



CAIRNS CONVENTION CENTRE
GREAT BARRIER REEF ~ AUSTRALIA

2017 Exhibitor Planning & Services Guide

Valid to 31 December 2017

www.cairnsconvention.com.au

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T: (07) 4042 4200 | W: [Cairnsconvention.com.au](http:// Cairnsconvention.com.au)
Cnr Wharf & Sheridan Streets, Cairns
PO Box 8084 Cairns Queensland 4870 Australia | ABN 74 605 230 976
Serious Business ~ Stunning Location

A QUEENSLAND GOVERNMENT
INITIATIVE OPERATED BY AEG OGDEN
(CAIRNS) PTY LTD





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ABOUT THIS GUIDE

Introduction/Overview

This Exhibitor Planning & Services Guide has been prepared with the intention of making your visit to the Cairns Convention Centre pleasant and trouble free. Within the Exhibitor Guide you will find all the necessary information, location maps, order forms and other services to ensure a successful exhibition.

To ensure all your requirements are met, please read all information included in this Guide. To order, simply complete the appropriate forms for the services and return to the Centre together with the Payment form.

The Exhibition Services Request forms must be returned to the Cairns Convention Centre with payment **two weeks** prior to the commencement of the Exhibition. A copy of all forms should be retained by you for your records.

Please note all prices quoted are current at time of publishing, are subject to change without notice, and are inclusive of any goods or services taxes, government charges or fees.

Contact Details

Cairns Convention Centre
Cnr Wharf & Sheridan Streets,
CAIRNS QLD 4870 AUSTRALIA

PO Box 8084
CAIRNS QLD 4870 AUSTRALIA

T: (07) 4042 4200
F: (07) 4052 1152

events@cairnsconvention.com.au
www.cairnsconvention.com.au

ABOUT CAIRNS & THE CAIRNS CONVENTION CENTRE

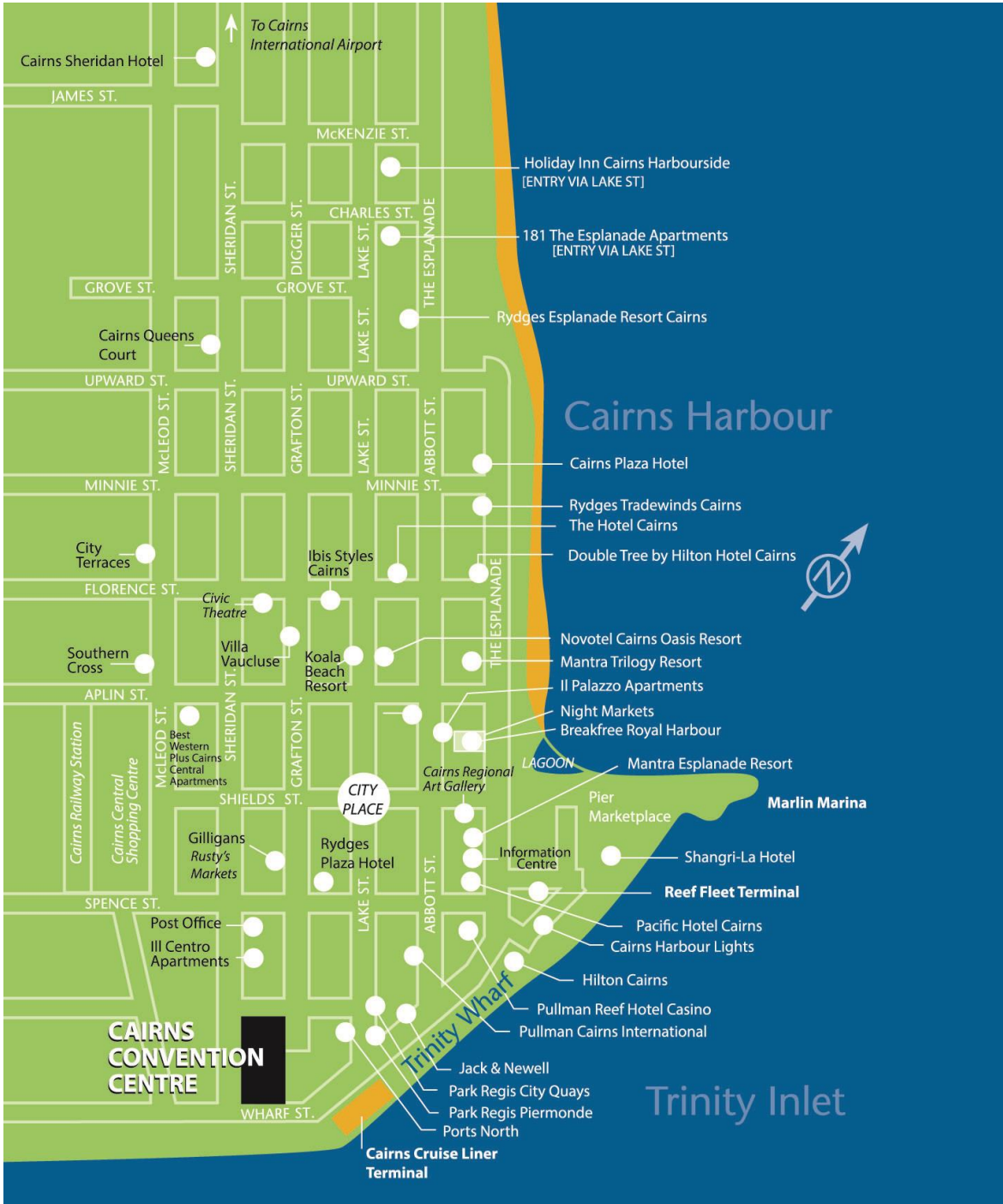
The Cairns Convention Centre is a Queensland Government owned facility managed by AEG Ogden (Cairns) Pty Ltd. AEG Ogden is a privately-owned Queensland company based in Brisbane and is the largest facilities management company in the southern hemisphere. AEG Ogden manages the Cairns Convention Centre on behalf of the Queensland State Government. The Centre is a multi-purpose world class venue designed to cater for a wide range of conventions, meetings, concerts and exhibitions.

The Cairns Convention Centre was awarded the World's Best Congress Centre in 2014 at the annual General Assembly of the International Association of Congress Centres (AIPC) and has been voted in the top 3 for the past six years.

Cairns is a vibrant tropical city fringed by the Great Barrier Reef and World Heritage Rainforest. It has a population of 170,000 with a further 49,000 visitors in the region each day. Located in the Asia Pacific with an international airport making it accessible to Australia and the world, it is the ideal destination for pre and post touring.



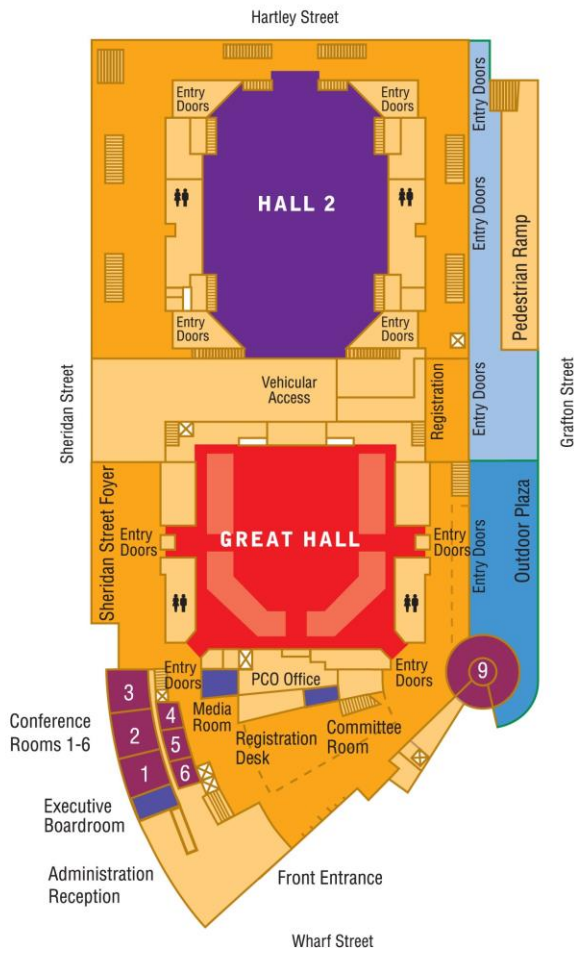
Map of the City



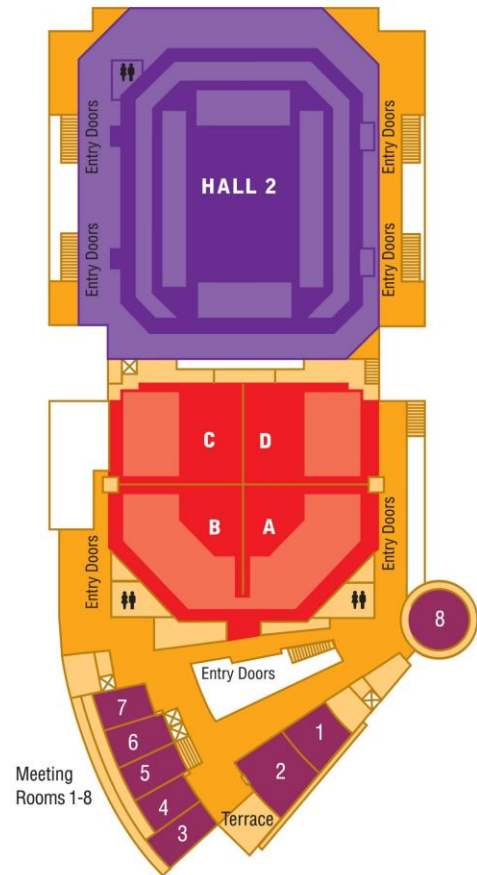


Plan of the Centre

EXHIBITION LEVEL



MEZZANINE LEVEL



ABOUT THE BUILDING

Access

Great Hall	5m wide	4.2m high	(via Loading Dock Entrance)
Halls C & D	5m wide	4.2m high	(via Loading Dock Entrance)
Hall 2	8m wide	4.1m high	(via Loading Dock Entrance)

Air Conditioning

Air conditioning is not available in the exhibition halls whilst Loading Dock doors are open.

Loading Dock

Loading Dock - Access 5.8m wide x 4.2m high (32m long).

For freight delivery and exhibition builds access to and from the Loading Dock is via ramps and is on the flat. Please note that all vehicles are required to unload and move to the car park. On occasions loading will occur through the main Convention Centre entrance. Under no circumstances are vehicles to be left unattended on the Porte Cochere (Main Entrance).

For oversized items, exhibitors must advise Event Coordinator a minimum of four weeks prior to the event to coordinate access via the Loading Dock.

Ceiling Heights

Ceiling heights vary throughout the Centre's exhibition areas. If any part of the booth/display exceeds 3 metres, please contact events@cairnsconvention.com.au to ensure the ceiling height is adequate.

Cleaning

Cleaning of all exhibition sites and stands is the responsibility of the exhibitor. The Cairns Convention Centre is able to provide a cleaning service as required. To order in advance, complete the Cleaning form.

Electrical Equipment

All portable electrical equipment used by contractors/exhibitors must comply with current Workplace Health and Safety Regulations and Advisory Standards. Centre management, in line with these regulations and standards, reserves the right to refuse any equipment used by contractors/exhibitors or clients. Refer to the important information in the Workplace Health and Safety section on page 10.

Egress and Public Aisle Ways

All trade floor plans are approved in accordance with the Queensland Fire Service Act. As such, exhibitors are not permitted at any time to obstruct or allow the obstruction of any aisles and emergency exits, emergency lighting, fire extinguishing equipment and fire alarms, nor suspend or allow any items to be suspended from them. Any encroachment into public aisle ways from an assigned booth area is strictly prohibited.

Display Material

All flammable display materials (e.g. hay bales, signage etc.) used in a booth or display must be made of flame retardant materials or treated for fire retardation.

Floor Loading

Great Hall	2 tonnes per square metre
Hall 2	2 tonnes per square metre
Other Areas	Contact the Event Department for Loading Advice

Please note the above loadings are indicative only. All dimensions, weight and details of heavy equipment to be displayed are to be advised in writing to the Event Department for approval by the Building Services Manager. Please contact events@cairnsconvention.com.au.

Parking

The Centre's car park is by way of a ticket operated boom gate with a per entry fee of \$5.00. Access to the car park is via Sheridan Street. The car park is open Monday to Friday and on weekends only if an event is held at the Centre.

Rigging

As ceiling heights vary in both halls from 10 metres to 18 metres, all rigging must be performed by qualified and licensed riggers. Rigging will only be provided and performed with written prior notice. The Centre has in house riggers who will be happy to provide a quotation and this service. Please contact events@cairnsconvention.com.au.

Banners

The Centre is happy to assist with the hanging/rigging of your banners with prior notice. Please complete the banners form on page 23. Charges will apply.

Handling Equipment

The centre can provide handling services such as forklifts, operators and pallet jacks. These services can only be provided with prior notice. Cost may be applicable please contact events@cairnsconvention.com.au for further information.

Waste and Water

Only certain floor pits have access to water and waste. These services are strictly only provided with prior notice. Charges will apply, please contact events@cairnsconvention.com.au for further information.

ABOUT WORKPLACE HEALTH & SAFETY IN THE CENTRE

Electrical Equipment

All portable electrical equipment used by contractors/exhibitors must comply with current Workplace Health and Safety Regulations and Advisory Standards. Centre Management, in line with these regulations and standards, reserves the right to refuse any equipment used by contractors/exhibitors or clients. Points to note:

- ◆ **Electrical equipment and leads must have a current test and tag**
- OR
- ◆ **Be connected to a tested and tagged Type II RCD (Residual Current Device) Australian Standard compliant.**
- ◆ Damaged faulty equipment will not be permitted to be used in the Centre.
- ◆ Frayed electrical cables and leads will not be permitted to be used at the Centre.
- ◆ Use of double adaptors is not permitted.

Test and Tag

It is a legal and Cairns Convention Centre requirement that all electrical equipment be tested and tagged. All electrical equipment will be examined prior to the exhibition opening. This is applicable to all contractors and exhibitors.

Fire Retardant Material

All flammable display materials (e.g. hay bales, signage etc) used in a booth or display must be made of flame retardant materials or treated for fire retardation.

Naked Flame/Candles/Oil Burners

Exhibitors wishing to utilise a naked flame, candle, oil burner etc as part of their display must contact the Event Coordinator in writing (minimum four weeks notice required) to seek approval from the Centre's Workplace Health & Safety team. Please contact events@cairnsconvention.com.au.

Display Vehicles

All vehicle displays within the Centre must seek approval from Centre Management. Please contact the Event Department events@cairnsconvention.com.au

- ◆ For reasons of safety:
 - No cleaning of vehicles is to be done onsite e.g. polishing or tyre shining;
 - Fuel tanks are to be locked and sealed with a fuel cap;
 - Fuel should be kept at a minimum and not exceed one third of the tank.
- ◆ All vehicle displays on terrazzo areas must be protected e.g. carpet tiles under all tyres.
- ◆ Drip trays must be used with all vehicle displays.
- ◆ If left overnight, Centre's Security is to be provided with a spare set of keys for each vehicle.

High Visibility Vests/Safety Vests

It is a mandatory requirement that all venue staff, contractors, exhibitors and organiser staff wear high visibility shirts or vests meeting AS/NZS 4602 to minimise risks associated with plant and vehicle movement within the Centre and its loading docks during bump in and bump out of events.

High visibility clothing must be worn at all times during bump in and out in the following areas:-

- ◆ Inside the exhibition halls;
- ◆ On the Centre's Loading Docks.

Anyone not wearing high visibility shirts/clothing will be asked to leave the room and will not be permitted in bump in/out areas or the Loading Dock until such time as they are wearing the correct clothing.

High visibility vests are available for purchase at a cost of \$12.00 per vest. Vests can be pre-ordered via the payment form on page 23 of this document or purchased during bump in/out at the Centre. Please contact the event department for further information on events@cairnsconvention.com.au.

Footwear

Appropriate footwear must be worn at all times during bump in and bump out of events. No open-toe footwear i.e. sandals, thongs and the like are permitted during these times.

Food Safety

The Cairns Convention Centre complies with all mandatory food safety standards as detailed in Food Standards Code of FSANZ (Food Standards Australia and New Zealand). Please refer to page 18 for the Centre's Food and Beverage Policy.

Responsible Service of Alcohol (RSA)

All alcohol services at the Cairns Convention Centre will be in strict compliance with the alcohol Centre policy which is in line with Queensland liquor licensing laws.

Children on Site During Load In

Any person under the age of 15 years is not permitted in any exhibition area loading dock during bump in and bump out times.

Emergency Evacuation Procedures

Alarm System

The Alarm System at the Cairns Convention Centre is capable of emitting two types of signals.

Alarm Signal

This is an intermittent tone (beep sound) which will be audible throughout the building and indication the alarm has been activated. All staff to be on standby and clients should advise their guests to remain where seated until notified by an announcement or by the evacuation alarm.

Please note that when an alert signal is activated, the air conditioning in the building will cease to function and the extractor fans will be activated. Once the alarm system has been cleared, previous settings for air-conditioning will be restored.

Evacuation Alarm

This alarm is a loud undulating intermittent (whoop) tone indicating that the premises are to be evacuated by patrons, performers and Centre staff.

Upon hearing the alarm all patrons are to make their way to the nearest exit and are to exit the building in an orderly manner.

Patrons and staff are to proceed to the Assembly Point which is located at the bottom of the main driveway at the front of the building (Wharf Street).

YOU WILL NEED APPROVAL FOR:

Please note all of the following items will require written approval from our Safety & Security Coordinator. Please contact the events department for further assistance at events@cairnsconvention.com.au

- ◆ Animals
- ◆ Naked Open Flame
- ◆ Motor Vehicles
- ◆ Load Bearing
- ◆ Cooking
- ◆ Bringing in Food and Beverage
- ◆ Food and Beverage Sampling
- ◆ Helium Balloons
- ◆ Trade Promotion Lottery
- ◆ Pyrotechnics
- ◆ LPG Gas Cylinders

ABOUT PLANNING YOUR FREIGHT & DELIVERIES

Deliveries

Please advise your courier that deliveries can only be made during business hours (Monday – Friday 09:00 – 17:00). Should deliveries and pickups be required outside these hours, arrangements can only be made with prior notice. Please advise the event department on events@cairnsconvention.com.au. It is recommended that all couriers call the Administration number 07 4042 4200 prior to delivery as the loading dock is not permanently attended.

Handling Equipment

Please advise the Centre if any of your deliveries via couriers or transport will require the use of a forklift. Applicable charges may apply. If you require any specific storage (i.e. cold/hazardous material) please note on the freight forwarding form.

Freight Storage

The Centre is happy to provide storage of freight up to two weeks prior to the event and only 72 hours after your exhibition. Where possible and dependant on the size, this is provided on a complimentary basis. Please complete the freight forwarding form and also attach the completed label to each item.

Collections

Where possible it is recommended that you make arrangements for goods to be collected at the conclusion of the exhibition. It is the responsibility of the exhibitor to make all arrangements and contact with your courier company and that all paperwork is completed by the exhibitor. Our 'Outgoing' Freight Document will be delivered to your stand on the day of bump out. Please complete this and leave it with your sealed and labelled items. Please note the Centre cannot sign any consignment notes on your behalf including the dangerous goods declaration.

On Site Delivery

Please note the Centre provides delivery of received goods to your booth. This service is provided on a complimentary basis. This applies only to goods not requiring a forklift or specialized lifting equipment. Notice of storage requirements is preferred and can be included in your freight forwarding advice on page 15.



FREIGHT FORWARDING ADVICE

PLEASE COMPLETE AND RETURN TO CAIRNS CONVENTION CENTRE

Fax 07 4052 1152

Email events@cairnsconvention.com.au

All enquiries regarding delivery/dispatch details, please contact Main Reception on 07 4042 4200

Conference Name:	_____	Stand Number:	_____
Sender's Company Name:	_____		
Sender's Contact Name:	_____	Telephone	_____
Email:	_____	Mobile:	_____
Description of Goods (e.g. Banner, Box, Pallet)	_____		
Special Storage Instructions (e.g. hazardous material, requires refrigeration) Details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Approx. Cubic Measurement:	_____	Number of Items:	_____
Is a Forklift required to move goods:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Approximate Date of Delivery:	_____	Freight Company:	_____

CONDITIONS

- ◆ It is essential that exhibitors and freight forwarding requirements are notified to the Centre two (2) weeks prior to the event.
- ◆ The Cairns Convention Centre will not take delivery of any goods, packages or other materials on behalf of an exhibitor unless previously arranged. The Cairns Convention Centre does not accept responsibility for the safety of any items on, delivered or dispatched to the site in the absence of the Exhibitor, his Agent or Contractor.
- ◆ Deliveries can only be accepted Monday to Friday 09.00am to 5.00pm. For deliveries outside these hours, please contact the Event Coordinator as labour charges may apply.
- ◆ Exhibitors should ensure airway bill numbers/consignment numbers are carried with them at all times. This enables goods and equipment to be readily traced at customs and freight forwarding companies.
- ◆ All goods must be removed/dispatched within 72 hours of conclusion of the event. The Centre reserves the right to dispose of any goods after fourteen (14) days.
- ◆ All material dispatched to the Cairns Convention Centre must be clearly marked with the following information:
 - ◇ Company name
 - ◇ Contact person at the exhibition
 - ◇ Stand number
 - ◇ Event name & dates
 - ◇ Room name and floor level
- ◆ **Forwarding Address:**
Cairns Convention Centre
Cnr Wharf & Sheridan Streets
CAIRNS QLD 4870

Freight Return

Before you leave the Centre

Have you:

- ◆ **Labelled** your freight correctly (return address, contact name, phone number, item numbers, i.e. 1 of 5)?
- ◆ **Attached** con-note & **signed** the Declaration of Dangerous Goods?
- ◆ **Contacted** your freight company to collect your goods?
- ◆ **Completed** the Cairns Convention Centre 'Outgoing Freight' document (green form)?

Courier companies **will not** collect goods unless there is a completed and **signed consignment note** attached to your freight. **Our Centre Staff can't sign any consignment notes on your behalf.**

The Cairns Convention Centre accepts no responsibility for freight left without completed consignment notes or incorrectly completed consignment notes. Freight that has not been collected within 14 days will be disposed of.

Freight Pick Up Address:

Cairns Convention Centre
Cnr Wharf & Sheridan Streets
Cairns QLD 4870

Any questions regarding outgoing freight please call the Cairns Convention Centre Duty Mobile on: 0474 420 956 or during office hours the Main Reception: 07 4042 4200

TO: CAIRNS CONVENTION CENTRE
Corner of Wharf & Sheridan Streets
CAIRNS QLD 4870
AUSTRALIA



CONFERENCE NAME:			
CONFERENCE DATE:			

COMPANY NAME:			
CONTACT PERSON AT CONFERENCE:		MOBILE NUMBER:	
ITEM NUMBER: (e.g. 1 of 2)	Of	CONSIGNMENT NOTE NUMBER:	

DELIVER TO: (Circle One Only)	Exhibition	Satchel Packing	Organisers Office
BOOTH NUMBER: (Exhibition Only)			
<p>By signing for delivery of this shipment CCC does not take any responsibility for the condition of the goods or quantity received. All responsibility remains with the sender. Goods to be delivered between 0900-1700 Mon-Fri. Please call CCC Reception on (07) 4042 4200 on arrival at the Centre.</p>			

ABOUT CATERING

Food and Beverage Policy

The Cairns Convention Centre has exclusive rights for the sale and distribution of all food and beverage. No exhibitor or person shall distribute, sell or give away any item of food or drink to visitors without the prior written approval of the Cairns Convention Centre. Generally Cairns Convention Centre management will not object to the distribution of food or beverage used as a means of demonstrating any product by an exhibitor forming part of an exhibition. Sale of food and beverage products is not permitted.

As a rule, guidelines for the distribution of sample food or beverages are as follows:

- ◆ All exhibitors wishing to distribute food or beverage must hold the appropriate permit from the Cairns Regional Council and or Liquor Licensing.
- ◆ Food licences must comply with the Cairns Convention Centre Food Safety Program.
- ◆ Liquor licences must be in line with the Liquor Act 1992.
- ◆ Samples must be given away free of cost.
- ◆ Sample portions must be of tasting style and size only (30ml).
- ◆ Sneeze guards are required for finished food sample items.
- ◆ Eating and drinking utensils must be disposable (i.e. plastic plates, wine taste cups, cutlery) and must not be re-used.
- ◆ Promotional food and drink samples to be given away must be protected from contamination with plastic covers and any condiments offered should be portion control – one use only.
- ◆ Cooking or food sample preparation and any equipment to be used on the premises must have written approval of the Cairns Convention Centre 10 business days prior to the event. Please note some equipment is available for hire from the Centre.

Written applications for sampling of food or beverage needs to be made to the Centre 10 business days prior to the event and must include copies of the appropriate permits and licences.

Please complete the Food and Beverage Sampling request form on page 27 and return events@cairnsconvention.com.au.

Stand Catering

The Centre is happy to provide food and beverage to your stand. Please see Catering forms on pages 28 & 29. Should you wish us to provide tailor made items please contact events@cairnsconvention.com.au.

ABOUT AUDIO VISUAL, IT AND COMMUNICATIONS

Audio Visual Equipment

The Centre has an extensive range of audio visual equipment available for hire. All of the Centre's equipment is tagged and tested. The hired items will be delivered and installed in your booth. Please refer to page 21 which outlines some of our more requested items.

IT & Communications

If you require dedicated telephone/data/internal line or equipment please refer to pages 25 & 26.

HOW TO ORDER SERVICES AND EQUIPMENT

The following pages contain order forms for:

- ◆ Audio Visual Equipment
- ◆ Banners
- ◆ Cleaning
- ◆ Communications
- ◆ Computer Equipment
- ◆ Food & Beverage Sampling
- ◆ Catering – Food
- ◆ Catering – Beverages
- ◆ Payment Form

Complete appropriate forms together with payment form and return to the Cairns Convention Centre either by fax 07 4052 1152 or events@cairnconventioncentre.com.au.

AUDIO VISUAL EQUIPMENT

EVENT NAME _____

STAND NUMBER _____

COMPANY _____ CONTACT NAME _____

TELEPHONE _____ EMAIL _____

ITEM	PER DAY	4-7 DAYS	QUANTITY	TOTAL
30 inch LCD Flat Screen	\$77.00	\$308.00		
42 inch LCD Flat Screen	\$110.00	\$440.00		
50 inch LCD Flat Screen (incl 2m stand) **	\$253.00	\$1012.00		
70 inch LCD Flat Screen	\$440.00	\$1760.00		
DVD Player	\$16.50	\$66.00		
LCD Stand: Table Top Stand	FOC	FOC		
LCD Stand: Trolley 1m-1.5m Stand **	\$16.50	\$66.00		
LCD Stand: J Brackets **	\$33.00	\$132.00		
LCD Stand: Baseplate & Truss Style Stand (2m) **	\$66.00	\$264.00		
LCD Wall Mount Bracket	(see Note below)			
			Total	\$

Various LCD Stands available dependent on required use.

** Images and descriptions of these stands are on the following page

Note - Wall mount brackets must be supplied & installed by your booth builder

All equipment subject to availability.

For all other audio visual requirements please contact our Production Department
events@cairnsconvention.com.au.

CONDITIONS

- ♦ Total hire includes delivery and pick up. Goods must be returned in the same condition as delivered. Any damage or loss of equipment will be charged accordingly.
- ♦ All equipment is delivered to your stand on the last set-up day.

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.



50 inch LCD screen with mobile floor stand

Height adjustable 1.6m – 2.0m

\$253.00 per day (screen and stand)

\$1012.00 4-7 days (screen and stand)



Mobile floor stand with black cloth surround.

Heights 1.0m – 1.5m

Suits LCD screen up to 55 inch

\$16.50 per day

\$66.00 4-7 days

Note: Screen costs are additional



'J' Brackets suitable for hanging a LCD screen over the booth walls.

\$33.00 per day

\$132.00 4-7 days

Note: Screen costs are additional and use of these brackets will require approval from your stand builder



Base plate and truss style stand

Heights from 1.0m – 3.0m

Baseplate 1m²

Suits LCD screen up to 70 inch

\$66.00 per day

\$264.00 4-7 days

Note: Screen costs are additional

BANNERS

EVENT NAME _____

STAND NUMBER _____

COMPANY _____ CONTACT NAME _____

TELEPHONE _____ EMAIL _____

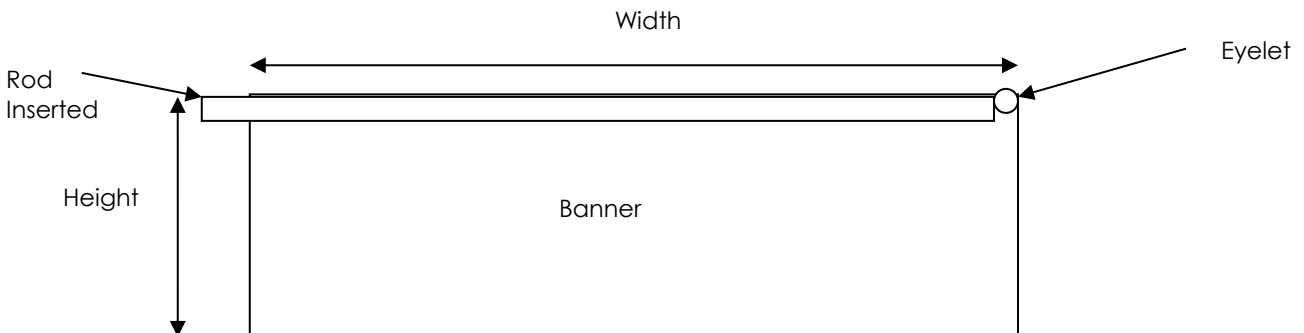
Charges are applicable for rigging of all banners. Please complete the table below and return to events@cairnsconvention.com.au or fax to 07 4052 1152 for one of our Production Coordinators to prepare a quotation.

HEIGHT (CM)	WIDTH (CM)	WEIGHT (KG)	MATERIAL MADE OF	ROD INSERTED	EYELETS
_____	_____	_____	_____	Yes / No	Yes / No
_____	_____	_____	_____	Yes / No	Yes / No

Where is banner to be hung?

- Great Hall
 Hall 2
 Other _____

BANNER EXAMPLE



CONDITIONS

- ◆ All banners must be received no less than five (5) working days before the event.
- ◆ Banners must be clearly marked with "Banner Enclosed" in a separate package noting all event details.
- ◆ If there are specific hanging details, a diagram must be provided.

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.

CLEANING

EVENT NAME _____

STAND NUMBER _____

COMPANY _____ **CONTACT NAME** _____

TELEPHONE _____ **EMAIL** _____

Stand Cleaning: \$8.80 per square metre per clean

Cleaning of all exhibition sites and stands is the responsibility of the exhibitor.

The Cairns Convention Centre is able to provide a cleaning service as required. To order in advance, complete the following and return to the Cairns Convention Centre.

I would like my stand vacuumed/mopped and dusted prior to the opening of the exhibition on each of the following days:

DATE	STAND SIZE (M ²)	COST PER DAY (\$8.80 PER M ² PER DAY)
Total		\$

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.



COMMUNICATIONS

EVENT NAME _____

STAND NUMBER _____

COMPANY _____ CONTACT NAME _____

TELEPHONE _____ EMAIL _____

TICK	CONNECTION TYPE	DETAILS	AMOUNT
<input type="checkbox"/>	Telephone	How many telephones do you require? _____	\$35.00 plus call costs
<input type="checkbox"/>	Cabled Internet	• Up to 5 mb/s Single Line Only	\$75 per day
TOTAL			\$

Special requirements (please specify) _____

For all other requirements please contact the Event Department events@cairnsconvention.com.au for a quotation.

CONDITIONS

- ◆ The Cairns Convention Centre can connect telephone lines on individual exhibition stands through the Centre's system. Lines will be connected on the last bump in day of the event and disconnected prior to completion of bump out.
- ◆ Credit card details must be supplied to cover call costs. After the service has been disconnected an itemised account of all calls will be produced and this amount will be debited from the credit card provided.
- ◆ All telephone charges are the responsibility of the exhibitor, and appropriate measures should be undertaken to ensure authorised use.

Please Note: This form must be received by the Cairns Convention Centre with payment a minimum of forty (40) days prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.

COMPUTER EQUIPMENT

EVENT NAME _____

STAND NUMBER _____

COMPANY _____ CONTACT NAME _____

TELEPHONE _____ EMAIL _____

ITEM	CHARGE FOR DURATION
Desktop PC*– Minimum 4GB Ram 250GB HDD, DVDRW, Keyboard, Mouse, 24 inch LCD and all cabling	\$265.00
Notebook	POA
24 inch LCD (Flat Screen)	\$110.00
Laser Printer - Black and White (including first cartridge)	\$200.00
8 Port Switch	\$50.00
24 Port Switch	\$130.00
Labour - Please allow for a labour charge of \$120.00 per hour for set up and installation (if applicable)	\$120.00 Per Hour
TOTAL COST	\$

*PC hire includes Windows 10 Operating System and MS Office 2010. Specifications may change without prior notice.

For all other requirements please contact the Event Department events@cairnsconvention.com.au for a quotation.

CONDITIONS

- ♦ Total hire includes delivery and pick up. Goods must be returned in the same condition as delivered.
- ♦ Any damage or loss of equipment will be charged accordingly.
- ♦ All equipment is delivered to your stand on the last set-up day.

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.



FOOD & BEVERAGE SAMPLING REQUEST

EVENT NAME _____

STAND NUMBER _____

COMPANY _____ CONTACT NAME _____

TELEPHONE _____ EMAIL _____

Please complete the following table and return the form to pstevens@cairnsconvention.com.au as early as possible but not less than two (2) weeks prior to the commencement of the exhibition.

DATE (S) FOR SAMPLING	SAMPLING ITEMS	DESCRIPTION OF SAMPLE SIZE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

FOOD & BEVERAGE SAMPLING APPROVAL

Approval of the above line items numbered _____ to _____ as detailed in the above Request have been approved by the Cairns Convention Centre.

Please ensure that this authorisation is kept at the exhibition stand for the duration of the exhibition.

Approved by: _____ Date of Approval: _____

Name: _____ Position: _____



CATERING – FOOD

EVENT NAME _____

STAND NUMBER _____

COMPANY _____ CONTACT NAME _____

TELEPHONE _____ EMAIL _____

DATE	DELIVERY TIME	ITEM	COST
Total			\$

QUANTITY	ITEM	COST
	Platter of Assorted Flaky Pastries (per person)	\$7.70
	Gourmet 'Club' Sliders (20 Pieces)	\$110.00
	Cinnamon Croissant Muffin (20 Pieces)	\$100.00
	Homemade Cupcakes	\$100.00
	Selection of Mini Chocolate Bars and Lollies (per person)	\$35.00 Per Kg
	Galloland Cheese Platter served with Nuts & Homemade Chutney, Assorted Biscuits (per person - minimum 10 pax)	\$14.50
	Freshly Sliced Fruit Platter (per person – minimum 10 pax)	\$7.90
	Gelato Tubs 120 Grams (Price includes Freezer Hire) Various Flavours	\$5.50
	Ben & Jerry's 120g Icecream (Includes Freezer Hire)	\$5.50
	Bliss Bites (each – minimum 20)	\$3.50
	Popcorn (per cup)	\$2.00

For all other requirements please contact the Event Department events@cairnsconvention.com.au

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CATERING – BEVERAGES

EVENT NAME _____

STAND NUMBER _____

COMPANY _____ CONTACT NAME _____

TELEPHONE _____ EMAIL _____

Please mark the quantity for each item required.

DATE	DELIVERY TIME	ITEM	COST
Total			\$

QUANTITY	ITEM	COST
	Assorted Soft Drinks x 600ml	\$4.70 ea
	Bottled Water x 600ml	\$3.60 ea
	Assorted Juice x 350ml	\$4.60 ea
	Seasonal Juice Bar – Locally Grown Seasonal Fruits – per litre	\$30.00
	Standard Australian Beer on Consumption <input type="checkbox"/> 30 minutes RSA Labour included	\$7.00
	Craft Australian Beer on Consumption <input type="checkbox"/> 30 minutes RSA Labour included	\$8.00
	Bottles of House Wine Sparkling <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> 30 minutes RSA Labour @ \$24.00 Additional RSA Labour \$48.00 per hour	\$37.00
	Nespresso Deluxe Unit	Unit Hire \$90.00 per day
	Coffee charged on consumption.	\$4.00 per pod
	Mobile Bistro Espresso Machine - Coffee charged on consumption. Includes staff member for catered breaks – total 2 hours duration per day. (Single group unit requires 15 amp power).	\$360.00 per day
	Coffee charged on consumption.	\$4.00 per cup
	Water Cooler Hire	\$85.00
	Water Bottle 15L	\$23.00
	Cups (carton)	\$33.00

For all other requirements please contact the Event Department events@cairnsconvention.com.au

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PAYMENT

Please complete and forward with your order.

EVENT NAME _____

DATES _____ STAND NUMBER _____

CONTACT NAME _____

COMPANY _____

ADDRESS _____

TELEPHONE _____

EMAIL _____

CHARGE SUMMARY DETAILS

ITEM	AMOUNT
Audio Visual Equipment	_____
Banners	_____
Business Support Services	_____
Cleaning	_____
Communications	_____
Computer Equipment	_____
Catering – Food	_____
Catering – Beverages	_____
Handling Equipment	_____
Water & Waste	_____
Other i.e. High Visibility Vest	_____
TOTAL	\$ _____

CHEQUES

Must be made payable to the **Cairns Convention Centre** and must be received **two weeks** prior to bump in.

Cheque enclosed is to the value of \$_____

CREDIT CARD DETAILS

PLEASE NOTE: The following credit card charges are applicable. We do not accept Diners Club.

Mastercard 2%

American Express 2%

Visa 2%

Card Holders Name _____

Card Number _____

Expiry Date _____ Amount to be debited \$ _____

Card Holders Signature _____

Please Note: This form must be received by the Cairns Convention Centre with payment two (2) weeks prior to the commencement of the Exhibition. All orders will be processed once payment and forms have been received. A Tax Invoice will be supplied once payment has been received.

ABOUT OTHER SUPPORT SERVICES

Business Support Services

The following business support services are available at Administration, Level 3.

SERVICE	CHARGE
Facsimile – Outgoing (within Australia & Overseas)	First Page \$5.00 Each Page Thereafter \$1.50
High Visibility Vest (each)	\$12.00
Photocopying/Printing – Using Cairns Convention Centre Paper	
Black & White – Single Sided	
- A4 Page	\$0.20
- A3 Page	\$0.30
Black & White – Double Sided	
- A4 Page	\$0.30
- A3 Page	\$0.40
Colour – Single Sided	
- A4 Page	\$0.40
- A3 Page	\$0.60
Colour – Double Sided	
- A4 Page	\$0.50
- A3 Page	\$0.70
Photocopying/Printing – Client Supplying Own Paper	
Black & White – Single Sided	
- A4 Page	\$0.10
- A3 Page	\$0.20
Black & White – Double Sided	
- A4 Page	\$0.15
- A3 Page	\$0.25
Colour – Single Sided	
- A4 Page	\$0.30
- A3 Page	\$0.40
Colour – Double Sided	
- A4 Page	\$0.40
- A3 Page	\$0.50

For any other requirements please see our Receptionist at Administration, Level 3.