

On-stand Catering Order Form

The Sydney Convention and Exhibition Centre can provide an extensive range of food and beverage options for your stand or designated areas within the exhibition.

If you would like menus for our full selection of food and beverage offerings, from coffee machines to cocktail parties, juice bars and chocolate fountains; please contact the Centre's On-stand Functions Coordinator.

Alternatively for On-stand Catering Delivery Service only, please indicate your requirements on the following page and return the form, along with your completed Exhibitor Account Form, no less than 14 DAYS PRIOR to the move-in of the event to:

**On-stand Functions Coordinator
Sydney Convention and Exhibition Centre
Telephone: (02) 9282 5123 Fax: (02) 9288 6432 Email: standcatering@scec.com.au**

Orders received less than 14 days prior to the move-in of the event cannot be guaranteed and will incur a 20% late fee.

Name of Event: _____ **Contact Name:** _____

Contact Email: _____ **Contact Phone:** _____

Please send me information regarding

- Coffee machines
- Cocktail parties
- Ice creams
- Complete on-stand catering menu
- An item I have in mind which is not listed. Details: _____

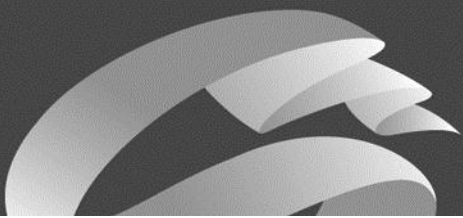
Terms and Conditions

Upon receipt of your order, you will be sent an event order 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 less than 14 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. Orders 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 or part there of 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.

The Sydney Convention and Exhibition Centre (the Centre) management has the sole right for the sale or distribution of any article of food or drink. Therefore, no food or beverage may be brought into the Centre without prior consent. Generally the Centre will have no objection to exhibitors providing foodstuffs as a means of demonstrating any plant or equipment forming part of the exhibit, or product manufactured/supplied by the exhibitor. Sampling and health regulations apply and, therefore, written approval may be required from the Centre.



On-stand Catering Delivery – Daily Order Form

Name of Event: _____ Stand Name: _____

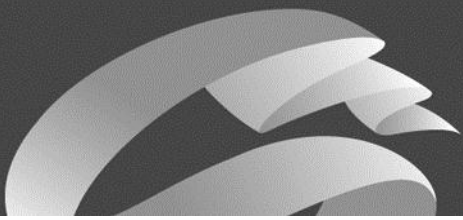
Stand Number: _____ Contact Name: _____

Contact Number: _____ Contact Email: _____

Delivery Date: ____/____/____ NB: A separate form must be submitted for each delivery day if items and quantities vary each day.

Platters* (Serve 10 people)	Cost Per Platter	Please advise of quantity and delivery times			Amount
		Quantity / Time	Quantity / Time	Quantity / Time	
Danish pastries and croissants	\$55.00	/	/	/	\$
Shortbread biscuits	\$19.00	/	/	/	\$
Assorted muffins	\$36.00	/	/	/	\$
White chocolate brownies	\$36.00	/	/	/	\$
Portuguese custard tarts	\$45.00	/	/	/	\$
Fresh cut fruit	\$58.00	/	/	/	\$
Mixed sandwiches	\$62.00	/	/	/	\$
Assorted finger sandwiches	\$62.00	/	/	/	\$
Vietnamese rice paper rolls	\$39.00	/	/	/	\$
Charcuterie platter	\$49.00	/	/	/	\$
Cheese platter	\$128.00	/	/	/	\$
TOTAL (FOOD ONLY)					\$
Beverages	Cost Per Item	Please advise of quantity and delivery time			Amount
		Quantity / Time	Quantity / Time	Quantity / Time	
Soft drink bottles 425ml x 6	\$22.70	/	/	/	\$
Juice 250ml x 6	\$24.00	/	/	/	\$
Still mineral water 600ml x 6	\$21.10	/	/	/	\$
Sparkling mineral water 450ml x 6	\$22.70	/	/	/	\$
Hot water station **	\$89.00	/	/	/	\$
Brewed coffee station **	\$89.00	/	/	/	\$
TOTAL (BEVERAGE ONLY)					\$
Orders received within 14 days prior to the move-in of the event cannot be guaranteed and will incur a 20% late fee.					20% LATE FEE (Food and Beverage) \$
TOTAL FOOD AND BEVERAGE					\$

* All platters cater for approximately ten (10) people.
 ** Hot water station includes a small urn (50 cup capacity), coffee, teabags, sugar, milk and disposable cups. Brewed coffee station includes a small urn of brewed coffee (50 cup capacity), sugar, milk and disposable cups. Please note: it is the responsibility of the exhibitor to provide a suitable bench for the urn. Each urn requires 10amp power which is included in the hire fee and will be installed by the Centre during move-in.
 - All beverages are delivered chilled. It is the responsibility of the exhibitor to provide refrigeration for beverages remaining on their stand for an extended period.
 - Side plates, napkins and glassware are provided.
 - Delivery only. No service staff will be provided.
 - According to legislation all food can be kept on stand for no more than 90 minutes.



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.