

EXHIBITOR SERVICES ORDER FORM

Please complete all details and return no later than 21 days prior to:

Event Manager, Venues Wellington

Email:

info@wellingtonnz.com

Postal Address:

PO Box 2199, Wellington 6140

Services are not confirmed until full payment is received.

| | |
|-------------------------|--|
| EVENT DETAILS: | |
| EVENT NAME | |
| EVENT DATE | |
| STAND/BOOTH NUMBER | |
| CONTACT DETAILS: | |
| COMPANY NAME | |
| CONTACT NAME | |
| POSTAL ADDRESS | |
| PHONE | |
| MOBILE | |
| EMAIL | |
| ORDER NUMBER | |

INTERNET SERVICES REQUIRED:

| Please Tick | Service Description | Number of Units | Per Unit: Installation & 1 st Day | Per Unit: Each Subsequent Day | Amount |
|--------------------------|---------------------|-----------------|--|-------------------------------|-----------|
| <input type="checkbox"/> | Phone Line | | \$55.00 | \$10.00 | \$ |
| <input type="checkbox"/> | Eftpos Line | | \$55.00 | \$10.00 | \$ |
| <input type="checkbox"/> | Broadband Internet | | \$100.00 | \$50.00 | \$ |
| <input type="checkbox"/> | Other | | | | \$ |
| SUB TOTAL | | | | | \$ |

Note: Complimentary WiFi is available within the venue, accessed by a 'click to agree' pop-up window in your browser.

STAND CLEANING SERVICES REQUIRED:

Includes vacuuming/mopping of floor, dusting, spot cleaning of glass and rubbish removal

| Dates Required | Cost (per m ²) | Stand Size (in m ²) | Amount (cost x m ²) |
|-----------------|----------------------------|---------------------------------|---------------------------------|
| | \$4.00 | | \$ |
| | \$4.00 | | \$ |
| | \$4.00 | | \$ |
| | \$4.00 | | \$ |
| SUBTOTAL | | | \$ |

Venues Wellington cleaning staff are responsible for the cleaning of public areas (aisles, foyers and amenities). Cleaning staff are not responsible for cleaning stands/booths unless this form has been completed and returned, along with payment.

SUMMARY OF SERVICES ORDERED:

Please tick each box for services ordered

| | | |
|--------------------------|---|----|
| <input type="checkbox"/> | Internet/Communications | \$ |
| <input type="checkbox"/> | Stand Cleaning | \$ |
| <input type="checkbox"/> | Food/Beverage <i>(please contact Event & Show Coordinator with your requirements prior to submitting this form)</i> | \$ |
| <input type="checkbox"/> | Audio / Visual requirements <i>(please contact Event & Show Coordinator with your requirements prior to submitting this form)</i> | \$ |
| <input type="checkbox"/> | Banner Rigging <i>(please contact Event & Show Coordinator with your requirements prior to submitting this form)</i> | \$ |
| <input type="checkbox"/> | Other _____ | \$ |
| SUBTOTAL | | \$ |
| + GST | | \$ |
| TOTAL | | \$ |

PAYMENT METHOD:

We accept payment by direct deposit, cheque or credit card – please note that credit card transactions will incur a processing fee.

FOR CREDIT CARD PAYMENTS, A COPY OF THE CREDIT CARD FRONT AND BACK IS REQUIRED WITH THE CARD-HOLDERS SIGNATURE SHOWING.

| | | |
|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> Amex (ID#) |
| Cardholder Name | | |
| Card Number | | Exp Date |
| Signature | | |

OR

| | |
|---------------|---|
| Cheque Number | Payable to Positively Wellington Venues |
|---------------|---|

Direct Debit: Funds should be deposited into the Venues Wellington account 06-0582-0106111-19, ANZ National Bank, 215-229 Lambton Quay, Wellington, New Zealand. Swift Code ANZ BNZ 22. Remittance advice may be sent to accountsvenues@wellingtonnz.com

Venues Wellington is a trading organisation of the **Wellington Regional Economic Development Agency Limited (WREDA).**