

**FORM C
APPLICATION FOR PRODUCTION SERVICES
EXHIBITOR SERVICES**



All application forms must be received no less than 14 days prior to bump in of the event. Late fees may apply to Services requested within this time.

Please return this form to:
Darwin Convention Centre
GPO Box 735
DARWIN NT 0801

Fax: +61 8 8923 9199

Email: exhibitor@darwinconvention.com.au

Any queries should be directed to the Events Assistant on 08 8923 9000.

Upon receipt of you request, a member of the Events Department will contact you to confirm your requirements.

EXHIBITOR SERVICES ORDER FORM (tick this box if form is attached)

No services will be provided until payment is received.

EVENT DETAILS			
EVENT NAME:			
BOOTH NAME:			
BOOTH NUMBER:		EVENT DATE(S):	

SPECIAL PRODUCTION REQUIREMENTS

SERVICES REQUIRED				
Item	\$ per day	No. ordered	Date required	Total
				\$
				\$
			TOTAL	\$

CONDITIONS OF HIRE

- Goods must be returned in the same condition as delivered. Any damage or loss of equipment will be charged accordingly.
- All equipment is delivered to your stand on the last set up day unless specified.
- All equipment is subject to availability
- Note - Wall mount brackets must be supplied & installed by your booth builder
- For all other audio visual requirements please contact our Production Department on 08 8923 9000.

NOTE: This form will not be processed unless all information is complete and supplied along with the Exhibitor Services Order Form