

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

<b>Name:</b>	<b>Company:</b>	
<b>Phone:</b>	<b>Email:</b>	
<b>Name of event:</b>	<b>Event dates:</b>	
<b>Location of event:</b>	<b>Stand name:</b>	<b>Stand no:</b>

## KIOSK ACCOUNT CARD

**Total account limit:** \_\_\_\_\_ \$

**Number of cards required:** \_\_\_\_\_

Please advise account limit which also represents the deposit. If no limit is specified, a deposit of \$300.00 will be required. This payment must be made prior to issuing the card.

## STAND CATERING

Please advise the menus required for stand catering and the ICC Sydney exhibitor services coordinator will be in touch to discuss options.

Coffee machine	Other food station
Cocktail function	Service staff/RSA staff
Crew/Staff catering	Other

## 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 three 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 and supplied along with the Exhibitor Account Form.**