SOFITEL
ACCOR HOTELS & RESORTS

EXHIBITOR REQUIREMENT FORM

Exhibitor Name
_____

Booth Location
_____

Booth Number
_____

Event Date(s) _____

Conference/Function Name____ _____

Audio Visual Requirements

- ❑ Cabled Broadband ADSL connection (not wireless) - $192.50 per day (no additional line or call charges)
- ❑ Telephone connection - $37.50 per day plus call charges.
- ❑ 6-point power board - $11.00 per day
- ❑ 10-meter power cable - $11.00 per day
- ❑ Laptop - $220.00 per day
- ❑ 17" LCD monitor - $104.50 per day
- ❑ 15 meter data extension cable - $27.50 per day
- ❑ Other _____

AV set up & pack down labour - $74.25 per hour (GST inclusive)
The above prices include GST and each item will incur set up & pack down charges.

PLEASE NOTE - FINAL AUDIO VISUAL REQUIREMENTS QUOTE WILL BE SENT UPON APPLICATION IN WRITING, PLEASE FAX THIS REQUEST TO 03 9653 7785.

I (name) _____ hereby authorise Sofitel Melbourne to charge my credit card with the expenses incurred for requirements selected above.

Credit card type:

❑ American Express ❑ Diners Club ❑ Visa

❑ Mastercard ❑ Bankcard ❑ JCB

Card number: | | | | | | | | | | | | | | | | |

Expiry date: | | | | |

Signature: _____

Please forward the receipt to following address:

Name _____
Address
_____ Postcode _____

Telephone
_____

FINAL RECEIPT AND INVOICE WILL BE SENT TO THE ADDRESS ABOVE