

# TECHNOLOGY COMMUNICATION AND DATA ORDER 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			

## INTERNET PLANS

Description	Type	Price	Qty	Total Amount	Date	Time
5Mbps Unlimited Data Internet Plan	Unlimited Data Max 10 Devices	\$95.00				
10Mbps Unlimited Data Internet Plan	Unlimited Data Max 10 Devices	\$210.00				
25Mbps Unlimited Data Internet Plan	Unlimited Data Max 10 Devices	\$400.00				
50Mbps Unlimited Data Internet Plan	Unlimited Data Max 10 Devices	\$600.00				
100Mbps Unlimited Data Internet Plan	Unlimited Data Max 10 Devices	\$900.00				
Cabled Connection Upgrade (includes labour)	-	\$110.00				
Private network connection (minimum 5 devices)	-	POA				

Please note: All internet plans are for the duration of the event. An access code will be issued during exhibitor bump-in. If you require access prior to this date and time for testing purposes, please indicate this on the form accordingly when placing the order.

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## CABLE CONNECTION INFORMATION

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

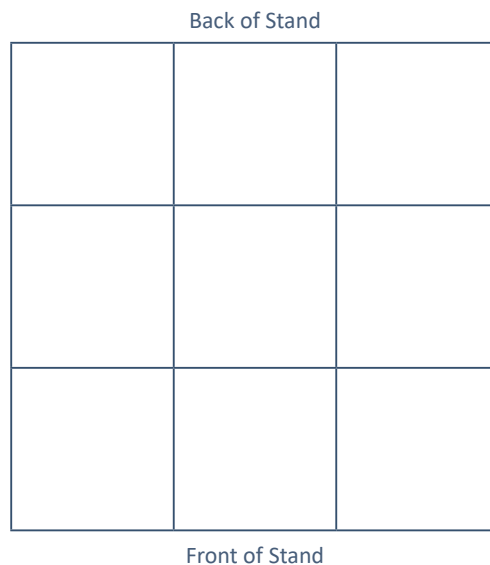
Please note: Install and dismantle times may vary due to the exhibition bump-in and bump-out times.

## CABLE CONNECTION LOCATION

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

If a location is not provided within two (2) days prior to the exhibition bump-in date, our service/s will be placed in the most convenient location and the customer is then responsible for the placement of service/s.

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



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## TERMS AND CONDITIONS

1. All data connections are accessible with an access code provided to the contact person at the stand during exhibitor bump-in.
2. If cable connection/s are required, then a Cable Connection Upgrade must be ordered per device to run these connections to the stand. During the installation, if additional equipment, special cabling, computer hardware / software / set-up / configuration and/or special placement of communications service/s is required this may incur additional charges.
3. An Event Order Confirmation will be sent confirming your order as required.
4. Once a signed Event Order Confirmation has been received by GCCEC, a Tax Invoice will be sent to the nominated company and contact person.
5. Full payment is required seven (7) days prior to the event bump-in date or as stated on the Tax Invoice.
6. Service/s are unable to be provided until payment is received in full.
7. All service charges are current and are subject to change without notice.
8. Notification of cancellation must be received a minimum of seven (7) days prior to event bump-in date.
9. 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.
10. 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.
11. All claims/disputes must be brought to the attention of the Technology Services Department prior to the bump-out of the exhibition.
12. Rates listed for all connections includes supply the service/s ordered to the stand in the most suitable manner. Additional equipment, special cabling, computer hardware / software / set-up / configuration and/or special placement of communications service/s will need to be priced accordingly and may incur additional charges.
13. Only an authorised GCCEC Technician is permitted to undertake cabling or wiring in the facility (excluding stand cabling). Delivery of 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 the stand.
14. GCCEC monitors the wireless environment and does not allow the use of routers, proxy servers, DHCP servers or wireless access points other than the installed wireless infrastructure. If any special services need to be connected to the network, they must be approved by GCCEC Technology Services Department. GCCEC Technicians will not diagnose any problems where customers/clients' routers or switches are involved.
15. GCCEC reserve the right to disable wireless transmitting devices found to be causing interference to event wireless networks.
16. All devices that are used on the network for internet access will be dynamically assigned an IP address.
17. Any equipment that is found to be causing disruptions to any part of GCCEC infrastructure will be removed and not reinstated until the problem has been rectified to the satisfaction of GCCEC Technology Services Department.
18. All materials and equipment furnished by GCCEC remain GCCEC's property and shall only be removed by a GCCEC representative.
19. It is the client's responsibility to ensure the safe return of rented equipment to GCCEC Technology Services Department. Do not leave equipment unattended at the stand.
20. The Technology Services Department does not provide technical support for non-GCCEC computer hardware or software issues. Any such services may be charged at an hourly rate as an additional cost.
21. For clients using routers, supply of service including speed quoted to the point of connection (the cable), not on client's equipment connected.
22. Due to the dynamic nature of the Internet, GCCEC cannot guarantee any level of performance or accessibility beyond our gateway. GCCEC does, however, monitor traffic and bandwidth usage to maintain an acceptable level of performance.
23. All Internet traffic is monitored and by submitting this form you agree to take any responsibility for actions undertaken on the internet connection provided to you by GCCEC.
24. 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 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.
25. You must not use the service to engage in any activity which constitutes or is capable of constituting a criminal offence, either in Australia or in any country.
26. Failure to not comply with terms and conditions may result in an immediate termination of connection without a refund.
27. Wireless Services:
  - a. Wireless access is available throughout GCCEC. This is a self-service option.
  - b. BYO wireless access points are strictly prohibited unless authorised by GCCEC.