National Convention Centre Canberra (NCCC)

2018 Exhibition and Service Manual

Valid to 31 December 2018
Version 1

31 Constitution Avenue
Canberra ACT 2601
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www.nccc.com.au
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Introduction

Welcome to the National Convention Centre!

The National Convention Centre Canberra is owned by the Australian Capital Territory Government and operated by InterContinental Hotels Group.

This Exhibitor Information and Services Manual has been designed with the intention of making your experience at the National Convention Centre Canberra as smooth as possible. This manual includes all the necessary information, rules and regulations, locality maps, forms and delivery dockets to ensure that your participation in the exhibition is successful.

To ensure all your requirements are met, please read all the information contained in this manual and complete the forms where appropriate.

The Service Request Forms should be completed and returned to the National Convention Centre Canberra with payment prior to the commencement of the exhibition as stipulated in the forms. All forms will be processed only after payment and forms have been received. All prices are inclusive of GST and are in Australian dollars, unless otherwise specified. All quoted prices are current at the time of printing and are subject the change.

Our Details

If you have any further queries about the venue or the exhibition, please do not hesitate to contact our Events Team at the National Convention Centre Canberra.

Events Team
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Telephone: +61 2 6276 5200
Facsimile: +61 2 6276 5276
Email: ncc.sales@ihg.com

All references to NCC mean the National Convention Centre Canberra.

All information in this document is current at the time of printing and may be subject to change at the discretion of the National Convention Centre Canberra’s Management.
Workplace Health and Safety

Any contractors working on-site will need to provide copies of both Workers Compensation and Public Liability certificates for all contractors. These need to be provided to the venue **seven (7) working days** prior to the event.

All Event Organisers, their exhibitors, contractors, subcontractors, production companies and all other associated staff working on-site must undergo a site induction process with the NCCC prior to commencing any work. The induction process will outline the venue evacuation procedures and general Workplace, Health and Safety standards. All contractors and sub contractors must review, comply and acknowledge our Workplace, Health and Safety policies and procedures before work can commence on site. Anyone not adhering to these requirements may be asked to stop work and consultation may be required before further work can continue.

The following procedures and requirements are to be adhered to by all contractors working on the premises of the NCCC, regardless of whether they are providing services directly to the NCCC or are working for an Event Organiser. Failure to comply will place the contract entered by the InterContinental Hotels Group trading as the National Convention Centre Canberra and the Event Organiser in jeopardy.

The following are the key safety aspects that must be adhered to by any persons conducting work at the NCCC:

- High visibility vests and enclosed shoes must be worn at all times where scissor lifts, boom lifts or forklifts are in operation. High visibility vests must be brought on-site by the contractor or exhibitor.
- Exclusion areas must be established when scissor lifts and boom lifts are in use. Exclusion areas can be established by the use of spotters, signage and barricades.
- An exclusion zone must be established immediately below any rigging activity whilst in progress.
- A spotter is required for each forklift when in operation, either within or outside the Centre.
- All electrical equipment and leads must have current valid test and tag certification.
- There must be documented safe systems of work and associated training for any high risk tasks being conducted.
- Any injury, near miss or identified hazard must be reported immediately to a representative of the Centre.
- Any person conducting work on-site must have completed a site-specific induction.
- No ladders higher than 2.4m may be used on-site without NCCC approval.
- Use of any power tools and location of use is only permitted with NCCC approval.
- Any person operating a forklift, boom lift or other elevated work platform must be appropriately qualified and carry evidence certifying this.
- Smoking is not permitted within the National Convention Centre Canberra.
- Gambling, consumption of illicit substances or alcohol is strictly prohibited of all Event Organisers, contractors, sub-contractors and production company staff during bump in and bump out.
Access to National Convention Centre Canberra

To ensure a trouble-free build, exhibitors and stand contractors must adhere to the access times specified by the event organiser. Access into the exhibition space prior to the scheduled time will not be permitted. All Event Organisers must provide full particulars on exhibition bump in and bump out schedules including: on-site organisers, exhibition contractor, major shell scheme contractor, freight forwarding company, security company, rigging contractor, and electrical contractor. On-site event organisers (main point of contact) must have the capacity to make decisions and issue instructions to their staff, on instruction from the NCCC Duty Manager. Move out or breakdown prior to the scheduled time will only be permitted with the consent of the Event Organiser and NCCC.

Only designated service entrances, lifts and loading docks are to be use for the transportation of materials.

Exhibition Hall Specifications, Ground Floor

**Ceiling Heights:**
- Height of entrance to Exhibition Hall via loading dock bi-fold doors 3.9m
- Height of entrance to Exhibition Hall via main foyer 2.47m
- Height of Exhibition Hall floor to ceiling trusses 9.0m
- Height of Exhibition Hall floor to underside of gallery 3.06m
- Exhibition Hall floor to ceiling 10.4m

**Area:** 2,000M²

**Floor Loading:** 700kg M²

**Ceiling Loading:** Details and ceiling diagrams provided upon request

**Power:**
- Floor pits: 18 pits that house
  - 2 x double 10 amp general purpose outlet
  - 1 x 15 amp outlet
  - 3 phase outlets at specific locations
- Surrounding: 9 x 32amp 3 phase outlets
- Walls: 1 x 50amp 3-phase outlet

**Flooring:** Carpeted throughout
Ballroom Specifications, First Floor

Ceiling Height: 4.5m
Area: 650 M²
Floor Loading: 500kg / M² distributed
               360kg / M² concentrated
Power: Walls/ Ceiling
Flooring: Carpeted throughout
Goods Lift: Weight capacity: 1428kg
             Goods lift dimension: 1900mm (L) x 1400mm (W) x 2100mm (H)
             Lift door dimension: 1000mm (W) x 2180mm (H)

Access for Bump In & Bump Out

Exhibition Hall
Main vehicle access to the Exhibitor Loading Area (side of the Exhibition Hall) at the NCCC is via Constitution Avenue. The height of the exhibitor loading dock is 3.9m. All goods must be removed from the venue by the next working day.

The Exhibition Hall loading dock and terrace at the NCCC is for loading and unloading equipments for contractors working onsite.

Access to the Exhibition Hall terrace is restricted to between the hours of 0800hrs – 2000hrs
Any bump in before 0800hrs or bump out after 2000hrs unloading/ loading of equipments is via the side back crate loading dock. This may be subject to changes.

Parking of personal vehicles is not allowed at the Exhibition Hall loading dock and terrace for both exhibitors and contractors during bump in and bump out. All cars/vans need to be parked in a designated car park, paid underground parking is available under the NCCC or there is additional public paid parking available across Constitution Avenue.

Exhibitors/contractors should be aware NCCC does not have a forklift on site. It is recommended exhibitors bring own trolleys for moving exhibitor’s goods.

The general goods loading dock is open from 8:00am to 4:00pm (closed on public holidays). The Exhibition Hall loading dock is open depending on the approved event bump in/bump out schedule. Under no circumstances are vehicles to be left unattended on the terrace area or on the loading dock for a period of over 30 minutes.
Normal cleaning is included in the cost of the room hire. The client/organiser may incur additional charges in instances where an event has created additional cleaning requirements, which are considered by the NCCC to be over and above normal cleaning.

Please note: Additional charge of $420.00 per skip may apply for all additional rubbish that is collected after completion of a conference.

Royal Theatre
The Royal Theatre Loading Area is on Coranderrk Street on the east side of the building. Load in is onto the stage through the roller door or onto the flat floor through the double doors. The height of the roller door is 2.2m height and 3.6m width.

Parking is not permitted in this area for any vehicles including trucks and parking inspectors regularly patrol this area. All cars need to be parked in a designated car park, paid underground parking is available under the NCCC or there is additional public paid parking available across Constitution Avenue.

Please advise your Event Coordinator if parking is required for trucks, traffic control may need to be engaged and charges will apply.

Rigging

Limitation of one company to perform "Top Rigging" - this refers to the affixing of any structure to the ceiling or permanent infrastructure attached to the ceiling in any room.

Maximum of one additional company per event to perform subsequent or secondary rigging such as but not limited to the affixing of banners, lights of other items to the "Top Rig" infrastructure.

All custom build rigging plans must be sent and sighted by NCCC, no later than thirty (30) working days prior to the event.

To ensure safety of delegates, staff and the venue and due to rigging being a high risk activity only approved rigging companies are permitted to perform rigging of any sort within the venue. Any company can request to become an approved rigging company, which requires a formal approval process to be conducted and the process will take approximately one month from date of request.

Please contact your Event Coordinator to commence the approval process or to confirm details for already approved rigging companies.

All rigging plots must be approved by a licensed rigger. It is the responsibility of the audio visual/rigging company to forward accurate details to a licensed rigger for approval.

Licensed riggers required to perform rigging work at the NCCC will be asked to produce their high risk (RB, RI or RA) tickets before they commence work. Riggers must complete a hazard analysis and submit this to the Centre seven (7) working days prior to the work being undertaken.
Custom Build

All build plans must be sighted by the NCCC. The build plans will be checked for operational servicing only and not as to whether it meets and complies with all or any relevant regulations and building codes. It is the responsibility of the customer to forward accurate details to the venue. All build plans must be received by the NCCC a minimum of thirty (30) days prior to commencement of the event or as advised by the Event Coordinator. All build plans should not be considered final until sighted by the NCCC.

- Custom build booth plan must be generated via professional software (not drawn by hand)
- If the custom build booth height/wall structure is 3m or more a builders report is required
- The National Convention Centre may require a structural engineer report for custom build booths which are more complex in terms of height/weight load/wall structures/ rigging the Centre will determine once we receive the custom build plan. The cost to engage a structural engineer to obtain a safety report is to be covered by the builder or the company who owns the stand. Please contact your Event Coordinator for the cost.

Scissor Lift & Boom Lift

Arrangements can be made to hire a scissor lift or boom lift through the NCCC. Current operating tickets must be sighted before hire approval is granted. Alternatively, qualified staff may be hired to operate the lift. Please note: the boom lift can only be used when the exhibition is a build zone and prior to exhibitor access. Current hire charges, both with and without operators, are available upon request. Refer to order form on page 17.

Banners and Signs

The NCCC can arrange to hang your banners and signs in accordance with organiser’s requirements via Staging Connections. This service must be arranged prior to arrival at NCCC. For further information regarding banner hanging please contact Staging Connections on +61 2 6257 6786.

Display and Set up

- No structure can be fixed to the venue structure, and must not interfere with adjacent stands.
- No equipment, fittings or materials may be placed in any aisle walkway or in such a position that the access to any designated exit is in any way obstructed.
- Materials used in stand construction and design must not be readily ignitable nor emit toxic fumes should ignition take place.
- The structure of the building must remain in the same condition as prior to set-up. Any changes to the building and property of the NCCC will be charged to the company at fault.

Electrical Equipment

All electrical equipment used by contractors and exhibitors must comply with current Australian NCCC reserves the right to refuse any equipment used by contractors, exhibitors and clients.

- Electrical equipment and leads must be currently tested and tagged.
- Damaged or faulty equipment will not be permitted to be used in NCCC.
- Frayed electrical cables and leads will not be permitted to be used in NCCC.
- The NCCC does not always have a qualified appliance tester on site, one may be available at a charge.
Audio Visual

Our in house audio visual partner is Staging Connections, as a well-established and experienced provider of technical and creative service. Staging Connections will assist you with audio, lighting, data and vision requirements for your event and can also provide styling, video, graphic and production support should you require.

Staging Connections
Briody Halder
Venue Services Manager
PO Box 1013
Civic Square ACT 2608
Telephone: 61 2 6276 5217
Email: bhalder@stagingconnections.com

Catering/Food and Beverage Accounts

For the convenience of exhibitors, we have put together some suggestions for food and beverage on the catering form located on page 22-23, which can be pre-ordered and consumed at various exhibition booths during an exhibition. Please complete the account form and sign and return no later than ten (10) working days prior to the event.

The NCCC has the sole catering rights to all food and beverage products. Exhibitors are not permitted to bring any food and beverage into the venue from outside caterers or suppliers unless approved in writing by NCCC. It is the organiser’s responsibility to ensure guests do not bring any food or beverage into the NCCC.

Car Parking

Paid parking for 300 cars, with internal lift access from entry level is available underneath the NCCC. The entrance height of the car park is 1.9m. Pre-paid parking is available at Reception, in the Main Foyer. Exit tickets may be obtained by completing the exhibitor services request form attached and returning it to the NCCC with full payment at least 10 working days prior to your event. Alternatively, voucher public parking is available across the road from NCCC. If you have a large vehicle please contact the NCCC prior to the event to discuss alternate arrangements. Under no circumstances are exhibitors permitted to park in or around NCCC, other than in the designated spaces provided. These areas are regularly patrolled by Government parking inspectors. Please note parking space availability is based on first come first serve basis.

Fire Safety & Dangerous Substances

An exhibitor must not bring in or use at the exhibition site, dangerous and hazardous goods or equipment such as poisonous gas, fuel, noxious materials, or other flammables, and equipment using such flammable materials as gas stoves and electric stoves without prior consent from the NCCC management. Even if consent is given, it will be subject to adequate precautionary measures being taken and will comply with all ordinances and laws of the Australian Capital Territory and the Commonwealth of Australia.
LPG use on Exhibitor Stands

The NCCC must be notified of intent to install LPG appliances prior to the move in period. Each application is assessed with the safety of the public as its priority. The NCCC reserves the right to accept or reject any application.

The use of LPG on stands is allowed in the Exhibition Hall, however the following policies apply:

- All installations carried out in accordance with the relevant statutory acts and regulations
- All applications must be approved for the use in accordance with the relevant acts and regulations
- The quantity of LPG held within a stand is to be limited to that amount reasonably consumed in one day
- Maximum cylinder size = 9kg. Approval must be sought for larger cylinders
- One cylinder per appliance
- Centralised cylinders with appliances connected to a reticulation system is not permitted
- Cylinders must be fitted securely to appliances to prevent the cylinder from falling
- Cylinders and connections must be protected from damage
- Control of cylinders must be accessible by the stand but not by the public
- Each evening at the close of the show the LPG must be turned off at the bottle and cylinders must be removed from the building overnight to the loading dock for overnight storage.
- Security and provision of storage facilities at designated areas is the responsibility of the Event Organiser
- All installations must be tested for leaks prior to each operational period by an approved “sniffer” device e.g. AGL “snoop” or by electronic detectors
- An appropriate fire extinguisher must be present on every stand where LPG is being used
- A risk assessment must be completed a minimum of three (3) working days prior to the event and after which consent may be granted by the NCCC.

Animals

No animals - birds, fish etc. (with the exception of Guide Dogs) are permitted in the NCCC at any time, except as an approved exhibit, or as part of an approved activity or approved performance requiring the use of animals. Such animals that are permitted must be under control, in a pen or on a leash and at all times remain the full responsibility of the exhibitor. Written approval must be obtained prior to any animal (with the exception of Guide Dogs) entering the NCCC. Animals are not allowed to left on site overnight.

Smoke Detector Isolation

Please be aware that smoke detectors are in place throughout the Exhibition Hall. Items such as helium balloons, smoke, steam and vapour may trigger this device. Therefore it is imperative that you advise your Event Coordinator prior to arrival at the Centre, and arrange for Smoke Detector Isolation if necessary, at a cost of $515.00 per day. Please note that this service will be reinstated daily. If the detectors are set off due to client or exhibitor negligence, a charge will be passed on directly from the ACT Fire Brigade. A minimum of seven (7) working days notice is required for isolation. A retrieval fee of $500.00 will also be charged to any exhibitor who has helium balloons released into the ceiling.
Vehicles and Other Machinery

- Vehicles must be driven in and out of the building, during bump in and bump out of an exhibition, at a walking pace. Passenger or Non-Exhibitor Vehicles are not to enter the building except in loading dock area and only under supervision of Centre staff.
- The weight load of the vehicle/machinery must be sighted by the venue prior to the event to ensure the weight is within the allowed limit.
- If the vehicle/machinery is above the weight limit that the NCCC can allow, a structural engineer report will be required. Please contact your Event Coordinator for the cost to engage a structural engineer to obtain a safety report.
- The integrity of the vehicle's fuel and oil system is to be inspected by the exhibitor or their nominated representative, before it is permitted to enter the building.
- All display vehicles and machines must be inspected daily by the exhibitor whilst it is located in the building. If a fuel system is found to be leaking, the vehicle must be removed from the building for repairs to be carried out.
- No motor in any vehicle or appliance may be started during an exhibition for demonstrations or any other purpose whilst within the NCCC.
- All show cars and presentation cars must have oil drip trays in place and must be provided by the organiser.
- All keys for any vehicles on site must be signed in and signed out at the NCCC reception (i.e. show vehicles, forklifts, boom and scissor lifts) for the duration of the time on site.

Insurance

Exhibitors should also consult their own insurance companies for suitable coverage of their exhibition merchandise and displays in respect of:
- Insuring exhibits and contents of stands against loss and damage
- Expenses incurred due to cancellation or postponement of the exhibition
- Additional public liability.

Disclaimer

Subject to any provision of the Trade Practices Act 1974 (if applicable) which cannot be excluded the National Convention Centre Canberra will not accept responsibility for damages or loss of goods and property left in NCCC prior to, during or after an exhibition. All goods and satchels belonging to clients must be claimed and removed from the NCCC by the following working day. The NCCC reserves the right to inspect vehicles leaving the NCCC during bump and bump out of an Exhibition.
Deliveries

All exhibition goods being delivered to the NCCC should be marked with a delivery label (refer to attached form, page 25). Arrangements should be made for goods to arrive on the Exhibitor bump-in day or up to two working days prior.

<table>
<thead>
<tr>
<th>If the event falls on:</th>
<th>Deliveries will be accepted by the venue no earlier than:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Previous Thursday</td>
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<tr>
<td>Tuesday</td>
<td>Previous Friday</td>
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<tr>
<td>Wednesday</td>
<td>Previous Monday</td>
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<tr>
<td>Thursday</td>
<td>Previous Tuesday</td>
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<tr>
<td>Friday</td>
<td>Previous Wednesday</td>
</tr>
<tr>
<td>Saturday</td>
<td>Previous Thursday</td>
</tr>
<tr>
<td>Sunday</td>
<td>Previous Thursday</td>
</tr>
</tbody>
</table>

- The NCCC does not take or accept responsibility for the safety of any items, delivered, stored or dispatched to the site in the absence of the exhibitor, agent or contractor
- Deliveries can only be accepted on Monday – Friday between 8am-4pm.
- NCCC labels found on page 25 must be used and fully completed prior to the delivery being sent. Any goods that are not labelled correctly or delivered outside of two working days prior to the event may be not accepted by the NCCC.
- The NCCC does not have a forklift on site. If you require delivery of non standard Australian pallets (larger than 1165mm x 1165mm and/or heavier than 1t) the truck may require a working tailgate or alternatively please contact your exhibition build company to discuss a solution.
- All hand loaded items need to be under 25kg or have another way of moving them (eg. attached wheels)

Collection

- All goods must be removed by the next working day. The NCCC reserves the right to dispose of any goods left at the NCCC after 7 days.
- A completed consignment note must be attached to boxes for prompt collection. It is advised that exhibitors using a courier service book a pick up time with the courier company of your choice prior to bump out time.
- Consignment notes should be organised prior to the end of the event. Please note that NCCC staff cannot sign the dangerous goods declaration/customs form.
- If goods need to be collected urgently, please advise the NCCC to discuss how we can help you.

Storage

Goods will only be accepted two working days prior to an event. Any goods that arrive more than two working days prior to the event the NCCC has the right to decline the delivery. Materials for packaging, crates, boxes etc. should be labelled, and removed from the premises during exhibition open hours. Packing materials may only be stored at your stand if they are out of sight and must be contained within the booth area. Once the event has concluded, all goods should be removed from the NCCC by the next working day. If you have any delays in pick up please notify the NCCC.
Community Involvement

At the NCCC play an active role in the community and everyone is invited to participate and make a difference. You can help us by donating surplus promotional items, such as satchels, note pads, caps, t-shirts, pens, water bottles, balls, etc.

We organise delivery of these items to orphanages and schools in Nepal, India, Zambia and South East Asia. If you are able to contribute, please notify Reception and label goods with “Orphanage Appeal” during the exhibition bump out.

Give-aways and prize draws at conferences, events, and exhibitions in the ACT

When an exhibitor gives away a prize at the stand, this is classified as a lottery. When a conference or meeting gives a prize to someone attending, this is classified as a lottery. When a seminar or function gives away a lucky door prize this is classified as a lottery.

The guidelines specify that whenever there is an element of chance, or a combination of skill and chance, the draw is classified as a lottery and a permit must be obtained, even if the prize has a very low (or nil) value. Usually any kind of draw (names out of a hat; business cards out of a bowl, lucky door prize, etc) requires a permit.

An information sheet and application are available on the ACT Gambling and Racing Commission website. There is a fee for the permit (currently approximately $64.00 for prizes up to $1,000.00; and approximately $123.00 for prizes of $1,001.00- $2,500.00). A minimum of seven working days is required to get a permit. If you are caught conducting a lottery without a permit, a fine may apply.

The fine applies to the person/organisation conducting the lottery and may apply to the Centre.

A permit is NOT required:
- If everyone who enters wins or is given the same prize (eg : door gift/ corporate gift)
- If there is any element of skill attached to the awarding of the prize, even token skill such as a guessing game, colouring-in competition, ring-toss, answer a question, etc.
- If no one from the ACT is eligible to enter and the lottery was not publicised in the ACT (these rules are there to protect ACT residents)
- If the prize is a rebate or discount on fees paid, or conference costs

In all other cases, a permit is required.

For more information and application forms, go to the Commission’s website: www.gamblingandracing.act.gov.au and click on the lotteries section.
National Convention Centre Canberra
Account Details

Please be advised that the following account details should be used for any EFT payments to the NCCC.

**Trading Name:** National Convention Centre Canberra  
**Account Title:** National Convention Centre Canberra  
**Bank Name:** HSBC Bank Australia Ltd  
**Branch:** 333 George St Branch, Sydney, NSW, 2000 Australia  
**BSB Number:** 342 011  
**Account Number:** 2665 82001  
**(Intl)Swift Code:** HKBAAU2S

Please send a remittance advice including the invoice number to:

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F +61 2 6257 3182  
E act.accounts@ihg.com

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Please indicate on each order form if you intend to make EFT payment and a NCCC representative will provide you will an invoice number to process the payment.
Stand Cleaning Order Form

Exhibition/Conference Name: ________________________________________________________
Event Date: ___________________________ Stand Number: ____________________________
Contact Name on Day: _______________________________________________________________
Company Name: __________________________________________________________________
Address: ________________________________________________________________
Telephone: ____________________________ Fax: ____________________________
Email: ___________________________________________________________________

If you require your stand to be vacuumed, mopped and dusted prior to the opening or at the conclusion of each
day, a charge of $50.00 per hour applies. Minimum of 1 hour applies. Please complete the table below:

<table>
<thead>
<tr>
<th>Dates Required</th>
<th>Time</th>
<th>Cost per day</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total charges</strong></td>
<td></td>
<td><strong>$</strong></td>
</tr>
</tbody>
</table>

Please Note:
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- The NCCC is responsible for the cleaning of public areas, foyers and exhibition aisles. These areas are cleaned and rubbish bins emptied on a regular basis by the NCCC staff. Care will be taken in the cleaning of exhibitor stands, however the Centre will not be held responsible for any damage to exhibitor or their contractor’s stand, furniture, product or signage.

Payment Details
Credit Card Number: ____________________________ Expiry Date: ___________
Credit Card Type: ☐ Mastercard ☐ Visa ☐ American Express ☐ Diners card
Card holder name: __________________________________ Signature: ________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax: 612 6276 5276

Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.
Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
Car Park Order Form

Exhibition/Conference Name: __________________________________________________________

Event Date: ________________________________________ Stand Number: _________________________

Contact Name on Day: ________________ ____________________________________________________

Company Name: ___________________________________________________________________________

Address: _________________________________________________________________________________

Telephone: ____________________ Fax: __________________________________

Email: ___________________________________________________________________________________

<table>
<thead>
<tr>
<th>Dates Required</th>
<th>Number of Tickets</th>
<th>Type of Ticket</th>
<th>Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Single exit</td>
<td>@ $19.00 per day</td>
<td>$</td>
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<tr>
<td></td>
<td></td>
<td>Single exit</td>
<td>@ $19.00 per day</td>
<td>$</td>
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<td></td>
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<td>Single exit</td>
<td>@ $19.00 per day</td>
<td>$</td>
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<tr>
<td></td>
<td></td>
<td>Multi exit</td>
<td>@ $22.00 per day</td>
<td>$</td>
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<tr>
<td></td>
<td></td>
<td>Multi exit</td>
<td>@ $22.00 per day</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekend exit</td>
<td>@ $6.00 per day</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekend Multi exit</td>
<td>@ $12.00 per day</td>
<td>$</td>
</tr>
</tbody>
</table>

Total charges: $________

Please Note:
- If your vehicle is larger than 1.9m high and/or has a trailer, please contact the Centre to discuss other parking arrangements
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- Prices may be subject to change at the discretion of the NCCC Management

Payment Details

Credit Card Number: ___________________________ Expiry Date: ____________

Credit Card Type: □ Mastercard □ Visa □ American Express □ Diners card

Card holder name: __________________________________ Signature: ________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax: 612 6276 5276

Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.
Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
Lifting Equipment Hire Order Form

Exhibition/Conference Name: __________________________________________________________
Name:_________________________________________________________
Event Date:________________ Stand Number:  _________________________
Contact Name on Day:______________________________________________________________________
Company Name:___________________________________________________________________________
Address: _ ____________________________________________________________________________
Telephone: ________________________________________ Fax:___________________________________
Email: ____________________________________________________________________________
Operators Name: ___________________________________ Ticket/License No:________________________

<table>
<thead>
<tr>
<th>Lifting Equipment</th>
<th>Rate</th>
<th>Dates/Times Required</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift and licensed driver (per day)</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Scissor Lift (per day)</td>
<td>$380.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Scissor Lift (per hour)</td>
<td>$60.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Boom Lift (per day)</td>
<td>$380.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Boom Lift (per hour)</td>
<td>$60.00</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>**Total</td>
<td>$</td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Please Note:
- The NCCC does not have a Forklift on site
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- All operators must produce their current relevant licenses before operating any of the above equipment. Please attach a photocopy of your licence/Ticket, and photo ID and return with this order
- Boom lift above 14m requires a high risk licence

Payment Details
Credit Card Number: ___________________ Expiry Date: __________________
Credit Card Type:  □ Mastercard  □ Visa  □ American Express  □ Diners card
Card holder name: __________________________________________ Signature: __________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax: 612 6276 5276

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Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
Audio Visual Order Form

Exhibition/Conference Name: __________________________________________________________
Name:_________________________________________________________ _______________________
Event Date:________________________________________ Stand Number: ________________________
Contact Name on Day:______________________________________________________ _______________________
Company Name:___________________________________________________________________________
Address: _________________________________________________________________________________
Telephone: ________________________________________ Fax:______________________________
Email: ___________________________________________________________________________________

For a complete range of Audio Visual equipment please contact Venue Services Manager, Briody Halder on 02 6276 5217 or email: bhalder@stagingconnections.com

<table>
<thead>
<tr>
<th>Data Display Equipment</th>
<th>Quantity</th>
<th>Each Day</th>
<th>Delivery and Set up fee</th>
<th>Number of days</th>
<th>Cost $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sony 46in LCD Screen &amp; Stand</td>
<td></td>
<td>$385.00</td>
<td>$212.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>T430 Lenovo Laptop</td>
<td></td>
<td>$230.00</td>
<td>$43.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LG 24in LCD Monitor</td>
<td></td>
<td>$99.00</td>
<td>$43.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Staging Connections office is located on the ground floor of the NCCC, staff are available to provide recommendations or if technical difficulties arise throughout your event. For outside business hours please contact the NCCC on 61 2 6276 5200.

Please Note:
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Limited stock of plasma screens and stands are available on site
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a $40 late fee charge
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are exclusive of GST (Goods and Services Tax)
- Prices maybe subject to change at the discretion of the Management

Payment – Please complete your payment online directly with Staging Connections
Access the website via www.stagingconnections.com then click Payments tab and follow the prompts to complete your payment online.
Phone Line Order Form

Exhibition/Conference Name: __________________________________________________________

Name:_________________________________________________________ __________________________

Event Date:______________________________ Stand Number: _________________________

Contact Name on Day:______________________________________________________________________

Company Name:___________________________________________________________________________

Address: _______________ ____________________________________________________________________

Telephone: ________________________________________ Fax:___________________________________

Email: ___________________________________________________________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Price/Per Unit</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Telephone line with handset (line access through PABX by dialling “0”)</td>
<td>$150.00</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>*plus call costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analogue Phone/fax line (line access through PABX by dialling “0”)</td>
<td>$150.00</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>*plus call costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ISDN (3 x 128 kbit/s lines available)</td>
<td>$200.00</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>*plus call costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eftpos lines (no in dial capabilities) (Require &quot;0&quot; dial set up in Eftpos machine prior to arrival)</td>
<td>$150.00</td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>*plus call costs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Charges (incl GST)** $ ________________________________

Please Note:
- You will need to provide a terminal adaptor/interface from the Network Terminator to your equipment (PC or equivalent) for ISDN lines.
- All equipment is on a hire basis and prices include hire, installation, removal, insurance and GST. The cost for all telephone lines is for the line only, (This does not include configuration of PC).
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery.
- Pre-payment must accompany this form for goods/services to be provided.
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee.
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered.
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used.

**Payment Details**

Credit Card Number: ___________________ Expiry Date: ____________________________

Credit Card Type: ☐ Mastercard ☐ Visa ☐ American Express ☐ Diners card

Card holder name: ________________________________ Signature: ________________________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card.

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax : 612 6276 5276

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Internet Order Form

Exhibition/Conference Name: _______________________________________________________

Name: ____________________________________________________________

Event Date: __________________________ Stand Number: _______________________

Contact Name on Day: _______________________________________________________

Company Name: _______________________________________________________________________

Address: _________________________________________________________________________________

Telephone: __________________________ Fax: __________________________

Email: ___________________________________________________________________________________

<table>
<thead>
<tr>
<th>Wireless or Cabled</th>
<th>Cost per unit</th>
<th>Number required</th>
<th>Multi user (please tick)</th>
<th>Cabled or Wireless</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 minutes</td>
<td>$5.00 = 50mb</td>
<td></td>
<td>Single user only</td>
<td>Wireless only</td>
<td>$</td>
</tr>
<tr>
<td>1 hour</td>
<td>$10.00 = 100mb</td>
<td></td>
<td>Single user only</td>
<td>Wireless only</td>
<td>$</td>
</tr>
<tr>
<td>6 hours</td>
<td>$40.00 = 500mb</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>10 hours</td>
<td>$50.00 = 1gb</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>1 day code</td>
<td>$70.00 = 2gb</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>2 day code</td>
<td>$160.00 = 5gb</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>3 day code</td>
<td>$210.00 = 7gb</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4 day code</td>
<td>$280.00 = 10gb</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>5 day code</td>
<td>$350.00 = 14gb</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Cable Set up fee**</td>
<td>$70.00</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**A cable set up fee is required with all cabled internet requests.
A cabled or multi user internet connection will conclude at end of time limit.
A wireless internet connection will allow you to log in and out by shutting down the web browser, giving you the specified amount of access time.

Please Note:
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
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Payment Details

Credit Card Number: ____________________________ Expiry Date: ______________________

Credit Card Type: ☐ Mastercard ☐ Visa ☐ American Express ☐ Diners card

Card holder name: __________________________________________ Signature: __________________________

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Fax: 612 6276 5276

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Valid to 31 December 2018 | Version 1 | January 2018

p. 20
# Equipment Hire Order Form

Exhibition/Conference Name: ________________________________

Name: _____________________________________________________

Event Date: ________________________________________________

Contact Name on Day: ________________________________________

Company Name: ____________________________________________

Address: __________________________________________________

Telephone: __________________ Fax: ___________________________

Email: _____________________________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Equipment</th>
<th>Price Per unit(per day)</th>
<th>Number of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Trestle table (1.8m x 0.76m)</td>
<td>$18.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cocktail tables (1.08m)</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chairs</td>
<td>$9.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trestle table cloth - White</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round table cloth - White</td>
<td>$12.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trestle table cloth - Black</td>
<td>$13.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round table cloth - Black</td>
<td>$13.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Napkin – White</td>
<td>$2.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red wine glasses</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>White wine glasses</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Champagne glasses</td>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Champagne ice bucket</td>
<td>$10.00 deposit (cash on day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>High ball glasses</td>
<td>$1.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Beer pilsner glasses</td>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pin boards</td>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Power board or extension cord</td>
<td>$10.00 deposit (cash on day)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Charges** $________________________

**Please Note:**
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery.
- Pre-payment must accompany this form for goods/services to be provided.
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge fee.
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered.
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used.
- All prices quoted are inclusive of GST (Goods and Services Tax).

**Payment Details**

Credit Card Number: ________________________________ Expiry Date: __________________

Credit Card Type:  
- [ ] Mastercard  
- [ ] Visa  
- [ ] American Express  
- [ ] Diners card

Card holder name: ___________________________________ Signature: __________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card.

**Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.**

**Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.**

Valid to 31 December 2018 | Version 1 | January 2018

p. 21
Stand Catering Account Form

Exhibition/Conference Name: __________________________________________________________

Name:_________________________________________________________________________________

Event Date:________________________________________ Stand Number: _________________________

Contact Name on Day:______________________________________________________________________

Company Name:__________________________________________________________________________

Address: _________________________________________________________________________________

Telephone: ________________________________________ Fax:___________________________________

Email: _____________________________________________________________________________________

The NCCC has put together a list of food and beverage items that can be pre ordered and consumed at the stands during an exhibition.

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Sunday &amp; public holiday price</th>
<th>Quantity</th>
<th>Date &amp; Time</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assortment of Drumstick Ice cream cones (per piece)</td>
<td>$5.50</td>
<td>$6.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ice cream freezer (flat rate)</td>
<td>$150.00</td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assortment of fruit smoothies (per glass)</td>
<td>$5.00</td>
<td>$5.80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whole fruit per piece</td>
<td>$2.50</td>
<td>$2.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted cheese platter (serves 10 people)</td>
<td>$135.00</td>
<td>$145.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Muffins/Cupcakes (per piece) *</td>
<td>$5.50</td>
<td>$6.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Danish Pastries (10 pieces)</td>
<td>$27.00</td>
<td>$31.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mini Croissants (10 pieces)</td>
<td>$16.00</td>
<td>$18.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowl of potato chips (serves 20 people)</td>
<td>$45.00</td>
<td>$51.75</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowl of mixed nuts (serves 20 people)</td>
<td>$53.00</td>
<td>$60.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring rolls and samosa (20 pieces)</td>
<td>$53.00</td>
<td>$60.95</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bowl of Mentos mints or lollies (1kg)</td>
<td>$21.00</td>
<td>$24.15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Beverages</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cans of soft drinks</td>
<td>$4.50p/can</td>
<td>$4.80p/can</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bottled Still Water (600ml)</td>
<td>$4.00p/bottle</td>
<td>$4.60p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peroni Beer</td>
<td>$10.00p/bottle</td>
<td>$11.50p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crown Lager Beer</td>
<td>$9.50p/bottle</td>
<td>$10.95p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fat Yak Beer</td>
<td>$9.50p/bottle</td>
<td>$10.95p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tatachilla Shiraz Cabernet (Red Wine)</td>
<td>$39.00p/bottle</td>
<td>$45.00p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tatachilla Chardonnay (White Wine)</td>
<td>$39.00p/bottle</td>
<td>$45.50p/bottle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Charges</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

All alcoholic beverages served to guests at the NCCC must be served by RSA certified staff. RSA certified staff can be hired from the NCCC at a cost to the exhibitor or supplied by the exhibitor (certification must be presented) upon written approval from NCCC.

**Please contact the Events Team for alternative food and beverage suggestions if required**
Stand Catering Form continued…….

Please Note:
- All exhibitors requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a 20% late surcharge charge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are inclusive of GST (Goods and Services Tax)
- Prices maybe subject to change at the discretion of the Management

Payment Details
Credit Card Number: ________________________ Expiry Date: _____________________

Credit Card Type:  ☐ Mastercard  ☐ Visa  ☐ American Express  ☐ Diners card
Card holder name: __________________________________________ Signature: __________________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

Please Return to:
National Convention Centre Canberra
PO Box 1013
Civic Square ACT 2608
Fax : 612 6276 5276

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Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.
# Coffee Cart Order Form

Exhibition/Conference Name: ______________________________________________________

Name: _____________________________________________________________

Event Date: ___________________________ Stand Number: _______________________  

Contact Name on Day: __________________________________________________________________

Company Name: _____________________________________________________________

Address: __________________________________________________________________________

Telephone: __________________________ Fax: _________________________________

Email: ____________________________________________________________________________

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**Hire of the coffee cart is $220.00 per hour at a minimum of 4 consecutive hours per day. This includes 1x barista, coffee, condiments and milk.**

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Start Time</th>
<th>Finish Time</th>
<th>Number of Hours</th>
<th>Price ($220.00 x number of hours)</th>
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</table>

**Total Charges $**

**Please Note:**
- An additional barista @ $46.00 per hour Monday – Friday, $48.00 per hour Saturdays, $64.00 per hour Sundays, $65 per hour Public Holiday (Minimum 4 consecutive hours)
- All coffee cart requests must be ordered 20 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 20 days prior to the start of an event will incur a 20% late surcharge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used.
- All prices quoted are inclusive of GST (Goods and Services Tax)
- Type of beverages served: Flat white/ Latte/ Long black/ Short black/ Decaffeinated/ Hot Chocolate /Tea
- Power needs to be provided by the exhibition build company for the espresso machine and coffee grinder. Upon confirmation of your order, we will advise power requirements (25 amp single phase/20 amp single phase).

**Payment Details**

Credit Card Number: ___________________________ Expiry Date: ___________________  

Credit Card Type: ☐ Mastercard ☐ Visa ☐ American Express ☐ Diners card

Card holder name: ___________________________ Signature: _____________________

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

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Please Return to:  
National Convention Centre Canberra  
PO Box 1013  
Civic Square ACT 2608  
Fax: 61 2 6276 5276

*Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable. Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.*
Delivery Docket

Deliver To:
NATIONAL CONVENTION CENTRE CANBERRA
31 CONSTITUTION AVEUNE
CANBERRA ACT 2601

COMPANY NAME: ________________________________________________

EVENT NAME: ______________________________________________________

DATE OF EVENT: ___________________________________________________

FUNCTION ROOM: __________________________ STAND NUMBER: __________

SENDER’S CONTACT NAME: __________________________________________

Person sending the goods to the venue

SENDER’S CONTACT PHONE NUMBER: _________________________________

RECEIVER’S CONTACT NAME: _________________________________________

Receiver Contact for all other deliveries should be the person the items need to be given to by venue staff

RECEIVER’S CONTACT PHONE NUMBER: _______________________________

PALLET: ______________________ OF: _________________________________

ITEM: ______________________ OF: _________________________________

DESCRIPTION OF GOODS (Please Circle):

- Organiser Goods (Deliver to Registration Desk)
- Satchel Materials (Deliver to Registration Desk)
- Exhibition Goods (Deliver to Exhibitor Stand)

PLEASE AFFIX THIS LABEL TO ANY MATERIALS BEING SENT TO THE
NATIONAL CONVENTION CENTRE CANBERRA
Goods will only be accepted between the hours of 8am and 4pm,
Monday – Friday, from two (2) working days prior to the event

Valid to 31 December 2018 | Version 1 | January 2018
Location Map
Floor Plan

FLOOR PLANS

FIRST FLOOR

GROUND FLOOR