

EXTERNAL SUPPLIER FORM



USING AN EXTERNAL SUPPLIER FOR YOUR EXHIBITION

Should Exhibitors decide to contract external food & beverage suppliers or bring in their own (other than Hilton Sydney) a fee of \$350.00 shall apply.

PLEASE NOTE:

This fee does not include any Hilton staff or equipment. Beverages cannot be stored in our fridge space and must be brought in during the supplier bump-in time prior to the reception commencing. Alternatively beverages can be stored in our dry areas subject to the number of items being delivered.

All food and beverage being brought in externally is subject to prior approval by Hilton Sydney and a food & beverage waiver form will need to be completed for any approved food items by the exhibitor and returned TWO weeks prior to the event start date.

All suppliers that require loading dock access must complete the loading dock form.

RESPONSIBLE SERVICE OF ALCOHOL

Any external suppliers that will be serving alcohol on our premises MUST send a copy of their RSA license. They are not permitted to serve alcohol onsite until this has been received.

Should you decide to man your own stations, please note that Hilton requires a copy of your personnel's RSA License prior to service of alcohol on Hilton premises.

IMPORTANT NOTICE FOR ALL ORDERS

Orders must be received and finalised two (2) weeks prior to the event start date.

A 20% SURCHARGE of the total invoice will be charged to all orders finalised within two (2) weeks of the event start date including any external supplier orders.

PLEASE NOTE: It is the exhibitor's responsibility to have their orders finalised 2 weeks prior to the event start date. If orders are still in the process of being finalised within the 2 week period, 20% surcharge will still apply.

HILTON BAR STAFF/WAIT STAFF

\$196.00 (flat fee)
*for up to 4 hours

HILTON GLASSWARE

(minimum order of 20 glasses required)

\$5.00 per glass

Sparkling, Red or White Wine Glasses
Rock/Whiskey Glasses
Beer Glasses

*Includes: Ice, spittoons, side plates, table if required
Subject to availability upon receipt completed form*

TERMS AND CONDITIONS

OUTSIDE FOOD AND BEVERAGE

You may **not** bring any outside food or drink into our Hotel for use during your functions/meetings, unless agreed by Hilton Sydney in writing and in advance of the Event. A food disclaimer form needs to be signed and returned to the Hilton TWO weeks prior the day of your event.

OUTSIDE CONTRACTORS

Should you elect to utilise outside contractors or subcontractors on our Hotel premises during your Event, you must notify us of your intention to use such providers at least 30 calendar days before your Arrival Date.

Your outside contractors must adhere to our reasonable rules (including but not limited to health and safety regulations and rules). We reserve the right, at our sole discretion, to require any outside contractor to be removed from our Hotel premises should the outside contractor fail to abide by our rules or applicable laws and regulations.

In our sole discretion, we may require that your outside contractors (i) sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for similar outside contractors, and (ii) provide proof of insurance in amounts acceptable to us (amounts and types of insurance to be determined in our sole discretion based on the type of services the outside contractor will be providing) before the outside contractor will be allowed to provide services on our Hotel premises.

We reserve the right to charge additional fees based on your specific needs, including but not limited to, labour surcharge for audio/visual and electrical requirements, banner hanging, sign making, and electrical power. Should you require any rigging services for your Event, all such services must be arranged through the in-house audio/visual provider of the Hotel and you will be responsible for all associated costs.

INSURANCE

You will obtain and keep in force the appropriate insurance reasonably commensurate with all activities arising from or connected to your Event, including, but not limited to, insurance affording coverage for public liability and property damage. Upon request, you agree to provide us with a certificate or proof of such insurance.

Please note that obtaining and maintaining appropriate insurance that affords these types of protections should be a benefit to you, as an appropriate insurance policy should provide coverage to you by paying the Hotel for damages that occur during your Event and which you would otherwise be required to pay under the indemnification clause. For informational purposes only, single event insurance (sometimes called “private event insurance” or “special event insurance”) may be available for purchase at reasonable rates, including from reputable online insurance providers. When purchasing single event insurance, you should select public liability and property damage coverage, for instance.

OCCUPATIONAL HEALTH AND SAFETY

Organizers and their contractors have a duty of care under the Occupational Health and Safety Act 2000 and Occupational Health & Safety Regulations 2001 to ensure that all contracted personnel are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees and that any plant or systems of work which may be used are safe and without risks to health. This includes providing all employees with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity.

IMPORTANT: *Should you decide to man your own stations, please note that Hilton requires to receive your Personnel's Certificate of RSA (Responsible Service of Alcohol) prior to service alcohols on Hilton premises.*

EXTERNAL SUPPLIER FORM



CLIENT NAME:		STAND NO:	
COMPANY:		DATE REQUIRED:	
TELEPHONE NUMBER:		TIME REQUIRED:	
EMAIL ADDRESS:		CONTACT NAME ON THE DAY:	
STREET ADDRESS:		CONTACT MOBILE NUMBER:	
SUBURB:			
STATE & POSTCODE:			

Please advise the name of your supplier and what they will be providing including personnel, all equipment and a full list of any products they are providing.

PLEASE ADVISE YOUR REQUIREMENTS:

DESCRIPTION	QTY	COST PER ITEM	TOTAL
External Supplier Fee		\$350.00/supplier	
Staff Member		\$196.00/staff	
Sparkling Wine Glasses		\$5.00/glass	
Red Wine Glasses		\$5.00/glass	
White Wine Glasses		\$5.00/glass	
Rock/Whiskey Glasses		\$5.00/glass	
		TOTAL COST	\$

* A 20% Late Fee will be added to the final total if applicable

<p>PAYMENT VIA BANK TRANSFER:</p> <p>Bank: Westpac Banking Corporation</p> <p>BSB: 032 069</p> <p>Account Name: Glory Property III Pty Ltd ATF Glory Property III Investment Trust</p> <p>Account Number: 53 22 63</p> <p>SWIFT Code: WPACAU2S</p> <p>Please e-mail a copy of the payment remittance to selina.aoake@hilton.com</p>	<p>PAYMENT VIA CREDIT CARD:</p> <p>Card Type: VISA / AMEX / Diners / MasterCard</p> <p>Card Number: _____</p> <p>Card Expiry: _____</p> <p>Cardholders Name: _____</p> <p>Cardholders Signature: _____</p> <p>Please note: Credit card payments incur a merchant service fee of 1.5% in addition to the total amount payable.</p>
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Signature: _____ Print Name: _____ Date: _____

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