

# 2011 Hunter Valley Lions Expo Singleton



***The 2011 Lions Expo is on its way and we invite you to be an exhibitor!***

*The Lions Expo creates a unique opportunity for you to showcase your goods and services securing quality sales and prospective leads for many months to come. Don't miss out on this unique promotional opportunity - reserve your site today!*



PHONE: (02) 4962 2686  
FAX: (02) 4962 2696  
EMAIL: [mail@pjpromotions.com](mailto:mail@pjpromotions.com)



Keep an eye on our website [www.pjpromotions.com](http://www.pjpromotions.com), as the Expo draws closer we will update you on the latest news.

# EXHIBITOR PACK

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## 1. Choose Your Site

Select your preferred site locations from the Event Site Plan including 3 options listed in order of preference;

Site Sizes and Costs are as follows;

Size	Description	Cost
<b>Indoor Sites including Full Shell Scheme</b>		
3.0m x 3.0m	9 sq.m Indoor Floor Space, Exhibition Booth, Name Boards, Power & Lighting	\$1320
3.0m x 2.0m	6 sq.m Indoor Floor Space, Exhibition Booth, Name Boards, Power & Lighting	\$1120
6.0m x 3.0m	18 sq.m Indoor Floor Space, Exhibition Booth, Name Boards, Power & Lighting	\$2640
<b>Outdoor and Garden Sites</b>		
3.0m x 3.0m	Grass, Concrete and Paved Sites Available (Limited power supply available)	\$220
6.0m x 6.0m	Grass, Concrete and Paved Sites Available (Limited power supply available)	\$440
10.0m x 10.0m	Grass, Concrete and Paved Sites Available (Limited power supply available)	\$720
20.0m x 20.0m	Grass, Concrete and Paved Sites Available (Limited power supply available)	\$1350

## 2. Check Site Requirements

### PHONE, INTERNET AND WATER

If a phone line (eg. EFT, internet, etc.) or water is required for your site (eg. spa, fountain, etc.) you must contact PJ Promotions to make arrangements.

### ELECTRICITY

Power is available at an additional cost of \$44.00 per 7 Amp 4 Outlet pack. Please ensure this is included in your order form if required. For all power requirements in excess of 7 Amps, including 3 phase connections, please contact PJ Promotions directly.

Power is included in the site cost for all Indoor Sites including Full Shell Scheme

## 3. Exhibition Stands

*IMPORTANT: Sites do not include exhibition booths or wall panelling unless specifically stated on shell scheme sites.*

For hire or purchase of custom exhibition booths, partitioning, name boards, lighting, furniture, brochure stands, AV and other Exhibition and Promotional Accessories at specially discounted Expo rates, please contact our official supplier - Marlin Exhibitions on (02) 4961 1544 or [www.marlinexhibitions.com.au](http://www.marlinexhibitions.com.au)

## 4. Public Liability Insurance & Security

Exhibitors are required by law to have a minimum of \$10 million public liability insurance cover effective from Thursday 25th August until Monday 29th August, 2011. This insurance refers to fire, theft, damage or injury caused to parties/visitors or in the vicinity of an exhibition site. The event co-ordinator has retained the services of Markey Insurance Brokers to provide public liability insurance coverage for \$198.00 (inc. GST) based on a limit of indemnity of \$10 million on any one occurrence. The event co-ordinator is not responsible for damage or theft in regard to stock, display material, personal or business goods on your display. If you do not have your own coverage and would like to utilise the services of Markey Insurance Brokers, please complete the section included in the order form.

## 5. Return Event Contract

The fully completed Contract including the terms and conditions page and 50% Deposit must be received within 7 days following approval of participation or sites will be made available for re-sale. Exhibitors will receive a tax invoice confirming booking details. Cancellations prior to 20th July, 2011 incur an administration fee of \$250.00. Strictly no refunds on cancellations after 20th July, 2011.

## 6. Preparing for the Show

Set Up Dates	Access Available
Thursday 25th August 2011	2.00pm - 5.00pm
Friday 26th August 2011	8.00am - 5.00pm

Pull Down Dates	Access Available
Sunday 28th August 2011	5.15pm - 8.00pm
Monday 29th August 2011	8.00am - 12.00pm

## 7. Show Times

Saturday 27th August - Sunday 28th August

10am-4pm Each Day

**FREE ADMISSION**



# 2011 Hunter Valley Lions Expo



Singleton

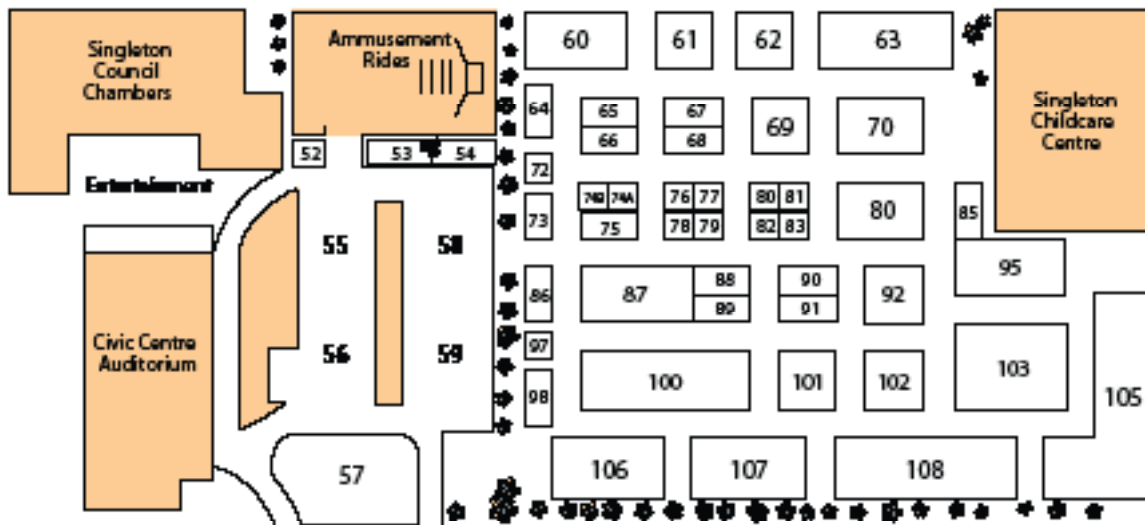


Site Allocations

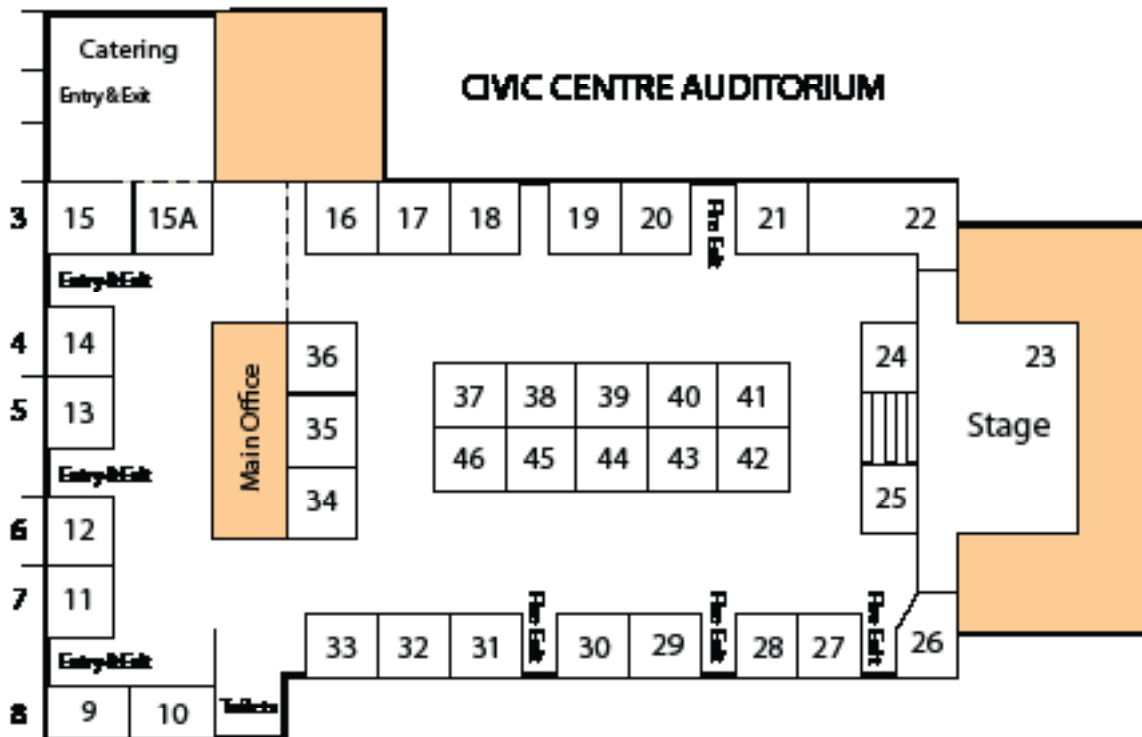
## Event Layout



### OUTDOOR FIELD PLAN



### CIVIC CENTRE AUDITORIUM



NOT TO SCALE  
SUBJECT TO CHANGE

# 2011 Hunter Valley Lions Expo

## Singleton



## Company Booking Details Event Contract



COMPANY NAME:		ABN:	
TRADING AS:		CONTACT:	
PRODUCTS AND SERVICES ON DISPLAY:			
BILLING ADDRESS:	SUBURB:	STATE:	PC:
STREET ADDRESS:	SUBURB:	STATE:	PC:
PHONE: ( )	MOBILE:	WEB:	
FAX: ( )	EMAIL:		

Preferred Location

Option 1	Option 2	Option 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Site Sizes, Pricing, Equipment and Information

Tick	Size	Description	QTY	Cost	Total
<b>Floor Space including Full Shell Scheme</b>					
	3.0m x 3.0m	9 sq.m Indoor Floor Space, Exhibition Booth, Name Boards, Power & Lighting		\$1320	
	3.0m x 2.0m	6 sq.m Indoor Floor Space, Exhibition Booth, Name Boards, Power & Lighting		\$1120	
	6.0m x 3.0m	18 sq.m Indoor Floor Space, Exhibition Booth, Name Boards, Power & Lighting		\$2640	
<b>Outdoor and Garden Sites</b>					
	3.0m x 3.0m	9 sqm. Grass, Concrete and Paved Sites Available (Limited power supply available)		\$220	
	6.0m x 6.0m	36sqm. Grass, Concrete and Paved Sites Available (Limited power supply available)		\$440	
	10.0m x 10.0m	100 sqm. Grass, Concrete and Paved Sites Available (Limited power supply available)		\$720	
	20.0m x 20.0m	400 sqm. Grass, Concrete and Paved Sites Available (Limited power supply available)		\$1350	
<b>Exhibition Accessories - Booths, Power, Name Boards and Lighting (Required if ordering Floor Space Only Sites)</b>					
	4.0m x 2.0m	8 sq.m Exhibition Booth @ 2.5m Height. Package includes Nameboard (2 on Corner Sites) 2 x 100W Exhibition Lights and 7 Amp - 4 outlet Power Supply.		\$580	
	3.0m x 3.0m	9 sq.m Exhibition Booth @ 2.5m Height. Package includes Nameboard (2 on Corner Sites) 2 x 100W Exhibition Lights and 7 Amp - 4 outlet Power Supply.		\$660	
	6.0m x 3.0m	18 sq.m Exhibition Booth @ 2.5m Height. Package includes Nameboard (2 on Corner Sites) 4 x 100W Exhibition Lights and 2 x 7 Amp - 4 outlet Power Supply.		\$1100	
	Power	Power Supply - 7 Amp, 4 Outlet Power Board		\$44	
	Insurance	Public Liability Insurance coverage based on a limit of indemnity of \$10 million on any one occurrence		\$198	
<b>Custom Sites by Request</b>					

All Prices Listed include 10% GST. 50% Holding Deposit must accompany all Booking Forms



PO Box 36  
Broadmeadow NSW 2292

Phone: 02 4962 2686  
Fax: 02 4962 2696

Email: mail@pjpromotions.com  
Web: www.pjpromotions.com

## Payment Details

Please ensure 50% Deposit is included with this form to confirm your booking

Final Payment Must be Received no later 20th July 2011

<input type="checkbox"/> <b>CHEQUE</b> Payable to PJ Promotions	<input type="checkbox"/> <b>CREDIT</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> American Express
<input type="checkbox"/> <b>DIRECT DEPOSIT</b>  CBA Hamilton BSB 062 808 ACC 102 031 91  Note: Please fax remittance so we can track your payment.	CARD HOLDER'S NAME:  CARD NUMBER  EXP    CCV    * LAST THREE DIGITS ON BACK OF CARD    AMOUNT \$
Please Note Credit Card Payments incur a 1.5% Surcharge (3.5% American Express)	



## Public Liability Insurance

Public Liability Insurance to the amount of \$10 Million is **MANDATORY!**

Exhibitors are required by law to have a minimum of \$10 million public liability insurance cover effective from Thursday 25th August until Monday 29th August 2011. This insurance refers to fire, theft, damage or injury caused to parties / visitors or in the vicinity of an exhibition site. The event co-ordinator has retained the services of Markey Insurance Brokers to provide public liability insurance coverage for \$198.00 (inc. GST) based on a limit of indemnity of \$10 million on any one occurrence. The event co-ordinator is not responsible for damage or theft in regard to stock, display material, personal or business goods on your display from Thursday 25th August - Monday 29th August.

- I WISH TO ORDER TEMPORARY PUBLIC LIABILITY COVER FOR THE EVENT
- I HAVE ENCLOSED A COPY OF MY PUBLIC LIABILITY INSURANCE COVER

IMPORTANT: FINAL PAYMENT AND INSURANCE must be finalised prior to 20th July 2011.

- This contract must be received within 7 days following approval of participation by the event co-ordinator.
- The 50% deposit must be received within 7 days of approval of participation or sites will be made available for re-sale.
- A tax invoice will be issued which will confirm your site number.
- Contracts will not be accepted without being properly completed and signed, including "Terms and Conditions" page, along with copy of Public Liability Cover.
- Cancellations prior to 20th July, 2011 incur an administration fee of \$250.
- Strictly no refunds on cancellations after 20th July, 2011



# Terms and Conditions

## DEFINITIONS

In this agreement:

The Organiser refers to PJ Promotions Pty. Ltd., its servants and its agents.

The Exhibitor refers to the Company, person or persons specified on this Event Contract; also their servants and their agents, his or its heirs, successors and permitted assignees.

The Premises refers to the land and buildings occupied by the event venue as stated in the Contract.

The Site refers to that portion of the Premises occupied by the Exhibitor for the duration of the event.

## CONDITIONS

The Exhibitor acknowledges and agrees with the Organiser:

1. Entry, use of and attendance upon the premises shall be entirely at the Exhibitor's risk. The organiser reserves the right at any time and at its sole discretion to refuse any Exhibitor or person admission to the Premises without assigning any reason for its decision. The organiser shall in such circumstances not be liable for any loss or damage suffered by the Exhibitor as a result of the Exhibitor being refused admission.
2. The Exhibitor agrees with the Organiser to take and occupy the space specified on the exhibitor Event Contract.
3. The Exhibitor agrees that none of the rights and benefits granted to it hereunder shall be capable of assignment and that it will not without the written consent of the Organiser first allow another person or company to occupy any part of the space taken by the Exhibitor pursuant to this agreement.
4. The Exhibitor will pay to the Organiser the total amount in the manner set out in the Event Contract.
5. The Exhibitor indemnifies and will keep indemnified and holds harmless the Organiser from and against all actions, suits, proceedings, claims, demands, costs, losses, damages and expenses whatsoever nature and howsoever occurring (and whether arising from the negligence of the Exhibitor or any employee, servant or agent of the Exhibitor) brought against or made upon the Organiser by any other person or entity or which the Exhibitor may pay, suffer or sustain arising directly or indirectly from the entry to the use of or the attendance upon the premises by the Exhibitor for the purpose of exhibiting its products.
6. The Exhibitor hereby releases and discharges the Organiser from any such actions, suits, proceedings, claims, demands, costs, losses, damages and expenses which but for provisions hereof might be brought against or made upon the Organiser.
7. The Exhibitor agrees that no claim or proceeding whatsoever will be instituted or permitted to be instituted by the Exhibitor against the Organiser.
8. The Organiser shall have the power to remove from any part of the premises any material which is considered to cause offence to the public.
9. The Organiser reserves the right to cancel the Event Contract and retain part or all of the monies paid if, in the opinion of the Organiser, the Exhibitor infringes the conditions of the agreement.
10. The Exhibitor agrees that the serving of food and drinks from their site is generally disallowed. It is the responsibility of the Exhibitor to comply with any health or council regulations regarding the provision of any refreshments. Exhibitors may not charge for any refreshment provided at their site.
11. Exhibitors must remove all display material from the premises by the time stated in the exhibitor brochure.
12. The demonstration of machinery and equipment must be done at the time and in the areas specified by the Organiser.
13. Site sharing is not permitted at any time.
14. The Exhibitor shall take out Public Liability Insurance with a limit of liability of no less than \$10 million and be able to show proof of such insurance cover to the Organiser before occupying a site. For information on obtaining Public Liability Cover please see over.
15. The Exhibitor must comply with all current Workplace Health and Safety standards and must comply with all laws covering the erection of structures, the display of / or sale of machinery, vehicles or other goods.
16. Exhibitors must have permission of the Organiser before digging any holes or driving objects into the ground. Any damages to underground cables or pipes from such actions will be repaired at the expense of the Exhibitor.
17. The Exhibitor will be responsible for any damage to Premises or to any display booths, partitions, electrical fittings, lights or furnishings provided for the Exhibitor.
18. The Exhibitor shall not be entitled to any refund in the event of cancellation of the event because of industrial action or any cause outside the control of the Organiser.
19. Exhibitors will not be permitted to occupy their site unless they have fulfilled all payment conditions.
20. Exhibitors shall comply with terms and conditions of the event Premises, when and if they become available.
21. PJ Promotions Pty Ltd may obtain personal information and seek from a credit reporting agency or other credit provider information about my/our credit arrangement and I/We understand that this information may include my/our credit worthiness, credit history and credit capacity that the credit providers are allowed to give or receive pursuant to the Privacy Act and Privacy Policy Amendment Act.
22. I/We acknowledge that if the account is overdue, PJ Promotions Pty Ltd at its discretion, reserves the right to refer the account to an agency for collection and I/We agree to be personally responsible to meet all reasonable costs and commissions incurred employing the said mercantile agent to collect the overdue amount.

I have read and understand the above information. I will adhere to all terms and conditions as stated above.

Signature

Date



PO Box 36  
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