



VBASE TECHNICAL SOLUTIONS - PRE ORDER FORM

At Vbase we provide a range of technical services which can assist you at promote your stand and to showcase your products. If you have any questions please do not hesitate to get in touch with your Vbase Event Coordinator for more information.

INTERNET & PHONE LINE

Below please find the options of internet and phone services Vbase are able to provide. Please note, Vbase does not replace your usual IT support structure when providing these services. We provide an open internet connection that will be tested at the termination in your location. Beyond that, we cannot take responsibility. However, we will always do our utmost to assist with any challenges that may occur.

Vbase Free WIFI* Free wi-fi available in the café areas of our venues, the Atrium at Air Force Museum and the Concourse at Horncastle Arena.	FREE
Vbase Premium WIFI* This is a high latency, high bandwidth connection. A password will be provided for access. We request the password is not distributed outside of your immediate team as this will compromise the service for yourself and other paying customers.	\$150+GST per stand
High Speed Internet Line* This is a fibre fed, high latency service. No firewall. A Cat6 cable will be run to your location. Connection to multiple pc's /laptops may incur extra charges for labour and hardware.	\$150+GST each
Phone Line Phone lines can be used for voice calls, eftpos or fax machines. Please make sure you specify if your eftpos is analogue or digital.	\$89+GST each

BANNER HANGING

Stand out from the crowd and enhance your exhibiton stand with a banner-

Banners are hung from the roof beams using a scissorlift or accessing the catwalks. The price is dependent on the location of the stand and / or the size of the banner(s). Some locations may require additional trussing.

Please note - banners must be hung within your stand footprint. **Please contact your Vbase Event Coordinator for a quote.**

From \$80+GST per banner.

Please get in touch for a quote.

ORDER FORM

Please fill out the order form below with the service(s) you would like to order. For banners please include a description of the banners with details such as Top pocket? Grommets? Pole included? Height? Width? Rough estimate of weight?

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

Please Turn Over for Payment & Contact Information



YOUR DETAILS (PLEASE COMPLETE ALL FIELDS)

Name			
Company			
Event Name		Stand Number	
On site Contact	Name	Mobile No.	

PAYMENT INFORMATION

Payment is required to confirm your hire with us. Credit Card details can be submitted through Vbase's online payment system. Please visit the below internet address to submit your details and pay online.

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

EVENT ID (Required for payment) - **9483**

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 at 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

Please send through this completed form to your Vbase Event Coordinator as soon as payment has been made. The services requested are not deemed confirmed until approved by your event coordinator and the full amount due has been paid.

GOT A QUESTION OR NEED A QUOTE?

No worries - your Vbase event coordinator Rachel is more than happy to help - please see below.

Event: Careers Expo

Name: Rachel Astle

Email: rachel.astle@vbase.co.nz

Phone: + 64 3 339 5415