



11th QS-APPLE

ELEVENTH QS ASIA PACIFIC PROFESSIONAL
LEADERS IN EDUCATION CONFERENCE AND
EXHIBITION

Organizing partner:



RMIT
UNIVERSITY

11th QS-APPLE Conference and Exhibition

25 – 27 November 2015
MELBOURNE CONVENTION
EXHIBITION CENTRE
Melbourne, Australia

APPENDIX



11th QS-APPLE

ELEVENTH QS ASIA PACIFIC PROFESSIONAL
LEADERS IN EDUCATION CONFERENCE AND
EXHIBITION

Organizing partner:



Services Guide from MORETON HIRE

Introduction

Moreton Hire is the official stand contractor to the 11th QS-APPLE Conference and Exhibition.

Please direct any queries regarding services to:

Moreton Hire

Rikki Roberts

Account Coordinator

107 William Angliss Drive Laverton North VIC 3026

PO Box 116 Duke St Altona North VIC 3025

rikki.roberts@moreton.net.au

Tel: +61 03 9300 5765

Fax: +61 03 9300 5733

General Information

- 1) Exhibitors are requested to return all related forms to Moreton Hire by the deadlines indicated on each form. When the service is not required, please mark "not applicable" on the form and fill in the company name and stand number.
- 2) **All Standard Shell Scheme Exhibitors must fill in the Fascia Name Form in the Exhibitor Service Form Section and return it to the contact person mentioned on the form.**
- 3) The deadline for all orders is **October 26, 2015**. From October 27, 2015 orders will be subjected to an additional 20% late delivery fee and availability.
- 4) The deadline to submit the Signage Order form is **October 26, 2015**. From October 27, 2015 Moreton Hire will not be responsible for any missed spelled company names. Any changes made after the sign has been produced will be at AUD150+ GST per sign. Please fill and send this form to rikki.roberts@moreton.net.au
- 5) For exhibitors who need assistance not mentioned above (e.g. graphics, stand design and fabrication etc), kindly contact Moreton Hire directly for more information.
- 6) None of the exhibitors, who will bring their own graphics, are allowed to paste to our system wall panels, using heavy duty double sided tape.

Order Confirmation & Delivery

Once your order has been processed you will be issued an invoice from Moreton Hire, which is your order confirmation and must be brought to the exhibition along with proof of payment.

Your order will be delivered to your stand by the Moreton Hire services team, during build-up for the exhibition.



11th QS-APPLE

ELEVENTH QS ASIA PACIFIC PROFESSIONAL
LEADERS IN EDUCATION CONFERENCE AND
EXHIBITION

Organizing partner:



Deadline for Services Orders

All orders for services must be received before **October 26, 2015**

Payment

No services will be supplied or installed until payment is received in full and processed.

PAYMENT PROCEDURES

Account Name : MORETON HIRE PTY LTD
BSB No : 034 635
Account No : 250 666
Banker : WESTPAC
Address : Queen Street, Brisbane
Swift code : WPACAU2S

ALL BANK CHARGES TO BE BORNE BY SENDER

Please note the amount credited to Moreton Hire bank account must be the exact order value. Any shortage must be paid in full prior to the order being processed. Transfers once done a bank advise copy needs to be sent to Moreton Hire to follow up on payment. Advise copies not received for any transfers done will be regarded as nonpayment and hence will show outstanding in our books. Please ensure therefore that you allow adequate time for your Transfer to clear the banking system to avoid problems on site.

CREDIT CARDS

VISA/MASTERCARD/AMEX/DINERS CLUB credit cards are accepted.

*(*Please note 2.5% surcharge applies to VISA & MASTERCARDS, 4% surcharge applies to AMEX & DINER card payments)*

Orders will not be processed without payment in full prior to opening day

Accommodation

QS-APPLE has negotiated for special rates with our official hotels that are within proximity of the conference venue. To enjoy this special rate, please select from the hotel options, and send the completed reservation form to the hotel directly with the contact details given on the form itself.

Please refer to the list of official hotels here: <http://www.qsapple.org/11thqsapple/index.php/host-city-2015/official-hotels>

Please note the deadline on the reservation form. All late bookings will be subject to availability at a higher room rate.

EXHIBITOR'S PROFILE WRITE-UP

All exhibitors are entitled to a 50-word profile write-up which will be printed in the conference program book. This book will be given to all the participants of the conference.

Please complete the following and email it back to:

Ms Yuka Shintaku / Ms Amelia Yeo

Email: yuka@qs.com / amelia@qs.com

1) EXHIBITOR'S INFORMATION TO BE PRINTED

Organization: _____

Telephone: _____ **Fax:** _____

Email: _____

Address: _____

City: _____ Country: _____ Zip/Postal Code: _____

Website: _____

2) 50-WORD PROFILE

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Complimentary Form

Melbourne Convention and Exhibition Centre, Australia
Melbourne, Australia
November 25–27, 2015



11th QS-APPLE

Preferred name, first name, last name,
organization and country will appear on
conference badge as provided here

Please return the completed form to:
Fax: +65 6457 7832 or email: register@qs-asia.com

1. Delegate Information (*All fields are mandatory*)

Title: ☐ Prof / ☐ Assoc Prof / ☐ Dr / ☐ Mr / ☐ Mrs / ☐ Ms (Tick as appropriate)

First/Given name:

Last/Family name:

The one name on the badge to be addressed by (maximum of 10 characters with spaces):

e.g., "Sam" instead of "Samuel"

Organization:

Department:

Job title/Designation:

Tel:

Fax:

Email:

Address:

City:

Country:

Zip code:

2. Type of registration

☐ Delegate

☐ Presenter

☐ Exhibitor

3. Invitation Letter

Do you require an invitation letter to Australia?

☐ Yes ☐ No

4. Authorization

Signature/Company stamp

Date

SYMA SHELL

TRADE BOOTH PACKAGE

PLEASE COMPLETE FORM AND FORWARD TO:

F: (03) 9300 5733 P: (03) 933 5765 E: RIKKI.ROBERTS@MORETON.NET.AU

DUE DATE: 26th October 2015

COMPANY: _____

STAND #: _____



IMPORTANT NOTICE REGARDING ADHERING OF SIGNAGE & DISPLAY MATERIALS TO LAMINATED WALL PANELS!

To ensure hire stock is not damaged – please **DO NOT** adhere stickers or tape to booth laminated wall panels.

Ok to use on face of wall panel:

- Blu Tac
- 3M removable picture hanging strips

Do not use

- Velcro tape / double-sided

Under no circumstances should exhibitors nail or screw any article or display item to the booth wall(s). The panels are not solid and therefore non-weight bearing; doing so will cause damage.

Note: If damage is caused to wall panel(s) – exhibitors will be charged for the replacement cost - \$75 (+ gst) per panel for each damaged panel. *Note: the damage waiver does not cover this situation*

ADDITIONAL FLOORING OPTIONS

If you would like to discuss your flooring options, please contact your exhibitions coordinator.

CARPET TILE 1M²

STANDARD COLOURS



CHARCOAL



JUPITER BLUE



RED



BLACK

COLOURS FOR DEMONSTRATIVE PURPOSES ONLY.

PREMIUM COLOURS

PROMO FLOOR TILE 1M²



TIMBER



WHITE



BLACK

COLOURS FOR DEMONSTRATIVE PURPOSES ONLY.

INCLUSIVE IN YOUR TRADE BOOTH PACKAGE

SIZE	3.0m x 2.0m – Stepped wall
WALLS	White walls 2.5m high
FASCIA	Anodized aluminium frame with insert 2.1m clearance underneath.
SIGN	1 x white sign with black lettering per booth with event branding. Logo signage/corporate colours can be produced
LIGHTING	1 x 150 watt adjustable spotlights installed to the front of the fascia
POWER	1 x 4amp power point
CARPET	Charcoal carpet will be supplied as part as the shell package should you wish to change the colour this will be at the exhibitor's costs
FURNITURE	1 x Lockable Cupboard 1 x Dry Bar Table with 2 x Poly Vogue Stools Available in: Red, Blue, Black or White

APPLM15

ADDITIONAL LIGHTING & POWER ORDER FORM

 COMPANY: _____
 STAND #: _____

PLEASE COMPLETE FORM AND FORWARD TO:

F: (03) 9300 5733 P: (03) 933 5765 E: RIKKI.ROBERTS@MORETON.NET.AU

DUE DATE: 26th October 2015

ALSO PLEASE MAKE SURE ALL FILES ARE CLEARLY LABELLED WITH; SHOW NAME, STAND NUMBER AND COMPANY NAME.

1. AVAILABLE PRODUCTS

PLEASE INDICATE BELOW THE PRODUCTS THAT YOU WISH TO ORDER FOR YOUR TRADE BOOTH LIGHTING & POWER REQUIREMENTS.

DESCRIPTION	PRODUCT CODE	QTY	PRICE	TOTAL
LIGHTING				
2 X SPOTLIGHTS TRACK MOUNTED	LIGTC/ LIGSC		\$171.15	
2 x SPOTLIGHTS ON ART ARM	LIGAPA/ LIGSC		\$171.15	
ADDITIONAL SPOTLIGHT FOR EXISTING TRACK	LIGSC		\$82.95	
300w SPOTLIGHT ON ARM	LIGS300A		\$123.90	
150w VARIO SPOTLIGHT ON ARM	LIGPF150		\$92.40	
POWER				
4amp POWER POINT (240v / 1000w)	POWPS4 or POWPL4		\$100.40	
10amp POWER POINT (240v / 2400w)	POWPS10 or POWPL10		\$122.85	
15amp POWER POINT (240v / 3600w)	POWPS15 or POWPL15		\$154.35	
20amp POWER POINT (240v / 4800w)	POWPS20 or POWPL20		\$171.15	
3 PHASE POWER FEED 32AMP	POWF3P32		\$376.95	
POWER FEED & SWITCHBOARD (6 x 240V)	SWI3P6C		\$892.50	
4 POINT POWER BOARD	POWES		\$23.10	
POWER CONNECTION FEE (\$50) (POWCF)				\$50
PLEASE NOTE: FURTHER PRODUCTS ARE AVAILABLE UPON REQUEST				
SUB PAGE TOTAL:				

2. PREFERRED LIGHTING & POWER LOCATION

PLEASE INDICATE YOUR PREFERRED LIGHTING & POWER LOCATION.

A	B	C
D	E	F
G	H	I

FRONT OF BOOTH

ADDITIONAL LIGHTING			ADDITIONAL POWER		
A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>	G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>

PLEASE INDICATE PREFERRED LOCATION FOR ALL ITEMS ORDERED.

IF NOT ADVISED ALL ITEMS WILL BE PLACED IN **SECTION A** ALONG THE WALL.

AUDIO VISUAL ORDER FORM

 COMPANY: _____
 STAND #: _____

PLEASE COMPLETE FORM AND FORWARD TO:

F: (03) 9300 5733 **P:** (03) 933 5765 **E:** RIKKI.ROBERTS@MORETON.NET.AU

DUE DATE: 26th October 2015

1. AVAILABLE PRODUCTS – 2 -4 DAY HIRE

PLEASE INDICATE BELOW THE PRODUCTS THAT YOU WISH TO ORDER FOR YOUR TRADE BOOTH AUDIO VISUAL REQUIREMENTS.

DESCRIPTION	PRODUCT CODE	QTY	PRICE	TOTAL
LCD SCREENS & STANDS				
22" (54cm) LCD SCREEN (TABLE TOP STAND INCLUDED)			\$298.35	
28" (70cm) LCD SCREEN (TABLE TOP STAND INCLUDED)			\$351.05	
32" (81cm) LCD SCREEN (TABLE TOP STAND INCLUDED)			\$425.00	
40" (100cm) LCD SCREEN (TABLE TOP STAND INCLUDED)			\$578.00	
48" (121cm) LCD SCREEN (TABLE TOP STAND INCLUDED)			\$816.00	
50" (127cm) LCD SCREEN (TABLE TOP STAND INCLUDED)			\$884.00	
55" (140cm) LCD SCREEN (TABLE TOP STAND INCLUDED)			\$1,054.00	
65" (165cm) LCD SCREEN (TABLE TOP STAND INCLUDED)			\$1,581.00	
1.8mm SCREEN STAND (INC SHELF)			\$204.00	
WALL MOUNTED BRACKET			\$114.75	
DVD PLAYER			\$52.70	
BRACKETS & STANDS ONLY AVAILABLE WITH HIRE OF SCREEN				
COMPUTERS				
15" LAPTOP iMAC (i3)			\$263.50	
21.5" DESKTOP iMAC (i3)			\$579.70	
27" DESKTOP Imac (i3)			\$737.80	
IPAD 16GB WiFi			\$263.50	
IPAD STAND			\$170.00	
PLEASE NOTE: FURTHER PRODUCTS ARE AVAILABLE			SUB PAGE TOTAL:	

2. PREFERRED AUDIO VISUAL LOCATION

PLEASE INDICATE YOUR PREFERRED AUDIO VISUAL LOCATION.

A	B	C
D	E	F
G	H	I

FRONT OF BOOTH

LCD SCREENS & STANDS			COMPUTERS		
A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>	G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>

PLEASE INDICATE PREFERRED LOCATION FOR ALL ITEMS ORDERED.
 IF NOT ADVISED ALL ITEMS WILL BE PLACED IN **SECTION B** ALONG THE WALL.

PLANT ORDER FORM

 COMPANY: _____
 STAND #: _____

PLEASE COMPLETE FORM AND FORWARD TO:

F: (03) 9300 5733 P: (03) 933 5765 E: RIKKI.ROBERTS@MORETON.NET.AU

DUE DATE: 26th October 2015

1. AVAILABLE PRODUCTS

PLEASE INDICATE BELOW THE PRODUCTS THAT YOU WISH TO ORDER FOR YOUR TRADE BOOTH PLANT REQUIREMENTS.

DESCRIPTION	PRODUCT CODE	QTY	PRICE	TOTAL
PLANTS				
DESK TOP PLANT (APPROX 600mm HIGH)	PLADT		\$94.50	
SMALL POTTED PLANT (APPROX 900mm HIGH)	PLAS		\$115.50	
MEDIUM POTTED PLANT (APPROX 1200mm HIGH)	PLAM		\$136.50	
LARGE POTTED PLANT (APPROX 1.5m HIGH)	PLAL		\$157.50	
PLANTER BOX (3 SMALL PLANTS)	PLAB		\$189.00	
CUSTOM PLANTS			\$POA	
			PLANT DELIVERY FEE	\$50.00
SUB PAGE TOTAL:				

2. PREFERRED PLANT LOCATION

PLEASE INDICATE YOUR PREFERRED PLANTS LOCATION.

A	B	C
D	E	F
G	H	I

FRONT OF BOOTH

PLANT		
A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>
D <input type="checkbox"/>	E <input type="checkbox"/>	F <input type="checkbox"/>
G <input type="checkbox"/>	H <input type="checkbox"/>	I <input type="checkbox"/>

PLEASE INDICATE PREFERRED LOCATION FOR ALL ITEMS ORDERED.

PAYMENT ORDER FORM

COMPANY: _____
STAND #: _____

PLEASE COMPLETE FORM AND FORWARD TO:
F: (03) 9300 5733 P: (03) 933 5765 E: RIKKI.ROBERTS@MORETON.NET.AU
DUE DATE: 26th October 2015

1. CONTACT DETAILS

PLEASE COMPLETE YOUR CONTACT DETAILS BELOW.

NAME	COMPANY
ADDRESS	PHONE
	EMAIL
	STAND N°

2. ORDER TOTAL

PLEASE COMPLETE THE BELOW TOTALS SHOWN IF APPLICABLE.

FORM NAME	SUB PAGE TOTALS
SIGNAGE ORDER FORM	
ADDITIONAL LIGHTING & POWER ORDER FORM	
AUDIO VISUAL ORDER FORM	
FURNITURE ORDER FORM	
PLANT ORDER FORM	
SUB TOTAL:	
9.5% DAMAGE WAIVER OF SUB TOTAL	
30% CARTAGE OF SUB TOTAL (MINIMUM \$100)	
ADD 20% LATE FEE IF APPLICABLE	
10% GST	
TOTAL:	

PAYMENT MUST BE RECEIVED WITHIN 7 DAYS OF PLACING YOUR ORDER.

☐ CHEQUE ☐ BPAY ☐ MASTERCARD ☐ VISA ☐ AMEX ☐ DINERS CLUB
☐ FUNDS TRANSFER - WESTPAC **ADDRESS:** QUEEN STREET, BRISBANE **ACCOUNT NAME:** MORETON HIRE PTY LTD
BSB: 034 635 **ACCOUNT N°:** 250 666 **SWIFT:** WPACAU2S

ACCOUNT NAME:

EXPIRY DATE: ____ / ____ / ____

CCV:

CREDIT CARD N°:

SIGNED: _____

2.5% SURCHARGE APPLIES TO VISA & MASTERCARDS. 4% SURCHARGE APPLIES TO AMEX & DINER CARD PAYMENTS. ORDER NOT VALID UNLESS SIGNED BY HIRER (AUTHORISED AGENT / CARD HOLDER)

3. TERMS & CONDITIONS (SEE WWW.MORETON.NET.AU FOR FULL T&C'S)

NO ORDERS WILL BE INSTALLED UNTIL PAYMENT IS RECEIVED & PROCESSED. ORDERS PLACED AFTER THE FORM DUE DATE ARE SUBJECT TO AN ADDITIONAL 20% LATE DELIVERY FEE. ALL GOODS DELIVERED, THEN CANCELLED WILL BE CHARGED AT FULL RATE. CHANGES ON SITE TO LOCATION OF PLACEMENT WILL INCUR AN ADDITIONAL LABOUR CHARGE. ALL PRICES SHOWN ARE EXCLUSIVE OF GST.

Benefits of Using Agility Fairs & Events for your Exhibition Logistics



Participating in a trade show or exhibition? The next step is to arrange transport & logistics of your goods to the show.

Transport and freight may be one of your last considerations when participating in an exhibition. However, it is critical to the success of the show, given that if your display goods do not arrive – or arrive damaged – your investment in the show is wasted. Choose your transport provider wisely. We have been appointed as the official and preferred logistics company by the organizer for their shows.

	Agility Fairs & Events	Common Carrier
Is your transport carrier a specialized exhibition logistics provider with over 15 year's industry experience?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your transport carrier provide an all inclusive service – door to stand and everything in between?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will your transport company deliver and collect after hours and on weekends?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your transport company provide a dedicated Exhibition Coordinator as a single point of contact to work with you at every step for the duration of the entire show?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your transport company provide sample consignment notes to assist you with pick up requirements and provide specific exhibition labels to attach to your freight?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your transport company monitor your freight's daily movements in the supply chain - from the time of pick up to delivery at your stand?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your transport company work with the show organizers to develop move in schedules to minimize delays on the loading dock?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your transport company provide forklifts, pallet jacks and trolleys on site during move in and move out?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your transport company have a Site Manager at the venue to accept delivery of your goods, unload them and deliver to your stand in readiness for your arrival?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your carrier work outside of normal business hours and on weekends, to meet tight exhibition deadlines to ensure your goods are taken care of?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Benefits of using AGILITY FAIRS + EVENTS

- Convenient, one-stop-shop service for all your exhibition logistics.
- We are a specialized exhibition logistics provider, not a common carrier. In fact, exhibitions are our only business!
- We work as a team with the expo organizer, the venue and other service providers, to offer you a seamless service through collaborative efforts.
- As the official logistics contractor, we have the ability to secure early delivery into the venue, to ensure your goods arrive as early as possible giving you more time to set up your stand.
- You don't need to be there to accept delivery. Our Site Manager and team will be on-site to accept delivery of your goods, unload, disburse and deliver your freight to your stand in readiness for your arrival.
- We understand that post shows, there are flights to catch, clients to meet or you are just tired and wish to retreat for the day. Once move out arrangements are confirmed with us, you are free to leave the exhibition.

If using your own transport company:

- You need to be present at time of delivery to sign for your goods. Transport companies generally will not release the goods unless an authorized representative signs as proof of delivery. This may alter your travel plans if you were not planning to be at the event until later and may also result in additional costs such as travel and accommodation. It may also delay the delivery of your freight to the stand.
- For liability reasons, Agility staff cannot sign on your behalf.
- If your truck is delayed in the queue at the loading dock, it is likely that you will be charged waiting fees (demurrage). This may add significantly to your overall transport costs.
- Common carriers only handle door to door transport. You will be responsible for packing your freight, shrink-wrapping and securing your goods, affixing labels, completing consignment notes and making all necessary transport arrangements – don't get caught out if your transport company doesn't operate at night or weekends.

When it comes to exhibition logistics, are you really comparing apples to apples?

We assure you excellent and effective service throughout the whole process to make your exhibition experience is a positive one.

Please talk to us for a quote.



***We have offices in Melbourne, Sydney, Brisbane and Perth
For more information call +613 9330 3303 or
email expoeasy@agilitylogistics.com***

MATERIALS HANDLING FORM - COMPULSORY FORM

Dear Exhibitors,

In the interests of safety and to ensure appropriate materials handling equipment is available onsite, please assist us by providing information relevant to the handling of your equipment. Regardless of which transport company you are using – including Agility - it is compulsory to complete this form.

NOTE – FOR OVERSIZED / UNUSUAL FREIGHT, PLEASE INDICATE or ATTACH ON THE UNITS THE FOLLOWING:
WEIGHT / CENTRE OF GRAVITY / ANY SPECIAL MARKINGS (eg. If freight is weight biased towards a side, or must be forklifted in a certain way)

The information will assist in ensuring a safe working environment - Thank you for your assistance.

Section A – COMPANY DETAILS

Company Name: _____	Stand Name: _____	Stand #: _____
Contact Name: _____	Email: _____	
Mobile: _____	Fax: _____	

Section B – FORKLIFT SERVICES

Day / Date: _____	Time of Delivery: _____
Estimated Duration Required: _____	
Estimated weight of heaviest piece (kgs): _____	Extended tynes required: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Jib / Slings required: Yes <input type="checkbox"/> No <input type="checkbox"/>

Section C – STORAGE SERVICES (Empty packaging only – Strictly no product)

Description / Details: _____
Approximate volume: _____ (L) x _____ (W) x _____ (H) = _____
Please Advise Here If There Are Any Dangerous Goods in Your Consignment: Yes <input type="checkbox"/> No <input type="checkbox"/>
Details: _____

☐ I have read and accept Agility's Standard Terms & Conditions.

X
Accepted by (Signature): _____

PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 6th NOVEMBER, 2015 TO
MMERRETT@AGILITY.COM OR FAX 03 9330 3337
FOR INFORMATION CALL MADISON MERRETT ON (03) 9330 9013.

TRANSPORT QUOTE REQUEST FORM

Agility Fairs & Events is able to offer a full door to stand transport service. If you would like a quote for this service, please complete Sections A and B below.
If you require any on-site services (ie. forklift and storage) please complete Sections A, C and D.

AGILITY FAIRS & EVENTS.....The easy way to exhibit!

Section A – BILLING DETAILS									
Company:					ABN:				
Address:									
Suburb/Town:			Post Code:		Tel:		Fax:		
Contact Name:					Mobile:				
Email Address:					Agility Customer Code #				
Section B – TRANSPORT REQUIREMENTS									
Description of Consignment: <i>(if weights/dimensions are unknown at this stage, please estimate in the spaces provided)</i>									
Pallets <input type="checkbox"/>		Crates <input type="checkbox"/>		Loose Cartons <input type="checkbox"/>		Other <input type="checkbox"/>		Dangerous Goods: Yes <input type="checkbox"/> No <input type="checkbox"/>	
No. of Items:		Weight (approx.):		kgs		Volume (m ³): (L)		x (W) x (H) = m ³	
Available for Pick-Up / Preferred Date for Pick-Up:									
Day & Date:				Time:		Close:			
Pick-up address <i>(if different to address above):</i>									
Company:									
Address:									
Suburb/Town:				Post Code:					
Contact:				Telephone:			Mobile:		
Forklift available at pick-up point? YES <input type="checkbox"/> NO <input type="checkbox"/>				Is a Tailgate Vehicle Required: YES <input type="checkbox"/> NO <input type="checkbox"/>					
Special Requirements/Instructions:									
Deliver to:									
Hall:			Stand:			Delivery Date:			
Do you require us to return freight after the exhibition? YES <input type="checkbox"/> NO <input type="checkbox"/>									
Section C – FORKLIFT SERVICES									
Day/Date:			ETA:		Estimated time required:				
Estimated weight of heaviest piece (kgs):					Extended tyres required?			Yes	No
Section D – STORAGE									
Pre-Show <input type="checkbox"/>			During Show <input type="checkbox"/>			After Show <input type="checkbox"/>			
Description/Details:									
Approximate volume:		(L)	x (W)	x (H)	=	m ³			
<input type="checkbox"/> I have read and accept Agility's Standard Terms & Conditions (refer to page 2). <input checked="" type="checkbox"/> Accepted by (Signature): _____									

PLEASE COMPLETE THIS FORM AND RETURN BY FRIDAY 6th NOVEMBER, 2015 TO
MMERRETT@AGILITY.COM OR FAX 03 9330 3337
FOR INFORMATION CALL MADISON MERRETT ON (03) 9330 9013.

Standard Terms and Conditions of Contract

PART I: GENERAL CONDITIONS APPLICATION

1. (A) Subject to clause (B) below, all services of the Company whether gratuitous or not are subject to these Conditions.
(i) The provisions of Part I shall apply to all such services.
(ii) The provisions of Part II shall only apply to the extent that such services are provided by the Company as agents.
(iii) The provisions of Part III shall only apply to the extent that such services are provided by the Company as principals.
(B) Where a document bearing a title of or including "bill of lading" (whether or not negotiable), or "waybill" is issued by or on behalf of the Company and provides that the Company contracts as carrier the provisions set out in such document shall be paramount in so far as such provisions are inconsistent with these conditions.
- (C) Every variation, cancellation or waiver of these Conditions must be in writing signed by a Director of the Company. Notice is hereby given that no other person has or will be given any authority whatsoever to agree to any variation cancellation or waiver of these Conditions.
All services provided by the Company as agents except in the following circumstances where the Company acts as principal:
(A) Where the Company performs any carriage, handling or storage of Goods but only to the extent that the carriage is performed by the Company itself or its servants and the Goods are in the actual custody and control of the Company or
(B) Where prior to the commencement of the carriage of Goods the Customer in writing demands from the Company particulars of the identity, services or charges of persons instructed by the Company to perform part or all of the carriage, the Company shall be deemed to be contracting as a principal in respect of that part of the carriage in respect of which the Company fails to give such particulars demanded within 28 days of the Company's receipt of such demand, or
(C) To the extent that the Company expressly agrees in writing to act as a principal, or
(D) To the extent that the Company is held by a court of law to have acted as a principal.
Without prejudice to the generality of clause 2.
3. (A) The changing by the Company of a fixed price for a service or services of whatsoever nature shall not in itself determine or be evidence that the Company is acting as an agent or a principal in respect of such service or services;
(B) The supplying by the Company of their own or leased equipment shall not in itself determine or be evidence that the Company in acting as an agent or a principal in respect of any carriage, handling or storage of Goods;
(C) The Company acts as an agent where the Company procures a bill of lading or other document evidencing a contract of carriage between a person, other than the Company, and the Customer or Owner;
(D) The Company acts as an agent and never as a principal when providing services in respect of or relating to customs, requirements, taxes, licenses, consular documents, certificates of origin, inspection, certificates and other similar services.
- Definitions**
4. In these conditions
(A) "Company" Is Agility Fairs & Events Pty Ltd
(B) "Customer" Means any person at whose request or on whose behalf the Company provides a service;
(C) "Person" Includes persons or any body or bodies corporate;
(D) "Owner" Includes the owner, shipper and consignee of the Goods and any other person who is or may become interested in the Goods and anyone acting on their behalf;
(E) "Authority" A duly constituted legal or administrative person, acting within its legal powers and exercising jurisdiction within any nation, state, municipality, port or airport;
(F) "Goods" Includes the cargo and any container not supplied by or on behalf of the Company, in respect of which the Company provides a service;
(G) "Container" Includes any container, tank, tank, trailer, transportable tank, flat, pallet or any article of transport used to carry or consolidate goods and any equipment or connected thereto;
(H) "Dangerous Goods" Includes goods which are or may become of a dangerous, inflammable, radioactive or damaging nature and goods likely to harbour or encourage vermin or other pests;
(I) "Hague Rules" Means the provisions of the International Convention for the Unification of certain rules Relating to Bills of Lading signed at Brussels on 25th August 1924;
(J) "Instructions" Means a statement of the Customer's specific requirements.
- Obligations of Customer**
5. The Customer warrants that he is either the owner or the authorised agent of the Owner of the Goods and that he is authorised to accept and is accepting these Conditions not only for himself but also as agent for and on behalf of the Owner of the Goods.
6. The Customer warrants that he has reasonable knowledge of matters affecting the conduct of his business, including but not limited to the terms of sale and purchase of the Goods and all other matters relating thereto.
7. The Customer shall give sufficient and executable instructions.
8. The Customer warrants that the description and particulars of the Goods are complete and correct.
9. The Customer warrants that the Goods are properly packed and labelled, except where the Company has accepted instructions in respect of such services.
- Special Instructions, Goods and Services**
10. (A) Unless otherwise previously agreed in writing, the Customer shall not deliver to the Company or cause the Company to deal with or handle dangerous Goods.
(B) If the Customer is in breach of sub-clause (A) above he shall be liable for all loss or damage whatsoever caused by or to or in connection with the Goods howsoever arising and shall defend, indemnify and hold harmless the Company against all penalties, claims, damages, costs and expenses whatsoever arising in connection therewith and the goods may without notice be destroyed or otherwise dealt with at the sole discretion of the Company or any other person in whose custody they may be at the time.
(C) If the Company agrees to transport Dangerous Goods and then in the opinion of the Company or any other person they constitute a risk to other goods, property, life or health they may without notice be destroyed or otherwise dealt with at the expense of the Customer or Owner.
11. The Customer undertakes not to tender for transportation any Goods which require temperature control without previously giving written notice of their nature and particular temperature range to be maintained and in the case of a temperature controlled Container stuffed by or on behalf of the Customer further undertakes that the Container has been properly pre-cooled or preheated as appropriate, that the Goods have been properly stuffed in the Container and that its thermocyclic controls are set by the Customer. If the above requirements are not complied with the Company shall not be liable for any loss or damage to the Goods caused by such non-compliance.
12. No insurance shall be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk. Unless otherwise agreed in writing, the Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on any open or general policy. The Company is an agent in respect of the effecting of insurance and should the insureds dispute their liability for any reason the insured shall have recourse against the insurers only and the Company shall not be under any responsibility or liability whatsoever in relation thereto notwithstanding that the premium upon the policy may not be at the same rate as that charged by the Company or paid to the Company by its customers.
13. Except in accordance with express instructions previously received in writing and accepted in writing by the Company, the Company shall not be obliged to make any declaration for the purposes of any statute, convention or contract as to the nature of value of any Goods or as to any special interest in delivery.
14. Unless otherwise previously agreed in writing or otherwise provided for under the provisions of a document signed by the Company, instructions relating to the delivery or release of Goods against payment or against surrender of a particular document shall be in writing and the Company's liability shall not exceed that provided for in respect of misdelivery of Goods.
15. Unless otherwise previously agreed in writing that the Goods shall depart or arrive by a particular date, the Company accepts no responsibility for departure or arrival dates of Goods.
- General Indemnities**
16. (A) The Customer and Owner shall defend, indemnify and hold harmless the Company against all liability, loss, damage, costs and expenses arising (i) from the nature of the goods unless caused by the Company's negligence, (ii) out of the Company acting in accordance with the Customer's or Owner's instructions, or (iii) arising from a breach of warranty or obligation by the Customer or arising from the negligence of the Customer or Owner.
(B) Except to the extent caused by the Company's negligence, the Customer and Owner shall be liable for and shall defend, indemnify and hold harmless the Company in respect of all duties, taxes, imposts, levies, deposits and outlays of whatsoever nature levied by any Authority and for all payments, fines, costs, expenses, loss and damage whatsoever incurred or sustained by the Company in connection therewith.
(C) Advice and information, in whatever form it may be given, are provided by the Company for the Customer only and the Customer shall defend, indemnify and hold harmless the Company for all liability, loss, damage, costs and expenses arising out of any other person relying on such advice or information.
(D) (i) The Customer undertakes that no claim be made against any servant, sub-contractor or agent of the Company which imposes, or attempts to impose upon any of them any liability whatsoever in connection with the Goods, if any such claim should nevertheless be made, to indemnify the Company against all consequences thereof.
(ii) Without prejudice to the foregoing, every such servant sub-contractor or agent shall have the benefit of all provisions herein, as if such provisions were expressly for their benefit. In entering into this contract the Company, to the extent of those provisions, does so not only on its behalf, but as agent and trustee for such servants, sub-contractors and agents.
(iii) The Customer shall defend, indemnify and hold harmless the Company from and against all claims, costs and demands whatsoever and by whomsoever made or preferred in excess of the liability of the Company under the terms of these Conditions and without prejudice to the generality of this clause this indemnity shall cover all claims, costs and demands arising from or in connection with the negligence of the Company, its servants, sub-contractors and agents.
(iv) In this clause, "sub-contractors" includes direct and indirect sub-contractors and their respective servants and agents.
(E) The customer shall be liable for the loss, damage, contamination, soiling, detention or demurrage before, during and after the Carriage of property (including, but not limited to, Containers) of the Company or any person or vessel referred to in (D) above caused by the Customer or owner or any person acting on behalf of either of them or for which the Customer is otherwise responsible.
- Charges etc.**
17. (A) The Customer shall pay to the Company in cash or as agreed all sums immediately when due without deduction or deferment on account of any claim, counterclaim or set-off.
(B) When the Company is instructed to collect freight, duties, charges or other expenses from any person other than the Customer, the Customer shall be responsible for the same on receipt of evidence of demand and non payment by such other person when due.
(C) On all amounts overdue to the Company, the Company shall be entitled to interest calculated at 4 per cent above rate as set out under the Penalty Interest Rates Act 1983 (Vic), as varied from time to time, calculated daily from the date of default to the date of payment.
(D) Should payment remain outstanding beyond the Company's payment terms, the Customer agrees to pay all legal costs (on a solicitor/own Client basis) and all Mercantile Agent's fees (including any commission payable on the payment of the debt) incurred by the Company as a result of non-payment of the debt.
- Liabilities and Rights of the Company**
18. The Company shall be entitled, except insofar as has been otherwise agreed in writing, to enter into contracts on behalf of itself or the Customer and without notice to the Customer:
(A) For the carriage of Goods by any mode, means or person,
(B) For the carriage of Goods of any description whether containerised or not on or under the deck of any vessel,
(C) For the storage, packing, transhipment, loading, unloading or handling of Goods by any person at any place whether on shore or afloat and for any length of time,
(D) For the carriage or storage of Goods in containers or with other goods of whatever nature,
(E) For the performance of its own obligations and to do such acts as in the opinion of the Company may be necessary or incidental to the performance of the Company's obligations.
19. (A) The Company shall be entitled but under no obligation, to depart from the Customer's instructions in any respect if in the opinion of the Company there is a good reason to do so in the Customer's interest and it shall not thereby incur any additional liability.
(B) The Company may at any time comply with the orders or recommendations given by any Authority. The responsibility of the Company in respect of the Goods shall cease on the delivery or other disposition of the Goods in accordance with such orders or recommendations.
20. If at any time the performance of the Company's obligations, in the opinion of the Company or any person whose services the Company makes use of, is or is likely to be affected by any hindrance, risk, delay, difficulty or disadvantage whatsoever and which cannot be avoided by reasonable endeavours by the Company or such other person, the Company may, on giving notice in writing to the Customer or Owner or without notice where it is not reasonably possible to give such notice, treat the performance of its obligations as terminated and place the Goods or any part of them at the Customer or Owner's disposal at any place which the Company may deem safe and convenient, whereupon the responsibility of the Company in respect of the Goods shall

- cease. The Customer shall be responsible for any additional costs of carriage to and delivery and storage at such place and all other expenses incurred by the Company.
21. If delivery of the Goods or any part thereof is not taken by the Customer or Owner at the time and place when and where the Company, or any person whose services the Company makes use of, is entitled to call upon the Customer or Owner to take delivery thereof, the Company or such other person shall be entitled to store the Goods in the open or under cover at the sole risk and expense of the Customer.
22. Notwithstanding clauses 20 and 21, the Company shall be entitled but under no obligation at the expense of the Customer payable on demand and without any liability to the Customer or Owner, to sell or dispose of
(A) on giving 21 days notice in writing to the Customer all Goods which in the opinion of the Company cannot be delivered as instructed, and
(B) Without notice Goods, which have perished, deteriorated or altered, or are in immediate prospect of doing so in a manner which has caused or may be reasonably expected to cause loss or damage to any person or property or to contravene applicable regulations.
23. The Company shall have a particular and general lien on all Goods or documents relating to Goods in its possession for all sums due at any time from the Customer or Owner and on giving 28 days notice in writing to the Customer, shall be entitled to sell or dispose of such Goods, or documents at the expense of the Customer and without liability to the Customer and Owner and apply the proceeds in or towards the payment of such sums.
24. The Company shall be entitled to retain and be paid all brokerages, commissions, allowances and other remunerations customarily retained by or paid to freight forwarders.
25. The Company shall have the right to enforce against the Owner and the Customer jointly and severally any liability of the Customer under these Conditions or to recover from them any sums to be paid by the Customer which upon demand have not been paid.
- Containers**
26. (A) If a Container has not been packed or stuffed by the Company, the Company shall not be liable for loss of or damage to the contents if
Caused by:
(i) The manner in which the Container has been packed or stuffed,
(ii) The unsuitability of the contents for carriage in containers, unless the Company has approved the suitability,
(iii) The unsuitability or defective condition of the Container provided that where the Container has been supplied by or on behalf of the Company this paragraph (iii) shall only apply if the unsuitability or defective condition arose (a) without any negligence on the part of the Company or (b) would have been apparent upon reasonable inspection by the Customer or Owner or person acting on behalf of either of them.
(iv) If the Container is not sealed at the commencement of the Carriage except where the Company has agreed to seal the Container.
(B) The Customer shall defend, indemnify and hold harmless the Company against all liability, loss, damage, costs and expenses arising from one or more of the matters covered by (A) above except for (A)(iii)(a) above.
(C) Where the Company is instructed to provide a Container, in the absence of a written request to the contrary, the Company is not under an obligation to provide a Container or any particular type or quality.
- General Liability**
27. (A) Except insofar as otherwise provided by these Conditions, the Company shall not be liable for any loss or damage whatsoever arising from:
(i) The act or omission of the Customer or Owner or any person acting on their behalf,
(ii) Compliance with the instructions given to the Company by the Customer, Owner or any other person entitled to give them,
(iii) Insufficiency of the packing or labelling of the Goods except where such service has been provided by the Company,
(iv) Handling, loading, storage or unloading of the Goods by the Customer or Owner or any person acting on their behalf,
(v) Inherent vice of the Goods,
(vi) Riots, civil commotions, strikes, lockouts, stoppage or restraint of labour from whatsoever cause,
(vii) Fire, flood or storm, or
(viii) Any cause which the Company could not avoid and the consequences whereof it could not prevent by the exercise of reasonable diligence.
(B) Subject to clause 15, howsoever caused the Company shall not be liable for loss or damage to property other than the Goods themselves, indirect or consequential loss or damage, loss of profit, delay or deviation.
Amount of Compensation
28. Except insofar as otherwise provided by these Conditions, the liability of the Company, howsoever arising, and notwithstanding that the cause of loss or damage be unexplained shall not exceed the following in respect of all claims other than those subject to the provisions of sub-clause (B) below, whichever is the least of:
(i) The value of, or
(ii) A\$2.50 per gross kilogram of, the Goods lost, damaged, misdirected, misdelivered or in respect of which a claim arises.
(B) In respect of claims for delay where not excluded by the provisions of these Conditions, the amount of the Company's charges in respect of the Goods delayed.
29. (A) Compensation shall be calculated by reference to the invoice value of the Goods plus freight and insurance if paid.
(B) If there be no invoice value for the Goods, the compensation shall be calculated by reference to the value of such Goods at the place and time when they were delivered to the Customer or Owner or should have been so delivered. The value of the Goods shall be fixed according to the current market price, or, if there be no commodity exchange price or current market price, by reference to the normal value of goods of the same kind and quality. By special agreement in writing and on payment of additional charges, higher compensation may be claimed from the Company not exceeding the value of the Goods, or the agreed value, whichever is the lesser.
- Notice of loss, Time Bar**
31. (A) The Company shall be discharged of all liability unless:
(i) Notice of any claim is received in writing by the Company or its agent within 14 days after the date specified in (B) below or within a reasonable time after the date specified in (B) below if it was impossible to so notify, and
(ii) Suit is brought in the proper forum and written notice thereof received by the Company within 9 months after the date specified in (B) below.
(B) (i) In the case of loss or damage to Goods, the date of delivery of the Goods,
(ii) In the case of delay or non-delivery of the Goods, the date that the Goods should have been delivered,
(iii) In any other case, the event giving rise to the claim.
- General Average**
32. The Customer shall defend, indemnify and hold harmless the Company in respect of any claims of a General Average nature which may be made on the Company and the Customer shall provide such security as may be required by the Company in this connection.
- Miscellaneous**
33. Any notice served by post shall be deemed to have been given on the third day following the day which it was posted to the address of the recipient of such notice last known to the Company.
34. The defenses and limits of liability provided for by these Conditions shall apply in any action against the Company whether such action be founded in contract or in tort.
35. If any legislation is compulsorily applicable to any business undertaken these Conditions shall as regards such business, be read as subject to such legislation and nothing in these Conditions shall be construed as a surrender by the Company of any of its rights or immunities or as an increase of any of its responsibilities or liabilities under such legislation and if any part of these Conditions be repugnant to such legislation to any extent such part shall as regards such business be over-riden to that extent and no further.
36. Headings of clauses or groups of clauses in these Conditions are for indicative purposes only.
- Jurisdiction and Law**
37. The proper law of all contracts arising between the Company and the Customer is the Law of the State of Victoria and the parties agree to submit to the jurisdiction of the Courts of that State.
- PART II: COMPANY AS AGENT**
Special Liability and Indemnity Conditions
(A) To the extent that the Company acts as an agent, the Company does not make any contract with the Customer for the carriage, storage or handling of the Goods nor for any other physical service in relation to them and acts solely on behalf of the Customer in securing such services by establishing contracts with third parties so that direct contractual relationships are established between the Customer and such third parties.
(B) The Company shall not be liable for the acts and omissions of such third parties referred to in sub-clause (A) above.
39. (A) The Company when acting as an agent has the authority of the Customer to enter into contracts on the Customer's behalf and to do such Acts as to bind the Customer by such contracts and acts in all respects notwithstanding any departure from the Customer's instructions. Except to the extent caused by the Company's negligence, the Customer shall defend, indemnify and hold harmless the Company in respect of all liability, loss, damage, costs, or expenses arising out of any contracts made in the procurement of the Customer's requirements in accordance with clause 38.
Choice of Rates
40. Where there is choice of rates arising out of the extent or degree of liability assumed by persons carrying, storing, handling the Goods, no declaration of value where optional will be made unless otherwise agreed in writing.
- PART III: COMPANY AS A PRINCIPAL**
Special Liability Conditions
41. To the extent that the Company contracts as principal for the performance of the Customer's instructions, the Company undertakes to perform or in its own name to procure the performances of the Customer's instructions and subject to the provisions of these Conditions shall be liable for the loss of or damage to the Goods occurring from the time that the Goods are taken into its charge until the time of delivery.
42. Where the Company contracts as a principal and sub-contracts the performance of the Company's services and it can be proved that the loss of or damage to or in respect of the Goods arose or was caused whilst the Goods were in the care or custody of the sub-contractor, the Company shall have the full benefit of all rights, limitations and exclusions of liability available to such sub-contractor in the contract between the Company and such sub-contractor and in any law, statute or regulation and the liability of the Company shall not exceed the amount recovered, if any, by the Company from sub-contractor. Notwithstanding other provisions in these Conditions, if it can be proved where the loss of or damage to the Goods occurred, the Company's liability shall be determined by the provisions contained in any international convention or national law, the provisions of which
(A) Cannot be departed from by private contract, to the detriment of the claimant, and
(B) Would have applied if the claimant had made a separate and direct contract with the actual provider of the particular service in respect of that service or stage of damage where the loss or damage occurred and received as evidence thereof any particular document which must be issued if such international convention or national law shall apply.
44. Notwithstanding other provisions in these Conditions, if it can be proved that the loss of or damage to the Goods occurred at sea or inland waterway and the provisions of clause 42 do not apply, the Company's liability shall be determined by the Hague-Visby Rules. Reference in the Hague-Visby Rules to carriage by sea shall be deemed to include reference to carriage by inland waterways and the Hague-Visby Rules shall be construed accordingly.
45. Notwithstanding the provisions of clauses 42, 43 and 44 if the loss or damage to the Goods occurred at sea or on inland waterways, and the Owner Charterer or operator of the vessel establishes a limitation fund, the liability of the Company shall be limited to the proportion of the said limitation fund allocated to the Goods.
Air Carriage
46. If the carriage acts as a principal in respect of a carriage of Goods by air, the following notice is hereby given:
If the Company involves an ultimate destination stop in a country other than the country of departure, the Warsaw Convention may be applicable and the Convention governs and in most cases limits the liability of carriers in respect of loss of or damage to cargo. Agreed stopping places are those places (other than the places of departure and destination) shown under requested routing and/or those places shown in carriers timetables as scheduled stopping places for the route. The address of the first carrier is the airport of departure.
Both to Blame Collision Clause
47. The Current Both to Blame Collision Clause as adopted by BIMCO is incorporated in these conditions.
USA and/or Canada Clause
48. (A) With respect to transportation within USA or Canada, the responsibility of the Company shall be to procure transportation by carrier (one or more) and such transportation shall be subject to the carrier's contracts and tariffs and any law compulsorily applicable. The Company guarantees the fulfillment of such carrier's obligations under their contracts and tariffs.
(B) If and to the extent that the provisions of the Harter Act of the USA 1893 would otherwise be compulsorily applicable to regulate the Company's responsibility for the Goods during any period prior to loading or on after discharge from the vessel on which the Goods are to be or have been carried, the Company's responsibility shall instead be determined by the provisions of these Conditions, but if such provisions are found to be invalid such responsibility shall be determined by the provisions in the Carriage of Goods by Sea Act of the USA 1924 1936.