



# Coffee Cart Order Form

Exhibition/Conference Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Event Date: \_\_\_\_\_ Stand Number: \_\_\_\_\_  
 Contact Name on Day: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Hire of the coffee cart is \$220.00 per hour at a minimum of 4 consecutive hours per day. This includes 1 x barista, coffee, condiments and milk.**

Day/Date	Start Time	Finish Time	Number of hours	Price (\$220.00 x number of hours)
<b>Total Charges</b>				<b>\$</b>

**Please Note:**

- An additional barista @ **\$46.00 per hour Monday – Friday, \$48.00 per hour Saturdays, \$64.00 per hour Sundays, \$65 per hour Public Holiday (Minimum 4 consecutive hours)**
- All coffee cart requests must be ordered **20 days prior** to the start of an event to allow time for installation and delivery
- Pre-payment must accompany this form for goods/services to be provided
- Exhibitor/Conference requests ordered less than 20 days prior to the start of an event will incur a 20% late surcharge charge fee
- All orders will be processed once payment and forms have been received. A tax invoice will be issued once the goods and service have been delivered
- No refunds will be given if the service is cancelled within 3 days prior to the event or the service is not used.
- All prices quoted are inclusive of GST (Goods and Services Tax)
- Type of beverages served : Flat white/ Latte/ Long black/ Short black/ Decaffeinated/ Hot Chocolate /Tea
- Power needs to be provided by the exhibition build company for the espresso machine and coffee grinder. Upon confirmation of your order, we will advise power requirements (25 amp single phase/20 amp single phase).

**Payment Details**

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_  
 Credit Card Type:  Mastercard  Visa  American Express  Diners card  
 Card holder name: \_\_\_\_\_ Signature: \_\_\_\_\_

I hereby authorise the National Convention Centre Canberra to process authorised charges to the above credit card

**Please Return to:**  
**National Convention Centre Canberra**  
**PO Box 1013**  
**Civic Square ACT 2608**  
**Fax : 612 6276 5276**

*Visa and MasterCard payments incur a merchant service fee of 1.5%, American Express, Diners and JCB payments incur a merchant service fee of 3% which will be added to the total amount payable.  
 Payments made in cash, by company cheque, or by direct deposit do not incur a service fee.*