

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 ordering)

	Charge Amount
Internet Services	\$
Cleaning Services	\$
Water, Drainage & Compressed Air	\$
Stand Catering/Kiosk Account	\$
Banner Hanging & Rigging Services	\$
Total charges	\$

TERMS AND CONDITIONS

All request forms must be received no less than 14 days prior to the move in of the event and paid for in full 5 business days from the event. Late fees may apply to services requested outside this time.

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