



YOUR EXHIBITOR MANUAL



EVENT: CONNECTING UP 2007

VENUE: Hyatt Regency Adelaide

DATE: Monday 14th – Tuesday 15th May 2007

Staging Connections Adelaide

T: +61 8 8159 9100

F: +61 8 8159 9199

YOUR EXHIBITION

Dear Exhibitor,

I am pleased to present details below regarding your exhibition booth at the upcoming Connecting Up 2007 Monday 14th – Tuesday 15th March 2007 to be held at the Holiday Inn Adelaide.

Our exhibition booths are contemporary and versatile offering a professional look for your exhibition. We also offer a range of furniture and audio visual service that is part of Staging Connections core business. We are a one stop shop and seeing that we are on site at the Hyatt Regency our crew are available to sort out any concerns that you may have there and then, no waiting for a third party.

Below I have provided details on our exhibition service package including equipment specifications, pre-event and on-site management services, prices and inclusions.

I will be onsite to oversee the set up on Monday 14th March from 8.30am. Following this, I will be available for all queries during the expo on 0401 824 587 or at the office on my direct line (08) 8159 9161

Look forward to seeing you at the Expo on the 14th. If you have any queries between now and then, please do not hesitate to call me.

Kind Regards,

Rachael Fleming
Event Manager - Exhibition Services
Staging Connections Adelaide

EXHIBITION SERVICE PACKAGE

Equipment Specifications

Supply and installation of your Octanorm Shell Scheme Exhibition Booths

Your booth includes:

- 3m x 2m, 2.4m high, black contemporary laminate walls.
- The company name of the exhibitor on fascia sign in a computer cut monochrome vinyl standard font. Maximum of 25 letters.
- Lighting (4) 75W dichroic lights
- 10amp powerpoint per stand

Furniture and Audio Visual

- A variety of brand new furniture in the latest styles available to exhibitors for hire.
- The latest audio visual equipment on offer to maximize effect.
- A catalogue of furniture, audiovisual equipment and an order form is attached in this manual.

Labour and Technical Support

- Set up and break down of your trade booth, installation of equipment and delivery of furniture to your individual booth.
- Immediate In-house technical support available to exhibitors throughout the event.

Pre-event and on-site Management

- A dedicated exhibition services event manager with years of industry experience will provide you with full support and assistance in all aspects of coordinating your exhibition leading up to the event.
- Your exhibition manager will be available to service you on a one-on-one basis, providing you with the tools to enhance your exhibition, all with highest standard of service.
- Computer Aided Drawing (CAD) floor plans to ensure accurate positioning and layout prior to the event.

EXHIBITION TIMETABLE

	DATE		TIME		TIME
BUILD	Mon 14 th March	From	02.30 AM	Until	06.00 AM
EXHIBITOR MOVE IN:	Mon 14 th March	From	06:30 AM	Until	08.30 AM
EXHIBITION OPENS:	Mon 14 th March	@	08.30 AM		
EXHIBITION CLOSSES:	Tue 15 th March	@	4.45 PM		
EXHIBITOR MOVE-OUT:	Fri 15 th March	From	4.45 PM	Until	6.30 PM
DISMANTLE:	Fri 15 th March	From	6.30 PM	Until	9.00 PM

Affixing posters and material to your booth

Our contemporary Octanorm booths are designed for you to simply affix your material with blue tack or with male AND female Velcro dots. The trade booth shell scheme **is not** made from front runner covering and therefore pins are not compatible with our booth shell scheme.

Exhibitor Update

An email will be sent to you closer to the event to update you on any news and remind you of any items that need to be addressed leading up to the event.

Ordering furniture and Equipment

Please find enclosed in this exhibitor manual the following forms:

- Exhibitor Furniture & Audio Visual Equipment Order Form
- Fascia Sign Confirmation Form
- Stand Layout and Payment Option Form

These 3 forms need to be completed and faxed to 8159 9199 at your earliest convenience to ensure availability.

YOUR TRADE BOOTH ACCESSORIES >

Staging Connections is Australia's leading event staging and service provider offering exhibitor's creative audiovisual solutions to enhance your display and achieve your optimum desired outcome!

Listed below are items and pricing for audiovisual equipment. For any enquiries relating to audiovisual hire, please call Rachael Fleming on (08) 8159 9161



CODE	AV ITEM	COST
12 - 0P	DVD Player	\$40.00 per day
33 - 0K	20" LCD Monitor	\$150.00 per day
33 - 04	Laptop	\$220.00 per day
31 - 30	42" Plasma and Stand	\$450.00 per day
31 - 09	50" Plasma and Stand	\$550.00 per day
78 - A7, 76 - 41, 74 - 1W	Small 2 speaker PA system with switch and stand	\$290.00 per day

** Please note, the above items will incur labour and set up costs in addition to the cost per day stated above.

BAR STOOLS >



> **Bar Stool 'Z'**
\$20.00 pd



> **Euro White**
\$20.00 pd



> **Euro Black**
\$20.00 pd

EURO SETTINGS >



E4 - S3 / E4 - T3

> **Euro Setting**
\$70.00 per day



E4 - T1

> **Euro Table Black**
\$30.00 per day



E4 - T3

> **Euro Table White**
\$30.00 per day

ACCESSORIES >



E2 - S1

> **Swaying Shelf**
\$75.00 per day



E1 - BZ

> **Stand Brochure Folding**
\$45.00 per day



E4 - S1

> **Shelf Display Roll**
\$35.00 per day



E1 - S2

> **Shelf Display Roll Double**
\$45.00 per day

ACCESSORIES >



E6 - B1

> **Bollards**
\$25.00 per day



E2 - C1

> **Glass Display Counter**
\$40.00 per day

STAND LAYOUT >

Plan view of stand - Please provide a sketch of your stand - use thick lines to indicate stand walls.



PAYMENT OPTIONS >

Preferred cards are: Visa, MasterCard, and Bankcard. These preferred cards currently have a surcharge of 2.1% which will be added to the total cost of this job.

AMEX has a surcharge of 3.2% which will be added to the total cost of this job.

Diners Club has a surcharge of 3.5 % which will be added to the total cost of this job.

Client Name	
Account Manager	
Customer Code	
Job Number	
Show Name	
Amount	
Surcharge (see above)	
New Total	
Credit Card Type	
Credit Card Number	
Card Holders Name	
Expiry Date	

I, _____ authorise Staging Connections to debit the above mentioned credit card with above stated amount.

OFFICE USE ONLY

Approval Number	
Date/Time	
SGS Staff Member	

EXHIBITION FLOOR PLAN >

