



How To:

Book Exhibition space

1. Create New Booking or Sign In for Existing Booking

Welcome

Welcome to the Exhibition Portal. Below you can view a list of available stands. If you are interested in booking a stand please click on the 'Create New Booking' button to create a new account. If you already have an account and would like to view or modify your booking, please sign in to your existing booking below using your account email address and password below. Please note that booth number is not in order.

[How to book Exhibition booth](#)

[Click to view Partner & Exhibition Prospectus](#)

Available Stands

Number		Amount
Exhibition space 1	m x m (m ²)	1500.00
Exhibition space 2	m x m (m ²)	1500.00
Exhibition space 3	m x m (m ²)	1500.00
Exhibition space 4	m x m (m ²)	1500.00

New Booking

[Create New Booking](#)

Existing Booking

Email Address:

Password:

[Sign in](#)

2. Go to New Booking
 - > Select Type and Stand (Booth number is not in order)
 - > Tick I Agree and Click Book Stand

Home **New Booking** Existing Bookings Update Contact Details Booking Summary Sign off

New Booking

Once you are ready to book your stand choose your stand type from the Type drop down menu. Then choose your stand from the Stand drop down menu. You will need to agree to the Terms and Conditions before clicking on the Book Stand button towards the bottom of the page.

Kindly download the [form](#) and fill up the exhibitor package and send it back at ahhconference2024@agentur.com.au

Type:

Stand:

Terms and Conditions

1. Where appropriate Exhibition Managers reserve the right to vary the quoted prices in accordance with any movements in the legislated rate of the GST.
2. A letter of confirmation will be provided to confirm the booking along with a tax invoice payable within 30 days of receipt. Sponsorship is only confirmed once payment has been received.
3. All monies are payable in Australian dollars.
4. All monies due and payable must be received by the Sponsorship & Exhibition Managers 60 days prior to the Event.

I Agree

[Book Stand](#)

3. Go to Existing Bookings
 - > Add 50-word biography of your organisation
 - > Add Organisation Name for Fascia Sign (22 max characters)
 - > Upload Organisation Logo
 - > Complimentary Registration is automatically added.

Existing Bookings

Listed below are the details for your booked exhibition stand. Each booked stand will also have a checklist of items that are required from the organiser. The Checklist section within each booked stand below will allow you to review and manage these requirements. As checklist items are completed they are automatically ticked off in the portal.

Stand	Amount	Outstanding	Checklist	
Exhibition space 1 0m x 0m (m ²)	1500.00	1500.00	<input type="checkbox"/> 50-word profile of your organisation <input type="checkbox"/> Organisation Name for Fascia Sign - 22 characters max <input type="checkbox"/> Organisation Logo	Edit Edit Upload

4. How to Create invoice and make Payment.
 - > Pay Now – pay via credit card (1.75% card fees)
 - > If you wish to pay via bank transfer kindly create invoice and send us the payment remittance.

Booking Summary

On this screen you can view a summary of your bookings. A separate invoice will be sent by the Agentur team for your booking.

Stand	Size	Payment Status	Amount Required	Amount Paid	Amount Outstanding
Exhibition space 1	0m x 0m (m ²)	Purchase	1500.00	0.00	1500.00
Total			1500.00	0.00	1500.00

Invoices

This section can be used to create and view invoices. Invoices will automatically appear based on the payment schedule. Once they have been created they can be viewed and downloaded or printed.

Invoice #	Date	Amount	
Open		1500.00	Create Invoice

Payment Options

Payment can be via EFT. Please contact the Exhibition Manager for full details.

Pay Now