

EXHIBITOR REQUIREMENTS

Please complete and return this form a minimum of twenty one (21) days prior to exhibitorrequests@ma.org.au

EXHIBITOR AND STAND DETAILS

EVENT NAME			
COMPANY NAME	MOVE IN DATE	TIME	
CONTACT NAME	MOVE OUT DATE	TIME	
ADDRESS			
EMAIL	STAND NO.		
ON SITE MOBILE			

ONSTAND HOSPITALITY

I would like to book hospitality for my stand Yes No

ITEM	COST	FIRST DAY REQUIRED	NO. OF DAYS	COST
2-3 GRIP ESPRESSO MACHINE (Venue barista required to operate)				
<ul style="list-style-type: none"> • Size: 1250mmL x 770mmW x 910mmH • Space required: 1800mm x 900mm 				
Includes –				
<ul style="list-style-type: none"> • Standard blend coffee beans • Hot chocolate • Full cream milk, skim milk, soya milk • Cups (8oz) with lids • Stirrers • Sugar sachets • first 50 cups of coffee • first 4 hours of barista labour 	(per day)			
Barista (minimum four hour call)	\$49.50 per hour or part thereof		Additional hours	
Additional cups of coffee (over and above the included 50) – venue will do a daily cup count	\$4.00 per cup			
ELECTRONIC PUSH BUTTON COFFEE MACHINE (self service)				
<ul style="list-style-type: none"> • Size: 560mmL x 392mmW x 370mmH • Space required: 1800mm x 750mm 				
Includes –				
<ul style="list-style-type: none"> • Standard blend coffee beans • Hot chocolate • Full cream milk, skim milk, soya milk • Cups (8oz) with lids • Stirrers • Sugar sachets • First 50 cups of coffee 	(per day)			
Additional cups of coffee (over and above the included 50) – venue will do a daily cup count	\$4.00 per cup			

ONSTAND HOSPITALITY (continued)**CATERING**

ITEM	COST PER ITEM	QUANTITY	NO. OF DAYS	COST
Assorted cookies				
Assorted snack basket (example inclusions chips, cookies, fresh fruit, chocolates, muesli bars – basket includes 20 individual items)				
Chefs selection of cakes				
Chefs selection of muffins				
Gourmet point sandwiches (chef's selection) – quantity 1.5 round per person				

OTHER ITEMS

Will you be providing your own refrigerator (must be test and tagged)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Will you be providing your own cups and lids?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

TOTAL ON STAND HOSPITALITY

PAYMENTI authorize the RNA to charge the following credit card Yes No

TOTAL - ONSTAND HOSPITALITY

TOTAL CHAGES TO CREDIT CARD

Credit Card Type	AMEX (SURCHARGE APPLIES) <input type="checkbox"/>	VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>
Cardholder Name	Expiry Date		
Card Number	CCV		
Signature			