

Exhibitor Services Order Form



On completion of this form please return to:
 Exhibitor Services Office
 Brisbane Convention & Exhibition Centre
 Fax: (07) 3308 3138 or free faxback 1800 063 302
 Email to: exhibitorservices@bcec.com.au

Contact and Event Details

(Please complete all details. Please print clearly)

Event Name: _____ Event Dates: _____
 Stand Name: _____ Stand Number: _____
 Contact Name: _____ Telephone: _____
 Company Name: _____ Mobile: _____
 Postal Address: _____ Fax: _____
 _____ Post Code: _____ Email Address: _____

Services

CONVEX CARDS

Convex cards are in-house debit cards for venue service
 Deposit per card \$400.00 x No. Req'd _____

FOOD & BEVERAGE

15 litre water bottle (includes cooler) \$28.00 x No. Req'd _____
 Additional 15 litre water bottles \$28.00 x No. Req'd _____
 Delivery date & time _____
 Pick up date & time _____

TELECOMMUNICATIONS

\$25 discount given on telecommunications if payment received prior to 1st build day of event

Telephone - handset, line (incl call deposit \$100.00) \$210.00 x No. Req'd _____
Fax machine - Desktop, Plain paper (incl call deposit \$100.00) \$315.00 x No. Req'd _____
Modem line only - does not include modem (incl call deposit \$100.00) \$210.00 x No. Req'd _____
Eftpos line only - does not include Eftpos Machine (incl call deposit \$100.00) \$210.00 x No. Req'd _____
 Less discount for early payment of telecommunications

STAND CLEANING

Stand Cleaning - Dusting & Vacuum of stand
 9 sq^m \$33.00 flat rate 10 + sq^m \$22.00 + \$1.10 per sq^m
 100 + sq^m \$POA

Total sq^m x no of days required

Please specify date/s & times: _____

TOTAL SERVICES _____

OTHER SERVICES

Additional Services

(Please tick to arrange quote)

AUDIO VISUAL & RIGGING SERVICES

Rigging Services

- Banner Rigging
- Points & Trussing

Audio Visual Services

- Audio Systems
- Lighting System
- Visual Systems
- Video Services (LCD Screen & Projection)

CAD & GRAPHICS: In-House Services

- Banner, Poster & Signage Production
- Portable Display Systems
- Large Format Printing Services

COMPUTER / INTERNET ACCESS

- Wideband / Broadband Internet Access
- Computer Hire Printer Hire

FOOD & BEVERAGE

Stand catering

- Send stand catering menus
- Espresso Machines available on stand

UTILITY SERVICES

- Sink Hire
- Plumbing / Compressed air

ADDITIONAL EXHIBITOR SERVICES AVAILABLE ON SITE

The following services are available from our Exhibitor Services Office (Prices on application)

- Photocopying
- Stand supplies
- Stationery supplies
- Multi Exit car park passes

An administration fee for credit card payment over \$10,000 or more will be calculated at 3% of the payment amount. All orders, together with payment, must be received 7 days prior to the commencement of the event by cheque or credit card (card details to be completed above). If payment is not received, your request for service will not be processed. To secure your requirements please forward payment for all services immediately following receipt and confirmation of your additional services quotation.

Payment Details

Visa Mastercard Amex Diners Cheque **Total \$** _____
 Card Number _____ Credit Card Expiry Date ____ / ____ Amex ID# _____
 Card holders name (as it appears on credit card) _____ Signature of card holder _____
 Cheque Payment - I hereby enclose my cheque for \$ _____ Cheque no. _____

Please make cheques payable to Brisbane Convention & Exhibition Centre. Prices valid until 30 June 2011 are subject to change without notice.

Exhibitor Services Office

Postal: PO Box 3869, South Bank, Queensland 4101, Australia

Enquiries: Phone (07) 3308 3134
 Fax: (07) 3308 3138
 Email: exhibitorservices@bcec.com.au

more personal - more choice