



Industry Exhibition Committee

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Industry exhibition day

La Trobe University, Thursday 1 December 1983 Bundoora, Vic. 3083.

We invite your Company to take advantage of this outstanding opportunity to display its wares and services to a highly specialised group of decision makers in the recreational, sporting and active/passive leisure marketing fields.

If you have taken part in RAIPR Conference Exhibitions in previous years you do not need to be told that the exercise is well worth while. This year will be no exception — especially when you consider that, in the Garden State, interest and involvement in the areas of parks, recreation and horticulture is exceptionally high.

It is a chance to make valuable contact with park and recreational managers, planners, engineers and councillors from local and semi-government areas, landscape architects and contractors, researchers, teachers, technicians, and community workers — all types of people widely involved in the provision of recreational facilities in general.

Over 400 delegates from all states are expected to attend, and their numbers will be augmented on the day by special guests from selected government and statutory areas, professional institutes and private enterprise. You are, of course, most welcome to invite your own guests particularly during the afternoon session.

You will be in good company

The range of exhibits promises to be diverse and interesting. It extends from park construction and maintenance machinery of all kinds, through playground equipment, outdoor furniture, leisure aids, weedicides, pesticides and fungicides, to recreation centre equipment, irrigation and watering systems, water sports and recreational equipment, synthetic playing surfaces, trees, plants and other nursery items.

Government and other organisations concerned with the preservation, conservation, development, planning and use of open spaces and leisure facilities will also be represented by exhibits.

General information

The site selected on the attractive campus of La Trobe University, is ideally suited to an exhibition of this nature. Strategically places between the conference rooms and delegate dining/residential areas, it gives a choice of open air or under cover display areas. The lake/moat area and indoor pool should provide ideal conditions for exhibitors of recreational/sports/disabled persons equipment such as sailboats, pedal boats, swimming aids, etc, together with the opportunity for practical demonstrations of pumps, irrigation systems and other water-related products.

Private function areas and hospitality rooms will also be available.

Company personnel who wish to attend the conference which runs from 28 November to 2 December may register* for the week, or a single day. Similarly, you may plan to establish a static display to be viewed for the full conference week, or set up just for the main industrial exhibition day.

The exhibition will be from 8.30 am to 5 pm on Thursday, 1 December. To avoid overcrowding, and to enhance the quality of contacts, delegates will be organised to view the exhibition in groups throughout the day.

To ensure maximum exposure of the exhibits to delegates and your guests 'lunch on legs' will be served throughout the exhibition area to all authorised name tag bearers.

* Registration forms and further information available from '83 RAIPR Conference, c/- La Trobe University, Bundoora, Vic. 3083. 478 3122.

Applications

- For your company to be an exhibitor at the exhibition it is necessary to make an immediate application on the enclosed registration form. The application is to be accompanied by a \$50 deposit or the full amount. Balance to be paid by 31 October 1983.
- On receipt of application form and deposit, exhibitors will be allocated a site to suit their listed requirements. A site plan will then be forwarded to exhibitors for confirmation that they are in agreement with the site allocation. Confirmation in writing is to be forwarded to the Victorian Region of the Institute within 14 days of receipt of plans.
- Site bookings will be on a first come, first serve basis, subject to organisers being able to meet the exhibitors site requirements.
- You are asked to indicate your requirements for demonstration purposes and indicate the type/size of equipment and the activities to be undertaken during the demonstration period.

Rental fees

 $(1 \text{ sq.} = 3\text{m} \times 3\text{m})$

I. Outdoor	Monels	Non-members
1 square 2 squares 3 squares 4 squares 5 squares 6-10 squares 11 plus squares	\$70 \$100 \$125 \$155 \$185 \$15 ea. sq. over 5 \$10 ea. sq. over 10	\$100 \$130 \$155 \$185 \$215
. Undercover	widea. sq. over 10	
1 square 2 squares 3 squares Each square above 3 squares	\$90 \$120 \$150 \$25 per square	\$120 \$150 \$180

3. Additional charges

\$100 for each separate power outlet (single phase only —3 phase by negotiation).

4. All companies who have fully paid for their site by 1983 will be entitled to a 10 per cent discount on the site fee only.

Contact: Barbara Forrester Secretariat direct on phone (03) 478 3122.

5. Satchels

Any item of more than 10 pages will cost: \$150 per member \$200 per non-member

6. Display area or venue

Panels available — 1 metre × 2 metres (one side only) \$100 per member, \$150 per non-member per panel for full week. These panels will be available from 9 am Sunday until 12 noon Friday. If you require to place small items of equipment on the floor, or on the small tables, this must be approved prior to the date by: [John Asthon, c/- La Trobe Secretariate] and will be on the basis of \$200 per member and \$250 per non-member/2 square metres for the week. Audio-visual video display, \$200 per member and \$250 per non-member per week.

7. Industry exhibition brochure

A brochure will be produced showing site plans and including a three line entry from exhibitors stating their name, address and products/services. This entry will be free of charge. Display advertisements will be permitted, subject to space available at the rate of \$100/page and \$50/half page for members and \$125/page and \$65/half page for non-members.

Conditions for exhibitors

- An extensive publicity program has been planned and the co-operation and assistance of exhibitors is sought in providing copy suitable for this campaign.
- 2. Set up times. Moving in and setting up of displays will be permitted indoor from 2 9 pm, outdoor from 9 am 9 pm on Wednesday 31 November. On Thursday 1 December, access to indoor and outdoor displays will be available from 6 9 am. Exhibitors vehicles will be permitted on campus proper only for the purpose of delivery or collection but cannot remain parked within this area.

3. Exhibition day — Thursday 1 December — hours open

Exhibition opens 9 am and continues until 5 pm.

4. Award judging

11 am displays will be judged for Royal Australian Institute of Parks and Recreation Industry Awards.

- Exhibitors are encouraged to bring special guests, distributors and other clients from 1 pm until 5 pm Thursday 1 December.
- 6. Exhibitors are provided with two luncheon tickets free of charge, additional tickets will be available at \$10 each. If required please order additional lunches by Monday 25 November.

7. Removal of equipment etc.

All sites are to be cleared by 1 pm Friday 2 December and to be left in a condition satisfactory to the Convenor.

8. Closing date

Closing date for information for the Industry exhibition brochure is 14 October 1983. Applications for display panels/display areas at Conference Venue close 31 October.

9. No liability accepted by Institute

The Institute, although providing a security service on Wednesday and Thursday nights does not accept any responsibility for damages or loss from any cause whatsoever and exhibitors should provide their own insurance.

10. Public risk insurance

Exhibitors must have a comprehensive public risk policy and are required to provide the following information — amount and type of cover, insurance company and expiry date of policy.

- 11. No monies will be refunded if cancelled after 31 October 1983. An administration charge of \$20 is deducted for cancellations prior to 31 October.
- 12. The Institute reserves the right to refuse an exhibit or to ask for alterations to an exhibit in any way

Site information

Pre-exhibition site inspections can be arranged by appointment with Clive Popham, (ph. no. 478 3122 extn 2017).

Outdoor site

here is an extensive area for outdoor sites and setting up will be permitted from 9 am - 9 pm Wednesday 31 November and 6 - 9 am Thursday 1 December. Full week displays [indoor furniture] may be set up from Saturday 27 and Sunday 28 November. Arrangements to be made

Undercover sites

A security service will be provided from 5 pm on Wednesday 31 November — 8 am 1 December and from 5 pm Thursday 1 December — until 8 am on Friday 2 December.

Exhibitors are requested to take additional precautions against possible theft or damage to their equipment. Insurance cover is not provided by the Institute.

Private function area

There are a limited number of private function rooms available, details of which can be obtained from Clive Popham upon request at a cost of \$150 per evening. [Ph. 478 3122 extn 2017.]

The following services will be provided

Electricity supply

In the form of single phase 240 volt. Three phase 415 volt must be negotiated well in advance. Exhibitors must include this in their requirements on their application form. Exhibitors will be charged \$100 for each separate single phase outlet but no charge will be made for current used. [Cost of three phase is by peratiation.] used. [Cost of three phase is by negotiation.]

2. Water supply

Will be available from the existing reticulation system if requested on application form. A connecting fee of \$50 will be charged. Supply will be subject to any existing water restrictions.

Public address system

The exhibition areas will be serviced by a public address system, keeping everybody informed at all times of activities and demonstrations within the exhibition area and a low volume public address system will be available during the availa address system will be available during the periods of programmed demonstrations.

Headquarters

Will be set up on site, clearly marked, and will be open 9 am to 5 pm on Wednesday, 31 November, 8.30 am - 5.30 pm on Thursday 1 December and 8.30 to 10 am on Friday 2

Setting up and dismantling exhibits

Exhibitors are asked to especially note the following information. If any special equipment or assistance is required, please advise such in writing on application form.

- Forklift truck and mobile crane can be made available at the site to assist with unloading of Forklift truck and modified and made available at the site to assist with heavy items. Please advise on application form if you require such facilities All sign writing, design and material for exhibition sites is the responsibility of the exhibitor.
- (c) Exhibiting firms are requested to have a representative on site when their exhibits arrive to direct the driver to enable unloading to proceed without delay.

Catering facilities

Full catering facilities and refreshments will be available from the dining area and snack service.

7. Accommodation

Accommodation can be booked in association with the National Conference. Details are in the Accommodation or available on request from The Secretarist BADD Conference. Accommodation can be booked in association with the National Conference. Details are in the Conference brochure or available on request from The Secretariat, RAIPR Conference, c/- La Trobe University, Bundoora, 3083. (03) 478 3122 extn 2002.

Irobe University, Bullous for company personnel to register for the Conference as this gives them It is advantageous for with delegates socially prior to the exhibition.

Industry awarus

Will be presented during the Institute's Conference dinner and Runner-up Certificates will be 8. Industry awards Issued.

The following awards will be available:

The following awards that has achieved highest degree of all round excellency.

(a) For the display that has produced the most outstanding new product for 1982/83.

(b) For the industry demonstration on site.

(c) For the best

Transport for machinery and equipment is the responsibility of the exhibitor. Air Ground transport arranged with (TAA) the official air carriers for the 56th National Conference. transport can be arranged Hollyman, 294 Collins Street, melbourne on (03) 341 3933 or Val Tooth—Please contact Gillian TAA (03) 341 3736.

Demonstration

Special areas will be set aside for the demonstration of machinery, equipment, leisure activities 10. Demonstrations and service demonstrations.

Conclusion

The Institute looks for and Convenor, Industry Exhibition, Mr John Ashton, C/- RAIPR Conference, La of a dynamically new the Victoria, 3083. Telephone (03) 478 3122, extn 2023. Tobe University.

The venue and its facilities

La Trobe University has been chosen as the venue for this years 56th Annual Conference and offers a number of features which make it an ideal site.

It is one of the visually most pleasing campuses in Australia.

The Conference centres located at Glenn and Chisholm Colleges are adjacent to the University's lake system which forms a major element of the landscape of the 300 ha campus. Its Australian character has been emphasised by planting mostly Australian trees and shrubs.

The Colleges are located close to the campus centre.

The Colleges are located close to the campus centre which contains two banks (Westpac and Sta Bank, Victoria), a pharmacy, bookshops, post office, delicatessen, dry cleaners, hairdresser, fruit shop, cinema and theatre.

Delegates will be able to use the fully licenced Staff Club which will act as a refuge for those delegates who wish to relax for a quiet drink after a hard day's work.

In the evenings, a pleasant social program is be:

delegates climaxing in the

In the evenings, a pleasant social program is being planned for delegates climaxing in the Conference Dinner on Thursday night.

Sporting facilities available to delegates, free of charge, include a heated swimming pool, gymnasium, tennis, squash courts and sauna. There are also public golf courses available nearby.

Accommodation and meals at La Trobe are economics.

Accommodation and meals at La Trobe are economical especially when compared with the cost of hotel and motel accommodation. For those who wish to avail themselves of motel accommodation, the Conference Committee has booked units at the Guardsman Motel just opposite the University. Accommodation fees include all dinners except the Guardsman Motel just opposite the University which is in the Registration fee. (Breakfasts must be paid for separately to the motel.) Camping sites (no electricity) are available at La Trobe.

Please note the Institute is not in a position to provide anywhere else, nor can it provide transport to and from the accommodation.

La Trobe University opened a new Art Gallery this Centre, which contains an exhibition area, work his Very Chisholm Collection.

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Industry Exhibition Day 1 December 1983

Registration form

I/We wish to apply for the following exhibition facilities: Name

Address State Postcode

Type of display

Description of facility required	Qty	Rate	Total
Outdoor area			
Undercover area			1
Power outlet-single phase only			
Water supply			
Place material in satchels — less than 10 pages			1
Place material in satchels — more than 10 pages			
Display on panels at venue			
Display on floor at venue			
Audio-visual video display at venue			
Industry exhibition brochure advertisement — full page	(1)		
Industry exhibition brochure advertisement — half page			
Additional luncheon tickets for industry day only			
Private function area			
		Total \$	

Secretariat use only Date received

Monies received





