



Broadband Internet Access Price List

Free Wireless Internet Access

Visitors to Perth Convention and Exhibition Centre now have access to free wireless internet from anywhere within the centre.

This free service has a maximum bandwidth of 256Kb per user and limited to 60 minutes of access time upon agreeing to the terms and conditions on our portal page and is intended for general web browsing and checking web-based email.

Alternatively PCEC can provide fast broadband internet access via either cabled or wireless connections, with various speeds available to cater for all types of usage requirements. Please see below for the available options:

Wireless Internet Access

Access Speed [#]	Daily Rate	Event Rate (Up to 6 days)
512Kb	\$22.00	\$66.00
1Mb	\$38.50	\$99.00
Additional Logins ^{**}	\$16.50	

Cabled Internet Access

Access Speed [#]	Daily Rate	Event Rate (Up to 6 days)
1Mb	\$198.00	\$396.00
2Mb	\$242.00	\$484.00
4Mb	\$286.00	\$572.00
6Mb	\$330.00	\$660.00
Additional Logins ^{**}	\$44.00	

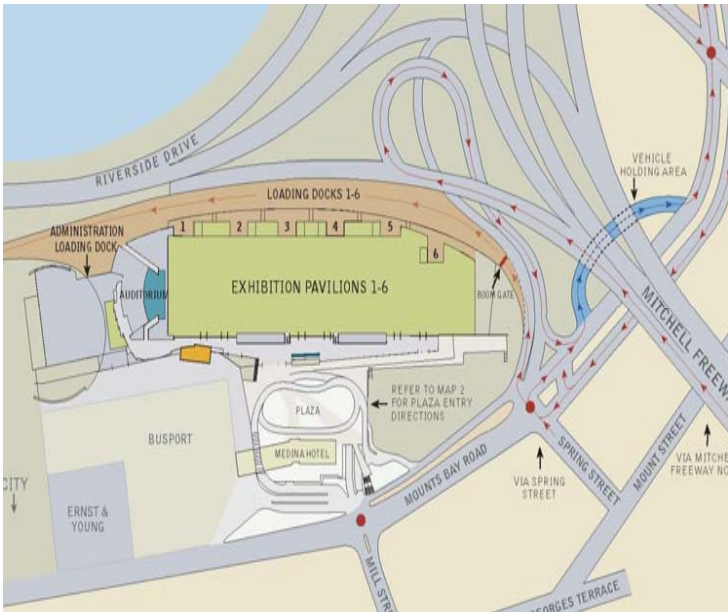
[#] *Faster speeds are available.*

^{**} *To share the connection with more computers, additional logins will be required (Maximum of 3 - 4 additional logins per shared connection.)*

- Each access account includes 1 login with downloads limited to 2Gb per day.
- The speeds of the account are the same for both upload and download i.e. 1Mb Down and 1Mb Up.
- Actual speed of the wireless connections will be influenced by the number and density of concurrent users within the centre.
- Rental Computers and Laptops can be organised as required, please enquire for a separate quote.
- An Ethernet switch is required when cabled additional logins are required (\$30.00 Each).
- Public IP addresses are also available if computer needs to be publicly accessible by remote computers, please enquire for a separate quote.
- Prices are subject to change.

the place to connect...

ORGANISERS DELIVERY NOTICE

DELIVER TO:		SENDER DETAILS:
PERTH CONVENTION AND EXHIBITION CENTRE 21 MOUNTS BAY ROAD PERTH WA 6000		Company Name:
ADMINISTRATION LOADING DOCK		Address:
DELIVERY INSTRUCTIONS:		Contact Name:
		Phone Number:
	Mobile Number:	

Company:		
Contact Name:		
Mobile Phone Number:		
Name of Event:		
Courier Company – Contact Ph No:		
Start Date of Event:		
Name of Event Room:		
Number of Boxes:		
Please Indicate:	Organisers Office Materials	Satchel Inserts
Administration Loading Dock: Opening Hours 7.30am to 3.00pm	Event Manager must be informed of delivery of goods or acceptance cannot be guaranteed.	



Exhibitor Service Order Forms

Forms are current as at
13th September 2013

the place to connect...

Perth Convention and Exhibition Centre

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Event Name:	_____	Stand No:	_____
Company Name:	_____	Pavilion No:	_____
Address:	_____		
Contact on Site:	_____	Email:	_____
Phone:	_____	Mobile:	_____
Service Start Time:	_____	Duration:	_____

Please note that Exhibitors and other persons cannot distribute, sell or giveaway any item of food or beverage not supplied by PCEC to the public or trade exhibition visitors, without the written approval from PCEC.

Conditions

- Alcoholic beverages cannot be delivered prior to the first event date
- All beverages are supplied chilled however, it is the responsibility of the Exhibitor to provide their own fridge for storage
- **All alcoholic beverages are required to be served by a PCEC RSA certified staff member in accordance with the Western Australian Liquor Control Act 1988 - no third party suppliers can be used**

Staffing Costs	Unit	Price (inc GST)	Quantity	Total
Bar Attendant (minimum 2 hours) It is recommended that at a minimum, 1 x barperson is required for 40 guests. Additional staff would be required for tray service of drinks.	1 Each	\$70.00		\$
Additional Hours: Monday – Fridays	1 Each	\$42.00		\$
Additional Hours: Saturday - Sunday	1 Each	\$47.00		\$
Additional Hours: Public Holidays	1 Each	\$60.00		\$

Note: For all functions over 50 guests please contact exhibition service to tailor a package to your requirements.

All soft drink, water and drinks are served chilled however it is the responsibility of the Exhibitor to provide their own fridge for storage

Non Alcoholic Beverages	Quantity	Price (inc GST)	Quantity	Delivery Time	Total
Coca-Cola Products 600ml	6 Bottles	\$24.00			\$
Mount Franklin Water 600ml	6 Bottles	\$24.00			\$
Orange Juice 350ml	6 Bottles	\$24.00			\$
Sparkling Mineral Water 350ml	6 Bottles	\$24.00			\$
Energy Drinks – Mother Energy Drink 500ml	6 Bottles	\$30.00			\$
Assorted Mineral Waters	6 Bottles	\$24.00			\$

Additional Items	Quantity	Price (inc GST)	Quantity	Delivery Time	Total
Water Dispenser Hire & 15 Litre Still Water	1 Each	\$65.00			\$
Additional Water Bottle for Water Dispenser	Each	\$33.00			\$


Alcoholic Beverages

PCEC have selected a variety of beers and wines to incorporate the most popular selections. Please check with Exhibitor Services for names of wines. We also understand that at times, you may require a more exceptional bottle to satisfy your specific tastes – we would be happy to recommend alternate wines and specialty beer for these occasions.

Wine Selection	Unit	Price (inc GST)	Quantity /Selection	Total
Sparkling Wine	Each	\$39.00		\$
White - Chardonnay, Sauvignon Blanc, Riesling and Pinot Gris	Each	\$39.00		\$
Red - Shiraz, Cabernet Sauvignon, Cabernet Merlot	Each	\$39.00		\$
Carlton Draught 375ml	6 Bottles	\$42.00		\$
Crown Lager 375ml	6 Bottles	\$48.00		\$
Fay Yak Pale Ale	6 Bottles	\$48.00		\$
Cascade Light 375ml	6 Bottles	\$39.00		\$
Bulmers Cider 355ml	6 Bottles	\$48.00		\$

Please note: Five units of glassware is inclusive for each wine bottle purchased

Additional Items	Unit	Price (inc GST)	Quantity /Selection	Total
Glassware (Wine, Sparkling and All Purpose)	Each	\$1.20		\$
Ice Buckets (Including ice bag)	Each	\$18.00		\$
Additional Bag of Ice	Each	\$8.00		\$
Glassware (Wine, Sparkling and All Purpose)	Each	\$1.20		\$

Please note: We recognise at times that Exhibitors may want use branded beverages. Pre-approval from PCEC needs to be given as there may be corkage charges that apply.

TOTAL	\$
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**PLEASE NOTE THAT A 20% SURCHARGE WILL APPLY FOR FORMS RETURNED
LESS THAN 5 BUSINESS DAYS PRIOR TO THE COMMENCEMENT DATE**

**IT IS PCEC POLICY THAT ALL EXHIBITOR SERVICES ARE PAID IN FULL PRIOR TO COMMENCEMENT OF AN
EVENT. SERVICES WILL NOT BE AVAILABLE AT YOUR STAND UNTIL PAYMENT IS RECEIVED.**

Card Holders Name: _____

Type of Account: Bankcard Master Card Visa Diners Card American Express
**(Please note: Master Card and Visa will incur a 1.5% surcharge.
Diners and AMEX cards will incur a 3.5% surcharge)**

Card Number:

Expiry Date: /

Card Holders Signature: _____

Amount to be debited: \$ _____

Please return this form to: **Perth Convention and Exhibition Centre
PO Box 7451, Cloisters Square
Perth Western Australia 6850
Phone: +61 8 9338 0318
Fax: +61 8 9338 0309
Email: exhibitor@pcec.com.au**



Event Name:	_____	Stand No:	_____
Company Name:	_____	Pavilion No:	_____
Address:	_____		
Contact on Site:	_____	Email:	_____
Phone:	_____	Mobile:	_____
Service Start Time:	_____	Duration:	_____

Our on stand catering menu has been designed to assist you with all your catering needs. Please speak with our Exhibitor Services should you require something outside of our normal selections.

Please note that Exhibitors and other persons cannot distribute, sell or giveaway any item of food or beverage not supplied by PCEC to the public or trade exhibition visitors, without written approval from PCEC. Please allow for 15 minutes from required time for delivery

Breaks – sweet options	Price (inc GST) Platter for 10 people	Date	Time	Quantity	Total
Blueberry, raspberry and almond friand	\$45.00 per platter				\$
Assorted muffins	\$45.00 per platter				\$
Assorted vanilla and chocolate cupcakes	\$40.00 per platter				\$
Carrot and chocolate cake (gf)	\$45.00 per platter				\$
Fresh banana and walnut cake	\$45.00 per platter				\$
Swiss chocolate croissants	\$45.00 per platter				\$


Breaks – savoury options	Price (inc GST) Platter for 10 people	Date	Time	Quantity	Total
Ham and cheese croissants	\$45.00 per platter				\$
Gourmet mini pies or cheddar crusted sausage rolls	\$45.00 per platter				\$
Assorted pastizzi (vegetarian option available)	\$45.00 per platter				\$

Lunch options	Price (inc GST) Platter for 10 people	Date	Time	Quantity	Total
Chef's selection of sandwiches, wraps and baguettes 4 points per person	\$110.00 per platter				\$
Charcuterie platter including paprika chicken, cured leg ham, bresaola, salami, marinated olives, char grilled vegetables, hommos and turkish bread	\$125.00 per platter				\$
Selection of Australian cheese and crudité, walnut and fruit bread and dips	\$100.00 per platter				\$
Selection of gunkan, nigiri and california rolls, wasabi mayo, tataki beef and soba noodle salad and senbei	\$150.00 per platter				



All day items	Price (inc GST) Platter for 10 people	Date	Time	Quantity	Total
Assorted crisps served in a bowl	\$7.50				\$
Assorted chocolate bars	\$3.50 (each)				\$
Whole fruit basket (10 pieces)	\$20.00				\$
Seasonal fresh fruit platter (catering for 10 pax)	\$80.00				\$
Individual ice creams - range of Magnums and Cornettos – refer to freezer hire form for long term storage	\$4.50				\$

TOTAL	\$
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<p>Ice cream freezer dimensions</p> <p>Power = 1 x 10 amps Height = 900mm Depth = 640mm Width = 1000mm Holds up to 500 ice creams</p>	
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 PO Box 7451, Cloisters Square
 Perth Western Australia 6850**

Phone: **+61 8 9338 0318**
Fax: **+61 8 9338 0309**
Email: **exhibitor@pcec.com.au**



Event Name: _____ **Stand No:** _____
Company Name: _____ **Pavilion No:** _____
Address: _____
Contact Name on Site: _____ **Email:** _____
Phone: _____ **Mobile:** _____
Delivery Date: _____ **Approx. Time:** _____

PCEC's cleaning staff clean public areas (aisles, foyers and amenities) throughout the operational hours of an event. Cleaning staff are not responsible for cleaning exhibitor stands unless this form has been completed and returned with payment details. **All exhibitor stand cleaning is conducted overnight.**

Standard Stand Cleaning					
Spot vacuum of stands, removal of rubbish, replace rubbish receptacles with clean bin liners, spot cleaning glass.					
Day	Dates Required	No. Days Required	Cost per Square Metre (inc GST)	Size of your Stand (Metre ²)	Total Cost (rate x m ² x days)
Monday - Friday			\$3.00		\$
Saturday			\$4.50		\$
Sunday			\$6.00		\$
Public Holiday			\$8.00		\$

Deluxe Stand Cleaning					
Full vacuum of stands including corners and edges, spot clean walls, doors and light fittings etc, removal of rubbish, replace rubbish receptacles with clean bin liners, full glass clean, full details of furniture and fittings, sweep and mop all hard floors as directed.					
Day	Dates Required	No. Days Required	Cost per Square Metre (inc GST)	Size of your Stand (Metre ²)	Total Cost (rate x m ² x days)
Monday - Friday			\$4.00		\$
Saturday			\$6.00		\$
Sunday			\$8.00		\$
Public Holiday			\$10.00		\$

TOTAL	\$
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Email: exhibitor@pcec.com.au



Event Name: _____ Stand No: _____

Company Name: _____ Pavilion No: _____

Address: _____

Contact Name on Site: _____ Email: _____

Phone: _____ Mobile: _____

Service Start Time: _____ Approx. Time: _____

Attract guests and potential clients to your stand by adding a café experience with an espresso machine and a skilled barista. Let PCEC organise an espresso package by offering different options to suite your needs, including free standing stainless steel carts or customized to fit neatly on your bench – refer to build requirements for bench machines

Packages	Included in package	Price (inc GST)
Espresso Experience	Espresso machine hire – 2 group espresso machine 1 X Barista fee (minimum 4 consecutive hours operation) Includes: A total of 100 cups of coffee (8oz cups size) Includes – Tea and hot chocolate Condiments – milks, take away cups, lid, sugar, and stirrers Additional 8 oz cups will be charged at \$3.70 each	\$750.00 per day
Additional Barista	Additional Barista minimum of 3 hours consecutively	\$42 per hours week day \$47 weekend \$60 public holiday
Nespresso (Self service)	Nespresso package – subject to availability Includes: 50 x Nespresso assorted coffee pods 15 x English breakfast tea bags 10 Hot chocolate sachets 2 Litres of Milk 8 oz Heat barrier cups Sugar sticks and stirrers Additional pods: \$3.50 per pod (pay only for what you use) Additional milk \$6 per two litres	\$200 per day
Espresso Experience	Espresso machine hire – 2 group espresso machine 1 x Barista fee (minimum 4 consecutive hours operation) Includes: A total of 100 cups of coffee (8oz cups size) Includes – tea and hot chocolate Condiments – milks, take away cups, lid, sugar, and stirrers Additional 8 oz cups will be charged at \$3.70 each	\$750.00 per day



Espresso Machine Requirements

Exhibitors/Stand Builders must provide 1 x 20 amp and 2 x 10 amp power outlets for the espresso machines and grinder. To comply with OHS standards, Exhibitors/Stand Builders MUST also meet the following requirements - PCEC reserve the right to refuse installation should Exhibitors fail to comply.

Type	Requirements
Bench	Height - between 900-950mm from the floor Length - a minimum 1500mm Depth - minimum 800mm Weight - able to support over espresso machine and grinder – approx. 80kg 2 x bench top holes of 100mm diameter above the centre of the water and wastage compartment must be provided for access to power, water and wastage.
Storage	2 x separate storage compartments are necessary to physically separate electrical outlets from water and wastage 1 x hole must be provided between both compartments to enable for 1 x 20 amp and 1 x 10 amp cables
Water and Waste Storage	Height - minimum of 750mm Length - minimum 750mm
Other Information	Another storage compartment is to be provided for power, cups and other consumables A small under-bench fridge is to be provided by the exhibitor for milk storage Please provide ample space for rubbish disposal/bin All machines need to be ordered in advance and adequate space be allocated for machines. Machines must be set up on or near an electrical pit Loss or damage to equipment will be charged to your account Machine hire is subject to availability * When using the PCEC coffee cart, 32 amp power must be available

Corkage and additional labour	Price (inc GST)
Exhibitor's own coffee hire corkage and/or Client's own outsourced machine corkage per day	\$380.00
Exhibitor's own confectionary hire corkage and/or Client's own outsourced machine corkage per day	\$250.00

Coffee Cart Dimensions:

Power = 1 x 20 amp and 1 x 10 amp
Length = 2030mm (when flap down) or 2670mm (when flap up)
Depth = 710mm
Height = 960mm



Coffee Machine Dimensions:

Power = 1 x 20 amp
Length = 850mm
Depth = 570mm
Height = 500mm





Confectionery

Improve client interaction by adding confectionery machines to your stands – a great incentive in attracting clients and lengthening their stay. Let PCEC do the work for you by organising various machines, installation, training and even labour to operate machines.

Packages	Included in package	Price (inc GST)
Ice Creamery	Package includes: <ul style="list-style-type: none"> ▪ Cart and display freezer for up to 4 hours - inclusive of PCEC staff member ▪ Six flavours of gelato or sorbet for approx. 180 guests ▪ Cones and napkins ▪ Additional tubs are sold at \$120 per tub (approx. 45 serves per tub) Gelato machine dimensions: Width = 650mm Height = 895mm Length (Height incl Sneeze guard) 1260mm	\$650.00 package / \$700 Premium Package Sorbet Additional Ice cream tubs are \$120 for regular \$140 for premium sorbet
Pop Corn Machine (Self Service)	Package includes: <ul style="list-style-type: none"> ▪ Daily hire of popcorn machine ▪ Popping corn (3kg) approx. 100 portions ▪ Popcorn bags (small) 100 bags ▪ Butter salt ▪ Canola oil The measurements are 89h x 46w x 40d - weighs 20kg. Bench space is required for this machine	\$500.00 a day for the first day \$380.00 a day thereafter
Other Options	Other options available through our Exhibitor Services <ul style="list-style-type: none"> ▪ Slushy machines ▪ Cocktail machines ▪ Boost Juice 	For individual pricing, please contact on exhibitor@pcec.com.au

Gelato machine dimensions:

Width = 650mm
 Height = 895mm
 Length (height incl sneezeguard) = 1260mm



TOTAL	\$
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**PERTH CONVENTION AND EXHIBITION CENTRE
EXHIBITOR SERVICE ORDER
COFFEE AND CONFECTIONARY MACHINE HIRE AND
SERVICE**



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Amount to be debited: \$ _____

Please return this form to: **Perth Convention and Exhibition Centre
PO Box 7451, Cloisters Square
Perth Western Australia 6850**

Phone: **+61 8 9338 0318**

Fax: **+61 8 9338 0309**

Email: **exhibitor@pcec.com.au**



Event Name: _____ Stand No: _____
 Company Name: _____ Pavilion No: _____
 Address: _____
 Contact Name on Site: _____ Email: _____
 Phone: _____ Mobile: _____
 Delivery Date: _____ Approx. Time: _____

A minimum charge of 3 hours is required for the hire of general casual labour.
 PCEC staff casual labour duties may include: service of food and beverage, ticketing, portering.

Casual Labour	Cost per hour (GST Inclusive)	Number required	Hours required	Total (AUD) (No req'd x cost p/h x hours req'd)
Casual Labour Per person (Mon – Fri)	\$41.00 per hour Minimum 3 hours			
Casual Labour Per person (Weekends)	\$47.00 per hour Minimum 3 hours			
Casual Labour Per person (Public holidays)	\$60.00 per hour Minimum 3 hours			

Please provide a brief description of duties:

TOTAL \$

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Event Name:	_____	Stand No:	_____
Company Name:	_____	Pavilion No:	_____
Contact Name on Site:	_____	Email:	_____
Phone:	_____	Mobile:	_____
Delivery Date:	_____	Approx. Time:	_____

The on-site services and freight forwarding company, Agility Fairs & Events can provide a range of material handling services for Exhibitors at PCEC. These services include:

- Transport services to and from the event.
- A forklift, driver and spotter to move freight from the loading docks to stands during move in and move out.
- On-site labour hire (must be organised prior to the event).
- Off-site storage.
- Cranage services.

Item	Rate (AUD) Inc GST	Time Period or m ³		Total (Rate x Time Period/m ³)
Forklift + driver + spotter hire	\$55.00 First 15 min		15 min	
	\$50 Each additional 15 min		15 min	
Forklift + driver + spotter hire (Long term)	\$110 per hour (4 hour minimum)		Hours	
Labour services	\$45 per hour (4 hour minimum)		Hours	
Storage services offsite (charged per m ³)	\$40.70 per m ³ (minimum 1 m ³)		m ³	
Cranage services	POA			

TOTAL	\$
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Please contact Agility Fairs & Events directly if you have any queries on +61 8 9338 0341. Please refer to the Agility Fairs & Events Standard Terms and Conditions at www.agilitylogistics.com.au.

**PLEASE NOTE THAT A 20% SURCHARGE WILL APPLY FOR FORMS RETURNED
LESS THAN 5 BUSINESS DAYS PRIOR TO THE COMMENCEMENT DATE**

Please note: Orders for material handling are billed directly by Agility Fairs & Events
Phone: +61 8 9338 0341
Email: dcooper@agilitylogistics.com

Please return this form to: Perth Convention and Exhibition Centre
 PO Box 7451, Cloisters Square
 Perth Western Australia 6850

Phone: +61 8 9338 0318
Fax: +61 8 9338 0309
Email: exhibitor@pcec.com.au



Event Name:	_____	Stand No:	_____
Company Name:	_____	Pavilion No:	_____
Contact Name on Site:	_____	Email:	_____
Phone:	_____	Mobile:	_____
Delivery Date:	_____	Approx. Time:	_____

- PCEC does not supply sinks/basins, water heaters etc this equipment must be arranged separately.
- Exhibitors must provide a licensed plumber to connect from the service access pit to their equipment. Water/waste pit access will be charged by PCEC, however any additional equipment or fixtures required must be supplied by the plumber.
- Please be ready at the time requested or additional plumber service fees will apply.
- A floor plan must be attached indicating required location for sink/tap and connections.
- All exhibitors requiring water and waste connections must check prior with the organiser that their stand space is located over a wet pit.
- A raised floor of 150mm will be required to ensure pipes run under the stand to the designated area. Please notify PCEC of any stand number changes

Water and waste services	Rate (inc GST)	No req.	Total
Water and waste pit access only	\$50.00		
Water usage: Charged at \$3.50 per 1,000 litres or part thereof	\$6.00		

TOTAL	\$
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Compressed Air

PCEC does not provide compressed air. The Client may arrange at their expense for a mobile compressor to be connected to the ½ inch push-fit external connection point located on the southern loading dock at Pavilion 2. This point reticulates compressed air to ½ inch threaded fit connection points in the service pits of Pavilion 2 only. Supply to all other pavilions required temporary connection to a mobile compressor. Mobile compressors are not permitted within PCEC and are to be located on the southern loading dock, adjacent to the respective pavilion.

Start Date:	_____	End Date:	_____	Arrival Time of Compressor:	_____
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Expiry Date:

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 /

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Card Holders Signature: _____

Amount to be debited: \$ _____

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Includes one login*. Downloads limited to 2GB per day, additional downloads charged at 30c per MB. Speed of the account is the same for Upload and Download i.e. 1Mb Down and 1Mb Up.

Wireless Broadband Internet Access

Access Speed	Daily Rate (AUD)	Full Event Rate (3 - 6 days)	Quantity	Additional Logins** (Flat Rate)	Sub-Total
512k Access	\$22.00	\$66.00		No ___ x \$16.50 ea	
1Mb Access	\$38.50	\$99.00		No ___ x \$16.50 ea	

Cabled Broadband Internet Access

1Mb Access	\$198.00	\$396.00		No ___ x \$44.00 ea	
2Mb Access	\$242.00	\$484.00		No ___ x \$44.00 ea	
4Mb Access	\$286.00	\$572.00		No ___ x \$44.00 ea	
6Mb Access	\$330.00	\$660.00		No ___ x \$44.00 ea	
TOTAL					\$

* To share the connection with more computers, additional logins for each additional computer are required (maximum of 3 – 4 additional logins per shared connection.)

** An Ethernet switch is required when connecting more than one computer to a Cabled Internet Access (see additional IT services.)

Equipment Hire:

Equipment	Description	1 Day	2 Days	3-7 Days	Qty	Sub-Total
Laptop Computer	Core 2 Duo/2GB RAM/ MS Office 2007	\$198.00	\$253.00	\$330.00		
Monitors	24" LCD Widescreen Monitor	\$55.00	\$71.50	\$82.50		
Printers	Mono Laser Printer A4 w/ Toner	\$66.00	\$132.00	\$165.00		
	Colour Laser Printer A4 w/ Toner	\$176.00	\$352.00	\$423.50		
Fax Machine	Standard Fax Machine (fax line must be ordered with fax machine)	\$36.00	\$65.00	\$72.00		
TOTAL						\$

- If exhibitors decide to arrange their own laptop computers, please ensure that they have Wireless capabilities.
- Rates listed include delivery and installation of service(s) ordered to the stand in the most convenient manner, and DO NOT include any additional equipment, or any computer hardware/software configuration. Technical support is available at \$88.00 per hour (or part thereof).


Additional IT Services:

Service	Description	Rate	Qty	Sub-Total
<i>Ethernet Switch</i>	Required when connecting more than one computer to cabled broadband internet access	\$44.00 each		
<i>Public IP Address</i>	1 single publicly accessible static IP Address, configured, tested and delivered via cable service only. Customer to manage their own Firewall and Anti-Virus Protection. IP Address must be attached to a cabled internet service.	\$121.00 each		
<i>EFTPOS Line</i>	Set up and usage charge per line. Does not include EFTPOS terminal.	\$220.00		
<i>Fax Line</i>	Set up and usage charge per line. Does not include fax machine.	\$220.00		
TOTAL			\$	

Faster speeds and additional components and equipment are available; please contact PCEC exhibitor services for a separate quote:

- Digital line and handset
- ISDN and PSTN lines
- Multifunction Units/ Photocopier
- Optic Fibre Patching
- Cabling (Cat5E & Cat6)
- VLAN Creation

Cabled Internet / EFTPOS Line / Fax Line Service Location:

Custom Flooring: YES / NO **Floor Plan Included:** YES / NO

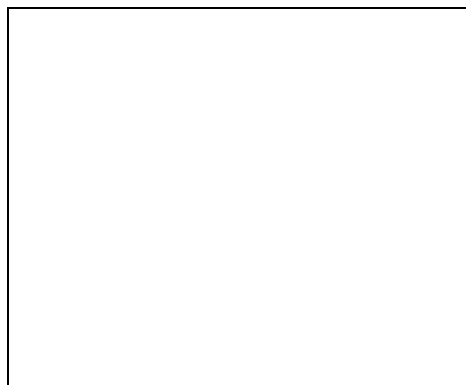
Date/Time of Custom Floor installation:

Please indicate the approximate location of service(s) within the booth.

If available, please attach any additional documentation/floor plans to ensure accurate placement of service/s.

Back of Stand
Key:

- (C) – Cabled internet
- (E) – EFTPOS Line
- (F) – Fax line
- (O) – Other


Front of Stand

If no location is provided within 2 days before show bump-in date, cabled connections will be placed in the most convenient location and the customer is then responsible for the final placement of services.

- PCEC reserves the right to charge for any damaged or unreturned equipment and cabling belonging to PCEC.
- Notification of cancellation must be received a minimum of seven (7) days prior to commencement date. There are no refunds for orders cancelled after show commencement or for services installed and not used during the event.



PLEASE NOTE THAT A 20% SURCHARGE WILL APPLY FOR FORMS RETURNED
 LESS THAN 5 BUSINESS DAYS PRIOR TO THE COMMENCEMENT DATE

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 EVENT. SERVICES WILL NOT BE AVAILABLE AT YOUR STAND UNTIL PAYMENT IS RECEIVED.

Card Holders Name: _____

Type of Account: Bankcard Master Card Visa Diners Card American Express
 (Please note: Master Card and Visa will incur a 1.5% surcharge.
 Diners and AMEX cards will incur a 3.5% surcharge)

Card Number:

Expiry Date: /

Card Holders Signature: _____

Amount to be debited: \$ _____

Please return this form to: **Perth Convention and Exhibition Centre**
PO Box 7451, Cloisters Square
Perth Western Australia 6850
Phone: +61 8 9338 0318
Fax: +61 8 9338 0309
Email: exhibitor@pcec.com.au



Event Name: _____ **Stand No:** _____
Company Name: _____ **Pavilion No:** _____
Contact Name on Site: _____ **Email:** _____
Phone: _____ **Mobile:** _____
Delivery Date: _____ **Approx. Time:** _____

Description of requirements and location of animals:

Species of Animal:

Description of containment:

Bio security and public safety precautions:

Additional equipment and materials:

I hereby agree that if the Perth Convention and Exhibition Centre grant permission, I will indemnify and hold harmless the Perth Convention and Exhibition Centre against any liability, loss, claim or expense arising in connection with any activities or work carried out by or on behalf of _____ **[insert name of company]**, including any activities or work authorised by Perth Convention and Exhibition Centre. I agree that both my representatives and I will abide by the terms and conditions of Perth Convention and Exhibition Centre and any instruction issued by its officers or employees. I also agree to pay for any damages or charges that may subsequently arise from this permission being granted.

Signature of Authorised

Company Officer: _____

Signature of Witness: _____

Name of Officer (Print): _____

Name of Witness (Print): _____

Date: _____

Date: _____

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Event Name: _____ Stand No: _____
Company Name: _____ Pavilion No: _____
Contact Name on Site: _____ Email: _____
Phone: _____ Mobile: _____
Delivery Date: _____ Approx. Time: _____

Helium balloons and inflatable devices are only permitted as fixed features of a stand or exhibit. Only air filled balloons are permitted as giveaways during an event.

Exhibitors must obtain written approval from PCEC for the use of air or helium balloons and inflatable devices 20 Business Days before the event commences.

Please note that you will be charged for the following:

- Removal of balloons left in PCEC
- Fire brigade call outs for false alarms caused by balloons and/or other exhibition related items tripping PCEC's alarm system.

Is the application for:

Balloons
Inflatable Devices
Both

Are the devices:

Air Inflated
Helium Inflated
Both

Description of balloons to be used (including approx. sizes, quantity and information on tethering):

Description of inflatable devices (including approx. Sizes, quantity and information on tethering):

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Signature of Authorised
Company Officer: _____

Name of Officer (Print): _____

Date: _____

Signature of Witness: _____

Name of Witness (Print): _____

Date: _____

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Email: exhibitor@pcec.com.au



Event Name:	_____	Stand No:	_____
Company Name:	_____	Pavilion No:	_____
Contact Name on Site:	_____	Email:	_____
Phone:	_____	Mobile:	_____
Delivery Date:	_____	Approx. Time:	_____

All organisers or exhibitors wishing to utilise gas cylinders or appliances must obtain written approval from PCEC management at least 20 Business Days prior to the event. Each application will be assessed with the safety of the public/attendees as its prime pre-requisite.

Please read the following general guidelines:

- All installations must comply with all state and federal statutory regulations and current Australian Standards covering installation, dangerous goods and equipment.
- The installation and connection is to be carried out by an installer licensed to carry out such work.
- Storage cylinders are not to exceed 9kg to allow them to be manually relocated.
- Exhibitors are generally limited to one cylinder per stand and not more than 1 cylinder may be placed within 15 metres of another.
- Cylinders and connections are to be protected from accidental damage and impact and be stored in dry, well ventilated areas away from heat, ignition and direct sunlight and should be protected from physical damage and preferably below 45°C.
- Only authorised personnel, who are licensed under the Gas Standards Act 1972 and Gas Standards (Gas filling and Consumer Gas Installations) Regulations 1999, are to operate control devices.
- All gas cylinders are to be removed from the premises at the end of each day and to be stored in the Hazardous Goods Store, located on the loading dock. Please see Floor Manager on duty.
- All sections of the gas storage and reticulation are to be inaccessible to the public, patrons and other exhibitors at all times.
- Cylinders must be firmly secured to prevent falling or being knocked over and must be protected by a fire proof cover at all times.
- A 4kg CO₂ or 4kg Dry Chemical fire extinguisher is to be provided by the client or exhibitor for each appliance using L.P. gas.
- Cylinders will be tested, approved for use and stamped as per AG601.
- All gas appliances are to be certified for Indoor Use

Please refer all enquiries to: Senior Gas Inspector
 Department of Consumer and Employment Protection
 Phone: +61 8 9422 5292

Gas cylinder location with PCEC:

Gas cylinder type and size:



Appliance gas cylinder is used for:

Expiry date on cylinder:

Licensed installers name and license number:

Authorised person operating device:

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Signature of Authorised
Company Officer: _____

Signature of Witness: _____

Name of Officer (Print): _____

Name of Witness (Print): _____

Date: _____

Date: _____

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Event Name:	_____	Stand No:	_____
Company Name:	_____	Pavilion No:	_____
Contact Name on Site:	_____	Email:	_____
Phone:	_____	Mobile:	_____
Delivery Date:	_____	Approx. Time:	_____

Description of hot work/activity to be carried out: _____

Description of equipment to be used: _____

Description of safety precautions to be taken: _____

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Signature of Authorised Company Officer: _____	Signature of Witness: _____
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Event Name:	_____	Stand No:	_____
Company Name:	_____	Pavilion No:	_____
Contact Name on Site:	_____	Email:	_____
Phone:	_____	Mobile:	_____

The Perth Convention and Exhibition Centre (PCEC) have exclusive catering rights to the sale and distribution of all food and beverage products. Exhibitors are not permitted to bring food and beverage into the venue from outside sources to distribute, sell or giveaway. Exemptions may be granted in relation to events classified as a food and/or beverage event.

Request for approval

Pending the nature of the exhibition, exhibitors or other persons may want to request to distribute, sell or giveaway items of food and beverage not supplied by PCEC to the public or trade exhibition visitors. A request for approval must be made in writing to PCEC by contacting Exhibitor Services on exhibitor@pcec.com.au

* Please note that a corkage fee may apply from PCEC for the permission to be able to distribute, sell or giveaway items of food and beverage.

Packaging of Food and Beverage

If permission is granted by PCEC for a company or exhibitor to sell their products, then the sale item must be packaged to be consumed off site. It is the responsibility of the provider to ensure that all packaging is completely sealed to avoid consumption on site.

Please tick the exhibitor service you are undertaking:					
Cooking:	<input type="checkbox"/>	Selling:	<input type="checkbox"/>	Sampling:	<input type="checkbox"/>
Please complete the questions below that pertain to your activity					

COOKING	
Description of core activities of your company (ie cake making)	
Description of what will be cooked	
Will the cooking be done on site?	
What method of cooking will be used? <ul style="list-style-type: none"> ▪ Electricity ▪ Gas (please complete Form 12) 	
SELLING	
Description of core activities of your company (ie cake making)	
Description of what will be sold	
How will the food be stored (ie fridge, cooler box)?	
How much food/beverage do you intend on selling each day?	
Description of how items will be packaged and sold (and by whom)	

What measures are in place to prevent consumption on site?

**FORM
13**

**PERTH CONVENTION AND EXHIBITION CENTRE
EXHIBITOR SERVICE ORDER
COOKING / SAMPLING / SELLING REQUEST**



SAMPLING

Please refer to below guidelines for sampling of food and beverage

Description of core activities of your company (ie cake making)	
Description of what will be sampled	
Description of how sampled items will be packaged and served (and by whom)	
How much food/beverage is being served per day? Sampling: number of portions	
Are the food handlers providing the samples trained in food and hygiene safety?	
What cleaning provisions will be made when sampling/selling and at the end of each day (Refer to Form 3 - Stand Cleaning):	

Sampling food:

This form is to be completed and returned to **exhibitor@pcec.com.au** in regards to a request for food and beverage sampling. Please ensure the following guidelines are met if permission has been granted to sample food and beverage

- Sample portions of food must be of bite size only – no greater than 50 grams
- Samples must be given away at no cost
- Non-alcoholic beverage samples must not be larger than 100mls
- Items which are produced by equipment used in the normal conduct of business.
- Items that are related to their normal business operations

Sampling beverage

Exhibitors wanting to serve alcohol samples on stand are required to abide by the Liquor Licensing Act 1998 at all times. Any exhibitor serving alcohol beverage samples will be required under PCEC Certified Liquor License to have the alcohol served by a PCEC RSA certified staff member. This will be at an added cost to the Exhibitor.

Please tick the exhibitor service you are undertaking:	
Additional labour:	\$42 per hour week day \$47 per hour Saturday and Sunday \$62 per hour public holiday (please complete Form 5)

Please note that sampling of all alcohol must be conducted within the licenced area of the venue.

Further to being able to sample beverages, Exhibitors will be required to have/organise the following within their stand

- Water to be available on your stand
- A PCEC staff member
- Spittoons for waste (Ice buckets can be hired from PCEC)

Sampling sizes

All liquor sampling sizes must not be larger than:

- Wine – 50mls
- Beer – 100mls
- Spirits – 20mls

**FORM
13**

**PERTH CONVENTION AND EXHIBITION CENTRE
EXHIBITOR SERVICE ORDER
COOKING / SAMPLING / SELLING REQUEST**



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Signature of Authorised
Company Officer: _____
Name of Officer (Print): _____
Date: _____

Signature of Witness: _____
Name of Witness (Print): _____
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Event Name: _____ Stand No: _____

Company Name: _____ Pavilion No: _____

Address: _____

Contact Name on Site: _____ Email: _____

Address: _____

Phone: _____ Mobile: _____

Date of Use: _____

When placing an order for kiosk or bar vouchers please note the following:

- Vouchers are not redeemable for cash or any other offer and no refunds will be given on any unused portions of the voucher
- Vouchers must be presented at the time of purchase
- Any patrons under the legal drinking age or under the influence of alcohol will be denied service
- Any unused vouchers will not be refunded
- Vouchers are only valid for the duration of the event specified on the voucher

Please indicate below how many vouchers are required and the total charge.

Voucher Type	Quantity Required	Price (inc GST)	Total Voucher Charge
Food voucher for kiosks and café (minimum 10 per stand)		\$10.00 each	
Coffee voucher (minimum 20 per stand)		\$4.00 each	

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Type of Account: Bankcard Master Card Visa Diners Card American Express
(Please note: Master Card and Visa will incur a 1.5% surcharge. Diners and AMEX cards will incur a 3.5% surcharge)

Card Number:

Expiry Date: /

Card Holders Signature: _____

Amount to be debited: \$ _____

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