

# ORDER FORM



Adelaide Expo Hire

## 1. CONTACT DETAILS

Company Name	
Contact Name	
Address	
Suburb	
State	Postcode
Telephone	
Facsimile	
Email	

## 2. EXHIBITOR DETAILS

AEH Coordinator	
Exhibition	Stand No.
Venue	
Order No.	Date
Exhibitions: Delivery, Prior to or during exhibitor move in. Pickup, Immediately after close	
<b>Special Cartage requirements may incur an additional charge</b>	
Special Delivery (Date/time)	/ / . AM/PM
Special Pickup (Date/time)	/ / . AM/PM

## 3. ORDER INFORMATION

Code	Qty	Description	Size	Colour	\$Rate GST Exc	Total GST Exc

**Have you considered...**

*Brochure Stands, Storage Cupboards, Rubbish Bins, Audio Visual Hire & Plants*

## 4. PAYMENT CONDITIONS

- PAYMENT IN FULL BY CHEQUE, CREDIT CARD, EFT, OR CASH IS REQUIRED PRIOR TO DELIVERY.
- PAYMENT METHOD - TICK BOX

**BANK ACCOUNT:** WESTPAC CASTLE PLAZA BSB: 035-048  
ACCOUNT NO: 178115 (PLEASE QUOTE INVOICE NUMBER)

**CREDIT CARD:** AEH WILL ACCEPT PAYMENTS ON INVOICES UP TO THE VALUE OF \$3,000

- Cash    Cheque    MasterCard    Visa    EFT

### Exhibitions:

Delivery charge is 20% of the hire cost with a minimum charge of \$50.00 + GST for the Adelaide metropolitan area.

### General Hire:

Refer to point 2 & 3 of Terms & Conditions of Hire

**POA for costs outside the Adelaide metropolitan area.**

Hire Charge	\$
← calculation Delivery	\$
*Late Order Fee	\$
Sub-Total	\$
GST - 10% of Sub-Total	\$
(Sub-Total + GST) Grand Total	\$

\*Late Order fee of \$30 + GST applies for orders placed during exhibitor move in.

3. ACCOUNT NAME \_\_\_\_\_

4. CREDIT CARD NUMBER

5. EXPIRY DATE   /

## 6. SIGNATURE

I hereby certify that the above identification information is correct. AEH equipment is hired subject to the conditions on the back hereof which I acknowledge having read before signing.



**Telephone**  
08 8350 2300



**Facsimile**  
08 8350 2301



**Post**  
31 Deeds Road  
North Plympton SA 5037



**Email/Internet**  
adexpo@aeh.com.au  
www.aeh.com.au

Order not valid unless signed by HIRER (authorised agent) / card holder



# Adelaide Expo Hire

ABN 14 062 230 433 ACN 062 230 433

31 Deeds Road, North Plympton SA 5037

Phone (08) 8350 2300

Fax (08) 8350 2301

Email: [adexpo@ae.com.au](mailto:adexpo@ae.com.au)

Internet: [www.aeh.com.au](http://www.aeh.com.au)



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Exhibition Support

Products & Services

## CONDITIONS OF HIRE

### 1. PAYMENTS

Payment in full by EFT, credit card, cash or cheque is required before the exhibition or general hire. A 3% + GST credit card fee may be charged on credit card transactions.

### 2. PRICES

**Exhibitions** - Prices for duration of exhibition not exceeding 10 days.

**General Hire** - Prices for duration of general hire not exceeding 7 days. Minimum order for general hire is \$200.00 + GST (not including delivery).

### 3. DELIVERY / PICK UP

An additional charge will be made for delivery / pickup. The rate is 20% of the hire cost with a minimum charge of \$50.00 + GST for the Adelaide metropolitan area. POA for costs outside the Adelaide metropolitan area. Adelaide Expo Hire staff will carry out all deliveries of Equipment, except as agreed in writing. All Equipment must be available for pick up immediately after the exhibition. No responsibility is taken for any items left in or on our Equipment after close of the exhibition. The hirer will bear responsibility for the Equipment hired from the time of its delivery until collection by or return to the owner. For general hire after hours delivery / pick up rates may apply.

### 4. CANCELLATIONS

Refunds do not apply to goods cancelled after delivery. A cancellation

fee equivalent to 50% of the hire order value shall be made where the cancellation occurs less than 7 days prior to the date of commencement of the hire.

### 5. LATE ORDERS

Orders placed during move in are to be charged an additional late order fee of \$30.00 + GST

### 6. DAMAGE OR LOSS

The hirer shall at all times be liable for the loss of, or damage (other than accidental damage) to the owners' hire Equipment from whatever cause, from the time of delivery to when the goods are collected. Any damage must be reported to Adelaide Expo Hire Pty Ltd immediately on (08) 8350-2300.

### 7. DEBT COLLECTION

Any costs expenses or disbursements incurred by the supplier in recovering any outstanding monies including, debt collection, agency fees and solicitors costs shall be paid by the customer.

### 8. OTHER

No responsibility is accepted for non-delivery of goods where payment has not been made in advance or made available at the time of delivery. All hire goods remain the property of Adelaide Expo Hire Pty Ltd at all times. Adelaide Expo Hire Pty Ltd retains the right to alter, vary or substitute any item without notice. Adelaide Expo Hire Pty Ltd retains the right to remove goods at any time if the items are

being mistreated or not used for the purpose for which they are designed. Additional charges (including labour charges) may apply for delivery outside of normal working hours on weekends or public holidays, orders received less than 48 hours prior to delivery, delivery outside of the Adelaide Metropolitan Area, for design, consultancy and other similar services provided in connection with the hire of the Equipment or the Hirer's event, if the Site is not adequately prepared for delivery and/or installation of the Equipment, if we cannot obtain access to the Site, if the Hirer fails to be in attendance at the agreed time for delivery or pick up of the Equipment, cleaning the Equipment where it has been returned in an unclean state, for service calls to the Site during the Hire Period, enforcing any provision of the Contract against the Hirer, venues / sites with limited or difficult access, and arising from a variation to the Contract, including without limitation: a change in the type of Equipment required; a change in the position where the Equipment is to be or has been installed upon the Site; a change in the location of the Site; or a change in the delivery or pick up instructions from those first agreed.

All prices or price lists published by Adelaide Expo Hire may be changed without notice. Business Hours – 8.00am – 5.00pm Monday – Friday.

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