



The 2009 Hunter Valley Home & Leisure Show is coming!

Special invitation to exhibit

The 2009 Hunter Valley Home & Leisure Show is on it's way and we invite you to be an exhibitor!

The 2009 Hunter Valley Home & leisure Show 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!

Please find enclosed your Exhibitor Information Pack and Site Booking Form.

The 2009 Hunter Valley Home Show:

**Saturday 29th August to Sunday 30th August 2009
Venue - Singleton Civic Centre**

Keep an eye on our website www.pjpromotions.com, as the show draws closer we will update exhibitors on the latest show news. For all enquiries please contact PJ Promotions Pty. Ltd:

Brought to you by



Singleton Lion's Club

Managing Director Phil Collins

PHONE: (02) 4990 2244

MOBILE: 0407 496 933 FAX: 02 4990 2655

EMAIL: phil@pjpromotions.com



Don't miss out - Reserve your Site Now!

Hunter Valley Home & Leisure Show 2009

Singleton Civic Centre

From Saturday 29th August to Sunday 30th August, 2009. 9am-5pm Each Day.

1 Choose Your Site

Choose your preferred position (refer to map).

3x3m Indoor wood Floor	= \$760
2.5x3m Foyer	= \$760
2.5x3m Covered Courtyard	= \$430
6x6m Outdoor Grassed	= \$365
10x6m Outdoor Grassed	= \$675
10x12m Outdoor Grassed	= \$965
120sqm Stage Area	= \$2,655
Larger Sites	= \$POA

IMPORTANT: Call PJ Promotions to check the availability of your chosen site. Sites do not include partitioning or booth hire unless specifically stated. Note: Shell Scheme package sites include partitioning, nameboard, lighting and 4 socket powerboard.

2 Site Requirements

PHONE LINES

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

WATER

If water is required for your site (eg. spa, fountain, etc.) contact Phil Collins at PJ Promotions to make arrangements.

IMPORTANT: Please seek permission from event co-ordinators at the event before emptying water from your site.

ELECTRICITY

Power is provided at no additional cost if required. However it is the exhibitor's responsibility to provide a tagged, earth protected extension lead (suggest 30m minimum) for connection to the nearest power supply. Please provide accurate details of your power requirements when completing your Event Contract.

CATERING

The event venue holds all catering rights. No food or drink consumables may be sold from your exhibition site.

No alcohol is permitted to be brought onto the premises.

3 Partitioning & Hire

IMPORTANT: Sites do not include partitioning or booth hire unless specifically stated.

For hiring of partitioning, name boards, lighting, furniture and other accessories, please contact PJ Promotions.

4 Public Liability Insurance & Security

Exhibitors are required by law to have a minimum of \$10 million public liability insurance cover effective from Friday 27th August until Monday 31st August, 2009.

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 a broker to provide public liability insurance coverage with AON Insurance Australia Ltd for \$95 (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 27th August until Monday 31st August, 2009.

IMPORTANT: Insurance must be finalised prior to Friday 21st August. Without public liability cover your company will not be permitted to exhibit.

5 Return Event Contract

The contract must be received within 7 days following approval of participation by the event co-ordinator.

The deposit must be received within 14 days of approval of participation or sites will be made available for re-sale.

Exhibitors will receive a tax invoice confirming booking details.

Contracts will not be accepted without being properly completed and signed, including "Terms and Conditions" page.

Cancellations prior to Friday 1st August, 2009 incur an administration fee of \$250.

Strictly no refunds on cancellations after Friday 1st August, 2009.

6 Preparing for the Show

SET UP TIMES

Thursday 27th August..... 8am-5pm

Friday 28th August..... 8am-8pm

MOVE OUT TIMES

Sunday 30th August..... 5.15pm-8pm

Monday 31st August..... 8am-12pm

7 Exhibitor Entry Passes

Each exhibitor is provided with 3 Exhibitor Entry Passes per site. These entry passes are not transferrable and must be worn while attending the show. Additional staff passes may be purchased for \$5 each. Please return Exhibitor Entry Passes Form on Pg 4 and include additional cost in your final payment.

8 Public Exhibition

PUBLIC EXHIBITION TIMES

Saturday 29th August

Sunday 30th August..... 9am-5pm Each Day

9 Final Checklist

- Completed contract returned to event co-ordinator and confirmed.
- Deposit paid confirming your booking.
- Confirmed booking of partitioning, lighting, name board etc.
- Public Liability Insurance Certificate of Currency sent to event co-ordinator and confirmed.
- Exhibitor Entry Passes ordered.
- Finalised site payment.
- Arrangements complete for bump-in!



To confirm your booking return completed contract to PJ Promotions Pty Ltd

PO Box 156

Cessnock NSW 2325

Phone: 02 4990 2244

Fax: 02 4990 2655

Email: phil@pjpromotions.com

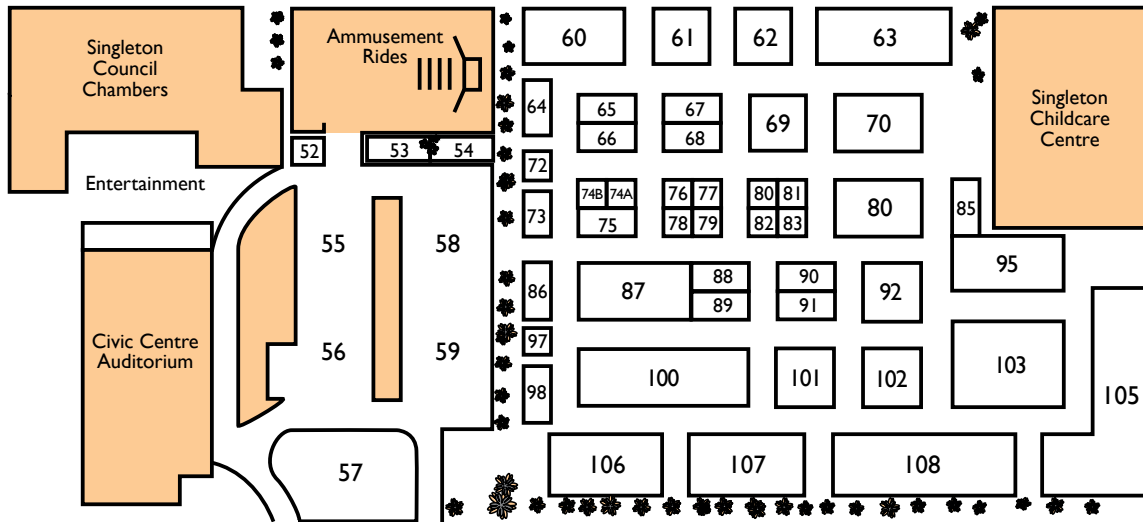
Web: www.pjpromotions.com

Hunter Valley Home & Leisure Show 2009

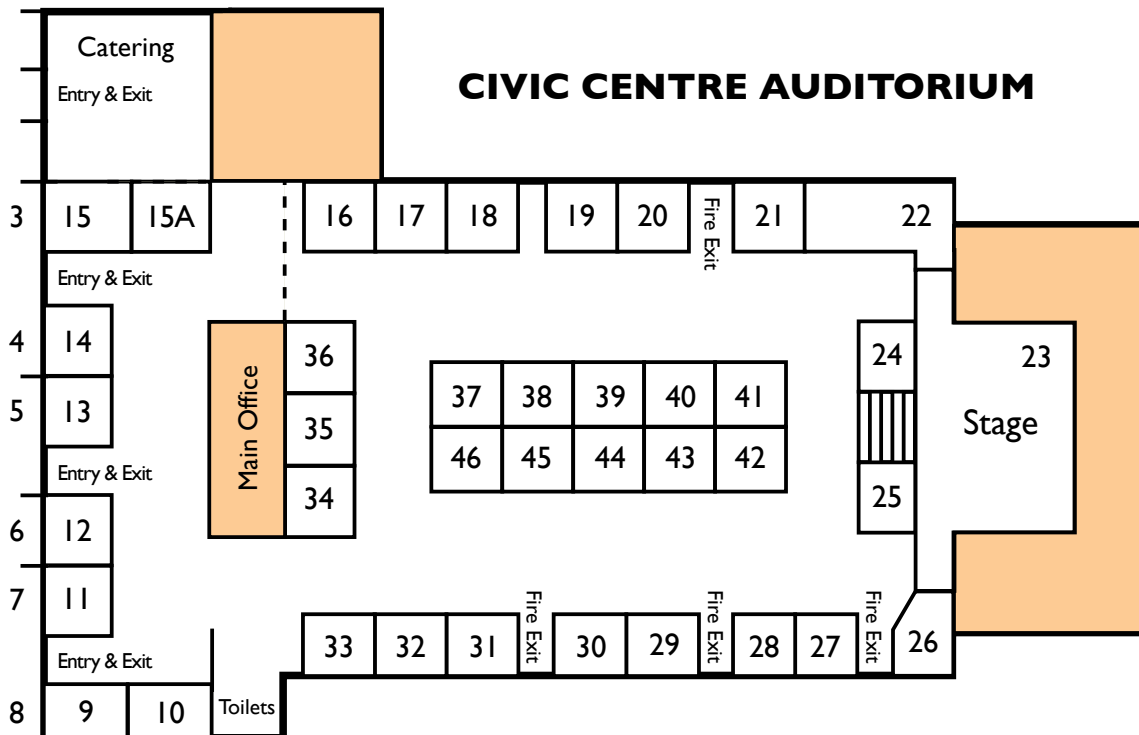
Singleton Civic Centre

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OUTDOOR FIELD PLAN



CIVIC CENTRE AUDITORIUM



NOT TO SCALE
SUBJECT TO CHANGE



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Singleton Civic Centre

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Company Booking Details

IMPORTANT: Please Print Clearly

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

Preferred Location

IMPORTANT: Sites do not include partitioning or booth hire unless specifically stated

PREFERRED SITES:	DIMENSIONS:	<input type="checkbox"/> TICK SITE REQUIRES WATER	TOTAL COST = \$
3x3m Indoor Wood Floor = \$760	10x6m Outdoor Grassed = \$675	<input type="checkbox"/> TICK SITE REQUIRES POWER	LESS DEPOSIT = \$
2.5x3m Indoor Foyer = \$760	10x12m Outdoor Grassed = \$965	<input type="checkbox"/> TICK SITE REQUIRES PHONE LINE	BALANCE = \$
2.5x3m Covered Courtyard ... = \$430	120sqm Stage Area = \$2655		
6x6 Outdoor Grassed = \$365	Larger Sites = \$POA		

(prices inc GST) * Please Note - All payments to be finalised by Friday 1st August 2009

Payment

<input type="checkbox"/> CHEQUE Payable to PJ Promotions Pty Ltd	<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD * PLEASE NOTE - VISA OR MASTERCARD ONLY
<input type="checkbox"/> DIRECT DEPOSIT ANZ PJ Promotions Pty Ltd BSB 012 563 ACC 255 625 563 Note: Please fax remittance so we can track your payment.	CARDHOLDER'S NAME: CARD NUMBER EXP ____ / ____ CVC ____ * LAST THREE DIGITS ON BACK OF CARD AMOUNT \$ SIGNED _____

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 27th August until Monday 31st August, 2009.

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 a broker to provide public liability insurance coverage with AON Insurance Australia Ltd for \$95 (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 27th August until Monday 31st August, 2009.

- I WISH TO ORDER TEMPORARY PUBLIC LIABILITY COVER FOR THE EVENT PLEASE INVOICE ME AN ADDITIONAL \$95.
- I HAVE ENCLOSED A COPY OF MY PUBLIC LIABILITY INSURANCE COVER WHICH WILL COVER ME FOR THE HOME SHOW DATES.

IMPORTANT: Insurance must be finalised prior for **Friday 1st August 2009**. Without public liability cover your company will not be permitted to exhibit.

- This contract must be received within 7 days following approval of participation by the event co-ordinator.
- The deposit must be received within 14 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.
- Cancellations prior to Friday 1st August, 2009 incur an administration fee of \$250.
- **Strictly no refunds on cancellations after Friday 1st August, 2009.**



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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 unless a genuine close link between the entities concerned can be demonstrated to the satisfaction of the Organisers.
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 .

COMPANY NAME

SIGNED

DATE

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



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