

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: _____

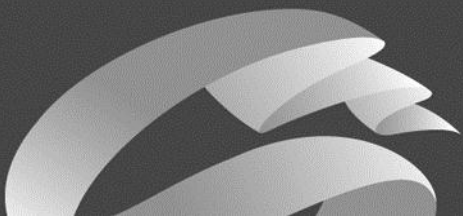
Account limit: \$_____ Please advise account limit which will also be your deposit. A deposit of \$400 will be required if no limit is specified. This payment must be made prior to the issue of the card.

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: ____/____

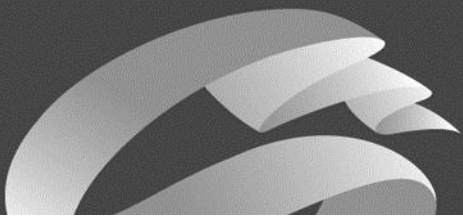
Name on card: _____

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.



Phone Services Order Form

The Sydney Convention and Exhibition Centre offers analogue and digital phone lines for exhibition stands. These lines are provided via the Centre's PABX system which is capable of 33Kbps (if used with compatible equipment).

Analogue phone lines are required for modems, EFTPOS and fax machines. Phone handsets are provided with digital lines and these lines are not compatible for use with modems, EFTPOS or fax machines.

If the phone service required (Local, STD, IDD) is not selected on the form below, the phone will be automatically programmed to the STD service.

Please indicate your requirements and return both pages of 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

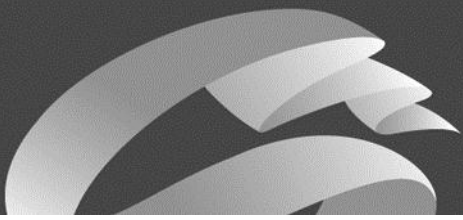
Sydney Convention and Exhibition Centre

Telephone: (02) 9282 5499 Fax: (02) 9288 6463 Email: exhibitorservices@scec.com.au

Name of Event: _____ **Date:** _____ to _____

Stand Name: _____ **Stand Number:** _____

Modem, EFTPOS or Fax Line (analogue line MUST be used)				
Line Required	Service Required	No. of Lines	Rate per Line	Amount
<input type="checkbox"/> Modem	<input type="checkbox"/> Local		x \$102.00	\$
	<input type="checkbox"/> STD		x \$102.00	\$
	<input type="checkbox"/> IDD		x \$102.00	\$
<input type="checkbox"/> EFTPOS	N/A – local service only		x \$102.00	\$
<input type="checkbox"/> Fax	<input type="checkbox"/> Local		x \$102.00	\$
	<input type="checkbox"/> STD		x \$102.00	\$
	<input type="checkbox"/> IDD		x \$102.00	\$
			Call Deposit	\$100.00
			TOTAL	\$
Fax Machine Hire - Per Event (an analogue phone line must be ordered with the fax machine)				
<input type="checkbox"/> Fax Machine	No. of Machines		Rate per Machine	Amount
			x \$180.00 each	\$
			Deposit	\$170.00
			TOTAL	\$
Fax Machine Hire - Per Day (an analogue phone line must be ordered with the fax machine)				
<input type="checkbox"/> Fax Machine	No. of Days	No. of Machines	Rate per Day	Amount
			x \$80.00 each per day	\$
			Deposit	\$170.00
			TOTAL	\$
Phone Handset and Line (digital lines MUST be used – cannot use with an analogue line)				
Line Required	Service Required	No. of Lines	Rate per Line	Amount
<input type="checkbox"/> Phone	<input type="checkbox"/> Local		x \$102.00	\$
	<input type="checkbox"/> STD		x \$102.00	\$
	<input type="checkbox"/> IDD		x \$102.00	\$
			Call Deposit	\$100.00
			Handset Deposit	\$110.00
			TOTAL	\$
PHONE SERVICES TOTAL				\$



Terms and Conditions

Advance orders will be given priority by Sydney Convention and Exhibition Centre technicians connecting the phone lines.

Upon receipt of your request, you will be sent an estimate of costs detailing the charges for the requested services.

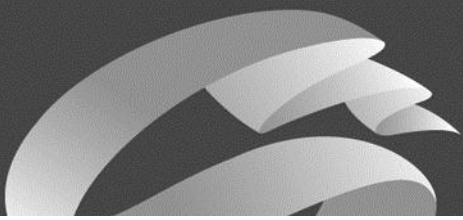
All services must be prepaid to Exhibitor Services by credit card, cash, EFT or company cheque made payable to DHCE Pty Ltd at least three (3) business days prior to the move-in of the event. Any order that is not received prior to the first move-in day will incur a 20% late fee. Any unused call charges will be reimbursed to the client once the event is finished. All amounts quoted on this document are inclusive of GST (Goods and Services Tax).

Hire of equipment is limited to a maximum 10-day period. Contact Exhibitor Services on +61 2 9282 5499 for all events in excess of ten (10) days.

All phone lines are automatically metered for date, time, destination, duration and cost. A call surcharge of 77c per local call will apply. Detailed reports on phone usage are available on request and the information contained on these reports remains confidential. Call charges will be deducted from deposit at the conclusion of the event.

All handsets and/or fax machines must be returned to Exhibitor Services within two (2) hours after the close of the final event day, or by prior arrangement. Handsets not returned or damaged will be charged at \$110. Fax machines not returned or damaged will be charged at \$170.

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



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: _____

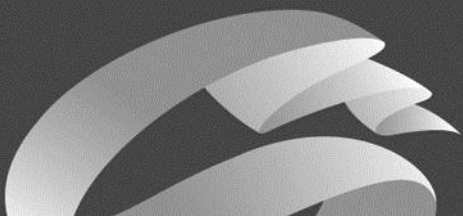
Internet Services DHCP internal IP address supplied	1 to 2 days	3 to 7 days	Over 7 days	Requirements	
				Quantity	No of days
512Kb Internet Connection Usage allowance with connection**	\$250 1GB	\$330 2GB	\$495 4GB		
1Mb Internet Connection Usage allowance with connection**	\$330 2GB	\$495 4GB	\$650 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:

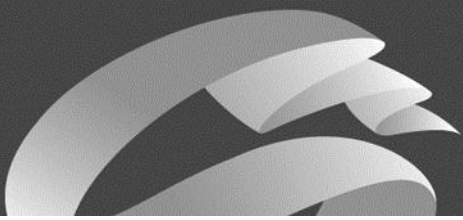
The following terms and conditions must be read and acknowledged via a signature at the bottom of this page prior to the order being processed by the Centre. The person ordering the services is required to sign this page and then return it along with page 1 of the order form and the Exhibitor Account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



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: _____

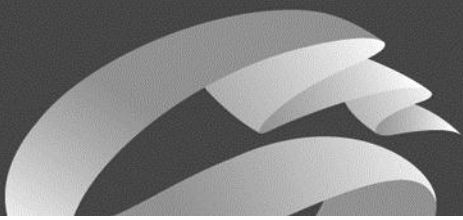
Terms and Conditions

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.

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.

Naked Flames Permit Form

Includes candles, burning incense, gas fires, sparklers, fuel lanterns, fire breathing/juggling, or other flame used for display, set or theatrical purpose.

Please indicate your requirements and return 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)*

First Name:

Surname:

Position:

Company:

Phone:

Fax:

Mobile:

Email:

Location of
Event:

Dates of
Event:

From:

To:

Name of Event:

Stand Name:

Stand No:

Purpose:

What is the flame to be used for?

How many are to be used?

What safety precautions will be taken?

Supporting Documents Required: *(please tick box)*

Attached

Certificate of Currency for public liability insurance not less than \$10 million.

YES

Risk Assessment or document detailing what the performance will entail and what protective measures are being taken.

YES

Requirements: *(Centre to confirm)*

Y / N

Exhibition stands will only be permitted to have naked flame where it is part of their product range or essential for demonstration of their product.

The naked flame must be positioned so that it cannot be knocked over or come into contact with any person or flammable item.

An appropriate fire extinguisher must be positioned on the stand with signage indicating it's location.

Other requirements:

The Centre will determine which of the requirements above are necessary for your permit to be issued. The requirements indicated with a 'Y' must be adhered to by the applicant otherwise the Centre reserves the right to cancel the permit without notice.

Centre Authorisation:

Permit issued by:

Date:

Comments:

Liquefied Petrol Gas (LPG) Permit Form

Please indicate your requirements and return 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)*

First Name:	Surname:		
Position:			
Company:			
Phone:	Fax:		
Mobile:	Email:		
Location of Event:	Dates of Event:	From:	To:
Name of Event:			
Stand Name:		Stand No:	

Purpose:

What will the gas cylinders be used for

What are the sizes and quantities of cylinders

Who will install the cylinders and how they will be installed

Who is responsible for the delivery and receipt of the cylinders on site

Supporting Documents required *(please tick box)*

If an exhibitor has a need to use higher quantities than two (2) x 25kg cylinders of LPG per exhibit, they will need to supply the Centre with the following documentation:

Attached

Certificate of Currency for public liability insurance not less than \$10 million.	<input type="checkbox"/>	ES
Risk Assessment.	<input type="checkbox"/>	ES

Requirements: *(Centre to confirm)*

N

All installations must comply with the state and federal statutory regulations and current Australian Standards covering installation and storage, dangerous goods and equipment.

The installation and connection is to be carried out by an installer licensed to carry out such work.

The quantity of LPG per exhibit is to be limited to two (2) x 25kg cylinders.

Cylinders and connections are to be protected from accidental damage and impact.

Only authorised personnel are to operate control devices.

Gas cylinders may need to be removed from inside the venue at the end of each day.

All sections of the gas storage and reticulation are to be inaccessible to the public.

An ABE powder type extinguisher is to be provided in an area accessible by the exhibitor.

A gas fuse must be installed to each gas cylinder.

Other requirements:

The Centre will determine which of the requirements above are necessary for your permit to be issued. The requirements indicated with a 'Y' must be adhered to by the applicant otherwise the Centre reserves the right to cancel the permit without notice.

Centre Authorisation:

Permit issued by:

Date:

Comments:

Other Activities Permit Form

Includes lasers, smoke machines, snow machines, combustion engines, moving displays, spray booths, human cadavers.

Please indicate your requirements and return 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)*

First Name:

Surname:

Position:

Company:

Phone:

Fax:

Mobile:

Email:

Location of
Event:

Dates of
Event:

From:

To:

Name of Event:

Stand Name:

Stand No:

Purpose:

What is the other activity / special requirement?

What is the special requirement being used for?
Include dates and times of operation as well as the
location it will be operated.

If applicable, what health and safety precautions will
be taken?

Requirements: *(Centre to confirm)*

The Centre will determine the requirements necessary for your permit to be issued. The requirements above must be adhered to by the applicant otherwise the Centre reserves the right to cancel the permit without notice.

Centre Authorisation:

Permit issued by:

Date:

Comments: