

FORM 1 Exhibitor Services Account Form



THIS FORM TO BE COMPLETED WHEN ORDERING ANY SERVICES DIRECTLY FROM ASPCC

Event Name	
Booth Name	Booth Number
Company Name	
Address	
Post Code	
Contact Name	Mobile
Phone	Fax
Email	

- Please return all relevant order forms together with payment no later than seven (7) days prior to the commencement of the event.
- **No services will be provided until payment is received.**
- The preferred method of payment is by credit card.
- **All charges incurred during the event will be charged to your nominated credit card.**
- Cheques made payable to the Alice Springs Convention Centre will also be accepted seven (7) working days prior to supply. All service charges are current and subject to change without notice.
- When making payment via EFT please make reference to your company name, booth number and invoice number and email remittance advice to accounts.lhc@lasseters.com.au

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> CREDIT CARD | <input type="checkbox"/> COMPANY CHEQUE | <input type="checkbox"/> EFT |
| <input type="checkbox"/> MasterCard | <input type="checkbox"/> Bankcard | <input type="checkbox"/> Visa |
| <input type="checkbox"/> American Express* | <input type="checkbox"/> Diners Club* | |

*American Express and Diners charges over \$2000 incur a 3.5% merchant fee.

Card Number	Expiry Date
Cardholder's Name	AMEX ID Number
Cardholder's Signature	

BANK	National Australia Bank	BSB	085005
ACCOUNT NAME	Ford Dynasty Pty Ltd	ACCOUNT NO.	525747377

Return this form along with Order forms together with payment details via post or fax

FORM 2

Food and Beverage Sampling Request



Event Name		Booth #
Event Date	/ / to / /	
Company Name		
Address		
		Post Code
Contact Name		Mobile
Phone		Fax
Email		
Onsite Contact		Mobile

Description of handling and sampling and equipment to be used

ASPCC permits the distribution of foodstuffs used as a means of demonstrating any plant or equipment forming part of an exhibition or product manufactured or supplied by the exhibitor.

EXHIBITOR SAMPLING GUIDELINES

Guidelines for the distribution of sample servings of food and beverage are as follows:

- Samples must be given away free of cost to patron;
- Samples must be items the registered exhibitor wholesales in the normal conduct of their business or are produced by equipment used in the normal conduct of their business;
- Portions **MUST** be of a tasting style and size only:
 - Food – bite size
 - Beverage – alcoholic and non-alcoholic liquid portions must be no larger than 50ml; corkage charges may be applicable
- All tasting utensils and vessels provided by the exhibitor **MUST** be single use items and disposed of immediately after use.

Return this form no later than fourteen (14) days prior to the event.

FORM 3 Equipment Hire Form



Event Name	Booth #
Event Date / / to / /	
Company Name	
Name of person placing order	
Contact Number	
Signature of person placing order	
Onsite Contact	Mobile

Item	Price Per Day	Quantity	From Date	To Date	Total days	Total cost per item
Standard Trestle 1.8m l x .75m w x .71 h	\$ 21.50		/ /	/ /		
Thin Trestle 1.8m l x .45m w x .71 h	\$ 21.50		/ /	/ /		
Cocktail round .76m diameter x .71 h	\$ 21.50		/ /	/ /		
Cocktail square .76m ² x .71 h	\$ 21.50		/ /	/ /		
Dry bar .69m ² x 1.05m h	\$ 21.50		/ /	/ /		
Banquet Chair	\$ 5.00		/ /	/ /		
Chair Cover	\$ 3.00		/ /	/ /		
Bar Stool	\$ 5.00		/ /	/ /		

TOTAL _____

- All table hire prices include 1 x table cloth
- Prices are GST inclusive
- All equipment is subject to availability

**Return this form along with the Exhibitor Services Account Form (Form 1)
with payment details via post or fax prior to event**

FORM 4 Stand Cleaning Order Form



Event Name	Booth #
Event Date / / to / /	
Company Name	
Onsite Contact	Mobile

Type of floor surface in stand (please circle)	Carpet	Melamine	Other (Specify)
Special Requirements			

Day Cleaning Required	Date Cleaning Required
Sunday	/ /
Monday	/ /
Tuesday	/ /
Wednesday	/ /
Thursday	/ /
Friday	/ /
Saturday	/ /
Total Number of Days -	Total Cost -

SERVICE INFORMATION

- This service is charged \$40 per day.
- Additional charges may be applicable should your cleaning requirements be deemed in excess of the quoted service.
- Standard exhibitor stand cleaning will include mopping or vacuuming of your stand, spot cleaning and dusting of glass counters and removal of rubbish from your stand at the closure of the exhibition each day.
- Care will be taken in the cleaning of exhibitor stands, however the ASPCC will not be held responsible for any damage to an exhibitor or their contractors stand, furniture, product or signage.
- Price is GST inclusive

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FORM 5 Communications Order Form



Event Name	Booth #
Event Date / / to / /	
Company Name	
Name of person placing order	
Signature of person placing order	
Onsite Contact	Mobile
Connection Date	Disconnection Date
Connection Time	Disconnection Time

(Please indicate the service and quantity required below)		
Service	Rates	Quantity
TELEPHONE LINE AND HANDSET through PABX (Line suitable for Facsimile & Modem)	\$ 95.50 Connection	
BROADBAND/HIGH SPEED INTERNET	\$ 50.00 Connection per line Plus \$ 50.00 per day	
WIRELESS BROADBAND VOUCHER*	\$50.00 per day	

- All Call Charges will be charged after the event to the credit card provided.
- **Exhibitors ordering 'standard' modem lines to utilise EFTPOS machines must ensure that the EFTPOS machine is configured to dial "0" before dialling into your bank's toll free processing telephone number**
- All telephone, fax and modem line connections at the Alice Springs Convention Centre go through the PABX system. Callers are required to dial "0" to obtain an outside line.
- *Wireless Broadband vouchers can be purchased from Convention Centre Administration Office during office hours.

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DELIVER TO:

Alice Springs Convention Centre



alice springs
CONVENTION
CENTRE

Lasseters Hotel Casino
Loading Dock,
93 Barrett Drive
ALICE SPRINGS NT 0870

EVENT NAME

COMPANY NAME:

BOOTH #:

EXHIBITOR CONTACT
NAME:

PHONE
(MOBILE) #:

EVENT DATE

 / /
to / /

SATCHEL PACKING
MATERIAL?
(Tick Yes or No)

YES

NO

SPECIAL
INSTRUCTIONS:

BOX _____
OF _____

CONVENTION CENTRE CONTACT FOR THIS EVENT – **MARY HAIR, OPERATIONS MANAGER**