

# 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](mailto: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 2012 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](mailto:exhibitorservices@bcec.com.au)

more personal - more choice