EXHIBITOR SERVICES & PAYMENT

It is Hotel Grand Chancellor Hobart (HGCH) policy that all exhibitor services are paid prior to commencement of an event. Services will not be available at your stand until payment has been received. **Orders must be placed 30 days prior to an event** and payment received no later than 7 days prior to bump in. **To be completed and sent to HGCH with the Service Request form.**

Exhibition/Conference:	Phone:
Stand Number:	Mobile:
Company Name:	Fax:
Company Address:	Email:
State: Postcode:	

This form is to be completed in FULL and returned to HGCH no later than 30 days prior to your event

DETAILS OF SERVICES TO BE CHARGED

SERVICES REQUIRED	CHARGE	TOTAL

Please specify how you would like to pay (tick box):

☐ Bank Transfer (EFT) ☐ Credit Card

Orders will not be confirmed until all payments are processed and cleared in full.

Please return this form to:

The Hotel Grand Chancellor Hobart
PO Box 1601
Hobart TAS 7001
Email: cateringevents@hgchobart.com.au

HOTEL GRAND CHANCELLOR HOBART | HCEC HOBART CONVENTION & EXHIBITION CENTRE