****

**CONGRESS 2015: EXHIBITOR BOOKING FORM**

Organisation Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name for signage (max 50 characters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for invoicing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name for organisation for exhibition stall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special request (e.g. adjacent to another exhibitor): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Require a dedicated Ethernet connection?   (we will do our best but not guaranteed) YES / NO  
(Please note Congress wireless connectivity is available within the building)

|  |  |  |
| --- | --- | --- |
| EXHIBITION TYPE | NUMBER REQUIRED | COST |
| Exhibition Stand: 3 x 3 metres ($630) (includes wall panels, organisation name, lights and power) |  |  |
| Showcase Booth: 3 x 1 metres ($550) (includes wall panels, organisation name, lights and power |  |  |
| Table Top package: 2 x 1 metre ($480) (includes display board, organisation name, table & 2 chairs) |  |  |
| Catering Packages ($220.00/person) |  |  |
| TOTAL |  |  |

*Note:*  If the stand is being staffed only by people registered to attend congress there is no additional catering charge.

|  |  |  |
| --- | --- | --- |
| ADDITIONAL FURNITURE | NUMBER REQUIRED | COST |
| Furniture Package (table with cloth and two chairs) ($65) |  |  |
| Individual chairs (Terrace 4102 on SBX website) ($10 each) |  |  |
| TOTAL |  |  |

Exhibitor Description:   
Each exhibitor can include a 60 word description for inclusion in the Congress Program

|  |
| --- |
|  |

Organisation website address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate if you are interested in any of the following promotional opportunities. If interested a member of the organising committee will contact you directly.

 Delegate voucher offer  Congress Program advertisement  Congress Proceedings advertisement

To book exhibition space, please complete this Exhibitor Booking Form and send to:

Convenor, Congress 2015 by email to convenor@congress2015.org.au

*OR* fax to 02-6251 5002

*OR* by mail to GPO Box 585, CANBERRA, ACT, 2601.

On receipt of an Exhibitor Booking Form an invoice will be issued requiring payment within 28 days. All exhibitor bookings are required no later than 30 November 2014 and all payments must be finalised by 31 December 2014. A refund of 50% will be available for cancellations made before 31 January 2015. No refund will be available for cancellations after that date.