

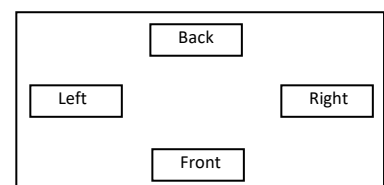
Please complete this form and return it to [exhibitorservices@gccec.com.au](mailto:exhibitorservices@gccec.com.au)  
no later than **twenty-one (21) days** prior to your event.  
Requests presented after this point may incur a late fee of \$50 per connection

Event Name			
Stand Number		Stand Name	
Contact on the Day		Mobile	
<b>INVOICING DETAILS</b>			
Company Name		ABN / ACN	
Address			
Suburb		Post Code	
Name on Invoice		Contact Number	
Email			
Install Date / Times		*Subject to exhibition bump-in	
Dismantle Date / Times		*Subject to exhibition bump-out	
Custom Flooring (cabled only)	Yes / No		

**Please Note: All internet plans are for the duration of the event.**  
**An access code will be issued to you during bump-in**

Description	Type	Price	Qty	Amount	Date and Times Required
2Mbps Unlimited data internet plan	Unlimited Data Max 10 Devices	\$95.00			
5Mbps Unlimited data internet plan	Unlimited Data Max 10 Devices	\$210.00			
10Mbps Unlimited data internet plan	Unlimited Data Max 10 Devices	\$410.00			
25Mbps Unlimited data internet plan	Unlimited Data Max 10 Devices	\$610.00			
Private network connection (minimum 5 devices)		POA			
Cabled connection upgrade includes 60mins of labour (additional charges will apply for further installation time)		\$110.00			
Dedicated PSTN Line (direct line out) **Ideal for EFTPOS**		\$110.00 connection plus call costs			
					<b>TOTAL</b>

Please indicate the approximate location of service placement within the booth with an (X) and any neighbouring booth numbers. If available, please attach additional documentation/floor plans to ensure accurate placement of service/s.



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1. All claims / disputes must be brought to the attention of the Technology Services Department **PRIOR** to the move-out of the show/event. Refunds will not be issued for defective services not reported. **NO EXCEPTIONS.**
2. Rates listed for all connections include bringing the service(s) ordered to the booth in the most convenient manner, and **DO NOT** include any additional equipment, special wiring, computer hardware/software/set-up/configuration and/or special placement of communications service(s).
3. Notification of cancellation must be received a minimum of seven (7) days **PRIOR** to show/event scheduled opening date.
4. There are no refunds for orders canceled after show opening has commenced or for services installed and not used during the event.
5. Only an authorized GCCEC Technician is permitted to do any wiring in the facility (excluding in-booth cabling). Delivery of ALL telephone/data transmission lines ordered from an outside vendor will only be allowed to a demarcation point specified by the Technology Services Department. Additional fees will apply to extend service(s) to booth.
6. All materials and equipment furnished by the GCCEC remain the GCCEC's property, and shall be removed **ONLY** by GCCEC Personnel.
7. It is the client's responsibility to ensure safe return of rented equipment to the GCCEC Technology Services Department. **DO NOT LEAVE EQUIPMENT UNATTENDED IN BOOTH.**
8. Any equipment that is found to be causing disruptions to any part of the GCCEC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of the GCCEC Technology Services Department.
9. The Technology Services Department does not provide technical support for computer hardware or software related issues and this service may be billed at an hourly rate as an additional cost.
10. The Technology Services Department does not provide technical support on any issues related to the configuration of your computer equipment and this support may be billed at an hourly rate as an additional cost.
11. All devices that are used on the network for Internet Access will be dynamically assigned an IP address by our server.
12. The GCCEC does not allow the use of routers, proxy servers, DHCP servers or Wireless Access Points on the High Speed Internet Connection. If any special service needs to be connected to the network they must be approved by the GCCEC Technology Services Department. GCCEC Technicians will not diagnose any problems where customers/clients routers or switches are involved. GCCEC Reserve the right to remove any Wireless Access Points other than those belonging to the GCCEC.
13. Due to the dynamic nature of the Internet, the GCCEC cannot guarantee any level of performance or accessibility beyond our gateway. The GCCEC does, however, monitor traffic and bandwidth usage in order to maintain an acceptable level of performance from the Internet for all users.
14. All Internet traffic is monitored and by completing and signing this document you agree to take any responsibility for action undertaken on the internet connection provided to you by GCCEC.
15. You must not use the service to access internet services, or send or receive e-mails, which:
  - a. Are defamatory, threatening, intimidating or which could be classed as harassment;
  - b. Contain obscene, profane or abusive language or material;
  - c. Contain pornographic material (that is text, pictures, films, video clips of a sexually explicit or arousing nature);
  - d. Contain offensive or derogatory images regarding sex, race, religion, colour, origin, age, physical or mental disability, medical condition or sexual orientation;
  - e. Contain material which infringe third party's rights (including intellectual property rights);
  - f. In our reasonable opinion may adversely affect the manner in which we carry out our work;
  - g. Are bulk and/or commercial messages;
  - h. Contain forged or misrepresented message headers, whether in whole or in part, to mask the originator of the message;
  - i. Are activities that invade another's privacy; or
  - j. Are otherwise unlawful or inappropriate.
16. You must not use the service to engage in any activity which constitutes or is capable of constituting a criminal offence, either in the Australia or in any country.
17. Failure to not comply with terms and conditions may result in an immediate termination of connection without refund.
18. Additional data will need to be purchased if you exceed your allocated data
19. **Wireless Services:**
  - Wireless Access is available throughout GCCEC. This is a self service option
  - BYO Wireless Access Points are strictly prohibited unless authorized by the Gold Coast Exhibition & Convention Centre.