email completed form to: **keziah@onshow.com.au** or fax back to **1300 619 776**

onshow.com.au

Company Name				Date Requested	
Requested by				Your order No.	
Department/Section					
Phone Number				Fax Number	
Email Address					
Function Details					
Name of Function			Item Return Date		
Date Items Required			Event Finish Date		
Event Start Date			Delivery Address		
Function Contact Person					
Phone/Mobile Number					
Installation Required?		Set Up Time		Pull Down Time	

Items Required		
Item Code	Item Name	Quantity

Authorisation			
Please note: *The person signing is responsible for assuring payment for all associated costs for the above listed items.*			
Name		Department Name	
Phone Number		Date	
Signature			

Important Note:

1. Item/s not returned by the "Item Return Date" will incur a late fee of $5.50 per day until the item/s are returned to On Show Promotions.

2. Please note all orders are dispatched with return consignment note labels. Loss of these labels will incur a $35.00 charge to cover cancellation and re-issuing of new consignment notes. **3**.The person hiring the above display/signage items is responsible for these items until they have been returned safely into storage with Onshow Promotions. In the event of items being damaged/lost during your hire period then costs associated with repairing/replacing these items will be invoiced directly to you. This is a condition of hire.

4. Once you have completed the Hire Request Form fax to On Show on 07 3392 0041 or email to: jo@onshow.com.au so that a quote can be prepared.

5. Upon receipt of your quote, authorise and then fax/email the form back to On Show Promotions to organise your order.

6. Fax to On Show on 07 3392 0041 or email to: mark@onshow.com.au confirming that you accept the costs associated with this job. Your request will not be scheduled until authorisation has been received.

If you have any queries or require assistance with choosing appropriate signage and promotional items for your event please contact Mark Comiskey, On Show Promotions on 07 3392 0031.

version 1.1