

A. 31 Constitution Ave, Canberra ACT
T. +61 2 6276 5200
E. nccc.sales@ihg.com
nccc.com.au



Audio Visual Order Form

Exhibition/Conference Name: _____
Name: _____
Event Date: _____ Stand Number: _____
Contact Name on Day: _____
Company Name: _____
Address: _____
Telephone: _____ Email: _____

For a complete range of Audio Visual equipment, please contact Assistant Venue Director,
Callum Williams on 02 6276 5217 or email: callum.williams@encore-anzpac.com

Data Display Equipment	Quantity	Cost per day	Delivery and Set up fee	Number of days	Total Cost
Monitor LCD 75" Kit with Big City Stand		\$714.00	\$150.00		\$
Monitor LCD 60" Kit with Big City Stand		\$581.70	\$150.00		\$
7680 Dell Laptop Hire		\$257.25	\$40.00		\$
Monitor LCD - 24"		\$102.90	\$40.00		\$
Total Charges					\$

Encore Event Technologies office is located on the ground floor of the NCCC, staff are available to provide recommendations or if technical difficulties arise throughout your event. For outside business hours please contact the NCCC on 02 6276 5200.

Please Note:

- All exhibitors' requests must be ordered 10 days prior to the start of an event to allow time for installation and delivery
- Limited stock of plasma screens and stands are available on site
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 10 days prior to the start of an event will incur a \$40 late fee charge
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used
- All prices quoted are exclusive of GST (Goods and Services Tax)
- Prices may be subject to change at the discretion of the Management

Please Return to: National Convention Centre Canberra
31 Constitution Avenue, Canberra ACT 2601
Email: nccc.exhibitor@ihg.com