



## TRADE TABLE APPLICATION FORM

Organisation Name:					
Address:					
Operational Contact Name:					
Phone Number:					
Mobile Number:					
Email Address:					
Public Liability Provider Name:					
Customer / Policy Number:					
Amount Insured for:				Policy Expiry Date:	
<b>Each Stand includes:</b> 3x2m Space with 3x1 Shell Scheme walls, 1 x dressed trestle table, 2 chairs, 1 power outlet, online buyers guide listing and fascia name board. Conference catering package for 1 staff member - incl. lunch, morning & afternoon tea, networking drinks and conference dinner.					
Item	Corporate Member (Inc GST)	Non Corp Member (Inc GST)	Please Tick Choice	Inclusions	
<b>Single Stand</b>	\$1,730.00			As above	
		\$2,420.00			
<b>Additional Staff (Max 1)</b>	\$350.00	\$350.00		Includes meal package and delegate registration. Any additional will need to be registered delegates.	
<b>TOTAL</b>		(Inc GST)		PO# if applicable:	
Attendee 1 (Included)	First Name	Surname	Email	Mobile	Dietary?
Attendee 2 (Additional)	First Name	Surname	Email	Mobile	Dietary?

## Payment Details

Purchase Order Number must be supplied if invoice required before payment

**EFT** Acct: Australian Water Association Limited

BSB: 012-405 Account No: 4599 32186 Swift Code: ANZBAU3M

**Cheque** made payable to AWA

**Credit Card** (Circle) Visa MasterCard Amex (3% Surcharge)

Name on Card:.....

Credit Card Number: .....

Expiry Date: ...../..... CCV: ..... Total Amount: \$ .....

Signature:..... Date: .....

**Credit Card Authority:** I authorise AWA or its agent to charge the stated amount on my credit card as outlined above and enclose my signature for the authorisation. I also acknowledge that AWA is not required to produce a copy of a signed & validated invoice to obtain payment.

### Trade Exhibition Terms & Conditions

**Note:** The Organiser is 'The Australian Water Association'

The organiser will take all diligent care to fulfil the exhibition and sponsorship commitments.

1. Exhibitors are responsible for providing all their requirements i.e. banners, promotional material and any other material within the timelines outlined in this package.
2. The exhibitors are responsible for the security of all their equipment and materials while at the event and return.
3. The exhibitors are to ensure their own insurance covers them while at the event.
4. The organiser and venue will not be held liable for damage or loss of goods or equipment while at the event.
5. Whilst every care is taken in program content/structure, the organiser reserves the right to alter/substitute components to the event as deemed appropriate.
6. The exhibition booths will be allocated strictly in accordance with the date of receipt of the signed application form other than Sponsors with a trade booth included in their package who have preference.
7. Payment is to be made within 30 days (or with the application form if within 2 months of the event). A confirmation will be provided, together with a tax invoice for the full amount payable.
8. Cheques should be payable to the Australian Water Association. Full payment must be received prior to the event. No exhibitor will be allowed to participate until full payment and completed application form has been received. Should you wish to make a direct deposit, please see details above.
9. Cancellation Policy: In the event of cancellation, a service fee of 25% will apply (Up to 3 months prior to the event). No refunds on trade booths will be made for cancellation after this date. Catering orders cannot be cancelled from 2 weeks prior to the event.
10. The organiser and the Conference organising committee reserves the right of refusal of any application.

**I agree to the terms and conditions as outlined within this application.**

**Name (Print)**

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Return completed form and cheque, if applicable, to:**

**Australian Water Association  
Attn: Stephen Comey  
Senior Exhibition manager  
Level 6, 655 Pacific Highway  
St Leonards NSW 2065**

**Email:** [scomey@awa.asn.au](mailto:scomey@awa.asn.au)