

EXHIBITION TERMS & CONDITIONS

1. The Australasian Podiatry Council will hereafter be referred to as "the Organisers".
2. The Organisers reserve the right to re-plan the Exhibition to the benefit of Exhibitors, as they see fit.
3. The Organisers reserve the right to decline any application for a booth and no application will be considered unless made on the correct form. This form is to be completed fully and without alteration and booths are let on these conditions.
4. No booth will be held as let until this form is signed and returned to the Organisers along with the appropriate fee. In the event of the Exhibition being abandoned, the Organisers will return all fees received but will not be responsible for the cost of any work carried out by the Exhibitors or their contractors.
5. If in the event of the Exhibitor failing to occupy the said space by the opening time of the Exhibition, the Organisers are authorized to occupy or cause the said space to be occupied in such manner as it may deem best for the interest of the Exhibitor and without releasing the Exhibitor from any liability hereunder.
6. No Exhibitor shall erect any sign, stand, wall or obstruction, which in the opinion of the Organisers interferes with an adjoining Exhibitor.
7. Exhibitors will have access for setting up from midday on Tuesday 8th May 2007. All displays should be dismantled no later than 3.00pm on Friday 11th May.
8. Security has been arranged for the venue from 6.30pm to 8.00am the following morning during the trade exhibition. Although the venue can be locked we recommend that all exhibitors either secure items at the end of each day or ensure that insurance has been taken for the event. The venue, the Australasian Podiatry Council and the Conference Specialists accept no responsibility for the safety, loss or damage to any exhibit or other property during the event.
9. Conference refund policy – any request for cancellation and/or refund must be made in writing to The Conference Specialists. A 20% administration fee will be deducted from the payment depending on notice given and circumstances. Partial refunds for unattended social events will not be provided.
10. Storage of any products or materials (including packaging) is the responsibility of the Exhibitor. The Organiser is not responsible for providing storage space at the venue.
11. Neither the Organisers nor the Exhibition venue owners or operators will be responsible for the safety of any Exhibit or, or any other person, for loss or damage of, or destruction to same, by theft or fire or any other cause whatsoever, or for any loss or damage whatsoever sustained by the Exhibitor by reason of any defect in the building caused by fire, storm, tempest, lightning, national emergency, war, labour disputes, strikes or lock-outs, civil disturbances, explosion, inevitable accident, force majeure, or any other cause not within the control of the Organisers or for any loss or damage occasioned, if by reason of happenings of any such event, the opening of the Exhibition is prevented or postponed or delayed or abandoned, or the building becomes wholly or partially unavailable for the holding of the opening of the Exhibition. The Exhibitor agrees and undertakes to insure the full replacement value of the contents of her/his booth and all associated equipment and materials.
12. Exhibitors' nametags will be issued to all Exhibitors and their staff; these are not transferable and must be worn at all times during the Exhibition.
13. Exhibits must not be removed and displays must not be dismantled either partly or in total, before closing time on the last day of the Exhibition. Thereafter, exhibits and display material must be removed as soon as possible and by the time indicated.

EXHIBITION & ADVERTISING BOOKING FORM 22nd Australasian Podiatry Conference
 'Evolution' Hotel Grand Chancellor, Hobart: Tuesday 8th May to Friday 11th May 2007

(A separate form to be completed for each company. Please forward *before Friday January 19th* to secure your place)

Name of Organisation:.....
 Contact Name (for all correspondence):.....
 Position:.....
 Postal address:.....
 Street address:.....
 City/Suburb:.....
 State:..... Postcode:..... Country:.....
 Telephone (inc. STD & Country Code):.....
 Facsimile (inc. STD & Country Code):.....
 Mobile:..... Email:.....
 Website:.....
 Special requests (please indicate any particular preferences or special needs with regard to your booth style, size or location and we will do our best to accommodate them, including any direct competitors you prefer not to be near to or any colleagues you would like to be close to)

	Subtotal
EXHIBITION BOOTHS (please tick)	
? Standard Booth – Single (3m x 3m) \$2,365	\$ _____
? Double Booth – Single (3m x 6m) \$4,290	\$ _____
? Quad Booth – (6m x 6m) \$8,800	\$ _____
SUBTOTAL	\$ _____
SPONSORSHIP OPTIONS (please tick)	
? Lunch Break \$770 per day <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday	\$ _____
? Coffee Machine \$990 per day <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	\$ _____
? Bottled Spring Water with your company label \$2400	\$ _____
? Name Tag Lanyards with your company logo \$5100	\$ _____
? Invited Speaker sponsorship \$3300	\$ _____
? Dinner Dance \$4200	\$ _____
Total Cost of Exhibition Booths and Sponsorships	\$ _____

Please sign below:
 We have read the Exhibition Terms and Conditions and agree to abide by these.
 Signed: _____

*All prices quoted are in Australian Dollars and includes Australian GST
 See Terms and Conditions for more information*

ADVERTISING (please tick)		Sub Total
Book of Abstracts		
Colour - Inside back cover	\$2200	\$ _____
Colour - Inside front cover	\$2200	\$ _____
Colour Full Page A4 (print area 240mm x 180mm)	\$990	\$ _____
B & W Full Page A4 (print area 240mm x 180mm)	\$650	\$ _____
B & W Half Page horizontal (115mm x 180mm)	\$450	\$ _____
B & W Half Page vertical (240mm x 85mm)	\$450	\$ _____
Satchel Inserts		
Number of inserts ___ single sheet A4 /DL	\$660 per insert	\$ _____
Number of inserts ___ pen or notepad	\$330 per insert	\$ _____
All other inserts (catalogues, product samples)	Price on application.	
Total Advertising:		\$ _____
Additional Catering		
NB: Includes lunches, refreshments, Welcome Drinks and Exhibitors Breakfast 2 persons per booth per day included with standard booth, 4 persons per booth per day included with double booth and 8 persons per booth per day with quad booth. <i>The Conference Specialists will confirm final details of staff attending your exhibit prior to the event. If numbers exceed allocations, you will be invoiced accordingly or calculate additional numbers now.</i> <i>Day Meal Pass: \$65, Welcome Drinks: \$65. In keeping with APodC policy, lunches served for exhibitors approximately half an hour before delegates break.</i>		\$ _____
Dinner Dance (Saturday evening) <i>Not included in exhibitor package</i> \$120 per person		\$ _____
Total Catering		\$ _____
EXHIBITION & SPONSORSHIP \$ _____ ADVERTISING \$ _____ CATERING \$ _____		
TOTAL		\$ _____
You & Privacy		
The Privacy Act provides that, before your name and address details can be published in the list of exhibitors either for distribution to fellow exhibitors or delegates or any other party, you must give your consent. If this box is not ticked it is assumed that you agree to have your details published in the conference literature. If you DO NOT wish to have your details published, please tick this box. <input type="checkbox"/>		
<input type="checkbox"/> I enclose a cheque (payable to the Australasian Podiatry Council)		
<input type="checkbox"/> OR <input type="checkbox"/> Please debit my credit card <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa Card		
Cardholders Name:		
Cardholders Signature:		
Card Number:	____ / ____ / ____ / ____	Expiry Date: ____ / ____

PLEASE RETURN COMPLETED BOOKING FORM & FULL PAYMENT, PRIOR TO FRIDAY January 19th TO:

The Australasian Podiatry Council
 89 Nicholson Street, Brunswick East, Vic 3057
apodc@apodc.com.au / www.apodc.com.au

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 Fax: +61 3 9416 3188
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