

Centre Account Card Order Form

The Sydney Convention and Exhibition Centre offers exhibitors a range of food and beverage services via the Centre Cafés and the Bayside Lounge.

Exhibitors wishing to purchase food and beverage from the Centre Cafés, or Bayside Lounge, may charge their purchases to an account card. Other business services, such as photocopying, can also be charged to this account.

To arrange a Centre Account Card, simply return this completed form along with your Exhibitor Account Form. Account cards can be collected from Exhibitor Services, located at the southern end of the Promenade in Convention Centre Parkside.

Please complete your contact details below and return this form, along with your completed Exhibitor Account Form, no less than 14 DAYS PRIOR to the move-in of the event to:

Exhibitor Services

Sydney Convention and Exhibition Centre

Telephone: (02) 9282 5499

Fax: (02) 9288 6463

Email: exhibitorservices@scec.com.au

Name of Event: _____ Date: _____ to _____

Stand Name: _____ Stand Number: _____

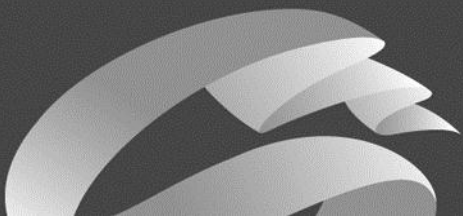
Account limit: \$_____ Please advise account limit which will also be your deposit. A deposit of \$400 will be required if no limit is specified. This payment must be made prior to the issue of the card.

Terms and Conditions

Upon receipt of your request, you will be sent a service order confirmation detailing the charges for the requested services.

All services must be prepaid to Exhibitor Services by credit card, cash, EFT or company cheque made payable to DHCE Pty Ltd at least three (3) business days prior to the move-in of the event. Orders received or changed after 10:00am, three (3) business days prior to the move-in date will be undertaken at the Centre's discretion and if deliverable, will incur a 20% late notice fee. No refunds will be given if the service is cancelled within this time or if the service is not used. Amounts quoted in this correspondence are inclusive of GST (Goods and Services Tax).

Please note: this form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form.



Exhibitor Account Form

Please attach all Service Order forms and return along with this form no less than 14 DAYS PRIOR to the move-in of the event to:

Exhibitor Services

Sydney Convention and Exhibition Centre

Phone: (02) 9282 5499

Fax: (02) 9288 6463

Email: exhibitorservices@scec.com.au

Contact Details: *(Please print)*

Mr / Ms /

Miss / Mrs

First Name:

Surname:

Position:

Company:

ABN:

Stand Name:

Stand No:

Postal Address:

Suburb:

Phone:

Postcode:

Fax:

State:

Mobile:

Country:

Email:

Summary of Services: *(Please check boxes of services you are paying for)*

| | <i>(Charge Amount)</i> |
|--|------------------------|
| <input type="checkbox"/> Phone Services | \$ _____ |
| <input type="checkbox"/> Internet Services | \$ _____ |
| <input type="checkbox"/> Cleaning Services & Waste Removal | \$ _____ |
| <input type="checkbox"/> Water / Compressed Air | \$ _____ |
| <input type="checkbox"/> Centre Account Card | \$ _____ |
| <input type="checkbox"/> On-stand Catering | \$ _____ |
| <input type="checkbox"/> Rigging Services | \$ _____ |
| <input type="checkbox"/> Audio Visual Services | \$ _____ |
| Total Charge: | \$ _____ |

Payment Details:

Total Charge: \$ _____

CREDIT CARD EFT* CASH CHEQUE (made payable to DHCE Pty Ltd)

Card Type: VISA AMEX DINERS MASTERCARD

Please note: applicable merchant fees will be applied to all credit card payments.
Visa – 1.82% Amex – 2.81% Diners – 3.44% MasterCard – 1.82%

Card Number: _____

Expiry: ____/____

Name on card: _____

Signature: _____

***EFT Banking Details:**

| | | | |
|--------------|---|-------------------|---|
| BANK: | Australia and New Zealand Banking Group Limited | ACCT NAME: | Sydney Harbour Foreshore Authority - SCEC Banking Account |
| BSB: | 012-100 | ACCT NO: | 8370 13524 |

Please note: this form will not be processed unless the above information is completed.