

HILTON EXHIBITOR ORDER FORM



EVENT NAME: _____
 LOCATION: _____

FORM DUE BY: Two weeks prior to event date

	Description	Cost	Number of connections / lines	Number of days
Wireless Internet	Suitable for (5 mbps): <ul style="list-style-type: none"> Streaming standard definition videos Accessing emails / files, etc. *not suitable for downloading large files	Complimentary		
Wired Internet		\$20.00 per line per day		
Dedicated Bandwidth Wired or Wireless *Recommend if live streaming, using event poll, or there is a large importance on the quality of the internet for you or your delegates	10 Mbps	\$300.00 per day		
	20 Mbps	\$600.00 per day		
	30 Mbps	\$900.00 per day		
	40 Mbps	\$1,200.00 per day		
	50 Mbps	\$1,500.00 per day		
	60 Mbps	\$1,800.00 per day		
	70 Mbps	\$2,100.00 per day		
	100 Mbps	\$3,000.00 per day		
Direct Dial Telephone line	Independent standard dial up connection	\$64.00 per line per day *Call charges additional		
Analogue Line	Via hotel switchboard dial up	\$64.00 per line per day *Call charges additional		
Booth Cleaning	Includes vacuuming or mopping, trash removal, dusting, etc. *Hilton Sydney does not take responsibility for any damages	\$100.00 per day	NA	

Note: Hilton Sydney will provide internet conference code on the requested day. Please ensure your laptop has an inbuilt wireless Ethernet card as well as any other adapters that you may use, as we do not provide these.

EXHIBITOR DETAILS – for billing purposes:

CLIENT NAME:		STAND NO.:	
COMPANY:		SETUP DATE:	
TELEPHONE NUMBER:		SETUP TIME:	
EMAIL ADDRESS:		CONTACT NAME ON THE DAY:	
STREET ADDRESS:		CONTACT MOBILE NUMBER:	
SUBURB:		<i>*form will not be accepted if all details are filled out in full</i>	
STATE & POSTCODE:			

****IMPORTANT** BILLING ARRANGEMENTS: Individual Payments are to be made 7 days in advance direct to hotel**

Total Amount Payable: \$ _____

PAYMENT VIA BANK TRANSFER: Bank: Australia and New Zealand Banking Group Limited BSB: 012 003 Account Name: Marble Operations Pty Ltd trading as Hilton Sydney Account Number: 838462794 SWIFT Code: ANZBAU3MXXX Please e-mail a copy of the payment remittance to selina.aoake@hilton.com	PAYMENT VIA CREDIT CARD: Please provide e-mail address for credit card payment link: _____ Please note: Credit card payments incur a merchant service fee of 1.5% in additional to the total amount payable.
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CONFIRMATION BY THE CLIENT:

Signature: _____ Print Name: _____ Date: ____ / ____ / ____

CONFIRMATION BY THE CLIENT: Please email confirmed order to Cassandra Phut at cassandra.phu@hilton.com