

# ISAAC 2018

## Checklist and Forms



18<sup>th</sup> Biennial ISAAC Conference  
July 21<sup>st</sup> - July 26<sup>th</sup>, 2018  
Exhibition Space Open: July 23<sup>rd</sup> – July 26<sup>th</sup>, 2018  
at the:  
Gold Coast Convention and Exhibition Centre  
2684-2690 Gold Coast Hwy, Broadbeach QLD 4218, Australia



AACcess All Areas  
ISAAC 2018  
GOLD COAST  
AUSTRALIA  
21-26 JULY 2018

## CHECKLIST



Please ensure that you have sent to ISAAC International **all** the following items to ensure that your company's Conference 2018 Exhibitor booth space has been secured:

- √ Completed Exhibitor Sign-Up Form, Page 1
- √ Signed and dated Exhibitor Sign-Up Form, Page 2
- √ Deposit payment of CAD \$500 to reserve one (1) booth space (either in advance or using the attached credit card authorization form)
- √ Company logo softcopy file, in high resolution ".eps" format
- √ Company logo softcopy file, in lower resolution ".jpg" format

In addition, and if your commercial company will be taking advantage of the ISAAC Conference 2018 free delegate bag / satchel insert offer:

- √ Production and delivery to Gold Coast, Australia of a promotional item, limited to one "piece" per delegate bag.

**If your organization will need to ship anything in support of your ISAAC Conference 2018 exhibition booth to the Gold Coast Convention and Exhibition Centre, a two page shipping label and instruction sheet is also included with this forms package.**

## EXHIBITOR SIGN-UP FORM



### **Exhibitor Information**

Company Name:

Contact Person Name:

Contact E-mail:

Telephone:

Fax:

Company Web URL:

### **Booth Location (please list all three top choices)**

1<sup>st</sup> Choice

2<sup>nd</sup> Choice

3<sup>rd</sup> Choice

ISAAC will make reasonable efforts to ensure that the exhibitor will be provided with one of its above noted choices. If that is not possible, ISAAC will notify the exhibitor and offer available alternative choices. ISAAC reserves the right to re-assign booth spaces at its sole discretion, based upon final number of exhibitors.

### **Main Conference Pass Information**

Your Conference 2018 Exhibitor Booth space includes one complimentary main conference registration pass (Commercial companies only). Please provide us, in the designated spaces below, the name and contact information for whom the pass will be issued:

**Name:**

**Email Address:**

**Emergency Contact:**  
(name, email, telephone)

### **Additional Exhibit Hall Only Passes**

Conference 2018 Exhibitor Booth space for commercial companies includes one (1) complimentary Exhibit Hall only pass (Non-profit, government funded exhibitors receive two exhibit hall passes) per booth unit. You can use this form to purchase additional Exhibit Hall only passes, **for CAD \$100.00 per pass**, should additional organization staff be attending ISAAC 2018. The cost associated with additional pass requests will be added to your final invoicing. Please complete the information below, only if you require additional Exhibit Hall only pass, over and above those that are included with your Exhibitor Booth space:

| <b>Number of<br/>Additional Exhibit<br/>Hall Only Passes<br/>Required</b> | <b>Cost (\$ CAD)</b> |
|---|----------------------|
| <hr/>   |                      |

## EXHIBITOR SIGN-UP FORM



### Acceptance – (Unsigned Contracts will not be accepted)

I, the authorized representative of the above organization, on behalf of said organization subscribe and agree to all terms, conditions, authorizations and covenants contained in this Contract and the Rules and Regulations governing ISAAC Conference 2018. ISAAC reserves the right to determine the eligibility of any Exhibitor or Organization for participation in the ISAAC conference.

By placing my signature on this document, I confirm that I have read, understand, and agree with the ISAAC Conference 2018 Exhibitor Rules and Regulations, as outlined in the Exhibitor's ISAAC 2018 Information Package, available from the ISAAC website at:

<https://www.isaac-online.org/english/conference-2018/exhibitor-information/>

I further agree that our deposit of CAD \$500.00 has already been received and receipted, or payment instructions by way of VISA or MasterCard credit card are included with this completed agreement. Final balance owing will be invoiced in advance of June, 2018. Form must be returned no later than March 30<sup>th</sup>, 2018, in order to pre-secure your booth space. As of April 1<sup>st</sup>, 2018, booth spaces will be open for selection by any exhibitor, on a first-come, first-served basis.

Signature:

Date:

**This application becomes a contract when signed by the exhibitor and accepted by ISAAC International.**

Exhibitor Sales Contact: Tony Needer  
[tony@isaac-online.org](mailto:tony@isaac-online.org)

Sponsorship Contact: Judy Shapiro  
[judy@isaac-online.org](mailto:judy@isaac-online.org)

Media Contact: Heather Stonehouse  
[heather.stonehouse@isaac-online.org](mailto:heather.stonehouse@isaac-online.org)

ISAAC International  
312 Dolomite Drive, Suite 216  
Toronto, Ontario CANADA  
M3J 2N2  
Telephone: 905-850-6848  
Facsimile: 905-850-6852  
email: [conference2018@isaac-online.org](mailto:conference2018@isaac-online.org)  
Website: [www.isaac-online.org](http://www.isaac-online.org)

## CREDIT CARD AUTHORIZATION FORM



**DO NOT EMAIL THE COMPLETED FORM, UNLESS IT IS SECURED VIA PASSWORD PROTECTION**  
**COMPLETED FORMS CAN BE FAXED OR MAILED TO ISAAC INTERNATIONAL (see information below)**

In order to process your credit card payment, please provide the following information:

Charge Amount:

Credit Card Type:

Credit Card Number (VISA or MasterCard only):

Expiry Date:

CVV (3 digits on back of card):

Name on Credit Card:

(please print or type name of card holder)

Address (as on file with bank or credit card company):

**By providing the above credit card information and signature on page 2 of the Exhibitor Sign-Up Form, I hereby agree to ISAAC International performing a one-time charge to the noted credit card for the total amount stated. I further understand and agree that once the charge is processed, refunds will not be provided under any circumstances.**

ISAAC International  
312 Dolomite Drive, Suite 216  
Toronto, Ontario CANADA M3J 2N2

Email: [franklin@isaac-online.org](mailto:franklin@isaac-online.org)  
Tel: +1 905-850-6848 x225  
Fax: +1 905-850-6852

# DELIVERY LABEL

**DELIVER TO:**

**Gold Coast Convention & Exhibition Centre**

Corner T E Peters Drive & Gold Coast Highway BROADBEACH QLD 4218

**EVENT NAME:**

**EXHIBITOR STAND NAME:**

**STAND #:**

**EXHIBITOR CONTACT NAME:**

**MOBILE #:**

**SACHEL PACKING MATERIAL:**

YES

NO

**FOR ORGANISER**

YES

NO

**SPECIAL INSTRUCTIONS:**

Item \_\_\_\_\_ of \_\_\_\_\_

**DELIVER ON:**

## Safe Delivery, Storage and Return of your Items.

The above delivery label needs to be completed accurately in order to ensure the arrival and correct allocation of your goods.

Loading Dock hours are from 07:30 – 16:00 Monday to Friday

Please Note: Goods will not be accepted more than 24 hours before your event.

If you intend to dispatch your goods via a courier from the GCCEC after the event, it is important for you to:

- Bring a consignment note with you (note that TNT customers need a consignment note for every 8 items)
- Make sure the consignment note is completed correctly
- Ensure that every package has a label with your return address and the number of items on it (eg. package 3 of 5)
- Remove all obsolete labels from packages

Please keep your copy of the consignment note for your future reference and the tracking of goods through

your courier company. Goods are to be collected within 24 hours after the conclusion of the event.

Please note: Storage charges will apply for goods not collected after this time.

|         |                  |
|---------|------------------|
| Storage | \$25 Half<br>day |
|---------|------------------|

The GCCEC reserves the right to dispose of any remaining goods one (1) week after the conclusion of the event.

*PLEASE NOTE: All goods / property brought into the GCCEC or onto the GCCEC land by an exhibitor is done so at the sole risk of the exhibitor. The GCCEC is not responsible for any damage to or theft from the event.*