

# EXHIBITOR REQUIREMENTS

Please complete and return this form a minimum of twenty one (21) days prior to [exhibitorrequests@ma.org.au](mailto:exhibitorrequests@ma.org.au)

## EXHIBITOR AND STAND DETAILS

EVENT NAME				
COMPANY NAME		MOVE IN DATE	00 / 00 / 00	TIME
CONTACT NAME		MOVE OUT DATE	00 / 00 / 00	TIME
ADDRESS				
EMAIL		STAND NO.		
ON SITE MOBILE				

## ACCOUNT REQUEST

I would like to set up an account at the food and beverage outlet  Yes  No

I would like to set a dollar limit on my account  Yes  No Limit \$

The following persons are authorized to charge to this account

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## FURNITURE HIRE

I would like to hire furniture for my stand  Yes  No

ITEM (all items are subject to availability)	COST PER ITEM	QUANTITY	COST	TIME AND DATE REQUIRED
Trestle Table (1.8m)	\$18.00			
White trestle table cloth	\$25.00			
Black trestle table cloth	\$25.00			
Socializer table (dry bar)	\$15.00			
White socializer table cloth	\$25.00			
Black socializer table cloth	\$25.00			
Banquet chair	\$10.00			
Wine barrel	\$25.00			
Water bubbler (includes one bottle)	\$30.00			
Water bubbler refill (per bottle)	\$15.00			

**TOTAL FURNITURE COST**

## EXHIBITOR REQUIREMENTS (CONTINUED)

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### BANNER RIGGING REQUEST

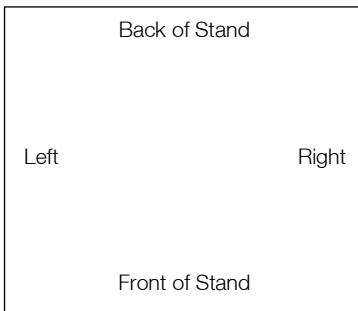
I would like to rig a banner at my stand  Yes  No

Dimensions of banner	Weight of banner
Material (eg vinyl / silk)	Does banner have eyelets of pockets

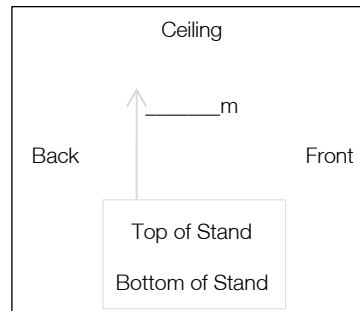
Please note –

- RNA takes no responsibility for loss or damage of any banners or signs
- All items rigged need to be approved by RNA management
- Banners are to be delivered a minimum of two (2) workings prior to the event. A surcharge will apply for late deliveries
- Due to access constraints, banners may not be dismantled during exhibition move out
- Banner collection is to be within two (2) working days following the event
- A representative from our AV Partner, Microhire, will contact you to discuss your banner requirements and will provide a quotation for your approval

AERIAL VIEW – Please draw the location of the banner above the stand from an aerial view



SIDE VIEW – Please draw the distance of the banner from the top of the stand to the bottom of the banner. Please include the measurement.



### INTERNET CONNECTION

I would like to arrange an internet connection for my stand  Yes  No

INTERNET	SET UP	DAILY RATE	DAYS	COST	TIME AND DATE REQUIRED
Shared wifi connection 20 mb/s Available in the Royal ICC only <i>Password available from Customer Relations</i>	-	FOC			
Cabled broadband internet – 5 mb/s (includes two connections)	\$250.00	\$225.00			
Cabled broadband internet – 10mb/s (includes two connections)	\$250.00	\$350.00			

#### TOTAL INTERNET COST

- Higher speeds and custom configures are available on request
- If you are planning to connect any networking equipment to the infrastructure provided by the RNA, please provide a brief description to obtain venue approval. It will be necessary to discuss your requirements with RNA IT Services to ensure there are no compatibility issues or wireless network conflicts before your event

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# EXHIBITOR REQUIREMENTS (CONTINUED)

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## PHONE / COMMS CONNECTION

I would like to arrange a phone / comms connection and/or equipment for my stand  Yes  No

ITEM	PRICE	QUANTITY	EXTRA CHARGES	TIME AND DATE REQUIRED
Telephone line with handset through VoIP system (Line access through PABX BY dialing "0")	\$60.00		Call Costs	
Fax line through VoIP system (Line access through PABX by dialing "0")	\$60.00		Call Costs	
Dedicated PSTN Line (direct line out) *** ideal for eftpos ***	\$100.00		Call Costs	
Polycom Conference Speakerphone (includes connection)	\$100.00		Call Costs	
Polycom Video Conference Kit (includes video unit, ISDN lines up to 512k, monitor and set up)	\$1,000.00		Call Costs	
RF TV Antenna Connection	\$60.00			
Fax machine (basic model)	\$80.00 per day		\$60.00 line rental and call	
P.O.S. Terminal (basic set up only)	\$250.00 per show			

### TOTAL PHONE / COMMS CONNECTION

Please indicate the approximate location of service placement within the booth with an (X) and also include any neighbouring booth numbers.

If available, please provide additional documentation and/or floorplans to ensure accurate placement of services.

If location is not provided within three working (3) days prior to show move in, the services will be placed in the most convenient location and the customer is then responsible for the placement of services.

	Back of Stand	
Left		Right
	Front of Stand	

## EXHIBITOR REQUIREMENTS (CONTINUED)

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### CLEANING

I would like to arrange a cleaning for my stand  Yes  No

	COST PER M <sup>2</sup>	TOTAL M <sup>2</sup>	DAYS	TOTAL
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Vacuuming/Raised Floor Wet Mop - Stands 1m <sup>2</sup> – 50m <sup>2</sup>	\$2.00 per m <sup>2</sup>			
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Vacuuming/Raised Floor Wet Mop - Stands 51m <sup>2</sup> – 150m <sup>2</sup>	\$1.00 per m <sup>2</sup>			
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#### TOTAL CLEANING

Additional fees may apply for white raised floors

### BEVERAGE SAMPLING

I would like to offer beverage sampling from my stand  Yes  No

Please provide a description of your proposed beverage sampling

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The Office of Liquor and Gaming Queensland specifically requires the following for the sampling of alcohol. To be able to sample alcohol within an event at the Royal International Convention Centre and the Brisbane Showgrounds –

- All exhibitors must be a holder of a current Liquor or Wine Licence in Queensland or another Australian State or Territory
- All exhibitors and their staff must hold a current Responsible Service of Alcohol Certificate (RSA) issued in Queensland or another Australian State or Territory.

Provisions of samples in these circumstances must be free of charge and no more than –

Beer – 50 ml  
Wine – 30 ml  
Spirits – 10ml  
Non-alcoholic - 50 ml

- A copy of the exhibitors Liquor Wine Licence in Queensland or another State or Territory to be supplied to the RNA a minimum of fourteen (14) days prior to your event
- A copy of the exhibitors Responsible Service of Alcohol Certificate to be supplied to the RNA fourteen (14) days prior to the event
- Exhibitors must comply with Responsible Service of Alcohol guidelines
- Plastic sampling size cups to be 50ml or less in size
- Covered spittoons for any sampling or tasting

Would you like to discuss beverage sampling in more detail with a representative from our food and beverage team  Yes  No

## EXHIBITOR REQUIREMENTS (CONTINUED)

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FOOD SAMPLING			
I would like to offer food sampling from my stand	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Would you like to discuss food sampling in more detail with a representative from our food and beverage team	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Please provide supplier details			
Supplier contact name			Supplier contact number (mobile and landline)
Are there any special requirements for the handling/storage of products you intend sampling			
Please provide a description of your proposed food sampling (even if only lollies or similar confectionary items)			
Please provide details of any proposed equipment for food sampling.			
Note – gas is not permitted in inside any buildings at the Royal International Convention Centre and Brisbane Showgrounds. All electrical equipment must be test and tagged.			

To be able to serve sample food from a temporary stall/stand, the exhibitor must comply with the current Qld Food Act (Link below) <https://www.health.qld.gov.au/public-health/industry-environment/food-safety/regulation/act-standards/default.asp>

Compliance with the act will help you in providing safe food for your customers. The following information will assist you in assuring your application is complete.

The Temporary food stall license, structure and operation guide can be downloaded from the Brisbane City Council website via the following link [Tools and Resources](#).

Please remember –

- Exhibitors must assume all responsibility for all food sampling product, packaging and ingredients they bring on site
- Exhibitors must comply with Current State food legislation
- Sampling must be conducted in such a way as to minimize any possibility of contamination
- All food products must be clearly labeled and dated
- All food items to have an ingredients list prominently displayed to ensure correct information can be given to people with allergies/dietary requirements.
- High risk items will need to be assessed by the RNA
- A copy of the exhibitors Temporary Food License is to be displayed at all times.
- When transporting food all precautions must be taken to ensure that all safe food-handling practices are followed in accordance to food safety legislation.
- The RNA reserves the right to inspect any food vehicle that supplies food to our sites to ensure the vehicle is clean, pest and rodent free, temperature controlled and suitable for the purpose of transporting food products
- The RNA reserves the right to ask to sight temperature logs of any food items that are brought to the venue
- The RNA reserves the right to remove food sampling privileges or cancel activity without notice

## EXHIBITOR REQUIREMENTS (CONTINUED)

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### ONSTAND HOSPITALITY

I would like to book hospitality for my stand  Yes  No

ITEM	COST	FIRST DAY REQUIRED	NO. OF DAYS	COST
<b>2-3 GROUP ESPRESSO MACHINE (Venue barista required to operator)</b>				
<ul style="list-style-type: none"> <li>Size: 1250mmL x 770mmW x 910mmH</li> <li>Space required: 1800mm x 900mm</li> </ul>				
Includes –	\$250.00			
<ul style="list-style-type: none"> <li>Standard blend coffee beans</li> <li>Hot chocolate</li> <li>Full cream milk, skim milk, soya milk</li> <li>Cups (8oz) with lids</li> <li>Stirrers</li> <li>Sugar sachets</li> <li>First 100 cups of coffee</li> </ul>	(first day)			
Barista (minimum four hour call)	\$45.00			
	per hour or part thereof			
Additional cups of coffee (over and above the included 100) – venue will do a daily cup count	\$3.00 per cup			

<b>ELECTRONIC PUSH BUTTON COFFEE MACHINE (self service)</b>				
<ul style="list-style-type: none"> <li>Size: 560mmL x 392mmW x 370mmH</li> <li>Space required: 1800mm x 750mm</li> </ul>				
Includes –	\$200.00			
<ul style="list-style-type: none"> <li>Standard blend coffee beans</li> <li>Hot chocolate</li> <li>Full cream milk, skim milk, soya milk</li> <li>Cups (8oz) with lids</li> <li>Stirrers</li> <li>Sugar sachets</li> <li>First 100 cups of coffee</li> </ul>	(per day)			
Additional cups of coffee (over and above the included 100) – venue will do a daily cup count	\$3.00 per cup			

### CATERING

ITEM	COST PER ITEM	QUANTITY	NO. OF DAYS	COST
Cookie (packaged)	\$2.50			
Chef selection of Danish pastries	\$5.00			
Chefs selection of cakes	\$5.00			
Chefs selection of sweet or savoury muffin	\$5.00			
Gourmet point sandwiches (please choose two from the following selections -	\$15.00			
<input type="checkbox"/> Grill vegetable, hummus and roma tomato				
<input type="checkbox"/> Smoked ham, aged cheddar and tomato relish				
<input type="checkbox"/> Roast Darling Downs beef, horseradish cream, caramelized onion and rocket				
<input type="checkbox"/> Lime and pepper spiced chicken, citrus mayonnaise, missed leaves				

### OTHER ITEMS

Will you be providing your own refrigerator (must be test and tagged)?  Yes  No

Will you be providing your own cups and lids?  Yes  No

**TOTAL ON STAND HOSPITALITY**

## EXHIBITOR REQUIREMENTS (CONTINUED)

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### SECURITY

I require dedicated security for my stand  Yes  No

ITEM	COST PER HOUR (minimum four hour call)	HOURS REQUIRED	QUANTITY OF SECURITY	COST
Monday – Saturday	\$50.00 per security per hour or part thereof			
Sunday	\$60.00 per security per hour or part thereof			
Public Holiday	\$75.00 per security per hour or part thereof			
			<b>TOTAL SECURITY</b>	

### PLANT EQUIPMENT HIRE

I would like to hire equipment during for my stand during move in and move out  
*Please note, a member of our facilities team may contact you to discuss your equipment hire*  Yes  No

EQUIPMENT	EQUIPMENT COST	OPERATOR HOURS REQUIRED	OPERATOR COST (\$55.00 per hour)	COST
Forklift (per hour)	\$70.00			
Forklift (per half day)	\$200.00			
Forklift (per full day)	\$450.00			
1 man lifter (per hour)	\$50.00			
1 man lifter (per half day)	\$125.00			
1 man lifter (per full day)	\$200.00			
Scissor lift (per hour)	\$65.00			
Scissor lift (per half day)	\$220.00			
Scissor lift (per full day)	\$400.00			
Snorkel/Boom lift (per hour)	\$75.00			
Snorkel/Boom lift (per half day)	\$225.00			
Snorkel/Boom lift (per full day)	\$410.00			
			<b>TOTAL EQUIPMENT HIRE</b>	

OTHER INFORMATION ie height required, tonnage capacity etc

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## PLUMBING REQUIREMENTS

I have plumbing requirements for my stand

Yes

No

INSTALLATION DIAGRAM SKETCH YOUR LAYOUT	QTY	PLUMBING AND GAS	COST
		Water Connection	\$150.00
		Connection and Waste	\$350.00
		1000L sullage & macerator	\$650.00
		Supply of hose and nozzle to buy	\$25.00
		Food compliant sink connected with sullage	\$950.00
		Gas certification	\$150.00
		Gas connection	POA
		Sullage empty per/service (please specify)	\$150.00
DIMENSIONS			
	<i>x</i>	<i>m</i>	<i>m</i> = <i>sqm</i>
NOTES			
<b>TOTAL PLUMBING REQUIREMENTS</b>			

## PAYMENT

I authorize the RNA to charge the following credit card

Yes

No

TOTAL – FURNITURE HIRE

TOTAL – INTERNET

TOTAL PHONE / COMMS

TOTAL – ONSTAND HOSPITALITY

TOTAL – SECURITY

TOTAL – PLANT EQUIPMENT HIRE

TOTAL – PLUMBING REQUIREMENTS

**TOTAL CHARGES TO CREDIT CARD**

Credit Card Type	AMEX (SURCHARGE APPLIES) <input type="checkbox"/>	VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>
Cardholder Name	Expiry Date		<i>00</i> <i>00</i> <i>00</i>
Card Number	CCV		
Signature			