

Order Form

INTERNET SERVICES



Important: Please download and open this form using Adobe Acrobat or PDF Reader to ensure this form can be submitted properly. Alternatively, please send the completed form to the details below.

Please complete and submit this form no later than 14 days prior to the hiring period of the event by using the "Submit" button at the end of this form. For assistance, please contact:

Event Services Assistant, Te Pae Christchurch Convention Centre

Phone: +64 3 266 1400

Email: EventServices@tepae.co.nz

Contact Details

Name		Company Name	
Phone Number		Company Address	
Email Address		Postcode	
Name of Event		Stand Name	
Event Dates		Stand Number	

Wi-Fi

A dedicated client wireless connectivity (SSID) up to Wi-Fi 6 standard with no data cap.

Please refer to the Exhibitor Services Menu for full details of items available. Items are charged per day.

*Please enter dates in the format dd/mm/yy

*Please enter time in 24h format (HH:MM)

Item	Start Date	No. of Days	QTY	Time		Amount
				From	To	

Cabled Internet Connection

A dedicated, single network wall port with no data cap.

If purchasing a cabled internet connection, please provide a stand plan noting the location of the connection as well as your stand build time, if applicable.

Please note Te Pae Christchurch Convention Centre will provide the cabled connection however connection to equipment will need to be conducted by the exhibitor or stand builder.

Please note, service will be operational from the first day requested. If you require the service for testing during set-up, please include this in the "Start Date" of your order.

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*Please enter dates in the format dd/mm/yy

*Please enter time in 24h format (HH:MM)

Item	Start Date	No. of Days	QTY	Time		Amount
				From	To	

Note: relocation fees apply.

- ☐ I have attached a stand plan noting the location of the connection as well as the stand build time (if applicable).

Subtotal items ordered:

Terms and Conditions

Dedicated internet connections ordered from Te Pae Christchurch as a part of an event will be provided to the client with the agreed performance metrics, as stated in the event order. The suitability, reliability, availability, and timeliness of internet services wired or wireless (Wi-Fi) for any purpose will be delivered within those agreed performance metrics.

Public Wi-Fi, while available throughout the facility, is provided on an 'as available' basis without warranties of any kind. While Te Pae Christchurch Convention Centre will have monitoring and cybersecurity processes in place to reduce the inherent risk posed by publicly accessible Wi-Fi, in no event shall Te Pae Christchurch Convention Centre be liable for any damages whatsoever caused from the use or misuse of provided internet services.

Please note the Centre does not allow the use of wireless access points other than the venue fixed wireless infrastructure and reserves the right to disable wireless transmitting devices found to be causing interference.

Please note the venue does not allow the connection of additional switching equipment to cabled connections due to security risks. Ports will auto disable if a switch is connected. Routers are permitted with all Wi-Fi capabilities disabled.

Te Pae Christchurch ICT Services will provide support for all supplied services. For clients using routers, supply of service including speed is guaranteed to the point of hand-off from Te Pae Christchurch (the cable), not on the equipment connected to the client's router.

Upon receipt, a service order confirmation will be sent detailing the charges for the requested items, along with a tax invoice and details for payment.

All orders must be paid for before the services listed on the confirmation will be performed.

Payment can be made by:

- Credit card (Mastercard or Visa only) – please note there is a 1.5% charge incurred for all credit card payments
- Direct deposit.

International bank and intermediary fees are to be incurred by the sender.

- ☐ I have read and understood the Terms and Conditions and all sections relevant to the ordering of these items as stated in the Exhibition Guide.