EXHIBITOR REQUIREMENTS

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

PHONE / COMMS CONNECTION

I would like to arrange a phone / comms connection and/or equipment for my stand   ☐ Yes   ☐ No

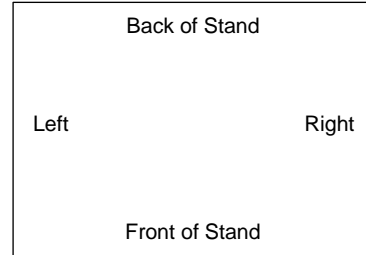| ITEM	PRICE	QUANTITY	EXTRA CHARGES	TIME AND DATE REQUIRED
Telephone line with handset through VoIP system (Line access through PABX BY dialing ''0'')	$60.00		Call Costs	
Dedicated PSTN Line (direct line out) *** ideal for eftpos ***	$100.00		Call Costs	
Polycom Conference Speakerphone (includes connection)	$100.00		Call Costs	
Polycom Video Conference Kit (includes video unit, ISDN lines up to 512k, monitor and set up)	$1,000.00		Call Costs	
	TOTAL PHONE / COMMS CONNECTION			

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Please indicate the approximate location of service placement within the booth with an (X) and also include any neighbouring booth numbers.

If available, please provide additional documentation and/or floorplans to ensure accurate placement of services.

If location is not provided within three working (3) days prior to show move in, the services will be place in the most convenient location and the customer is then responsible for the placement of services.

| Back of Stand |
| Left   Right |
| Front of Stand |

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| I authorize the RNA to charge the following credit card | ☐ Yes | ☐ No |

TOTAL CHAGES TO CREDIT CARD

Credit Card Type	AMEX (SURCHARGE APPLIES) ☐	VISA ☐	MASTERCARD ☐	
Cardholder Name			Expiry Date	
Card Number			CCV	
Signature				