

**Event:** AACB 62nd ASC Conference  
**Event Dates:** 13th - 16th October 2025  
**Venue:** Grand Millennium, Auckland  
**Shell Scheme Type:** White Octex Shell Scheme (Not Velcro receptive)  
**EHS Contact:** christina@exhibitionhire.co.nz  
**All Orders to be made before due date:** 28th September 2025



## Dear Exhibitor

Exhibition Hire Services are proud to be appointed the official exhibition contractor for:

**Event:** AACB 62nd ASC Cor

We will be supplying partitions, hire furniture, signage, and design & build concepts.  
We have a selection of equipment and services we can offer to make your stand unique.

As part of your stand cost, we will be supplying the following:

- White Octex Walling shellscheme at 2.5m high (NOT Velcro receptive)
- 10 AMP Power Supply incl 4-Way Multibox
- Spotlights
- Front Fascia system with standard Exhibitor Name Sign (black/ white)

Sample of a 3.0m x 3.0m x 2.3m booth  
(refer to FP for your booth size)



**If you require any additional signage for your booth, please ensure you have your artwork ready by:**

When applying your own graphics/signage/promotional material etc to the infill walling, please use ONLY the following products:

- Blue Tac
- Sellotape
- Velcro (Dots)
- Small household picture hooks (3M)

**Please do not use higher grade adhesive products or anything that would penetrate the panels i.e pins, screws, nails.  
At the end of the event please remove all adhesive products from the panels. Failure to do so may incur a removal/ damages fee.**

**As a way of dressing up your stand and giving it the "WOW" factor we have the following products available for you to hire:**

### Hire Furniture:

Perhaps one of the best ways of improving the overall aesthetics of your stand is through the use of furniture and display equipment. Exhibition Hire Services has a large variety of high quality furniture from designer couches and chairs to showcases, work tables and desks, you can be sure that we have something to suit your requirements.

### Accessories:

We can provide anything from plants to AV Equipment. We are here to help you make the most of your stand. Should you wish to place an order, please complete the order form attached and return either by email. Once we have received your order, we will reply via email confirmation.

### Design and Build Stands:

For those exhibitors who require a stand with a distinctive look and feel, we offer a design and build service where we work with you to create a unique and custom-built looking stand. Working with our experienced team of designers, we can help you to create a completely unique display. Please visit our website [www.exhibitionhire.co.nz](http://www.exhibitionhire.co.nz) to see examples of the types of stands we have created in the past.

### Signage:

Exhibition Hire Services also has a fully functional commercial sign shop for all of your signage needs. Banners, digital graphics, pull-up banners and all types of signage can be produced for you at a very competitive rate. Please request accurate booth signage measurements as the ones shown on the floorplan act as a guide only.

### Flooring:

For a cost-effective way to improve the look of your stand from the floor up then why not look at a carpet colour change? We can provide you with carpet colour changes from as little as \$20.00 + gst per square metre.

**To view our extensive range of products please check out our website:** <https://exhibitionhire.co.nz/>

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**PLEASE NOTE:** Any orders placed past these dates may be unavailable or incur additional charges. Payment is required in full before delivery of products. We have enclosed a form to facilitate this process.



**Artwork Requirements** Check the Digital Artwork Requirements file attached for more details

<b>Format:</b>	<b>PDF at 100 % size</b> 50 % / 10 % If it is a large graphic
<b>Image resolution:</b>	<b>300 dpi</b>
<b>Colour Profile:</b>	<b>CYMK</b>
<b>Gradients / Shadows:</b>	<b>Flattened</b> Artwork must be Flattened / Rasterised
<b>Text:</b>	<b>Outlined</b>
<b>Bleed:</b>	<b>Check your specs</b>
<b>PMS Supply:</b>	<b>PMS colour to Match</b> Please note actual print may vary to digital artwork shown on screen. Please advise if you have a PMS colour you would like to match. * This can only apply to a block of colour (not pictures or gradients).

**Paylite** 5mm all around **Fabric Banner** 50mm all around **Removable Vinyl** 25mm all around

**NO Crop Marks**

Please contact your event coordinator with any questions

# FURNITURE HIRE ORDER FORM



COAST GROUP

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## COMPANY DETAILS

Contact Name:

Company Name:

Postal Address:

Phone Number:

Mobile Number:

Email Address:

Stand Number:

## PAYMENT DETAILS

Visa ☐

MasterCard ☐

AMEX ☐

An additional 3.12% will be charged on AMEX transactions

Card Number:

Expiry Date:

Cardholders Name:

Signature:

Security Code:

Direct Credit ☐

Exhibition Hire Services Limited - Albany Branch  
02 - 1244 - 0062894 - 00 Swift Code: BKNZLN22

PO Number:

Please refer to our website <https://exhibitionhire.co.nz/> to browse furniture options

DESCRIPTION / CODE	QTY	UNIT PRICE + gst	TOTAL

## TERMS OF PAYMENT & HIRE CONDITIONS

Confirmation is subject to stock availability and full payment. Full Payment must be received prior to delivery

**A Late fee of 25% of the total hire rate will apply for late orders, within two weeks of the show build.** Any expenses, disbursements and legal costs incurred by Exhibition Hire Services in the enforcement of any rights contained in this contract shall be paid by the customer, including any reasonable Legal fees or debt collection agency fees. All Reservations/Contracts are subject to the "Conditions of Hire" whether or not the reservation or confirmation documents are signed by the customer.

For a full copy of our Terms & Conditions please visit our website [www.exhibitionhire.co.nz](http://www.exhibitionhire.co.nz)

SUBTOTAL

FREIGHT/HANDLING 80.00

ADMIN FEE 5.00

SUB TOTAL

15% GST

I agree to terms and conditions - please tick ☐

Total

COAST GROUP

EXHIBITION HIRE SERVICES

Displayworks

Displayworks Digital

Displayways

show light

Carpet & Rug

carltonpartyhire

carlton events

# FLOORING ORDER FORM



Event: AACB 62nd ASC Conference  
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COMPANY DETAILS	PAYMENT DETAILS
Contact Name:	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/>
Company Name:	An additional 3.12% will be charged on AMEX transactions
Postal Address:	Card Number:
Phone Number:	Expiry Date:
Mobile Number:	Cardholders Name:
Email Address:	Signature:
Stand Number:	Security Code:
Stand Dimension:	Direct Credit <input type="checkbox"/> Exhibition Hire Services Limited - Albany Branch
	02 - 1244 - 0062894 - 00 Swift Code: BKNZNZ22
	PO Number:

Orders are subject to availability. Please refer to our website to browse colour options <a href="https://exhibitionhire.co.nz/">https://exhibitionhire.co.nz/</a>			
CARPET COLOUR CHANGE	COLOUR	UNIT PRICE + gst	TOTAL
Plush Grade Roll Stock		\$17 per sqm	
ExpoRib Roll Stock		\$22 per sqm	
ExpoShow Roll Stock		\$22 per sqm	
DecoRib Roll Stock		\$22 per sqm	
Expo Turf		\$17 per sqm	
Exhibition Grade Carpet Tiles (Metre Square Tiles)		\$16 per sqm	
CLIPLOCK FLOORING & RAISED FLOORING	COLOUR	UNIT PRICE + gst	TOTAL
Tuffshield		\$24 per sqm	
Slate		\$24 per sqm	
Luxury Marble		\$24 per sqm	
Maple Cliplock Flooring	-	\$24 per sqm	
Raised Flooring		\$85 - \$105 per sqm	

TERMS OF PAYMENT & HIRE CONDITIONS	SUBTOTAL
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	ADMIN FEE 5.00
	SUB TOTAL
	15% GST

I agree to terms and conditions - please tick ☐ Total \_\_\_\_\_

# SIGNAGE ORDER FORM



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Postal Address:

Phone Number:

Mobile Number:

Email Address:

Stand Number:

## PAYMENT DETAILS

Visa ☐

MasterCard ☐

AMEX ☐

An additional 3.12% will be charged on AMEX transactions

Card Number:

Expiry Date:

Cardholders Name:

Signature:

Security Code:

Direct Credit ☐

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**Note: It is the exhibitors responsibility to take away any signage that wants to be kept, otherwise EHS will dispose of post event**

STAND WALL GRAPHICS	QTY	UNIT PRICE + gst	TOTAL
Paylite Graphic Panels (Velcro Receptive Panels Only) 2.3m high		\$168 per sqm	
Paylite Graphic Panel Infills (Octex Panel System Only) 2.5m high / 2.3m high		\$165 per sqm	
Stretch Fabric Banner - Aluminium Frame		POA	
Stretch Fabric Banner - With Velcro		POA	
PVC Banner - With Velcro		POA	
MISCELLANEOUS SIGNAGE	QTY	UNIT PRICE + gst	TOTAL
Pull Up Banners - Various Sizes		POA	
PVC Banner - Roof Hung		POA	
Vinyl Graphics - Please enquire		POA	
DIGITAL SIGNAGE SOLUTIONS	QTY	UNIT PRICE + gst	TOTAL
Modular LED Screen		POA	
Freestanding Digi Screen		\$750	
Freestanding LED Brochure Rack		\$450	
POST EVENT	TICK		
I would like to keep my signage and take with me post event	<input type="checkbox"/>		
I would like EHS to dispose of my signage post event	<input type="checkbox"/>		
NOTES / OTHER SPECIFIC REQUESTS			
E.g. Please quote for paylite graphic panels on my back wall which is 3m			
INSTALLATION / REMOVAL FEE	POA		

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**Total**

COAST GROUP

EXHIBITION

Displayworks

Displayworks Digital

DW

show light

Carpet & Rug

carltonpartyhire

carltonevents

# AUDIO VISUAL ORDER FORM



COAST GROUP

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Email Address:

Stand Number:

Stand Dimension:

## PAYMENT DETAILS

Visa ☐

MasterCard ☐

AMEX ☐

An additional 3.12% will be charged on AMEX transactions

Card Number:

Expiry Date:

Cardholders Name:

Signature:

Security Code:

Direct Credit ☐

Exhibition Hire Services Limited - Albany Branch

02 - 1244 - 0062894 - 00 Swift Code: BKNZNZ22

PO Number:

To view the below options, please visit <https://exhibitionhire.co.nz/av-digital-systems/>

WHAT SIZE TELEVISION DO YOU REQUIRE?	SIZE / QTY	UNIT PRICE + gst	TOTAL
Options - 32" 40" 42" 50" 55" 60" 65" 70"		POA	
Any sizes or requirements not noted, please enquire in the			
notes below			
HOW WOULD YOU LIKE YOUR TV DISPLAYED?	TICK	UNIT PRICE + gst	TOTAL
Floor Stand	<input type="checkbox"/>	POA	
Hanging Wall Bracket Hooks	<input type="checkbox"/>	POA	
Fixed Wall Mount Bracket	<input type="checkbox"/>	POA	
WHAT WILL YOU BE CONNECTING?			
DIGITAL SIGNAGE SOLUTIONS	QTY	UNIT PRICE + gst	TOTAL
Modular LED Screen		POA	
Freestanding Digi Screen		\$750	
Freestanding LED Brochure Rack		\$450	
NOTES / INSTALLATION DETAILS / OTHER SPECIFIC REQUESTS			

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☐

Total

COAST GROUP

EXHIBITION  
HIRE SERVICES

Displayworks

Displayworks Digital

DW  
DISPLAYWAYS

show light

Carpet & Rug

carltonpartyhire

carltonevents  
total event solutions