

HORT 24-26 June 2019
Melbourne Convention Centre
CONNECTIONS

pma **AUSVEG**



EXHIBITOR REGISTRATION FORM

TRADE SHOW DETAILS

TRADE SHOW SCHEDULE

	DATE	START	FINISH
Custom Stand Bump-In	23.06.2019	2.00pm	11.59pm
Exhibitor Bump-In	24.06.2019	9.00am	5.00pm
Monday Trade Show	24.06.2019	6.30pm	9.00pm
Tuesday Trade Show	25.06.2019	11.00am	5.00pm
Trade Show Happy Hour	25.06.2019	5.00pm	6.00pm
Wednesday Trade Show	26.06.2019	9.30am	3.00pm
Exhibitor Bump-Out	26.06.2019	3.00pm	5.00pm

Morning teas and lunches will be served within the Trade Show.

Trade Show Happy Hour - From 5pm to 6pm on Tuesday the Trade Show will play host to a happy hour designed for networking amongst delegates to bring the day to a close. Exhibitors will be free to organise with Melbourne Convention and Exhibition Centre to have alcohol available on their booth from 3.30pm. Catering drinks will begin from 5pm.

BOOTH SPECIFICATIONS

SIZE

3m x 3m

WALLS

2.5m (h) matte anodized aluminium frame with white laminated infills

FASCIA

Matte anodized aluminium frame 380mm (h) with white laminated infill

SIGNAGE

Digitally printed board containing exhibitor's name and stand number (upgrades available)

LIGHTING

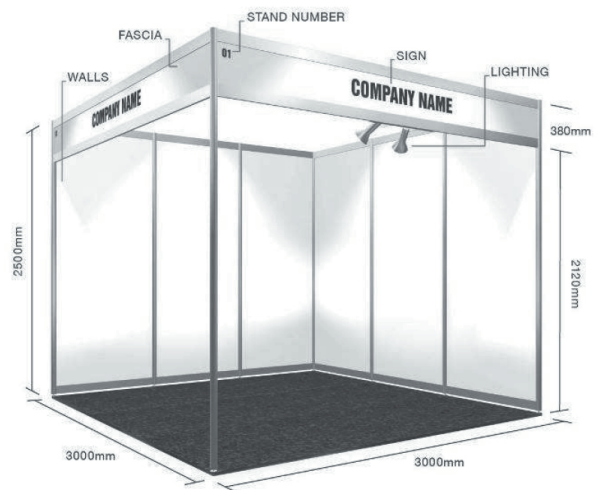
2 x 23 watt spotlights

POWER

1 x 4amp power point

COST

\$4,950 (AUD) incl. GST



BOOTH INCLUSIONS

All booths come with two exhibitor passes. These passes provide access to the Trade Show during opening hours. Passes will not be required to access bump-in and out.

All catering during the Trade Show (morning teas and lunches) is included within the passes.

Additional exhibitor passes can be purchased for \$150 (AUD) incl. GST up to midnight on June 21 (after this date exhibitor passes will need to be purchased at the regular delegate rate). Exhibitors are also eligible to receive the discounted member-only rate on All Access passes, providing access to all events on the Hort Connections 2019 program.

REGISTRATION

Industry sector AUSVEG PMA A-NZ

PRIMARY CONTACT DETAILS (the contact person for the lead-up to the event)

Title Given name Surname

Phone Email

Company name Position

Company address

City/Suburb State Postcode

Country

BOOTH STAFF

EXHIBITOR PASS 1 (included with booth)

Same as above

Title Given name Surname

Phone Email Position

EXHIBITOR PASS 2 (included with booth)

Title Given name Surname

Phone Email Position

ADDITIONAL PASSES (\$150 EACH – unless multiple booths purchased)

EXHIBITOR PASS 3

Title Given name Surname

Phone Email Position

EXHIBITOR PASS 4

Title Given name Surname

Phone Email Position

For any additional exhibitors to above, please include with the same details in your email to info@hortconnections.com.au when submitting the registration.

REGISTRATION

BOOTH PREFERENCES

The trade show managers will endeavour to allocate space in line with your request, however this cannot be guaranteed. Full payment of your exhibition stand will be required to secure your location.

Number of 3m x 3m spaces required

I wish to be located in booth/space number

I do not wish to be located adjacent to these companies

First preference

Second preference

Third preference

Booth set up Shell scheme Floor space only

MEETING ROOMS

Hort Connections 2019 will have meeting rooms available to purchase which will be housed within the Trade Hall. The meeting rooms are 3m x 2m and include table and chairs. The cost of each meeting room is \$1,500 (AUD) incl GST for the duration of Hort Connections 2019. If you would like to purchase a meeting room, please outline your meeting room preference below.

Meeting room Yes No Meeting room preference

COMPANY DETAILS

When submitting your registration, please include a logo in .jpeg or .png to be included on the Hort Connections 2019 website.

Company Website

Company Description

CONTACTS

CONVENTION COORDINATOR

Nathan McIntyre
Hort Connections
Phone: 03 9882 0277
Email: nathan.mcintyre@hortconnections.com.au

TRADE SHOW COORDINATOR

Elyse Rosewall
Hort Connections
Phone: 03 9882 0277
Email: elyse.rosewall@hortconnections.com.au

EXHIBITION SUPPLIER

Danielle Paten
Moreton Hire
Phone: 03 9300 5708
Email: danielle.paten@moreton.net.au

VENUE COORDINATOR

Kaylor Clark
Melbourne Convention and Exhibition Centre
Phone: 03 9235 8111
Email: kclark@mcec.com.au

PAYMENT

PAYMENT OPTIONS

Please select chosen payment method below. Each booth costs \$4,950 (AUD) including GST.

Direct deposit on receipt of invoice

Credit card

CARD DETAILS

MasterCard

VISA

AMEX

Cardholder name

Credit card number

Expiry date

CCV

DECLARATION

My signature below denotes that I accept the points listed in the declaration, agree to be invoiced for the total amount payable, and am authorised to make the commitment on behalf of my organisation. I understand and accept the inclusions of the exhibition package I am purchasing, and agree to abide by the terms and conditions of participating in this event as outlines on the conference and trade show website.

Important: Your organisation's inclusions will be confirmed in writing and will become effective once agreed payment has been received. Please provide three (3) booth preferences. Please be advised that while the conference conveners will make all attempts to accommodate the preferences of exhibitors we reserve the right to allocate sites on the basis of "best available".

Signature _____

Date _____

TERMS & CONDITIONS

THINGS YOU NEED TO KNOW

The following terms and conditions apply to your application to exhibit at Hort Connections 2019:

- You (exhibiting organisation) by returning a completed, signed and dated form accept these terms and conditions.
- We/Us (AUSVEG and PMA A-NZ) representing the local organising committee and the host body do not accept responsibility for any errors, omissions or changes.
- Details may change without notice.
- Please refer to the event website for the latest information.

FINANCIAL FACTS

- All prices are quoted in Australian Dollars and include 10% GST.
- Phone or unpaid bookings will not be accepted.
- We will issue a tax invoice which is payable within 14 days.
- If you miss the payment date, any time dependent discounts will be forfeited—you may be billed at the next highest level (early rate to standard etc.).
- If payment is not received within 30 days, booth preferences will be forfeited—you will be able to select your booth from those available at the time payment is received.
- You will not receive any exhibition entitlements, including allocation of booth location (allocated to sponsors first and then to exhibitors), until all monies have been paid.
- If you pay by electronic funds transfer or an international cheque you agree to pay any bank charges and must include these in the amount you transfer.
- If you pay via credit card, a merchant fee may be charged if detailed on the application form. If you pay via credit card, a merchant fee may be charged if detailed on the application form. Debits to your credit card, except for accommodation, will appear as AUSVEG LTD CAMBERWELL AU on your statement.

IF YOU NEED TO CANCEL

- You must notify us in writing if you need to cancel.
- Cancellations made before 31 January 2019 will be refunded less 50% of the total purchase price.
- Cancellations made after 31 January 2019 will not be refunded.
- Your non-payment does not cancel your contractual obligations to us.

IN THE UNLIKELY EVENT THAT THE EVENT CANCELS

- The extent of refunds will be a matter for the host organisation (the underwriter) to decide.
- We have no responsibility for making refunds and attempts to cancel cheques or credit card payments will be rejected by our bank.

YOU AND YOUR STAFF – ONSITE

- Your application to exhibit does not constitute an attendee registration. You will need to do that separately via the relevant form.
- All exhibition staff must be registered using the relevant form —redeeming complimentary registrations or by purchasing additional exhibitor staff registrations.

TERMS & CONDITIONS

PRINT ENTITLEMENTS

- Logos and/or company names will be reproduced in the event colour/s, full colour, or mono, at our discretion. All logos must be at least in JPEG or PNG (preferred for website) format.
- No print or web recognition will be given unless payment terms have been met.

THINGS YOU NEED TO KNOW

- Booth preferences are considered 'reserved' until confirmed by the organisers, AUSVEG and/or PMA A-NZ.
- Floor plan updates are made in real time, with available booths changing frequently.
- Booth preferences submitted via the manual application form cannot be guaranteed.
- Booth preferences will be held for 30 days from the time of application. If payment is not received by this time, the booth preference will be released and available for sale.
- Exhibitors may then select their preferred booth from those available once payment has been received and/or remittance provided.

PRIVACY STATEMENT

- Event organisers, AUSVEG and PMA A-NZ are required to collect contact details of all registered delegates to communicate all relevant event information. Your name and contact information, including electronic address and phone number, may be used by parties directly related to the event such as the host association, approved stakeholders and sponsors for relevant purposes such as promotion, networking and administration of this and future events of this type, and for other communication purposes in accordance with the National Privacy Principles outlined in the Privacy Act 1988. If you do not consent to your contact details being provided to approved stakeholders of the event (such as sponsors) please contact info@hortconnections.com.au.
- In addition, your name, position, organisation and state/country of origin may be published on the delegate list which is provided to delegates, exhibitors and sponsors at the event. If you do not wish your details to be included in the delegate list, please contact info@hortconnections.com.au.