

## 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. If you require an Event Assistant to serve catering at your stand, please add these labour requirements to the Exhibitor Services Labour section on the following page.
3. Most equipment has specific power and bench space 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 designing your stand.
4. If you require additional information or need assistance to complete your order form, please ask 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 issue 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](mailto: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.

## 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.

## EVENT DETAILS

Event Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_

Stand Name: \_\_\_\_\_

Contact on the Day: \_\_\_\_\_

Mobile: \_\_\_\_\_

## INVOICING DETAILS

Company Name: \_\_\_\_\_

ABN / CAN: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Name on Invoice: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

# ORDER FORM

## EXHIBITOR SERVICES MENU ORDER

DELIVERY DATE	DELIVERY TIME	FINISH TIME	ITEM DESCRIPTION	QUANTITY	AMOUNT
TOTAL					

## EXHIBITOR SERVICES – EQUIPMENT ORDER

DELIVERY DATE	DELIVERY TIME	FINISH TIME	ITEM DESCRIPTION	QUANTITY	AMOUNT
TOTAL					

## EXHIBITOR SERVICES – LABOUR ORDER

A minimum of four consecutive hours is required for GCCEC Labour.

	DATE	ITEM CODE	START TIME	END TIME	STAFF QUANTITY	TOTAL HOURS	HOURLY RATE	AMOUNT
MONDAY							\$55.00	
TUESDAY							\$55.00	
WEDNESDAY							\$55.00	
THURSDAY							\$55.00	
FRIDAY							\$55.00	
SATURDAY							\$67.00	
SUNDAY							\$73.00	
PUBLIC HOLIDAY							\$105.00	
TOTAL								