



# **2014** World Credit Union Conference **GOLD COAST** ★ **AUSTRALIA**

**27-30 July 2014**



## **2014 Exhibit & Sponsorship Manual**

[www.GoldCoast2014.org](http://www.GoldCoast2014.org)



**World Council**

Co-Host:



**CUSTOMER  
OWNED  
BANKING  
ASSOCIATION**

# Welcome

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**Thank you once again for your support for the 2014 World Credit Union Conference. The Exhibition Manual contains all of the vital information you need to know in order to prepare your stand for the Exhibition, including forms, procedures, freight and logistics, key dates, and exhibition hours.**

Following are the key areas you should ensure you have read to access all the information you will require from the manual.

- Key Dates, Forms and Paperwork
- Bump In & Out/Exhibition Hours
- Registration & Accommodation
- Floorplans
- Stand Builders
- Freight Forwarding
- Deliveries and Collections
- Freight Collection and Forms
- Delivery Label
- Insert Label
- ExpoNet Service Kit
- Company Profile Templates
- Corporate Social Event Request Form
- Raffle Prize Information Form
- GCCEC Exhibition Information and Forms

We look forward to welcoming you and your team to the Gold Coast Conference and Exhibition Centre and the 2014 World Credit Union Conference. Please contact:

**Australian & New Zealand Sponsors & Exhibitors:**

Concept Event Management on  
+61-2-9436-0232  
[wcucsponsorship@conceptevents.com.au](mailto:wcucsponsorship@conceptevents.com.au)

**Sponsors & Exhibitors (NON Residents of Australia or New Zealand):**

Chris Caple  
+1-608-235-7076  
[ccaple@charter.net](mailto:ccaple@charter.net)

Kristen Curnyn, CMP, CITD  
World Council International Meetings Manager  
+1-608-395-2089 – Direct  
[kcurnyn@woccu.org](mailto:kcurnyn@woccu.org)

# Key Dates and Times

Due Date	Item	Compulsory	Optional
Upon confirmation of application	Participation Agreement	✓	-
<b>Thursday 15 May 2014</b>	Early Bird Registration Deadline	-	-
<b>Wednesday 30 April 2014</b>	Company logo and profile or contact details for Marketing Collateral Platinum Advert deadline <b>Profile Template – Page 27</b>	✓ ✓	-
	<b>Submission of Custom Stand Designs</b>		
<b>Monday 2 June 2014</b>	Cancelled Booth/Stand registrations are subject to a US \$100 / AU \$115 cancellation penalty per registration if cancelled on or before this date. After 2 June 2014 all registration fees are non-refundable.	-	-
<b>Friday 27 June 2014</b>	<b>Corporate Social Event Request Form - Page 28</b>	-	✓
<b>Thursday 3 July 2014</b> International(non AU residents) DB Schenker	<b>Submission of Freight General Booking Form - Page 14</b>	-	✓
<b>Monday 7 July 2014</b>	<b>Details of Prizes for Raffle Draws – Page 29</b>	✓	-
<b>Monday 7 July 2014</b> ExpoNet Fax: 02 9645 5300 esd@exponet.com.au	Submission of all ExpoNet Exhibition Forms <b>Stand &amp; Fascia Confirmation Form - Page 20</b> (Exhibitors Only)	✓	-
	<b>Octanorm Stand Modifications Form - Page 21</b>	-	✓
	<b>Wall Mounted Shelving Order Form - Page 22</b>	-	✓
	<b>Furniture &amp; Audio - Page 23</b>	-	✓
	<b>Additional Power &amp; Lighting Form - Page 24</b>		
	<b>Stand Layout Modification Form - Page 25</b>	-	✓
<b>Wednesday 16 July 2014</b> Domestic (AU residents) DB Schenker	<b>Submission of Freight General Booking Form - Page 14</b>  <i>Exhibitors will be contacted by DB Schenker, our contracted freight forwarder, who will provide a written quote with confirmed dispatch date based upon your individual freight requirements. Please refer to the 'Freight Forwarders' section for further information.</i>	-	✓



Monday 21 July 2014 ^

Sponsor Satchel Inserts Due (sponsors only) *Please arrange for 1800 copies of your insert to be sent.*



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^ Delivered directly to Gold Coast Convention and Exhibition Centre. **See page 17**

Please use the Delivery Label and clearly indicate that your delivery is for Satchel Packing. Please print all Satchel Packing Delivery Labels on **Coloured paper** so they are easily identifiable. The organiser accepts no responsibility for Satchel Inserts that do not arrive as stated above.

## Local Printer

If you need a local printer, please try:

Kwik Kopy Southport | 50 Ferry Rd Southport QLD 4215

+ 617-5591-5299

e. [print@kksp.com.au](mailto:print@kksp.com.au) | w. [www.southport.kwikkopy.com.au](http://www.southport.kwikkopy.com.au)

## Packing Check List

(The Organiser does not supply any of these materials.)

- Passport stamp/sticker
- Business cards
- Courier account number
- Courier contact details
- Pens, sticky tape
- Blu tack
- Post-it notes
- Prepared freight labels for return of goods
- Scissors
- Cellotape
- Staples
- Velcro

## Forms and Paperwork

To avoid disappointment and alleviate stress please take the time to read through the following information to ensure you are filling out the correct paperwork and that you are aware of the appropriate deadlines.

### Gold Coast Conference and Exhibition Centre Exhibitor Forms

See page 29 for general information

Date due	Item	Compulsory	Optional
Friday 4 July 2014 Gold Coast Conference and Exhibition Centre <a href="mailto:exhibitorservices@gccec.com.au">exhibitorservices@gccec.com.au</a>	Delivery Label – <b>Page 16</b>	✓	-
	Stand Catering - <b>Page 31 – 37</b>	-	✓
	Stand Cleaning - <b>Page 38</b>	-	✓
	Coffee Shop Account - <b>Page 30 &amp; 39</b>	-	✓
	Internet/Data Connection – <b>Page 41 - 43</b>	-	✓
	Audio Visual– <b>Page 44</b>	-	✓
	Safety Vests - <b>Page 30</b>	✓	-
	Car Parking – <b>Page 30</b>	-	✓
	Storage Information & Form - <b>Page 13 &amp; 45</b>	-	✓

## Exhibition Bump In/Out Schedule

### Move In – Custom Stands Only

Saturday 26 July 2014 0900 - 2000

### Move In – Shell Scheme

Sunday 27 July 2014 1000 - 1500

### Move Out

Tuesday 29 July 2014 1845 - 2100

## Exhibition Hours

Sunday 27 July 2014 1815 - 2000

*Welcome Reception*

Monday 28 July 2014 0800 – 1700

Tuesday 29 July 2014 0800 - 1830

*Cheese & Wine Reception*

## Registration and Accommodation

As part of your agreement you are entitled to a number of registrations and given the option to purchase a number of additional Conference Registrations\*. You will be sent a link from the World Council for you to use to register for your passes, in this email you will be sent a discount code to use for those passes included in your individual packages.

Additional Delegate Registration*	US \$700 / AU \$785
Additional Exhibition Only**	AU \$400

A 10% Goods & Services Tax (GST) will be added to all charges as required by the Australian Government.

\*Conference registrations include access to plenary and breakout sessions, all events held in the exhibition and the Closing Night Celebration. Additional full Delegate registrations are available for US \$700\* / AU \$785\* (maximum of three)

\*\*Exhibition only passes, this gives you access to the exhibition and such events that take place in the exhibition such as the Welcome Reception and Cheese and Wine Reception.

Once you have registered via the link sent to you by World Council you will be given a hotel accommodation booking link. For full detail on each housing/accommodation property please visit:

[http://www.goldcoast2014.org/goldcoast\\_attendees/goldcoast\\_hotels](http://www.goldcoast2014.org/goldcoast_attendees/goldcoast_hotels)

### Conference Registration and Housing Questions:

#### Sponsors & Exhibitors (NON Residents of Australia or New Zealand):

Allison McCarty, Conference Specialist  
Email: [amccarty@woccu.org](mailto:amccarty@woccu.org)  
Phone: +1-608-395-2095

#### Australian & New Zealand Sponsors & Exhibitors:

Concept Event Management on  
[wcucregistrations@conceptevents.com.au](mailto:wcucregistrations@conceptevents.com.au)  
+61-2-9436-0232

## Tour & Optional Events

Enhance your Gold Coast experience at the 2014 World Credit Union Conference by participating in our bonus networking and learning opportunities, sightseeing tours and Foundation Golf Tournament!

**Golf Tournament:** [http://goldcoast2014.org/goldcoast\\_companions/goldcoast\\_golf\\_tournament](http://goldcoast2014.org/goldcoast_companions/goldcoast_golf_tournament)

**Day trips:** [http://goldcoast2014.org/goldcoast\\_companions/goldcoast\\_optionaltours](http://goldcoast2014.org/goldcoast_companions/goldcoast_optionaltours)

#### Pre & Post Conference Tours:

[http://goldcoast2014.org/goldcoast\\_companions/goldcoast\\_tourevents/goldcoast\\_tours](http://goldcoast2014.org/goldcoast_companions/goldcoast_tourevents/goldcoast_tours)

## Golf Tournament

Worldwide Foundation for Credit Unions Golf Tournament — Saturday, 26 July 2014

### Play a Round in Australia!

Are you coming to Gold Coast for the World Credit Union Conference? Come a day early and enjoy 18 holes on a master-class course.

Help alleviate poverty through the empowerment of women and advance credit union women around the world while challenging your golf game on the Sanctuary Cove Golf and Country Club.



*Event is subject to change*

- WHAT:** The Worldwide Foundation for Credit Unions 5th annual golf tournament. Last year in Ottawa, Canada, more than US \$112,000 was raised to support Global Women's Leadership Network scholarships and development programs.
- WHEN:** Saturday, 26 July 2014 (one day before the World Credit Union Conference!)
- WHERE:** Sanctuary Cove Golf and Country Club, Queensland
- COST:** US \$295 (+10% GST) per person for registrations on or before 15 May 2014. Registrations received after 15 May 2014 are US \$325 (+10% GST). Golf fee includes 18 holes of golf at Sanctuary Cove Golf and Country Club, roundtrip transportation to/from select hotels in Gold Coast, breakfast and lunch. Club rental is available for US \$45 (+10% GST).

## Day Trips

Day Tours may be booked during your Conference Registration Process.

- Currumbin Wildlife Sanctuary
- Mt. Tamborine & Rainforest Skyway
- Whale Watching Cruise
- Canungra Winery & Picnic

Tour Name	On or before 15 May	After 15 May
<b>Currumbin Wildlife Sanctuary</b> Saturday 26 July 09:00 – 12:00 Sunday 27 July 09:00 – 12:00 Monday 28 July 09:00 – 12:00 Tuesday 29 July 09:00 – 12:00	US \$120* / AU \$130*	US \$135* / AU \$145*
<b>Mt. Tamborine &amp; Rainforest Skyway</b> Monday 28 July 12:30 – 16:30 Wednesday 30 July 12:30 – 16:30	US \$125* / AU \$130*	US \$135* / AU \$150*
<b>Whale Watching Cruise</b> Saturday 26 July 09:15 – 13:00 Sunday 27 July 09:15 – 13:00 Monday 28 July 09:15 – 13:00 Tuesday 29 July 09:15 – 13:00	US \$190* / AU \$210*	US \$200* / AU \$220*
<b>Canungra Winery &amp; Picnic</b> Tuesday 29 July 09:00 – 16:00	US \$225* / AU \$250*	US \$235* / AU \$260*
*A 10% Goods & Services Tax (GST) will be added to all tour fees as required by the Australian Government. Tours are subject to change		



## Pre-Tour: Sydney, Australia, 24 – 27 July

On or Before 15 May	After 15 May
US \$1,160* / AU \$1,300*	US \$1,350* / AU \$1,500*

**Thursday: Arrive in Sydney**

**14:00:** A quiet day with a walking visit to The Rocks and the Sydney Opera House on the harbor side. This evening is at leisure.

**Friday: City Sights and Bondi Beach and the Ocean Walk**

Cameras are a MUST! Luxury coaches and experienced guides take you on a tailor-made tour of the city, covering interesting pieces of history, landmarks and local Sydney gossip. Want to know where Nicole Kidman lived or where Elton John once got married? Visit the Botanical Gardens and the wealthy Eastern suburbs. Stop at a couple of iconic places for pictures and then at Bondi Beach, where guests have a chance to walk on the beach and stroll part of the Ocean Walk stroll along the mellow 3-mile trail to the rhythm of nature's symphony — the sounds of crashing waves. Dinner this evening is on your own. The Darling Harbor precinct is close to your hotel and there are cafes and bars a plenty to enjoy.

**Saturday: Blue Mountain Tour**

Enter the Great Dividing Range of Australia and its majestic Blue Mountains and discover an ecological wonderland you may have never known existed. An early morning start with cup of hot Aussie tea before setting off for some wild roo spotting deep in the valleys. From the charming village of Leura to the breathtaking Cliff Drive to the Katooma lookout, you'll enjoy the sweeping views of the Three Sisters and Australia's own "Grand Canyon" — the Jamieson Valley. Start your adrenaline pumping the moment you board the worlds' steepest incline railway and descend an exhilarating 415 meters (over 1000 feet!) through the ancient rainforest and into the valleys below. Next, tour Australia's ecological secrets including tree canopies, colourful native



birds and the search for the ever-elusive echidnas! Lunch in the National Park followed by a drive through Sydney's Olympic Park. Enjoy a farewell dinner this evening aboard the Sydney 2000, cruising past the Sydney Harbour Bridge and the Opera House.

**Sunday: Depart for Gold Coast World Credit Union Conference — Hotel check-out time is 11:00**

**Note:** Airfare is not included in package — guests are responsible for their own air travel to/from Sydney and the Gold Coast. All prices listed are double occupancy. Single occupancy add US \$600 / AU \$ 675. Tours are subject to change.

## Post-Tour: Port Douglas and the Great Barrier Reef, 31 July – 4 August

On or Before 15 May	After 15 May
US \$2,000* / AU \$2,200*	US \$2,100* / AU \$2,300*

Please arrange your flight to Cairns in time for the coach departure from the airport at 13:00. Options listed below:

- Jetstar flight departing Brisbane at 08:00 and arriving in Cairns at 10:30
- Virgin flight departing Brisbane at 09:40 and arriving in Cairns at 12:40
- Qantas flight departing Brisbane at 09:45 and arriving in Cairns at 12:45

Port Douglas is just an hour's drive north from Cairns on a road surrounded by forest and the Coral Sea. It's the only place on Earth where two World Heritage listed jewels exist — the Great Barrier Reef and the rainforest of Daintree & Cape Tribulation.

### Thursday: Kuranda Scenic Rail & Skyrail Rainforest Cableway

Travel from Gold Coast to Cairns airport (airfare is not part of the package) and enjoy a relaxing day in the lagoons and gardens of the Pullman Sea Temple. On the way, board the famous Kuranda Scenic Rail for the journey to Kuranda. The Skyrail Rainforest Cableway then will take you in a silent and magnificent ride over the rainforest canopy, followed by a visit to Hartley's Crocodile Adventures! Then on to Port Douglas and your hotel.



### Friday: Cruise to the Great Barrier Reef

One of the seven wonders of the natural world! Larger than the Great Wall of China and the only living things on Earth visible from space, the reef is a gathering of brilliant, vivid coral providing you with some of the most spectacular underwater experiences imaginable. You'll arrive by boat to Agincourt Reef, the very outer edge of the Reef, and have the chance to take a swim, go snorkeling, walk in to the underwater observatory or cruise just above the corals in a semi-submersible — the day is all about the Reef!



### Saturday: Tour of Mossman Gorge

Today includes a tour of Mossman Gorge and the Kuku Yalnji, traditional custodians of the rainforest, including lunch. Dinner this evening is an all-encompassing culinary journey that is purely Australian! With an indigenous welcoming party, dreamtime storytelling of the Kuku Yalnji, traditional custodians of the rainforest and great Mod Oz nosh! A stunning nocturnal forest environment, Flames of the Forest that you will never forget! In addition to your astonishing six-course banquet, you'll hear about the history of Mowbray and get a feel of authentic Aboriginal culture.



### Sunday: Open Day

Relax on the beach, shop, tour — this day is completely on your own. Enjoy!

### Monday: Depart Port Douglas

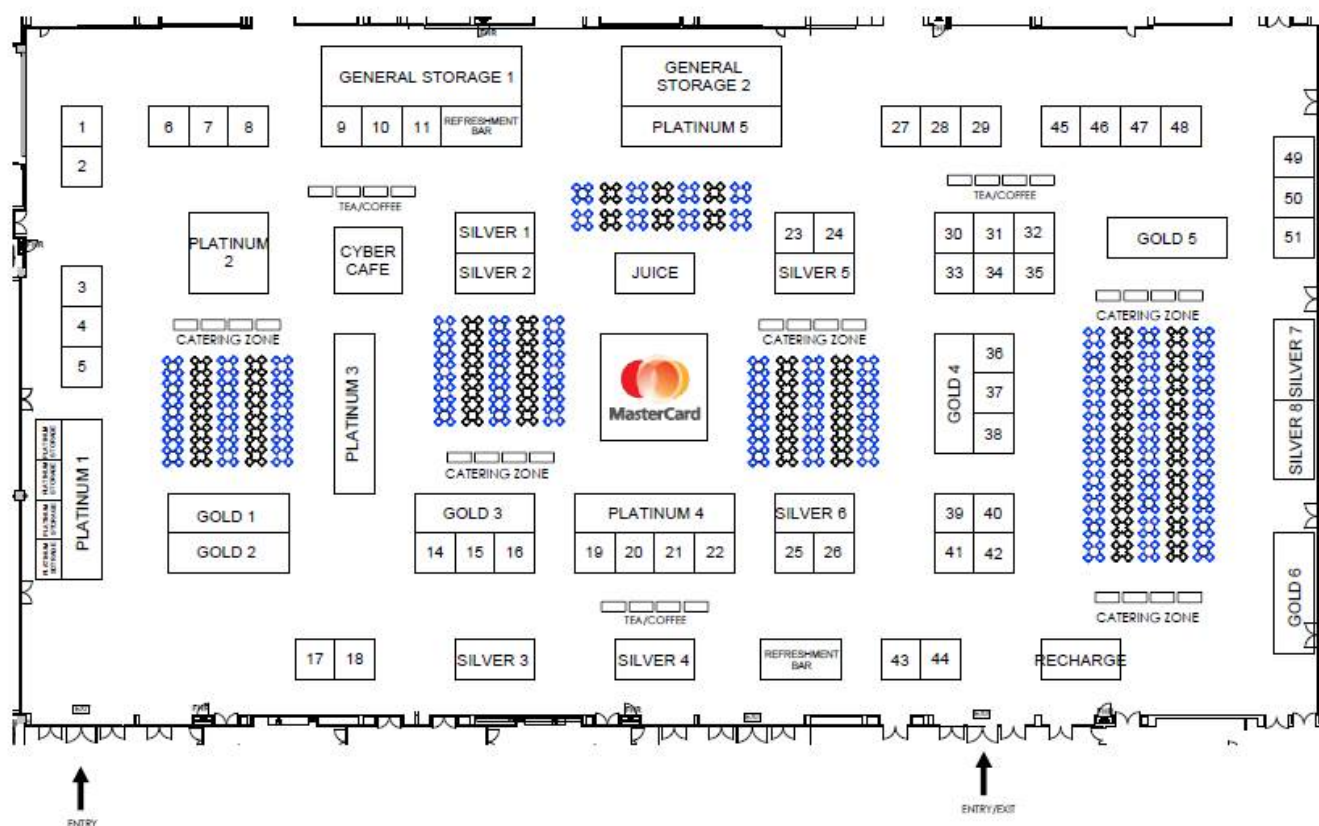
Departure transfer to Cairns airport leaves the hotel at 09:00 this morning. Flights to your return destination are on your own.

**Note:** All prices listed are double occupancy. Single occupancy add US \$750 / AU \$845.

Tours are subject to change.

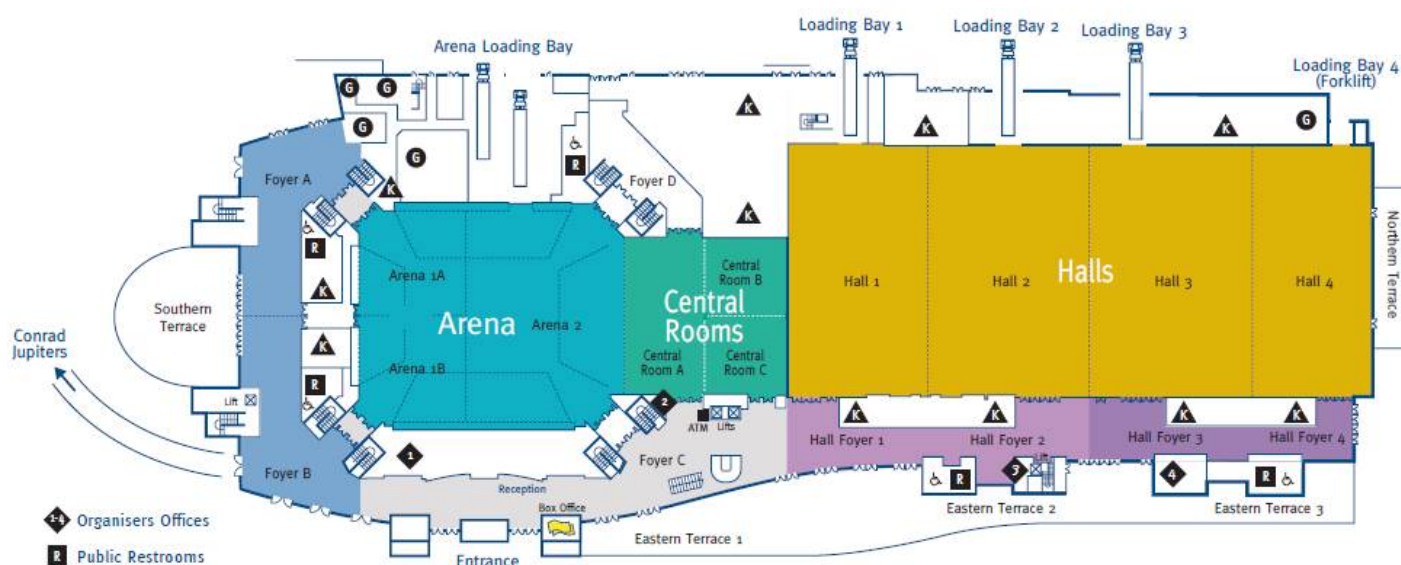
*\*A 10% Goods & Services Tax (GST) will be added to all tour fees as required by the Australian Government.*

## Floorplans



## Gold Coast Convention and Exhibition Centre Floorplan

2014 World Credit Union Conference Exhibition will take place Halls 1-3



## Stand Builders

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### ExpoNet

Are the appointed exhibition builders for the convention and will assist with all matters regarding the exhibition layout and build.

See pages 18 -26 for the ExpoNet Service Kit

### Custom Stands

When it comes to investing in a trade show, you need to make sure you get the best value for your marketing dollar. A purposely designed custom stand is a unique opportunity to achieve the best possible results. Standing out from the crowd provides a powerful advantage to attract and involve your target customers. With close to 30 years' experience in stand design, ExpoNet can give you that "WOW" factor your stand deserves.

Please contact the ExpoNet Exhibitor Services Department, [esd@exponet.com.au](mailto:esd@exponet.com.au) +61 2 9645 7070 if you wish to discuss your ideas.

### Shell Scheme Stands

As a shell scheme Exhibitor you will receive a 3m x 3m stand, unless otherwise specified in your participation agreement. The stand includes a fascia board, power and 2 lights as a total package. There is ample opportunity to make your stand jump out from the rest by selecting stand colours and graphics that match your corporate image.

For further information on stand packages including upgrade options, and furniture/product orders, please visit [www.exponet.com.au](http://www.exponet.com.au), or contact the ExpoNet Exhibitor Services Department, [esd@exponet.com.au](mailto:esd@exponet.com.au) +61 2 9645 7070 if you wish to discuss your ideas.



#### Shell Scheme Stand Inclusions

- 3m x 3m Stand (unless otherwise specified)
- 2.5m high octanorm walls
- Standard white fascia
- 2 x 120 watt track mounted spotlights
- 1 x 4amp power point
- Carpeted Floor

Please refer to the ExpoNet Guidelines for further information.

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## Freight Forwarding

**DB Schenker has been appointed as the official logistics contractor to 2014 World Credit Union Conference.**

We highly recommend using DB Schenker, as their comprehensive service includes a door-to-stand delivery, including weekends and outside of normal business hours.

**As the show moves in for custom stands on Saturday 26 October and Shell Scheme on Sunday 27 July and deliveries will not be accepted at the Gold Coast Conference and Exhibition Centre prior to Friday 25 July.**

DB Schenker can arrange all local, interstate and international transport services including delivery onto each exhibitor's stand at the Gold Coast Convention and Exhibition Centre. Storage of early consignments, packing materials during the exhibition and storage after the exhibition can also be arranged.

If you are an exhibitor not located in Australia, DB Schenker can provide comprehensive freight forwarding services, tailored to each particular exhibitor's requirements. Services include air & sea freight, Customs clearance, Tariff classification & advice, Duty & Sales Tax assessments and all relevant documentation. DB Schenker also offers pre-show storage, delivery and on site handling.

If you are using DB Schenker for transport, your goods will be automatically delivered directly to your stand. Otherwise, the cost for forklifting onsite is \$55 for the first 15 mins and \$50 every subsequent 15 mins or part thereof. This is payable at the time of booking. Credit card only.

There will be limited on-site storage facilities for packing materials and boxes. It is recommended that exhibitors consider their storage needs (of packing crates and freight forwarding materials) for the duration of the exhibition. Exhibitors may not leave boxes and packing material in the exhibition display area during the show. DB Schenker can arrange off-site storage at a cost of \$60.00 per m3 Minimum 2 Cbm.

Prior to the exhibition, DB Schenker will contact all exhibitors to discuss individual transportation and other logistics requirements. In the meantime, to request a quote please complete and return the "[General Booking Form](#)" provided on [page 14](#). For further information please contact:

SCHENKER AUSTRALIA PTY LTD  
Gregory Northcott  
Phone: +61 2 9333 0418  
Email: [gregory.northcott@dbschenker.com](mailto:gregory.northcott@dbschenker.com)

Jason Bejah  
Phone: +61 8 6188 1923  
Mobile: +61 478 301 467  
Email: [jason.bejah@dbschenker.com](mailto:jason.bejah@dbschenker.com)

**Please note:**

- DB Schenker is not providing onsite services at this show unless previously organised.
- DB Schenker standard trading conditions apply for services provided - it is important that you are aware of these. Services include: transport, crange, forklift, portorage, clearance, delivery, storage, positioning and all other onsite services.



## Deliveries and Collections

**Please note all exhibitor material may be delivered to the Gold Coast Convention and Exhibition Centre Loading Dock on Friday 25 July 2014, *deliveries will not be accepted prior to this time.***

Please Note: Goods will not be accepted more than 24 hours before the event. Goods delivered prior to, or after, this time, will not be accepted by the venue.

The GCCEC has four (4) loading docks, which can be accessed from the Gold Coast Highway at the northern end of the GCCEC. Goods will not be accepted at any other point.

### Delivery & Collection Times

Loading Dock Hours Monday to Friday 07:30 am – 16:00 pm

Please note: Arrangements outside these hours would need to be organised with your Event Manager. A labour surcharge may apply. It is the responsibility of the contractor or subcontractor to supply sufficient staff for unloading of transport vehicles in the loading bay in a timely, safe and non-disruptive manner.

### Labels

A delivery label must be affixed to each item sent to the GCCEC. Please refer to the Delivery Label **Page 16**. All labels must be marked with the name of event, room/hall and date of event.

If you intend to dispatch your goods via a courier from the GCCEC after the event, it is important for you to:

- Bring a consignment note with you (note that TNT customers need a consignment note for every 8 items)
- Make sure the consignment note is completed correctly
- Ensure that every package has a label with your return address and the number of items on it (eg. package 3 of 5)
- Remove all obsolete labels from packages

Please keep your copy of the consignment note for your future reference and the tracking of goods through your courier company.

### Storage

As GCCEC has limited storage facilities, delivery of items earlier than 24 hours prior to the event will require prior approval from your Event Manager. All items will be placed into the appropriate area prior to client access on the first day of the event.

Additional storage and labour charges may be incurred for goods stored or relocated by the GCCEC outside the contracted booking period. Road case storage is not guaranteed and must be arranged prior to arrival.

### Collection of Goods

Goods must be collected from the loading dock within 24 hours after the conclusion of the event. Storage charges will apply for goods remaining after this time. The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event. Disposal of any remaining goods may incur a removal charge.

The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event.

Disposal of any remaining goods may incur a removal charge.

Please note that all goods / property brought into the GCCEC or onto the GCCEC Land by an exhibitor is done so at the sole risk of the exhibitor. The GCCEC is not responsible for any damage to or theft from the event.

If you are not using DB Schenker, the GCCEC will not sign possession of goods from couriers on behalf of exhibitors or clients. To avoid issues with the delivery of your goods always ensure that a representative is on site to take possession of these goods. Goods must not be sent to the Loading Dock before the scheduled times for the move-in of your event. All goods must be collected by the end of the official move-out time.

Exhibitors should ensure airway bill numbers/consignment numbers are carried with them at all times. This enables goods and equipment to be readily traced at customs and freight forwarding companies.

## Freight Collection

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***Freight must be collected no later than 2pm on Wednesday 30 July 2014.***

***Clearly label all freight with the return address, contact name and telephone number and item numbers i.e. Box 1 of 5, Box 2 of 5, etc.***

Courier companies will not collect goods unless there is a completed and signed consignment note attached to your freight. This must include:

- Sender Details: (Exhibitor company name and contact telephone)
- Receiver Details: (Exhibitor company name and full address)
- Signed dangerous goods declaration
- Completion of the "tick" box indicating "Receiver" to pay for goods being dispatched
- Method of transport i.e. road, air, express

***Ensure that the completed consignment note is attached to freight.***

Prior to leaving the Gold Coast Convention and Exhibition Centre, contact your freight company to arrange for collection of freight and advise them of your company name and the number of items you wish to have collected from the Gold Coast Convention and Exhibition Centre.

***Freight Return Checklist:***

- Prepared freight labels for return of goods
- Consignment note
- Account number
- Courier contact details
- Scissors and cellotape

***Freight Pick-Up Address:***

Gold Coast Convention and Exhibition Centre

Loading Dock via Western Service Ramp, Off Northern Carpark Entrance

Please ensure that the completed consignment note and clearly labelled delivery addresses are attached to your freight. We recommend you re-confirm the pickup of your goods with your courier the day prior.

The Gold Coast Convention and Exhibition Centre accept no responsibility for freight left without completed consignment notes or incorrectly completed consignment notes.

***Important***

The Gold Coast Convention and Exhibition Centre has been advised by some courier companies that photo ID is required in order for goods to be collected. Please clarify this with your courier company as you may be required to stay with your goods and produce this identification to the courier driver before leaving the Centre. The Centre assumes no responsibility for freight left without a completed consignment note or incorrectly completed consignment note.

# DELIVERY LABEL – 2014 World

## Credit Union Conference 27 -30 July 2014 – Halls 1- 3

Gold Coast Convention & Exhibition Centre  
Corner TE Peters Drive & Gold Coast Highway  
BROADBEACH QLD 4218  
Loading Dock via Western Service Ramp  
Off Northern Carpark Entrance

EVENT NAME:	2014 WORLD CREDIT UNION CONFERENCE		
STAND NAME:		STAND# :	
COMPANY NAME:			
CONTACT NAME:		MOBILE #:	
SPECIAL INSTRUCTIONS:			
Item            Of	DELIVER ON:		

**NOTE: The Gold Coast Convention and Exhibition Centre staff will not accept pre deliveries outside the commencement of the event sign for any deliveries on behalf of an exhibitor. Please arrange with your courier and or freight company to deliver only during the licensed event period.**

**Deliver to:**

**ATT: World Council– 2014 World Credit Union Conference Satchel Inserts**

**Gold Coast Convention & Exhibition Centre  
Corner TE Peters Drive & Gold Coast Highway  
BROADBEACH QLD 4218  
Loading Dock via Western Service Ramp  
Off Northern Carpark Entrance**

**Conference/Date:**

2014 World Credit Union Conference Satchel Inserts – 27 – 30 July 2014

**Attention of:**

**Company Name:**

**Contact person at Conference :**

**Mobile No.**

**HOLD FOR: Kristen Curnyn – World Council**

**All items for the attendee bag/satchel should be delivered to the GCCEC not before Friday 18 July and not after 12:00 noon on Monday 21 July. Packages received before or after these dates may not be included in the bag/satchel.**

## Official Supplier

**EXHIBITION** 2014 World Credit Union Conference  
**VENUE** GCCEC  
**DATES** 27 – 30 July 2014  
**FORMS DUE** 7 July 2014

**EXPONET**  
EXHIBITION & EVENT SERVICES  
[www.exponet.com.au](http://www.exponet.com.au)

# information

## ExhibitorKit







**NOTE:**  
This diagram is for illustrative purposes only. For your specific stand size, please refer to your show floorplan.

#### ITEMS ALLOWED ON WALLS:

When attaching anything to walls, exhibitors are asked to only use velcro tape, bluetac, double-sided adhesive tape or wall-mounted shelving and slat walls with hooks.

#### ITEMS NOT ALLOWED ON WALLS:

Please do not use pins, staples, screws, nails, bolts, glue or paint as these cause permanent damage to the panels. Charges will apply for **ALL** damage to wall panels.

The following features are incorporated into your Stand Package:

<b>STAND SIZE</b>	Refer to your contract for your specific stand size.
<b>WALLS</b>	2.5mH <b>White</b> walls in an aluminium Octanorm frame.
<b>FASCIA SIGN</b>	Aluminium frame with standard <b>white</b> fascia board. Company names will be installed on each open aisle fascia. Lettering will be computer cut vinyl in <b>black</b> on the fascia board. Each sign will be a maximum of 30 UPPERCASE characters including spaces.
<b>LIGHTING</b>	2x 120W track mounted spotlights per 9 square metres mounted onto the light track inside the fascia
<b>POWER</b>	1x 4amp Powerpoint per single stand. Located in rear corner of stand unless otherwise specified.
<b>FLOORING</b>	Flooring will be 1m x 1m carpet tiles in Blueberry.

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#### Return To Exhibitor Services Department.

**Fax** 02 9645 5300  
**Phone** 02 9645 7070  
**Email** esd@exponet.com.au  
**Post** See Last Page

#### Show Details.

**Exhibition** 2014 World Credit Union Conference  
**Dates** 27 – 30 July 2014  
**Venue** GCCEC  
**EXPONET.com.au**



Contact Name											
Email											
Phone											
On-site Mobile											
Stand No.											
Stand Name											

☐ **YES** > Continue to **part 3** of this page.

☐ **NO** > Continue to **part 4** of this page.

**Note:** Each open aisle on your stand will have a fascia sign. Maximum of 30 UPPERCASE characters including spaces. Name only. Omit extensions such as Pty Ltd.

**EXPONET**  
EXHIBITION & EVENT SERVICES  
[www.exponet.com](http://www.exponet.com)



# Stand Modifications

OPTIONAL FORM

FORM DUE  
7 July 2014  
late fees apply

1

Exhibition	2014 World Credit Union Conference		Contact Name		
Company			Email		
Address			Phone		
			On-site Mobile		
State		Postcode			
Country			Stand No.		
			Stand Name		

2

## ABOUT THIS FORM:

This form is only required if you wish to order changes to your exhibition stand such as adding walls, doors, storage areas or changing the type of flooring or carpet colour.

## YOUR STAND:

The standard stand wall colour for this event is White with Blueberry carpet. Prices shown include installation.

If making any changes, please also complete the **Stand Layout Form**.

## Please Note:

Orders placed after 7 July 2014 incur a 20% surcharge on hire charges with a minimum of \$60 AUD

Product	Colour	Quantity	Price (AUD +GST)			Sub Totals
Additional Walling	WHITE	l/m	\$60 per l/m			\$
	SILVER GREY	l/m				\$
Doors	WHITE		\$200 per door			\$
Carpet Tiles (1m squares)	BLACK	sqm	1-20m <sup>2</sup>	21-60m <sup>2</sup>	+60m <sup>2</sup>	\$
	CHARCOAL	sqm				\$
	BLUEBERRY	sqm	\$18 per sqm	\$16 per sqm	\$14 per sqm	\$
	BRIGHT BLUE	sqm				\$
	RED	sqm				\$
	TURF GREEN	sqm	\$25 per sqm	\$25 per sqm	\$25 per sqm	\$
32mm Raised Floor	WHITE	sqm	\$80 per sqm	\$70 per sqm	\$60 per sqm	\$
	BEECH	sqm				\$
Underlay	FOR USE ON VENUE CARPET	sqm	\$25 per sqm	\$25 per sqm	\$25 per sqm	\$
<b>Hire Charge Total</b>						\$
<b>Late Fee</b>						\$
<b>Add 7.5% Damage Waiver</b>						\$
<b>SUB TOTAL</b>						\$
<b>Add 3% Credit Card Surcharge</b>						\$
<b>TOTAL</b>						\$
<b>Add 10% GST</b>						\$
<b>INVOICE TOTAL</b>						\$
<b>\$AUD</b>						

l/m = lineal metre  
sqm = square metre

**Hire Terms & Conditions**

- No orders will be installed until payment is received and processed
- Orders during Move-In are subject to late service fee
- Cancellations after delivery are charged at full rate
- Regional surcharges apply outside metropolitan areas
- Damage Waiver is a compulsory fee to cover attrition of hired equipment
- Please read the complete Terms & Conditions in our brochure or website

3

## Payment. Payment must be received to confirm order. 3% Surcharge applies to Credit Card payments.

<input type="checkbox"/> FUNDS TRANSFER	BSB: 012-220 A/C: 836 158 393 Account Name: ExpoNet
<input type="checkbox"/> AMEX	SWIFT CODE: ANZBAU3MXXX
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> CHEQUE
NAME ON CARD	
CARD NUMBER	

ABN	
EXPIRY DATE	DD / MM / YY

SIGNATURE

Order not valid unless signed by  
hirer (authorised agent/cardholder)

4

## Return To Exhibitor Services Department.

Fax 02 9645 5300  
Phone 02 9645 7070  
Email esd@exponet.com.au  
Post See Last Page

## Show Details.

Exhibition 2014 World Credit Union Conference  
Dates 27 - 30 July 2014  
Venue GCCEC  
EXPONET.com.au

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EXHIBITION & EVENT SERVICES  
www.exponet.com.au





# Wall Mounted Shelving & Slat Walls

OPTIONAL FORM

FORM DUE  
7 July 2014  
late fees apply

1

Exhibition **2014 World Credit Union Conference**

Company

Address

State    Postcode

Country

Contact Name

Email

Phone

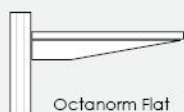
On-site Mobile

Stand No.

Stand Name

2

## Shelving Types



Octanorm Flat



Octanorm Sloping (adjustable)

If ordering any shelving, please also complete the **Stand Layout Form**.

### Please Note:

Orders placed after 7 July 2014 incur a 20% surcharge on hire charges with a minimum of \$60 AUD

## Product / Colour / Code

FLAT SHELF - BLACK 7011	<input type="text"/>	\$48 per shelf	\$
FLAT SHELF - WHITE 7010	<input type="text"/>	\$50 per shelf	\$
FLAT SHELF - GLASS 7014	<input type="text"/>	\$55 per shelf	\$
SLOPING SHELF - BLACK 7016	<input type="text"/>	\$48 per shelf	\$
SLOPING SHELF - WHITE 7015	<input type="text"/>	\$50 per shelf	\$
SLAT WALL* - WHITE 7050	<input type="text"/>	\$210 per l/m	\$

\* 2.4mH x 1m, hooks not included.

### Shelving Notes

Shelf W 990mm x D 300mm, max 4x shelves per wall panel, max weight of 7kg per shelf, wall panels not included in price. Brackets used may vary. Only available for ExpoNet contracted shows.

### Hire Terms & Conditions

- No orders will be installed until payment is received and processed
- Orders during Move-In are subject to late service fee
- Cancellations after delivery are charged at full rate
- Regional surcharges apply outside metropolitan areas
- Damage Waiver is a compulsory fee to cover attrition of hired equipment
- Please read the complete Terms & Conditions in our brochure or website

## Quantity

## Price (AUD +GST)

## Sub Totals

### Hire Charge Total

Late Fee

Add 7.5%  
Damage Waiver

SUB TOTAL

Add 3% Credit  
Card Surcharge

TOTAL

Add 10% GST

### INVOICE TOTAL

\$AUD

3

## Payment. Payment must be received to confirm order. 3% Surcharge applies to Credit Card payments.

☐ FUNDS TRANSFER - BSB: 012-220 A/C: 836 158 393 Account Name: ExpoNet  
SWIFT CODE: ANZBAU3MXXX

☐ AMEX ☐ VISA ☐ MASTERCARD ☐ DINERS CLUB ☐ CHEQUE

NAME ON CARD

ABN

CARD NUMBER

EXPIRY DATE  DD /  MM /  YY

☐ YES, I have completed the **Stand Layout Form** identifying where my wall mounted shelving/slat wall is to be positioned.

★ SIGNATURE

Order not valid unless signed by  
hirer (authorised agent/cardholder)

4

## Return To Exhibitor Services Department.

Fax 02 9645 5300  
Phone 02 9645 7070  
Email esd@exponet.com.au  
Post See Last Page

## Show Details.

Exhibition 2014 World Credit Union Conference  
Dates 27 - 30 July 2014  
Venue GCCEC  
EXPONET.com.au

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1

Exhibition	2014 World Credit Union Conference	
Company		
Address		
State		Postcode
Country		

Contact Name		
Email		
Phone		
On-site Mobile		
Stand No.		
Stand Name		

2

### ABOUT THIS FORM:

This form is required if you need to order furniture **in addition** to what is provided in your Stand Package (pg 2).

Please refer to our Product Catalogue for product codes, names and prices.

### SPACE ONLY EXHIBITORS:

Space only exhibitors must also complete this form. You currently have **NO** furniture included.

If making any changes, please also complete the **Stand Layout Form**.

**Please Note:**  
Orders placed during move-in are charged an **additional Late Order service fee**.

Code	Description	Qty	Price (AUD)	Sub Totals
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

### Hire Terms & Conditions

- No orders will be installed until payment is received and processed
- Orders during Move-In are subject to late service fee
- Cancellations after delivery are charged at full rate
- Regional surcharges apply outside metropolitan areas
- Damage Waiver is a compulsory fee to cover attrition of hired equipment
- Please read the complete Terms & Conditions in our brochure or website

### Hire Charge Total

Add 20% Cartage and Placement (min \$75, max \$600)

Add 7.5% Damage Waiver

### SUB TOTAL

Add 3% Credit Card Surcharge

### TOTAL

Add 10% GST

### INVOICE TOTAL

\$AUD

3

### Payment. Payment must be received to confirm order. 3% Surcharge applies to Credit Card payments.

<input type="checkbox"/> FUNDS TRANSFER	BSB: 012-220 A/C: 836 158 393 Account Name: ExpoNet
<input type="checkbox"/> AMEX	SWIFT CODE: ANZBAU3MXXX
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> CHEQUE

NAME ON CARD	
CARD NUMBER	

ABN	
EXPIRY DATE	DD / MM / YY

☐ YES, I have completed the **Stand Layout Form** identifying where my A/V is to be positioned.

★ SIGNATURE

--

Order not valid unless signed by  
hirer (authorised agent/cardholder)

4

### Return To Exhibitor Services Department.

Fax 02 9645 5300  
Phone 02 9645 7070  
Email esd@exponet.com.au  
Post See Last Page

### Show Details.

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1

Exhibition	2014 World Credit Union Conference	Contact Name	
Company		Email	
Address		Phone	
		On-site Mobile	
State		Postcode	
Country		Stand No.	
		Stand Name	

2

### ABOUT THIS FORM:

This form is required if you need to order power or lighting **in addition** to what is provided in your Stand Package (pg 2).

### SPACE ONLY EXHIBITORS:

Space only exhibitors must also complete this form. You currently have **NO POWER** included.

If making any changes, please also complete the **Stand Layout Form**.

### Please Note:

Orders placed after 7 July 2014 incur a 20% surcharge on hire charges with a minimum of \$60 AUD

Code	Description	Qty	Price (AUD)	Sub Totals
------	-------------	-----	-------------	------------

2701	120W Spotlight on Track		\$96.00	\$
2702	120W Spotlight on Arm		\$118.00	\$
2703	300W Floodlight on Track		\$117.00	\$
2705	300W Floodlight on Arm		\$129.00	\$
2706	Low Voltage 50W 12V Downlight on Arm		\$124.00	\$
2759	Fluorescent Light - 4ft Double		\$113.00	\$
2710	Single 240V Power outlet 1000W (max 4amp)		\$99.00	\$
2711	Single 240V Power outlet 2400W (max 10amp)		\$124.00	\$
2712	Single 240V Power outlet 3600W (max 15amp)		\$154.00	\$
2739	415V 32amp 3-Phase power outlet (5-pin plug)		\$427.00	\$
2719	415V 32amp 3-Phase point outlet with board		\$627.00	\$
				\$

### Hire Charge Total

Late Fee

Add 7.5% Damage Waiver

SUB TOTAL

Add 3% Credit Card Surcharge

TOTAL

Add 10% GST

INVOICE TOTAL

\$AUD

### Hire Terms & Conditions

- No orders will be installed until payment is received and processed
- Orders during Move-In are subject to late service fee
- Cancellations after delivery are charged at full rate
- Regional surcharges apply outside metropolitan areas
- Damage Waiver is a compulsory fee to cover attrition of hired equipment
- Please read the complete Terms & Conditions in our brochure or website

3

### Payment. Payment must be received to confirm order. 3% Surcharge applies to Credit Card payments.

<input type="checkbox"/> FUNDS TRANSFER	BSB: 012-220 A/C: 836 158 393 Account Name: ExpoNet
<input type="checkbox"/> AMEX	SWIFT CODE: ANZBAU3MXXX
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> CHEQUE

NAME ON CARD

CARD NUMBER

ABN

EXPIRY DATE DD / MM / YY

☐ YES, I have completed the **Stand Layout Form** identifying where my Power and Lighting is to be positioned.

★ SIGNATURE

Order not valid unless signed by  
hirer (authorised agent/cardholder)

4

### Return To Exhibitor Services Department.

Fax 02 9645 5300  
Phone 02 9645 7070  
Email esd@exponet.com.au  
Post See Last Page

### Show Details.

Exhibition 2014 World Credit Union Conference  
Dates 27 - 30 July 2014  
Venue GCCEC  
EXPONET.com.au

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# Stand Layout & Final Checklist

COMPULSORY FORM (IF ORDERING ADDITIONS)

FORM DUE  
7 July 2014  
late fees apply

1

Exhibition	2014 World Credit Union Conference		
Company			
Address			
State		Postcode	
Country			

Contact Name													
Email													
Phone													
On-site Mobile													
Stand No.													
Stand Name													

2

## ABOUT THIS FORM:

To assist our installers and ensure the smooth delivery and setup of your requirements, **please draw the layout of your stand** showing - as clearly as possible - the modifications you wish to make and any other important or relevant details we need to know. Or, you may attach a copy of any existing plans of your stand to this form.

## DRAWING CHECKLIST:

- ☐ **Walls** - Draw your stand walls in thick black pen.
- ☐ **Electrics** - Use the legend to mark any power & lighting.
- ☐ **A/V** - Draw and label any A/V equipment.
- ☐ **Shelving** - Draw in locations & quantities of any wall shelving.
- ☐ **Extra Walls/Doors** - Show any additional walling and doors.
- ☐ **I have completed the required forms for all areas marked above.**

Draw your stand floorplan here.


Stand Dimensions  m X  m =  sqm

Please Note:

Orders placed after  
incur a 20%  
surcharge on hire charges  
with a minimum of \$60.

\* If ordering Arm lighting,  
indicate if used to light  
interior or exterior of stand.

## Electrical Legend

- |  |                          |  |                            |
|--|--------------------------|--|----------------------------|
|  | 120W Spotlight on Arm*   |  | 10amp Powerpoint           |
|  | 120W Spotlight on Track  |  | 15amp Powerpoint           |
|  | 300W Floodlight on Arm*  |  | 30amp 3-Phase power outlet |
|  | 300W Floodlight on Track |  | Distribution Board         |
|  | 4amp Powerpoint          |  | Light Stand                |

3

## Return To Exhibitor Services Department.

Fax 02 9645 5300  
Phone 02 9645 7070  
Email esd@exponet.com.au  
Post See Last Page

## Show Details.

Exhibition 2014 World Credit Union Conference  
Dates 27 - 30 July 2014  
Venue GCCEC  
EXPONET.com.au

**EXPONET**  
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# Hire Terms & Conditions

FORM DUE

7 July 2014

late fees apply

## STANDARD CONDITIONS OF HIRE

**1. GENERAL** - All hire goods remain the property of ExpoNet Pty Ltd at all times. ExpoNet Pty Ltd retains the right to alter, vary or substitute any item without notice. All goods are subject to stock availability.

**2. PRICES** - Unless otherwise indicated, all pricing is exclusive of GST, cartage and damage waiver. Prices are for the duration of the exhibition not exceeding 10 days. Prices for duration of general hire not exceeding 7 days.

**3. PAYMENTS** - Orders cannot be confirmed until all hire and other charges have been paid in full and processed.

**4. LATE ORDERS** - Furniture and Audio Visual orders placed during move in are to be charged an additional late order service fee. Electrical and shelving orders received after the specified due date displayed on the Exhibitor Show Kit will incur a 20% surcharge with a minimum \$60.00 charge.

**5. CARTAGE & PLACEMENT** - All cartage and placement of equipment will be carried out by ExpoNet staff except as otherwise agreed in writing. Event cartage rates apply to CBD in Sydney/Melbourne/Brisbane. Other areas may attract additional cartage. For general hire cartage and placement POA.

**6. PICK UP** - All equipment must be available for pick up immediately after the event. No responsibility is taken for any goods left in or on our equipment after close of the event.

**7. CANCELLATIONS** - Any products delivered then cancelled will be charged at full rates. Goods cancelled less than 5 days prior to exhibition opening, but not installed will be charged at 50% of full rate.

**8. CLAIMS** - Please notify ExpoNet of any problems with your order on delivery. No discussion will be entered into after the event closes.

## HIRING AGREEMENT

### 1. DEFINITIONS

"Equipment" means the items hired out by the Owner to the Hirer. "Hirer" means any person who requests the Owner to hire Equipment to it, including its employees and agents. "Owners" means ExpoNet Pty Ltd ABN 45 132 935 105, its employees and agents. "Terms" means these terms and conditions.

### 2. TERMS OF PAYMENT

The Hirer agrees to pay the Owner's hire charge and any other charges, including charges for loss, damage and repairs or any tax, GST, duty, levy, or other expenses paid or payable by the Owner. If not otherwise specified by the owner in writing all hiring charges including taxes and duties are to be paid prior to delivery of the equipment. The Hirer agrees to provide the Owner with the Hirer's credit card number, expiry date and any other information, which may be necessary to debit the Hirer's credit card prior to delivery of the equipment. Subsequent charges for loss, damage, repairs or other expenses are to be paid within seven days of the relevant invoice. The Hirer hereby authorises the Owner to debit the Hirer's credit card with the amount shown on the relevant invoice if the Hirer has not paid that amount within seven days of the date of the relevant invoice. The Hirer agrees to pay any expenses incurred or loss suffered by the Owner as a result of breach of the Hirer of its obligation pursuant to these Terms (including legal costs on a solicitor-client basis) and to pay all costs and expenses incurred by the Owner, its legal advisers, mercantile agents and others in respect of anything instituted or being considered against the Hirer, whether for debt, possession of any Equipment or otherwise. The Hirer acknowledges and agrees that the owner may pay a rebate, commission or other financial benefit to event organisers or like suppliers in connection with the hiring of the Equipment to the Hirer.

### 3. CREDIT CARD PAYMENT

A surcharge applies to all payments.

### 4. TERMINATION OF HIRE

The Owner at its discretion may notwithstanding the specified period of hire and notwithstanding any waiver of

any previous default by the hirer forthwith terminate this Agreement with or without notice to the Hirer and re-possess the equipment in any of the following events:

(a) if the Hirer shall fail to pay any hiring charges within two (2) days of the due date for such payment

(b) if the Hirer shall do or permit any act or thing whereby the Owners' rights in the equipment are or may be prejudiced

(c) if the Hirer should become or be made insolvent or bankrupt or make any arrangement or composition with his creditors or in the case of a Hirer being a limited company, should any order be made or resolution passed for the winding up of such company or an Administrator, Receiver or Manager be appointed

(d) if the Hirer commits any breach of this Agreement.

For the purposes of repossessing the equipment, the Owner may enter into or upon any premises where the equipment may be without prejudice to the rights of the Owner to recover from the Hirer any moneys due hereunder or any damages for breach thereof and so far as allowed by law the Hirer indemnifies the Owner in respect of any claims, damages or expenses arising out of any action taken under this clause

### 5. THE HIRER'S OBLIGATIONS

The Hirer will:

(a) bear responsibility for the Equipment hired from the time of its delivery until collection by or return to the owner;

(b) upon installation, delivery or collection of the Equipment immediately examine the Equipment to satisfy itself as to its condition and suitability and fitness for the purpose to which it requires the Equipment. In accepting the Equipment the Hirer acknowledges that it has duly examined the Equipment and has satisfied itself as required. The Hirer acknowledges that it has not in any way relied upon the skill or judgement or any representation made by or on behalf of the Owner in respect of the Equipment, its purpose, suitability or performance. Should the Hirer alter its installation or delivery requirements prior to, during, or after installation or delivery, the Hirer is liable for all extra costs of the Owner's employees and cartage;

(c) assume the risk of and indemnify and hold the Owner harmless from and

against any and all property damage and personal injury resulting from:

(i) the use of the Equipment;

(ii) contact with underground cables, pipes, services or other obstructions;

(iii) all necessary surface repairs.

(d) use the Equipment in a proper, safe and prudent manner and only for the purpose and capacity for which it was designed;

(e) ensure the Equipment is returned or ready for collection by the Owner's driver, in a clean, dry and properly packed condition and if being collected, is readily accessible. The Hirer will pay for all cleaning or drying costs and for any damage resulting from not properly drying, cleaning and/or packing the Equipment.

### 6. LOSS OF OR DAMAGE TO EQUIPMENT

If the Equipment is lost, breaks down or is damaged, the Hirer must immediately notify the Owner of the details. Notification shall not absolve the Hirer from its obligations under these Terms. In the event that the Equipment breaks down or becomes unsafe to use, the Hirer shall immediately stop using the Equipment and take all necessary steps to prevent the Equipment from sustaining any further damage. The Hirer must also take all steps necessary to prevent injuries from occurring to any person or property as a result of the condition of the Equipment and must not repair or attempt to repair the Equipment without the Owner's prior written consent. If the Equipment is lost or damaged and the loss of or damage to the Equipment is caused by the negligence or willful act of the Hirer or the breach of any of these Terms by the Hirer, the Hirer shall without limitation be liable for the following:

(a) any costs incurred by the Owner in repairing or replacing the Equipment;

(b) hire charges for the Equipment until the Equipment is replaced or repaired;

(c) any other costs whatsoever incurred or loss suffered by the Owner as a result of the damage to or loss of the Equipment.

### 7. RELEASE AND INDEMNITY

The Hirer hereby releases the Owner from, and agrees to indemnify the Owner in respect of any third party claims, action, suits, demands, costs and expenses for

damage or injury to person or property arising directly or indirectly out of the hire or use of the Equipment by the Hirer or these Terms.

### 8. DAMAGE WAIVER

Damage Waiver is payable by the Hirer to cover the cost associated with the normal wear and tear to the equipment. It does not apply to any other damage to Equipment including:

(a) damage resulting from misuse, abuse or improper servicing of Equipment

(b) damage due to the mysterious disappearance of the Equipment;

(c) damage caused by the use or operation of Equipment in contravention of any of the conditions of this agreement;

(d) damage to, or loss of, the Equipment from any unknown cause.

### 9. INSURANCE

The Hirer will maintain at its own expense all appropriate policies of insurance:

(a) for theft and damage to the Equipment hired in an amount not less than the full replacement cost of the Equipment;

(b) for liability, property and casualty insurance coverage in amounts necessary to fully protect the Owner and its Equipment against all claims, loss or damage whatsoever.

### 10. SPECIAL CONDITIONS OF ELECTRICAL HIRE

Hirers should note that all electrical equipment used in an exhibition or event supplied by the owner or its subcontractors is operated solely by the owner. Further, such electrical equipment remains under the sole control of the owner. A hirer is permitted only to connect their own electrical equipment to any power points (GPO) supplied. Any other use or change to electrical equipment supplied and operated by the owner or its subcontractors may only be undertaken by the owner or its subcontractors or with the approval of owner.

### 11. PRICE LISTS

Any price lists published by the owner may be changed without notice.

### 12. AVAILABILITY

All goods are subject to stock availability.

### SYDNEY

45 Princes Road West  
Auburn, NSW 2144  
Australia  
P.O. Box 120  
Sydney Markets NSW 2129

P 02 9645 7000  
F 02 9645 5300  
E info@exponet.com.au

### MELBOURNE

44 White Street  
South Melbourne, VIC 3205  
Australia  
P.O. Box 232  
South Melbourne, VIC 3205

P 03 9676 7777  
F 03 9676 7788  
E info@exponet.com.au

### BRISBANE/GOLD COAST

17 Lochlarney Street  
Beenleigh, QLD 4207  
Australia  
P.O. Box 1432  
Beenleigh, QLD 4207

P 07 3442 4100  
F 07 3382 6066  
E info@exponet.com.au

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EXHIBITION & EVENT SERVICES  
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## 2014 World Credit Union Conference – Profile Template

Entitlement: Maximum of 50 words

**Company name:**

**Contact name:**

**Contact job title:**

**Contact email:**

**Contact phone number:**

**Twitter @:** *(this will be used for the Conference App if sold)*

**Website:**

Company profile text.....

**Please submit by 30 April 2014**

**2014 World Credit Union Conference**  
**GOLD COAST ★ AUSTRALIA**

Co-Host:



## Corporate Social Event Request

Any company wishing to organise a private corporate event is requested to fill in the following form. This will be submitted to the Conference Committee for approval and must be received no later than **Monday 7 July 2014**. The information gathered also allows us to ensure your delegates are appropriately informed about your event should they ask questions.

Please consider your times carefully when planning as the World Council/COBA will not authorise any functions that clash with the Conference Programme. The timings for the Conference programme can be found on the conference agenda page of the website and we ask that you respect these timings for the benefit of all involved.

Please forward this form to: [wcucsponsorship@conceptevents.com.au](mailto:wcucsponsorship@conceptevents.com.au)

<b>Hosting Organisation</b>	
<b>Proposed Date of Function</b>	
<b>Proposed Start Time</b>	
<b>Proposed Finish Time</b>	
<b>Proposed Venue</b>	
<b>Number of Delegates Invited</b>	
<b>Method of Transport &amp; Pick up point (<i>if applicable</i>)</b>	
<b>Lead Contact Person</b>	
<b>Lead Contact Mobile</b>	



# 2014 World Credit Union Conference

## GOLD COAST ★ AUSTRALIA

Co-Host:



### Raffle Prize Information Form

The World Council and COBA would like to extend an invitation for all Exhibitors to offer Raffle Prizes to Delegates. We will be offering the prizes across all breaks on Tuesday to maximise attendance in the Exhibition at all times.

Each Exhibitor wishing to have their stand prize announced should fill in the below form and return no later than **Monday 7 July 2014**. The World Council and COBA will allocate the spread of prizes evenly across catering breaks and you will be informed of your session time once onsite.

Please forward this form to: [wcucsponsorship@conceptevents.com.au](mailto:wcucsponsorship@conceptevents.com.au)

<b>Donating Organisation</b>	
<b>Exhibition Stand Number</b>	
<b>Prize Value</b>	
<b>Prize Description</b>	

.....

**Conference Secretariat to fill in below**

<b>Date Allocated</b>	
<b>Time Allocated</b>	

## GCCEC Information

For full details on what the GCCEC can offer please visit their website

<http://www.gccec.com.au/downloads.html>

**Exhibitor Catering - See page 31 & 37 for food and drink sampling forms.**

The GCCEC has exclusive rights to the sale of food and beverage. No exhibitor or person shall bring into a licensed area, distribute or give away any item of food and beverage to visitors within the GCCEC without prior written approval from GCCEC Management.

The GCCEC does not object to the distribution by exhibitors of food samples used as a means of demonstrating their manufactured product; however the sale of such products is not permitted.

- The Food Sampling Form (F12) must be forwarded to your Event Manager **no later than 21 days prior to your event**
- The Beverage Sampling Form (F11) must be forwarded to your Event Manager **no later than 42 days prior to your event**

*Please note: Charges may apply*

**Cleaning/Waste Disposal – See page 38 for stand cleaning form**

The GCCEC is responsible for the cleaning of the Centre's public areas and disposal of rubbish. General cleaning of the exhibition area is conducted during operational hours only at standard charges to the hirer. Individual stand cleaning is available and overnight stand cleaning is charged at AUD\$4.00 per square meter. Should you require stand cleaning, please complete the Stand Cleaning Form (F10) **no later than 21 days prior to event**.

### Car Parking

The GCCEC operates an automated car parking system. The cost is \$10.00 per vehicle per entry payable upon exiting the Centre. There are four (4) pay stations positioned throughout various locations in the Centre. These machines accept both cash and credit card.

A 30 minute grace period applies to all vehicles, whereby payment is not required. Should this period be exceeded, a \$10.00 fee will apply. Car parking will revert to a manual system on occasions where high volume traffic is expected (i.e. concerts and entertainment events) to avoid major delays and traffic congestion.

### Who pays for parking?

**All** guests, exhibitors, suppliers and contractors are required to pay for parking.

**Coffee Shop – See page 39 for the coffee account form**

If a coffee shop is operational during your event, coffee shop accounts can be secured for food and beverage items by completing the Account Form (F1). Please confirm opening hours with your Event Manager.

**Safety Rules – See page 40 for the GCCEC Safety Rules**

#### Foot wear

All staff and contractors visiting the exhibition halls during bump-in and bump-out are required to wear closed toe shoes for safety reasons.

#### High Visibility Vest

All organisers, contractors, exhibitors and their staff must wear safety vests in a construction zone. A construction zone is during an exhibition bump-in and bump-out or during a production set-up and pull-down. Contractors and exhibitors will not be allowed entry to the area unless a safety vest is worn. Safety vests will be supplied by the conference organisers.

Please ensure your staff and contractors adhere to the GCCEC Safety Rules.



# F3 EXHIBITOR CATERING FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre  
no later than **twenty one (21) days** prior to your event.



Exhibition/Conference Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_ Contact Name on day: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

The Gold Coast Convention and Exhibition Centre have put together some suggestions for food and beverage items that can be pre-ordered and consumed at exhibition stands during an exhibition.

The GCCEC Supervisor will liaise directly with the nominated contact at your stand to assist with your specific requirements.

I hereby authorise the Gold Coast Convention and Exhibition Centre to process authorised charges to the following credit card:

☐ MasterCard ☐ Visa ☐ American Express

Credit Card:           Expiry date:     CCV:

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorised Amount/Limit\*: \_\_\_\_\_

Total Order Amount: \_\_\_\_\_

All transactions may incur a fee: Visa, MasterCard 1.2%; American Express 2.8%

**PLEASE RETURN FORM TO:**  
[exhibitorservices@gccec.com.au](mailto:exhibitorservices@gccec.com.au)

OFFICE USE ONLY

EVENT ID

INVOICE NO

INVOICE \$

M/FEE \$



# F3 EXHIBITOR CATERING FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre  
no later than **twenty one (21) days** prior to your event.

ESPRESSO MACHINE HIRE					
Espresso Machines	Cost	Time Required	Date Required	# Hours	
2 Group espresso machine	\$160.00 per hour				
Skilled barista	<b>Minimum four hour duration required</b>  All espresso machine consumables are included				
Standard blend coffee beans					
Hot chocolate					
Full cream milk					
Skim milk					
Soya milk					
Ripple cups (8oz) and lids					
Stirrers and sugar sachets					
<b>Additional</b>	<b>Cost</b>	<b>Quantity</b>	<b>Time Required</b>	<b>Date Required</b>	
Additional barista	\$160.00 per hour				
Organic coffee beans and milk	\$20.00 per hour				
<b>Equipment</b>		Espresso machines are provided with a purpose built bench – Cannot be removed. Will you be providing your own fridge? Will you be providing your own cups?			
Espresso machines are provided with a purpose built bench – Cannot be removed.					
Will you be providing your own fridge?					
Will you be providing your own cups?					
<b>Specifics of Equipment</b>	<b>Dimensions (mm) L x W x H</b>				<b>Power supply is the responsibility of the exhibitor</b>
2 Group espresso machine – 2 spout	710 x 530 x 510				1 x 15 amp
Grinder	260 x 320 x 560	1 x 10 amp			
Machine trolley	1250 x 770 x 910				
BISTRO MACHINE HIRE					
Bistro Package (80 cups per kilo)	Cost	Time Required	Date Required	# Hours	
Standard blend coffee beans	\$240.00 per kilo				
Full cream milk	<b>All bistro consumables are included</b>				
Skim milk					
Hot chocolate					
Ripple cups (8oz) and lids					
Stirrers and sugar sachets					
<b>Equipment</b>		Bistro machine are provided with a purpose built bench – cannot be removed. Will you be providing your own cups?			
Bistro machine are provided with a purpose built bench – cannot be removed.					
Will you be providing your own cups?					
<b>Specifics of Equipment</b>	<b>Dimensions (mm) L x W x H</b>				<b>Power supply is the responsibility of the exhibitor.</b>
Bistro machine	560 x 392 x 370				1 x 15 amp
Bistro machine trolley	1250 x 770 x 910				N/A





# F3 EXHIBITOR CATERING FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre  
no later than **twenty one (21) days** prior to your event.



## FRESH JUICE / SMOOTHIE BAR

Equipment	Cost	# of Days	Dates Required	
Juice / smoothie bar bench	\$260.00 per day			
Freezer or Fridge	Consumables, freezer and blender are included			
Blender				
Plastic cups (285 ml)				
Plastic lids				
Straws				
Will you be providing your own bench?				
Will you be providing your own fridge?				
Will you be providing your own cups?				
Fresh Juice Flavours	Minimum Order	Price	Quantity	
Citrus squeeze - freshly juiced lemon, lime, orange juice and ice	All flavours have a minimum order of 5 litres per order	\$16.80 per litre		
GC blend - pineapple, coconut, apple juice and ice		\$16.80 per litre		
Watermelon twist - watermelon, apple juice and ice		\$16.80 per litre		
Mango passion - mango, passionfruit, tropical juice and ice		\$16.80 per litre		
Energiser - Honeydew, kiwi fruit, mint, apple juice and ice		\$16.80 per litre		
Wild berry thunder - raspberries, strawberries, blueberries, apple juice, vanilla and ice		\$16.80 per litre		
Tropical tango - mango, banana, tropical juice and ice		\$16.80 per litre		
Sunset crush - banana, strawberries, pineapple, orange juice and ice		\$16.80 per litre		
PLEASE NOTE: A maximum of 3 flavours per day				
Smoothie Flavours	Minimum Order	Price	Quantity	
Banana and honey	All flavours have a minimum order of 5 litres per order	\$19.75 per litre		
Cherry ripe		\$19.75 per litre		
Mango		\$19.75 per litre		
Mocha		\$19.75 per litre		
Passionfruit		\$19.75 per litre		
Vanilla malt		\$19.75 per litre		
PLEASE NOTE: A maximum of 3 flavours per day				
Labour (only GCCEC staff are to operate juice bar blender)	Price - Per Hour	Time Required	# of Hours	Dates Required
Juice & smoothie bar requires half an hour set up and half an hour break down <b>per day</b> - please include this time when determining labour times. A minimum four (4) hour labour call out fee is applicable.	Mon - Fri - \$37.50			
	Sat - Sun - \$46.00			
	Public Hol - \$60.50			
Specifications of Equipment	Dimensions (mm) L x W x H	Power supply is the responsibility of the exhibitor		
Blender	160 x 150 x 790	1 x 10 amp		
Freezer or Fridge	500 x 500 x 950	1 x 10 amp		
Juice / smoothie bar bench	1220 x 800 x 790	N/A		

# F3 EXHIBITOR CATERING FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre  
no later than **twenty one (21) days** prior to your event.

CATERING				
Item	Minimum Order	Price	Quantity	Dates Required
<b>Platters</b>				
Mini muffins - 12 pieces	N/A	\$28.50 per platter		
Mini cup cakes - 12 pieces	N/A	\$33.50 per platter		
Danish pastries - 12 pieces	N/A	\$33.50 per platter		
Turkish fingers (pizza) - 20 pieces	N/A	\$39.50 per platter		
Garden fresh crudites and dips	N/A	\$39.00 per platter		
Large muffins - 12 pieces	N/A	\$43.00 per platter		
Ham and cheese croissants - 12 pieces	N/A	\$50.00 per platter		
Home-style baked biscuits - 20 pieces	N/A	\$55.00 per platter		
Freshly sliced tropical fruit	N/A	\$55.00 per platter		
Party pies and sausage rolls - 36 pieces	N/A	\$60.00 per platter		
Assorted savory tartlets - 24 pieces	N/A	\$63.00 per platter		
Australian cheese and crackers platter (caters for approx. 10)	N/A	\$65.00 per platter		
Assorted ribbon sandwich platter - 32 points	N/A	\$65.00 per platter		
Gourmet Pies Lamb & Chicken - 36 pieces	N/A	\$72.00 per platter		
Empanadas - 24 pieces	N/A	\$72.00 per platter		
Assorted steamed Chinese dumplings and condiments - 24	N/A	\$72.00 per basket		
Assorted sushi platter - 50 pieces	N/A	\$78.00 per platter		
<b>Snacks</b>				
Brookfarm health bars - individually wrapped	N/A	\$3.60 per bar		
Red rock potato chips - 90 grams	N/A	\$3.90 per packet		
Bowl of seasonal whole fresh fruit - 24 pieces	N/A	\$50.00 per bowl		
Dessert shots - various flavours available	50	\$5.40 each		
<b>Ice Cream - Lick! (100 ml per tub)</b>				
Burnt caramel	36 tubs per flavour	\$3.90 per tub		
Coffee and hazelnut	36 tubs per flavour	\$3.90 per tub		
Coverture dark chocolate	36 tubs per flavour	\$3.90 per tub		
Macadamia praline	36 tubs per flavour	\$3.90 per tub		
Mango and roasted coconut	36 tubs per flavour	\$3.90 per tub		
Vanilla bean	36 tubs per flavour	\$3.90 per tub		
Cocoa sorbet	36 tubs per flavour	\$3.90 per tub		
Wild berry sorbet	36 tubs per flavour	\$3.90 per tub		
<b>Ice cream flavours also available in 5 litre tubs</b>	<b>10L per flavour</b>	<b>\$25.20 per litre</b>		
<b>Ice Cream - Island Way Sorbet</b>				
Cocoa in a coconut shell	64	\$4.50 each		
Pina Colada in a coconut shell	64	\$4.50 each		
Coconut in a coconut shell	64	\$4.50 each		
Lemon in a lemon skin	120	\$3.80 each		
Mango Orange in an orange skin	120	\$3.80 each		
Orange in an orange skin	120	\$3.80 each		
Pomegranate in a lemon skin	120	\$3.80 each		
<b>Pick 'n' Mix (1kg)</b>				
Sugar fix (fantaes, jaffas, jelly beans, party mix, smarties, snakes)	5 kilos	\$33.00 per kilo		
Something fun (chocolate frogs, chuppa chups, fairy floss, giant freckles, popcorn, red and green frogs)	5 kilos	\$33.00 per kilo		
Mini chocolate selection (boost bars, cherry ripe, crunchie, dairy milk, mars bars, snickers, twirl)	5 kilos	\$33.00 per kilo		
Individual selection	2 kilos	\$33.00 per kilo		
<b>Popcorn</b>				
Popcorn warmer machine hire	N/A	\$50.00 per day		
Traditional popcorn (approx 35 cups)	3 kilos	\$21.00 per kilo		

# F3 EXHIBITOR CATERING FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre  
no later than **twenty one (21) days** prior to your event.

BEVERAGES				
Item	Minimum Order	Price (inc GST)	Quantity	Dates Required
<b>GCCEC smoothies – pre made (1 litre)</b>				
Banana and honey	5L per flavour	\$19.75 per litre		
Cherry ripe	5L per flavour	\$19.75 per litre		
Mango	5L per flavour	\$19.75 per litre		
Mocha	5L per flavour	\$19.75 per litre		
Passionfruit	5L per flavour	\$19.75 per litre		
Vanilla malt	5L per flavour	\$19.75 per litre		
<b>Just squeezed juices (375ml bottles)</b>				
100% apple	12 cartons: 72 bottles	\$20.00 per carton		
100% orange	12 cartons: 72 bottles	\$20.00 per carton		
Purify – apple, banana, guava, passionfruit with green tea, spirulina and wheatgrass	12 cartons: 72 bottles	\$20.00 per carton		
Fuel – apple, pineapple, mango with ginger	12 cartons: 72 bottles	\$20.00 per carton		
Glow – apple, pink grapefruit and raspberries	12 cartons: 72 bottles	\$20.00 per carton		
Spark – apple, pineapple, lime and mint	12 cartons: 72 bottles	\$20.00 per carton		
<b>Nudie crushies (250ml bottles)</b>				
Mango, passionfruit and more	12 cartons: 72 bottles	\$23.00 per carton		
Mango, orange, pineapple	12 cartons: 72 bottles	\$23.00 per carton		
Strawberry, banana and more	12 cartons: 72 bottles	\$23.00 per carton		
Cranberry, raspberry and more	12 cartons: 72 bottles	\$23.00 per carton		
Blueberry, blackberry and more	12 cartons: 72 bottles	\$23.00 per carton		
Super nudie breakfast juice	12 cartons: 72 bottles	\$23.00 per carton		
Green crushie	12 cartons: 72 bottles	\$23.00 per carton		
<b>Nudie &amp; soda (330ml can)</b>				
Apple and more apple	5 cartons: 120 cans	\$73.50 per carton		
Apple, lemon & ginger	5 cartons: 120 cans	\$73.50 per carton		
Apple, cucumber & kiwifruit	5 cartons: 120 cans	\$73.50 per carton		
Coconut water, apple, cranberry & raspberry	5 cartons: 120 cans	\$73.50 per carton		
Orange, mango & passionfruit	5 cartons: 120 cans	\$73.50 per carton		
<b>Spring water tower (15 litre bottle)</b>				
Spring water bottle Supplied with complimentary cooler tower and cups <b>*1 x 10 amp power required</b>	* charged on consumption	\$31.00 per bottle		
<b>Ice</b>				
5 kilogram bag	N/A	\$7.00 per bag		
10 kilogram bag	N/A	\$14.00 per bag		
<b>Non – alcoholic beverages – per bottle</b>				
Just squeezed juice (orange or apple) – 250 ml	N/A	\$4.50 per bottle		
Mount Franklin spring water – 400 ml	N/A	\$4.50 per bottle		
Mount Franklin lightly sparkling water – 250 ml	N/A	\$4.5 per bottle		
Soft drinks – 390 ml	N/A	\$4.50 per bottle		
Powerade – 600 ml	N/A	\$6.00 per bottle		
Mother – 250 ml	N/A	\$6.50 per bottle		
Red bull – 250 ml	N/A	\$7.00 per bottle		
<b>Non – alcoholic beverages (24 per carton)</b>				
Twist'n'go berocca	1 carton: 12 bottles	\$43.00 per carton		
Powerade – 600 ml	1 carton: 12 bottles	\$52.00 per carton		
Mount Franklin spring water – 400 ml	N/A	\$63.00 per carton		
Bottled juices (orange or apple) – 250 ml	N/A	\$70.00 per carton		
Soft drinks – 390 ml	N/A	\$70.00 per carton		
Mother – 250 ml	N/A	\$83.00 per carton		
Red bull – 250 ml	N/A	\$87.00 per carton		
Cascade soft drinks – 330 ml	N/A	\$77.00 per carton		

# F3 EXHIBITOR CATERING FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre  
no later than **twenty one (21) days** prior to your event.

## ALCOHOLIC BEVERAGES

Item	Minimum Order	Price (inc GST)	Quantity	Dates Required
<b>Beer and cider (24 per carton)</b>				
Hahn premium light	N/A	\$78.00 per carton		
XXXX gold	N/A	\$81.00 per carton		
Tooheys new	N/A	\$83.00 per carton		
XXXX summer	N/A	\$83.00 per carton		
Hahn super dry	N/A	\$83.00 per carton		
Corona	N/A	\$83.00 per carton		
5 seeds sparkling cider	N/A	\$93.00 per carton		
James squire '150 lashes' pale ale	N/A	\$93.00 per carton		
James boags premium	N/A	\$93.00 per carton		
Heineken	N/A	\$104.00 per carton		
<b>RTD's (24 per carton)</b>				
Bulleit bourbon and cola	N/A	\$150.00 per carton		
Bundaberg rum and cola	N/A	\$150.00 per carton		
Johnnie walker and cola	N/A	\$150.00 per carton		
Smirnoff vodka red ice	N/A	\$150.00 per carton		
UDL lime and soda	N/A	\$150.00 per carton		
Canadian club and dry	N/A	\$150.00 per carton		
<b>Spirits</b>				
Bundaberg rum - 700 ml	N/A	\$75.00 per bottle		
Johnny walker red label scotch - 700 ml	N/A	\$75.00 per bottle		
Smirnoff vodka - 700 ml	N/A	\$75.00 per bottle		
Canadian club whiskey - 700ml	N/A	\$75.00 per bottle		
Jim beam - 700ml	N/A	\$80.00 per bottle		
Gordon's gin - 1 litre	N/A	\$86.00 per bottle		
George dickel tennessee whiskey - 1,000 ml	N/A	\$86.00 per bottle		
Johnnie walker black label scotch - 700 ml	N/A	\$92.00 per bottle		
<b>Sparkling Wine</b>				
Morgan's bay brut nv	N/A	\$36.50 per bottle		
Habitat brut nv	N/A	\$45.00 per bottle		
Seppelt sparkling shiraz nv	N/A	\$47.00 per bottle		
Yellow by yellowglen	N/A	\$55.50 per bottle		
Seppelt salinger cuvee	N/A	\$57.00 per bottle		
Ninth Island brut nv	N/A	\$59.00 per bottle		
Verve clicquot yellow label nv	N/A	\$99.00 per bottle		
Moet chandon nv	N/A	\$99.00 per bottle		
<b>White Wine - Blends</b>				
Morgan's bay semillon sauvignon blanc	N/A	\$36.50 per bottle		
Habitat semillon sauvignon blanc	N/A	\$45.00 per bottle		
<b>White Wine - Chardonnay</b>				
Morgan's bay chardonnay	N/A	\$36.50 per bottle		
Habitat chardonnay	N/A	\$45.00 per bottle		
Giesen chardonnay	N/A	\$49.00 per bottle		
<b>White Wine - Riesling</b>				
Leeuwin estate art series riesling	N/A	\$51.00 per bottle		
<b>White Wine - Sauvignon Blanc</b>				
Angel cove marlborough sauvignon blanc	N/A	\$49.00 per bottle		
Matua valley sauvignon blanc	N/A	\$49.00 per bottle		
Giesen marlborough sauvignon blanc	N/A	\$49.00 per bottle		
Catalina sounds marlborough sauvignon blanc	N/A	\$54.00 per bottle		



# F3 EXHIBITOR CATERING FORM



Please complete this form and return it to the Gold Coast Convention and Exhibition Centre no later than **twenty one (21) days** prior to your event.

ALCHOLIC BEVERAGES				
Item	Minimum Order	Price (inc GST)	Quantity	Dates Required
<b>Red Wine – Cabernet / Blends</b>				
Morgan's bay cabernet merlot	N/A	\$36.50 per bottle		
Habitat cabernet merlot	N/A	\$45.00 per bottle		
Jamiesons run cabernet sauvignon	N/A	\$49.00 per bottle		
Devil's lair 5 <sup>th</sup> leg cabernet sauvignon	N/A	\$49.00 per bottle		
Wynns green label cabernet sauvignon	N/A	\$52.00 per bottle		
Wynns cabernet shiraz merlot	N/A	\$52.00 per bottle		
Annie's lane cabernet merlot	N/A	\$52.00 per bottle		
Penfolds bin 389 cabernet shiraz	N/A	\$83.00 per bottle		
<b>Red Wine – Shiraz / Blends</b>				
Morgan's bay shiraz cabernet	N/A	\$36.50 per bottle		
Habitat shiraz	N/A	\$45.00 per bottle		
Pepperjack shiraz	N/A	\$54.50 per bottle		
<b>Red Wine – Other blends</b>				
Giesen marlborough pinot noir	N/A	\$49.00 per bottle		
Giesen Marlborough merlot	N/A	\$49.00 per bottle		

## IMPORTANT INFORMATION

### Responsible Service of Alcohol

We would like to draw your attention to the liquor act of 1992 in regards to the Responsible Service of Alcohol.

Any person involved in the service of liquor must be trained in Responsible Service of Alcohol by a registered training organisation accredited by liquor licensing.

A current Responsible Service of Alcohol certificate must be held by the person or staff member on any stand serving alcohol and they must remain on the stand at all times whilst alcohol is being served.

**Note: The person serving alcohol must provide a copy of their Responsible Service of Alcohol Certificate to GCCEC 14 days prior to the event. This will also need to be displayed on your stand during service.**

Should you require a GCCEC qualified Responsible Service of Alcohol staff member to serve alcohol on your stand, the following labour charges will apply:

Mon – Fri - \$37.50 (minimum 4 hour call)

Sat – Sun - \$46.00 (minimum 4 hour call)

Public Hol - \$60.50 (minimum 4 hour call)



# F10 STAND CLEANING ORDER FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre  
no later than **twenty one (21) days** prior to your event.

Exhibition/Conference Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_ Contact Name on day: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

## STAND CLEANING

Overnight Stand Cleaning Includes Vacuum, Dust and Mop

Day/Date	Stand Size	Cost per Day
	x \$4.00 per sq mt	\$
	x \$4.00 per sq mt	\$
	x \$4.00 per sq mt	\$

I hereby authorise the Gold Coast Convention and Exhibition Centre to process authorised charges to the following credit card:

☐ MasterCard ☐ Visa ☐ American Express

Credit Card Number:

Expiry Date:     CCV:

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorised Amount/Limit\*: \_\_\_\_\_

\*All transactions may incur a fee: Visa, MasterCard 1.2%, American Express 2.8%

### PLEASE RETURN FORM TO:

Gold Coast Convention and Exhibition Centre,  
PO Box 1407, BROADBEACH QLD 4218  
OR EMAIL TO: [exhibitorservices@gccec.com.au](mailto:exhibitorservices@gccec.com.au)

#### OFFICE USE ONLY

EVENT ID

INVOICE NO

INVOICE \$

M/FEE \$



# F1 ACCOUNT FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre  
no later than **twenty one (21) days** prior to your event.

Exhibition/Conference Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_ Contact Name on day: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Dates/Times required: \_\_\_\_\_

## Services Required

☐ Coffee Shop Account

☐ Other (please provide description): \_\_\_\_\_

Quote/Service Order number (if applicable): \_\_\_\_\_

Please nominate all persons authorised to sign charges to this account:

Name/s	Signature/s
1	
2	
3	
4	
5	

I hereby authorise the Gold Coast Convention and Exhibition Centre to process authorised charges to the following credit card:

☐ MasterCard ☐ Visa ☐ American Express

Credit Card Number:                 Expiry date:     CCV:

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorised Amount/Limit\*: \_\_\_\_\_

Amount to be Charged: \_\_\_\_\_

\*All transactions may incur a fee: Visa, MasterCard 1.2%; American Express 2.8%

**PLEASE RETURN TO**  
Gold Coast Convention and Exhibition Centre  
PO Box 1407, BROADBEACH QLD 4218  
OR FAX TO **07 5504 4001**

### OFFICE USE ONLY

EVENT ID

INVOICE NO

INVOICE \$

M/FEE \$



# F15 GCCEC SAFETY RULES



All visitors and/or contractors must report to Security Control Room prior to entering the construction zones.



Parking on the Loading Dock should be restricted to a maximum of 10 minutes. Parking is permitted in designated parking zones for the duration of loading and unloading of vehicles, unless previous permission has been obtained from either the Exhibition Organiser or GCCEC.



All electrical equipment (leads, power boards, LCD's, computers, etc) must be tested and tagged before used on-site. The use of double adaptors is not acceptable. AS/NZ approved power boards can be used in place of these.



Safety Vests must be worn at all times while working onsite at the GCCEC during Bump in and Bump out.



Children under the age of 15 years are not permitted in the Loading Dock, Exhibition Halls, Central Rooms and Arena areas during Bump in, Bump out and Construction of Events.



Approved industrial grade ladders with a minimum load rating of 120kg are to be used. All ladders must meet the requirements set down by the Australian Standards.



Beware of forklifts and other plant machinery operating within the Construction zone. The movement of these vehicles can create hazardous situations and care is advised at all times around any of this equipment.

All vehicle and plant operators must ensure they are aware of all height restrictions, whilst in control of equipment.



Appropriate (covered/enclosed) footwear must be worn at all times.



Do not block Fire Exits or walkways. All access points and Fire egress must be kept clear during bump in and bump out.



First Aid, Security and Emergency contact phone number is 5504 4050 (externally) or 999 (internally).





# F6 CABLED INTERNET CONNECTION FORM

Please complete this form and return it to the Gold Coast Convention and Exhibition Centre no later than **three (3) days** prior to your event. Any requests after this period will incur a **late fee of \$50 per connection**

Exhibition /Conference Name: \_\_\_\_\_

Stand # / Other Location: \_\_\_\_\_ Times required: \_\_\_\_\_

Contact Name on Day: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Custom Flooring: YES / NO

**IMPORTANT:** Each Device connected to the GCCEC Ethernet Network will need an **individual access card**. An access card is valid for one device only and is non transferable once activated. All devices connected to the GCCEC Ethernet Network are **DHCP Assigned** - More details in terms and conditions. All internet connections ordered will be installed (Ethernet Cable) where requested; prior to, or on the day of the event bump in.

Duration	Speed	Connection fee	Qty.
1 Day Plan (10 hours)	1 Mbps Internet Connection	\$232.00 (1GB Data Limit)*	
3 Day Plan (72 hours)	1 Mbps Internet Connection	\$280.00 (8GB Data Limit)*	
4 Day Plan (96 hours)	1 Mbps Internet Connection	\$300.00 (8GB Data Limit)*	
1 Day Plan (10 hours)	4 Mbps Internet Connection	\$265.00 (8GB Data Limit)*	
3 Day Plan (72 hours)	4 Mbps Internet Connection	\$500.00 (8GB Data Limit)*	
4 Day Plan (96 hours)	4 Mbps Internet Connection	\$560.00 (10GB Data Limit)*	
1 Day Plan (10 hours)	8 Mbps Internet Connection	\$460.00 (8GB Data Limit)*	
3 Day Plan (72 hours)	8 Mbps Internet Connection	\$650.00 (8GB Data Limit)*	
4 Day Plan (96 hours)	8 Mbps Internet Connection	\$710.00 (10GB Data Limit)*	

\*55c per Mb will be charged if downloads exceed the purchased plan limit

Please indicate the approximate location of service placement within the booth with an (X) and any neighboring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of service/s.

If no location is provided within 2 days before show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services.

Back

Left

Right

Front

**PLEASE NOTE:** By completing and signing this form you have read, understood & agreed to all the terms and conditions on the following page.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

I hereby authorise the Gold Coast Convention and Exhibition Centre to process authorised charges to the following credit card:

☐ MasterCard ☐ Visa ☐ American Express

Credit Card Number:             Expiry date:     CCV:

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorised Amount/Limit\*: \_\_\_\_\_

\*All transactions may incur a fee: Visa, MasterCard 1.2%; American Express 2.8%

**PLEASE RETURN TO:**  
Gold Coast Convention and Exhibition Centre  
PO Box 1407, BROADBEACH QLD 4218  
Or Fax to 0755 044 001

OFFICE USE ONLY

EVENT ID

INVOICE NO

INVOICE \$

M/FEE \$

### 1. Payment Terms:

- Standard rates will be applicable to all Service Order Forms received at the Gold Coast Convention & Exhibition Centre (GCCEC) less than seven (7) days for Internet & Network Services **PRIOR** to the show/event opening.
- Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
- Cheque, money orders, American Express, VISA, Master Card or Diner Club credit card transactions are accepted.
- Refunds for overpayment will be processed by the GCCEC Accounting Department 15-30 days after the show closing date.

### 2. Prices are subject to change without notice.

- The GCCEC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.
- It is the client's responsibility to ensure safe return of rented equipment to the GCCEC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
- All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
- Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
- Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.
- A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.
- There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
- Internet - Network service(s) is contracted for actual show days only. Internet - Network service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the Technology Services Department of any special requirement(s).
- Any unused data will not be re-funded. Any Additional data charges for over usage will be billed at the end of the Event.
- Only an authorized GCCEC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
- All materials and equipment furnished by the GCCEC remain the GCCEC's property, and shall be removed **ONLY** by GCCEC Personnel.
- Any equipment that is found to be causing disruptions to any part of the GCCEC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the GCCEC Technology Services Department.
- The Technology Services Department does not provide technical support for computer hardware or software related issues.
- The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment.
- All devices that are used on the network for Internet Access will be dynamically assigned an IP address by our server.
- The GCCEC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the High Speed Internet Connection. If any special service need to be connected to the network they must be approved by the GCCEC Technology Services Department, GCCEC Technicians will not diagnose any problems where customers/clients routers or switches are involved. GCCEC Reserve the right to remove any Wireless Access Points other than those belonging to the GCCEC.
- Due to the dynamic nature of the Internet, the GCCEC cannot guarantee any level of performance or accessibility beyond our gateway. The GCCEC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Internet for all users.
- The GCCEC has the right to charge for any damage or loss of any of the GCCEC's equipment.
- \*20c per MB will be charged if the downloads exceeds the limit**
- Wireless Services:**
  - Wireless Access is available throughout GCCEC. This is a self service option.
  - BYO Wireless Access Points are strictly prohibited unless authorized by the Gold Coast Exhibition & Convention Centre.
- Internet service requirements/client responsibilities - It is the responsibility of the client to provide the following:**
  - Computers, workstations, etc.
  - Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) for each computer.
  - Network Driver: TCP/IP.
  - Proper configuration of computer equipment for TCP/IP connection.
  - Up to date Virus Protection Software (i.e.: Norton or McAfee) must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being temporarily suspended until software is installed or activated.

# F7 PHONE/COMMS CONNECTION FORM



Please complete this form and return it to the Gold Coast Convention and Exhibition Centre no later than **twenty one (21) days** prior to your event. Any requests after this period may incur a late fee of **\$50 per connection**.

Exhibition / Conference Name:

Stand #/Other Location: \_\_\_\_\_ Times Required: \_\_\_\_\_

Contact Name on Day: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Email address: \_\_\_\_\_

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

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Custom Flooring: YES / NO

The Gold Coast Convention & Exhibition Centre offers a variety of analogue and digital phone lines available to exhibitors/delegates. These lines are through the GCCEC's PABX phone system with a 33Kbps capacity (if used with compatible equipment). The lines can be used for a variety of things from EFTPOS to dial-up modems. If this service is required please complete the form below.

Item	Price	Qty	Location / Stand #
Telephone line with handset through VoIP system (Line access through PABX by dialing "0")	\$60.00 connection plus call costs*		
Fax line through VoIP system (Line access through PABX by dialing "0")	\$60.00 connection plus call costs*		
Dedicated PSTN Line (Direct Line Out) **IDEAL FOR EFTPOS**	\$100.00 connection plus call costs*		
Polycom Conference Speakerphone (Includes Connection)	\$100.00 connection plus call costs*		
Polycom Video Conference Kit (Includes Video Unit, ISDN lines [Up to 512k], Monitor & Set-up)	\$1,000.00 connection plus call costs*		
On ramp2 (ISDN) line 128kbps capacity	\$311.50 connection plus \$60 line rental & call costs*		
<b>TV Services</b>			
RF TV Antenna Connection	\$60.00		
FOXTEL Digital (Set-top box Inc.)	\$200.00		
<b>Fax Machines</b>			
Basic Fax Machine	\$80.00 per day plus \$60 line rental & call costs*		
Multifunction Machine B&W (copy, fax*, print) Small/Medium Volume Use	\$150.00 per day plus \$60 line rental & call costs*		

Please indicate the approximate location of service placement within the booth with an (X) and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of service(s). If no location is provided within 2 days before show move-in date, our services will be placed in the most convenient location and the customer is then responsible for the placement of services.

By completing and signing this form you have read, understood & agreed to all the terms and conditions on the following page.

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

I hereby authorise the Gold Coast Convention and Exhibition Centre to process authorised charges to the following credit card:

☐ MasterCard      ☐ Visa      ☐ American Express

Credit Card Number: [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] [ ][ ][ ][ ] Expiry date: [ ][ ][ ][ ] CCV: [ ][ ][ ]

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorised Amount/Limit\*:

\*All transactions may incur a fee: Visa, MasterCard 1.2%, American Express 2.8%

PLEASE RETURN TO:

Gold Coast Convention and Exhibition Centre  
PO Box 1407, BROADBEACH QLD 4218  
OR FAX TO **07 5504 4001**

## OFFICE USE ONLY

EVENT ID

INVOICE NO.

INVOICE \$

M/FEE \$



# F7 PHONE/COMMS CONNECTION FORM

## Terms and Conditions

1. **Payment Terms:**
  - Standard rates will be applicable to all Service Order Forms received at the Gold Coast Convention & Exhibition Centre (GCCEC) less than seven (7) days for Internet – Network Services **PRIOR** to the show/event opening.
  - Payments must accompany all service orders. No service order will be processed without payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or service(s) will not be provided. Current show balances and/or charges incurred for additional service(s) must be paid in full prior to show opening or service(s) will be disconnected. **NO EXCEPTIONS.**
  - Cheque, money orders, American Express, VISA, Master Card or Diner Club credit card transactions are accepted.
  - Refunds for overpayment will be processed by the GCCEC Accounting Department 15-30 days after the show closing date.
2. **Prices are subject to change without notice.**
3. The GCCEC reserves the right to require a deposit for certain Telecommunications service(s)/equipment, **PRIOR** to installation.
4. It is the client's responsibility to ensure safe return of rented equipment to the GCCEC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
5. All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
6. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
7. Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.
8. A charge of 20% of the standard rate will be applied per service(s) for any changes, moves or cancellations to orders within seven (7) days of show/event scheduled opening date.
9. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
10. Internet – Network service(s) is contracted for actual show days only. Internet – Network service(s) will be disconnected on the last day of the show/event, within one (1) hour after the official closing time. Please inform the Technology Services Department of any special requirement(s).
11. Any unused data will not be re-funded. Any Additional data charges for over usage will be billed at the end of the Event.
12. Only an authorized GCCEC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
13. All materials and equipment furnished by the GCCEC remain the GCCEC's property, and shall be removed **ONLY** by GCCEC Personnel.
14. Any equipment that is found to be causing disruptions to any part of the GCCEC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the GCCEC Technology Services Department.
15. The Technology Services Department does not provide technical support for computer hardware or software related issues.
16. The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment.
17. All devices that are used on the network for Internet Access will be dynamically assigned an IP address by our server.
18. The GCCEC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the High Speed Internet Connection. If any special service needs to be connected to the network they must be approved by the GCCEC Technology Services Department.
19. Due to the dynamic nature of the Internet, the GCCEC cannot guarantee any level of performance or accessibility beyond our gateway. The GCCEC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Ethernet for all users.
20. The GCCEC has the right to charge for any damage or loss of any of the GCCEC's equipment.
21. **\*20c per MB will be charged if the downloads exceeds the limit**
22. **Wireless Services:**
  - Wireless Access is available throughout GCCEC. This is a self service option.
  - BYO Wireless Access Points are strictly prohibited unless authorized by the Gold Coast Exhibition & Convention Centre.
23. **Internet service requirements/client responsibilities – It is the responsibility of the client to provide the following:**
  - Computers, workstations, etc.
  - Standard 10/100 baseT Ethernet Network Interface Card (RJ45 Interface) for each computer.
  - Network Driver: TCP/IP.
  - Proper configuration of computer equipment for TCP/IP connection.
  - Up to date Virus Protection Software (i.e.: Norton or MacAfee) must be installed and active on all computers connected to the Internet. Failure to have Virus Protection Software installed and running may result in your connection being temporarily suspended until software is installed or activated.



# F17 STORAGE FORM



**Please complete this form and return it to the Gold Coast Convention and Exhibition Centre  
no later than **twenty one (21) days** prior to your event.**

Exhibition/Conference Name: \_\_\_\_\_

**Stand Number:** \_\_\_\_\_ **Contact Name on Day:** \_\_\_\_\_

**Mobile No:**\_\_\_\_\_ **Email Address:**\_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

**Dates / Times Storage Commences:**\_\_\_\_\_

**Dates / Times Storage Collection:** \_\_\_\_\_

**List of Items to be Stored:** \_\_\_\_\_

**\*\*This request is subject to space availability and centre management approval, a quote will be issued for costs.**

**I hereby authorise the Gold Coast Convention and Exhibition Centre to process authorised charges to the following credit card:**

☐ **MasterCard**      ☐ **Visa**      ☐ **American Express**

Credit Card Number:           Expiry date:

**Cardholder Name:**

Signature: \_\_\_\_\_

**Authorised Amount/Limit\*:**

**Amount to be Charged:** \_\_\_\_\_

\*All transactions may incur a fee: Visa, Mastercard 1.2%; American Express 2.8%

**PLEASE RETURN TO**

### Gold Coast Convention and Exhibition Centre

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## Experience... audio visual services



The Gold Coast Convention and Exhibition Centre (GCCEC) has been designed to provide unsurpassed conferencing and exhibition facilities and services and is equipped with the most advanced technological infrastructure.

GCCEC's Audio Visual service department will play an integral part of the success of your event and provide a seamless customer experience from start to finish.

"the professionalism of the GCCEC staff is first rate  
and they go beyond the call of duty"

We will provide you with the same level of professional service and commitment that has helped us to win numerous awards since our opening.

Our highly skilled Audio Visual team is conveniently based on-site at the Centre and are always ready to provide you with an appropriate solution to all your production and staging needs.

### Technical Services

- Audio Visual equipment and management
- Technical event management
- Stage management
- Audio design
- Lighting design, direction and equipment
- Visual display and projection services

### Creative Services

- Event styling and theming
- Table decorations, chair covers, etc.
- Multimedia and graphic services
- Set design and manufacture
- Entertainment management

