

Pyramid Displays

The Exhibition & Display Specialists

Have proudly been appointed your official Exhibition Contractor for



Event Name:	Office Choice 2013
Event Dates:	18th – 19th October 2013
Venue:	RACV Royal Pines Resort
DEADLINE DATE:	Friday 4th October 2013

Pyramid Displays presents a full service exhibition experience. We are able to supply all your exhibition needs from furniture and display accessories, plants and audio visual equipment, extra power and stand upgrades to full custom stand design and construction.

Exhibitor Services

You will find our exhibitor services forms attached for your convenience, please complete and return the relevant forms by fax 07 5522 0744 or by email info@pyramiddisplays.com.au on or before the relevant deadline. All orders received after deadlines dates and commencement of show will incur additional charges.

Form 1 Booth Information Form

This form outlines the standard inclusions that are automatically included in your booth. For any additional equipment please refer to the following forms.

Form 2 Signage / Standard Furniture Form – MANDATORY FOR ALL SHELL SCHEME EXHIBITORS

This form is to advise the wording you intend to appear on your fascia sign. Your fascia is the header panel that runs across the top of the front / side of your booth - see the diagram on Form 1.

Form 3 Power Form – IF YOU REQUIRE UPGRADED POWER

This form is to be used if you require UPGRADED power to the standard power supplied with your shell scheme booth. Please refer to Form 1 for details of your booth inclusions.

Form 4 Custom / Upgrade Stand Form – IF YOU ARE CUSTOMISING YOUR STAND

This form is to be used only if you are intending to install a custom stand or would like to be contacted about options for upgrading or customising your stand. If you are customising your stand you must complete and return this form with the relevant details, this information is very important for planning of the event.

Furniture / Equipment Hire

Pyramid Displays offers a user friendly website to order any hire items. Please view our online catalogue via www.pyramiddisplays.com.au, where you may submit your request for quotation. Once your request is received a personalised quotation is then returned for your consideration. To receive a 10% Exhibitor discount off selected furniture items (excludes plants, AV & power) please ensure confirmation & payment by the deadline.

PLEASE NOTE:

- Any orders received after the deadline date above will not receive the 10% Discount Offer.
- All orders must be paid in full by **Monday 14th October 2013**
- All orders after this date will attract an \$80+GST late packing fee.

We look forward to working with you to ensure a successful event. If you have any queries or require assistance with any aspect of your exhibition stand please do not hesitate to call, email or fax our team.



FORM 1 - Booth Information Form

If you have any questions regarding any of this information please contact either Meredith Chiswell or Bruce McEwen.

Exhibition Booth Information

Your booth includes the following equipment as standard.

Wall Height: 2.4m

Size: 2.4m x 2.4m

2.4m x 3m

3m x 4.8m

Lighting: 2 x Spotlights

2 x Spotlights

4 x Spotlights

All lighting is energy efficient fluorescent spotlights equivalent to 150watts standard lighting.

Power: 1 x 4amp

1 x 4amp

2 x 4amp

Sufficient for small items eg computer / laptop, small TV. For additional power please refer to Form 3.

Colour: Black walls with Black Fascia Board

Style: Velcro Compatible Frontrunner

Flooring: Existing Venue Flooring

Signage: Black vinyl cut lettering on a white coreflute backing board

Furniture: 1 x Black Clothed Trestle table with 2 x chairs (**Please fill in request on form 2**)

For all other furniture and display requirements please visit the hire equipment section at

www.pyramiddisplays.com.au

A 10% exhibitor discount is available off selected furniture items (excludes plants, signage, AV & power) if orders are confirmed & paid in full by the deadline date.

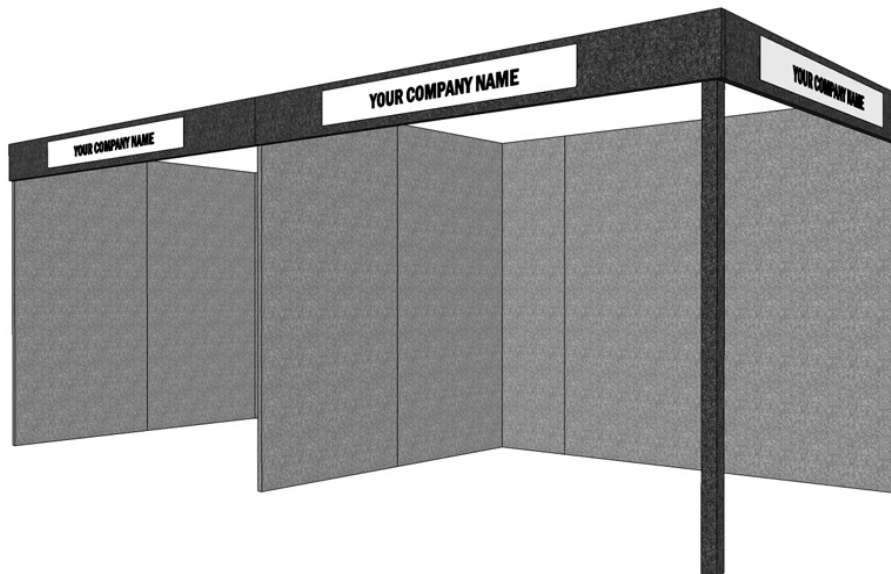


Diagram for illustration purposes only – Booth Dimensions and Colours may vary

IMPORTANT PLEASE READ:

- Minor changes to booths (ie fascia / walls / lights removed or changed) may be made prior to the deadline date without additional charges.
- Onsite alterations to booths will be charged at a minimum 1hour charge of **\$80+GST**.
- Exhibitors / contractors who make alterations to booths without Pyramid Displays consent will void all insurances and will be charged a minimum **\$150+GST**

FORM 2 - Signage / Standard Furniture Form



Please complete and return via email info@pyramiddisplays.com.au or fax to 07 5522 0744
If you have any queries please contact Meredith Chiswell.

DEADLINE: Friday 4th October 2013

Company Name: _____

Contact Name: _____

Mailing Address: _____

Suburb: _____

State: _____

Postcode: _____

Email: _____

Contact Number: _____

Fax Number: _____

Event Details			
Event:	Office Choice 2013	Venue:	RACV Royal Pines Resort
Stand No.:		Dates:	18 th – 19 th October 2013

Please fill in the following lettering boxes

FASCIA SIGNAGE – signage wording (30 characters incl. spaces)															Fascia signs - hire item only & will be charged for if removed														

IMPORTANT PLEASE READ:

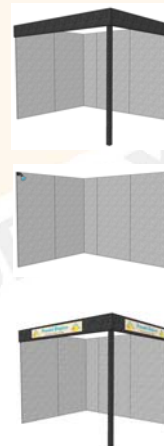
- If your signage requirements are not returned before the due date, your fascia sign will appear as your company name supplied by the organiser. Any changes to signage after the due date will incur a \$80+GST charge.
- No responsibility will be taken for spelling / wording mistakes if this form is not returned completed.
- The hire of your fascia sign is included in the hire of your shell scheme booth, row booths receive one sign and corner booths receive signs on all open sides
- Signage wording in excess of the 30 allocated characters will be charged at \$ 4+GST per character
- All signs are in black upper case lettering on white coreflute mounting board

Booth Fascia and Signage Alterations - Please tick box if applicable:

► I do not require fascia signage but still require the booth fascia board ☐

► I do not require signage & would like the booth fascia board removed
NB: Booth will be open and lights will be relocated to side or back walls ☐

► I would like a quote for a logo / custom fascia sign – Please see below ☐



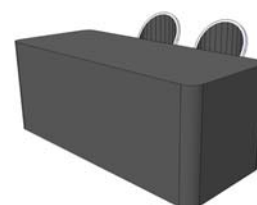
Custom Signage:

Any variation to standard fascia signage requires a quotation – minimum charge of \$90+GST applies. Please email us your desired signage (Logos as EPS converted files with specified PMS colours if required) to info@pyramiddisplays.com.au
Please ensure you include the event name and stand number in your email. A personalised quotation will be returned for your consideration. **Payment for custom signs must be received by the signage deadline date.**

Standard Furniture Package - Please tick applicable box:

► I do require the standard exhibitor furniture package. ☐

► I do not require the standard exhibitor furniture package. ☐



FORM 3 – Upgrade Power Form



Please complete and return via email info@pyramiddisplays.com.au or fax to 07 5522 0744
If you have any queries please contact Meredith Chiswell.

DEADLINE: Friday 4th October 2013

Company Name:

Contact Name:

Mailing Address:

Suburb:

State:

Postcode:

Email:

Contact Number:

Fax Number:

Event Details

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Stand No.:		Dates:	18 th – 19 th October 2013

Item	Price per unit	Qty Required	Price
10amp - 240volt GPO - eg multiple items, fridge, heating units	\$ 93.50 incl GST		
15amp - 240volt GPO - eg multiple items, coffee machine	\$ 115.50 incl GST		
20amp - 240volt GPO – via a 3pin single phase plug	\$ 132.00 incl GST		
Total Price			\$

IMPORTANT NOTE:

- Shell Scheme Exhibitors should refer to Form 1 to confirm stand inclusions.
- This form is to UPGRADE the standard power included with your stand.
- Space only exhibitors are supplied with no power and MUST order all power required.
- If the item required does not appear on this form please contact us on 07 5522 1133.
- Any power ordered after the commencement of the installation will incur additional charges.

PAYMENT DETAILS: Order will not be processed until full payment is received

☐ Visa ☐ MasterCard ☐ Bankcard ☐ AMEX ☐ Diners ☐ Cheque ☐ EFT (Provide Details below)

Date: / / 2.5% surcharge applied to AMEX & Diners

Card Number:																	
Name as it appears on card:																	
Signature: Order not valid unless signed by cardholder																	
Expiry Date:																	
Amount:																	

Direct Deposit: Please provide details of EFT transaction along with copy of remittance advice if available:

Workstyle Holdings Pty Ltd/ TA Pyramid Displays	Receipt No.:		
Suncorp Metway	Date of Deposit:		Amount:
BSB: 484 – 799 Account No. 04763-5133	Signature:		

FORM 4 – Custom / Upgrade Stand Form



Please complete and return via email info@pyramiddisplays.com.au or fax to 07 5522 0744
If you have any queries please contact Bruce McEwen.

DEADLINE: Friday 4th October 2013

If you are anticipating installing a custom or upgrade stand please complete the following
& fax to (07) 5522 0744 or email to info@pyramiddisplays.com.au

Company Name: _____

Contact Name: _____

Mailing Address: _____

Suburb: _____

State: _____

Postcode: _____

Email: _____

Contact Number: _____

Fax Number: _____

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Do You Want To Stand Out?

An exhibition stand is your opportunity to showcase your product so why not make a bold statement?

We would be pleased to provide a quotation for any variations to the standard booth whether it is as simple as a raised floor or a change of wall colour or provide a quotation for a full custom stand.

Pyramid Displays have a fully equipped custom workshop and excel at producing unique custom stands. If you have an idea we can make it come to life or if you need help we can provide inspiration!

Please indicate below or contact us on 07 5522 1133 to discuss the options.

► I would like to be contacted regarding customising / upgrading my stand

☐

► I have contracted an alternate Display Company to install my Custom Stand

Please provide Display Company details below so that we may contact them directly to organise scheduling etc.

Company: _____

Contact: _____

Phone #: _____

Email: _____