



29th & 30th July 2020

AUSTRALASIAN ROADMARKING CONFERENCE / EXHIBITION & WORKSHOP



Exhibitor Opportunities

Principal Conference Sponsor



Opal Cove Resort
Coffs Harbour NSW

EXHIBITOR APPLICATION

Roadmarking Industry Association of Australia

Conference 29th – 30th July 2020

Please complete this form and return to info@riaa.com.au

Company Name:	
Contact Name:	
Position:	
Address:	
Telephone:	
Email:	

We wish to apply for the following Items:

Exhibition Type - Member		AUD \$	Total
Indoor Exhibitor			
Single Booth		\$4,392	
Double Booth		\$8,784	
Booth Preference:			
1			
2			
3			
Outdoor Exhibitor		\$4,392	
Total Exhibitor Value			
Exhibition Type - Non Member		AUD \$	Total
Indoor Exhibitor			
Single Booth		\$4,700	
Double Booth		\$9,400	
Booth Preference:			
1			
2			
3			
Outdoor Exhibitor		\$4,700	
Total Exhibitor Value			

Exhibitor Terms and Conditions:

Applications must be received on the official application contract forms. Exhibitor packages will not be allocated without a signed application and the payment of the required deposit. The Conference Committee reserves the right, at their total discretion, to decline any application.

Payment: 50% DEPOSIT ON ALL OPPORTUNITIES IS DUE IMMEDIATELY UPON RECEIPT OF TAX INVOICE Cheques and Bank Drafts should be made payable to the Roadmarking Industry Association of Australia. Payments can also be made by credit card (Visa, MasterCard or American Express) acceptance of which will be subject to approved authorisation.

Note: If the 50% deposit or final payment IS not received by the specified dates, the Conference Committee reserves the right to review the Exhibitor agreement and to cancel the agreement. Cancelled agreements will be subjected to the "Cancellation Policy".

Cancellation Policy: Cancellations made before the 31st May, 2020 will forfeit the deposit. Refunds will not be made after 31st May, 2020 unless all Exhibitor packages are sold out, and the cancelled package can be resold. Subject to the above stated conditions, companies cancelling Exhibitor arrangements after 31st May, 2020 will receive an appropriate refund (minus 50% cancellation penalty) after the closing of the Conference, and only if all Exhibitor packages have been sold. Refunds are entirely at the discretion of the Conference Committee.

Thank you for your organisation's commitment to participate as an Exhibitor for the Roadmarking Industry Association of Australia (RIAA) 2020 Australasian "Road to Success" Conference, Exhibition & Workshop.

This year's Conference will be hosted at Opal Cove Resort, Opal Boulevard, Coffs Harbour, NSW.

Your organisation can expect to benefit significantly from the exclusive opportunity to maximize exposure of your product and services to delegates directly involved in this industry.

The RIAA 2020 Conference & Exhibition is your opportunity to make your presence felt in the marketplace, display the range of benefits of your product and services to RIAA delegates, and to generate future business opportunities.

Contents

Exhibition Times	Page 3
Satchel Inclusions – <i>Must be received by Friday 3rd July</i>	Page 3
RIAA & Exhibition Equipment Hire Contact Information	Page 3
Venue Access and Set Up Details	Page 4
Exhibition Booths	Page 5
Exhibitors Floor Plan - latest floorplan will be distributed Friday 10 th August	Page 5
Exhibitor Badges - <i>Must be returned by Friday 26th June</i>	Page 6
Emergency Contact Details - <i>Must be returned by Friday 26th June</i>	Page 6
Exhibitor /Sponsor Profile – <i>Must be returned by Friday 26th June</i>	Page 7
Indemnity Form – <i>Must be returned by Friday 26th June</i>	Page 8
Service Contractors – <i>Must be returned by Friday 26th June</i>	Page 8
Terms & Conditions	Page 8
Exhibitor Manual (Rowland Moye Entertainment)	Page 10
Exhibition Hall Goods Delivery Form	Page 11



Exhibition Times

Tuesday 28 th July 2020	Exhibitors Bump In	11:00 - 17:00
Wednesday 29 th July 2020	Exhibition Open	07:00 - 16:30
Thursday 30 th July 2020	Exhibition Open	07:00 - 16:30
Thursday 30 th July 2020	Exhibition Bump Out	15:00 - 17:00

Satchel Inclusions

As part of the Exhibitor Opportunities – 200 items of Free Conference Satchel inclusions must be sent and received by no later than **Friday 3rd July** at the following address:

Roadmarking Industry Association of Australia
Attn: Kellie Appel
41A Lathams Rd
CARRUM DOWNS 5070

Late inclusions cannot be accepted.

RIAA & Exhibition Equipment Hire Contact Information

Enquiries

All enquiries regarding the Conference or Exhibition should be directed to:

) **Paul Robinson**
Roadmarking Industry Association of Australia Ltd
PO Box 5070
Hallam Vic. 3803
Telephone: 0400 870 301 Int'l: +61 400 870 301
Email: paul@riaa.com.au

) **Kellie Appel**
Roadmarking Industry Association of Australia Ltd
PO Box 5070
Hallam Vic. 3803
Telephone: 1300 625 983 Int'l: + 61 3 8679 5290
Email: info@riaa.com.au

Exhibition Hire Service

Company: Rowland Moye Entertainment
Contact: Rowland Moye
Telephone: 02 6656 4412 Int'l: +61 2 6656 4412
Email: rowland@rowlandmoyeentertainment.com.au
Web: www.rowlandmoyeentertainment.com.au



Venue –

Opal Cove Resort
Opal Boulevard
Coffs Harbour NSW 2450

Contact: Natasha Parish
Position: Conference Co-Ordinator
Telephone: 02 6651 0554 Int'l: 61 2 6651 0554
Email: confco@opalcove.com

Site Access and Set Up Details

On Arrival

Your exhibitor badges will be available from the Registration Desk at Opal Cove Resort on Tuesday 28th July 2020 from 15:00pm until 17:00pm and Wednesday and Thursday 29th & 30th 6.30am until 10:00am.

Please wear your name badges at all times.

If you require additional badges or name changes to staff, please see the RIAA Registration Desk.

Deliveries to Venue and Storage

Please use the attached Goods Delivery Form at the back of this manual to label all items for delivery.

The RIAA, Opal Cove Resort and Rowland Moyer Entertainment will not accept responsibility for the safety or well-being of any display or product items delivered to the venue. Nor will RIAA, Rowland Moyer Entertainment, or Opal Cove Resort take delivery of such items on behalf of an exhibitor, unless prior arrangements have been made. Exhibitors should have all goods and exhibits insured from the day such goods are despatched to the venue, until it is dismantled and goods are removed from the venue and received at their return address.

Items for delivery must not be sent to arrive any earlier than **Monday 27th July, unless** alternate arrangements are made directly with the venue. Deliveries should be clearly marked and addressed. Please, where possible, use the delivery address labels found at the back of this exhibition manual.

On-site storage after the close of the exhibition will be supplied by Opal Cove Resort. If you have special requirements or need further information relating to security of your items, please contact Opal Cove Resort directly. RIAA, Rowland Moyer Entertainment and Opal Cove Resort accept no liability for items delivered or left for collection.

Exhibition Booths

Rowland Moyer Entertainment has been appointed by the RIAA 2020 Australasian Conference & Exhibition as the official contractor for the following services:

-) Modular Shell Scheme Construction
-) Electrical Installation
-) Display Furniture Hire

Should you wish to modify your stand in any way or have any special requirements, please contact Rowland Moyer Entertainment (Contact details page 3)

Stand sizes are 3m x 2m x 2.5 high. All display material, furniture and equipment must be kept within the perimeter of the stand. No obstacles are to be placed in aisles.

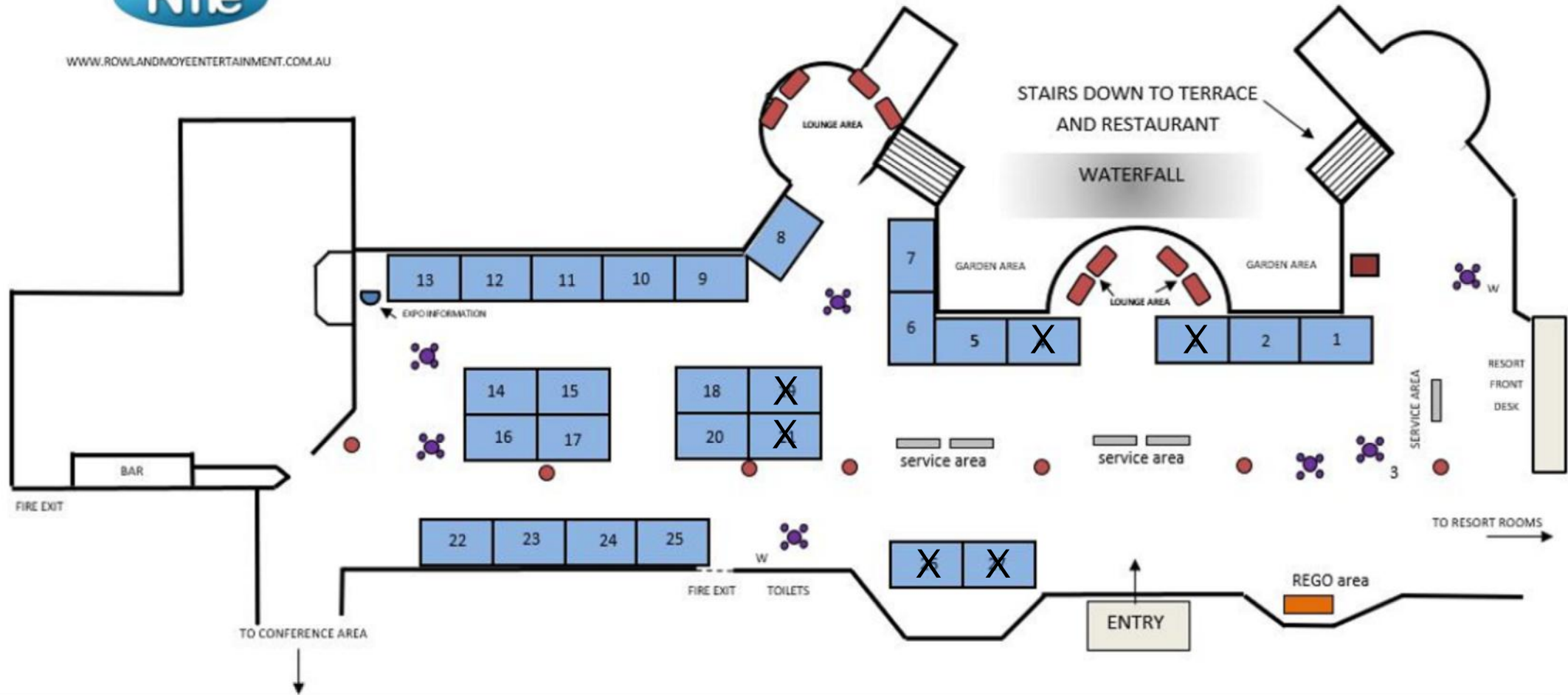


Roadmarking Industry Association of Australia Exhibition floorplan

Opal Cove Resort | Coffs Harbour | 29th & 30th July 2010



WWW.ROWLANDMOYEENTERTAINMENT.COM.AU



LEGEND

PRODUCED BY ROWLAND MOYE ENTERTAINMENT

Please note this plan is indicative only and subject to change without notice.

Please refer to the terms and conditions in the sponsorship prospectus for further information.

-  COCKTAIL TABLE AND STOOLS
-  W WATER STATION
-  PILLARS
-  SERVICE AREA

-  LARGE 3m W x 2m D x 2.5m H
-  Coffee Barista 2.5 3m W x 2.5m D x
-  REGO area

Exhibitor Badges Form

In the interest of security, it is essential that all personal on your stand wear identification badges. These have been specially designed for the exhibition and there is space in the badges for the name of your firm and the individual's name. The badge gives you access into the exhibition area only each day. Exhibitor Badges will be available at the Registration Desk at Opal Cove Resort on Tuesday 28th July 2020 from 15:00pm until 17:00pm and Wednesday and Thursday 29th & 30th 6.30am until 10:00am. Please indicate names of staff members in attendance at the exhibition (please type or print names clearly). A limit of four (4) badges per stand. Please contact the RIAA if you require any further badges.

Names to appear on Exhibitor Badges

- 1.
- 2.
- 3.
- 4.

Email Form back info@riaa.com.au by Friday 26th June

Emergency Contact Details

It may be necessary in extreme cases to contact exhibitors after hours during the event. We request the name and telephone number of the person we would contact who is responsible for the display in case of an emergency.

Company Name: _____

Name of Stand: _____

Contact Name: _____

AH Telephone Number/s: _____

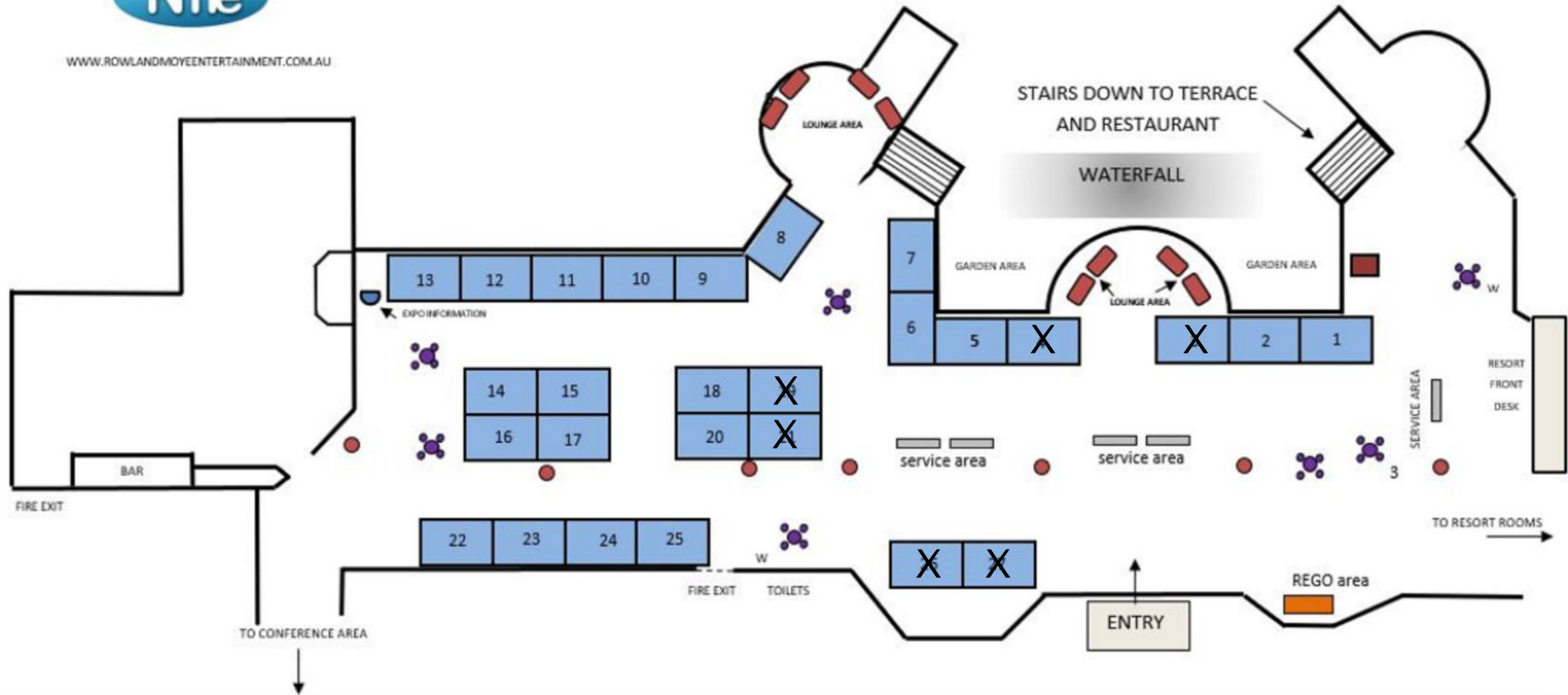


Roadmarking Industry Association of Australia Exhibition floorplan

Opal Cove Resort | Coffs Harbour | 29th & 30th July 2010



WWW.ROWLANDMOYEENTERTAINMENT.COM.AU



LEGEND

PRODUCED BY ROWLAND MOYE ENTERTAINMENT

Please note this plan is indicative only and subject to change without notice.

Please refer to the terms and conditions in the sponsorship prospectus for further information.

- COCKTAIL TABLE AND STOOLS
- WATER STATION
- PILLARS
- SERVICE AREA

- LARGE 3m W x 2m D x 2.5m H
- Coffee Barista 2.5 3m W x 2.5m D x
- REGO area

Indemnity Form

We hereby agree to indemnify RIAA Conference against any claims arising from loss or damage to exhibits and any damage caused to the space, walls, ceilings, furniture, fittings and furnishings caused by us, our agents or contractors at Opal Cove Resort during the move-in period, occupancy and move-out period.

Company Name: _____

Name of Stand: _____

Signature: _____

Print Name: _____

Date: _____

Service Contractors

For the information of the Organiser, and to aid in the smooth running of the move-in and move-out of the exhibition, please indicate below any contractors (other than the officially appointed) who are supplying services to your exhibition stand – eg. Stand and display contractor, courier, furniture, pot plants, etc.

Company Name: _____

Name of Stand: _____

Contractor Company Name: _____

Contractor Contact Name: _____

Contractor Telephone Number: _____

Email form to info@riaa.com.au by Friday 26th June

Terms & Conditions

- | | |
|----------------------------|--|
| Allocation | The Exhibitor understands that Booths and/or space are strictly allocated in order of receipt of payment and that the Conference Committee's decision will be final. |
| Cancellation Policy | In the case of cancellation of a booth/s please note that unless the booth/s are resold the Conference Committee reserves the right to retain all monies received. |
| General Terms & Conditions | The Exhibitor agrees to be bound by the Exhibition General Terms and Conditions set out in the "Terms and Conditions" section of this document, which is acknowledged as being received. |



Payment

**50% DEPOSIT ON ALL EXHIBITION PACKAGES IS IMMEDIATELY
DUE UPON RECEIPT OF TAX INVOICE**

Cheques and Bank Drafts should be made payable to the Roadmarking Industry Association of Australia. Payments can also be made by credit card (Visa, MasterCard) acceptance of which will be subject to approved authorisation.

Note: If the 50% deposit or full and final payment is not received by the specified dates, the Conference Committee reserves the right to review the Exhibition agreement and cancel the agreement. Cancelled agreements will be subjected to the "Cancellation Policy".

Cancellation Policy

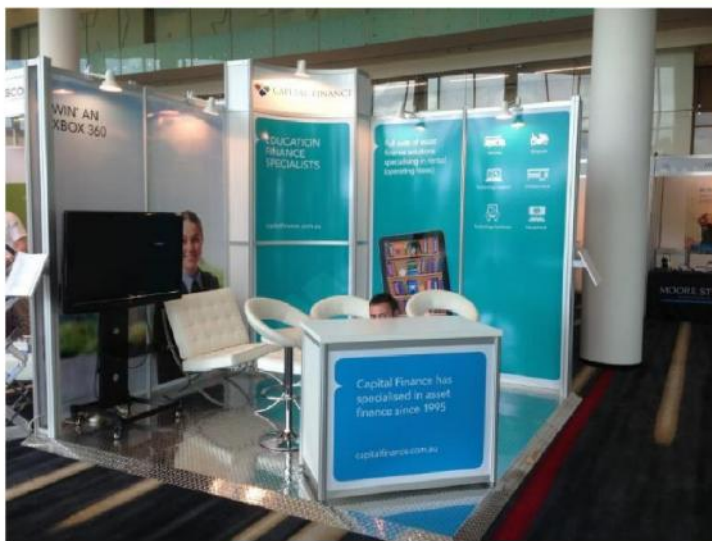
Cancellations made before the 31st May, 2020 will forfeit the deposit. Refunds will not be made after 31st May, 2020 unless all Exhibition packages are sold out and the cancelled package can be resold. Subject to the above stated conditions, companies cancelling Exhibition arrangements after 31st May, 2020 will receive an appropriate refund (minus 50% cancellation penalty) after the closing of the Conference. Refunds are entirely at the discretion of the Conference Committee.





NEW CIRCULAR AND SQUARE OCTANORM BOOTHS

THIS NEW BOOTH DESIGN CAN REALLY SET YOUR MAJOR SPONSORS APART



- NEW DESIGNED BOOTH RAISED FLOORING LOOKS PROFESSIONAL AND CLEAN.
- THIS CAN REALLY SET YOUR MAJOR SPONSORS APART
- PRINTED PANELS
- CURVED WALLED CORNERS
- BRILLIANT LIGHTING
- SQUARE FINISHED ENDS
- NEW FURNITURE

NEW CURVED CIRCULAR BOOTHS CAN BRING A FRESH NEW APPROACH TO MODERN EXHIBITING

- NEW CURVED BOOTHS
- CREATES A MODERN AND FRESH APPROACH TO EXHIBITING
- NEW CIRCULAR INFORMATION COUNTERS
- CARPETED FLOORING



PLEASE DELIVER TO:

RIAA 2020 CONFERENCE

C/- NATASHA PARISH

OPAL COVE RESORT

OPAL BOULEVARD

COFFS HARBOUR NSW 2450

