

Internet Services Order Form

The Sydney Convention and Exhibition Centre offers a wide range of internet connection services.

To take advantage of these services, please complete this form, read and sign the Terms and Conditions (page 2) and then return both pages, along with your completed Exhibitor Account Form, no less than 14 days prior* to the move-in of your 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: _____

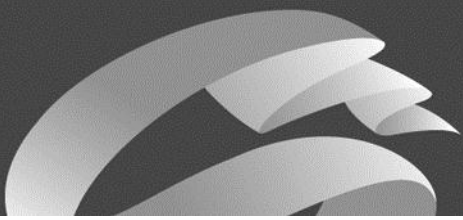
Internet Services DHCP internal IP address supplied	1 to 2 days	3 to 7 days	Over 7 days	Requirements	
				Quantity	No of days
512Kb Internet Connection Usage allowance with connection**	\$250 1GB	\$330 2GB	\$495 4GB		
1Mb Internet Connection Usage allowance with connection**	\$330 2GB	\$495 4GB	\$650 6GB		
2Mb Internet Connection Usage allowance with connection**	\$495 4GB	\$650 6GB	\$800 8GB		
4Mb Internet Connection Usage allowance with connection**	\$650 6GB	\$800 8GB	\$1,100 12GB		
<input type="checkbox"/> Tick if required	Static Public IP Address 2 supplied on request		\$35 Per Additional Address Limits may apply		

Please attach floor plans indicating required location of cable position and stand orientation within the exhibition hall.
Note: relocation fees will apply.

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

* Orders received after this time will be provided subject to availability and will incur a late fee as detailed in the Terms and Conditions on page 2.

** Excess usage charges are detailed in the Terms and Conditions on page 2.



Further Information

Upon receipt of your request you will be sent a service order confirmation by fax or email detailing the charges for the requested services. Please note that this form will not be processed unless all of the information is provided (including payment details), and a signed copy of the Terms and Conditions has been returned.

The internet connection cost includes the internet access itself (supplied through a Cat 5 cable), the nominated amount of downloads and connectivity for the specified number of devices. To connect to the Cat 5 cable, you will need a 10/100/100 network card in your PC/laptop or a hub/switch (which must have uplink capabilities).

It is the responsibility of the exhibitor to provide the necessary computers or laptops, with appropriate network cards that are configured correctly (e.g. with IP settings etc.). Details of the configuration will be available from Exhibitor Services once the event commences. If details are required before this time, please contact the Information and Communication Systems Team (ICS) on + 61 2 9282 5009 after your order has been confirmed. Access to the Centre's network outlets is required to supply the service, therefore, if access is impeded in any way (e.g. by the stand build etc.), delivery of service can not be guaranteed.

For information on other network related services which fall outside the scope of this form, please contact our ICS Team on + 61 2 9282 5009. On-site technical assistance is available and can be arranged at a cost of \$110 per hour.

Terms and Conditions of Use:

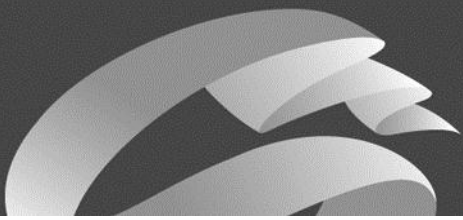
The following terms and conditions must be read and acknowledged via a signature at the bottom of this page prior to the order being processed by the Centre. The person ordering the services is required to sign this page and then return it along with page 1 of the order form and the Exhibitor Account Form.

1. 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 an event.
2. 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 fee.
3. Internet downloads exceeding the nominated limit for a service will be charged at 15c per MB.
4. No refunds will be given if the service is cancelled within three (3) business days of the activation date or if the service is not used. Any unused data will not be refunded and any additional charges incurred during the event will be billed at the end of the event.
5. All claims/disputes must be brought to the attention of the ICS Team prior to the move-out of the event.
Refunds will not be issued for defective services not reported prior to move-out of the event.
6. All prices quoted are inclusive of GST (Goods and Services Tax) and are subject to change without notice.
7. Internet services provided by the Centre are not for resale. Any services found to be used for these purposes will be disconnected immediately.
8. All of the Centre's equipment must remain on the premises at all times. It is the exhibitor's responsibility to return any equipment issued.
9. The Centre will not accept responsibility for damage or delays caused by unsatisfactory installations carried out by personnel other than the Centre's ICS Team staff, or for insufficient time allowed for connection and testing of services.
10. If an exhibitor is using their own communications carrier and Centre personnel are required to facilitate access, show cable runs or manage/plan installation, the exhibitor will be charged a fee of \$110 per hour. The exhibitor must open an account with the Centre before the communications carrier arrives on site.
11. The Centre suggests that exhibitors utilise the most current operating system updates, anti-virus signatures and firewall configurations as a bare minimum. It is solely the exhibitor's responsibility to ensure these protective measures are taken and supported by their own technical staff/contractors.
12. Any connections identified as compromising the stability or usability of the network will be disconnected and not reinstated until the problem has been rectified to the satisfaction of the Centre's ICS Team.
13. The Centre takes all reasonable precautions to ensure that protection policies are applied by all users; however, it cannot guarantee complete protection.

I have read and understand the above terms and conditions of contract and agree to abide by them.

Name: _____ Signature: _____

Date: _____



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.