

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

**First name:** \_\_\_\_\_ **Surname:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Company address:** \_\_\_\_\_ **Suburb:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Post code:** \_\_\_\_\_

**Name of event:** \_\_\_\_\_ **Event dates:** \_\_\_\_\_

**Stand name:** \_\_\_\_\_ **Stand no:** \_\_\_\_\_

## SUMMARY OF SERVICES (Please tick boxes of services you are paying for)

	Charge Amount
<b>Phone Services</b>	\$
<b>Internet Services</b>	\$
<b>Cleaning Services</b>	\$
<b>Water, Drainage &amp; Compressed Air</b>	\$
<b>Stand Catering/Kiosk Account</b>	\$
<b>Banner Hanging &amp; Rigging Services</b>	\$
<b>TOTAL CHARGE</b>	<b>\$</b>

## TERMS AND CONDITIONS

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.**