

STAND SPACE APPLICATION FORM

APPAREL

ACCESSORIES

TEXTILES

HOME FURNISHINGS

FOOTWEAR

GLOBAL
SOURCING
EXPO
MELBOURNE

18 - 20
NOVEMBER 2025
MELBOURNE
CONVENTION &
EXHIBITION
CENTRE

To apply for a stand please complete all parts of this document and submit to Julie Holt, Global Business & Exhibition Director
Email: julie@iecgroup.com.au or Mobile/Whatsapp: +61 (0) 449 148 886

PART 1. EXHIBITING COMPANY INFORMATION

COMPANY NAME:

COMPANY EMAIL:

COMPANY ADDRESS:

STATE/PROVINCE:

POST/ZIP CODE:

COUNTRY:

COMPANY TELEPHONE NO.:

COMPANY WEBSITE:

WHERE IS THE COMPANY REGISTERED/INCORPORATED?

YEARS ESTABLISHED:

EXHIBIT CATEGORIES: ☐ APPAREL ☐ ACCESSORIES ☐ TEXTILES ☐ HOME FURNISHINGS ☐ FOOTWEAR ☐ OTHER

MEMBER OF INDUSTRY ASSOCIATION? ☐ YES ☐ NO If yes please provide details

DO YOU EXPORT TO AUSTRALIA? ☐ YES ☐ NO DO YOU HAVE A LOCAL AGENT IN AUSTRALIA? ☐ YES ☐ NO

COUNTRY OF ORIGIN (COUNTRY OF MANUFACTURE)

PRIMARY _____

OTHER

A) _____ B) _____ C) _____

EXECUTIVE SHOW CONTACT

**This is the primary contact for all matters regarding your participation.*

FIRST NAME :

LAST NAME :

ROLE:

CONTACT EMAIL:

MOBILE:

WHATSAPP:

Are you exhibiting as a co-exhibitor, part of a Group Pavilion, or through an agent? ☐ YES ☐ NO

If yes, please provide details _____

PART 2. INVOICING INFORMATION

☐ AS ABOVE if different to above
INVOICE COMPANY NAME:

ADDRESS:

STATE/PROVINCE:

POST/ZIP CODE:

COUNTRY:

TELEPHONE NO.:

INVOICE CONTACT EMAIL:

INVOICE CONTACT

FIRST NAME :

LAST NAME :

ROLE:

INVOICE CONTACT EMAIL:

MOBILE:

WHATSAPP:

Receipts may be provided only as per details provided in invoicing company name

Enquiries: T: +61 (0) 3 9596 9205
E: sourcingsales@iecgroup.com.au
W: www.globalsourcingexpo.com.au

PART 3. STAND PACKAGES

SHELL SCHEME STAND PACKAGE **AUD\$795.00 + GST per m²** Available in standard 9m² or 12m² or multiples thereof

Shell Scheme Stand Packages are pre-built and furnished according to the standard options outlined below.

*Note: all stands receive pre-built walls, fascia, and quality carpet tiles as well as the items shown in the below grid.

*The items described below relate to package inclusions for either a 9m² or 12m² shell scheme stand. Please consult the detailed stand package inclusion grid below for all items included for each package at different sizes. If you have any queries please consult the organiser.

FLOOR SPACE ONLY **AUD\$695.00 + GST per m²** **Minimum 9m²**

Provides an opportunity for Exhibitors to create their own custom stand build. Stand design and build contractor must be approved by the Organiser 60 days prior to Move In. Exhibitors must arrange their own flooring, walls, lighting, furniture, power, signage and display accessories.

NOTE Additional furniture and display accessories for all packages and custom stand builds for Floor Space Only stands are available through the Official Stand Contractor, Exponet. See www.exponet.com.au or contact Exhibitor Services Dept at esd@exponet.com.au or telephone + 61 (2) 9645 7000

☐ Please indicate if you would like a Corner stand. Note - Corner Stands are subject to availability.

☐ **SOURCING: SHELL SCHEME A (SHELVING) (4 metres)**

Perspective View 9 m² (3m x 3m inline stand)

PRE-BUILT STAND

3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

FASCIA SIGNAGE

Polished aluminium fascia, 300mm deep on all aisle frontages. All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag image and stand number. Maximum 30 characters.

POWER

1 x single powerpoint per 9m² or 12m² stand



Plan View 9 m² (3m x 3m inline stand)

LIGHTING

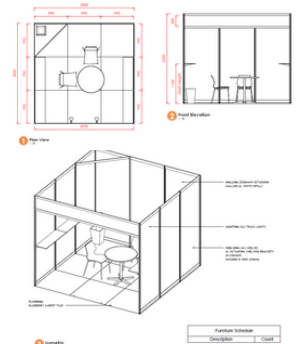
2 x track lights per 9m² / 3 x track lights per 12m². Lights are mounted on the inside of the front fascia.

FURNITURE

1 x round table with two chairs.
1 x waste bin.

CARPET

Quality carpet tiles



SIZE (m ²)	RAILS	SHELVES	CUPBOARD	CAFE TABLE	CAFE CHAIR	BIN	TRACKLIGHTS	POWERPOINTS
9	0	4	1	1	2	1	2	1
12	0	4	1	1	2	1	3	1
15	0	6	1	1	2	1	4	1
18	0	8	1	2	4	1	4	2
27	0	12	2	2	4	1	6	2
36	0	12	2	2	4	1	8	2

☐ **SOURCING: SHELL SCHEME B (RAILS) (2 metres)**

Perspective View 9 m² (3m x 3m inline stand)

PRE-BUILT STAND

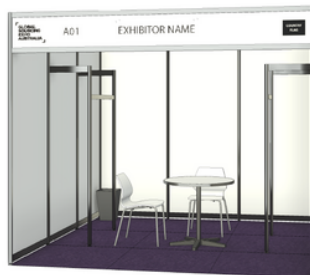
3m x 3m or 3m x 4m, corner or inline stand. Walls are 2.5m high white melamine infill panels with polished aluminium frame.

FASCIA SIGNAGE

Polished aluminium fascia, 300mm deep on all aisle frontages. All open aisle frontages will have a fascia sign consisting of show logo, company name, country flag image and stand number. Maximum 30 characters.

POWER

1 x single powerpoint per 9m² or 12m² stand



Plan View 9m² (3m x 3m inline stand)

LIGHTING

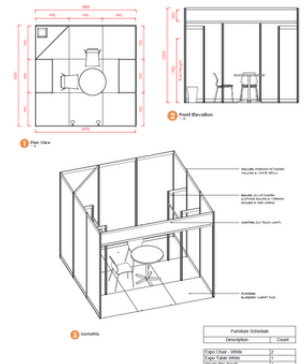
2 x track lights per 9m² / 3 x track lights per 12m². Lights are mounted on the inside of the front fascia.

FURNITURE

1 x round table with two chairs.
1 x waste bin.

CARPET

Quality carpet tiles



SIZE (m ²)	RAILS	SHELVES	CUPBOARD	CAFE TABLE	CAFE CHAIR	BIN	TRACKLIGHTS	POWERPOINTS
9	2	0	1	1	2	1	2	1
12	2	0	1	1	2	1	3	1
15	3	0	1	1	2	1	4	1
18	4	0	1	2	4	1	4	2
27	6	0	2	2	4	1	6	2
36	8	0	2	2	4	1	8	2



PART 4. STAND PACKAGE SELECTION & PRICING CALCULATOR

Please complete below to clarify your requirements and calculate the total fee.

Stand Packages	SQM space (m2) (size of stand ordered e.g. 9m ² , 12m ² , 18m ² , 24m ² , 36m ²)	Rate AUD\$	Subtotal AUD\$
Sourcing: Shell Scheme A Shelving Includes walls, 2 lights per 9m, 3 lights per 12m ² , 1 table, 2 chairs, 1 powerpoint, 1 bin, fascia signage, + 4 metres of shelving*		\$795.00 per m2	(m2 x rate)
Sourcing: Shell Scheme B Rails Includes walls, 2 lights per 9m ² , 3 lights per 12m ² , 1 table, 2 chairs, 1 powerpoint, 1 bin, 1 fascia signage + 2 metres of in-built hanging rails*		\$795.00 per m2	(m2 x rate)
Floor Space Only		\$695.00 per m2	(m2 x rate)
Fees			
Waste Management Fee (mandatory)		\$100 per stand	
Subtotal (space rate & waste fee)		→	
Add GST 10% of Subtotal		→	
TOTAL AMOUNT PAYABLE AUD\$ (INCLUDES GST)			

EXAMPLE OF COMPLETED PRICING CALCULATOR

Stand Packages	SQM space (m2) (size of stand ordered e.g. 9m ² , 12m ² , 18m ² , 24m ² , 36m ²)	Rate AUD\$	Subtotal AUD\$
Sourcing: Shell Scheme B Rails Includes walls, 2 lights per 9m ² , 3 lights per 12m ² , 1 table, 2 chairs, 1 powerpoint, 1 bin, 1 fascia signage, + 2 metres of in-built hanging rails*	9m2	\$795.00 per m2	\$7,155 (m2 x rate)
Fees			
Waste Management Fee (mandatory)		\$100 per stand	\$100
Subtotal (space rate & waste fee)		→	\$7,255
Add GST 10% of Subtotal		→	\$725.50
TOTAL AMOUNT PAYABLE AUD\$ (INCLUDES GST)			\$7980.50

Larger stands are available. Please consult the organiser.

Note: All exhibitors receive free show guide listing.



PART 5. PAYMENTS

PAYMENT TERMS

- Exhibitors are required to pay 50% of their participation fees within 7 days of booking before 15 August 2025, and the balance by 15 August 2025. Any bookings received after 15 August 2025 will be required to pay 100% of the stand fees within 7 days.
- Confirmed stand assignment and visa invitation letters if applicable will not be provided until the participation fee has been received.
- It is the responsibility of the exhibitor to inform themselves of information regarding visa applications. Information is available through the Australian Department of Home Affairs website <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-finder/visit>
- The Organiser will, at its discretion, provide a letter of invitation to confirmed exhibitors after the participation fee has been paid.
- It is the Organiser's policy not to provide refunds in the case of a visa not being granted.

PAYMENT METHODS

Payment must be effected in Australian Dollars (AUD\$). Please email advice of payment and a copy of the remittance to accounts@iecgroup.com.au

DIRECT DEBIT

Account Name: International Expo Group Pty Ltd
Bank: Commonwealth Bank
Bank Branch Details: 443 Victoria Avenue, Chatswood, NSW 2067, Australia
BSB: 062-140 ACCOUNT: 1119-8386

INTERNATIONAL MONEY TRANSFER

SWIFT CODE: CTBAAU2S

CREDIT CARD

Mastercard and Visa credit cards accepted with a surcharge of 1.75 %. To pay by credit card please contact accounts@iecgroup.com.au

PART 6. ACCEPTANCE

- We wish to order the stand/space as indicated including mandatory administration fees where indicated, and agree to make payment hereunder on the due date to International Expo Group Pty Ltd. Failure to meet payment requirements will result in enforcement of Breach clause of agreement.
- Public Liability Insurance is covered in your Stand fee.
- This agreement and declaration together with the accompanying Terms and Conditions along with any Special Conditions on this Order Form, comprise the Agreement between the Exhibitor and the Organiser. The Exhibitor confirms that he/she has received the Exhibition Terms & Conditions and accepts them and that they are legally binding in all parts. This Application and Agreement for Exhibition Space is an enforceable contract once confirmed in writing by both parties to the agreement.
- We hereby declare that the information provided in the application form is true and correct to the best of our knowledge. We understand that any false or misleading information provided herewith will lead to the rejection of our right to participate in the Exhibition and the Organiser is absolved from any legal responsibility related to the provision of incorrect or misleading information.

EXHIBITOR TO COMPLETE Acceptance by the Exhibitor (Authorised Party)	ORGANISER TO COMPLETE Acceptance by the Organiser (Authorised Party)
Company	Company
Signatory Name (Name of legally responsible person)	Signatory Name
Signatory Position Title	Signatory Position Title
Date	Date
Signature	Signature

Include Company Stamp where applicable.