

VENUES ŌTAUTAHI

VENUES ŌTAUTAHI TECHNICAL SOLUTIONS - PRE ORDER FORM

At Venues Ōtautahi we provide a range of technical services which can assist you in showcasing your products at your stand.

Order with us in 3 simple steps:

1. Have a look through this form, and choose the service(s) you wish to order.
2. Get in touch with your Venues Ōtautahi Event Manager to order the service(s) you require, or with any questions you may have. Your Event Manager will confirm the cost and issue you with an invoice. Where a quote is required, your Event Manager will liaise with the Venues Ōtautahi Technical team, and get back to you with a no obligation quote.
3. Once the invoice has been issued you will be directed to pay online via our online credit card payment facility. Once full payment has been received, your order is deemed confirmed by Venues Ōtautahi.

THE SERVICES WE OFFER

INTERNET & NETWORKING	
Venues Ōtautahi Guest Free WiFi If your event organiser has requested it, our Venues Ōtautahi Guest Free WiFi network will be enabled. Suitable for general browsing and accessing emails. Not suitable where continuous connections are required, or for high-bandwidth activities.	
Premium Internet – Cabled A cabled internet connection through our venue's full-speed fibre network. An ethernet cable will be run to your location. Connection to multiple devices may incur additional charges for labour and hardware.	\$155+GST each
Premium Internet - Wireless Access key provided on your arrival at the venue. This network is suitable where continuous connections are required, or for high-bandwidth activities.	\$155+GST
<i>Please note, Venues Ōtautahi does not replace your usual IT support structure. We provide an open internet connection that will be tested at the termination in your location. Beyond that, we cannot take responsibility, but we will always do our utmost to assist with any challenges that may occur. See the Exhibitor Guide for detailed information, or contact your Event Manager.</i>	

BANNER HANGING	
Banners can be hung nearly anywhere in our venues. Note that they must remain within the footprint of your stand, unless previously arranged with your event organiser. Final costs depend on your stand location, and the design of the banner. The more information you can give us, the more accurate our quote for this service will be – photos or design drawings of the banner are especially useful. Please contact your Venues Ōtautahi Event Manager for a quote tailored to your requirements.	From \$125+GST per banner

EVENT MANAGER CONTACT DETAILS

Event: Winter Gift & Homeware Fair

Name: Britney Cradock

Email: britney.cradock@venuesotautahi.co.nz

Phone: +64 27 215 5905

Please turn over to order

VENUES ŌTAUTAHI

ORDER FORM

Please fill out the order form below with the service(s) you would like to order. For Banner Hanging, please include a description of the banner(s) with as much detail as possible (Top pocket? Grommets? Pole included? Height? Width? Weight?).

Service(s)	Qty	Price (Excl GST)
TOTAL COST EXCL GST		
GST AT 15%		
TOTAL INCL GST		

YOUR DETAILS (PLEASE COMPLETE ALL FIELDS)

Name		Phone	
Company			
Postal Address			
Email Address		Stand Number	
On site Contact	Name		Mobile No.

TERMS AND CONDITIONS

Confirmation: by placing this order with Venues Ōtautahi the requested services are deemed confirmed and you, the hirer, agree to make payment for these items, including any extra items consumed or ordered during the event.

Cancellation/Non Attendance: in the event of cancellation within three working days of your event occurring Venues Ōtautahi will charge, as a cancellation fee, any amounts due on this order.

Payment: If you would like to pay by credit card, please let your Event Manager know, please note this option will incur a credit card merchant fee of 2.7%

EXECUTED by the Hirer

I _____ (print name) have read the above terms and conditions. I am the authorised signing authority of the company.

Authorised Person

Title

Date

Once completed, please send this form through to your Venues Ōtautahi Event Manager (contact details on page one). They will advise if they need any further information, arrange a quote for you, and/or issue an invoice which must be paid before the event.