



## Phone Services Order Form

The Sydney Convention and Exhibition Centre offer analogue and digital phone lines for exhibition stands. These lines are provided via the Centre's PABX system which is capable of 33Kbps (if used with compatible equipment).

Analogue phone lines are required for modems, EFTPOS and fax machines. Phone handsets are provided with digital lines and these lines are not compatible for use with modems, EFTPOS or fax machines.

Upon receipt of your request, a service order confirmation will be faxed to you, detailing the charges for the requested services. Advance applications will be given priority by Sydney Convention and Exhibition Centre technicians connecting the phone lines.

If the phone service required (Local, STD, IDD) is not selected on the form below, the phone will be automatically programmed to the STD service.

**Please indicate your requirements and return both pages of this form, along with your completed Exhibitor Account Form, no less than 14 DAYS PRIOR to the move-in of the event to:**

**Exhibitor Services**  
**Sydney Convention and Exhibition Centre**  
**Telephone: (02) 9282 5499 Fax: (02) 9288 6463 Email: exhibitorservices@scec.com.au**

Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_ to \_\_\_\_\_

Stand Name: \_\_\_\_\_ Stand Number: \_\_\_\_\_

Modem, EFTPOS or Fax Line (Analogue Line MUST be used)				
Line Required	Service Required	No. of Lines	Rate per Line	Amount
<input type="checkbox"/> Modem	<input type="checkbox"/> Local	_____	x \$99.00	\$ _____
	<input type="checkbox"/> STD	_____	x \$99.00	\$ _____
	<input type="checkbox"/> IDD	_____	x \$99.00	\$ _____
<input type="checkbox"/> EFTPOS	N/A – local service only	_____	x \$99.00	\$ _____
<input type="checkbox"/> Fax	<input type="checkbox"/> Local	_____	x \$99.00	\$ _____
	<input type="checkbox"/> STD	_____	x \$99.00	\$ _____
	<input type="checkbox"/> IDD	_____	x \$99.00	\$ _____
			Call Deposit	\$100.00
			<b>TOTAL</b>	<b>\$ _____</b>
Fax Machine Hire - Per Event (an analogue phone line must be ordered with the fax machine)				
<input type="checkbox"/> Fax Machine	No. of Machines		Rate per Machine	Amount
	_____		x \$176.00 each	\$ _____
			Deposit	\$165.00
		<b>TOTAL</b>		<b>\$ _____</b>
Fax Machine Hire - Per Day (an analogue phone line must be ordered with the fax machine)				
<input type="checkbox"/> Fax Machine	No. of Days		No. of Machines	Rate per Day
	_____		_____	x \$77.00 each per day
			Deposit	
		<b>TOTAL</b>		<b>\$ _____</b>
Phone Handset and Line (digital lines MUST be used – cannot use with an Analogue Line)				
Line Required	Service Required	No. of Lines	Rate per Line	Amount
<input type="checkbox"/> Phone	<input type="checkbox"/> Local	_____	x \$99.00	\$ _____
	<input type="checkbox"/> STD	_____	x \$99.00	\$ _____
	<input type="checkbox"/> IDD	_____	x \$99.00	\$ _____
			Call Deposit	\$100.00
			Handset Deposit	\$110.00
			<b>TOTAL</b>	<b>\$ _____</b>
<b>PHONE SERVICES TOTAL</b>				<b>\$ _____</b>

## 6. SUPPLIER/CONTRACTOR ORDER FORMS *continued*



All services must be prepaid to EXHIBITOR SERVICES by credit card, cash, EFT or company cheque (made payable to DHCE Pty Ltd) at least three (3) business days prior to the move-in of the event. Any order that is not received prior to the first move-in day will incur a 20% late fee. Any unused call charges will be reimbursed to the client once the event is finished. All amounts quoted on this document are inclusive of GST (Goods and Services Tax).

Hire of equipment is limited to a maximum 10-day period. Contact Exhibitor Services on +61 2 9282 5499 for all events in excess of ten (10) days.

All phone lines are automatically metered for date, time, destination, duration and cost. A call surcharge of 76c per local call will apply. Detailed reports on phone usage are available on request and the information contained on these reports remains confidential. Call charges will be deducted from deposit at the conclusion of the event.

All handsets and / or fax machines must be returned to EXHIBITOR SERVICES within two (2) hours after the close of the final event day, or by prior arrangement. Handsets not returned or damaged will be charged at \$110.00. Fax machines not returned or damaged will be charged at \$165.00.

**Please note: This form will not be processed unless the above information is completed and supplied along with your Exhibitor Account Form.**