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Coffee Cart Order Form

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

Hire of the coffee cart is \$400.00 per hour at a minimum of 4 consecutive hours per day.
This includes 2 x barista during peak periods, coffee, condiments and milk.

Day/Date	Start Time	Finish Time	Number of hours	Price (\$400.00 x number of hours)
Total Charges				\$

Please Note:

- An additional barista @ \$55.00 per hour Monday – Friday, \$60.00 per hour Saturdays, \$75.00 per hour Sundays, \$115.00 per hour Public Holiday (Minimum 4 consecutive hours)
- All coffee cart requests must be ordered 20 days prior to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 20 days prior to the start of an event will incur a 20% late surcharge charge fee
- 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 inclusive of GST (Goods and Services Tax)
- Type of beverages served : Flat white/ Latte/ Long black/ Short black/ Decaffeinated/ Hot Chocolate /Tea
- Power needs to be provided by the exhibition build company for the espresso machine and coffee grinder. Upon confirmation of your order, we will advise power requirements (25 amp single phase/20 amp single phase).
- No keep cups allowed, only 8oz disposable take away cups or venue crockery cups allowed
- Before placing an order please obtain prior approval from the conference organiser

Payment Details

Credit Card Number: _____ Expiry Date: _____
Credit Card Type: Mastercard Visa American Express Diners card
Card holder name: _____ Signature: _____

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card.

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

Visa, MasterCard and American Express payments incur a merchant service fee of 1.5%, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable. Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.