



Local Government
Professionals
A U S T R A L I A W A

LGPA State Conference 2023

8-9 November 2023, Grand Ballroom - Crown Perth

EXHIBITORS MANUAL



GALAXY
VISUAL DISPLAYS



LGPA STATE CONFERENCE
8–9 November 2023
Grand Ballroom – Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

Dear Exhibitor,

Galaxy Visual Displays is pleased to be the official supplier of exhibition stands, furniture, audio visual, graphics and electrical.

To assist with your stand preparation please find attached the following forms requiring your attention:

- ✦ **Company Details and Fascia Order Form (Compulsory)**
Please Note: If this form is not received by the due date, a fascia board showing the Company Name which accompanied your booking form from the organisers will be prepared.
Any changes after the deadline will incur an additional cost of \$100.00 per fascia.
- ✦ **Furniture & Accessories Order Form (Optional)**
- ✦ **Audio Visual Order Form (Optional)**
- ✦ **Graphic Digitally Printed Panel Order Form (Optional)**
- ✦ **Electrical Order Form (Optional)**
- ✦ **Acknowledgment and Payment Form (Compulsory)**

PLEASE COMPLETE ALL FORMS AND RETURN BY EMAIL:

The DEADLINE for completing these forms is: **Friday 6 October 2023**

Please return directly to Galaxy Visual Displays by email: galaxy@galaxy-displays.com

Should you require any further information on please contact:

Daniel Piromalli
Senior Project Manager

Phone: +61 8 9434 6222
Email: dp@galaxy-displays.com



LGPA STATE CONFERENCE
8-9 November 2023
Grand Ballroom - Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

COMPANY DETAILS

Company Name:

Booth#:

Address:

Post Code:

Contact Name:

State:

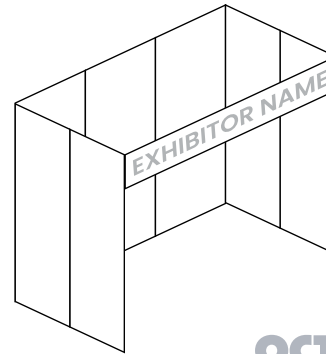
Email:

Phone:

FASCIA ORDER FORM

- ✦ Octanorm Exhibition Booth with Black Fabric Wall Panels
- ✦ White Company Name Fascia with Black Vinyl Text - Rear Lit
- ✦ 2 x Spotlights on Track (per booth)
- ✦ 1 x 4 Amp Power Outlet (per booth)
- ✦ Existing Venue Flooring

✦ If your booth is a corner booth or on the end of an aisle, the side wall will be removed to create an open feel as well as allowing for a better visual of the inside of your booth. Your booth will include two company name fascia's.



OCTANORM

This image is for visual representation only. Please refer to the exhibition floor plan for your specific stand size.

Standard Vinyl Text Company Fascia

Maximum 30 characters including spaces

NO CHARGE

Custom Digitally Printed Company Logo Fascia

\$120.00 (per Fascia + GST)

A Custom Digitally Printed Company Logo Fascia option is available.

Number of Fascia's Required:

A corner booth will require 2 x Fascia Panels

High Resolution Logo in PDF or EPS Vector format to be supplied

Each Fascia is \$120.00 plus GST - Installed

The total cost will be displayed on the payment page of the exhibitor form





LGPA STATE CONFERENCE
8-9 November 2023
Grand Ballroom - Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

FURNITURE & ACCESSORIES ORDER FORM

Furniture & Accessories according to the following schedule are available to enhance your display.

Code	Item Description	Unit Price	Quantity	Amount	Image
MZ1	BROCHURE STAND ZIG ZAG CHROME ACRYLIC - 5 SLOTS				
MB1B	NO BACK METAL BAR STOOL - BLACK <input checked="" type="checkbox"/>				
MB1W	NO BACK METAL BAR STOOL - WHITE <input type="checkbox"/>				
MB2B	HIGH BACK - NO GAS LIFT BAR STOOL - BLACK <input checked="" type="checkbox"/>				
MB2W	HIGH BACK - NO GAS LIFT BAR STOOL - WHITE <input type="checkbox"/>				
MB3B	NO BACK - GAS LIFT BAR STOOL - BLACK <input checked="" type="checkbox"/>				
MB3W	NO BACK - GAS LIFT BAR STOOL - WHITE <input type="checkbox"/>				
MB4B	HIGH BACK - GAS LIFT BAR STOOL - BLACK <input checked="" type="checkbox"/>				
MB4W	HIGH BACK - GAS LIFT BAR STOOL - WHITE <input type="checkbox"/>				
MB5W	HIGH BACK TAURUS - NO GAS LIFT BAR STOOL - WHITE <input type="checkbox"/>				
MB6B	MID BACK - WIRE FIXED BAR STOOL - BLACK <input checked="" type="checkbox"/>				
MS1	DISPLAY DESIGNER CHAIR - BLACK - PLASTIC <input checked="" type="checkbox"/>				
MS3	VISITORS CHAIR - PADDED CHARCOAL FABRIC - CHROME LEGS				
MS5	OTTOMAN CUBED - WHITE <input type="checkbox"/>				
ML5	LOUNGE SEAT WITH ROTATING BASE - WHITE - CHROME LEGS				



LGPA STATE CONFERENCE
8-9 November 2023
Grand Ballroom - Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

FURNITURE & ACCESSORIES ORDER FORM

Furniture & Accessories according to the following schedule are available to enhance your display.

Code	Item Description	Unit Price	Quantity	Amount	Image
ML1	TUB CHAIR REGULAR – DARK BLUE / BLACK FLECK – CASTORS				
ML2	TUB CHAIR ELITE – DARK BLUE / BLACK FLECK – WOODEN LEGS				
ML3	TUB CHAIR CUBED – WHITE – CHROME LEGS				
ML4	LOUNGE SEAT MODULAR – DARK BLUE / BLACK FLECK – WOODEN LEGS				
ME1	COFFEE TABLE ROUND – IRONSTONE – 600DIA X 470H <input checked="" type="checkbox"/>				
ME2	COFFEE TABLE ROUND – WHITE – 600DIA X 470H <input type="checkbox"/>				
ME3	COFFEE TABLE ROUND – IRONSTONE – 900DIA X 470H <input checked="" type="checkbox"/>				
ME4	COFFEE TABLE ROUND – WHITE – 900DIA X 470H <input type="checkbox"/>				
MM1	MEETING TABLE ROUND – IRONSTONE – 900DIA X 750H <input checked="" type="checkbox"/>				
MM2	MEETING TABLE ROUND – WHITE – 900DIA X 750H <input type="checkbox"/>				
MM4	FOLDING TABLE – CHARCOAL – 1500W X 600D X 740H <input checked="" type="checkbox"/>				
MP1	DRY BAR TABLE – IRONSTONE – 700DIA X 1000H <input checked="" type="checkbox"/>				
MP2	DRY BAR TABLE – WHITE – 700DIA X 1000H <input type="checkbox"/>				
MO1B	OCTANORM CURVED COUNTER – NO DOORS / OPEN BACK – BLACK – 1000W X 500D X 1000H <input checked="" type="checkbox"/>				
MO1W	OCTANORM CURVED COUNTER – NO DOORS / OPEN BACK – WHITE – 1000W X 500D X 1000H <input type="checkbox"/>				
MO2B	OCTANORM PLINTH – NO DOORS / OPEN BACK – BLACK – 1000W X 500D X 1000H <input checked="" type="checkbox"/>				
MO2W	OCTANORM PLINTH – NO DOORS / OPEN BACK – WHITE – 1000W X 500D X 1000H <input type="checkbox"/>				



LGPA STATE CONFERENCE
8-9 November 2023
Grand Ballroom - Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

FURNITURE & ACCESSORIES ORDER FORM

Furniture & Accessories according to the following schedule are available to enhance your display.

Code	Item Description	Unit Price	Quantity	Amount	Image
MO3B	OCTANORM PLINTH – BLACK – 500W X 500D X 1000H <input checked="" type="checkbox"/>				
MO3W	OCTANORM PLINTH – WHITE – 500W X 500D X 1000H <input type="checkbox"/>				
MC1	CREDENZA – LOCKABLE WITH SHELF – WHITE – 900MM W X 395MM D X 900MM H				
MC2	CREDENZA – LOCKABLE WITH SHELF – IRONSTONE – 1200MM W X 450MM D X 900MM H				
MC3	PC MODULE – LOCKABLE – IRONSTONE – 550MM W X 550MM D X 1000MM H <input checked="" type="checkbox"/>				
MC4	PC MODULE – LOCKABLE – WHITE – 550MM W X 550MM D X 1000MM H <input type="checkbox"/>				
MG1	SHOWCASE A – MAXIMA – LOCKABLE WITH 1 X SHELF – WHITE – 880W X 535D X 980H				
MG3	SHOWCASE C – LOCKABLE WITH 4 X SHELF – WHITE – 500W X 500D X 2000H				
MA1	POTTED PLANT – GREENERY (ARTIFICIAL) APPROX.: 1.0M HIGH				
MF1	BAR FRIDGE – WHITE				
MH1	HANGING HOOKS 1M – (MAX 7KG)				
				FURNITURE & ACCESSORIES COST:	
				PLUS 7.5% DAMAGE WAIVER:	
				PLUS 25% CARTAGE/INSTALLATION:	
				SUB TOTAL:	
				PLUS 10% GST (on sub total):	
				TOTAL FURNITURE & ACCESSORIES DUE:	



LGPA STATE CONFERENCE
8-9 November 2023
Grand Ballroom - Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

AUDIO VISUAL & ACCESSORIES ORDER FORM

Audio Visual & Accessories according to the following schedule are available to enhance your display

Code	Item Description	Unit Price	Quantity	Amount
MAV24	24' AUDIO VISUAL SCREEN - USB COMPATIBLE MP4			
MAV32	32' AUDIO VISUAL SCREEN - USB COMPATIBLE MP4			
MAV43	43' AUDIO VISUAL SCREEN - USB COMPATIBLE MP4			
MAV55	55' AUDIO VISUAL SCREEN - USB COMPATIBLE MP4			
MAV75	75' AUDIO VISUAL SCREEN - USB COMPATIBLE MP4			
MAV82	82' AUDIO VISUAL SCREEN - USB COMPATIBLE MP4 - \$ (POA)			
MAVW	WALL MOUNT TV BRACKET			
MAVS	MATRIX TV FLOOR STAND WITH SHELF			
MAVL	LAPTOP - \$ (POA)			
MLED	LED VIDEO WALL (UP TO 10.0M2) - \$ (POA)			
		ELECTRICAL COST:		
		PLUS 7.5% DAMAGE WAIVER:		
		PLUS 25% CARTAGE/INSTALLATION:		
		SUB TOTAL:		
		PLUS 10% GST (on sub total):		
		TOTAL ELECTRICAL DUE:		



LGPA STATE CONFERENCE
8-9 November 2023
Grand Ballroom - Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

GRAPHIC - DIGITALLY PRINTED PANEL ORDER FORM

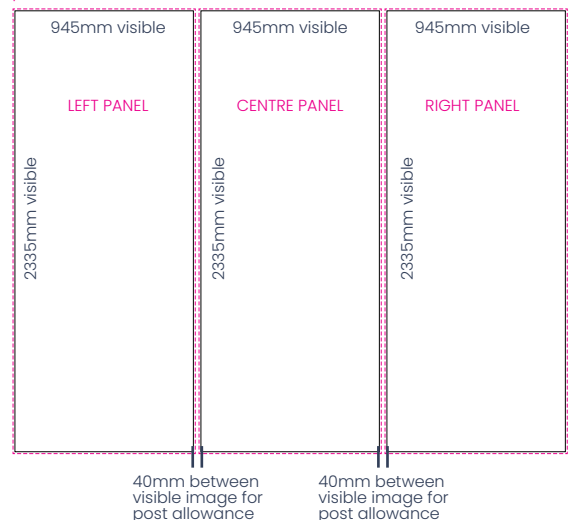
Code	Item Description	Unit Price	Quantity	Amount
MG01	GRAPHIC WALL PANEL - DIGITALLY PRINTED MOUNTED ONTO 2MM PVC FOAM SOLID BACKING PANEL PRICE IS PER 1 X 945MM W X 2335MM H PANEL			
MG02	CURVED COUNTER FRONT - DIGITALLY PRINTED (REFER TO FURNITURE ITEMS M01W & M01B) PRICE IS PER 1080MM W X 880MM H PANEL			
MG03	DISPLAY PLINTH FRONT - DIGITALLY PRINTED (REFER TO FURNITURE ITEMS M02W & M02B) PRICE IS PER 970MM W X 880MM H PANEL			
MG04	EXHIBITION QUALITY SYNTHETIC PAPER PRINTED POSTER SCRATCHPROOF/WATERPROOF SYNTHETIC PAPER			
		GRAPHIC PANELS COST:		
		SUB TOTAL:		
		PLUS 10% GST (on sub total):		
		TOTAL GRAPHIC PANELS DUE:		

READY TO PRINT ARTWORK MUST BE SUPPLIED INDIVIDUALLY AT SIZE
ARTWORK REQUIRED NO LATER THAN: FRIDAY 13 OCTOBER 2023

- Graphic Wall Panel**
Artwork Size: 945mmW x 2335mmH (Visible: 945mmW x 2335mmH)
- Curved Counter Front**
Artwork Size: 1080mmW x 880mmH (Visible: 1060mmW x 860mmH)
- Display Plinth Front**
Artwork Size: 970mmW x 880mmH (Visible: 950mmW x 860mmH)
- Bleed**
10mm each side, top & bottom (all artworks) must be added to artwork size
- Crop Marks**
Crop Marks must be included on each Graphic Wall Panel Artwork

This image is for visual representation for 3 x rear booth wall panels only. Please refer to the exhibition floor plan and / or contact Galaxy Visual Displays to confirm your booth panel layout.

Panels shown positioned inside frame. 40mm Distance between panels must be maintained. All artwork must have 10mm bleed on all sides as per dotted line.





LGPA STATE CONFERENCE
8-9 November 2023
Grand Ballroom - Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

ELECTRICAL ORDER FORM

A Standard booth package includes: 2 x Spotlights on Track and 1 x 4 Amp Power Outlet (per booth)

Code	Item Description	Unit Price	Quantity	Amount
MX01	LIGHTING - SPOTLIGHT ON TRACK			
MX02	LIGHTING - SPOTLIGHT ON ARM			
MX03	POWER - 10 AMP VOLT SINGLE OUTLET			
MX04	POWER - 15 AMP VOLT SINGLE OUTLET			
MX05	POWER - 20 AMP VOLT SINGLE OUTLET			
MX06	POWER - 32 AMP 3 PHASE SUPPLY OUTLET			
MX07	POWER - 32 AMP 3 PHASE SUPPLY OUTLET WITH DISTRIBUTION BOARD			
		ELECTRICAL COST:		
		PLUS 7.5% DAMAGE WAIVER:		
		PLUS 25% CARTAGE/INSTALLATION:		
		SUB TOTAL:		
		PLUS 10% GST (on sub total):		
		TOTAL ELECTRICAL DUE:		

**TO ENSURE YOUR ELECTRICAL SUPPLY IS ADEQUATE,
PLEASE LIST THE EQUIPMENT YOUR PROPOSE TO USE ON YOUR STAND.**

PLEASE NOTE

- All items must have a valid visible Australian Standards Approval Stamp and be Tested and Tagged.
- No person will be allowed to carry out electrical work within the exhibition without the authority of Galaxy Visual Displays.
- No exhibitor shall put any electrical or promotional material on the lighting track or any light fitting.
- An exhibitor shall ONLY plug tagged appliances into approved power points supplied in your stand



LGPA STATE CONFERENCE
8–9 November 2023
Grand Ballroom – Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

TERMS AND CONDITIONS FORM:

PAYMENT FOR EXHIBITIONS: Orders are only confirmed once all hire and other charges have been paid in full. No responsibility is accepted for non-delivery of goods where payment has not been made in advance or made available at the time of delivery.

PAYMENT FOR GENERAL HIRE: C.O.D. payment

GST: All prices exclude GST.

EQUIPMENT AVAILABILITY: All goods are subject to stock availability. Early Orders receive priority.

DELIVERY: Delivery takes place once the goods are loaded into the trucks leaving the factory to the destination of the exhibition.

CANCELLATION (INCLUDING FOR REASON OUTSIDE THE CONTROL OF GALAXY VISUAL DISPLAYS): Cancellation of orders occurring after the hire item has been loaded onto the truck or the purchase item been produced are due in full. Should the exhibition be cancelled for reason outside the control of Galaxy Visual Displays, hire items are due once delivery takes place. For items being produced (such as signage), such items are due before production and become the property of the exhibitor once paid. Should the order be cancelled after production of such items, they would be deemed property of the exhibitor and be available for pick up at Galaxy Visual Displays factory or made available for future use.

DAMAGE & LOSS: The Hirer shall at all times be liable for the willful loss of, or damage to the owners hire equipment from whatever the cause. Any damage from whatever cause must be reported to GALAXY VISUAL DISPLAYS immediately. (Phone: 08 9434 6222). GALAXY VISUAL DISPLAYS retain the right to remove goods at any time if the items are not being used for the purpose for which they were designed.

SPECIAL DELIVERIES: Outside our normal working hours special Transport rates apply. \$POA

TRANSPORT: Must be carried out by GALAXY VISUAL DISPLAYS Staff. An additional charge will apply for delivery and placement.

LATE ORDERS: Placed after the deadline will incur a surcharge of \$100.00 and be subject to availability.

ONSITE ORDERS: Will incur an additional \$100.00 surcharge and be subject to availability. Onsite Orders require full credit card payment. Credit Card surcharges apply.

ONSITE CHANGES: Any onsite request for alterations to electrical items will incur an additional minimum charge of \$25 per item. Onsite Changes require full credit card payment. Credit Card surcharges apply

COLLECTION: All goods must be available for collection immediately following closure of the exhibition. Please remove all goods from lockable furniture.

HIRERS GOODS: No responsibility can be accepted for goods left in or on hire goods following closure of exhibition.

INTERNATIONAL CLIENTS: Payment by international clients must be made by one of the following: American Express, Visa, Mastercard or by direct deposit to our account. (Australian dollars).

RELEASE & INDEMNITY: The Hirer must also take all necessary steps to prevent injuries from occurring to any person or property as a result of the condition of the Equipment and not repair or attempt to repair the Equipment without the owner's prior written consent. The Hirer hereby releases the Owner from, and agrees to indemnify the Owner in respect of any third party claims, actions, suits, demands, costs and expenses for damages or injury to person or property arising directly or indirectly out of the hire or use of the Equipment by the Hirer or this Agreement.

CREDIT CARD PAYMENT: A 1.5% credit card surcharge will apply for Visa and MasterCard payments and 2% for American Express.

ANY CLAIM RELATING TO THE QUALITY OF THE EQUIPMENT AND / OR SERVICES PROVIDED (INCLUDING ANY MISSING OR DAMAGED ITEMS) MUST BE MADE AT THE TIME OF DELIVERY OR DURING THE FIRST 2 HOURS OF THE EXHIBITION / EVENT. ONLY CLAIMS MADE WITHIN 2 HOURS OF THE OPENING OF THE EXHIBITION OR EVENT WILL BE CONSIDERED. NO CLAIM WILL BE RECOGNISED AFTER THE EXHIBITION/EVENT CLOSES.



LGPA STATE CONFERENCE
8-9 November 2023
Grand Ballroom - Crown Perth

Order & payment Deadline: Friday 6 October 2023

A surcharge of \$100.00 will apply for all orders received after the above deadline

ACKNOWLEDGMENT AND PAYMENT FORM:

By clicking this box, you acknowledge that you have read and agree with Galaxy Visual Displays Terms of Payment and Conditions of Hire.

Order Summary

	<i>SUB TOTAL (EXC. GST)</i>	<i>GST</i>	<i>TOTAL (INC.GST)</i>
Fascia Order:			
Furniture Order:			
Audio Visual Order:			
Graphic Order:			
Electrical Order:			
TOTAL:			

Method of Payment A valid Tax Invoice will be issued irrespective of method of payment.

EFT (Account Name: Galaxy Visual Displays BSB: 086-006 Account Number: 985469726)
VISA (a 1.5% Credit Card surcharge will be applied on Visa Payments)
MASTERCARD (a 1.5% Credit Card surcharge will be applied on MasterCard Payments)
AMERICAN EXPRESS (a 2.0% Credit Card surcharge will be applied on American Express Payments)

Credit Card Details

Card Holder Name:
Credit Card Number:
Expiration Date (MM/YY)
CVV Number:
Order Date (DD/MM/YY)
Signature:



Local Government
Professionals
A U S T R A L I A W A

GALAXY 
VISUAL DISPLAYS

T: +61 8 9434 6222 A: 12 Kalmia Road, BIBRA LAKE WA 6163

www.galaxy-displays.com