

## Exhibitor Information

### Access and Deliveries

- > An access time to setup at the venue will have been organised. Please contact the conference organiser to obtain setup times available to you.
- > Exhibitor deliveries are required a maximum of one day prior to the event, unless prior arrangements are made with authorisation by the hotel.
- > All deliveries require a Marque Hotel, Canberra delivery label affixed with information filled in completely.
- > Delivered items will be placed in the exhibition area prior to allocated exhibition set up time.

### Security

- > The Marque Hotel, Canberra recommends that insurance cover should be arranged for all exhibition areas and delivered items. We unfortunately are unable to take responsibility for the loss or damage of items.
- > Security overnight can be arranged from a cost of \$45.00 per hour (minimum call of 4 hours)

### Service Charges

- > Telephone connections for PABX lines are \$25 per connection fee and the cost of calls on a minute basis. It is important that we are advised of all phone line requirements as these lines need to be setup prior to the exhibition area setup.
- > Wireless broadband is available for one or multiple user accounts, rates start from \$20 per user, per day allowing up to 200mb of usage.

### Equipment

- > Electrical powerboards can be hired at a charge of \$20 for the duration of the exhibition
- > Small circular coffee tables are charged at \$15 per table
- > Additional trestle tables, clothed are charged at \$22 per table
- > Prices for pinboards and posterboards up to 2.3m in size are on request.
- > Accounts must be paid prior to the conclusion of the exhibition unless prior credit arrangements have been made with the hotel.

## Exhibitor Requirements Order Form

Exhibitor Name	
Event Name	
Date of Exhibition	

Category	Price	Number required and comments
<b>FURNITURE</b>		
Small round coffee tables	\$15 each	
Trestle tables (clothed)	\$15 each	
Chairs	Complimentary	
Pinboard	\$POA	
<b>TELECOMMUNICATIONS</b>		
Phoneline (Analogue) *see notes	\$25 plus call costs	
<b>SECURITY</b>		
Overnight Security	\$POA	
<b>MISCELLANEOUS</b>		
Powerpoint	Complimentary	
Powerboard	\$20 each	
Wireless Broadband	\$20 per day, per user	

Return by fax or email: [conf@canberra.marquehotels.com.au](mailto:conf@canberra.marquehotels.com.au) or +61 2 6249 6878

## Goods Delivery Form

To	MARQUE HOTEL CANBERRA 102 Northbourne Avenue Canberra, ACT, 2601  T (02) 6249 1411 F (02) 6249 6878
From	
Date of Exhibition	
Exhibition Name	
Box Number	of
Contents	

Please affix this label to all boxes/cartons. Goods may not arrive more than one day prior to event, unless prior arrangement has been made with hotel management

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