

**FORM D  
APPLICATION FOR IT 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](mailto: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 IS ATTACHED / HAS BEEN SUBMITTED (please tick)**

**No services will be provided until payment is received**

EVENT DETAILS			
<b>EVENT NAME:</b>			
<b>BOOTH NAME:</b>			
<b>BOOTH NUMBER:</b>		<b>EVENT DATE(S)</b>	

SERVICES REQUIRED				
Equipment hire	Units	No. of days	Rate per event	Amount
<input type="checkbox"/> Polycom IP430 phone			\$35.00	\$
<input type="checkbox"/> Polycom IP4000 conf. phone			\$ 40.00	\$
<input type="checkbox"/> 8 port switch			\$ 30.00	\$
			<b>TOTAL</b>	<b>\$</b>

Line rental	Units	No. of Days	Rate	Amount
<input type="checkbox"/> EFTPOS			\$ 15.00 per day	\$
<input type="checkbox"/> Fax			\$ 35.00 per day	\$
<input type="checkbox"/> Phone			\$ 50.00 per day	\$
<i>* All calls are inclusive, excluding IDD</i>			<b>TOTAL</b>	<b>\$</b>

Internet services	Units	No. of Days	Rate	Amount
<input type="checkbox"/> Wireless			\$ 30 per day	\$
<input type="checkbox"/> Hardwired			\$ 50 per day	\$
			<b>TOTAL</b>	<b>\$</b>

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Other charges	Units	No. of Days	Rate	Amount
<input type="checkbox"/> IT labour charges/hire			\$120.00 per hour	\$
			<b>TOTAL</b>	<b>\$</b>

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Alternative requirements / specifications - <i>i.e. software install, dates required</i>

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

**Terms and Conditions:**

The following terms and conditions must be read and acknowledged by signing at the bottom of this page before orders can be processed. The person ordering the services or equipments is required to sign the page and return it to the IT Executive. No additional forms are required for event organizers as this will be incorporated in the event order. In the case of exhibitors, the Application for IT Services will be forwarded to the IT Executive along with the Exhibitor Service Order Form.

1. All services **MUST** be prepaid by credit card, direct deposit and cheque payable to Darwin Convention Centre at least **7 days prior to the event**.
2. Orders received or changed three (3) business days prior to the move-in date will be undertaken at the Centre's discretion and if deliverable will incur a fee to be determined by the IT Executive. The fee is covers resources to get the services or equipments into the Centre at short notice.
3. Refunds will not be given if the service is cancelled within three (3) business days of the activation date or if the service is not used.
4. Refunds will not be issued for defective services not reported. Claims and or disputes must be brought to the attention of the IT Executive prior to the move-out of the event.
5. All prices are inclusive of GST and are subject to change without notice.
6. Internet services provided by the Centre are not for resale except prior arrangements with the IT Executive. Any services found to be used for these purposes without prior arrangements will be disconnected immediately.
7. All of the Centre's equipment must remain on the premises at all times. It is the exhibitor or event organiser's responsibility to return any equipment issued. Any lost or damaged equipment will be the sole responsibility of the exhibitor or event organisers and are given up to two weeks to arrange repair or replacement. Any other applicable fees will be applied.
8. The Centre prohibits the use of routers, wireless access points, switches or hubs and the like other than what is provided. If a client is discovered to have brought in additional devices and have added to their approved internet connection an appropriate fee will be charged to the client as determined by the IT Executive.
9. The Centre will not accept responsibility for damage or delays caused by unsatisfactory installations carried out by an external contractor or for insufficient time allowed for connection and testing of services.

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10. If an exhibitor or event organiser is using their own communications carrier and requires assistance to facilitate access, plan installations and show cable runs, the exhibitor or event organiser will be charged a fee of \$120 per hour. A prior arrangement with the centre's IT Executive is a must to facilitate access.
11. It is the responsibility of the exhibitor or event organisers bringing their own equipment to have the latest anti-virus signatures, utilize the most current operating system updates and firewall configurations as a bare minimum. It is the sole responsibility of the exhibitor or event organisers to make prior arrangements with their IT department to make all the necessary configurations outside their normal work environments. Any additional configurations or investigations made by the IT Executive will attract a fee of \$120 per hour.
12. It is the responsibility of the exhibitor or event organisers of any Centre provided laptops or computer desktops to delete all data before the end of the event or before returning back the equipment. The Centre takes no responsibility for any data stored on these equipments and reserves the right to immediately delete data or reimage them after the event.
13. USB drives, CDs, DVDs and other peripherals left in Centre provided laptops or computer desktops will be kept in the Administration Reception area for pickup. The Centre takes no responsibility for any lost items or damages on recovered items.
14. Any connections identified to have compromised the stability or usability of the network will be disconnected and not reinstated until the problem has been rectified to the satisfaction of the IT Executive.
15. The Centre takes all reasonable precautions to ensure that protection policies are applied by all users. However, it cannot guarantee complete protection.

By signing this document, the undersigned acknowledges that the above terms and conditions have been read, understood and agreed to.

Signature:

Name in Print:

Date:

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