

A. 31 Constitution Ave, Canberra ACT
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Lifting Equipment Hire Order Form

Exhibition/Conference Name: _____

Name: _____

Event Date: _____ Stand Number: _____

Contact Name on Day: _____ Company Name: _____

Address: _____

Telephone: _____ Email: _____

Operators Name: _____ Ticket/License No: _____

Lifting Equipment	Rate	Dates/Times Required	Total
Scissor Lift (per day)	\$380.00		\$
Scissor Lift (per hour)	\$60.00		\$
Boom Lift (per day)	\$380.00		\$
Boom Lift (per hour)	\$60.00		\$
Total			\$

Please Note:

- The NCCC does not have a Forklift on site
- All exhibitors' requests must be ordered 10 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 10 days prior to the start of an event will incur a 20% late surcharge 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)
- All operators must produce their current relevant licenses before operating any of the above equipment. Please attach a photocopy of your licence/Ticket, and photo ID and return with this order
- Boom lift above 14m requires a high risk licence

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.