



## VBASE TECHNICAL SOLUTIONS - PRE ORDER FORM

At Vbase 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 Vbase Event Planner to order the service(s) you require, or with any questions you may have. Your Event Planner will confirm the cost and issue you with an invoice. Where a quote is required, your Event Planner will liaise with the Vbase 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 Vbase.

## THE SERVICES WE OFFER

<b>INTERNET &amp; NETWORKING</b>	
<b>Vbase Guest Free WiFi</b> If your event organiser has requested it, our Vbase 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.	
<b>Premium Internet – Cabled</b> 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.	<b>\$150+GST each</b>
<b>Premium Internet - Wireless</b> Access key provided on your arrival at the venue. Please note that this network shares wireless access points with the Vbase Guest service; if both are active, we cannot offer guarantees on the quality of Premium Wireless service.	<b>\$150+GST</b>
<b>Specialised Networking Services</b> Tailored to fit your event. Please get in touch with us to discuss your requirements	<b>POA</b>
<b>Phone Line</b> A physical desktop phone, with pre-assigned Direct Dial-In number (DDI). Calls will be charged where applicable, at Spark standard rates.	<b>\$100+GST each</b>
<i>Please note, Vbase 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 Planner.</i>	

<b>BANNER HANGING</b>	
<i>Stand out from the crowd and enhance your exhibiton stand with a banner!</i>	
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. <b>Please contact your Vbase Event Planner for a quote tailored to your requirements.</b>	<b>From \$100+GST per banner</b>

## GOT A QUESTION OR NEED A QUOTE?

No worries - your Vbase Event Planner is more than happy to help:

Event: \*Description\*

Name: \*Event Planner\*

Email: \*Email - Primary Coordinator\*

Phone: \*Phone - Primary Coordinator\*

**Please turn over to order**



### 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)
<b>TOTAL COST EXCL GST</b>		
GST AT 15%		
<b>TOTAL INCL GST</b>		

### 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 Vbase 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 Vbase will charge, as a cancellation fee, any amounts due on this order.

**Payment:** Must be done online by credit card and payment received in full in advance of any services being hired and / or work beginning.

**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 Vbase Event Planner (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.**

### PAYMENT INFORMATION

Once you have received your invoice from Vbase payment can be made online via Vbase's online credit card payment system. Please visit the below internet address to submit your details and pay online.

<http://vbase.co.nz/credit-card-payment>

Please ensure you use your **INVOICE NUMBER** as the reference when you pay online at the above address.