

# PLUMBING WATER AND WASTE REQUEST FORM

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.*

## EVENT DETAILS

Event Name			
Stand Name		Stand Number	
Contact on the Day		Mobile	

## INVOICING DETAILS

Company Name		ABN / ACN	
Address			
Suburb		Post Code	
Name on Invoice		Contact Number	
Email			

## PLUMBING INSTALL AND DISMANTAL REQUIREMENTS

Install Date / Time		
Dismantle Date / Time		
Custom Floor	YES	NO

Please note: Install and dismantle times may vary due to the exhibition bump-in and bump-out times.

## PLUMBING DESCRIPTION *(Please complete all information below)*

1. Description of the item/s to be connected	
2. Does each item/s require hot water, cold water and/or waste? Please indicate the requirements.	
3. Will you be supplying your own hot water system/s?	
4. Does your item/s require drainage after the event?	
5. Do you require GCCEC to supply fittings and consumables? Please indicate the fitting size i.e. ½" or ¾"	

# PLUMBING WATER AND WASTE REQUEST FORM

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.

## PLUMBING LOCATION

Please submit any supporting documentation, including stand designs and floorplans with this form to ensure the accurate placement of service/s and to assist in the quotation process.

On the stand plan below, indicate with an 'X' the location of where the plumbing needs to be installed.

Back of Stand


Front of Stand

## TERMS AND CONDITIONS

1. All plumbing requests are subject to approval by GCCEC, as access to floor pits is only possible if a floor pit is located directly within the stand's footprint or adjoining the stand.
2. Floor pits at GCCEC are supplied with non-potable water.
3. Not all floor pits have water and waste available and may require running piping from an alternative floor pit. This will incur additional charges.
4. The waste service only allows for the disposal of clean water waste, as these lines go straight into sewage. The floor pits are not designed for effluents or untreated trade waste discharges (i.e. solvents, paints, fat and grease).
5. Client to supply own hot water system, tap ware and fittings.
6. All plumbing and equipment are supplied and fitted by a qualified plumber (contracted by GCCEC) or a qualified member of GCCEC Property Operations Department.
7. Minimum custom floor height is 80 – 100mm to allow for drainage.
8. An Event Order Confirmation will be sent confirming your order as required.
9. Once a signed Event Order Confirmation has been received by GCCEC, a Tax Invoice will be sent to the nominated company and contact person.
10. The signed Event Order Confirmation confirms the install and dismantle dates and times. This schedule cannot be amended once confirmed, as additional charges may apply.
11. Full payment is required seven (7) days prior to the event bump-in date or as stated on the Tax Invoice.
12. Service/s are unable to be provided until payment is received in full.
13. There are no refunds for service/s cancelled during or after the installation date, during the event bump-in, event commencement or for services ordered and not used.
14. Delays in installation will incur additional labour charges for each hour of delay.
15. Any additional service/s or equipment required is subject to availability, and if ordered will be invoiced at the end of the event and paid accordingly.