

EXHIBITION FURNITURE ORDER FORM

COMPANY INFORMATION

Name of Company

Address

Telephone Contact

Contact Person

Telephone

Email

Onsite Contact

Telephone

Email

EVENT DETAILS

Name of Event

Bump-in Date

Start Date

End Date

Bump-Out Date

Name of Venue

Address

Booth Number

Form Deadlines*

* Late Fees of \$120 plus GST apply after this date

FASCIA SIGNAGE DETAILS

Please print clearly the booth name in Upper or Lower Case as required on your booth

Booth Name to appear on your stand

Please Note:

Fascia is provided FOC if the booth is provided by the organisers

Facia Letters are printed to a maximum of 25 characters including spaces

Logo Signage can be done on application, additional charges apply

FURNITURE ORDER

CODE	DESCRIPTION	COLOUR	QUANTITY	COST	AMOUNT
SUBTOTAL					
20% CARTAGE & PLACEMENT (Min \$60 + GST)					
GST					
TOTAL					

Terms and Conditions:

- Furniture requested is subject to availability
- Furniture delivery to your booth is based on receiving full payment before the show
- The hirer is subject to paying for any damages to the furniture ordered
- Where forms are not received by the due date, late fees of \$120 will apply

ORDER CONFIRMATION

Name of Signatory Signature Field Date

PAYMENTS

Payments can be made in the following ways:

1. Visa & Mastercard processed via telephone (surcharges apply)

2. EFT details:

BANK: ANZ Banking Corporation

BSB NUMBER: 012-347

ACCOUNT NUMBER: 3871-09552

3. Cheque

All cheques are to be made payable to Ardek Exhibitions & Events & must be cleared 2 working days prior to the bump-in date.

For further details or assistance, please contact Ardek Exhibitions & Events - **Ph: 02 9711 7572 or Mob: 0412 137 404**