



**10<sup>th</sup> – 12<sup>th</sup> June 2017**  
**Sandown Entertainment Centre, Sandown Racecourse**

It's that time of year again when we ask those wishing to trade at The Australian Model Expo to once again book their Trade tables.

**Early Bird bookings are once again available to Traders.**

**Book and pay in full by the 31 March 2017 to secure the reduced rate.**

Please be aware of the pricing structure and that tables will only be sold in block sets as shown below.

***Early Bird Trade Table Prices***

- Trade 2 table block set - \$350 (front of stand ONLY)
  - Trade 4 table block set - \$550 (front of stand ONLY)
  - Storage 2 table block set - \$50 (rear of stand ONLY)
- (Storage tables are to be used for this purpose ONLY)***

***Post 31 March 2017 Trade Table Prices***

- Trade 2 table block set - \$375 (front of stand ONLY)
  - Trade 4 table block set - \$575 (front of stand ONLY)
  - Storage 2 table block set - \$65 (rear of stand ONLY)
- (Storage tables are to be used for this purpose ONLY)***

***Power to sites***

- If power is required a single surcharge of \$15.00 will apply, which is for the entire weekend.

**As trade space is limited to a total of 84 tables only, it would be advisable that you book early.**

Final Closing date for **ALL** bookings is Friday **5<sup>th</sup> May 2017**.  
***(Without exception unless by prior arrangement)***.

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



## The Australian Model Expo - Traders Information Pack

### 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 The Australian Model Expo.

To make your involvement with Model Expo as pleasurable an experience as possible, we ask that you read **all** of the information provided in this pack.

The Australian 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 organiser's 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 available. The undercover area is 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.

**Traders are requested to unload and remove vehicles as soon as possible from blocking this entrance to allow other traders access to the Venue.**

The venue covers 2000 square metres, is air-conditioned and carpeted and has a cafeteria. There is wheelchair access and disabled toilets.

The Sandown Entertainment Centre provides 24 hour on-site security and the venue has an after hours alarm system.



## The Australian Model Expo - Traders Information Pack

### MODEL EXPO 2017

The Australian Model Expo is a three day event that takes place over the Queens Birthday long weekend, from Saturday 10 to Monday 12 June 2017.

Public viewing times are as follows:  
Saturday 10<sup>th</sup> June - 11:00am to 5:00pm

Sunday 11<sup>th</sup> June - 10:00am to 5:00pm

Monday 12<sup>th</sup> 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.

### TRADE TABLE PRICE STRUCTURE

The price structure for Model Expo 2017 can be found on the front page of this document.

#### NOTE

- **Trade Tables** are tables positioned with direct customer access for the purpose of trading.
- **Storage tables** are to be used for the purpose of storage and display **ONLY** and cannot be used as part of your direct customer trade area.

Trade tables are 1.8 metres x 0.6 metres.

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

- **Power** - If power is required a single surcharge of \$15.00 will apply.
- Traders must provide their own power cables and boards and the connection of these to a power outlet must be carried out by a Model Expo representative.
- Self provided counters, display stands and shelves **must** fall **within** the purchased trade area footprint.
- Display equipment that extends beyond the purchased trade 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 OR during the event.**

### FINAL PAYMENT DUE DATE

To secure your site a signed and completed registration form, along with full payment **must** be received by the dates stipulated on the registration form.

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

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



## The Australian Model Expo - Traders Information Pack

### PAYMENT DETAILS

#### By Cheque:

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

**Model Expo**  
**PO BOX 812**  
**Niddrie VIC 3042**

#### or by Electronic Funds Transfer:

**Commonwealth Bank**  
**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 the venue for setup from 4:00pm, Friday 9<sup>th</sup> June 2017.

#### NOTE

- Security will close the venue at 9:00pm Sharp on the Friday evening.
- Further access for setup will be from 8:30am on Saturday 10<sup>th</sup> June 2017.
- 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 being 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.

If you have any specific sponsorship 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 also 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.

All packaging materials brought onto-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 10<sup>th</sup> June 2017. This will be for registered competitors ONLY and will be restricted to the competition area to allow for the placement of models.

Doors open to the viewing public from 11:00am on Saturday, 10<sup>th</sup> June 2017 and 10:00am on Sunday 11<sup>th</sup> and Monday 12<sup>th</sup> June 2017.

Model Expo concludes at 5:00pm on Monday 12<sup>th</sup> June 2017 and there will be no access to the venue after 7:00pm.



## The Australian Model Expo - Trader Registration Form

**Please complete this form and return by mail to:**

*Model Expo, PO BOX 812, Niddrie, VIC 3042*

**or email to:** [traders@modelexpo.com.au](mailto:traders@modelexpo.com.au)

### NOTE

- ◆ Bookings and payment in full must be submitted by COB – **Friday 5<sup>th</sup> May 2017** (without exception).

Business Name: .....

Representative Name: .....

Address: .....

Email: .....

Phone Number: Mobile ..... Daytime .....

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

Special Requirements .....

- ◆ *By signing or sending this registration form by email you agree to abide by all of the requirements contained within The Australian Model Expo 2017, Trader Information Pack.*

### NOTE

- ◆ Cancellations made fourteen (14) days prior to Model Expo will not attract a refund. 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**.

|   | Tables       | Early Bird | Post Early Bird | Total |
|---|--------------|------------|-----------------|-------|
| <b>Block set of 2 trade tables</b>        | No.          | \$350      | \$375           | \$    |
| <b>Block set of 4 trade tables</b>        | No.          | \$550      | \$575           | \$    |
| <b>Block set of 2 storage table</b>       | No.          | \$50       | \$65            | \$    |
| <b>Power required - surcharge \$15.00</b> |              |            |                 | \$    |
|   | <b>TOTAL</b> |            |                 | \$    |