

# Order Form

**Important:** Please download and open this form using Adobe Acrobat or PDF Reader to ensure this form can be submitted properly. Alternatively, please send the completed form to the details below.

Please complete and submit this form no later than 14 days prior to the hiring period of the event by using the "Submit" button at the end of this form. For assistance, please contact:

**Event Services Te Pae Christchurch Convention Centre**

**Phone:** +64 3 266 1400

**Email:** [EventServices@tepae.co.nz](mailto:EventServices@tepae.co.nz)

## Bill-to Contact Details

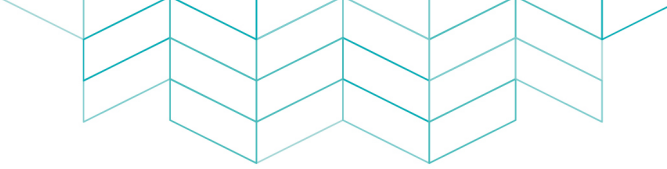
Name		Company Name	
Phone Number		Company Address	
Email Address		Company Phone	
Name of Event		Stand Name	
Event Dates		Stand Number	
Name of stand representative on the day			

## Items

Please refer to the Exhibitor Services Menu for full details and restrictions on items available. Items are charged per day.

\*If your item requires special requirements or you have specific comments about your order, please type these in the "Special Requirements" box

Item	Delivery date	Collection date	Quantity
Special requirements:			
Item	Delivery date	Collection date	Quantity
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<b>Item</b>	<b>Delivery date</b>	<b>Collection date</b>	<b>Quantity</b>
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Special requirements:			

## Terms and Conditions

Upon receipt, a service order confirmation will be sent detailing the charges for the requested items, along with a tax invoice and details for payment.

All orders must be paid for before services will be rendered.

Payment can be made by:

- Credit card (Mastercard or Visa only) – please note there is a 1.5% charge incurred for all credit card payments
- Direct deposit.

International bank and intermediary fees are to be incurred by the sender.

I have read and understood the terms and conditions and all sections relevant to the ordering of these items as stated in the Exhibition Guide.