



It is PCEC policy that all exhibitor services are paid prior to Commencement of an Event. Services will not be available at your stand until payment has been received. Orders must be placed 20 Business Days prior to the Commencement Date and payment must be cleared no later than 5 Business Days prior to Commencement Date.

Event Name: _____

Company Name: _____

Contact Name: _____

Address: _____

Telephone: _____

Fax: _____ Email: _____

This form is to be completed in **FULL** and returned to PCEC no later than 20 Business Days prior to the Commencement Date. A 20% Surcharge will be applied to all late orders.

Service Ordered	Total	Service Ordered	Total	Service Ordered	Total
Beverages	\$	Floral Arrangements	\$	Internet Access	\$
Catering	\$	Labour Charges	\$	IT Services	\$
Cleaning	\$	Material Handling	\$		
Coffee & Conf. Machine	\$	Water & Waste	\$	Other	\$

OVERALL TOTAL	\$
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All exhibitor services must be pre-paid. Orders will not be confirmed until all credit card payments are processed and cleared in full.

Card Holders Name: _____

Type of Account: Bankcard Master Card Visa Diners Card American Express
 (Please note: Master Card and Visa will incur a 1.5% surcharge.
 Diners and AMEX cards will incur a 3.5% surcharge)

Card Number:

Expiry Date: /

Card Holders Signature: _____

Amount to be debited: \$ _____

Please return this form to: Perth Convention and Exhibition Centre
 PO Box 7451, Cloisters Square
 Perth Western Australia 6850

Phone: +61 8 9338 0318

Fax: +61 8 9338 0309

Email: exhibitor@pcec.com.au



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Event Name: _____ **Stand No:** _____

Company Name: _____ **Pavilion No:** _____

Contact Name on Site: _____ **Email:** _____

Phone: _____ **Mobile:** _____

Delivery Date: _____ **Approx. Time:** _____

**Exhibitors and other persons cannot distribute, sell or giveaway any item of food or beverage not supplied by PCEC to the public or trade exhibition visitors, without written approval from PCEC.
A corkage fee of \$250 per day will be charged for out sourced products and equipment entering the venue.**

Alcoholic beverages cannot be delivered prior to the first event date.

All beverages are supplied chilled; however it is the responsibility of the Exhibitor to provide their own fridge for storage.

Bottled Beer (375ml)		Price (inc GST)	Quantity	Sub-Total
Cascade Premium Lager	per 6 pack	\$39.00		\$
Cascade Premium Light	per 6 pack	\$36.00		\$
Crown Lager	per 6 pack	\$48.00		\$
Carlton Draught	per 6 pack	\$39.00		\$
Heineken Beer	per 6 pack	\$48.00		\$
Corona Beer	per 6 pack	\$48.00		\$
Pure Blonde Naked	per 6 pack	\$36.00		\$
Strongbow Original Cider	per 6 pack	\$42.00		\$

Wine		Price (inc GST)	Quantity	Sub-Total
Hardy's Nottage Hill Cabernet Shiraz	187ml – per 12 bottles	\$84.00		\$
Hardy's Nottage Hill Chardonnay	187ml – per 12 bottles	\$84.00		\$
Omni NV Piccolos	200ml – per 12 bottles	\$102.00		\$
Moondah Brook Verdelho	750ml – per bottle	\$29.00		\$
Moondah Brook Cabernet Shiraz	750ml – per bottle	\$29.00		\$
Yellowglen Vintage Pinot Noir Chardonnay	750ml – per bottle	\$38.00		\$
Houghton Quills Sparkling Pinot Chardonnay	750ml – per bottle	\$28.00		\$
Amberley Margaret River Sauvignon Blanc	750ml – per bottle	\$39.00		\$
Amberley Margaret River Cabernet Merlot	750ml – per bottle	\$39.00		\$
Goundry G Sauvignon Blanc Semillon	750ml – per bottle	\$37.00		\$
Goundry G Shiraz Viognier	750ml – per bottle	\$37.00		\$



Soft Drink and Juice		Price (inc GST)	Quantity	Sub-Total
Coca-Cola Products	per 6 pack of 600ml bottles	\$24.00		\$
Orange Juice	per 6 pack of 300ml bottles	\$24.00		\$
Mother Energy Drink	per can	\$4.50		\$

Water		Price (inc GST)	Quantity	Sub-Total
Mount Franklin Water	per 6 pack of 600ml bottles	\$21.00		\$
Water Dispenser	price per day	\$36.00		\$
15 Litre Water Bottle for Water Dispenser		\$31.00		\$
Mount Franklin Lightly Sparkling	per 6 pack of 250ml bottles	\$21.00		\$

TOTAL	\$
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A range of pre-mixed drinks are also available upon request. Please contact Exhibitor Services.

Should you require beverage service staff please see **Form 7**.

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exhibitor@pcec.com.au

**FORM
3**

**PERTH CONVENTION AND EXHIBITION CENTRE
EXHIBITOR SERVICE ORDER
CATERING**



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Should you require food and beverage service staff please see **Form 7**.

Morning Savoury Snacks Minimum order of 10 persons	Price (Per Person)	Date	Time	Quantity	Sub-Total
Egg & bacon pie	\$7.00				\$
Baked ham & brie croissant	\$7.00				\$

All Day Menu Minimum order of 10 persons	Price (Per Person)	Date	Time	Quantity	Sub-Total
<i>Sweet Selection (2 items per serve)</i>					
Assorted cookies	\$3.00				\$
Assorted chocolate bars	\$5.50				\$
Crunchy bran, nut & fruit slice	\$6.50				\$
Danish pastries	\$6.00				\$
Nutella cup cakes	\$6.50				\$
Scones, jam & whipped cream	\$7.50				\$
Orange & poppy seed cake	\$7.50				\$
Carrot & traditional fruit cake	\$7.50				\$

<i>Platter Selection</i>	Price (Per Person)	Date	Time	Quantity	Sub-Total
Variety of marinated olives & turkish bread	\$4.60				\$
Selection of bread, bagaghanouch, evoo & dukkah	\$4.60				\$
Corn chips & tomato salsa	\$4.60				\$
Oven baked prosciutto potato wedges	\$4.60				\$
Braised beef & potato samosas	\$4.60				\$
Assorted miniature party pies	\$4.60				\$
Cheddar crusted sausage rolls	\$4.60				\$
Margaret river mature cheddar, spinach quiche	\$4.60				\$
California rolls – avocado, salmon, rice & mayonnaise	\$4.60				\$
Selection of mixed sushi, pickled ginger & wasabi	\$4.60				\$



All Day Menu cont. <i>Minimum order of 10 persons</i>	Price (Per Person)	Date	Time	Quantity	Sub-Total
<i>Fruit Selection</i>					
Strawberry tartlets	\$4.80				\$
Seasonal bowls of whole fruit	\$5.00				\$
Sliced watermelon with berries	\$6.00				\$
Seasonal sliced fresh fruit	\$8.00				\$

Platter Menu <i>Minimum order of 10 persons</i>	Price (Per Person)	Date	Time	Quantity	Sub-Total
<i>Menu 1 – Muffin Break (miniature – 3 items per serve)</i> <ul style="list-style-type: none"> • Chocolate chip • Blueberry • Apple 	\$8.00				\$
<i>Menu 2 – Sweet Coffee Break</i> <ul style="list-style-type: none"> • Chocolate bread • Danish fruit pastries • Home baked muffins 	\$9.50				\$
<i>Menu 3 – Sandwich Selection (6 points. Chef's selection)</i>	\$9.50				\$
<i>Menu 4 – Rolls, Wraps & Baps (1 of each item per serve)</i> <ul style="list-style-type: none"> • Smoked salmon, horseradish & cucumber bagel • Tandoori chicken, soused tomato & raita wrap • Roast beef, english mustard & salad baguette 	\$14.00				\$
<i>Menu 5 – Light Lunch Platter</i> <ul style="list-style-type: none"> • Selection of sandwiches & baguettes • Seasonal sliced fresh fruit • Assorted miniature party pies & sausage rolls 	\$18.00				\$
<i>Menu 6 – Antipasto, Dips & Mezze Platter</i> <ul style="list-style-type: none"> • Grilled Turkish bread, bagaghanouch, evoo & dukkah • Mediterranean selection antipasto • Selection of cured & smoked meats 	\$15.50				\$
<i>Menu 7 – Sundowner Platter (1 of each item per serve)</i> <ul style="list-style-type: none"> • Spiced beef & potato samosas • Sesame chicken goujons, free range egg mayonnaise • Gremolata prawns, lemon, parsley & garlic dip • Vegetarian spring rolls & chilli sauce 	\$16.50				\$

Confectionary	Minimum Order	Price (inc GST)	Quantity	Sub-Total
Chocolate Wedges	x 100 at \$4.00 each	100	\$400.00	\$
Frosty Fruits	x 100 at \$3.00 each	100	\$300.00	\$
Giant Sandwich	x 100 at \$4.00 each	100	\$400.00	\$
Drumsticks	x 100 at \$4.00 each	100	\$400.00	\$
Heavens	x 100 at \$4.00 each	100	\$400.00	\$
Maxibons	x 100 at \$4.00 each	100	\$400.00	\$
Billabongs	x 100 at \$4.00 each	100	\$400.00	\$
Crunchie Chocolate Bar	x 25 at \$3.00 each	25	\$75.00	\$
Picnic Chocolate Bar	x 25 at \$3.00 each	25	\$75.00	\$
Dairy Milk Chocolate Bar	x 25 at \$3.00 each	25	\$75.00	\$
Timeout Chocolate Bar	x 25 at \$3.00 each	25	\$75.00	\$
Twirl Chocolate Bar	x 25 at \$3.00 each	25	\$75.00	\$
Mars Chocolate Bar	x 25 at \$3.00 each	25	\$75.00	\$

**FORM
3****PERTH CONVENTION AND EXHIBITION CENTRE
EXHIBITOR SERVICE ORDER
CATERING cont.**

Freezer Hire (Included for the 1 st 3 days for orders over 250 quantities)	Price (inc GST)	Quantity	Sub-Total
Ice Cream Freezer Hire – For under 250 quantities (First day)	\$120.00		\$
Subsequent days hire (per day)	\$60.00		\$
Ice Caddy with Ice (Per caddy)	\$60.00		\$
TOTAL			\$

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Phone:

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Event Name: _____ **Stand No:** _____

Company Name: _____ **Pavilion No:** _____

Contact Name on Site: _____ **Email:** _____

Phone: _____ **Mobile:** _____

Delivery Date: _____ **Approx. Time:** _____

PCEC's cleaning staff clean public areas (aisles, foyers and amenities) throughout the operational hours of an event. Cleaning staff are not responsible for cleaning exhibitor stands unless this form has been completed and returned with payment details. **All exhibitor stand cleaning is conducted overnight.**

Standard Stand Cleaning					
Spot vacuum of stands, removal of rubbish, replace rubbish receptacles with clean bin liners, spot cleaning glass.					
Day	Dates Required	No. Days Required	Cost per Square Metre (inc GST)	Size of your Stand (Metre ²)	Total Cost (rate x m ² x days)
Monday - Friday			\$2.75		\$
Saturday			\$4.15		\$
Sunday			\$5.50		\$
Public Holiday			\$6.90		\$

Deluxe Stand Cleaning					
Full vacuum of stands including corners and edges, spot clean walls, doors and light fittings etc, removal of rubbish, replace rubbish receptacles with clean bin liners, full glass clean, full details of furniture and fittings, sweep and mop all hard floors as directed.					
Day	Dates Required	No. Days Required	Cost per Square Metre (inc GST)	Size of your Stand (Metre ²)	Total Cost (rate x m ² x days)
Monday - Friday			\$3.85		\$
Saturday			\$5.80		\$
Sunday			\$7.70		\$
Public Holiday			\$9.65		\$

TOTAL	\$
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**PERTH CONVENTION AND EXHIBITION CENTRE
EXHIBITOR SERVICE ORDER
COFFEE AND CONFECTIONARY MACHINE HIRE AND
SERVICE**



It is PCEC policy that all exhibitor services are paid prior to Commencement of an Event. Services will not be available at your stand until payment has been received. Orders must be placed 20 Business Days prior to the Commencement Date and payment must be cleared no later than 5 Business Days prior to Commencement Date.

Event Name: _____ **Stand No:** _____

Company Name: _____ **Pavilion No:** _____

Contact Name on Site: _____ **Email:** _____

Phone: _____ **Mobile:** _____

Delivery Date: _____ **Approx. Time:** _____

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Please note:

- Access under espresso machine is required for water and drainage. No plumbing is required.
- A bench area/cart with sufficient space is to be allocated for the setup of the machines.
- Dimensions of the espresso machine and grinder are: Depth – 550mm, Length – 710mm, Height – 520mm
- The grinder is 360mm x 200mm. Please allow ample space for equipment used in making and serving coffee.
- Power – The espresso machines requires 1 x 15 amp and 1 x 10 amp power outlets. This is the responsibility of the exhibitor and must be arranged with your stand builder.
- The supply of Slushie, Fairy Floss, Popcorn, Chocolate Fondue and BBQ Machines must be ordered in advance and an area should be allocated for setup.
- Loss or damage to equipment will be charged to your account.
- Machine hire is subject to availability.

Confectionary Machines and Service Available for Hire	Price (inc GST)	Days Req.	Service Times	Sub-Total
<i>Exhibitor's own Confectionary and Coffee Machine</i> Client's own or outsourced machine corkage per day.	\$250.00			
<i>Slushie Icy Two Bowl Machine</i> Machine hire only. Per day.	\$300.00			
<i>Non Alcoholic Slushie Drink Service</i> Per day, 6 hours operator, cups, flavouring syrup, straws. Inclusive of first 100 cups, any additional cups is charged at \$4.50 per cup. Flavours include: Cola, Strawberry, Grape, Orange, Tropical and Lemon Frappiatos – Flavours include: Coffee, Chocolate, Caramel and Vanilla	\$450.00			
<i>Alcoholic Slushie Drink Service</i> Per day, 6 hours operator, cups, flavouring syrup, straws. Inclusive of first 100 cups, any additional cups is charged at \$5.50 per cup. Flavours include: Caribbean Breeze, Blue Lagoon, Head Rush, Passionfruit Daiquiri, Pina Colada, Screwdriver, Singapore Sling and Tropical Storm Alcohol content of 5.5% Alc Vol. Liquor Licensing Laws apply.	\$550.00			
<i>BBQ Station</i> Machine hire only. 1 – 3 days.	\$200.00			
<i>BBQ Station Service</i> Per day, 6 hours operator, napkins, disposable plates, sauces. Inclusive of first 100 Weisswurst roll, any additional rolls is charged at \$6.00 each with a minimum of 50 rolls. Note: Additional rolls must be ordered 2 Business Days in advance or we cannot guarantee availability.	\$600.00			

**FORM
5****PERTH CONVENTION AND EXHIBITION CENTRE
EXHIBITOR SERVICE ORDER
COFFEE AND CONFECTIONARY MACHINE HIRE AND
SERVICE cont.**

Freshly Brewed Coffee Service	Price (inc GST)	Days Req.	Service Times	Sub- Total
<i>Espresso/Cappuccino Machine</i> Machine hire only. Event flat rate (1-5 days). Events over 5 days – Additional charges apply.	\$650.00			
<i>Barista, Condiments & Service Fee (Per Day)</i> Fee includes Barista (up to 8 hours only), all condiments (lids, spoons, coffee, sugar, milk, selection of tea) up to 100 cups. Any additional cups will be charged at \$3.70 per cup.	\$370.00			

TOTAL	\$
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Barista operator service is for a maximum 8 hours per day, all other operators is for a maximum 6 hours per day.

For a quotation on any of the below services, please contact PCEC Exhibitor Services:

- Fairy Floss Machine
- Popcorn Machine
- Chocolate Fondue Fountain

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exhibitor@pcec.com.au

**FORM
6****PERTH CONVENTION AND EXHIBITION CENTRE
EXHIBITOR SERVICE ORDER
FLORAL ARRANGEMENTS**

It is PCEC policy that all exhibitor services are paid prior to Commencement of an Event. Services will not be available at your stand until payment has been received. Orders must be placed 20 Business Days prior to the Commencement Date and payment must be cleared no later than 5 Business Days prior to Commencement Date.

Event Name: _____ **Stand No:** _____

Company Name: _____ **Pavilion No:** _____

Contact Name on Site: _____ **Email:** _____

Phone: _____ **Mobile:** _____

Delivery Date: _____ **Approx. Time:** _____

Please select one of the following prices by placing a ✓ in the appropriate box.

Prices are per floral arrangement:

\$35	<input type="checkbox"/>	\$65	<input type="checkbox"/>	\$220	<input type="checkbox"/>
\$45	<input type="checkbox"/>	\$85	<input type="checkbox"/>	\$330	<input type="checkbox"/>
\$55	<input type="checkbox"/>	\$165	<input type="checkbox"/>	Other: \$ _____	<input type="checkbox"/>

Preferred colours for floral arrangement (a maximum of three colours):

1. _____ 2. _____ 3. _____

Type of floral arrangement required:

Coffee Table	<input type="checkbox"/>	Bench	<input type="checkbox"/>	Flat Side	<input type="checkbox"/>	Free Standing	<input type="checkbox"/>
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Other: _____

Height of arrangement: _____

TOTAL	\$
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Please note:

Phone:

Email:

Orders for floral arrangements are billed directly by Corporate Arrangements

+61 8 9221 6006

flowers@corporatearrangements.com.au

Please return this form to:

Perth Convention and Exhibition Centre

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Perth Western Australia 6850

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Event Name: _____ **Stand No:** _____
Company Name: _____ **Pavilion No:** _____
Contact Name on Site: _____ **Email:** _____
Phone: _____ **Mobile:** _____
Delivery Date: _____ **Approx. Time:** _____

A minimum charge of 3 hours is required for the hire of general casual labour.
 PCEC staff casual labour duties may include: service of food and beverage, ticketing, portering.
 A minimum charge of 4 hours is required for the hire of security.

Casual Labour Description	Cost per Hour (GST Inclusive)	Number Required	Hours Required	Total (AUD) (No Req'd x Cost P/H x Hours Req'd)
Casual Labour Per person (Mon – Sun)	\$40.00 per hour Minimum 3 hours			
Casual Labour Per person (Public holidays)	\$49.00 per hour Minimum 3 hours			
Casual Labour Security (Mon – Sun)	\$49.50 per hour Minimum 4 hours			
Casual Labour Security (Public holidays)	\$88.00 per hour Minimum 4 hours			

Please provide a brief description of duties:

TOTAL	\$
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Event Name: _____ Stand No: _____

Company Name: _____ Pavilion No: _____

Contact Name on Site: _____ Email: _____

Phone: _____ Mobile: _____

Delivery Date: _____ Approx. Time: _____

The on-site services and freight forwarding company, Agility Fairs & Events can provide a range of material handling services for Exhibitors at PCEC. These services include:

- Transport services to and from the event.
- A forklift, driver and spotter to move freight from the loading docks to stands during move in and move out.
- On-site labour hire (must be organised prior to the event).
- Off-site storage.
- Cranage services.

Item	Rate (AUD) Inc GST	Time Period or m ³		Total (Rate x Time Period/m ³)
Forklift + Driver + Spotter Hire	\$55.00 First 15 min		15 min	
	\$50 Each additional 15 min		15 min	
Forklift + Driver + Spotter Hire (Long term)	\$110 per hour (4 hour minimum)		Hours	
Labour Services	\$45 per hour (4 hour minimum)		Hours	
Storage Services Offsite (charged per m ³)	\$40.70 per m ³ (minimum 1 m ³)		m ³	
Cranage Services	POA			

TOTAL	\$
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Please contact Agility Fairs & Events directly if you have any queries on +61 8 9338 0341. Please refer to the Agility Fairs & Events Standard Terms and Conditions at www.agilitylogistics.com.au.

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Please note: Orders for material handling are billed directly by Agility Fairs & Events
Phone: +61 8 9338 0341
Email: jay@agilitylogistics.com

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Delivery Date: _____ **Approx. Time:** _____

- PCEC does not supply sinks/basins, water heaters etc this equipment must be arranged separately.
- Exhibitors must provide a licensed plumber to connect from the service access pit to their equipment. The licensed plumber must be a preferred supplier of PCEC. Water/waste pit access will be charged by PCEC, however any additional equipment or fixtures required will be charged by the plumber.
- Please be ready at the time requested or additional plumber service fees will apply.
- A floor plan must be attached indicating required location for sink/tap and connections.
- All exhibitors requiring water and waste connections must check prior with the organiser that their stand space is located over a wet pit. The plumber will provide 1 metre piping from water/waste pit to the appliance. Any extra will incur additional charges.
- A raised floor of 150mm will be required to ensure pipes run under the stand to the designated area. Please notify of any stand number changes as labour charges once installed is \$95.00 per hour.

Water and Waste Services	Rate (Inc GST)	No Req.	Sub-Total
Water and waste pit access only	\$50.00		
Water usage: Charged at \$3.50 per 1,000 litres or part thereof	\$3.50		
Licensed Plumber call out fee to provide access to waste and water pit, pipes up to 1 metre from pit and water consumption. Price does not include equipment, extra piping, additional labour or fixtures.	\$380.00		

TOTAL	\$
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Compressed Air

PCEC does not provide compressed air. The Client may arrange at their expense for a mobile compressor to be connected to the ½ inch push-fit external connection point located on the southern loading dock at Pavilion 2. This point reticulates compressed air to ½ inch threaded fit connection points in the service pits of Pavilion 2 only. Supply to all other pavilions required temporary connection to a mobile compressor. Mobile compressors are not permitted within PCEC and are to be located on the southern loading dock, adjacent to the respective pavilion.

Start Date:	End Date:	Arrival Time of Compressor:
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Wireless Broadband Internet Access

Includes one login*. Downloads limited to 2GB per day, additional downloads charged at 30c per MB. Speed of the account is the same for Upload and Download i.e. 1Mb Down and 1Mb Up.

Access Speed	Daily Rate (AUD)	Full Event Rate (Up to 6 days)	Quantity	Additional Logins (Flat Rate)	Sub-Total
256k Access	\$10.00	\$30.00		No ___ x \$10.00 ea	
512k Access	\$15.00	\$45.00		No ___ x \$10.00 ea	
1Mb Access	\$25.00	\$75.00		No ___ x \$10.00 ea	

Cabled Broadband Internet Access

1Mb Access	\$150.00	\$300.00		No ___ x \$30.00 ea	
2Mb Access	\$190.00	\$380.00		No ___ x \$30.00 ea	
4Mb Access	\$230.00	\$460.00		No ___ x \$30.00 ea	
6Mb Access	\$270.00	\$540.00		No ___ x \$30.00 ea	

Service	Description	Rate	Quantity	Sub-Total
Ethernet Switch	Required when connecting more than one computer to cabled broadband internet access	\$30.00 each		

TOTAL	\$
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- *Note: To share the connection with more computers, additional logins will be required, one for each additional computer.
- Damaged or unreturned equipment will be charged at full rate.
- Faster speeds are available.
- Additional components can be added as required, please enquire for a separate quote.
- Please supply a floor plan indicating the PC location on stand.
- An Ethernet switch is required when connecting more than one computer to the Internet Access.
- If a Public IP address is required please refer to **Form 11**.
- Customers can hire Wireless Notebooks/Laptops, or can arrange their own.
- If customers decide to arrange their own computers, please ensure that the computers have Wireless capabilities.

PLEASE NOTE THAT A 20% SURCHARGE WILL APPLY FOR FORMS RETURNED LESS THAN 5 BUSINESS DAYS PRIOR TO THE COMMENCEMENT DATE

Please note: Orders will not be processed unless this form is returned with **FORM 1 – Exhibitor Payment Details Form**

Please return this form to: Perth Convention and Exhibition Centre
 PO Box 7451, Cloisters Square, Perth Western Australia 6850
Phone: +61 8 9338 0318 **Fax:** +61 8 9338 0309
Email: exhibitor@pcec.com.au



It is PCEC policy that all exhibitor services are paid prior to Commencement of an Event. Services will not be available at your stand until payment has been received. Orders must be placed 20 Business Days prior to the Commencement Date and payment must be cleared no later than 5 Business Days prior to Commencement Date.

Event Name: _____ **Stand No:** _____

Company Name: _____ **Pavilion No:** _____

Contact Name on Site: _____ **Email:** _____

Phone: _____ **Mobile:** _____

Delivery Date: _____ **Approx. Time:** _____

Services	Description	Rate (AUD)	Qty	Sub-Total
Public IP Address	1 single publicly accessible static IP Address, configured, tested and delivered via cable service only. Customer to manage their own Firewall and Anti-Virus Protection. IP Address must be attached to a cabled internet service.	\$85.00 each		
EFTPOS Line	Set up and usage charge per line. Does not include equipment.	\$170.00		
Fax Line	Set up and usage charge per line. Does not include equipment.	\$170.00		

Equipment	Description	1 Day	2 Days	3 Days	4-7 Days	Qty	Sub-Total
Desktop Computer	Core 2 Duo/2GB/160/DVD-RW, XP & MS Office 2007 (with 19" LCD Monitor)	\$137.00	\$152.00	\$157.00	\$165.00		
Monitors	17" LCD Monitor	\$22.00	\$28.00	\$33.00	\$39.00		
	19" LCD Monitor	\$24.00	\$30.00	\$35.00	\$41.00		
	22" LCD Widescreen Monitor	\$41.00	\$48.00	\$53.00	\$63.00		
Laptop Computers	Core 2 Duo/2GB RAM/XP & MS Office, w/ Wireless	\$110.00	\$133.00	\$140.00	\$169.00		
Printers	Small Mono Laser Printer A4 Toner	\$47.00	\$86.00	\$95.00	\$114.00		
	Colour Laser Printer A4	\$125.00	\$245.00	\$270.00	\$315.00		
Switching Hubs	8 Port 10/100Mb Switch	\$15.00	\$20.00	\$25.00	\$30.00		
	24 Port Cisco Switch w/ GBIC Optic Fibre Connectivity	\$85.00	\$100.00	\$110.00	\$120.00		
	Optic Fibre Media Converters 10/100Mb	\$40.00	\$45.00	\$50.00	\$60.00		
Fax Machine	Standard Fax Machine	\$40.00	\$65.00	\$71.00	\$79.00		

TOTAL	\$
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For a quotation on any of the below services, please contact PCEC Exhibitor Services:

- VLAN Creation
- Optic Fibre Patching
- Cabling (Cat5E & Cat6)

Prices include set up and support however do not include equipment rental. Technical support is available at \$65.00 per 20 minutes or part thereof.

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Event Name: _____ Stand No: _____

Company Name: _____ Pavilion No: _____

Contact Name on Site: _____ Email: _____

Phone: _____ Mobile: _____

Delivery Date: _____ Approx. Time: _____

Description of requirements and location of animals:

Species of Animal:

Description of containment:

Bio security and public safety precautions:

Additional equipment and materials:

I hereby agree that if the Perth Convention and Exhibition Centre grant permission, I will indemnify and hold harmless the Perth Convention and Exhibition Centre against any liability, loss, claim or expense arising in connection with any activities or work carried out by or on behalf of _____ **[insert name of company]**, including any activities or work authorised by Perth Convention and Exhibition Centre. I agree that both my representatives and I will abide by the terms and conditions of Perth Convention and Exhibition Centre and any instruction issued by its officers or employees. I also agree to pay for any damages or charges that may subsequently arise from this permission being granted.

Signature of Authorised
Company Officer: _____

Signature of Witness: _____

Name of Officer (Print): _____

Name of Witness (Print): _____

Date: _____

Date: _____

PLEASE NOTE FORMS MUST BE RETURNED NO LESS THAN 20 BUSINESS DAYS PRIOR TO THE EVENT

**Please return this form to: Perth Convention and Exhibition Centre
PO Box 7451, Cloisters Square
Perth Western Australia 6850**

Phone: +61 8 9338 0318

Fax: +61 8 9338 0309

Email: exhibitor@pcec.com.au



Event Name: _____ Stand No: _____
Company Name: _____ Pavilion No: _____
Contact Name on Site: _____ Email: _____
Phone: _____ Mobile: _____
Delivery Date: _____ Approx. Time: _____

Helium balloons and inflatable devices are only permitted as fixed features of a stand or exhibit. Exhibitors must obtain written approval from PCEC for the use of air or helium balloons and inflatable devices 20 Business Days before the event commences.

Please note that you will be charged for the following:

- Removal of balloons left in PCEC
- Fire brigade call outs for false alarms caused by balloons and/or other exhibition related items tripping PCEC's alarm system.

Is the application for:

Balloons
Inflatable Devices
Both

Are the devices:

Air Inflated
Helium Inflated
Both

Description of balloons to be used (including approx. sizes, quantity and information on tethering):

Description of inflatable devices (including approx. Sizes, quantity and information on tethering):

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Signature of Authorised
Company Officer: _____

Name of Officer (Print): _____

Date: _____

Signature of Witness: _____

Name of Witness (Print): _____

Date: _____

PLEASE NOTE FORMS MUST BE RETURNED NO LESS THAN 20 BUSINESS DAYS PRIOR TO THE EVENT

Please return this form to: Perth Convention and Exhibition Centre
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Perth Western Australia 6850

Phone: +61 8 9338 0318
Fax: +61 8 9338 0309
Email: exhibitor@pcec.com.au



Event Name: _____ **Stand No:** _____
Company Name: _____ **Pavilion No:** _____
Contact Name on Site: _____ **Email:** _____
Phone: _____ **Mobile:** _____
Delivery Date: _____ **Approx. Time:** _____

All organisers or exhibitors wishing to utilise gas cylinders or appliances must obtain written approval from PCEC management at least 20 Business Days prior to the event. Each application will be assessed with the safety of the public/attendees as its prime pre-requisite.

Please read the following general guidelines:

- All installations must comply with all state and federal statutory regulations and current Australian Standards covering installation, dangerous goods and equipment.
- The installation and connection is to be carried out by an installer licensed to carry out such work.
- Storage cylinders are not to exceed 4.5kg to allow them to be manually relocated and exhibitors are limited to one cylinder per stand.
- Cylinders and connections are to be protected from accidental damage and impact and be stored in dry, well ventilated areas away from heat, ignition and direct sunlight and should be protected from physical damage and preferably below 45°C.
- Authorised personnel only who are licensed under the Gas Standards Act 1972 and Gas Standards 1999 are to operate control devices.
- All gas cylinders are to be removed from the premises at the end of each day and to be stored in the Hazardous Goods Store, located on the loading dock between Pavilions 2 and 3. This is the responsibility of the exhibitor to organise. Please see Floor Manager on duty.
- All sections of the gas storage and reticulation are to be inaccessible to the public and other exhibitors at all times.
- Cylinders must be firmly secured to prevent falling or being knocked over and must be protected by a fire proof cover at all times.
- A 4kg CO² or 4kg Dry Chemical fire extinguisher is to be provided for each appliance using L.P. gas by the exhibitor.
- Cylinders must be connected to appliances by fixed piping or gas hose not less than 1 metre long.
- Cylinders will be tested, approved for use and stamped as per AG 601.

Please refer all enquiries to: David Hartley (Senior Gas Inspector)
Department of Consumer and Employment Protection
Phone: +61 8 9422 5292

Gas cylinder location with PCEC:

Gas cylinder type and size:



Appliance gas cylinder is used for:

Expiry date on cylinder:

Licensed installers name and license number:

Authorised person operating device:

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Signature of Authorised
Company Officer: _____

Signature of Witness: _____

Name of Officer (Print): _____

Name of Witness (Print): _____

Date: _____

Date: _____

PLEASE NOTE FORMS MUST BE RETURNED NO LESS THAN 20 BUSINESS DAYS PRIOR TO THE EVENT

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exhibitor@pcec.com.au



Event Name: _____ Stand No: _____

Company Name: _____ Pavilion No: _____

Contact Name on Site: _____ Email: _____

Phone: _____ Mobile: _____

Delivery Date: _____ Approx. Time: _____

Description of hot work to be carried out:

Description of equipment to be used:

Description of safety precautions to be taken:

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Signature of Authorised Company Officer: _____

Signature of Witness: _____

Name of Officer (Print): _____

Name of Witness (Print): _____

Date: _____

Date: _____

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**Phone: +61 8 9338 0318
Fax: +61 8 9338 0309
Email: exhibitor@pcec.com.au**



Event Name: _____ Stand No: _____
 Company Name: _____ Pavilion No: _____
 Contact Name on Site: _____ Email: _____
 Phone: _____ Mobile: _____
 Delivery Date: _____ Approx. Time: _____

Perth Convention and Exhibition Centre (PCEC) has sole catering rights to all food and beverage products. Exhibitors are not permitted to bring food and beverage into the venue from outside sources. Exemptions may be granted in relation to events involving food and/or beverage tastings.

Exhibitors and other persons cannot distribute, sell or giveaway any item of food or beverage not supplied by PCEC to the public or trade exhibition visitors, without written approval from PCEC.

If permission is granted by PCEC for a company to sell their products, the sale item is NOT to be consumed on site. The sale of food and beverage for consumption on site will not be permitted.

Information on Sampling:

Exhibitors wanting to serve alcohol samples on stand are required to abide by the Liquor Licensing Act 1998 at all times. Any exhibitor serving alcohol beverage samples will be required under PCEC liquor license to have the alcohol served by a PCEC staff member, at cost to the Exhibitor. (Please refer to **Form 7 – Casual Labour**)

Samples given away free to patrons must be:

- Items which exhibitors or registered members of the association buy wholesale in the normal conduct of their business.
- Items which are produced by equipment used in the normal conduct of business.
- Items that are related to their normal business operations.

Food and Beverage

Food portions to be of normal tasting size only – Bite size / 50gms.

Non-alcoholic beverage samples should be no larger than 100mls.

Liquor samples are to be no larger than:

- Wine – 50mls
- Beer – 100mls
- Spirits – 20mls

Please tick the exhibitor service you are undertaking:

Cooking:		Sampling:		Selling:	
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Description of core activities of your company:

Description of what will be cooked/sampled/sold:

What OH&S regulations have been put in place with regards to food and beverage being served:

- Gloves Sink/Hot Water Heating Appliance Other (Specify below):
 Tongs Waste Disposal Cooking Equipment _____



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Event Name: _____ **Stand No:** _____

Company Name: _____ **Pavilion No:** _____

Contact Name on Site: _____ **Email:** _____

Address

Phone: _____ **Mobile:** _____

Date of Use: _____

When placing an order for kiosk or bar vouchers please note the following:

- Vouchers are not redeemable for cash or any other offer and no refunds will be given on any unused portions of the voucher
- Vouchers must be presented at the time of purchase
- Any patrons under the legal drinking age or under the influence of alcohol will be denied service
- Any unused vouchers will not be refunded
- Vouchers are only valid for the duration of the event specified on the voucher

Please indicate below how many vouchers are required and the total charge

Quantity of Vouchers Required	Price (inc GST)	Total voucher charge
	\$10	

PLEASE NOTE THAT A 20% SURCHARGE WILL APPLY FOR FORMS RETURNED LESS THAN 5 BUSINESS DAYS PRIOR TO THE COMMENCEMENT DATE

All exhibitor services must be pre-paid. Orders will not be confirmed until all credit card payments are processed and cleared in full.

Card Holders Name: _____

Type of Account: Bankcard Master Card Visa Diners Card American Express
(Please note Diners and AMEX cards will incur a 3.5% surcharge)

Card Number:

Expiry Date: /

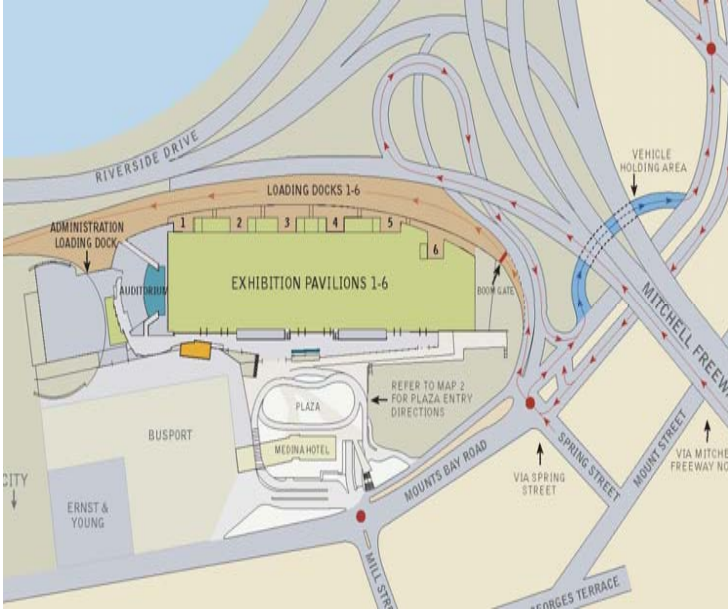
Card Holders Signature: _____

Amount to be debited: \$ _____

Please return this form to: **Perth Convention and Exhibition Centre
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Perth Western Australia 6850**

Phone: **+61 8 9338 0318**
Fax: **+61 8 9338 0309**
Email: **exhibitor@pcec.com.au**

EXHIBITORS DELIVERY NOTICE

DELIVER TO:		SENDER DETAILS:
PERTH CONVENTION AND EXHIBITION CENTRE		Company Name:
21 MOUNTS BAY ROAD		Address:
PERTH WA 6000		Contact Name:
PAVILION LOADING DOCK NO:		Phone Number:
DELIVERY INSTRUCTIONS:		Mobile Number:

Company / Stand Name:		
Contact Name Exhibitor:		
Mobile Phone Number:		
Name of Event:		
Courier Company – Contact Ph No:		
Start Date of Event:		
Name of Event Room / Pavilion:		
Number of Items / Boxes:		
Please Indicate:	Exhibition Display Items	Other
Loading Dock:	<p>PCEC will not accept deliveries of any goods on behalf of Exhibitors or provide storage for any items delivered. PCEC accepts no responsibility for the safety of any such items delivered to the site in the absence of the Exhibitor.</p> <p>Agility Fairs & Events offer freight forwarding services and can be contacted directly on +61 8 9338 0341. Please ensure that all items for pick up are labelled with consignment notes.</p>	