

VBASE TECHNICAL SOLUTIONS - PRE ORDER FORM

At Vbase we provide a range of technical services which can assist you at promote your stand and to showcase your products.

There are three simple Steps to ordering with us:

1. Choose the service(s) you wish to order from us, please have a look through the options and don't hesitate to let us know any questions you may have.
2. Get in touch with your Vbase event coordinator to order the service(s) you require. Your event coordinator will confirm the cost and issue you with an invoice. Where a quote is required, you event coordinator will liaise with the Vbase technical team and get back to you with a no obligation quote.
3. Once the invoice has been issued you will be directed to pay online via our online credit card payment facility. Once full payment has been received, your order is deemed confirmed by Vbase.

THE SERVICES WE OFFER

INTERNET & PHONE LINE	
Below please find the options of internet and phone services Vbase are able to provide. Please note, Vbase does not replace your usual IT support structure when providing these services. We provide an open internet connection that will be tested at the termination in your location. Beyond that, we cannot take responsibility. However, we will always do our utmost to assist with any challenges that may occur.	
Vbase Free WIFI* Free wi-fi available in the café areas of our venues, the Atrium at Air Force Museum and the Concourse at Horncastle Arena.	FREE
High Speed Internet Line* This is a fibre fed, low latency service. No firewall. A Cat6 cable will be run to your location. Connection to multiple pc's /laptops may incur extra charges for labour and hardware.	\$150+GST each
Eftpos Line We can provide a data line for your digital eftpos machine (DHCP) This data line can be converted for order, analogue machines. Please specify which service you need.	\$89+GST each
*Please note wireless eftpos machines can connect to the Vbase Free Wifi at no charge	
Telephone A telephone can be provided for national and international calls, please discuss your requirements with your Vbase Event Coordinator.	POA

BANNER HANGING	
Stand out from the crowd and enhance your exhibiton stand with a banner-	
Banners are hung from the roof beams using a scissorlift or accessing the catwalks. The price is dependent on the location of the stand and / or the size of the banner(s). Some locations may require additional trussing.	From \$80+GST per banner.
Please note - banners must be hung within your stand footprint. Please contact your Vbase Event Coordinator for a quote.	Please get in touch for a quote.

GOT A QUESTION OR NEED A QUOTE?

No worries - your Vbase event coordinator Amy is more than happy to help:

Event: GPCME

Name: Amy Van T Veen

Email: amy.vantveen@vbase.co.nz

Phone: 03 339 5427

Please turn over to order



ORDER FORM

Please fill out the order form below with the service(s) you would like to order. For banners please include a description of the banners with details such as Top pocket? Grommets? Pole included? Height? Width? Rough estimate of weight?

Service(s)	Qty	Price (Excl GST)
TOTAL COST EXCL GST		
GST AT 15%		
TOTAL INCL GST		

YOUR DETAILS (PLEASE COMPLETE ALL FIELDS)

Name		Phone	
Company			
Postal Address			
Email Address		Stand Number	
On site Contact	Name		Mobile No.

TERMS AND CONDITIONS

Confirmation: by placing this order with Vbase the requested services are deemed confirmed and you, the hirer, agree to make payment for these items, including any extra items consumed or ordered during the event.

Cancellation/Non Attendance: in the event of cancellation within three working days of your event occurring Vbase will charge, as a cancellation fee, any amounts due on this order.

Payment: Must be done online by credit card and payment received in full in advance of any services being hired and / or work beginning.

EXECUTED by the Hirer

I _____ (print name) have read the above terms and conditions. I am the authorised signing authority of the company.

Authorised Person

Title

Date

Once completed please send this form through to your Vbase Event Coordinator (contact details on page one). They will advise is they need any further information, arrange a quote for you and / or issue an invoice which must be paid before the event.

PAYMENT INFORMATION

Once you have received your invoice from Vbase payment can be made online via Vbase's online credit card payment system. Please visit the below internet address to submit your details and pay online.

<http://vbase.co.nz/credit-card-payment>

Please ensure you use your **INVOICE NUMBER** as the reference when you pay online at the above address.