



## **Custom Exhibition Stand Terms & Conditions**

### Client Quote Acceptance (sign-off)

- Custom exhibition stands require a minimum of 6 weeks production (see Timeline)
- Production will not be scheduled until client sign-off and deposit is received (see Payment Terms)
- If the quote isn't signed-off and deposit received in the designated period, additional production or labour charges may apply

### Payment Terms

- 50% deposit due within 7 days upon receipt of client quote acceptance (sign-off). NB. Production will not commence until deposit is received.
- Balance due 14 days prior to installation of exhibition stand
- Delay in payment may incur additional production or labour charges

### Design Charges and Fees

- Concept meeting and initial design are free of charge
- Minor changes to the design and quote are free of charge
- Major conceptual and brief changes are charged at \$150.00 per hour

### Warranty and Storage

- A 12 month manufacturer's warranty applies to all production items
- Warranty covers workmanship only. Warranty does not cover general wear and tear, damage during transport, weather damage, misuse or any damage caused while the stand is not in storage
- Road cases can be manufactured to protect production items. Additional charges will apply.
- Storage rates \$19.00 + GST per sq metre per month

### Timeline

1. Design Concept Deadline:  
The initial design concept, drawings and quote time varies depending on scale of stand, time of year, number of revisions required etc.
  
- Client approval (sign-off) and 50% deposit Deadline:
2. Production will not be scheduled until sign-off on design, quote and Terms & Conditions is received. It is the client's responsibility to ensure approval and deposit are received by the due date. If the sign-off isn't received by the due date, late fees may apply.
  
3. Artwork Deadline:  
Logos, images and files required for the design are due on confirmation. Late artwork may incur additional labour and production charges. Supplied artwork is required to meet specs below.

### Completion & Installation

Deadline:

Invoice balance is due 14 days prior to installation.

### Artwork Specifications & Charges

Finished artwork is required in an acceptable digital format as outlined below. Supply artwork file at size requested or proportionate. If the client cannot produce print ready artwork, Graphic Design labour will be invoiced at \$150.00 per hour.

- Corporate logos must be supplied in vector EPS with specified CMYK or PMS colours
- Images must be supplied as 300dpi or greater JPEG, PSD, PDF or TIFF
- Fonts must be saved as outlines
- Colours converted to CMYK
- Files smaller than 5Mb sent via email
- Files larger than 5Mb sent on disc via courier

I have read and agree to the above Terms & Conditions:

Signed:

Date: