

# EXHIBITOR SERVICES ORDER FORM

Please complete all details and return no later than 21 days prior to:

Event Coordinator

Wellington Convention Centre

Fax: +61 4 801 4310

Email: wellingtonconventioncentre@wcc.govt.nz

Postal Address: PO Box 2199, Wellington 6140

Services are not confirmed until full payment is received.

## EVENT DETAILS:

EVENT NAME	
STAND/BOOTH NUMBER	

## CONTACT DETAILS:

COMPANY NAME	
CONTACT NAME	
POSTAL ADDRESS	
PHONE	
MOBILE	
EMAIL	
ORDER NUMBER	

## SUMMARY OF SERVICES ORDERED:

Please tick each box for services ordered and ensure relevant forms are attached

<input type="checkbox"/>	Internet/Communications (please also complete Application for Internet/Communications Services)	\$	(inc/exc GST)
<input type="checkbox"/>	Stand Cleaning (please also complete Application for Stand Cleaning)	\$	(inc/exc GST)
<input type="checkbox"/>	Food/Beverage	\$	(inc/exc GST)
<input type="checkbox"/>	Banner Raising	\$	(inc/exc GST)
<input type="checkbox"/>	Other	\$	(inc/exc GST)

## PAYMENT METHOD:

For credit card payments, a copy of the credit card front and back is required with the card-holders signature showing

	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex (ID# )
Cardholder Name			
Card Number			Exp Date
Signature			

OR

Cheque Number	Payable to Wellington Convention Centre
---------------	---

# APPLICATION FOR INTERNET/COMMUNICATION SERVICES

Please complete all details and return, along with the completed Exhibitor Services Order Form, no later than 21 days prior to:

Event Coordinator

Wellington Convention Centre

Fax: +61 4 801 4310

Email: wellingtonconventioncentre@wcc.govt.nz

Postal Address: PO Box 2199, Wellington 6140

Services are not confirmed until full payment is received.

## EVENT DETAILS:

EVENT NAME	
STAND/BOOTH NUMBER	

## CONTACT DETAILS:

COMPANY NAME	
CONTACT NAME	
POSTAL ADDRESS	
PHONE	
MOBILE	
EMAIL	
ORDER NUMBER	

## SERVICES REQUIRED:

Please Tick Below	Service Description	Number of Units	Per Unit: Installation & 1 <sup>st</sup> Day	Per Unit: Each Subsequent Day	Amount	
<input type="checkbox"/>	Phone Line		\$55.00	\$10.00	\$	
<input type="checkbox"/>	Fax Line		\$55.00	\$10.00	\$	
<input type="checkbox"/>	Eftpos Line		\$55.00	\$10.00	\$	
<input type="checkbox"/>	Dial-up Internet		\$55.00	\$10.00	\$	
<input type="checkbox"/>	Broadband Internet		\$100.00	\$50.00	\$	
<input type="checkbox"/>	Other				\$	
					<b>SUB TOTAL</b>	<b>\$</b>
					<b>+ GST</b>	<b>\$</b>
					<b>TOTAL</b>	<b>\$</b>

**Note:** Wireless internet can be purchased on the day from the Michael Fowler Centre or TSB Bank Arena receptions for \$10.00 inc GST per 24 hour period

# APPLICATION FOR STAND CLEANING

Please complete all details and return, along with the completed Exhibitor Services Order Form, no later than 21 days prior to:

Event Coordinator

Wellington Convention Centre

Fax: +61 4 801 4310

Email: wellingtonconventioncentre@wcc.govt.nz

Postal Address: PO Box 2199, Wellington 6140

Services are not confirmed until full payment is received.

WCC cleaning staff are responsible for the cleaning of public areas (aisles, fovers and amenities). Cleaning staff are not responsible for cleaning stands/booths unless this form has been completed and returned, along with the Exhibitor Services Order Form.

## EVENT DETAILS:

EVENT NAME	
STAND/BOOTH NUMBER	

## CONTACT DETAILS:

COMPANY NAME	
CONTACT NAME	
POSTAL ADDRESS	
PHONE	
MOBILE	
EMAIL	
ORDER NUMBER	

## STAND CLEANING:

*Includes vacuuming/mopping of floor, dusting, spot cleaning of glass and rubbish removal*

Date Required	Cost (per m <sup>2</sup> )	Stand Size (in m <sup>2</sup> )	Amount
	\$4.00		\$
	\$4.00		\$
	\$4.00		\$
	\$4.00		\$
	\$4.00		\$
<b>SUB TOTAL</b>			<b>\$</b>
<b>+ GST</b>			<b>\$</b>
<b>TOTAL</b>			<b>\$</b>

**DELIVER TO: Reception**  
**Michael Fowler Centre**  
**111 Wakefield Street**  
**WELLINGTON 6011**  
**NEW ZEALAND**

<b>EVENT NAME</b>	
<b>EVENT DATE(S)</b>	
<b>STAND/BOOTH #</b>	
<b>COMPANY NAME</b>	
<b>CONTACT NAME</b>	
<b>MOBILE #</b>	
<b>CONSIGNMENT NOTE #</b>	
<b>ITEM # (e.g. 1 of 2)</b>	

**DELIVERIES WILL NOT BE ACCEPTED MORE THAN 2 DAYS PRIOR TO EVENT**

**DELIVER TO: Reception**  
**TSB Bank Arena**  
**Queens Wharf**  
**Jerois Quav**  
**WELLINGTON 6011**  
**NEW ZEALAND**

<b>EVENT NAME</b>	
<b>EVENT DATE(S)</b>	
<b>STAND/BOOTH #</b>	
<b>COMPANY NAME</b>	
<b>CONTACT NAME</b>	
<b>MOBILE #</b>	
<b>CONSIGNMENT NOTE #</b>	
<b>ITEM # (e.a. 1 of 2)</b>	

**DELIVERIES WILL NOT BE ACCEPTED MORE THAN 2 DAYS PRIOR TO EVENT**