

Event:.....	Venue:.....	Event State: _____
Stand Name:.....	Stand Number:..... Hall:.....	
Move-In Date:..... / ..... / 20 .....	Time:..... Move-Out:..... / ..... / 20 .....	
On Site Contact:.....	Mobile Number: : .....	
<b>DELIVERY: PRIOR TO OR DURING EXHIBITOR MOVE-IN PICK UP: IMMEDIATELY AFTER CLOSE OF EXHIBITION</b>		

Company Name:.....	
Address:.....	
City: .....	State:..... Postcode:..... Country:.....
Contact Name:.....	Email:.....
Phone:.....	Fax: ..... Mobile:.....

Item Code	Description	Qty	Unit Price	Total

**TERMS OF PAYMENT & CONDITIONS OF HIRE - Please read carefully**  
 All orders are subject to stock availability.  
 Hire is subject to the terms & conditions on the reverse.  
 Orders cannot be confirmed until all hire & other charges are paid in full.  
 Late orders or changes will incur additional 15% of the hire charge total.  
 Any cancellations within 72hrs of the move-in date will be charged at full price.  
 Please notify Expo Direct of any problems with your order on delivery – no discussion will be entered into after the exhibition \ event closes.

<b>Hire Sub Total</b>	
<small>AV / Furniture Cartage &amp; Placement Fee 13% (Min \$50.00 Max \$500.00)</small>	
<small>Add 7% Damage Waiver on Hire Sub Total</small>	
<b>Sub Total</b>	
<small>Add 2.5% credit card Surcharge on Sub Total</small>	
<b>Hire Charge Total</b>	
<b>Add 10% GST</b>	
<b>Invoice Total</b>	

**EXPO DIRECT IS NOT RESPONSIBLE FOR ANY GOODS LEFT IN OR ON OUR EQUIPMENT EITHER DURING THE EXHIBITION OR AFTER THE EXHIBITION CLOSES.**

CONFIRMATION OF AND PAYMENT FOR THIS ORDER IS AN ACKNOWLEDGEMENT AND ACCEPTANCE OF EXPO DIRECT TERMS AND CONDITIONS ON THE REVERSE AND ABOVE.

Credit Cards		<input type="checkbox"/> Amex	<input type="checkbox"/> Visa Card	<input type="checkbox"/> MasterCard	
Card No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Security Code <input type="text"/>
Name of Card Holder:	_____			Exp Date:	<input type="text"/>
Authorised Signature	_____				
Credit Card payment <b>must</b> be signed by Card Holder.					
<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> EFT or Direct Deposit	<b>St. George Bank</b> <b>BSB: 112-879</b> <b>Account No.: 420-047-745</b>		
			<b>SWIFT Code: SGBLAU2S</b>		
Fill out and fax this form to: 1300 869 311					
					Issue 11

## 1. General

All hire goods/equipment remain the property of Expo Direct Pty Ltd at all times. Expo Direct Pty Ltd retains the right to alter, vary or substitute any item without notice. All goods/equipment are subject to stock availability.

## 2. Orders

All orders must be received not less than 7 business days prior to the opening or move-in of the exhibition/event.

## 3. Late Orders

Orders placed within 48 hours of the exhibition/event move-in will incur additional 15% of the hire charge total.

## 4. Prices

Prices are for the duration of the exhibition/event not exceeding 7 days except as otherwise agreed in writing. All pricing is exclusive of GST, cartage & placement and damage waiver.

## 5. Payment

Payment in full must be received to confirm orders. Orders cannot be confirmed until all hire & other charges are paid in full. All orders must be paid for prior to delivery.

## 6. Damage Waiver

Damage Waiver is payable to cover the cost associated with the normal wear and tear of the goods/equipment. It does not cover theft or misuse of the good/equipment and so it does not insure the goods being hired. It is compulsory and it is not refundable.

## 7. Delivery

All transport and delivery of goods/equipment shall be carried out by Expo Direct Pty Ltd staff unless otherwise agreed in writing. Cartage & placement fees apply to delivery and collection in the metropolitan areas of the East Coast. Transport and delivery out of those areas may be subject to additional charges.

## 8. Cartage & Placement

Allows for transport to and from the venue, placement on your stand and cleaning. Your order will be delivered directly to your stand.

## 9. Pick Up

All goods/equipment must be available for pick up immediately after the exhibition/event. No responsibility is taken for any goods left in or on our goods/equipment either during the exhibition/event or after the exhibition/event closes.

## 10. Cancellation

All goods/equipment cancelled after delivery will be charged at full rate plus cartage & placement. Goods/equipment cancelled less than 3 days prior to exhibition/event opening or move-in, but not installed will be charged at 50% of the full rate.

## 11. Claims

Any claims relating to the quality of goods/equipment (including any missing, damaged or faulty) and/or services provided must be made at the time of delivery. No discussion will be entered into after the exhibition/event closes.

# General Terms and Conditions

1. The Owner will let or hire to the Hirer for the period of the rental; the furniture, chattels and effects set out in the Contract hereto (herein after known as "the Goods").
2. The Hirer shall on the signing hereof pay the full amount set out on the order form and/or invoice for the rental, delivery/cartage & placement and applicable taxes.
3. The Hirer must abide by the payment terms as set out on the order form and/or invoice and/or quote and the terms & conditions of hire.
4. The goods shall be delivered by the Owner at the Hirers expense to the place of the hire on or before the bump-in or opening date of the Exhibition/event. The Hirer immediately at the closure of the exhibition/event have the goods available for collection by the Owner at the Hirers expense.
5. In the event that the goods are not available for collection nor delivered to the Owner on the date of closure then the Hirer must pay the Owner the further rent specified in the price list for each additional hire period until the goods are delivered to the Owner.
6. The Hirer shall not sell or offer for sale, hire, mortgage, lend, pledge or otherwise deal with hired goods but will keep the goods in their possession and will not remove the same or any of them from the place of these mentioned in the order form and/or contract hereto without the consent of the Owner in writing and will not cause or allow any of the said goods to be so affixed to the premises being the place of hire as to become fixtures and will not create or allow to be created any lien upon the goods and will duly pay all rates, charges, taxes and impositions payable in respect of the premises whereon where the goods shall for the time being be situated and produce all receipts for such payments to the Owner on demand and will protect the goods against execution, seizure or distress and indemnify the Owner against all losses, charges, costs, damages and expenses incurred by the Hirer in respect hereof.
7. The Hirer shall at all times use the goods in the proper manner and maintain the goods in good and substantial repair and condition, reasonable wear and tear excepted.
8. The Hirer hereby indemnifies the Owner in respect of any damage or loss to property or persons caused by use, operation or keeping of goods for any reason whatsoever during the period of hire.
9. The Hirer shall be responsible for any loss of goods from any cause whatsoever. The replacement cost of such will be charged to the Hirer and must be paid within seven (7) days by the Hirer to the Owner.
10. In the event of a break-down or failure of goods the Hirer shall notify the Owner forthwith and on no account attempt to or repair the goods without the prior consent of the Owner. In no event shall the Owner be responsible for any expenditure and damages and/or loss incurred by the Hirer arising out of any breakdown or failure of the equipment whether caused by fair wear and tear, negligence on the part of the Owner or any person or any reason whatsoever.
11. The Hirer shall allow the Owner access at any time during normal business hours to inspect the goods and to enter into and upon any premises where the goods are or are presumed to be for any purpose incidental to or arising out of this agreement.
12. The owner may not withstanding the specified agreement of the hire and not withstanding any waiver of any previous default forthwith terminate the agreement and repossess the goods in any of the following event:
  - (a) If the Hirer fails to pay any hiring charges on or before the due dates.
  - (b) If the Hirer shall do or permit any act to be performed whereby the Owners rights on any of the goods may be prejudiced.
  - (c) If the Hirer shall come or be made insolvent or bankrupt or make any arrangements or composition with his creditors or in the case of the Hirer being a company should an order be made or a resolution passed to the winding up of said company.
  - (d) If the Hirer commits any breach to the agreement.
13. Upon termination of this agreement for any reason whatsoever the Owner may enter into or upon any premises where the goods may be without prejudice to the rights of the Owner to recover from the Hirer any monies due hereunder or any damages for breach hereof and the Hirer indemnifies the Owner in respect of any claims, damages or expenses owing out of action under this clause.