**STAV Publishing**
ABN 61 527 110 823

**Science Victoria**
ABN 94 108 759 762

**OFFICE USE ONLY**
Registration Number

STAV Publishing & Northcote High School

# ICT Conference Exhibitor's Booking Form

## Friday 27 August 2010 at Northcote High School, St Georges Road, Northcote

## Contact Details

**Purchase Order No.**

First name | Surname

Business/Organisation

Address

Suburb | State | Postcode

Telephone | Fax

Mobile | Email

Dietary requirements: (eg Vegetarian)

**Please tick the items(s) you wish to book:**

☐ **Exhibition Bookings**

**Name(s) of people staffing your display:**

**Display Table(s) only** ☐ $125 per table | No. of tables required: | **@$125** | **= Tables cost** **$**

**Display boards** ☐ $70 per board | No. of boards required | **@ $70** | **= Boards cost** **$**

**Additional Catering required?#** ☐ No ☐ Yes | No. of people: | @ $30

# Catering is included in the cost of the display table (1 person per table, $30 per extra person per day) | **= Catering cost** **$**

**Power required?** ☐ No ☐ Yes (Exhibitors need to supply their own powerboards, extension leads and table cloths)

☐ **Satchel Insert Bookings**

Note: Inserts to be up to A4 size items. Inserts are restricted to 4 printed pages
(ie. A3 folded to A4, DL, single or doublesided). STAV reserves the right to review all material submitted for inserts.
**Please send a copy of the insert(s) with this booking form.**

☐ $75 per insert | No. of inserts: | **@ $75** | **= Inserts cost** **$**

**240** of each insert booked needs to be sent to **STAV by Friday 20 August 2010** addressed as follows:
Science Teachers' Association of Victoria, ICT Conference Inserts, 5 Munro Street (PO BOX 109) COBURG VIC 3058
Please also include the name of your business/organisation

**Exhibition items + inserts =** | **TOTAL COST (All prices include GST)** **$**

## Payment details ABN 61 527 110 823

**TAX INVOICE**

☐ Cheque **(make payable to STAV PUBLISHING)** ☐ Credit Card: ☐ VISA ☐ MasterCard ☐ BankCard

Card No. ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ CCV No ☐☐☐ Expiry Date ☐☐☐☐

Name of Cardholder (please print)

Signature

**Cancellation policy: A 40% cancellation fee will apply. Notification of cancellation must be in writing. There will not be any refund for cancellations made less than 2 weeks prior to the conference. A Tax Invoice will be issued.**

Please return this form to the STAV office by **Friday 20 August 2010**

Fax: 9386 6722
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Courier inserts to: 5 Munro Street Coburg VIC 3058
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