exhibition hire
PEOPLE PRODUCT SERVICE
www.exhibitionhire.com.au

ORDER FORM

FOLD HERE AND TEAR OUT

Please Fax To Exhibition Hire Central Administration Office
02 9645 5300

1

Event _____ Exhibition Dates: From / / to / /

Company Name _____ Venue _____

Street _____ Stand Name _____ Stand Number _____

Suburb _____ Contact on Site _____ Mobile _____

State _____ Postcode _____ Order Number _____ Date / /

Country _____

Tel _____ Fax _____

Delivery: Prior to or during exhibitor move in
Pick Up: Immediately after close of exhibition

Email _____ Delivery: Special / / am/pm

Contact Name _____ Delivery: Special / / am/pm

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Code	Description	Qty	Unit $	Total

SUBTOTAL	
Furniture Cartage & Placement 20% (Min $50.00 Max $600.00)	
Audio Visual Cartage & Placement 20% (Min $50.00 Max $600.00)	
Damage Waiver 6% of Subtotal	
TOTAL	
Add 10% GST	
Add 2.5% Credit Card Sucharge	
Invoice Total	

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IMPORTANT INFORMATION – PLEASE READ – TERMS OF PAYMENT & HIRE CONDITIONS

- All orders are subject to Stock availability.
- Hire subject to terms and conditions on reverse.
- Terms of Payment – Orders cannot be confirmed until all hire and other charges have been paid in full.
- **Late orders placed during move in are to be charged an additional late order fee of $60.00**
- Exhibition Hire is not responsible for any goods left in or on our equipment after the exhibition has finished.
- Please notify Exhibition Hire of any problems with your order on delivery – no discussion will be entered into after exhibition closes.

ACKNOWLEDGMENT OF TERMS & CONDITIONS:
I hereby confirm acceptance of the terms & conditions of hire set out in the attachments to this order form and above. **ORDER MUST BE SIGNED AND DATED BY THE HIRER**

SIGNED _____ DATE / /

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☐ Funds Transfer - BSB 012 220 Account Number 835 493 704 Account Name Exhibition Hire

☐ Cheque ☐ American Express ☐ Diners Club ☐ Mastercard ☐ VISA

Account Name

Credit Card No.

Credit Card Surcharge: A 2.5% surcharge applies to all payments made by credit card.

Expiry Date / /

SIGNED _____

ORDER NOT VALID UNLESS SIGNED BY HIRER (AUTHORISED AGENT/CARDHOLDER)

FAX
02 9645 5300
Exhibition Hire Central Administration Office

TELEPHONE
02 9645 7000
Exhibition Hire Central Administration Office

ORDER ONLINE
www.exhibitionhire.com.au

POST
PO BOX 120
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NSW 2129 Australia

Order online at www.exhibitionhire.com.au

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