



## VCE Conferences 2018 Exhibitors

PLEASE READ THIS INFORMATION AND AGREE TO THE TERMS AND CONDITIONS BELOW BEFORE SUBMITTING YOUR VCE CONFERENCES 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.
- The application to exhibit will NOT be processed until full payment is received by STAV. If paying by cheque, make payable to Science Victoria.
- The position within the exhibition will be allocated on a first received/first allocated basis.
- All electrical cables (extension leads, powerboards, computers, etc.) must have current tagging compliance otherwise La Trobe University will not allow you to access their power.
- If exhibitors want to attend sessions (other than as a registered presenter) you will need to register your session/s.
- 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 overleaf>>*



OFFICE USE ONLY
Registration Number

VCE Conferences 2018 Exhibitors' Booking Form

- VCE Chemistry Tuesday 13 February 2018 @ La Trobe University, Bundoora
VCE Biology Wednesday 14 February 2018 @ La Trobe University, Bundoora
VCE Physics Friday 16 February 2018 @ 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:

Please tick the items(s) you wish to book:

Table with 3 columns: Chemistry, Biology, Physics

Display Table/s

Number of tables required:
Size is: 1.8m x 0.8m 160 1 Table total cost \$160 2 Tables total cost \$300 3 Tables total cost \$420 \$

Display Board\* \$75 YES NO YES NO YES NO \$

Power required \$35 YES NO YES NO YES NO \$

Exhibitors will need to supply their own Powerboards and Extension Leads.

# Catering is included in the cost of the display table for 1 person per table only.

Additional Exhibitor Morning Tea & Lunch#

No. of extra people @ \$57: YES NO YES NO YES NO \$

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.

Inserts need to be labelled: VCE Inserts and forwarded to:

Science Teachers' Association of Victoria Inc., 5 Munro St, Coburg Vic 3058.

Also include the name of your business/organisation

Table with 4 columns: Insert(s) - Date required at STAV, 1/2/2018, 1/2/2018, 1/2/2018. Rows: Rates, Number of inserts, Amount, Total (Inc. GST) \$

Payment details ABN 94 108 759 762

TAX INVOICE

Cheque (make payable to SCIENCE VICTORIA) Credit Card: VISA MasterCard
Card No. Expiry Date CCV No.
Name of Cardholder (please print) Signature

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Please return to the STAV office by Thursday 1 February 2018