

Water / Compressed Air Services Order Form

The Sydney Convention and Exhibition Centre offers exhibitors a range of water / compressed air services.

Please indicate your requirements 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:** _____

Type of Service	Use/Location	Number Required	Rate per Event	Amount
Continuous water supply and drainage*^	Up to 3 metres from service pit		P.O.A	\$
	Over 3 metres from service pit		P.O.A	\$
Hot/cold sink (includes water/drainage)^	Hand wash only		P.O.A	\$
	Food utensils/equipment		P.O.A	\$
Continuous water/water fill and drainage	N/A		x \$125.00	\$
Compressed air (including hoses and fittings up to 8 metres)*	N/A		x \$460.00	\$
TOTAL				\$

*Please specify type of equipment to be connected for water/drainage/compressed air here:

^Exhibitor to supply stand plan with location of equipment to be connected. Consideration should be given to the location in relation to the service pit so as to minimise the risk of a trip hazard created by the PVC piping connections for waste on your stand.

NB: Sydney Convention and Exhibition Centre (the Centre) will provide all fittings and carry out all connections. Use of PVC piping or soft hose for drainage will be determined by the Centre, according to location of appropriate service pit and use of equipment. Sink or equipment connections on mezzanine levels of stands must use PVC piping for drainage. Due to safety requirements, under no circumstances will access to pits in aisles be permitted to service drainage from equipment on the stand. Please ensure that you have selected a stand that has a pit to service your equipment located on it or consult the organiser for an alternative location.

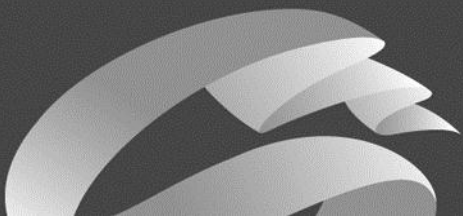
Terms and Conditions

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).

It is the responsibility of the exhibitor to supply all labour and materials required for connection of display equipment and reticulation of all water/air services within the stand area's nearest nominated service pit. All services must be installed by qualified personnel to comply with the relevant statutory acts and regulations. Services must not cross aisles or exhibits, or block operation of/or interfere with any emergency exits, fire hydrants etc. Service pits must remain accessible at all times. The Centre takes no responsibility for pinched hoses restricting flow when it is beyond the venue's control. All prices quoted above are inclusive of a \$61.60 access and usage fee. Connections to facilities not approved by the Sydney Convention and Exhibition Centre will be disconnected.

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.