

Coffee Machine Location Map



Exhibitor Services | Sydney Showground

t (02) 9704 1265 : f (02) 9704 1472 : e exhibitorservices@sydneyshowground.com.au

Please return this form along with the Exhibitor Account Form to Exhibitor Services, no less than 14 days prior to move-in of the event.

Late fees of \$100.00 may apply to Services requested within this time.

Event Details			
Event Name:		Event Date:	
Stand Name:		Stand Number:	
Account Details			
Company:		Phone:	
First Name:		Surname:	

Does your stand have custom flooring?

Yes

No

PLEASE SKETCH A DIAGRAM OF YOUR STAND LAYOUT AND INDICATE THE PREFERRED POSITION OF THE REQUIRED SERVICES, USING THE KEY BELOW:

Note: Position may vary depending on the location of the service pits in relation to your stand.

	BACK OF STAND		
	FRONT OF STAND		

N.B. If you do not nominate the location of the Coffee Machine, Sydney Showground will install the Coffee Machine at an appropriate location. Any changes to the location of the Coffee Machine after installation will be at the exhibitors cost.

Service Order requests will be confirmed prior to the Event. It is the responsibility of the Exhibitor to follow up unconfirmed requests.

If you do not receive confirmation prior to Event move-in, please call Exhibitor Services on (02) 9704 1265.