



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: _____ *Surname: _____
 *Stand name: _____ *Stand no.: _____
 *Company address: _____ Suburb: _____ Postcode: _____
 Phone: _____ Email: _____
 *Name of event: _____ Event dates: _____

Please note that Exhibitors and other persons cannot distribute, sell or giveaway any item of food or beverage not supplied by PCEC to the public or trade exhibition visitors, without written approval from PCEC.

Conditions

- Alcoholic beverages cannot be delivered prior to the first event date
- All beverages are supplied chilled however, it is the responsibility of the Exhibitor to provide their own fridge for storage
- All alcoholic beverages are required to be served by a PCEC RSA certified staff member in accordance with the Western Australian Liquor Control Act 1988 - no third party suppliers can be used (PCEC Event Manual).**

Staffing Costs

	Price (incl. GST)	Qty	Hrs Required	Total
Bar Attendant (minimum 2 hours) It is recommended that at a minimum, 1 x barperson is required for 40 guests. Additional staff would be required for tray service of drinks.				
Additional Hours: Monday – Friday (per person, per hour)				
Additional Hours: Saturday – Sunday (per person, per hour)				
Additional Hours: Public Holiday (per person, per hour)				
TOTAL				

Note: For all functions over 50 guests please contact exhibitor services to tailor a package to your requirements.

Non-Alcoholic Beverages

	Price (incl. GST)	Date	Delivery Window	Start Time	Qty	Total
Coca-Cola Product 390ml (6 bottles)						
Assorted Coca Cola Products			Coke			
Coke Zero Lift (Lemon Squash)			Sprite (Lemonade)			
Mount Franklin water 600ml (6 Bottles)						
Sparkling Mineral water 450ml (6 Bottles)						
Kerri Orange juice 350ml (6 Bottles)						
Kerri Apple juice 350ml (6 Bottles)						
Energy drinks – Mother Energy Drink/Red Bull 500ml (6 Bottles)						
Assorted vitamin waters (6 bottles)						



Alcoholic Beverages

PCEC have selected a variety of beer and wines to incorporate the most popular selections. Please check with Exhibitor Services for names of wines. We also understand that at times, you may require a more exceptional bottle to satisfy your specific tastes – we would be happy to recommend alternate wines and specialty beer for these occasions. Please be aware that the venue is required to conclude service 30 minutes prior to the finishing time of the show on the last day of the event. If you wish for service to continue after the conclusion of the event on any day, written approval from the organiser is required.

Please note: Five units of glassware is inclusive for each wine bottle purchased

WINE SELECTION	Price (incl. GST)	Date	Delivery Window	Start Time	Qty	Total
Sparkling Wine (Bottle)						
WHITE WINE (BOTTLE)						
Chardonnay Sauvignon Blanc Semillon Sauvignon Blanc						
RED WINE (BOTTLE)						
Shiraz Cabernet Sauvignon Cabernet Merlot						
BEER/CIDER						
Becks (6 bottles)						
Stella artois (6 bottles)						
Corona (6 bottles)						
Pure blonde (low carb) (6 bottles)						
Stella artois legere (light) (6 bottles)						
Matilda bay "dirty granny" matured apple cider (6 bottles)						

Please note: We recognise at times that Exhibitors may want to use branded beverages. Pre-approval from PCEC as corkage charges may apply.

Additional Items

ADDITIONAL ITEMS	Price (incl. GST)	Date	Delivery Window	Start Time	Qty	Total
Glassware (Wine, Sparkling and All Purpose) (Each)						
Ice buckets (Including ice bag) (Each)						
Additional bag of ice (Each)						
Water dispenser hire & 15 litre still water (each)						
Additional water bottle for water dispenser (Each)						
TOTAL						

Delivery Window: please allow a 20-minute window for delivery of services.

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