

EXHIBITOR SERVICES ORDER FORM

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

Event & Show Coordinator, Positively Wellington Venues

Email: info@pwv.co.nz

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

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			\$

PWV 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 Positively Wellington Venues 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 accounts@pwv.co.nz.

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