

# EQUIPMENT HIRE 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			

EQUIPMENT HIRE					
Equipment	Dimensions L x W x H (mm)	Price	Qty	Date	Time
<b>Fridges</b>					
Single-door fridge (grey)	760 x 780 x 1980	\$115.00 per day			
Single-door fridge (white)	770 x 740 x 1900	\$115.00 per day			
Glass double-door fridge	1140 x 700 x 2200	\$115.00 per day			
Countertop fridge (white)	470 x 320 x 940	\$ 60.00 per day			
Bar fridge (white)	550 x 570 x 850	\$ 60.00 per day			
Bar fridge (black)	490 x 550 x 830	\$ 60.00 per day			
<b>Freezers</b>					
Countertop freezer	500 x 550 x 950	\$ 60.00 per day			
Bar freezer (white)	545 x 545 x 850	\$ 60.00 per day			
Gelato freezer (white)	1320 x 690 x 1170	\$115.00 per day			
<b>Hand hygiene</b>					
Hand wash basin	330 x 370 x 990	\$ 100.00 per day			

Please note: All equipment is subject to availability and requires 1 x 10amp power supply per item, which can be arranged through your stand builder. If you would like to custom brand any of these items please ask your Event Planner for further information regarding additional dimensions.

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## TERMS AND CONDITIONS

1. Important information throughout this form has been read and understood.
2. An Event Order Confirmation will be sent confirming your order as required.
3. Once a signed Event Order Confirmation has been received by GCCEC confirming your order, a Tax Invoice will be sent to the nominated company and contact person.
4. Full payment is required seven (7) days prior to the event bump-in date or as stated on the Tax Invoice.
5. Service/s are unable to be provided until payment is received in full.
6. All service charges are current and are subject to change without notice.
7. Notification of cancellation must be received within seven (7) days prior to event bump-in date. However, this does not apply where item/s have already been ordered in advance.
8. There are no refunds for service/s cancelled during the event bump-in, event commencement or for services ordered and not used.
9. Any additional service/s required is subject to availability, and if ordered will be invoiced at the end of the event and paid accordingly.