

ORDER FORM STAND CATERING/KIOSK ACCOUNT

Please complete this form and return **no later than 14 days prior** to the hiring period of the event to:

Exhibitor Services, International Convention Centre Sydney (ICC Sydney)

Phone: +61 2 9215 7373 **Email:** exhibitionservices@iccsydney.com

CONTACT DETAILS		
Name:	Company:	
Phone:	Email:	
Address:	Event dates:	
Name of event:	Stand name:	Stand no:
Location of event within ICC Sydney:		

KIOSK ACCOUNT

Kiosk Accounts are a prepaid account for onsite purchases at all ICC Sydney cafés and bars as well as use for items purchased at the centres service desks.

In line with ICC Sydney's CSI initiatives this service is facilitated using a convenient digital QR code which is provided via email in advance of your event.

Total account limit: \$

Please advise account limit (minimum \$150) which also represents the deposit, this payment must be made prior to the card being issued.

STAND CATERING

General stand catering menus are found on the <u>ICC Sydney website</u>. If you would like to select from the menus provided please complete the below and our team will send through a detailed order confirmation for review.

DATE	TIME	ITEM	QUANTITY	SELECTION (IF APPLICABLE)



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STAND CATERING CONTINUED

To discuss other options please select from the below and our Exhibition Services Team will be in touch.

Barista Coffee Cocktail function (min 30 pax)

Other (please provide details and budget)

Hospitality/RSA staff

TERMS AND CONDITIONS

Upon receipt, a service order confirmation will be sent detailing the charges for the requested items.

All services must be prepaid to exhibitor services by credit card, EFT or company cheque made payable to ICC Sydney at least five business days prior to the move-in of the event.

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.

NOTE: This form will not be processed unless all information is complete.