

SIGNAGE ORDER FORM

CONTACT DETAILS

NAME.....
 COMPANY NAME.....
 EMAIL.....
 STAND NUMBER.....PHONE

PLEASE COMPLETE FORM AND FORWARD TO:

P: (02) 8394 8222 **E:** designbuild@moreton.net.au

DUE DATE: **Tuesday 14th September 2021**

1. COMPLIMENTARY FASCIA SIGN

PLEASE CONFIRM COMPLIMENTARY FASCIA SIGN COMPANY NAME (MAX 30 CHARACTERS) WITH EVENT ORGANISER DIVERSIFIED COMMUNICATIONS

YOUR COMPANY NAME SUPPLIED BY THE ORGANISER WILL APPEAR ON YOUR FASCIA SIGN. ANY CHANGES MADE AFTER THE SIGN HAS BEEN PRODUCED WILL BE AT A COST \$150 + GST PER SIGN.

PLEASE BE ADVISED THAT IF YOU WOULD NOT LIKE A FASCIA BOARD, YOU MUST GET PRIOR CONSENT FROM THE EVENT ORGANISER,

DesignBUILD

Please email the Customer Service team on designbuild@divcom.net.au

3. ADDITIONAL SIGNAGE

IF YOU REQUIRE ANY ADDITIONAL SIGNAGE TO UPGRADE YOUR TRADE BOOTH.
 PLEASE SELECT FROM THE OPTIONS BELOW. MORE OPTIONS AVAILABLE ON REQUEST.

DESCRIPTION	OPTION / SIZE (W X H)	QTY	PRICE	TOTAL
GRAPHIC WALL PANEL - UNIWALL	969mm x 2394mm		\$355.00 (EACH)	
MODE CUPBOARD/COUNTER INFILL (SIGN ONLY)	1130mm X 879mm		\$165.00 (EACH)	
SIGNAGE PACKAGING & ON SITE COLLECTION	PER SHOW		\$400.00 (TOTAL)	
SIGNAGE DISPOSAL FEE				\$80.00
Fee is waived if packaging & onsite collection is selected				
SUB PAGE TOTAL:				

4. FILE REQUIREMENTS FOR DIGITAL PRINTING

FILE SUPPORT: HI RES PDF'S OR EPS. FILES ARE PREFERRED **RESOLUTION:** 120DPI - 200DPI @ OUTPUT SIZE (FULL SIZE)

PLEASE SEND ALL FILES TO: designbuild@moreton.net.au OR <https://moretonhire.wetransfer.com>

ALSO PLEASE MAKE SURE ALL FILES ARE CLEARLY LABELLED WITH; SHOW NAME, STAND NUMBER AND COMPANY NAME.

AUDIO VISUAL ORDER FORM

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1. AVAILABLE PRODUCTS

PLEASE INDICATE BELOW THE PRODUCTS THAT YOU WISH TO ORDER FOR YOUR TRADE BOOTH AUDIO VISUAL REQUIREMENTS.

DESCRIPTION	PRODUCT CODE	QTY	PRICE	TOTAL
LCD SCREENS & STANDS				
32" (81cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR32S		\$600.00	
40" (100cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR40S		\$750.00	
55" (140cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR55S		\$1, 100.00	
65" (165cm) LCD SCREEN (TABLE TOP STAND INCLUDED)	XHSCR65S		\$1,500.00	
1.8mm SCREEN STAND (INC SHELF)	XHSCRSB		\$265.00	
WALL MOUNTED BRACKET	XHSCRWB		\$220.00	
<i>BRACKETS & STANDS ONLY AVAILABLE WITH HIRE OF SCREEN</i>				
PLEASE NOTE: FURTHER PRODUCTS ARE AVAILABLE			SUB PAGE TOTAL:	

2. PREFERRED AUDIO-VISUAL LOCATION

PLEASE INDICATE YOUR PREFERRED AUDIO-VISUAL LOCATION.

A	B	C
D	E	F
G	H	I

FRONT OF BOOTH

LCD SCREENS & STANDS			COMPUTERS		
A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>	G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>

PLEASE INDICATE PREFERRED LOCATION FOR ALL ITEMS ORDERED.

IF NOT ADVISED ALL ITEMS WILL BE PLACED IN **SECTION B** ALONG THE WALL.

PAYMENT ORDER FORM

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1. CONTACT DETAILS

PLEASE COMPLETE YOUR CONTACT DETAILS BELOW.

NAME	COMPANY
ADDRESS	PHONE
.....	EMAIL
.....	STAND N°

2. ORDER TOTAL

PLEASE COMPLETE THE BELOW TOTALS SHOWN IF APPLICABLE.

FORM NAME	SUB PAGE TOTALS
SIGNAGE ORDER FORM	
AUDIO VISUAL ORDER FORM	
FURNITURE ORDER FORM	
SUB TOTAL:	
9.5% DAMAGE WAIVER OF SUB TOTAL	
2.5% ADMIN FEE OF SUB TOTAL	
35% CARTAGE OF SUB TOTAL (MINIMUM \$100)	
ADD 30% LATE FEE IF APPLICABLE	
10% GST	
TOTAL:	

PAYMENT

ONLINE PAYMENT CAN BE MADE BY FOLLOWING <https://www.payway.com.au/core/MakePaymentView>

TO MAKE PAYMENT OVER THE PHONE, PLEASE CONTACT (02) 8394 8200

3. TERMS & CONDITIONS (SEE WWW.MORETON.NET.AU FOR FULL T&C'S)

NO ORDERS WILL BE INSTALLED UNTIL PAYMENT IS RECEIVED & PROCESSED. ORDERS PLACED AFTER THE FORM DUE DATE ARE SUBJECT TO AN ADDITIONAL 20% LATE DELIVERY FEE. ALL GOODS DELIVERED, THEN CANCELLED WILL BE CHARGED AT FULL RATE. CHANGES ON SITE TO LOCATION OF PLACEMENT WILL INCUR AN ADDITIONAL LABOUR CHARGE. ALL PRICES SHOWN ARE EXCLUSIVE OF GST.

SYMA CARE SHEET

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DESCRIPTION	PRICE
BUILD CHANGES	
FASCIA REMOVAL OR INSTALLATION	\$50
SMALL BUILD CHANGE (I.E. WALL REMOVAL)	\$65
LARGE BUILD CHANGE (I.E, UNDERFLOOR ACCESS)	\$150
ELECTRICAL CHANGES	
ELECTRICAL RELOCATION OR REMOVAL (LIGHT/POWER)	\$50
ELECTRICAL LABOUR	\$65 P/H or part there of
SIGNAGE	
ADDITIONAL SIGNAGE	\$POA
ADDITIONAL CHARGES	
LATE FEE	\$50
CARTAGE	Minimum \$100

1. ONSITE VARIATION FEES

PLEASE NOTE THAT THE ABOVE WILL BE CHARGED FOR ANY ONSITE VARIATIONS. FASCIA REMOVAL AND ELECTRICAL RELOCATION WILL ONLY BE CHARGED ONSITE IF THIS HAS NOT BEEN COMMUNICATED TO MORETON HIRE PRIOR TO INSTALLATION.

2. SYMA & EVOLVE WALLING DAMAGE FEE

IF DAMAGE IS CAUSED TO WALL PANEL(S) – EXHIBITORS WILL BE CHARGED FOR THE REPLACEMENT COST. THE CHARGE WILL BE \$150 + GST PER EACH DAMAGED PANEL. PLEASE NOTE **DAMAGE WAIVER DOES NOT** COVER THIS SITUATION.

REFER TO THE TABLE BELOW WHICH OUTLINES WHAT MATERIALS CAN BE USED ON OUR SYMA & EVOLVE WALLING SYSTEM. PLEASE FOLLOW THE BELOW TO AVOID THE \$150 + GST REPLACEMENT COST.

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

To ensure hire stock is not damaged – please **DO NOT** adhere stickers or tape to booth laminated wall panels.

OK TO USE on face of wall panel;

- Blu Tac
- 3m removable picture hanging strips

DO NOT USE

- Velcro tape / double sided tape

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Under no circumstances should exhibitors nail or screw any article or display item to the booth wall(s).

The panels are not solid and therefore non-weight bearing; doing so will cause damage.