2011 CAREERS EXPO

THURSDAY 10 MARCH 2011 » 12.30 PM TO 5.30 PM
Royal Exhibition Building, Carlton Gardens, Melbourne

EXHIBITOR MANUAL
Dear Exhibitor,

Welcome to RMIT’s Careers Expo 2011, brought to you by the Employment Team from RMIT Career Development and Employment.

All aspects of exhibiting have been included in this manual to ensure a smooth, enjoyable and successful experience on the day.

This manual comprises four sections:

» Section One — RMIT Careers Expo 2011 – Event Information
» Section Two — Venue Information
» Section Three — Compulsory and Optional Forms
» Section Four — Venue Location Map and Procedures

Please do not hesitate to contact the Employment Team if you have any questions.

We look forward to working with you!

Warm regards,

Janice Robinson
Student and Graduate Employment Coordinator
RMIT Career Development and Employment
It is a requirement that you read this manual and agree to abide by the Royal Exhibition Building’s rules and regulations (detailed in the sections in red boxes).

If you have any queries please contact Janice Robinson on + 61 3 9925 5275.

As a requirement of attending the 2011 Careers Expo, please ensure that your organisation has advertised available graduate positions on eJobs at: www.ejobs.rmit.edu.au/employers

Smoking is strictly prohibited throughout the building.

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Compulsory forms
  » Exhibitor and Contractor Passes
  » Application to sell, sample or giveaway confectionary, food or non-alcoholic beverage

Optional forms
  » Application for speciality products

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  » Venue location map
  » Loading dock procedures
  » Royal Exhibition Building-Floor Plan
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SECTION ONE
2011 RMIT Careers Expo event information

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EXHIBITOR TIMETABLE
Exhibitor move in
8 am—11 am

Exhibitor lunch
11:30 am—12:15 pm

Exhibition opens
12:30 pm

Exhibition closes
5:30 pm

IMPORTANT NOTICE FOR EXHIBITORS
All exhibits, stand fittings and waste materials must
be cleared from your stand by 6 pm, and removed
from the building.
Any items left on your stand after 6 pm on Thursday
10th March will be treated as rubbish and removed
by cleaners.

EXPO DEADLINES
It is essential that all forms are completed and
returned to the relevant person before the deadline
set out below.

Compulsory form
description
Exhibitor and contractor passes
Deadline date
to return
08/02/2011

Application to sell, sample or
giveaway confectionary, food or
non-alcoholic beverage
Deadline date
to return
08/02/2011

Optional form
description
Application for speciality products
Deadline date
to return
08/02/2011
Introduction
Welcome to the Royal Exhibition Building. The venue is ideal for large public or trade exhibitions and prestigious major events. Adjoining Melbourne’s CBD, this heritage-listed venue enjoys an unrivalled history of serving Australia’s international exhibition and event industry for over 125 years. The following document details the venue’s rules and regulations which have been developed to ensure the highest level of safety for visitors to the venue and exhibitors and contractors working at the building. The manual also provides policy and procedure for exhibitors to ensure the utmost protection of a World Heritage listed property.

The exhibitor must comply with all the rules set out in the Exhibitor’s Manual

Access passes and badges
Contractor Passes - Contractors wishing to gain access during Move In and Move Out must present a valid contractor pass. These passes will only be valid during specified hours of Move In and Move Out and will not be valid during the Expo times. These passes are free of charge and are obtained by completing Form 1 in Section Three.
NOTE: RMIT does not provide Exhibitor name badges. It is your responsibility to provide your own name and company badge on the day of the Expo.

Adhesives and tapes
Adhesives, glues, unapproved tapes, nails, screws, staples and other fixing materials are strictly prohibited and must not be used on any part of the venue (internal or external), the venue’s fixtures and fittings or the venue’s equipment. Approved tape is permitted for use on the floor only. All approved tape must be removed from the surface area of the floor prior to the expiration of the hire period. Any tape, tape residue, paint or stains left on the floors will be removed and will incur charges.

Refer to form ‘Application for Specialty Products’ for the details or purchase of adhesive tapes that are approved by venue management for floor use only.
NOTE: Approved tape is available from the venue. Charges apply.

Balloons/helium
Balloons are not permitted within the building—helium or regular. The reason for this regulation is in the event of a balloon going up to the very high ceiling a fork lift needs to be hired to get it down. This is an expensive exercise and the expense is the responsibility of the person who installed the balloons in the first place.

Banners
No exhibitor may hang banners without the permission of the organisers.
Candles/naked flame

Naked flame is not permitted in any part of the venue.

Code of behaviour

All stand display items must be within the approved dimensions of the stand to avoid obstructing the aisles.

If demonstrating products, place all items within the stand to avoid obstructing the aisles.

Any noise amplification must not interfere with adjacent exhibitors.

Due to Occupational Health and Safety Regulations, all aisles must be at least three metres wide and free from obstacles – furniture, accessories, displays etc.

Combustible materials

Combustible materials such as cardboard need to be stored in a manner that minimises fire risk.

The use of readily flammable material in displays, such as crepe paper, corrugated cardboard, straw or PVC sheet (except on floors as a protective membrane) is strictly prohibited without the prior approval of venue management.

Decorative and display fabrics such as curtains, drapes and other cloth materials must be applied with a fire retardant. Fire retardant is available from the venue. Charges apply. Refer to form “Application for Specialty Products”.

Sawdust, tan bark or wood chips of a reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are slightly moist at all times.

Dangerous goods/ items for display

The exhibitor must advise the event organiser of the type and quantity of all goods classified under the Dangerous Goods Act 1985 or the Hazardous Substances Regulations 1999, which the exhibitor intends to bring to the venue. Relevant information must be provided in writing to venue management at least ninety (90) days prior to the commencement of the hire period.

The exhibitor must provide at the time of notification a current MSDS (Material Safety Data Sheet) provided by the manufacturer/supplier for each and every substance classified under the Dangerous Goods Act or Hazardous Substances Regulations.

The exhibitor must provide a Risk Management Plan to the event organiser in accordance with the “Health and Hazard Information”, “Precautions for Use” and “Safe Handling Procedures” as provided in the current MSDS.

Please refer all enquiries to 2011 Graduate Careers Expo Co-ordinator Janice Robinson on + 61 3 9925 5275.

Delivery of goods

The venue will not accept delivery of any goods on behalf of exhibitors prior to Thursday 10th March, 2011. Deliveries will be between 8 am and 11 am on Thursday, 10th March 2011.

There will be no responsibility taken for any items delivered to the venue in the absence of the exhibitor.

Disabled access for exhibitors and visitors

Disabled parking is available at the Melbourne Museum underground car park.

Special arrangements for disabled parking in the Southern Drive Carpark on Rathdowne Street should be made in advance with the Organisers.

Display stands

» Décor- Refer to ‘Adhesives and Tapes’
» Display Fabric- Materials used in stand construction and decoration must not be readily ignitable or be capable of emitting toxic fumes should ignition occur. Material and fabric significantly incorporated in a display (e.g. Drapes, curtains, etc.) must be applied with an approved fire retardant. Fire retardant is available from the venue. Charges apply (see ‘Application for Specialty Products’)

Display height – Display items and equipment must not exceed the height of the stand walls.
Electrical contractors working at the building must be qualified, show proof of Registration and complete and ‘Electrical Compliancy Certificate’.

Installation
All temporary electrical installations must be residual current device protected (RCD), and carried out by a registered electrical contractor.

Emergency evacuation
The venue is equipped with an emergency evacuation system which consists of alarm tones and an automatic door release system.

Display stands over the standard height of 2.4m must be approved by venue management no less than thirty (30) days prior to the hire period.

Electrical installation
All temporary electrical installations must be residual current device protected (RCD), and carried out by a registered electrical contractor.

Aisle widths – All display items and equipment must remain within the approved floor space of a display stand. Clear and unobstructed aisles must be maintained at all times.

Emergency evacuation
The venue is equipped with an emergency evacuation system which consists of alarm tones and an automatic door release system.

Either of two alarm tones (‘alert’ or ‘evacuation’) may be broadcast through a public address system in conjunction with any required announcements.

The emergency evacuation system will automatically disengage emergency exit doors under the following circumstances:

- activated fire sprinkler head
- activated Break Glass Alarm (B.G.A.)

In the above circumstances the Metropolitan Fire Brigade will attend the building.

During an Emergency Evacuation all event related personnel and building visitors must follow the directions from the appointed emergency control personnel (chief fire warden, deputy fire warden, area wardens and emergency services).

In the event of a building evacuation all personnel will be directed to an assembly point. (Refer to ‘Evacuation Site Plan’ page 19).

NOTE: The Royal Exhibition Building and Museum Victoria accepts no responsibility for any losses or damages, financial or otherwise, resulting from an emergency evacuation.

Exhibitor property
Although the utmost care will be taken with security arrangements, The Royal Exhibition Venue Management and the RMIT Careers Service accept no responsibility for loss or damage to exhibitor’s equipment or property whilst on site at the Expo. Exhibitors are responsible for ensuring they are adequately insured.
Fire cabinets
Fire Cabinets are located throughout the building and contain one or more of the following items:

» Fire Hydrant
» Fire Hose and Reel
» Fire Extinguisher
» Fire Blanket
» Red Break Glass Alarm (BGA)

Fire Cabinet equipment may only be used for emergency purposes only. It is strictly prohibited to draw water from a fire cabinet. Penalties apply ($1500). In accordance with building code, all Fire Cabinets must be kept clear and accessible at all times.

Locations of Fire Cabinets are detailed on the ‘Emergency Evacuation Site Plan’

First aid
In the event of any accident or emergency, please contact a security guard or the Organiser’s Office immediately.

The First Aid room is located at the north east corner of the venue. See ‘Emergency Information Plan’ page 19.

Floor protection/damage

The Royal Exhibition Hall is a world heritage site. Exhibitors must ensure that the venue’s timber floor is protected from potential damage at all times. Ground Floor and Gallery weigh loadings must be strictly adhered to at all times.

Please refer all enquires to Graduate Careers Expo Co-ordinator Janice Robinson on + 61 3 9925 5275.

Display items or equipment with rough or sharp surfaces must not rest on the floor. Protective covering such as carpet, must be laid to protect the wooden floor from scratches and other damage. Adhesives (non-approved), nails and screws must not be used on venue surfaces including walls, columns and flooring. Alternative flooring is subject to organisers approval. Please be aware, the exhibitor will be liable for any costs associated with damage to flooring.

Equipment such as furniture must have protective rubber covers on the legs of all chairs, tables, etc. A plastic membrane must be laid prior to the installation of displays incorporating:

» water features, including but not limited to fountains, ponds, pools and spas,
» displays incorporating plants that require watering
» paint, including but not limited to airbrushing, spray painting or brush/roller painting
» catering/event operations incorporating wet areas, including but not limited to dishwashing and ice containers, and
» timber, wood chips, mulch, bark, soil, sawdust and other materials that may carry contaminants or insects such as termites.

Food and beverage- on stand catering
Stand catering is only available from the venue’s caterer (except for pre-packaged confectionary).

Food and beverage intended for giveaway, sampling or selling must be approved by venue management.

Food and Beverage – Giveaways, Sampling and Selling

The Royal Exhibition Building retains exclusive rights for the sale of food and beverage at all events.

Food and alcohol is not permitted to be sold, given away or sampled without prior venue management approval.

Exhibitors may: -

» sell, sample or give away food and non-alcoholic beverage from exhibition stands pending prior approval from venue management.

Alcohol is strictly prohibited from being brought on site.

NOTE: The giving away of confectionary by exhibitors/organisers will only be approved by venue management if the confectionary is pre-wrapped by the original manufacturer. (Please complete ‘Application to Sell, Sample or Giveaway Food or Non-alcoholic Beverage’ on page 14)

Please refer all enquires to Graduate Careers Expo Co-ordinator Janice Robinson on + 61 3 9925 5275.

Food and beverage- permits

Temporary Food Handling Permits must be obtained from the City of Melbourne Health Services Department by exhibitors for all events involving the selling, sampling or giving away of food or non-alcoholic beverage.

All selling, sampling and giving away of food and beverage, including alcohol, must also be approved by venue management.

Please refer all enquiries to Graduate Careers Expo Co-ordinator Janice Robinson on + 61 3 9925 5275.
Identification – Event Personnel

All exhibitors must wear visible ID at all times while in the venue.

Loading Dock

The Loading Dock is located in the Eastern Forecourt and is accessed from Nicholson Street (Gate 2).

The Loading Dock is used to facilitate the safe transfer of goods into and out of the building during move in and move out stages of the hire period.

A Loading Dock controller will manage the vehicular and pedestrian movement in the Loading Dock during move in and move out.

Vehicles are not permitted in the building to load or unload display items.

During exhibitor move in and move out a 30 minute maximum is applied for the loading and unloading of goods.

No parking is permitted in the loading dock.

Lost property

All event-related property is to be removed from the venue at the conclusion of the hire period. Venue management will take no responsibility for any items or goods left at the venue after the expiration of the hire period- 6 pm.

All items remaining in the building will be treated as rubbish and disposed of accordingly.

Mobile Plant Equipment

The following mobile plant and equipment are permitted for use at the venue.

Ladder/Steps – Use of all ladders above 2m within the venue require prior approval from venue management.

Pallet jack – Only venue-approved pallet jacks are permitted for use inside the building.

Trolleys are permitted to be used inside the building to transfer goods. Trolleys must be fitted with rubber wheels and protective rubber corners. Venue approved trolleys are authorised for use on both gallery and ground levels.

All mobile plant equipment must always be operated in a manner which considers the safety of all people in the venue, as well as the protection of the building fabric.

Offensive or explicit material

It is the responsibility of the exhibitor to ensure that the event organiser is informed of any potentially offensive or explicit display material/activity.

OHS and Site Safety

The following venue OHS and Site Safety regulations must be strictly adhered to:

Smoking is not permitted inside or within 5 metres of any entry/exit door.

» Children under the age of 16 are not permitted within the venue during move in and move out under any circumstances.

» Safety vests must be worn during contractor build (move in) and dismantle (move out) and wherever mobile plant equipment is operating within the venue’s precinct.

» Closed-toed footwear must be worn by all event-related personnel during move in and move out and footwear must be worn at all times during the hire period.

» Appropriate Personal Protective Equipment (PPE) meeting Australian standards must be worn on site at all times.
The possession or consumption of alcohol or drugs of addiction is strictly prohibited by on-duty, event-related personnel. Persons found under the influence of alcohol or drugs of addiction will not be permitted to commence or continue work under any circumstance.

The licensee’s appointed OH&S Officer will monitor the use of PPE during the event.

On Site Parking – Exhibitor

There are 150 parking spaces available. Once the car park has reached capacity, alternate parking can be found in the Melbourne Museum Carpark (enter via Nicholson Street).

During move in and move out, parking is available at no charge for event related personnel in the Southern Drive. Access is via the loading dock at Nicholson St (Gate 2). After unloading at Dock you will be directed to parking area by a parking attendant.

Parking is only permitted within designated parking bays. Parking is strictly prohibited in any unauthorised area, including but not limited to:

• Venue doors or steps
• Loading docks
• Precinct lawns and gardens
• Precinct gates (swing, cantilever and boom)
• Pedestrian walkways
• Entrances to Carlton Gardens

For the protection of your personal property, please ensure that valuables are not left unattended in your vehicle.

Phones-public

There are no public phones located in the venue. The nearest public payphone is located in the Melbourne Museum foyer (Opening hours 10 am – 5 pm, Mon – Sun).

Public transport

Tram: Tram 86 or 96 to Museum stop, corner of Nicholson and Gertrude Streets. City Circle Tram to corner of Victoria and Nicholson Streets.

Train: City Loop train to Parliament Station.

Bus: Bus routes 250, 251, 253, and 402 to Rathdowne Street.

Taxi: Taxi drop-off zones on Nicholson and Rathdowne Streets.

Security

A roaming Security Guard will be in attendance during move in and move out and throughout the Expo. It is your responsibility to have someone supervising your stand at all times. Under no circumstances should exhibitors leave personal valuables in stands.

NOTE: Neither RMIT or the Security Company will be responsible for theft, damage or injury.

Site safety induction

The site safety induction program includes a review of venue OH&S policies/procedures and heritage related regulations. This will take place prior to the luncheon.

Please refer all enquiries to Graduate Careers Expo Co-ordinator Janice Robinson on 9925 5275

Smoking

Smoking is strictly prohibited throughout the building.

Venue management reserves the right to:

• Refuse entry to any person smoking
• Remove any person found smoking in the venue
• Close down an event if breaches of smoking policy continue to occur.
Southern Drive

The Southern Drive is situated on the city side (south) of the venue, located between Nicholson Street and Rathdowne Street and comprises:

- Precinct gate (Nicholson Street- Gate 1)
- One way exit with tyre spike system (Rathdowne Street- Gate 4)
- Public pedestrian access
- Public bicycle access
- Car park
- Fire hydrants
- Sprinkler valve room and fire pump room

Toilets

There are two toilet blocks, consisting of male, female and disabled facilities, located in the South East and South West corners of the Great Hall.

Venue location

The Royal Exhibition Building is located in the Carlton Gardens, between Rathdowne Street and Nicholson Street and is adjacent to Melbourne Museum.

The street address is 9 Nicholson St, Carlton 3053. Refer to ‘Venue Location Map’.

Weight loadings- Ground floor

Weight loading restrictions apply on the ground floor. Mobile plant and equipment is restricted in the venue. Refer ‘Mobile Plant and Equipment’.

Please refer all enquiries to Graduate Careers Expo Co-ordinator Janice Robinson on +61 3 9925 5275.
SECTION THREE
Compulsory and optional forms

COMPULSORY FORMS

1. Exhibitor and Contractor Passes (Application for Non-Authorised Supplier)
2. Application to sell, sample or giveaway confectionary, food or non-alcoholic beverage
**Application for Non-Authorised Supplier**

Please email the completed form to rebapplications@museum.vic.gov.au or fax (03) 9270 5013 – thirty days prior to event.

Please call the Royal Exhibition Building on (03) 9270 5006 to confirm receipt of this application

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<table>
<thead>
<tr>
<th>Event:</th>
<th>Event Date/s:</th>
<th>Stand Number:</th>
</tr>
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</table>

**Applicants Business Name:**

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**Applicants Business Address:**

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**Postcode:**

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**Contact:**

---

**Position:**

---

**Phone:**

---

**Mobile:**

---

**Fax:**

---

**Email:**

---

**Date Required:**

---

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**NON AUTHORISED SUPPLIER DETAILS**

**Type of Service Provided:**

---

**Contractor Business Name:**

---

**Contractor Business Address:**

---

**Postcode:**

---

**Contact:**

---

**Position:**

---

**Phone:**

---

**Mobile:**

---

**Email:**

---

**Fax:**

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**Registration/Licence Number:**

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**Details of works to be carried out:**

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**Venue Use Only** | **Approved** | **Permit No.** | **Not Approved**
---|---|---|---
**Applicant Contacted** | **Date** | **Staff** |
Application to Sell, Sample or Giveaway Food or Non-Alcoholic Beverage

Please email the completed form to rebapplications@museum.vic.gov.au or fax (03) 9270 5013 – thirty days prior to event.

Please call the Royal Exhibition Building on (03) 9270 5006 to confirm receipt of this application.

Event: ___________________________ Event Date/s: ___________________________ Stand Number: ______

Applicants Business Name: ________________________________________________________________

Applicants Business Address: ______________________________________________ Postcode: ______

Contact: __________________________________ Position: ________________________________

Phone: ___________________________ Mobile: ___________________________ Fax: ___________________________

Email: _________________________________________________________________

Main purpose of the business:

Is the application for food / beverage (non-alcoholic) to be: (please tick)

- Sold □
- Sampled □
- Giveaway □

Sold

Any food or beverage (non-alcoholic) sold for consumption at the event is strictly prohibited. Venue approved sale of food or beverage (non-alcoholic) must be stand relevant (i.e. in accordance with the normal trading of the business of the Applicant). Food or beverage (non-alcoholic) purchased at the Royal Exhibition Building must not be opened or consumed within the venue.

Sampled

Portions must be of tasting size only. (In most instances; 30g food / 30ml beverage (non-alcoholic). Venue approved sampling of food or beverage (non-alcoholic) must be stand relevant (i.e. in accordance with the normal trading of the business of the Applicant). All samples must be given free of charge.

Giveaway

Giveaway food and beverage products must be of sample size only (see above); they must be pre-packaged and clearly labelled.

Service Specification

Type of food or beverage: (please tick)

- Hot □
- Cold □
- Packaged □
- Unpackaged □

Please specify the full range of food or beverage proposed:

I hereby declare that I will accept all responsibility under the Food Act as the proprietor of this stall.

Signature (Authorised Agent) ___________________________ Date ___________________________

If unpackaged food or beverage is to be given away, openly stored, displayed or handled, the following facilities may need to be provided –

- Hand basin with hot and cold water and soap
- Separate sink with hot and cold water for washing serving implements or utensils
- Washable impervious floor, i.e. vinyl or plastic sheeting
- Refrigerated display and / or storage cabinet for perishable items
- Sample must be offered in a manner as to avoid being handled by the public

Exhibitors must also contact the City of Melbourne Health Services Department to obtain the Temporary Food Handling Guidelines and receive “Confirmation of Application Lodgement”, during office hours on (03) 9658 8815/ 8831.

Written venue approval is also subject to receipt of the “Confirmation of Application Lodgement”.

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<tr>
<th>Venue Use Only</th>
<th>Approved</th>
<th>Permit No.</th>
<th>Not Approved</th>
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<tbody>
<tr>
<td>Applicant Contacted</td>
<td>Date</td>
<td>Staff</td>
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</tbody>
</table>
SECTION THREE
Compulsory and optional forms

OPTIONAL FORM

1. Application for speciality products
Application for Specialty Products

Please email the completed form to rebapplications@museum.vic.gov.au or fax (03) 9270 5013 – thirty days prior to event.

Please call the Royal Exhibition Building on (03) 9270 5006 to confirm receipt of this application

Event: Event Date/s: Stand Number:

Applicants Business Name:

Applicants Business Address: Postcode:

Contact: Position:

Phone: Mobile: Fax:

Email: Date Required:

Signature (Authorised Agent): Date:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST (inc GST)</th>
<th>QTY</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>Double Sided Tape</td>
<td>$30.00 / roll</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tenacious Gaffer Tape (Black, Tan or Blue) or similar</td>
<td>$30.00 / roll</td>
<td></td>
<td></td>
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<tr>
<td>Flameguard Fire Retardant 750ml</td>
<td>$38.50 / bottle</td>
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<tr>
<td>Safety vest</td>
<td>$18.70 each</td>
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<tr>
<td>Gas Bottle</td>
<td>$75.00 / bottle</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

TOTAL

All items must be fully paid by credit card prior to the supply of the product/s. A Tax Invoice will be forwarded upon request within 14 days of the purchase. The supply of items at the venue is limited. The forwarding of this form does not guarantee the provision of the requested item.

Please debit my: Bankcard MasterCard Visa (Please circle)

Expiry Date: NB: AMEX & DINERS not accepted

Cardholder Name: Authorised Signature: Date:

Venue Use Only Approved Permit No. Not Approved

Applicant Contacted Date Staff
SECTION FOUR
Venue map and procedures