

EXPO BOOKING FORM
12 & 13 MAY 2020

11:30am - 6pm | 11:30am - 5pm

www.ahawa.asn.au



2020
hospitality
expo

**ONE OF AUSTRALIA'S LARGEST
ANNUAL TRADE-ONLY
HOSPITALITY EXPOS!**

**SECURE YOUR
BOOTH TODAY!**



Australian Hotels Association
WESTERN AUSTRALIA

2020 HOSPITALITY EXPO EXHIBITOR BOOKING FORM TAX INVOICE

<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix	Contact Name	Position
<input type="text"/>		
Name of Company		
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State Postcode
<input type="text"/>	<input type="text"/>	
Telephone Number	Mobile Number	
<input type="text"/>	<input type="text"/>	
Email Address	Website	

BOOTH REQUIRED - please tick appropriate box (all prices exclude GST)

☐ 2m x 2m booth \$3,000 + GST ☐ 3m x 2m booth \$4,000 + GST

☐ 4m x 2m booth \$5,000+ GST ☐ 3m x 3m booth \$5,500 + GST

☐ Other size _____

Other sizes may be accommodated depending on space available and will be quoted on upon request.

Tick this box if you require bump in with loading dock access ☐

Tick this box if you will be serving alcohol in your booth ☐
(If yes RSA's for all staff will be required)

Tick this box if you require bump out with loading dock access ☐

Tick this box if you require water access in your booth ☐
(Please note that this is for plumbed water access is limited and restricted to particular areas of the expo floor)

PREFERRED CONTACT

- please tick appropriate box

Email

Post

☐
☐

PAYMENT OPTIONS

☐ CREDIT CARD (MASTERCARD / VISA / AMEX)
* Fees Apply

☐ EFT

Please make cheques payable to WAHHA. Send payment and booking form to:
AHA(WA), PO Box 660, WEST PERTH WA 6872

BSB #: 306-089
Account #: 3681524

Please use reference Expo20
and your Company Name

AMOUNT ENCLOSED / CHARGED \$

Amount includes GST. This booking form becomes a Tax Invoice on receipt of payment.

Card No:

* A surcharge of 1.20% applies to all VISA/Mastercard payments.
A surcharge of 1.49% applies to all AMEX payments.

NAME ON CARD

EXPIRY DATE

CARDHOLDER'S SIGNATURE

Terms and Conditions

- Receipt of this signed booking form creates the Exhibitor Agreement, and confirms your company's (the Exhibitor) acceptance of participation in Hospitality Expo (the Event), and agree to the terms and conditions listed on the Exhibitor Agreement. The Event Organiser (AHA(WA)) reserves the right the refuse to accept any Exhibitor and/or Agreement.
- In order to receive the Early Bird Discount price, a non-refundable 50% deposit of the total cost of the trade booth must be received by the AHA(WA) by 31 October 2019.
- Full payment for all trade booths must be received by 31 January 2020 to receive the Early Bird discount.
- For bookings received from 1 November 2019, a cancellation fee of 50% applies to all Exhibitor Agreements cancelled prior to 1 March 2020. Exhibitor Agreements received after the 1st March 2020 will incur a 100% cancellation fee. All cancellations must be in written form, and addressed to AHA(WA).
- The AHA(WA) reserves the right to allocate booth locations on a first-in first-served basis, but where possible, will address individual requests. The AHA(WA) may at its discretion, alter the layout if, in their opinion, this is in the general interest of the Event.
- The Exhibitor shall not sub-let, or assign the stand allotted to them to other parties either wholly or in part without the prior written consent of the AHA(WA).
- The Exhibitor shall meet the cost of additional equipment and/or construction modifications to the standard Advans Exhibition Services Shell Scheme provided.
- The Exhibitor must complete the construction and decoration of their stand by 10am on Tuesday 12 May 2020 - ready for expo to open at 11.30pm. No Exhibitor shall so arrange their exhibit so as to obscure or prejudice adjacent Exhibitors in the opinion of the AHA(WA).
- The Exhibitor must have appropriate insurance including, but not limited to, public liability insurance and workers compensation insurance. It is also the responsibility of the Exhibitor to ensure that their contractors are covered by appropriate insurance.
- Damage caused by the Exhibitor and/or their contractors to other Exhibitors or common property shall be the responsibility of the Exhibitor, and no claims may be made against the AHA(WA).
- The AHA(WA) shall take 24 hour security precautions in the interest of the Exhibitor and Event visitors. However, the AHA(WA) shall not be held responsible for any loss, damage or theft of the exhibit and/or products during the build up, the Event and dismantling periods. This also includes loss or damage to articles belonging to the Exhibitor or their contractors.
- The provision of free samples of Exhibitor products must be contained within 1 metre of your allocated stand area. This includes promotional staff handing out samples.
- In the event the Exhibitor wishes to provide alcohol at their stand, it is the responsibility of the Exhibitor to adhere to Western Australian legislation in respect of Responsible Service of Alcohol (RSA). RSA requires exhibitors serving alcohol to also provide substantial food for visitors at their booth to consume free of charge. Food can be purchased through the Venue and a selection of food available through the Venue will be provided on request. To comply with this RSA requirement, the Exhibitor must provide The Venue with either a Catering Order Form or completed Food Waiver Form by no later than 3 business days before the Event. The Food Waiver Form is to be used where the Exhibitor will bring in its own food and will not order food through the Venue. If neither a Food Order or Food Waiver Form is received by close of business on 6 May 2020 then the Venue will place a food order for the Exhibitor and the Exhibitor will be charged for that order.
- It is a requirement of Crown Perth (the Venue) that Exhibitors will be required to have all staff that are dispensing alcohol at the Event to have completed Responsible Service of Alcohol Training prior to the Event. The Exhibitor is required to have readily available at their trade booth, a training register of all staff names and their training qualifications for this Event. Copies of training certificates should also be included. (The AHA(WA) has on-line training courses in Responsible Service of Alcohol available).
- Any equipment or effects of the Exhibitor or any other person entering upon the premises with the express or implied invitation or permission from the Exhibitor that has been either abandoned, lost or displaced during the Event period, shall be deemed abandoned and will be disposed of by the Event Venue Management as deemed fit at the sole cost of the Exhibitor.
- The AHA(WA) will not take delivery of any goods, packages or other material on behalf of an exhibitor. Nor will the AHA(WA) accept responsibility for any items of delivery or items that have been delivered to the site in the absence of the Exhibitor, its agent or its contractor. The delivery period and address for all items is available upon request.
- Limited storage space will be available at the Venue. Cartons should not remain on the stand during the Event and should not hinder access in aisle ways and doorways during bump-in, bump-out or during the Event. The Venue and the AHA(WA) reserve the right to refuse entry to any person and any person whose conduct is objectionable, disorderly or disruptive to the Venue and/or AHA(WA) or in violation of any Law, shall be refused entrance or shall be immediately ejected from the Venue. In addition this applies to any unauthorised hawkers.
- In the event that the Event is cancelled or delayed through no fault of the AHA(WA), or the Venue including but not limited to fire, flood, labour disputes, natural disasters, acts of God, civil disorders, riots, insurrections, work stoppages, slow downs or disputes, or other similar events then the Exhibitor shall not be entitled to any refund or to claim for any loss or damage.
- A breach of these Terms & Conditions will entitle the AHA(WA) through its designated servants and/or agents to (a) retain any payment made by the Exhibitor; (b) prohibit the Exhibitor from occupying the allocated stand and/or remove from the allocated stand the Exhibitor along with any exhibits or any other material with the cost of such removal being a debt due and payable by the Exhibitor to the AHA(WA). All notices shall be in writing and delivered either personally, by post, email, fax or by courier.
- The AHA(WA) reserves the right to vary or add to these Terms & Conditions if necessary to comply with any laws or any directions given by the Venue or as otherwise determined necessary by the AHA(WA) for the efficient running of the Event.
- The Exhibitor must comply with all relevant State and Federal government legislation including, but not limited to those laws governing the sale & supply of food, liquor & tobacco.
- The Exhibitor must ensure that their stand remains intact during all official advertised hours of the Event. Stands are not to be dismantled until the official closing time.
- Entry to the exhibition is restricted to professionals in the WA hotel, liquor and hospitality related industries, corporate members of the AHA(WA) and registered exhibitors. All exhibitor personnel must be registered under the name of the Exhibitor company or they may be refused entry.

I acknowledge I have read and accept the terms and conditions listed above.

SIGNATURE

NAME OF SIGNATORY

DATE

EMAIL FORM TO: CRM@AHAWA.ASN.AU

PHONE: 08 9321 7730

ABN: 96 422 750 882