

Event Order

Form



SOLARBUDDY

Company Details

Note:

Please specify if you are ordering one of our events for your own company or on behalf of another company.

Who are you ordering this for?

Own Company

Or

Other Company

Contact Name:

Company Name:

Country:

Address Line 1:

Address Line 2:

Suburb:

City:

State/Province:

Post/Zip Code:

Contact Email:

Contact Number:

Billing Details: (If different to company details)

As Above:

Contact Name:

Company Name:

Country:

Address Line 1:

Address Line 2:

Suburb:

City:

State/Province:

Post/Zip Code:

Contact Email:

Contact Number:



Shipping Details

Same as billing:

Same as company:

Contact Name:

Company Name:

Country:

Address Line 1:

Address Line 2:

Suburb:

City:

State/Province:

Post/Zip Code:

Contact Email:

Contact Number:

Earliest delivery date: Lights will be delivered a minimum of one day prior to event

Additional Shipping Details

Additional Shipping Labels:

Yes (Attached)

Or

No

Specific Instructions (i.e. loading dock, ground floor reception):

Venue Details

Where are the lights being sent to?

Company

Venue

Other

Event Name:

Event Date: (DD/MM/YY)

Client:

Event Location:

Contact Name:

Contact Number:

Street Address:

Post/Zip Code:

Country:

Type of event:

Keynote

Plenary

Expo

Other:

Note:

The receiver/venue must be registered for imports.

Receiver/venue tax registration number:

Light Order



JuniorBuddy Order Qty:
(Minimum No. 50 SolarBuddies, increments of 25)

50

100

250

500

Other

Cost per light:

(Australian / New Zealand **AUD \$50**) (International **USD \$50**) (UK / Europe **GBP/EUR £40**)

Inclusions:

- Unassembled SolarBuddy kit and tools
- Assembly instructions and letter template
- Creative Resources (digital and printable)
- All shipping and handling (freight, customs duties and taxes)
- News from the field - images and details of your light distribution
- **Excluding facilitation fees, travel and accommodation costs**

Creative Resources:

- Welcome video
- SolarBuddy video
- Assembly video
- Presentation deck
- Photoloop
- Event guide
- Background Info & FAQs
- Add on activities
(Mindfulness activity & Design sprint challenge)

SolarBuddy Sessions

Our program has been designed to be self-facilitated, however you can book a SolarBuddy facilitator to run your session for an additional fee. On top of this you can also book our CEO and Founder Simon Doble or Billie Murphy our Education Program Manager for an inspirational keynote address. Please select your preference and provide further details if you select a facilitated session.

Please select the type of session:

Self-Facilitated

Facilitated

Keynote

Facilitated Session Costs:

Event Day: (Australia & New Zealand **AUD \$1500**) (International **USD \$1500**) (UK/Europe **GBP/EUR £1000**)

Travel Days: (Australia & New Zealand **AUD \$100**) (International **USD \$500**) (UK/Europe **GBP/EUR £400**)

Keynote Costs:

Event Day: (Australia & New Zealand **AUD \$5000**) (International **USD \$5000**) (UK/Europe **GBP/EUR £4000**)

Travel Days: (Australia & New Zealand **AUD \$100**) (International **USD \$500**) (UK/Europe **GBP/EUR £400**)

Book a SolarBuddy facilitator to run your session and inspire your attendees with our powerful and inspiring story to assist with your light building activity.

Select a Presenter:

We will get back to you regarding the availability of our speakers.

Simon Doble: Founder & CEO

Billie Murphy: Education Manager

Any Speaker: (Whoever is available)

Event Dates:

Cost:

Travel Dates:

Cost:

Date/Time Required On Site:

Travel organised by:

Event Company

Client

SolarBuddy

Branding

Yes

No

Cost: (minimum order of 100 lights)

Orders under 500 lights: (Australian / New Zealand **AUD \$275**) (International **USD \$200**) (UK/Europe **GBP/EUR £150**)

Orders over 500 lights: free of charge, including logo placement and customised bumper colour

Logo:

Please provide a logo in .eps, .png or .jpeg format

Bumper Colour (Pantone):

Branding design must be finalised 6 weeks prior to event.

Gift of Light Parcel: Extended Video Package

Yes

No

Cost:

(Australia/ New Zealand **AUD \$6000**) (International **USD \$4000**) (UK/Europe **GBP/EUR £3000**)

Experience the impact of your gift with an inspirational video, gallery of beautiful images and an impactful photo journey.

Inclusions:

- **3 minute Gift of Light video** 16:9 Used for Youtube & Web & 1:1 for Facebook, Twitter & LinkedIn.
- **1-2 minute IGTV documentary** for Instagram
- **20 High quality photos**

Delivery Details

Once payment has been received the lights will be dispatched from our dispatch centre. You will receive an email with your tracking number and expected delivery date. Lights will be delivered to your nominated delivery address.

Cancellation policy

Days prior to the event excluding the commencement date	Fee for Change of Date <u>OR</u> Venue	Fee for Change of Date <u>AND</u> Venue	Cancellation fee for total cancellation
45 days or more	\$200 admin fee + 10% of total order	\$200 admin fee + 20% of total order	\$200 admin fee + 50% of total order
0 - 44 days	100%	100%	100%

Please note that the cancellation fee for branded lights is 100% regardless of timeframe

Terms and Conditions

[Click here](#) for our full: Terms & Conditions

Orders need to be placed 6 weeks prior to the event. SolarBuddy does not take responsibility for delays caused by couriers or customs. Payments made are non-refundable.

By signing this form both the Client and SolarBuddy indicate that they have read, understood and agree to all Terms and Conditions outlined in this form.

Client Name:

Client Signature:

Date: (DD/MM/YY)

SolarBuddy Name:

SolarBuddy Signature:

Date: (DD/MM/YY)



www.solarbuddy.org | Email enquires@solarbuddy.org | Address 1/36 Wyandra Street, Newstead Queensland 4006

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