

# RMA19 EXHIBITOR INFORMATION MANUAL

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Australian College of  
Rural & Remote Medicine  
WORLD LEADERS IN RURAL PRACTICE



RURAL DOCTORS  
ASSOCIATION  
OF AUSTRALIA



Rural  
Medicine  
AUSTRALIA

# INTRODUCTION

*On behalf of the RMA19 Steering Committee we would like to thank you for your valued support of and participation at the Rural Medicine Australia 2019 (RMA19) Conference.*

*To assist in your planning, we are pleased to provide all the necessary information, weblinks, and forms you will need.*

*We encourage you to review this information carefully to ensure you maximise your participation in RMA19.*

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# CHECKLIST

To assist with your pre-planning, the following checklist is provided as a guide to ensure all important operational items are actioned and deadlines met.

Please adhere to these deadlines to ensure smooth planning and operation of the entire event.

| COMPLETE                 | ITEM  | ACTION  | DUE DATE                               |
|--------------------------|---|---|--|
| <input type="checkbox"/> | Company profile, logo, and URL  | Upload to the <a href="#">RMA19 Exhibition Portal</a>                                     | Due now                                |
| <input type="checkbox"/> | Fascia signage  | Upload to the <a href="#">RMA19 Exhibition Portal</a>                                     | Due now                                |
| <input type="checkbox"/> | Exhibitor registration  | <a href="#">Online Registration Form</a>  | 31 July 2019                           |
| <input type="checkbox"/> | Additional exhibitor registration<br>See <a href="#">page 7</a> for further details | <a href="#">Online Registration Form</a>  | 31 July 2019                           |
| <input type="checkbox"/> | Confirm included trestle table and chairs   | Contact <a href="#">Raye Picoto</a>   | 31 July 2019                           |
| <input type="checkbox"/> | Furniture, electrical, AV orders  | <a href="#">ExpoNet Online Order Form</a> . Use your login details as provided by ExpoNet | 31 July 2019                           |
| <input type="checkbox"/> | Venue services order forms<br>See <a href="#">page 10</a> for further info          | Contact <a href="#">Shelley McDermott</a>   | 30 September 2019                      |
| <input type="checkbox"/> | Exhibitor freight to venue<br>See page 14 for further information                   | The Star Gold Coast delivery label (attached)   | Monday 21 to Wednesday 23 October 2019 |

# CONTACT DETAILS

## RMA19 Conference Program and Operations

Rachel Killorn  
Conference Coordinator  
T: +61 (0)7 3105 8223  
E: [r.killorn@acrmm.org.au](mailto:r.killorn@acrmm.org.au)

## RMA19 Trade and Sponsorship

Raye Picoto  
Conference Officer  
T: +61 (0)7 3105 8208  
E: [r.picoto@acrmm.org.au](mailto:r.picoto@acrmm.org.au)

## The Star Gold Coast (TSGC)

Shelley McDermott  
Event Planner  
T: +61 (0)7 5592 8662  
E: [Shelley.Mcdermott@star.com.au](mailto:Shelley.Mcdermott@star.com.au)

## Exhibition Contractor - ExpoNet

Varsha Kumar  
Exhibition Coordinator  
T: +61 (0)7 3442 4100  
E: [varsha@exponet.com.au](mailto:varsha@exponet.com.au)

# EXHIBITION SCHEDULE

## Trade location

The Exhibition Hall is located in The Marquee of The Star Event Centre.

## Registration desk

Exhibitors can collect their registrations at the RMA19 Exhibitors Services Desk located in the Exhibition Hall.

| DATE                      | TIME            |
|---------------------------|-----------------|
| Wednesday 23 October 2019 | 2.00pm – 4.30pm |
| Thursday 24 October 2019  | 9.00am – 5.00pm |
| Friday 25 October 2019    | 9.00am – 5.00pm |
| Saturday 26 October 2019  | 7.00am – 3.00pm |

## Exhibition program

Times are accurate at date of publication, however might change slightly. The changes will have minimal effect when booking flights and accommodation.

## Move-in schedule

| Wednesday 23 October |   |
|----------------------|---|
| 6.30am – 1.30pm      | ExpoNet bump in (no exhibitor access)               |
| 10.30am – 1.30pm     | Custom Stand Contractor Build (no exhibitor access) |
| 2.00pm – 4.30pm      | Exhibitors bump-in                                  |

## Exhibition open hours

| Thursday 24 October |  |
|---------------------|--|
| 9.00am              | Exhibitor early access   |
| 10.00am – 10.30am   | Exhibition open<br>Morning tea served - Exhibition Hall                                  |
| 12.00pm – 1.00pm    | Buffet lunch served - Exhibition Hall<br>(note - exhibitor lunch available from 11.45am) |
| 3.15pm - 3.45pm     | Afternoon tea served - Exhibition Hall   |
| 5.00pm              | Exhibition Hall close  |

| Friday 25 October |  |
|-------------------|--|
| 9.00am            | Exhibitor early access   |
| 10.00am - 10.30am | Exhibition open<br>Morning tea served - Exhibition Hall                                  |
| 12.30pm – 1.30pm  | Buffet lunch served - Exhibition Hall<br>(note - exhibitor lunch available from 12.30pm) |
| 3.00pm – 3.30pm   | Afternoon tea served - Exhibition Hall   |
| 5.00pm            | Exhibition Hall close  |

| Saturday 26 October |  |
|---------------------|--|
| 7.00am              | Exhibitor early access   |
| 8.00am – 8.25am     | Exhibition open<br>Recovery Breakfast in the Exhibition Hall                             |
| 10.00am – 10.30am   | Morning tea served in the Exhibition Hall  |
| 12.30pm – 1.30pm    | Buffet lunch served - Exhibition Hall<br>(note - exhibitor lunch available from 12.15pm) |
| 2.30pm – 3.30pm     | Exhibitor bump out   |
| 3.30pm              | Conference wrap-up and close   |

Please ensure all valuable items are removed from hire furniture and all posters removed from walls by 3.30pm on bump out day. Items remaining in the exhibition area after this time may be freighted off-site at the expense of the exhibitor or disposed of by the venue.

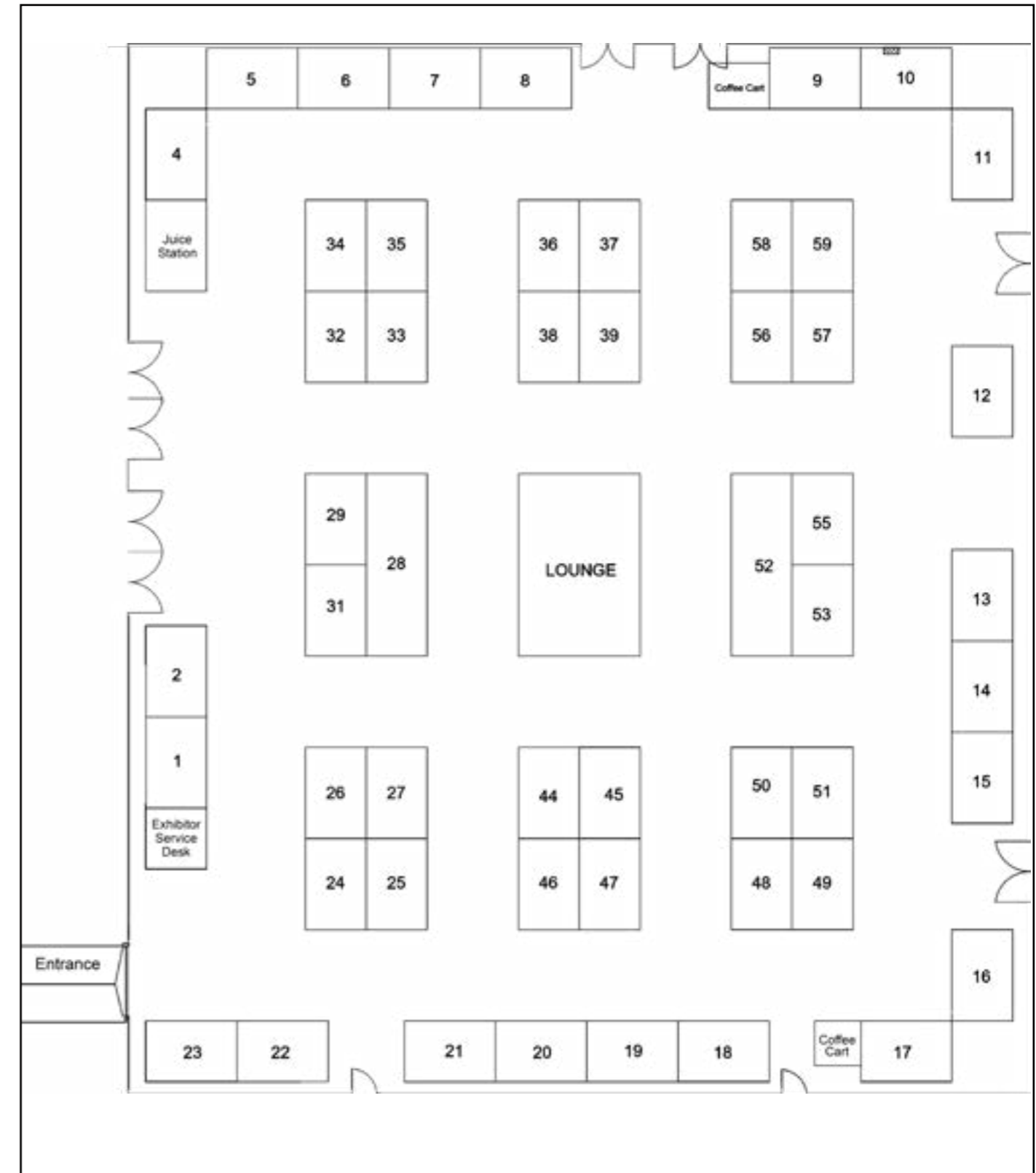
## Conference program

For full conference program including plenary sessions, breakouts and social functions please visit the [RMA19 website](#).

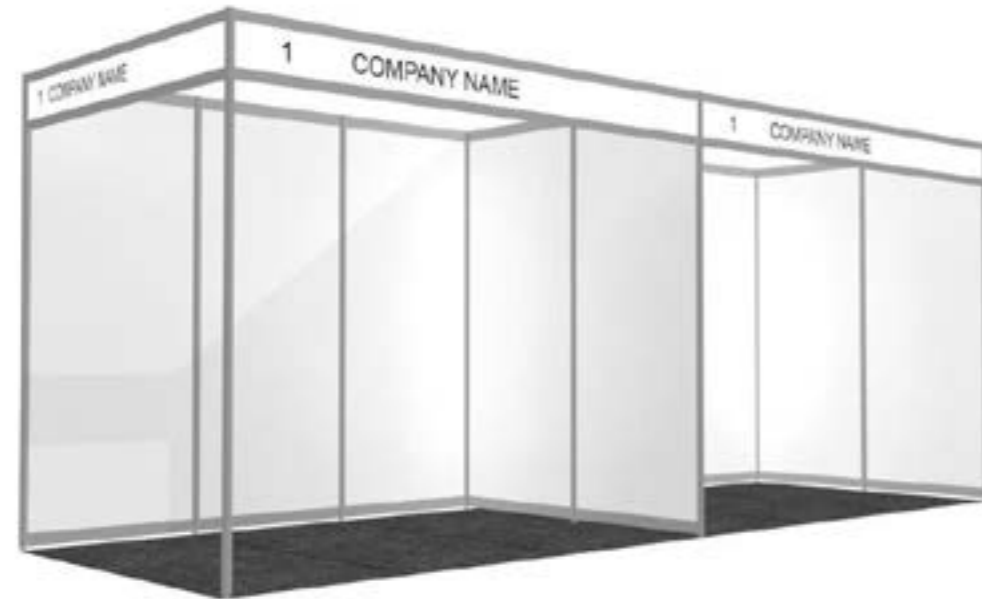
# EXHIBITION FLOOR PLAN

## Exhibitor list

For a full list of exhibitors please see the [RMA19 website](#).



# EXHIBITION STAND INCLUSIONS



Corner Booth

Row Booth

Exhibitors who have purchased the shell scheme option will receive the following in their package:

|                                   |   |
|-----------------------------------|---|
| <b>Fascia Signage</b>             | Maximum of 30 UPPERCASE characters including spaces, name only, please omit extensions such as Pty Ltd  |
| <b>Walls</b>                      | 3m wide x 2m deep x 2.5m high   |
| <b>Power</b>                      | 1 x 4-amp power point<br>If you require electrical converters, please order via <a href="#">ExpoNet</a>   |
| <b>Lighting</b>                   | 2 x 120w spotlights   |
| <b>Furniture</b>                  | One (1) trestle table, one (1) black table cloth and two (2) chairs are optional inclusions. For furniture at an additional cost please order via <a href="#">ExpoNet</a> . |
| <b>Internet Access</b>            | Complimentary limited wireless internet access is available in the trade areas (suitable for checking emails and web browsing only)   |
| <b>Exhibitor Registrations</b>    | Two (2) Sponsor/Exhibitor registrations, includes morning and afternoon tea, and lunch  |
| <b>Welcome Reception Tickets</b>  | Two (2) complimentary tickets to the Welcome Reception on Wednesday 23 October 2019   |
| <b>Recovery Breakfast Tickets</b> | Two (2) complimentary tickets to the Recovery Breakfast on Saturday 26 October 2019   |

## Fascia signage

Your fascia sign displays your company name and stand number and clearly identifies who you are amongst other exhibitors. The sign consists of digitally printed black lettering on a white background. Custom fascias are available at an additional cost. Please order your custom fascia via the [ExpoNet Online Order Form](#)

## Display panel - do's and don'ts

Any damage or staining caused to display panels will be charged directly to the exhibitor at the discretion of ExpoNet. Please also note that if velcro strips are left on the booth walls at the close of the exhibitor bump out, cleaning costs will be charged directly to the exhibitor.

## Acceptable types of fixings:

When attaching anything to walls, exhibitors are asked to only use velcro tape, Blue Tack, double sided adhesive tape or wall-mounted shelving and slat walls with hooks.

## Unacceptable forms of fixings:

Please do not use pins, staples, screws, nails, bolts, glue or paint as these cause permanent damage to the panels. Charges will apply to all damage to wall panels.

## Furniture requirements

Please order your furniture requirements via the [ExpoNet Online Order Form](#). Should you need to contact ExpoNet at any time, their details are:

## ExpoNet

Varsha Kumar  
Exhibition Coordinator  
T: +61 (0)7 3442 4100  
E: [varsha@exponet.com.au](mailto:varsha@exponet.com.au)

## Custom build stands

Exhibitors installing custom designed stands will need to advise the following to both [Raye Picoto](#) from ACRRM and [Shelley McDermott](#) from The Star Gold Coast by Friday 30 August 2019 for approval.

- Does the custom stand have load bearing walls? Or is it double story?
- Does the design and build of the custom stand comply with relevant Australian Standards and Codes? Please send through a design build for reviewal.
- The custom booth builder must provide their 'booth design' and a SWMS for approval.
- Custom booth builder must advise time of their arrival (we advise they arrive 1½ -2 hours after the main Shell Scheme builder arrives onsite).
- Access requirements, the events drive way has a load limit of 6 tonne. Will custom booth builder be able to unload on the events driveway or will they need to park on the hotel porte-cochere to unload? *\*Refer to manual for details*
- Will custom booth builder require the use of the venue's forklift? *\*Refer to manual for details.*
  - Time they will require the forklift and time it will take them to unload?
- Will you be bringing along your own forklift drivers and spotters or do you need us to provide this?

The Star Gold Coast will provide written approval or advise of any modifications or changes required.

Unless otherwise stated, exhibitors are responsible for making their own arrangements for services required. It is the responsibility of all exhibitors to ensure their contractors or agents are familiar with the rules and regulations of The Star Gold Coast.

#### Electrical/lighting requirements

If you are installing any form of electrical equipment on your stand that goes above and beyond the included power outlets, please ensure you order adequate power. This will alleviate any power surges that may occur due to inadequate power supply. If you are unsure of the level of electrics you require, or if you require electrical converters, please contact [Varsha Kumar](#) from ExpoNet.

If you are installing a custom designed stand, lights and power are not provided. Please order electricity via the [ExpoNet Online Order Form](#) by 30 August 2019.

## EXHIBITION REGISTRATIONS AND NAME BADGES

All exhibition staff will be issued with a name badge. In the interest of security, name badges must be worn at all times and must be clearly visible. Please note access to the Exhibition Hall will be denied without the correct identification.

#### Complimentary exhibition registration

Each organisation will receive two (2) exhibition hall registrations for each 6m2 booth/space.

The Exhibitor registration includes:

- > one ticket to the Welcome Reception (Wednesday)
- > one ticket to the Recovery Breakfast (Saturday)
- > delegate list (provided onsite)
- > lunch, morning and afternoon tea (to be served in the exhibition area)

#### Additional exhibitor registration

Exhibitors may purchase additional exhibitor registrations if they require more passes than their included entitlements.

Full Conference Ticket - \$550

Day Ticket - \$250

#### How to register

To redeem your complimentary exhibitor registrations, and to purchase additional exhibitor staff tickets, [please click here](#).

Any staff required to work on your stand in addition to the nominated exhibitor representatives, must purchase an additional exhibitor pass.

## VENUE - THE STAR EVENT CENTRE GOLD COAST

Please ensure you are fully conversant with all venue rules and regulations. This is your responsibility prior to entering the venue. For full details please read the TSGC Exhibitor Manual (attached)

#### The Star Event Centre

1 Casino Drive, Broadbeach Island

Broadbeach QLD 4218

T: +61 (0)7 5592 8100

W: [www.thestargoldcoast.com.au](http://www.thestargoldcoast.com.au)

#### Car parking

Complimentary parking is available for exhibitors and visitors directly beneath the exhibition venue. Please note car parking is subject to availability.



#### Getting there by air

##### Qantas - Official Airline Partner of RMA19

We're delighted to have Qantas on board as our exclusive airline partner for RMA19. Qantas is offering registered exhibitors, delegates and travel partners special discounted airfares which can be easily booked on the [RMA19 website](#) via the dedicated Qantas booking portal.

##### From Gold Coast Airport

Please [see here](#) for transport options from the Gold Coast Airport (OOL).

##### From Brisbane Airport

Please [see here](#) for transport options from Brisbane Airport (BNE).

[Con-X-ion](#) provides the quickest, most frequent and direct shuttle transfer service to and from the Gold Coast.

## Getting there by road

### From Gold Coast Highway

If you are travelling South (ie. from Surfers Paradise), at Broadbeach, turn right from the Gold Coast Highway into T.E. Peters Drive and proceed to the first roundabout. Take the first exit. You will then cross the north bridge to Broadbeach Island. Drive to the main entry of The Star Gold Coast and proceed to the boom gate located at the far end of the main entry.

### Northern Access

If you are travelling North (i.e. from Coolangatta Airport), at Broadbeach, turn left from the Gold Coast Highway into T.E. Peters Drive and proceed to the first roundabout. Take the first exit. You will then cross the north bridge to Broadbeach Island. Drive to the main entry and proceed to the boom gate.

### Access from Hooker Boulevard

If you are travelling along Hooker Boulevard (e.g. from Nerang) as you enter Broadbeach you will see a large shopping centre, Pacific Fair on the right hand side of the road. Proceed past Pacific Fair and look for The Star Gold Coast sign (indicating a left turn). Take the left turn - you will cross the south bridge to Broadbeach Island. Drive to the main entry of The Star Gold Coast and proceed to the boom gate located at the far end of the main entry.



### Order forms

The Star Gold Coast Services has various documents to assist in ordering specific services provided by the venue. All services should be ordered no later than Monday 30 September 2019. This includes venue approval, internet, technology, stand cleaning, stand catering, etc.

### Stand Cleaning

The Star Gold Coast will provide general cleaning of the exhibition common areas, prior to the opening of the exhibition and daily thereafter. It is however your responsibility to maintain your stand (exhibits and furniture) in a tidy condition at all times.

### Internet access and networking solutions

Complimentary limited wireless internet access is available throughout TSGC, suitable for checking emails or similar at a speed of 5MBPS. Upgrades to a Premium Wi-Fi service are available, charges apply. TSGC can provide bandwidth of 10MBPS – 50MBPS. Exhibitors can arrange internet connection by completing TSGC Data Connection Order Form (attached).

TSGC advises exhibitors not to set up your own wireless network on their stand, as interference from multiple neighbouring networks could render them unusable.

### Telecommunications

TSGC offers an in-house service to exhibitors for the connection of telephone, internet and fax lines to exhibition stands or ports around the venue. TSGC Data Connection Order Form (attached) is to be completed and paid for these services.

### Stand catering and hospitality

TSGC has sole rights for the sale and distribution of any article of food or beverage for consumption on-site. Stand catering is a service provided by TSGC, which aids in enticing guests to an exhibitor's stand. TSGC provides a comprehensive catering selection for hirers and exhibitors. Exhibitors will be required to complete TSGC Exhibitor Catering Order Form (attached).

### Catering restrictions

Please note the following items are restricted to certain sponsorship packages:

- > Espresso Coffee Machines
- > Live Juice Station
- > Airspace above stand
- > On floor advertising

## VENUE ACCESS AND DELIVERY DETAILS

### Deliveries

It is the exhibitor's responsibility to arrange freight to and from the venue for all goods required at each exhibition booth. Exhibitors may use their preferred freighting company to do so. Onsite logistics will manage the delivery and collection of your goods to and from your stand.

TSGC does not take or accept responsibility for the safety of any items, delivered, stored, or dispatched to the site in the absence of the exhibitor, agent, or contractor.

To assist with deliveries please use TSGC Exhibitor Freight Delivery Label (attached). Please ensure you attach this to every item delivered to the venue. Deliveries are accepted from Monday 21 October, two days prior to bump-in during business hours 8.30am – 5.00pm.

TSGC Delivery Labels must be used and fully completed prior to the delivery being sent. Any goods that are not labelled correctly or delivered prior to Monday 21 October may be not accepted by TSGC.

#### Venue and loading dock access

Any exhibitors needing to deliver large items and your vehicle is over 1.9m in height, please make your way to the boom gate located at the front of the hotel, next to Concierge upon arrival at The Star Gold Coast.

If the boom gate is not open on your arrival, please ask a hotel door staff member or contact the Events Assistant Floor Manager on 0439 679 666 to open the boom gate, and then proceed along the sandstone terrace.

If the vehicle is under 1.9m, to reduce the amount of traffic on the driveway, we advise exhibitors to park on level 4 of the underground carpark as this is located behind the Exhibition Hall (Marquee). You can then trolley items from your car to the Exhibition Hall (Marquee).

#### The Star Event Centre floor plan



#### Collection of goods from the venue

Prior to leaving the boxes for collection, all exhibitors are to attach the return delivery labels and consignment notes (provided by freight company) to all items during exhibitor bump-out.

All goods must be collected by the end of the official exhibitor bump-out time. There is no provision for exhibitor storage at the venue following the event. Please instruct your courier to collect the goods prior to 4.00pm on Monday 28 October 2019.

#### Storage

Storage at TSGC is limited. Exhibitors with any oversized crates or road cases will need to arrange offsite storage prior to items being shipped. Items left in TSGC post event will be stored for up to two (2) days post the event. Items will then be destroyed with client's approval.

#### Forklift service

A complimentary service is available for any freight that requires a forklift to each stand prior to bump in.

Permission to use the forklift must be requested from the Assistant Floor Manager. No other staff member can give permission to use this item.

#### Audio Visual

Audio visual equipment for exhibition stands may be hired from ExpoNet via the [online order form](#).

#### Electrical testing and tagging requirements

The Star Gold Coast management reserves the right to demand removal from the site of any electrical equipment it deems to be non-compliant or suspect.

All portable electrical equipment, appliances and leads site must be tested and tagged in accordance with Australian Standard 3760 - 1990 and when used must be connected to a type 1 or type 2 safety switch complying with Australian Standard 3190 - 1990.

All electrical installations - motors, etc. - must be approved by us. All requests for electrical installations must be submitted to us prior to installation in association with the exhibition and display plans. All installations must be performed by a licensed electrical contractor and the necessary equipment for operation must be supplied. This includes extension leads, double adaptors, and other such equipment. Should any excessive electrical usage be required, then an additional charge will be calculated to cover our cost.



# WH&S AND IMPORTANT INFORMATION

## Safety vests and closed footwear

All organisers, contractors, exhibitors and their staff must wear safety vests and closed in shoes whilst on the loading dock, service road or in the exhibition hall during the construction, bump-in and bump out of events. Vehicle drivers and offsidiers, or passengers using the service road or dock areas who intend to exit their vehicle, are required to wear a safety vest or approved hi-visibility clothing for safety purposes.

## Site safety induction

### Exhibitors

Exhibitors are not required to complete a site safety induction.

### Contractors

It is a legal requirement that all contractors, their employees and any sub-contractors who may be engaged to perform works at TSGC, to successfully complete the profile in RapiD Induct "OH&S Site" and then complete an online induction. TSGC will provide instructions on this once they have the contractors name, number and email address.

### Security

Although there will be security onsite, no responsibility can be taken for goods that are left on your stand unaccompanied. It is recommended that all items of value (e.g. laptops) are removed at the end of each day.

### Fire regulations

For your safety, make sure you know the location of the nearest emergency exits, firefighting equipment and emergency warning systems within TSGC.

In case of a fire, all exhibitors should refrain from the use of equipment or fight a fire unless you have been trained to do so. In the event of an emergency, there are two tones to warn of a fire or other situation which may require evacuation of the site.

ALERT TONE: *beep, beep, beep.*

This means stop what you are doing and await further instructions as to whether an evacuation will be required.

EVACUATION TONE: *whoop, whoop, whoop.*

Remain calm and evacuate directly and quickly to the assembly area through emergency exits as directed by the Emergency Wardens.

# FREIGHT FORWARDING, TRANSPORT, LOGISTICS

Agility Fairs & Events (a specialised exhibition and event logistics provider) is the recommended freight forwarder for domestic and international freight.

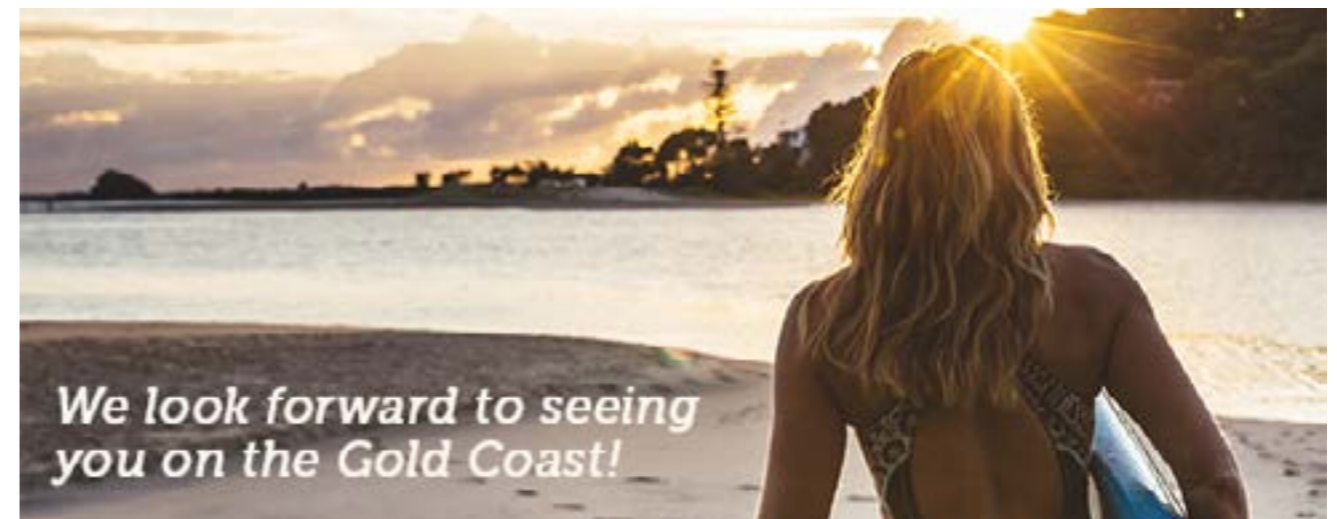
Agility can arrange all local, interstate, and international transport services to the venue. Prior to the exhibition, Agility will contact all exhibitors to discuss specific transportation and other logistics requirements.

We recommend using Agility as their service is door-to-venue and they work weekends and outside normal business hours. If you are using Agility for freight, your goods will be delivered to the nominated loading dock at the venue.

To request a quote or to book these services, please complete and return the attached "Transport Request Form" provided at the end of this manual.

For more information, please contact:

Tony Matic  
Event Logistics Specialists  
Agility Fairs and Events  
Gate 2, Door 10  
28 – 32 Sky Road  
Melbourne Airport VIC 3045  
T: +61 3 9330 9009  
F: +61 3 9330 3337  
E: [tmatic@agility.com](mailto:tmatic@agility.com)



**DELIVER TO:**

The Star Gold Coast - Events Centre

ATT: Event Services Supervisor

The Star Gold Coast (formally known as Jupiters Gold Coast)

Broadbeach Island

Queensland 4218



**EVENT NAME:**

RURAL MEDICINE AUSTRALIA 2019 (RMA19)

**EXHIBITOR BOOTH NAME:**

**BOOTH #:**

**EXHIBITOR CONTACT NAME:**

**SPECIAL INSTRUCTIONS:**

**THE STAR GOLD COAST CONTACT NAME:**

Tayla Hamilton (Event Services Assistant)  
C/- Shelley McDermott (Event Planner)

**MOBILE #:**

**DIRECT #:  
MOBILE #:**

07 5592 8532  
0407 127 651

**SENDER DETAILS:**

**NAME:**

**ADDRESS:**

**PHONE #:**

**CONFERENCE DATES:**

23 - 26 OCTOBER 2019

ITEM

OF



**EXHIBITION VENUE SERVICES  
DATA CONNECTION ORDER FORM**

Exhibition/Conference Name:- .....

Company Name:- .....

Address:-.....Contact Name on Day: .....

Mobile No: .....Fax. No: .....

Email Address:- .....

Stand Number:- ..... Times required:- .....

The Star Gold Coast offers complimentary WiFi throughout the Event Centre Ballroom. The WiFi service is recommended for general web browsing and emails only. Should you require a faster or more secure connection, then we suggest you order a dedicated ethernet cable connection

| ITEM   | PRICE<br><i>Inclusive of GST</i>      | QUANTITY | DATES<br>REQ |
|--|---------------------------------------|----------|--------------|
| <b>INTERNET OPTIONS</b>  |                                       |          |              |
| Ethernet Cable Connection - 10MB up & down<br>1 Device Only        | \$220.00 per day                      |          |              |
| Ethernet Cable Connection - 20MB up & down<br>1 Device Only        | \$440.00 per day                      |          |              |
| Ethernet Cable Connection - 50MB up & down<br>1 Device Only        | \$550.00 per day                      |          |              |
| Star Free WiFi – 5MB up & down                                     | Free throughout entire property       |          |              |
| Event Wifi (personalized SSID with event code) –<br>10MB up & down | \$220.00 per day                      |          |              |
| <b>DATA &amp; TELEPHONE LINES</b>                                  |                                       |          |              |
| Telephone line (includes handset)                                  | \$30.00 connection<br>plus call costs |          |              |

**If you have specific technical requirements, then please don't hesitate to contact your Event Planner to discuss. The above plans include unlimited data. Plans don't include technical support, if you require assistance to connect your device, additional charges will apply.**

**PAYMENT DETAILS CREDIT CARD**

Please confirm the last four digits and expiry date of your credit card - we will contact on the phone number provided to receive the full credit card details.

**CREDIT CARD DETAILS:**

Name on Credit Card:

Card Type:

Last four digits of credit card no: \_ \_ \_ \_

Expiry \_ \_ / \_ \_

Signature: \_\_\_\_\_

Phone No: ( )

Fax No: ( )

This is to certify that I will assume - (Please tick which box you prefer)

Specified Initial Deposit to be charged to your credit card: \$

Other Charges - Please Specify: \$

**1% is applicable when using Visa or Mastercard  
1% is applicable when using Diners or American Express**



**EXHIBITION VENUE SERVICES  
FOOD AND BEVERAGE**

**Exhibition/Conference Name:-** .....

**Company Name:-** .....

**Address:-**.....**Contact Name on Day:** .....

**Mobile No:** .....**Fax. No:** .....

**Email Address:-** .....

**Stand Number:-** ..... **Times required:-** .....

| ADDITIONAL REQUIREMENTS   |  |                  |
|---|--|------------------|
| ITEM  | PRICE  | QUANTITY ORDERED |
| Cocktail Napkins  | FOC  |                  |
| Glassware   | FOC  |                  |
| Ice / Ice Buckets   | FOC  |                  |
| Beverage staff (Min 3 hour call)  | \$35.00 per hour (Mon – Fri)<br>\$40.00 per hour (Saturday)<br>\$50.00 per hour (Sunday) |                  |
| Public Holiday (Min 4 hour call)  | \$70.00 per hour (Public Hol)  |                  |
| Security Guards (Min 4 hour call)<br>** required when alcohol is served | \$55.84 per hour (Sun-Fri)   |                  |

**PAYMENT DETAILS CREDIT CARD**

Please confirm the last four digits and expiry date of your credit card - we will contact on the phone number provided to receive the full credit card details.

**CREDIT CARD DETAILS:**

Name on Credit Card:

Card Type:

Last four digits of credit card no: \_ \_ \_ \_

Expiry \_ \_ / \_ \_

Signature: \_\_\_\_\_

Phone No: ( ) \_\_\_\_\_

Fax No: ( ) \_\_\_\_\_

This is to certify that I will assume - (Please tick which box you prefer)

Specified Initial Deposit to be charged to your credit card: \$

Other Charges - Please Specify: \$

**1% is applicable when using Visa or Mastercard  
1% is applicable when using Diners or American Express**



Rural Medicine Australia  
The Star Gold Coast  
23 - 26 October 2019

### TRANSPORT QUOTE REQUEST FORM

Agility Fairs & Events offers a full door to venue service. To receive a transport quote, please complete all sections below.

**\*\*Please note: Agility is not providing onsite services at this show\*\***

**Fields marked with (\*) asterix are mandatory - Failure to complete may result in delays.**

#### SECTION A - BILLING DETAILS

|                              |             |
|------------------------------|-------------|
| *Company:                    | *ABN / ACN: |
| *Address:                    |             |
| *Contact Name:               | *Email:     |
| *Phone:                      | *Mobile:    |
| *Corporate Email (Accounts): | *Phone:     |

#### SECTION B - TRANSPORT SERVICES

**Complete this section to receive a quote**

\*Description of Consignment: (if weights / dimensions are unknown at this stage, please estimate in the spaces provided)

| No. of Items | Description | Length | Width | Height | Weight |
|--------------|-------------|--------|-------|--------|--------|
|              |             |        |       |        |        |
|              |             |        |       |        |        |
|              |             |        |       |        |        |
|              |             |        |       |        |        |
|              |             |        |       |        |        |

|  |   |
|--|---|
| *Pick-up Address: (If Different to above)  |   |
| *Pick-up Contact Name:   | *Pick-up Contact Number:  |
| *Forklift available at collection point? <input type="checkbox"/> Yes <input type="checkbox"/> No        | *Tailgate required for collection? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| *Special requirements (for collection):  |   |
| *Operating Hours (for collection):   |   |
| *Stand Name:   | *Stand Number:  |
| *Do you require returns after the event? <input type="checkbox"/> Yes <input type="checkbox"/> No        |   |
| *Return Collection Date / Time:  |   |
| *Is the same freight returning after the event?  |   |
| *Return Delivery Address:  |   |
| *Forklift available at return delivery address? <input type="checkbox"/> Yes <input type="checkbox"/> No |   |
| Additional Information:  |   |

#### DANGEROUS GOODS / HAZARDOUS SUBSTANCES

\*Please advise if there are Dangerous Goods / Hazardous Substances / Chemicals:  Yes  No

If Yes, Please provide details:

#### ACKNOWLEDGEMENT

I have read and accept Agility's Standard Terms & Conditions (refer to page 2)  Yes  No

|   |       |
|---|-------|
| *Accepted by:<br>(Signature of Authorised Representative) | Date: |
|---|-------|

**PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 5<sup>th</sup> OCTOBER, 2018 TO**  
[telmer@agility.com](mailto:telmer@agility.com) OR FAX TO 03 9330 3337  
**FOR MORE INFORMATION PLEASE CALL THOMAS ELMER ON 03 9330 9013**