

EXHIBITOR SERVICES ORDER FORM

Mandatory All details MUST be completed.

Service forms cannot be processed until full payment has been received.



EVENT DETAILS			
EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

CONTACT DETAILS					
COMPANY:					
CONTACT NAME:					
POSITION:					
POSTAL ADDRESS:					
SUBURB:		STATE:			
COUNTRY:		POST CODE:			
PHONE:		FAX:		MOBILE:	
EMAIL:					

SUMMARY OF SERVICES ORDERED	AMOUNT DUE
<input type="checkbox"/> FORM A: Stand Catering	
<input type="checkbox"/> FORM B: Stand Cleaning	
<input type="checkbox"/> FORM C: Production Services	
<input type="checkbox"/> FORM D: Temporary Communication Services	
<input type="checkbox"/> FORM E: Equipment Hire	
<input type="checkbox"/> FORM F: Sampling of Food & Beverage Products	
<input type="checkbox"/> FORM G: Utilities	
<input type="checkbox"/> FORM H: Display Vehicle	
<input type="checkbox"/> FORM I: Rigging & Banner Hanging	
TOTAL CHARGES:	\$

PAYMENT METHOD - Please note payment required in full at time of submitting this form				(Required)
*Payment made by Credit Card will incur a 3% processing fee				
<input type="checkbox"/> VISA *	<input type="checkbox"/> MASTERCARD*	<input type="checkbox"/> DINERS*	<input type="checkbox"/> AMEX*	
Cardholder Name:				
Cardholder Number:		Expiry Date:		
Signature:				

EXHIBITOR SERVICES



Please note that full payment is required at time of submitting this form.

☐ MANDATORY EXHIBITOR SERVICES ORDER FORM (tick this box if form is attached)

NB: Forms will not be processed unless ALL information is complete and supplied with the covering Mandatory Exhibitor Services Order Form.

Please return this form to:

Events Department

Fax: +61 8 8923 9199

Phone: +61 8 8923 9000

Email: exhibitor@darwinconvention.com.au

Upon receipt of your request, a member of the Events Department will contact you to confirm your requirements.

EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

Item	Price	Qty	Date(s)	Delivery	Total
				TOTAL	

FORM A

APPLICATION FOR STAND CATERING

EXHIBITOR SERVICES



SERVICES REQUIRED					
Item	Price	Qty	Date(s) Req.	Delivery Time	Total
*Beer - Australian light per 6 pack	\$30.00				\$
*Beer - Australian light per carton	\$120.00				\$
*Beer - Australian standard per 6 pack	\$32.00				\$
*Beer - Australian standard per carton	\$132.00				\$
*Beer - Premium per carton only	\$160.00				\$
*Wine - Australian White per bottle incl glasses & ice buckets	\$36.00				\$
*Wine - Australian Red per bottle incl glasses	\$36.00				\$
*Wine - Australian Sparkling per bottle incl glasses and ice buckets	\$36.00				\$
Assorted potato crisps per bowl	\$3.00				\$
Chocolate bars 50gm	\$3.00				\$
Mints 150gm individually wrapped	\$7.50				\$
SUBJECT TO AVAILABILITY	Self serve espresso coffee machine (per day)	\$200.00			\$
	Coffee Machine setup	\$300.00			\$
	Coffee Cup (min 100 per day)	\$3.90			\$
	Chest freezer (per day)	\$90.00			
	Two door fridges (per day)	\$200.00			\$
	Water Bubbler Per refill	\$150.00 \$32.00			\$
TOTAL					\$

Please note that in accordance with NT legislation the service of all alcoholic beverages from exhibitor booths may only be carried out by a Responsible Service of Alcohol accredited person. Proof of this accreditation must be provided to the DCC before commencement of the event. Alternatively, an accredited person may be hired through the Centre at a cost of \$40.00 per hour, for a minimum of 3 hours.

Staff	Hourly Rate	No. Required	Hours Required	Total
Barista	\$ 40.00/hr			\$
Barista (Sunday)	\$ 65.00/hr			
*RSA Staff	\$ 40.00/hr			\$
*RSA Staff (Sunday)	\$ 65.00/hr			
* Minimum of 1 DCC Staff member per hall required.			TOTAL	\$

* Please note events with numbers over 150 attendees will require 2 x Baristas on stand.

FORM B

APPLICATION FOR STAND CLEANING

EXHIBITOR SERVICES



All Service Order request forms must be received no less than 14 days prior to bump in of the event. Late fees may apply to Services requested within this time.

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NB: Forms will not be processed unless ALL information is complete and supplied with the covering Exhibitor Services Order Form.

Please return this form to:

Events Department

Fax: +61 8 8923 9199

Phone: +61 8 8923 9000

Email: exhibitor@darwinconvention.com.au

Upon receipt of your request, a member of the Events Department will contact you to confirm your requirements.

EVENT DETAILS

EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

CONTACT DETAILS

COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

Darwin Convention Centre's cleaning staff clean public areas (aisles, foyers and amenities) throughout the operational hours of the event. Cleaning staff are not responsible for cleaning exhibitor stands unless this form has been completed and returned with full payment prior to the event.

☐ **STANDARD Stand Cleaning**

☐ **DELUXE Stand Cleaning**

STANDARD Stand Cleaning - Spot Vacuum of stands, removal of rubbish, replace rubbish receptacles with clean bin liners, spot cleaning glass

Dates Required	Cost per Square Meter	Stand Size	Cost Per Day (\$3.50 x M ²)
	\$3.50		
	\$3.50		
	\$3.50		

DELUXE Stand Cleaning - Full Vacuum of stands including corners and edges, spot clean walls, doors, light fittings, etc, remove rubbish and replace bin liners, full glass clean, full detail of furniture and fittings, sweep and mop all hard floors as directed.

Dates Required	Cost per Square Meter	Stand Size	Cost Per Day (\$5.50 x M ²)
	\$5.50		
	\$5.50		
	\$5.50		
TOTAL			\$

FORM C

APPLICATION FOR PRODUCTION SERVICES EXHIBITOR SERVICES



All Service Order request forms must be received no less than 14 days prior to bump in of the event. Late fees may apply to Services requested within this time.

Please note that full payment is required at time of submitting this form.

☐ MANDATORY EXHIBITOR SERVICES ORDER FORM (tick this box if form is attached)

NB: Forms will not be processed unless ALL information is complete and supplied with the covering Exhibitor Services Order Form.

Please return this form to:

Events Department

Fax: +61 8 8923 9199

Phone: +61 8 8923 9000

Email: exhibitor@darwinconvention.com.au

Upon receipt of your request, a member of the Production Department will contact you to confirm your requirements and provide you with a quotation.

EVENT DETAILS

EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

CONTACT DETAILS

COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

SPECIAL PRODUCTION REQUIREMENTS

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FORM C**APPLICATION FOR PRODUCTION SERVICES
EXHIBITOR SERVICES****SERVICES REQUIRED**

Item	\$ Per Day	No. Ordered	Date Required	Total
DVD Player (professional)	\$ 50.00			\$
46" LCD Monitor and Trolley	\$ 265.00			\$
PA System - 2 Speakers and 6 Channel Desk	\$ 255.00			\$
			TOTAL	\$

CONDITIONS OF HIRE

- Please note that a minimum 1 hour/\$80.00 labour charge applies for install.
- Goods must be returned in the same condition as delivered. Any damage or loss of equipment will be charged accordingly.
- All equipment is delivered to your stand on the last set up day unless specified.

For all other audio visual requirements please contact our Production Department on 08 8923 9000.

FORM D

APPLICATION FOR TEMPORARY COMMUNICATION SERVICES

EXHIBITOR SERVICES



All Service Order request forms must be received no less than 14 days prior to bump in of the event. Late fees may apply to Services requested within this time.

Please note that full payment is required at time of submitting this form.

☐ **MANDATORY EXHIBITOR SERVICES ORDER FORM (tick this box if form is attached)**

NB: Forms will not be processed unless ALL information is complete and supplied with the covering Exhibitor Services Order Form.

Please return this form to: Darwin Convention Centre

Fax: +61 8 8923 9199

GPO Box 735

DARWIN NT 0801

Email: exhibitor@darwinconvention.com.au

Upon receipt of you request, a member of the Events Department will contact you to confirm your requirements.

EVENT DETAILS

EVENT NAME:			
EVENT ID:		EVENT DATE(S):	
BOOTH NUMBER:			
BOOTH NAME:			

CONTACT DETAILS

COMPANY:			
CONTACT NAME:			
POSITION:			
ADDRESS:			
SUBURB:		STATE:	
COUNTRY:		POST CODE:	
PHONE:		FAX:	
EMAIL:			

FORM D

APPLICATION FOR TEMPORARY COMMUNICATION SERVICES

EXHIBITOR SERVICES



SERVICES REQUIRED

Equipment Hire

Particulars	Units	No. of Days	Per Event/6 days	Amount
<input type="checkbox"/> Polycom IP430 Phone (daily \$10 up to 2 days)			\$35.00	\$
<input type="checkbox"/> Polycom IP4000 Conf. Phone (daily \$15 up to 2 days)			\$ 40.00	\$
<input type="checkbox"/> HP LASERJET 1010 B/W MFP (daily \$85 up to 2 days)			\$ 220.00	\$
<input type="checkbox"/> CANON IX4000 Colour Ink			\$ 210.00	\$
<input type="checkbox"/> HP 2015dn B/W Laserjet (daily \$85 up to 2 days)			\$220.00	\$
<input type="checkbox"/> HP 2727nfs B/W Laserjet MFP (daily \$90 up to 2 days)			\$230.00	\$
<input type="checkbox"/> BROTHER FAX 2820 (daily \$80 up to 2 days)			\$200.00	\$
<input type="checkbox"/> 15" Notebook (per event up to 6 days)			\$ 360.00	\$
<input type="checkbox"/> 15" Notebook (per day rate up to 2 days)			\$85.00	\$
<input type="checkbox"/> Desktop (per event up to 6 days)			\$ 400.00	\$
<input type="checkbox"/> Desktop (per day rate up to 2 days)			\$100.00	\$
<input type="checkbox"/> 19" LCD Monitor (per event up to 6 days)			\$ 150.00	\$
<input type="checkbox"/> 19" LCD Monitor (per day rate up to 2 days)			\$25.00	\$
<input type="checkbox"/> 5 Port Switch (per day rate \$10 up to 2 days)			\$ 25.00	\$
<input type="checkbox"/> 8 Port Switch (per day rate \$15 up to 2 days)			\$ 35.00	\$
<input type="checkbox"/> Mice & Keyboard (per day rate \$10 up to 2 days)			\$ 20.00	\$
<input type="checkbox"/> Motorola GP328 16CH 450-527 Mhz (per day \$15)			\$75.00	\$
<input type="checkbox"/> MULTI-UNIT CHARGER GP328			\$10.00	
<input type="checkbox"/> HEADSET			\$8.00	
			TOTAL	\$

Line Rental

Line Required	Units	No. of Days	Rate	Amount
<input type="checkbox"/> EFTPOS			\$ 15.00/Day	\$
<input type="checkbox"/> Fax			\$ 35.00/Day	\$
<input type="checkbox"/> Phone			\$ 50.00/Day	\$
<input type="checkbox"/> Line Activation Charge			\$20/event	\$
			TOTAL	\$

* All calls are inclusive, excluding IDD

Internet Services

	Units	No. of Days	Rate	Amount
Internet Package for PCO, Delegates & Exhibitors				
<input type="checkbox"/> Wireless Package (Up to 6 days)			\$1,500.00	\$
In excess of 6 days			\$250.00/day	\$
<input type="checkbox"/> Wireless Internet (Daily)			\$300.00/day	\$
			TOTAL	\$

FORM D

APPLICATION FOR TEMPORARY
COMMUNICATION SERVICES

EXHIBITOR SERVICES



FORM D

APPLICATION FOR TEMPORARY
COMMUNICATION SERVICES

EXHIBITOR SERVICES



Internet Services Contd.				
	Units	No. of Days	Rate	Amount
Wireless Internet Individual Requests				
<input type="checkbox"/> Wireless			\$ 35/Day	\$
<input type="checkbox"/> Hardwired			\$ 50/Day	\$
<input type="checkbox"/> ISDN2 (Video Conf.)			\$ 50/Day	\$
			TOTAL	\$

* Please note complimentary Wireless Internet is available at the Centre with a speed of 256kbps.

If a faster speed is required please tick the above Wireless Internet option so a premium connection can be arranged.

Other Charges				
	Units	No. of Days	Rate	Amount
<input type="checkbox"/> Data Port (For Speaker Prep)			\$50.00/event	\$
<input type="checkbox"/> IT Labour Charges/Hire 8:30 - 5:30			\$120.00/Hour	\$
Outside Normal Hours			\$160.00/Hour	\$
<input type="checkbox"/> RJ45 Network Cable			\$8/event	\$
<input type="checkbox"/> VGA Cable			\$20/event	\$
			TOTAL	\$

Alternative Requirements / Specifications - i.e. software install, dates required

Terms and Conditions:

The following terms and conditions must be read and acknowledged by signing at the bottom of this page **a month** before orders can be processed. The person ordering the services or equipments is required to sign the page and return it to the IT Executive. No additional forms are required for event organizers as this will be incorporated in the event order. In the case of Exhibitors the Application for Temporary Communications Services will be forwarded to the IT Executive along with the Exhibitor Service Order Form.

1. All services MUST be prepaid by credit card, direct deposit and cheque payable to Darwin Convention Centre at least 7 days prior to the event.
2. Orders received or changed three (3) business days prior to the move-in date will be undertaken at the centre's discretion and if deliverable will incur a certain fee to be determined by the IT Executive. The fee is deemed necessary to get the services or equipments into the centre in such short notice.
3. Refunds will not be given if the service is cancelled within three (3) business days of the activation date or if the service is not used.
4. Refunds will not be issued for defective services not reported. Claims and or disputes must be brought to the attention of the IT Executive prior to the move-out of the event.
5. All prices are inclusive of GST and are subject to change without notice.
6. Internet services provided by the Centre are not for resale except prior arrangements with the IT Executive. Any services found to be used for these purposes without prior arrangements will be disconnected immediately.
7. All of the centre's equipment must remain on the premises at all times. It is the exhibitor or organizer's responsibility to return any equipment issued. Any lost or damaged equipments will be the sole responsibility of the exhibitor or organizers and are given up to two weeks to organize repair or replacement. Any other applicable fees will be applied.
8. The centre prohibits the use of routers, wireless access points, switches or hubs and the like other than what the centre provides. If a client is discovered to have brought in any of the devices and have used this to add to their approved internet connection an appropriate fee will be charged to the client as determined by the IT Executive.
9. The centre will not accept responsibility for damage or delays caused by unsatisfactory installations carried out by an external contractor or for insufficient time allowed for connection and testing of services.
10. If an exhibitor or organizer is using their own communications carrier and requires assistance to facilitate access, plan installations and show cable runs, the exhibitor or organizer will be charged a fee of \$120 per hour. A prior arrangement with the centre's IT Executive is a must to facilitate access.
11. It is the responsibility of the exhibitor or organizers bringing their own equipment to have the latest anti-virus signatures utilize the most current operating system updates and firewall configurations as a bare minimum. It is the sole responsibility of the exhibitor or organizers to make prior arrangements with their IT department to make all the necessary configurations outside their normal work environments. Any additional configurations or investigations made by the IT Executive will attract a fee of \$120 per hour.
12. It is the responsibility of the organizers or users of any DCC provided laptops or computer desktops to delete all data before the end of the event or before returning back the equipment. DCC takes no responsibility for any data stored on these equipments and reserves the right to immediately delete data or reimage them after the event.
13. USB drives, CDs, DVDs and other peripherals left in the DCC provided laptops or computer desktops will be kept in the Administration Reception area for pickup. However, DCC takes no responsibility for any lost items or damages on recovered items.
14. Any connections identified to have compromised the stability or usability of the network will be disconnected and not reinstated until the problem has been rectified to the satisfaction of the IT Executive.
15. The Centre takes all reasonable precautions to ensure that protection policies are applied by all users. However, it cannot guarantee complete protection.

By signing this document, the undersigned acknowledges that the above IT Quote has been read and understood.

Signature:

Name in Print:

Date:

FORM E

APPLICATION FOR EQUIPMENT HIRE

EXHIBITOR SERVICES



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Please return this form to:

Events Department

Fax: +61 8 8923 9199

Phone: +61 8 8923 9000

Email: exhibitor@darwinconvention.com.au

Upon receipt of your request, a member of the Events Department will contact you to confirm your requirements.

EVENT DETAILS

EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

CONTACT DETAILS

COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

SERVICES REQUIRED

Item	Price	No. Ordered	Date	Total
Fork Lift (per hour)	\$90.00			\$
Fork Lift Driver (per hour)	\$60.00			\$
Fork Lift Driver Sunday Rate (per hour)	\$90.00			
			TOTAL	\$

** All drivers must produce a valid license prior to operating any vehicle*

FORM F

APPLICATION FOR SAMPLING OF FOOD & BEVERAGE PRODUCTS

EXHIBITOR SERVICES



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EVENT DETAILS

EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

CONTACT DETAILS

COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

DESCRIPTION OF CORE ACTIVITIES OF YOUR COMPANY

-
-
-

DESCRIPTION OF WHAT WILL BE SERVED AND HOW THE SAMPLING WILL BE CONDUCTED

-
-
-

DESCRIPTION OF HOW SAMPLES WILL BE SERVED AND BY WHOM

FORM F

APPLICATION FOR SAMPLING OF FOOD & BEVERAGE PRODUCTS EXHIBITOR SERVICES



Staff	Hourly Rate	No. Required	Hours Required	Total
Security	\$52.00/hr (Mon-Fri) \$64.00/hr (Saturday) \$85.00/hr (Sunday)			\$
RSA Staff*	\$40.00/hr \$65.00/hr (Sunday)			\$
* Minimum of 1 DCC Staff member per hall required			TOTAL	\$

Liquor License requirements vary significantly between States and Territories in Australia. It is important that both organizers and individual exhibitors are aware of the specific requirements in regard to sale and sampling under the Northern Territory Liquor Act

To be able to sell or sample wine or liquor within DCC, the Exhibitor must be a holder of a liquor license of the types as follows:

- Northern Territory Producer / Wholesaler License
- Northern Territory / Interstate Liquor License

Generally the Darwin Convention Centre will have no objection to the provision by exhibitors of foodstuffs, however, the sale of such products will not be permitted.

Samples to be given away free of cost to the visitor must be

- Items which exhibitors or registered members of the association sell wholesale in the normal conduct of business or;
- Items which are produced by equipment used in the normal conduct of their business

Portions are to be of normal tasting size only

- Non-alcoholic beverage samples which are decanted should be no larger than 100ml
- Beverage Exhibits (bottles, cans) no greater than 375ml may be provided as samples
- Liquor samples which are decanted are to be no larger than Wine 50ml, Beer 100ml
- Solid food should be no larger than bite size (50 grams)

Action Required

Organizers must provide to DCC at least 28 days prior to the commencement date of the Exhibition:

- Notification as to the names of Exhibitors who intend to sell, supply or sample liquor
- Provide copies of the Northern Territory or interstate wine or liquor licenses of these exhibitors
- Provide copies of the Exhibitors Responsible Service of Alcohol (RSA) certificate for staff who will be providing samples or selling liquor

During the Exhibition

- A copy of the Exhibitor's Liquor Permit must be displayed on the Exhibitor's stand
- A copy of the Exhibitor's RSA certificate must be displayed on the Exhibitor's stand and the practices prescribed under RSA are complied with
- The Darwin Convention Centre will require additional security officers to be stationed at each exit of the function rooms. This cost will be charged back to the exhibitor
- The Darwin Convention Centre will require one DCC staff member with a certificate in RSA to present in each exhibition hall being used

Samples must be offered in such a manner as to avoid being handled by the public, e.g. they must be apportioned with toothpicks inserted.

FORM F

APPLICATION FOR SAMPLING OF FOOD &
BEVERAGE PRODUCTS

EXHIBITOR SERVICES



I hereby agree that if Darwin Convention Centre grant permission, I will indemnify and hold harmless the Darwin Convention Centre against any liability, loss, claim or expense arising in connection with any activities or work carried out by or on behalf of

,

(insert name of your company), including any activities or work authorized by the Darwin Convention Centre. I also agree that both my representatives and I will abide by the terms and conditions of the Darwin Convention Centre and any instruction issued by its officers or employees. I also agree to pay for any damages or charges that may subsequently arise from this permission being granted.

Signature of Authorised Company Officer:

Name of Officer: *(please print clearly)*

Date:

Signature of Witness:

Name of Witness: *(please print clearly)*

Date:

FORM G

APPLICATION FOR UTILITIES

EXHIBITOR SERVICES



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Please return this form to:

Events Department

Fax: +61 8 8923 9199

Phone: +61 8 8923 9000

Email: exhibitor@darwinconvention.com.au

Upon receipt of your request, a member of the Events Department will contact you to confirm your requirements.

EVENT DETAILS

EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

CONTACT DETAILS

COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

It is the responsibility of the exhibitor to supply all labour and materials required for connection of display equipment services within the stand area's nearest nominated service pit.

All services must be installed by qualified personnel to comply with the relevant statutory acts and regulations.

Services must not cross aisles or exhibits, or block operation of / or interfere with emergency exits, fire hydrants etc. Service pits must remain accessible at all times. Connections to facilities not approved by the Darwin Convention Centre will be disconnected. Services must not cross aisles or exhibits, or block operation of / or interfere with emergency exits, fire hydrants etc. Service pits must remain accessible at all times. Connections to facilities not approved by the Darwin Convention Centre will be disconnected.

SERVICE REQUIRED

	Unit Cost	Quantity	Total
3m Skip (additional \$90.00 per lift)	\$300.00		\$
12m Skip (additional \$90.00 per lift)	\$475.00		\$
Wheelie Bins (additional \$5.00 per lift)	\$10.00		\$
TOTAL			\$

FORM G

APPLICATION FOR UTILITIES

EXHIBITOR SERVICES



PLEASE SPECIFY TYPE OF EQUIPMENT TO BE CONNECTED FOR POWER

CONNECTION REQUIRED

<input type="checkbox"/> 3 Phase	<input type="checkbox"/> 10 Amp	<input type="checkbox"/> 15 Amp	<input type="checkbox"/> Other _____
----------------------------------	---------------------------------	---------------------------------	--------------------------------------

SERVICE REQUIRED

	Unit Cost	Quantity	Total
3 Phase power connection (extension lead from power source)	\$100.00		
10 Amp power connection (within 5 metres from power source)	\$7.00		
**10 Amp power connection (more than 5 metres from power source)	\$14.00		
15 Amp power connection (within 5 metres from power source)	\$10.00		
**15 Amp power connection (more than 5 metres from power source)	\$20.00		
Power Adaptors (4 way)	\$10.00		
Power Adaptors (3 way)	\$7.00		
*RCD Protected Power Adaptors (10 amp x 4 outlets)	\$50.00		
*RCD Protected Power Adaptors (15 amp x 4 outlets)	\$60.00		
3 Phase to single Phase splitter box (12 single phase protected outlets)	\$300.00		
Anti trip cable covers (mandatory) per metre	\$5.00		
		TOTAL	\$

*RCD (Residual Current Device)

**Maximum extension cord length 10 metres

FORM H

DISPLAY VEHICLE DETAILS FORM

EXHIBITOR SERVICES



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Please return this form to:

Events Department

Fax: +61 8 8923 9199

Phone: +61 8 8923 9000

Email: exhibitor@darwinconvention.com.au

Upon receipt of your request, a member of the Events Department will contact you to confirm your requirements.

EVENT DETAILS			
EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

CONTACT DETAILS	
COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

Any vehicles brought to Darwin Convention Centre should comply with the following requirements:

- ☐ Drip tray to be placed underneath the vehicle and remain for the duration of the event
- ☐ Fuel tank needs to have a limited amount of fuel in the tank (1/4 tank)
- ☐ Carpet tiles should be placed underneath each tyre

DELIVERY PERSONNEL CONTACT DETAILS <i>(If different to above)</i>			
Company:			
Contact Name:			
Phone:		Mobile:	
Email:			
Delivery Date:		Collection Date:	

DISPLAY VEHICLE DETAILS	
Vehicle Type:	
Vehicle Model:	
Vehicle Colour:	
Vehicle Registration Number:	

FORM I

APPLICATION FOR RIGGING & BANNER HANGING

EXHIBITOR SERVICES



All Service Order request forms must be received no less than 14 days prior to bump in of the event. Late fees may apply to Services requested within this time.

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NB: Forms will not be processed unless ALL information is complete and supplied with the covering Exhibitor Services Order Form.

Please return this form to:

Events Department

Fax: +61 8 8923 9199

Phone: +61 8 8923 9000

Email: exhibitor@darwinconvention.com.au

Upon receipt of your request, a member of the Production Department will contact you to confirm your requirements and prepare a quotation for your approval.

EVENT DETAILS

EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

CONTACT DETAILS

COMPANY:	
CONTACT NAME:	
CONTACT NUMBER:	
EMAIL:	

Charges are applicable for rigging of all banners. Please complete table below for our Production Coordinator to prepare a quotation.

BANNER HANGING REQUIRED STANDARD

Height (cm)	Width (cm)	Price (inc GST)	Material made of	Rod inserted	Eyelets	Where is banner to be hung?
1m	3.99m	\$160	Canvass	Yes / No	Yes	
4m	5.99m	\$240	Canvass	Yes / No	Yes	
6m	7.99m	\$480	Canvass	Yes / No	Yes	

BANNER HANGING REQUIRED CUSTOM

Height (cm)	Width (cm)	Price (inc GST)	Material made of	Rod inserted	Eyelets	Where is banner to be hung?
8+				Yes / No	Yes / No	

Conditions

- A quotation will be prepared for all custom banners or banners exceeding 8m in length.
- All banners must be received no less than seven (7) working days before the event.
- Banners must be clearly marked with "Banner Enclosed" in a separate package noting all event details.
- If there are specific hanging details, a diagram must be provided.