

EXHIBITOR CATERING ORDER FORM

USING THIS ORDER FORM

1. Check the code for the item you wish to order. List this, along with the item description, quantity, amount, delivery date and time on the EXHIBITOR CATERING MENU ORDER FORM on the following page.
2. Check pages 15 and 16 to see whether the item you are ordering requires additional equipment, such as a fridge, freezer, etc. Add this equipment to the EXHIBITOR CATERING EQUIPMENT ORDER FORM on the following page.
3. Some items require an Event Assistant to make or serve your item. Check pages 15 and 16 for your requirements. Please add these labour requirements to the LABOUR ORDER FORM on the following page.
4. Most equipment has specific power requirements which you need to arrange with your stand builder. The list on pages 15 and 16 also includes dimensions which you will need to consider when adding to your stand.
5. If you require additional forms, please ask your Event Planner. If you have any questions or need assistance to complete your order form, please discuss this with your Event Planner.

YOUR ORDER

Once we have received your order, we will email your request/s for final approval. When we receive confirmation of your order, we will send a tax invoice for pre-payment. GCCEC is unable to provide catering unless full payment is received prior to the event. All catering and service charges are subject to change without notice. Terms and conditions apply.

Please complete this form and return it to exhibitorservices@gccec.com.au no later than twenty-one (21) days prior to your event.

GCCEC will liaise directly with the nominated contact at your stand to assist with specific requirements on the day.

CATERING RIGHTS

Gold Coast Convention and Exhibition Centre has sole catering rights to all food and beverages served on the premises. Exhibitors are not permitted to supply their own catering, including branded water and lollies unless prior approval has been granted.

EVENT DETAILS

Event Name: _____

Stand Number: _____

Stand Name: _____

Contact on the Day: _____

Mobile: _____

INVOICING DETAILS

Company Name: _____

ABN / ACN: _____

Address: _____

Suburb: _____

Postcode: _____

Name on Invoice: _____

Contact Number: _____

Email: _____

