

Please indicate your requirements and return this form **no later than 14 days prior** to the move-in of the event to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney)

Phone: (02) 9215 7373 **Email:** exhibitionservices@iccsydney.com

CONTACT DETAILS

Contact name:

Company:

Phone:

Email:

Name of event:

Event dates:

Location of event:

Stand name:

Stand no:

DEVICE TYPE REQUIRED

Item Number	Cost	In/Out Day	Call Type	Number of lines with Handsets required
Item One: Standard Phone (Cisco 7821) Digital phone service inc handset (inc \$20.00 worth of calls)	\$120.00 each		Local Calls/National Calls Local/National Calls/ International	
Item Two: Conference Phone (Cisco 8831) Digital Conference Phone with extension mics (does not include conference bridge service)	\$150.00 each		Local Calls/National Calls Local/National Calls/ International	
Item Three: Analogue Service (PSTN) Digital service presented as an analogue line	POA		Local Calls/National Calls Local/National Calls/ International	

**Call rates are as follows: Local Call \$0.12c / National Call \$0.12c per minute / Mobile Call \$0.32c per minute

TERMS AND CONDITIONS

Upon receipt of your request, you will be sent a service order confirmation detailing the charges for the requested services.

All services must be prepaid to EXHIBITOR SERVICES by credit card, EFT or company cheque made payable to ICC Sydney at least three (3) business days prior to the move-in of the event.

Call deposit of \$100.00 to be pre-authorized on the credit card provider.

All phone handsets must be returned to Exhibitor Services within two (2) hours after the close of the final event day, or by prior arrangement. Handsets not returned or damaged will be charged at \$100.00 each.

All request forms must be received no less than 14 days prior to the move in of the event. Late fees may apply to services requested outside this time.

Please note: this form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form.