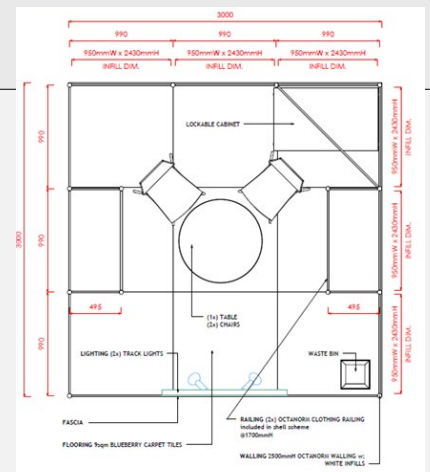
Quality carpet tiles

### SHELL SCHEME B HANGING RAILS (2 metres)

Perspective View  
9 m<sup>2</sup>  
(3m x 3m inline stand)



Plan View  
9 m<sup>2</sup>  
(3m x 3m inline stand)



#### PRE-BUILT STAND

3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

#### FASCIA SIGNAGE

Polished aluminium fascia, 300mm deep on all aisle frontages. All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag decal and stand number. Maximum 30 characters.

#### POWER

1 x single powerpoint per 9m<sup>2</sup> or 12m<sup>2</sup> stand

#### LIGHTING

2 x track lights per 9m<sup>2</sup> / 3 x track lights per 12m<sup>2</sup>. Lights are mounted on the inside of the front fascia.

#### FURNITURE

1 x round table with two chairs. 1 x lockable cupboard. 1 x waste bin.

#### CARPET

Quality carpet tiles

### PART 3. STAND PACKAGES AND PRICING CONTINUED...

Please tick which stand package you select

**Shell Scheme A** (9 m<sup>2</sup> or 12m<sup>2</sup>) \_\_\_\_\_ (indicate size)      **Shell Scheme B** (9m<sup>2</sup> or 12m<sup>2</sup>) \_\_\_\_\_ (indicate size)

\*Larger stands are available. Please consult the organiser.

Note If neither option is selected by the Exhibitor, the Organiser will allocate the option deemed the most suitable.

**Space Only** (minimum 18m<sup>2</sup>) \_\_\_\_\_ (indicate size)

Note All exhibitors receive free show catalogue listing.

Number of open sides desired

(This cannot be guaranteed although the Organiser will endeavour to provide depending on availability)

1 open side      2 open sides      3 open sides      4 open sides

Name on signage

(maximum 30 characters. Legal status descriptors such as Pty Ltd etc. may not appear on the signage).

### STAND PACKAGE PRICING CALCULATOR

Please complete below to clarify your requirements and calculate the total fee.

Stand Packages	SQM space (m <sup>2</sup> ) (size of stand ordered)	Rate AUD\$	Subtotal AUD\$
<b>Shell Scheme Package A (Shelving)</b> Includes walls, 2 lights per 9m <sup>2</sup> , 3 lights per 12m <sup>2</sup> , 1 table, 2 chairs, 1 powerpoint, 1 bin, fascia signage, 1 lockable cupboard + 4 metres of shelving		<b>\$665.00 per m<sup>2</sup></b>	(sqm x rate)
<b>Shell Scheme Package B (Rails)</b> Includes walls, 2 lights per 9m <sup>2</sup> , 3 lights per 12m <sup>2</sup> , 1 table, 2 chairs, 1 powerpoint, 1 bin, 1 fascia signage, 1 lockable cupboard + 2 metres of in-built hanging rails.		<b>\$665.00 per m<sup>2</sup></b>	(sqm x rate)
<b>Floor Space Only</b>		<b>\$565.00 per m<sup>2</sup></b>	(sqm x rate)
<b>Fees</b>			
<b>Waste Management Fee (mandatory)</b>		<b>\$75.00 per stand</b>	
<b>Public Liability Insurance (mandatory)*</b>		<b>\$160.00 per company</b>	
<b>Subtotal</b>		⇒	
<b>Add GST 10% of Subtotal</b>		⇒	
<b>TOTAL AMOUNT PAYABLE AUD\$</b> (includes GST)			

\*Insurance applies to each exhibiting company and this includes co-exhibitors in the case of any shared stands or as part of a group pavilion. The Exhibitor may provide their own insurance or procure it from the Organiser (for coverage up to AUD10 million). If the latter option is preferred please include in this Fee Calculator summary as it will be added to your invoice. If your business will be providing its own insurance the Organiser will need to sight a valid certificate of currency for the period from Move In through to Move Out, 28 days prior to Move In.

**Enquiries.**

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This Exhibition is organised by International Exhibition and Conference Group Pty Ltd on behalf of International Expo Group Pty Ltd, ABN 46 603 264 919.

## PART 4. PAYMENTS

### PAYMENT TERMS

1. Exhibitors are required to pay 100% of their participation fees within 7 days of receiving confirmation of participation by the Organiser.
2. Confirmed stand assignment and visa invitation letters if applicable will not be provided until the participation fee has been received.
3. It is the responsibility of the exhibitor to inform themselves of information regarding visa applications. Information is available through the Australian Department of Home Affairs website [www.homeaffairs.gov.au/visas](http://www.homeaffairs.gov.au/visas)
4. The Organiser will, at its discretion, provide a letter of invitation to confirmed exhibitors after the participation fee has been paid.
5. It is the Organiser's policy not to provide refunds in the case of a visa not being granted.

### PAYMENT METHODS

Payment must be effected in Australian Dollars (AUD\$)

Please email advice of payment and a copy of the remittance to [accounts@iecgroupp.com.au](mailto:accounts@iecgroupp.com.au)

### DIRECT DEBIT

Account Name: International Expo Group Pty Ltd

Bank: Commonwealth Bank

Bank Branch Details: 52 Church Street, Brighton, Victoria, Australia

BSB: 062-140      ACCOUNT: 1119-8386

### INTERNATIONAL MONEY TRANSFER

SWIFT CODE: CTBAAU2S

### CREDIT CARD

Mastercard and Visa credit cards accepted with a surcharge of 1.75 %

Please complete the following information to pay by credit card and return to us at [accounts@iecgroupp.com.au](mailto:accounts@iecgroupp.com.au)

#### Credit Card Authorisation

Card Type      Mastercard      Visa

Card Number

Card Expiry      /

CVV

Card Holders Name \_\_\_\_\_

Card Holders Signature \_\_\_\_\_

## PART 5. ACCEPTANCE

1. We wish to order the stand/space as indicated including mandatory fees and public liability insurance where indicated, and agree to make payment hereunder on the due date to International Expo Group Pty Ltd.
2. We understand that we must be adequately covered for Public Liability Insurance. Refer to the Exhibition Terms and Conditions for further information.
3. This agreement and declaration together with the accompanying Terms and Conditions along with any Special Conditions on this Order Form, comprise the Agreement between the Exhibitor and the Organiser. The Exhibitor confirms that he/she has received the Exhibition Terms & Conditions and accepts them and that they are legally binding in all parts. This Application and Agreement for Exhibition Space is an enforceable contract once confirmed in writing by both parties to the agreement.
4. We hereby declare that the information provided in the application form is true and correct to the best of our knowledge. We understand that any false or misleading information provided herewith will lead to the rejection of our right to participate in the Exhibition and the Organiser is absolved from any legal responsibility related to the provision of incorrect or misleading information.

Acceptance by the Exhibitor (Authorised Party)	Acceptance by the Organiser (Authorised Party)
Company	Company
Signatory Name	Signatory Name
Signatory Position Title	Signatory Position Title
Date	Date
Signature	Signature

*Include Company Stamp where applicable.*