FORM ISSUE 15

FURNITURE HIRE ORDER FORM
PERTH METRO ORDERS

For regional orders please complete the Regional Order Form

Order online at **www.perthexpo.com.au** or email back to info@perthexpo.com.au

PERTHEXPO

CONTACT DETAILS

Company

Contact

Address

State Postcode

Phone Fax

Email

Event Name AAPM

Stand No.

Venue

Start Date End Date

On Site Contact (mobile)

Delivery *of furniture and display items will be prior to or during the exhibitor move in.*
Pick-up *of furniture and display items will be immediately after event close.*

FURNITURE AND DISPLAY ITEMS

CODE	ITEM DETAILS	SIZE LxWxH	QTY	RATE EX GST	TOTAL EX GST

Sub Total	$	A
Damage Waiver (8% of Sub Total) **A**	$	B
Cartage & Placement: Add 25% of Sub Total **A** (Minimum $50)	$	C
A+B+C Total	$	D
Get 10% of Total **D**	$	E
Sub Total (inc GST) **D+E**	$	F
Credit Card Fee 3% of **F** (if applicable)	$	G
Total Payable (inc GST) **F+G**	$	

All rates for the duration of the Event.
All prices are GST exclusive

PAYMENT

IMPORTANT INFORMATION
Please read terms of payment & hire conditions. Full payment and this form must received at PERTH EXPO 14 days prior to delivery

PAYMENT METHOD

☐ MasterCard ☐ Visa ☐ AMEX ☐ Cheque

☐ Funds Transfer - BSB: **066-000** Account No: **11896358**

Account Name

Card No. Expiry /

A 3% FEE APPLIES TO ALL PAYMENTS MADE VIA CREDIT CARD.
I/We hereby acknowledge the terms and conditions stated which I have read on the reverse.

Signature

Order No.

ORDER NOT VALID UNLESS SIGNED BY HIRER (AUTHORISED AGENT) / CARD HOLDER

PERTHEXPO
27 Belmont Avenue, Belmont
Western Australia 6104
www.perthexpo.com.au
A Member of
PERTH EXPOHIRE & FURNITURE GROUP
ABN 71 916 718 729

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STAND LAYOUT (OPTIONAL)- PLAN VIEW

Use the grid below to provide us with the layout of your stand. Draw bold lines to indicate walls.
Indicate furniture and display equipment. General dimensions are helpful as exact positions are not always possible.

FRONT OF STAND

TERMS AND CONDITIONS

PAYMENT FOR EXHIBITIONS: Orders cannot be confirmed until all hire and other charges have been paid in full. No responsibility is accepted for non-delivery of goods where payment has not been made in advance or made available at the time of delivery.

PAYMENT FOR GENERAL HIRE: C.O.D. payment (except for account holders)

AVAILABILITY: All goods are subject to stock availability. Early Orders receive priority.

CANCELLATION: Goods cancelled after delivery will be charged at full rate plus transport. All goods cancelled within 1 day of exhibition opening prior to delivery will be charged at half rate plus other applicable charges.

GST: All prices exclude GST.

DAMAGE OR LOSS: The Hirer shall at all times be liable for the wilful loss of, or damage to the owners hire equipment from whatever the cause. ACCIDENTAL DAMAGE is covered by utilising the 8% damage waiver (exclusive of GST). Any damage from whatever cause must be reported to PERTH EXPO immediately.
(Phone: 08 9475 2022)
PERTH EXPO retains the right to remove goods at any time if the items are not being used for the purpose for which they were designed.

SPECIAL DELIVERIES: Outside our normal working hours special Transport rates apply.

TRANSPORT: Must be carried out by PERTH EXPO Staff. An additional charge will apply for delivery and placement.

LATE ORDERS: Placed within 1 working day of exhibition opening will be charged a **Late Order Fee of 10%.**

ONSITE ORDERS: Will be charged an additional **$40 surcharge**, with the exception of 3 phase power which will be subject to an additional **30% surcharge.**

ONSITE CHANGES: Any onsite request for alterations to electrical items will incur an additional minimum charge of **$25 per item.**

COLLECTION: All goods must be available for collection immediately following closure of the exhibition. Please remove all goods from lockable furniture.

HIRERS GOODS: No responsibility can be accepted for goods left in or on hire goods following closure of exhibition.

INTERNATIONAL CLIENTS: Payment by international clients must be made by one of the following: International bank draft (Australian Dollars), American Express, Visa, Mastercard or by direct deposit to our account. (Australian dollars).

RELEASE & INDEMNITY: The Hirer must also take all necessary steps to prevent injuries from occurring to any person or property as a result of the condition of the Equipment and not repair or attempt to repair the Equipment without the owner's prior written consent. The Hirer hereby releases the Owner from, and agrees to indemnify the Owner in respect of any third party claims, actions, suits, demands, costs and expenses for damages or injury to person or property arising directly or indirectly out of the hire or use of the Equipment by the Hirer or this Agreement.

CREDIT CARD PAYMENT: A 3% credit card surcharge will apply for all credit card payments.

CLAIMS: **Any claim relating to the quality of the equipment or services provided must be made at the time of delivery or during the exhibition/event. NO CLAIM will be recognised after the exhibition/event closes.**

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