

FORM 4 COFFEE MACHINE HIRE ORDER FORM



PERTH CONVENTION AND EXHIBITION CENTRE

**Orders will not be processed unless this form is returned with the Payment Form
Please note a 20% surcharge will apply for forms returned less than 5 business days
prior to the commencement date.**

CONTACT DETAILS

MANDATORY FIELD – Please note that forms submitted without the mandatory fields completed will **not be processed*

*First name:	<input type="text"/>	*Surname:	<input type="text"/>
*Stand name:	<input type="text"/>	*Stand no:	<input type="text"/>
*Company address:	<input type="text"/>	Suburb:	<input type="text"/>
Phone:	<input type="text"/>	Postcode:	<input type="text"/>
*Name of event:	<input type="text"/>	Email:	<input type="text"/>
		Event dates:	<input type="text"/>

The PCEC can provide an Espresso Package with various options to suit your needs. This includes a cart or bench top machine (please see next page for build requirements).

COFFEE PACKAGES

ESPRESSO EXPERIENCE	COST OF PACKAGES (INCL GST)
<ul style="list-style-type: none"> ○ Barista (4 hours of continuous labour) ○ 100 cups of coffee (latte, flat white, cappuccino, long black, macchiato, mocha and chai latte), tea and hot chocolate (8oz cups size) ○ Condiments – milks, take away cups, lids, sugar, and stirrers <p>Please note: Additional consumption over and above the 100 cups included will be charged at \$4.00 per cup</p>	<p>Cost per day</p>

NESPRESSO (SELF SERVICE)	COST OF PACKAGES (INCL GST)
<ul style="list-style-type: none"> ○ 50 Nespresso coffee pods ○ 15 English breakfast tea bags ○ 10 Hot chocolate sachets ○ 2 Litres of Milk ○ 8 oz Heat barrier cups ○ Sugar and stirrers <p>Please note: Additional pods are available and will be charged at \$3.50 per pod used. Additional milk is available and will be charged at \$6.00 per 2ltr bottle</p>	<p>Cost per day</p>

COFFEE ORDERS

	DAY OF DELIVERY	DATE OF DELIVERY	TOTAL NO. OF DAYS REQUIRED	HRS OF OPERATION	ADDITIONAL LABOUR HOURS (ABOVE INCL. IN PACKAGE)	ADDITIONAL CUPS / PODS REQUIRED	TOTAL
ESPRESSO EXPERIENCE							
NESPRESSO PACKAGE							

Items and prices are current at the time of printing and are subject to change without notice

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MACHINE REQUIREMENTS

TYPE	REQUIREMENT AND SPECIFICATION
<ul style="list-style-type: none"> ○ Power Requirements 	<p>Espresso Machine</p> <ul style="list-style-type: none"> ○ 1 x 20amp for the coffee machine ○ 1 x 10amp for the grinder ○ Power for own fridge <hr/> <p>Coffee Cart</p> <ul style="list-style-type: none"> ○ 1 x 32 amp for the cart ○ 1 x 10amp for the fridge (provided in the package)
<ul style="list-style-type: none"> ○ Bench and Storage - Espresso Machine 	<p>Exhibitors own bench:</p> <ul style="list-style-type: none"> ○ Height - between 900-950mm from the floor ○ Length - a minimum 1500mm ○ Depth - minimum 800mm ○ Weight - able to support over espresso machine and grinder (approx. 80kg) <p>2 x bench top holes for power, water and wastage of 100mm diameter above the centre of the water and wastage compartment.</p> <hr/> <p>Water and waste storage:</p> <ul style="list-style-type: none"> ○ 2 x separate storage compartments are necessary to physically separate electrical outlets from water and wastage. <p>Compartment size</p> <ul style="list-style-type: none"> ○ height - minimum of 750mm, ○ length - minimum 750mm
<ul style="list-style-type: none"> ○ Further Information 	<p>Storage cups and other consumables can be in the existing 2 compartments as detailed above</p> <p>A small under-bench fridge is to be provided by the exhibitor for milk storage</p> <p>Please provide ample space for rubbish disposal/bin</p> <p>Machines must be set up on or near an electrical pit</p> <p>Loss or damage to equipment will be charged to your account Machine hire is subject to availability</p>

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EXTERNAL COFFEE MACHINES

To comply with OHS standards, Exhibitors/Stand Builders MUST meet the requirements outlined in the Machine Requirements above (please refer to "Exhibitors own bench"). PCEC reserve the right to refuse installation should Exhibitors fail to comply.

While exhibitors may be granted permission to bring in an external Coffee Machine onsite for an exhibition/show, permission is dependent on the following conditions:

- a) PCEC is informed in writing prior to the commencement of the show
- b) The exhibitor reviews, completes and signs the following section agreeing to our Corkage charge and Terms & Conditions

EXTERNAL COFFEE MACHINE CORKAGE

Event Rate (2 days)	Each Additional Day	Total No of Days	Sub-Total

Cart Dimensions:

- o Length 2030mm (without extension) or 2670mm (with extension)
- o Depth 710mm
- o Height 960mm

Acrylic Sign Holder for Coffee Cart:

- o Height 300mm
- o Length 1200mm

Machine Dimensions:

- o Length 850mm
- o Depth 570mm
- o Height 500mm



I hereby agree that if the Perth Convention and Exhibition Centre grant permission, it will be on the condition that we will be completely self-sufficient in the service of our activity. This includes but is not limited to the provision of:

- Coffee Beans and Machine
- Barista/s and other Labour
- Condiments (including milk, sugar and stirrers)
- Cups (which are compliant with PCEC specification of 8oz and double walled)

I will indemnify and hold harmless the Perth Convention and Exhibition Centre against any liability, loss, claim or expense arising in connection with any activities or work carried out by or on behalf of [insert name of company], including any activities or work authorised by Perth Convention and Exhibition Centre. I agree that both my representatives and I will abide by the terms and conditions of Perth Convention and Exhibition Centre and any instruction issued by its officers or employees. I also agree to pay for any damages or charges that may subsequently arise from this permission being granted.

Name of Authorised Company Officer:

Signature of Authorised Company Officer:

Date

Name of Authorised Company Officer:

Signature of Authorised Company Officer:

Date

I agree that the above order is true and correct.

Signed _____

Please return this form along with the Payment Form to exhibitor@pcec.com.au