



9th – 11th June 2012
Sandown Entertainment Centre, Sandown Racecourse

It's that time of year again when we ask those wishing to trade at MODEL EXPO to once again book their Trade tables.

Early-bird prices are (closing date 27th April 2012):

- First trade table - \$250
 - Extra trade tables - \$50 each
 - Storage tables (at rear of stand) - \$15 each
- (Storage tables are to be used for this purpose ONLY)

Standard prices are:

- First trade table - \$275
 - Extra trade tables - \$65 each
 - Storage tables (at rear of stand) - \$20 each
- (Storage tables are to be used for this purpose ONLY)

Final Closing date for **standard** bookings is **Friday 25th May, 2012.**
(without exception unless by prior arrangement).

To assist the organizers of Model Expo, we ask that traders submit their booking and payment as soon as possible.



The Australian Model Expo - Traders Information Pack

9th – 11th June 2012

Sandown Entertainment Centre, Sandown Racecourse

Welcome to The Australian Model Expo, the Australian Open Plastic & Scale Model Championships.

This pack is designed to provide you, the trader, with as much information as possible in the lead up to Model Expo.

To make your involvement with Model Expo as pleasurable an experience as possible, we ask that you read all of the enclosed information carefully.

Model Expo is a *'not for profit'* organisation and event. The organisers of this event are all volunteers and put a great deal of effort into the planning and preparation of this show to ensure its success.

The organizers objective is, 'to always make each Model Expo the most successful one yet'. If there is anything we can do to help make your visit a success, please contact us before the show and we will endeavor to do our best to assist you.

THE VENUE

Sandown Entertainment Centre, Sandown Racecourse, Springvale Melbourne (Melways Reference Map 80 C 10). Vehicular entrance to the venue is from the Princess Highway flyover. Sandown is on the Dandenong – Pakenham rail line and Sandown has its own train station.



Car parking at the venue is **FREE** with undercover parking also being available. The undercover area is also used for pickup and delivery and some parking restrictions may apply during the weekend.

Access to the Exhibition floor is at ground level via a large side tilt door. There is **NO** vehicular access to the interior of the building.

The venue covers 2000 square meters, is air-conditioned and carpeted and also has an adjoining cafeteria. It also has wheelchair access and disabled toilets.

The Sandown Entertainment Centre provides a 24 hour on site security service and the venue has an alarm system which is activated after hours.



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MODEL EXPO 2012

The Australian Model Expo is a three day event that will take place over the Queens Birthday long weekend, from Saturday 9th to Monday 11th June 2012.

The public viewing times are as follows:

Saturday 9th June - 11:00am to 5:00pm

Sunday 10th June - 10:00am to 5:00pm

Monday 11th June - 10:00am to 5:00pm

This will provide both the public and modelers with the maximum amount of time possible, to enjoy the show.

Interstate visitors should also be able to secure airfares and accommodation at reasonable rates.

TRADE TABLES

Trade table prices and offers for Model EXPO 2012 can be found on the front page of this document.

NOTE

- Storage tables are to be used for this purpose **ONLY** and cannot be used as part of your counter area.

Trade tables are 1.8 meters x 600 mm.

Due to the layout of the venue, the placement and layout of the trade tables cannot be altered once the floor plan has been finalised.

NOTE

- **Powered sites** will only be provided upon request, as these are strictly limited.
- Self provided counters, display stands and shelves **must** fall within the purchased trade area footprint.
- Display equipment that extends beyond the purchased area footprint **will** incur an additional fee.

TRADER PAYMENTS

The Sandown Entertainment Centre requires The Australian Model Expo organisers to pay for the hire of the venue, in full, well in advance of the actual date.

Therefore all trader payments are to be made **in full** by the required closing dates.

NO late trader payments will be accepted at the door.

FINAL PAYMENT DUE DATE

To secure your site a signed registration form and payment in full, for either the early-bird offer or standard rate, **must** be received by the dates stipulated on the registration form.

Failure to make payment in full by the stipulated closing dates will result in forfeiture of space.

Traders whose payments and bookings are confirmed will have their details added onto the Model Expo website.



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PAYMENT DETAILS

By Cheque:

Made payable to: **IPMS Australia** (ABN 77557271849) and mailed to:

Model Expo
PO BOX 812
Niddrie
VIC 3042

By Electronic Funds Transfer:

BSB: 063123
Acc No: 10067895

Please include your business name followed by EXPO in the comments field to enable verification of your payment.

SET UP TIMES

Traders will have access to sites for setup from 4:00pm, Friday 8th June 2012.

NOTE

- *Security will close the venue at 9:00pm Sharp on the Friday evening.*
- *Further access for setup will be from 8:30am, Saturday 9th June 2012.*
- *Each trader will be issued with a maximum of 2 traders passes. Should additional passes be required, please contact the Model Expo organisers prior to the event.*

LOSS OR DAMAGE

A Trader accepts and assumes full liability for any loss or damage to their property at any time and from any cause whilst on the event premises.

A Trader expressly releases The Australian Model Expo and the owners of the premises in which the said event is held, from any and all liability for such loss or damage.

ADDITIONAL INFORMATION

Every trader will automatically become a competition category sponsor and unless advised otherwise these will be allocated by the Model Expo organisers.

Powered sites will only be provided upon request and are strictly limited.

If you have any specific requirements please contact the organisers well in advance of the event.

It is recommended that every trader provide distinctive shopping bags for their customers in order to avoid any confusion with other trader's goods.

It is strongly recommended that traders have a banner to clearly identify their stand.

The storage of shipping containers, crates or boxes on the venue floor is **strictly prohibited**. Secure storage areas are available upon request.

All packaging materials brought on-site (including boxes) **must** be removed at the conclusion of the event.

Competitor access to the trader's area will be from 10:00am, Saturday 9th June 2012. This will be for **registered competitors ONLY** and will be restricted to the competition area to allow for the placement of models.

Doors officially open to the viewing public from 11:00am on Saturday, 9th June 2012 and 10:00am on Sunday 10th and Monday 11th June 2012.

Model Expo concludes at 5:00pm on Monday 11th June 2012 and there will be no access to sites beyond 7.00pm.



The Australian Model Expo - Trader Registration Form

Please complete this form and return to:
 Model Expo, PO BOX 812, Niddrie, VIC 3042

NOTE

- ◆ **Early-bird** bookings and payment in full must be submitted by COB – **Friday, 27th April 2012**.
- ◆ **Standard non-discounted** bookings and payment in full must be submitted by COB – **Friday, 25th May 2012** (without exception).

Business Name:

Representative Name:

Address:

Email:

Phone Number: Mobile Daytime

Signature:

Special Requirements

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- ◆ *By signing this registration form you agree to abide by all of the requirements contained within The Australian Model Expo 2012 Trader Information Pack.*

NOTE

- ◆ Cancellations made fourteen (14) days prior to Model Expo will require payment in full. Please take note of final payment dates as no further reminders will be sent.
- ◆ Payment can be made by cheque made payable to **IPMS Australia** or via **Electronic Funds Transfer**.

Number of Trade Tables required		\$
Number of Storage Tables required		\$
	TOTAL	\$