 <p>DURBAN ICC INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p> <p>45 Bram Fischer Rd, Dbn, 4001 P O Box 155, Durban, 4000 Tel: (+27) 31 360 1000 Fax: (+27) 31 360 1005</p>	2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS				Order Deadline:	
					01 November 2021	
	Stand Name:		Hall No:		Stand No:	
	E-mail:		Tel No:		VAT #	
Print Name:			Signature:			

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : zanelem@icc.co.za
TELEPHONE NO : 031 360 1316**

**RIGGING / FURNITURE / LINEN &
HARD HATS**


ORDER FORM #02

RIGGING: (Please submit information below in order for a separate rigging quote to be forwarded)							
Rigging Certificate / Certificate of Compliance		Must be provided by service provider					
Banner/ Chandelier / Sign :							
Description of Item: (If different, please attach description of each)							
Electric Power & Connection Type:							
Quantity:		Weight (must be accurate):					
FURNITURE / LINEN:		CHARGE	Cost ZAR	Quantity Required	Dates Required		SUB-TOTAL
					From	To	
Chairs: Padded banqueting		Once off each	29.00				
Table Hire:							
Conference Narrow (1.8 m x 45 cm)		Once off each	120.00				
Trestle (1.8 m x 90 cm)		Once off each	120.00				
Cocktail Round (60 cm)		Once off each	120.00				
Table Cloth Hire:							
Conference; trestle and round cocktail		Once off each	87.00				
SAFETY HARD HATS:		CHARGE	Cost ZAR	Quantity Required	Dates Required		SUB-TOTAL
					From	To	
Hard hats are available to purchase for buildup and breakdown as per Safety requirements		Once off each	76.00				
GRAND TOTAL (all prices include 15% VAT) ZAR							

PLEASE NOTE THAT THE FULL REPLACEMENT COST WILL BE CHARGED FOR ANY DAMAGES TO CARPETS / FURNITURE / EQUIPMENT / LINEN

PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE

All orders received after the deadline date will be subject to an administration fee of 20%	PLEASE KEEP A COPY FOR YOUR RECORDS
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TELEPHONE NO : 031 360 1316**

BEVERAGE

ORDER FORM #03

Deliveries do not include waitron service - should you require staff kindly complete the Labour section below

TEA/COFFEE COMBO:		Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL										
			QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times											
3xFlask of Hot water; 45 cups/ saucers/ teaspoons and condiments (tea/ coffee / milk / sugar) delivered to stand in the morning and collected in 2 hours		832.00 once off / per refresh																			
WINE – per 750 ml Bottle (See list overleaf)		Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL										
			QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times											
MINERALS – 24 x 330 ml per case								Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL				
No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	Delivery Times	Delivery Times	Delivery Times	Delivery Times		
Coke								Coke Light													
Fanta								Sprite													
Appletiser								Grapetiser													
Still Water –500ml								Sparkling Water –500ml													
BEER CANS - 24 x 330 ml per case											Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL	
Castle																					
Heineken																					
Castle Lite																					
CIDERS / COOLER – per Case of 24											Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL	
Hunters Extreme (840.00)																					
Savanna Premium (1008.00)																					
Smirnoff Pine (1 200.00)																					
Flying Fish (888.00)																					
GLASSWARE – 36 Glasses per Case											Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL	
Soft drink																					
Wine																					
(this applies to a once off daily am delivery and pm collection)																					
Ice - 5 kg Pack											40.00										
Wine Openers - on request											65.00										
LABOUR:		No. of Staff	Mon-Sat Cost ZAR Per hour (Day/Night)	Sunday Cost ZAR Per hour (Day/Night)	Public Holiday Cost ZAR Per hour (Day/Night)	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL							
Minimum 4 hour shift						Start - End	Start - End	Start - End	Start - End	Start - End	Start - End	Start - End	Start - End								
Waitron			108.00	162.00	162.00																
Bar Person			108.00	162.00	162.00																
Porter			76.00	120.00	157.00																
GRAND TOTAL (all prices include 15% VAT) ZAR																					

BEVERAGE REFUND POLICY:
Only 24 x Sealed Cases will be refundable. The return form MUST be signed by both the client and the Durban ICC Function Co-ordinator. The refund will only be processed within 14 working days post event.

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