

Exhibitor Services Faxback

Contact and Event Details

(Please complete all details. Please print clearly)

Event Name: _____ Event Dates: _____
 Stand Name: _____ Stand Number: _____ Hall 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) \$26.00 x No. Req'd _____

Additional 15 litre water bottles \$26.00 x No. Req'd _____

Delivery date & time _____

Pick up date & time _____

TELECOMMUNICATIONS

\$25 discount given on telecommunications if payment recieved prior ro 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 \$30.00 flat rate 10-20 sq m \$15.00 + \$2.00 per sq metre

21-50 sq m \$15.00 + \$1.50 per sq metre 51 + sq m \$15.00 + \$1.00 per sq metre

Total sq m x no of days required _____

Please specify date/s & times: _____

TOTAL SERVICES _____

OTHER SERVICES

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 2008 and are subject to change without notice.

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
- Stationery supplies
- Stand 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.

When you have completed the order request and payment details form, please return to:

Exhibitor Services Office

Fax: (07) 3308 3138 or Free faxback 1800 063 302

Enquiries: Phone (07) 3308-3134 or

Toll Free (within Australia) 1800 063 309

E-mail to: exhibitorservices@bcec.com.au | www.bcec.com.au

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

ABN: 40 055 184 322