This is a mandatory form required for all forms. Service forms will not be processed until full payment has been received. Please email the completed forms to **exhibitor@darwinconvention.com.au**

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| --- | --- |
| **EVENT DETAILS** | |
| **Event Name** |  |
| **Event Date** |  |
| **Booth Name / Number** |  |

|  |  |
| --- | --- |
| **SUMMARY OF SERVICES ORDERED** | |
| **Please tick each box for services ordered and ensure all the relevant forms are attached** | **Amount Due** |
| □ FORM A – Stand Catering | $ |
| □ FORM B – Stand Cleaning | $ |
| □ FORM C – Audio Visual Services | $ |
| □ FORM D – IT Services | $ |
| □ FORM E – Equipment hire | $ |
| □ FORM F – Sampling of Food and Beverage Products | $ |
| □ FORM H – Display Vehicles | $ |
| □ FORM I – Rigging and Banner Hanging | $ |
| Additional Services | $ |
| **TOTAL CHARGES** | $ |

|  |  |
| --- | --- |
| **CONTACT DETAILS** | |
| **Company** |  |
| **Contact Name** |  |
| **Position** |  |
| **Postal Address** |  |
| **Suburb** |  |
| **State** |  |
| **Country** |  |
| **Post Code** |  |
| **Phone** |  |
| **Fax** |  |
| **Mobile** |  |
| **Email** |  |

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| --- | --- |
| **CONFIRMATION** | |
| **Signature** |  |
| **Name in Print** |  |
| **Date** |  |

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| **PAYMENT METHOD** |
| Note: Accounts paid by Credit Card incur a 1.5% processing fee  To remit payment via credit card, please contact our office directly at (08) 8923 9000.  A representative will assist you with secure processing over the phone.  Office Hours: Monday-Friday, 8:30 AM - 5:00 PM (ACST)  *Please note: For security reasons, we do not accept credit card information via email.* |

OR

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| **Cheque Number** | Payable to Darwin Convention Centre |