equipment order form

EQUIPMENT ORDER FORM

contact details

Company _____ Phone _____

Address _____ Fax _____

_____ State _____ Postcode Email _____

Contact Name _____ Accounts Dept. Email _____

exhibition details

Exhibition _____ Exhibitor Name _____

Venue _____ Stand No. _____ Mobile _____ Date _____

Delivery is prior to or during exhibitor move in. Pickup immediately after close. Special cartage requirements will incur an additional charge.

order details

Code	Qty	Description	Size/Colour	$ Rate (Ex GST)	Total (Ex GST)

Have you considered... Brochure Stands, Storage Cupboards, Rubbish Bins, Audio Visual Hire, Plants?

Sub Total	
Cartage & Placement (20% or min. $50)	
Damage Waiver (7.5%)	
Late Order Fee $60 (for orders placed inside 7 days of event)	
GST	
TOTAL (including GST)	

AV checklist

Screen plugged into: ☐ DVD Player ☐ Laptop ☐ USB ☐ Other

Sound: ☐ Is required ☐ Not required

payment conditions

PAYMENT IN FULL BY CHEQUE, CREDIT CARD, EFT OR CASH IS REQUIRED PRIOR TO DELIVERY.

EFT DETAILS: Fusion Exhibitions Pty Ltd, Westpac BSB No: 035 048 Account No: 352160 Swift Code: WPACAU2S
Please provide remittance advice when paying by EFT

CREDIT CARD: A 1.5% Surcharge will apply to the total cost.

EXHIBITIONS: Delivery charge is 20% of the hire cost with a minimum charge of $50.00 (plus GST) for Darwin and the surrounding area.

Please read - important Terms and Conditions of Hire

- All orders placed are subject to stock availability
- Full payment must be received for confirmation of order
- Hire is subject to all terms and conditions outlined in Hire Catalogue
- Fusion is not responsible for any items left within the exhibition area at the conclusion of the event
- A Late Order Fee of $60 + GST will be applicable to any orders placed within 7 days prior to event or during the event

I hereby acknowledge that the above identification information is correct and confirm acceptance of the Terms and Conditions outlined above and in the Fusion Hire Catalogue. ORDER NOT VALID UNLESS SIGNED AND DATED BY HIRER.

✪ _____ Exhibitor's Signature _____ Date

Payment Details

Tel 08 8947 1990

Payment Method ☐ Cheque ☐ Credit Card ☐ EFT

Credit Card Payment ☐ Visa ☐ Mastercard (Diners/AMEX not accepted)

Card No. ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐

CCV No. ☐☐☐ Exp. _____ / _____

Account Name _____ ✪ Signature _____ - Order not valid unless signed by the card holder

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