

ORDER FORM

USING THIS ORDER FORM

1. Check the code located in the Exhibitor Services Menu for the item you wish to order. List this, along with the item description, quantity, amount, delivery date and time on the EXHIBITOR SERVICES - MENU ORDER section on the following page.
2. Check the OTHER REQUIREMENTS section to see whether the item you are ordering requires additional equipment, such as a fridge, freezer, etc. Add this equipment to the EXHIBITOR SERVICES - EQUIPMENT ORDER section on the following page.
3. Some items may require an Event Assistant to make or serve items. Check the OTHER REQUIREMENTS section for your requirements. Please add these labour requirements to the EXHIBITOR SERVICES - LABOUR ORDER section on the following page.
4. Most equipment has specific power requirements which you need to arrange with your stand builder. The list in the OTHER REQUIREMENTS section includes dimensions which you will need to consider when adding items 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 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 services are subject to availability and charges are subject to change without notice. Terms and conditions apply. Please complete this form and return 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.

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: _____

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 by GCCEC.

EXHIBITOR SERVICES - LABOUR ORDER

A minimum of four consecutive hours is required with an additional 30 minutes set-up and breakdown for GCCEC Labour requirements.

	DATE	ITEM CODE	START TIME	END TIME	STAFF QUANTITY	TOTAL HOURS	HOURLY RATE	AMOUNT
MONDAY							\$48.00	
TUESDAY							\$48.00	
WEDNESDAY							\$48.00	
THURSDAY							\$48.00	
FRIDAY							\$48.00	
SATURDAY							\$58.00	
SUNDAY							\$62.00	
PUBLIC HOLIDAY							\$85.00	
TOTAL								