



# STAVCON 2018 Exhibitor's Booking Form

**One day only - Friday 30th November 2018 at La Trobe University, Bundoora**

## Contact Details

**Purchase Order No.** \_\_\_\_\_ **STAV Individual Membership Number** \_\_\_\_\_

Business/Organisation \_\_\_\_\_

Email (all correspondence by email) \_\_\_\_\_

First name \_\_\_\_\_ Surname \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_

Dietary requirements: (eg Vegetarian) Contact STAV 03 9385 3999 \_\_\_\_\_

**Exhibition Bookings** **Note:** name badges will only be printed on request tick box if required.

**Name(s) of people staffing your display:** \_\_\_\_\_

### DISPLAY TABLE(S) ONLY

Size is: 1.8m x 0.8m  1 Table total cost **\$270**  2 Tables total cost **\$420**  3 Tables total cost **\$480** \$ \_\_\_\_\_

Preferred table numbers (eg. 4,17, 39 - see floor plan) \_\_\_\_\_

Please include 3 preferences, you will be notified of your table allocation

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**POWER REQUIRED?**  Yes (you will need to supply your own Power boards/Extension Leads) @ **\$35** \$ \_\_\_\_\_

**DISPLAY BOARD(S)**  Yes (Size is: 2.0m high x 1.3m wide) Number of boards required: @ **\$75** \$ \_\_\_\_\_

All **CATERING** is included in the conference fee for 2 persons per table ONLY.

If additional catering is required please tick the yes box below.

Dietary requirements: (eg Vegetarian) \_\_\_\_\_

**ADDITIONAL CATERING REQUIRED?** Yes  Number of additional people: @ **\$60** \$ \_\_\_\_\_

### Satchel Insert Bookings

**Note:** Insert requirements: Up to 4 printed pages A4 (ie. A3 folded to A4, DL, single or double sided).

**STAV reserves the right to review all material submitted for inserts.**

**Please send a copy of the insert(s) with this booking form.**

**Satchel Inserts 600 required** @ **\$220** \$ \_\_\_\_\_

Inserts need to be labelled: **STAVCON Inserts** and forwarded to:

**Science Teachers' Association of Victoria Inc., 5 Munro St, Coburg Vic 3058 by Friday 16 November 2018.**

Also include the name of your business/organisation \_\_\_\_\_

**TOTAL COST (All prices include GST) \$** \_\_\_\_\_

**Payment details** ABN 94 108 759 762

**TAX INVOICE**

Cheque (**make payable to SCIENCE VICTORIA**)  Credit Card:  VISA  MasterCard

Card No. \_\_\_\_\_ CCV No \_\_\_\_\_ Expiry Date \_\_\_\_\_

Name of Cardholder (please print) \_\_\_\_\_

Signature \_\_\_\_\_

**Cancellation policy: A 50% cancellation fee will apply. Notification of cancellation must be in writing. There will not be any refund for cancellations made less than 2 weeks prior to the conference. A Tax Invoice will be issued.**

**Please return this form to the STAV office by Friday 16 November 2018**



**Science Teachers' Association of Victoria Inc.**

ABN 59 004 145 329

Patron: Dr Barry Jones, AO, FAA, FAHA, FTSE, FASSA, FRSA, FRSN, FRSV, FACE

**Science Victoria**

ABN 94 108 759 762

## **STAVCON 2018 Exhibitors**

**Friday 30th November 2018 at La Trobe University, Bundoora**

**PLEASE READ THIS INFORMATION AND AGREE TO THE TERMS AND CONDITIONS BELOW BEFORE SUBMITTING YOUR STAVCON Exhibitor Booking Form.**

### **Terms and conditions for exhibitors:**

- **The Science Teachers' Association of Victoria Inc. (STAV) reserves the right to refuse an application to exhibit.**
- **If paying by cheque, make payable to Science Victoria, EFT NAB, BSB: 083 166 Account: 79423 1328.**
- **The position within the exhibition will be allocated on a first received/first allocated basis.**
- **All electrical cables (extension leads, power boards, computers, etc.) must have current tagging compliance otherwise La Trobe University will not allow you to access their power.**
- **STAV reserves the right to change or alter the floor plan in any way.**
- **If exhibitors want to attend sessions they will need to register their sessions.**
- **Cancellation policy: 50% cancellation fee will apply. Notification of cancellation must be in writing. There will not be any refund for cancellations made less than 2 weeks prior to the conference. A Tax Invoice will be issued.**

**I have read and agree to the above terms and conditions**

*Please complete ALL details on the booking form*

# STAVCON 2018 Exhibition Floor plan

## La Trobe University – Union Hall

● = Tables booked

● = Tables still available

