



The Australia New Zealand Agent Workshop

Meet quality student recruitment agents from around the world sending students to Australia and New Zealand



The Sebel & Citigate Albert Park Melbourne • April 21 – 23, 2010



ICEF

Connect. Recruit. Grow.

Exhibition booth order form

Complete & fax to: + 61 (0) 7 5545 4147

► Organisation details

Organisation / Institution _____

Contact Person

Mr Ms Surname _____ First name _____

Address

Street _____ P.O. Box _____

Suburb and city _____ Postcode _____

State (if any) _____ Country _____

Tel. (incl. area code & extension) _____ Fax _____

Email _____ Website _____

► We wish to reserve exhibition booth/s:

1st preference _____ 2nd preference _____

12 m² booth AU\$ 10 450

Stands are equipped with walls, stand identification sign, 2 tables, 4 chairs, 2 literature display racks, 4 spotlights, electric wall socket. Rates also include 1 online appointment scheduler (eSchedule PRO), wireless internet connection, the participation of up to 2 delegates in all event related hospitality and an entry in the workshop catalogue. Additional furniture and equipment is available at extra cost.

8 m² booth AU\$ 6 985

Stands are equipped with walls, stand identification sign, 2 tables, 4 chairs, 2 literature display racks, 3 spotlights, electric wall socket. Rates also include 1 online appointment scheduler (eSchedule PRO), wireless internet connection, the participation of up to 2 delegates in all event related hospitality, and an entry in the workshop catalogue. Additional furniture & equipment is available at extra cost

6 m² booth AU\$ 5 500

Stands are equipped with walls, stand identification sign, table, 2 chairs, literature display rack, 2 spotlights, electric wall socket. Rates also include 1 online appointment scheduler (eSchedule PRO), wireless internet connection, the participation of 1 delegate in all event-related hospitality and an entry in the workshop catalogue. Additional furniture and equipment is available at extra cost

4 m² booth AU\$ 3 850

Stands are equipped with walls, stand identification sign, table, 2 chairs, literature display rack, 2 spotlights, electric wall socket. Rates also include 1 online appointment scheduler (eSchedule PRO), wireless internet connection, the participation of 1 delegate in all event-related hospitality and an entry in the workshop catalogue. Additional furniture and equipment is available at extra cost

► Accompanying Person Registration

AU\$ 990 Includes access to all hospitality and social functions, only persons employed by the exhibiting organisation may register

AU\$ 2 750 Additional eSchedule Pro account for exhibitors – includes access to all hospitality and social functions

Mr Ms Surname _____ First Name _____

Position: _____ Email: _____ Tel/mobile: _____

► Payment

Please send my invoice by email by fax by both email and fax

Terms: 20% payable within 14 days of invoice, with the balance due by February 5th, 2010.

Name _____ Signature _____

Date _____ **By signing we accept the terms and conditions. Booking deadline: March 05, 2010**

ICEF Australia New Zealand, PO Box 194, North Tamborine, QLD 4272, Australia

Fax: +61 (0) 7 5545 4147, Tel: +61 (0) 7 5545 2912, info@anzaworkshop.com

www.anzaworkshop.com



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Exhibitor terms & conditions

1 General

Participation will be open to exhibitors in a position to make direct contributions to the subject matter. The workshop management will be entitled to decide on the allocation of exhibition space, the execution of instructions concerning the building of stands and passages, and all safety measures required. Any exchange of space between two exhibitors will be subject to the approval of the workshop management. Participation in the exhibition will be confirmed by the workshop management and will be made definitive by forwarding a confirmation email and invoice.

2 Rescission of contract

The exhibitor's application is considered as binding. The exhibition contract becomes effective with the dispatch of the confirmation. Applicants having submitted a binding Application Form cannot be discharged from their contractual duties. Exhibitors cancelling their participation by registered mail up to 12 weeks prior to the first day of the event are charged with 50% of the full stand rental charges. Thereafter the full amount is payable. If the workshop management for whatever reason fails to fulfil its contractual obligation concerning the allocation of exhibition space, the exhibitor will be entitled to reimbursement of the full amount paid.

3 Allocation of exhibition space

The organisers will allocate the stands and comply, as far as possible, with the wishes of the exhibitor.

4 Workshop manual

The Workshop Manual entry form will be sent to you upon receipt of your completed Application Form. The Workshop Manuals will be provided to each registered participant.

5 Payment

A 20% deposit is required within 14 days of booking to secure the service/s requested. The remainder is due by February 5th, 2010. All fees are payable in AUD (or equivalent). If paying in AUD, please pay via electronic funds transfer (EFT) to the bank account specified on the invoice. If paying in NZD, please pay via EFT, using the payment gateway referred to on the invoice.

6 Transport & delivery of exhibition materials

Exhibitors are free to employ their own forwarding agent. The workshop management shall not be held liable for loss or incorrect delivery. The storage of crates or any other kind of packing material within the stand and in the exhibition halls is not permitted due to fire regulations.

7 Advertising during the exhibition

Any presentation exceeding the presentation of the registered exhibits will be subject to written approval of the workshop management. Without special permission, advertising material will not be distributed outside the allocated exhibition space. The workshop management will be entitled to prohibit unauthorised advertising without judicial order.

8 Liability and insurance

Exhibitors should be insured against fire and theft. The organisers will not be held liable for any loss of or damage to exhibits or equipment as for instance through fire or theft, regardless of whether this damage or loss is sustained prior to, during, or after the exhibition. The exhibitors on their part will be held liable for any damage to persons or objects caused by them, their employees, their representatives or by exhibits or items of their equipment. Exhibitors carry the whole risk for their stand and exhibition materials.

9 Security and cleaning

The exhibition area will be guarded on workshop dates between 19.00 and 8.00 hrs. However no liability will arise from this for the workshop management. The daily cleaning of the passages in the exhibition area will be arranged for by the management and is included in the fees.

10 Electricity

The cost of general lighting as well as one electric wall socket per 6 m² is included in the fee paid for the allocated exhibition space. Outlet boxes for special lighting and equipment can be installed by the staff at the expense of the exhibitor. Payment can be made on a lump sum basis according to the connected load.

11 Media waiver

I give permission to the organiser to use images or video footage of me, taken at a workshop, for the organiser's promotional purposes only.

12 Concluding provisions

The contract is valid under Australian law. **Contact and further information:** Exhibitors - Tel: +61 (0) 7 5545 2912 (Australia) info@anzaworkshop.com www.anzaworkshop.com