

VERSION 1

FEBRUARY 19, 2021



EXPO BOOTH INFORMATION GUIDE

NEAS CONFERENCE 2021

PRESENTED BY:

ARDEK EXHIBITIONS

UNIT 8, 25 STODDART ROAD, PROSPECT

EXPO BOOTH INFORMATION GUIDE

Ardek Exhibitions are the official booth contractors for the event and will be building all the booths at this conference as well as supplying all furniture and audio-visual requirements you may need to successfully present at the show.

BOOTH SPECIFICATIONS – OCTANORM SHELL SCHEME BOOTHS



The package includes:

- 3mx2mx2.5m high shell scheme
- 1 x Company Fascia name up-to a maximum of 25 characters
- 3 spotlights per booth
- 4 AMP electrical socket

BOOTH FASCIA SIGNAGE

All booths will be provided with 1 fascia signage

Fascia signs are 80mm high black vinyl lettering pasted on a 220mm white board

BOOTH WALLS:

Exhibition booth walls are hard surface white melamine coated walling set in 40x40mm aluminium profiles.

BOOTH FLOORING:

The booths are built on existing venue carpet floors. Floor upgrades can be ordered with the booth contractor should exhibitors wish

BOOTH LIGHTING:

3 spotlights of 50w each are provided on track to each booth

BOOTH POWER:

One 4amp power socket is provided to each booth. Extra power can be ordered directly with the exhibition contractor

BOOTH FURNITURE:

All furniture requirements can be ordered directly with the exhibition contractor Ardek Exhibitions.

AFFIXING ITEMS ON WALLS:

Booth panels are hard surface walling, promotional materials like posters can be fixed to the wall using either Blu Tack or Velcro. If using Velcro both the hook and loop needs to be used.

NOTE:

If using Velcro all Velcro needs to be removed along with your posters and banners while vacating your booth. CLEANING CHARGES of \$50+GST per panel will APPLY.

Hooks, nails and double-sided tape are not permitted and any damage to the panels are charged at \$120+GST per panel.

FORM DEADLINES:

Exhibition furniture and signage form deadlines is 2nd April 2021. Late fees of \$120+GST apply.

FOR MORE INFORMATION ON ALL YOUR EXHIBITION REQUIREMENTS, PLEASE CONTACT

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