

2. SERVICE ORDER FORMS

Melbourne Exhibition and Convention Centre

Box 286 WTC Post Office

Melbourne Victoria Australia 8005

Telephone: (03) 9235 8000

Facsimile: (03) 9235 8001

2.1 EXHIBITOR SERVICES ACCOUNT FORM

Name of Event:	_____	Event Dates:	_____
Stand Name:	_____	Stand No.:	_____
Company:	_____		
Contact Name:	_____	Position:	_____
Address:	_____		
State:	_____	Post Code:	_____
Telephone:	_____	Mobile:	_____
E-Mail:	_____	Facsimile:	_____

Please indicate your requirements on the following pages and return this form and all relevant order forms, no later than seven (7) days prior to the commencement of the event. **No services will be provided until payment is received.** Payments will be deducted from your nominated credit card 7 days prior to the event.

All service charges are current and subject to change without notice.

Information Privacy Act 2000 – Information collected on this form will only be used for the completion of this enquiry.

The Melbourne Convention and Exhibition Trust Privacy Policy is available from the Security Department, our web site www.mecc.com.au, Level 4 Reception or Customer Service.

METHOD OF ADVISE OF USE AND DISCLOSURE STATEMENT: VERBAL WRITTEN UNABLE TO ADVISE
ADVISED OF MCET PRIVACY POLICY: YES NO

Return this form together with payment and the Exhibitor Services Account Form either via post or fax
Postal Address: Box 286 WTC Post Office, Melbourne, Victoria 3005 / Facsimile: (03) 9235 8121
Please note all prices are inclusive of GST

2.1.1 EXHIBITOR SERVICES PAYMENT FORM

Name of Event: _____	Event Dates: _____
Stand Name: _____	Stand No.: _____

Credit Card Type				
<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DINERS	<input type="checkbox"/> OTHER
Credit Card Number				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Credit Card Expiry Date		Credit Card ID No. (for AMEX only)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Please send me a receipt <input type="checkbox"/>				
E-mail Address: _____				
Please charge my card to the value of \$ _____				
Cardholders Name: _____				
Cardholders Signature: _____				

Please fax your completed form to MECC Exhibitor Services on +61 3 9235 8121

Information Privacy Act 2000 - Information collected on this form will only be used for the completion of this payment. The Melbourne Convention and Exhibition Trust Privacy Policy is available from the Security Department, our website, Level 4 Reception, or Customer Service.

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2.2 COMMUNICATIONS ORDER FORM

2.2.1 TELEPHONE SERVICES



Please indicate your requirements below and return together with the Exhibitor Services Account form. Please refer to the service information section below for additional details. You must sign and return this service information with your order. For additional information please contact Communication Services on (03) 9235 8160 or Email TSDSales@mecc.com.au

SERVICE	PRICE (Per Event)	CALL DEPOSIT
DIGITAL PHONE LINE & HANDSET <input type="checkbox"/> Quantity required These phone lines are digital and will not work with standard analogue devices such as modems and EFTPOS machines	International Call Access <input type="checkbox"/> Yes / No \$110.00 per line	\$220.00 per line <i>Includes deposit for handset.</i>
FACSIMILE LINE <input type="checkbox"/> Quantity required	International Call Access <input type="checkbox"/> Yes / No \$110.00 per line	\$165.00 per line
EFTPOS LINE <input type="checkbox"/> Quantity required	\$110.00 per line	\$165.00 per line
DIRECT LINE (PSTN) (2 weeks notice required) <input type="checkbox"/> Quantity Required	\$247.50 per line	\$165.00 per line
ISDN ONRAMP2 (8 weeks notice required) <input type="checkbox"/> Quantity Required	\$693.00 per line	\$220.00 per line

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2.2.1.1 TELEPHONE SERVICE INFORMATION

- All phone, facsimile and EFTPOS connections at the Melbourne Exhibition Centre and the Melbourne Convention Centre require the user to dial "0" to obtain an outside line.
- Digital phone handsets and equipment are delivered to stands on the last day of event move-in or earlier by request of the exhibitor.
- Digital phone handsets that are issued will not work if removed from the building. Handsets will be collected at the conclusion of the event, however if you wish to leave before it has been collected please return it to Customer Service or call on (03) 9235 8302 for it to be collected. Lost or damaged handsets will be charged at up to \$450.00
- A call deposit is required for each line to cover call charges and for loss of equipment. The unused portion is refundable after the conclusion of the event when the charges have been calculated. Please note that a receipt of call charges may take up to 2 weeks post event.
- All phone and fax lines are enabled with LOCAL, STD and MOBILE call access unless specified otherwise. International or restricted access is available upon specific request.
- Exhibitors requiring ISDN Onramp 2 Services are required to book 8 weeks prior to the delivery date.
- Exhibitors are advised that the ISDN Onramp2 connection is inclusive of the Network Terminating Unit but does not include an ISDN Terminal Adapter or Router. Exhibitors wishing to use the OnRamp2 service are required to provide their own ISDN Terminal Adapter or Router.
- All calls made from the Exhibition Centre or Convention Centre are charged at the following rates. International calls will be charged at the carrier rates applicable at the time of the event and will be settled after the event when the call details are available.
- Exhibitors are required to arrange their own EFTPOS Machine. This can be obtained from their Bank or Financial Institution or alternately they can provide their own.

CALL TYPE	CALL CHARGES
Local Calls	44 cents flat rate
STD / Mobile Calls	44 cents per minute

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2.2.2 WIRELESS INTERNET ACCESS

The MECC Wireless service is designed for individual users, and like other Wi-Fi services it cannot be sectioned off for a group of people or isolated to a specific area.

MECC Wireless can be purchased by credit card via the MECC Wireless portal. The service is available via two usage plans:

Plan 1 – 1 hour access or 75MB download - \$10 (including GST)

Plan 2 – 8 hours access or 250MB download - \$20 (including GST)

Access time is the cumulative time you are logged into the service over one or more sessions. When you have used the specified access time or download allowance (whichever comes first) for your plan, your access to the service will expire. All access hours must be used within 48 hours from time of purchase.

The maximum bandwidth of the service for both plans is 256Kb/s.

PLEASE NOTE:

Wireless is not a secure network and download speeds will vary, depending on the number of users on the service at any one time. Wireless signal strength can also vary depending on geographical location and other items interfering with the signal.

Exhibitors who require a secure network to download continuous information over a longer period of time are advised to order a dedicated fixed-line service, which can be tailored for their individual needs. Please refer to section 2.2.3 on the following page to arrange this service.

MECC Wireless is ideally suited for sending and receiving emails, basic internet browsing and downloading small amounts of information. This service is best suited to be used by delegates and visitors to the MECC who want to access information in short time periods

A full set of MECC Wireless Terms of Use are available from the MECC Wireless portal.

2.2.3 BROADBAND INTERNET ACCESS



Please indicate your requirements below and return together with the Exhibitor Services Account form. Please refer to the Service Information section below for additional details. You must sign and return this information with your orders. For additional information please contact Communication Services on (03) 9235 8160 or Email TSDSales@mecc.com.au

SERVICE	1-2 DAYS PRICE	3-7 DAYS PRICE	NUMBER OF DAYS
BROADBAND INTERNET – 128 Kbit (100 Mb download included) 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$220.00	\$440.00	<input type="checkbox"/> Day(s)
BROADBAND INTERNET– 256 Kbit (250 Mb download Included) 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$330.00	\$550.00	<input type="checkbox"/> Day(s)
BROADBAND INTERNET – 512 Kbit (500 Mb download included) 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$440.00	\$770.00	<input type="checkbox"/> Day(s)
BROADBAND INTERNET – 1 Mbit (1 Gb download included) 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$550.00	\$880.00	<input type="checkbox"/> Day(s)
BROADBAND INTERNET – 2 Mbit (2 Gb download included) 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$880.00	\$1320.00	<input type="checkbox"/> Day(s)
BROADBAND INTERNET – 6 Mbit (4 Gb download included) 1 cable for 1 computer – Private IP address assigned as standard. Additional connections must be ordered on the following page to connect more than one computer.	\$1320.00	\$2200.00	<input type="checkbox"/> Day(s)

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Peripheral Broadband Services	3 – 7 DAYS PRICE	NUMBER OF DAYS
PRIVATE IP ADDRESSES	PRICE	QUANTITY
ADDITIONAL CONNECTION - PRIVATE IP ADDRESS WITH NO CABLE Required to connect an additional computer. 1 per each additional computer.	\$0.00	<input type="checkbox"/> Req'd
ADDITIONAL CONNECTION – PRIVATE IP ADDRESS WITH CABLE Required to connect an additional computer. 1 per each additional computer.	\$22.00	<input type="checkbox"/> Req'd
PUBLIC IP ADDRESSES	PRICE	QUANTITY
ADDITIONAL CONNECTION - PUBLIC IP ADDRESS WITH NO CABLE See section 2.2.2.1 below. 1 per each additional computer.	\$22.00	<input type="checkbox"/> Req'd
ADDITIONAL CONNECTION - PUBLIC IP ADDRESS WITH CABLE See section 2.2.2.1 below. 1 per each additional computer.	\$44.00	<input type="checkbox"/> Req'd
Technical Assistance	PRICE	QUANTITY
COMPUTER CONFIGURATION I require assistance in configuring my computer(s). Minimum Charge of half an hour.	\$27.50 per half hour	<input type="checkbox"/> Req'd

2.2.3.1 ADDITIONAL CONNECTIONS

- Additional IP's are required when more than one computer is to be connected to a broadband service. Irrespective of whether you are providing your own hub/switch and cables.
- By default private IP's are assigned for your security, however public IP addresses are available for specific requirements. Some Virtual Private Networks (VPN) and server applications may require public IP addresses.

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2.2.3.2 BROADBAND INTERNET ACCESS - SERVICE INFORMATION

- Please note for connection to our Broadband Internet you will need to have your computer set to obtain IP and DNS addresses automatically from our DHCP server. This is the standard operating system default. Administrator access is required if you require the MECC to configure your computer with these settings. Ideally your administrator can configure these details for you.
- Broadband Internet Access price includes the internet access itself through the supplied network cable for the nominated amount of downloads. We can help you configure your computer with the appropriate settings to access our Broadband connection. For other computer related issues you should contact your administrator, computer vendor or IT support. We may be able to assist with some queries, however please note that a labour charge will be incurred and we do not take responsibility for problems with your computer.
- Broadband Services do not pass through any firewalls to allow maximum access to our end users, however by default are private IP addresses which offer some protection from the outside world. Computer Security and Virus Protection remains the responsibility of the client. We recommend that virus protection with the latest virus definitions be installed and that all operating systems patches and updates also be installed. MECC accepts no responsibility for clients computers contracting viruses or having security compromised once connected to the Internet. We will ensure that the Internet Connection is functioning correctly.
- Computers / devices connected to the MECC network that compromise its performance or security will be disconnected until the conflict has been resolved.
- Broadband Services provided are not for resale or sharing with other exhibitors. Offenders will be disconnected and further action may be taken.
- MECC can provide you computers that have a fresh install with the latest virus definitions and windows updates installed.
- Labour for computer and network installation, configuration and troubleshooting will be charged at \$55.00 per hour as required.
- Broadband Internet Downloads exceeding the nominated download limit for a service will be charged at \$0.25 / MB.

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2.4 BUSINESS SUPPORT EQUIPMENT ORDER FORM

Please indicate your requirements below and return together with the Exhibitor Services Account form. For more information on equipment and services not listed here, please contact Technical Services on (03) 9235 8180 or Email TSDSales@mecc.com.au



ITEM	Qty	1 Day	2 Days	3-7 Days	8-14 Days
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Desktop Computer Packages

Pentium 4, 3.4Ghz, 1GbRAM, 80GbHDD, DVD-RW DL, 256Mb Video, Wireless 54Mbps & 17" XGA Flat Screen		\$137.00	\$208.00	\$295.00	\$389.00
Pentium 4, 3Ghz, 1GbRAM, 80GbHDD, DVD-CDRW, 128Mb Video & 15" XGA Flat Screen LCD Monitor		\$111.00	\$168.00	\$238.00	\$314.00
Celeron, 2.8Ghz, 512MbRAM, 40GbHDD, DVD-CDRW, 64Mb Video & 15" XGA Flat Screen LCD Monitor		\$83.00	\$125.00	\$178.00	\$234.00
Pentium 4, 2.4Ghz, 512MbRAM, 40GbHDD, CDRW, 64Mb Video & 15" XGA Flat Screen LCD Monitor		\$69.00	\$104.00	\$148.00	\$195.00

Laptop Computer Packages

Centrino 2.0, 1GbRAM, 60GbHDD, DVD-RW DL, Wireless 54Mbps & 15" Internal Display		\$165.00	\$251.00	\$355.00	\$469.00
Centrino 1.73, 1GbRAM, 60GbHDD, DVD-RW DL, Wireless 54Mbps & Wide Screen 15.4" Internal Display		\$165.00	\$251.00	\$355.00	\$469.00
Centrino 1.7, 512MbRAM, 40GbHDD, DVD-RW, Wireless 54Mbps & 15" Internal Display		\$138.00	\$209.00	\$296.00	\$390.00
Centrino 1.6, 512MbRAM, 40GbHDD, DVD-RW DL, Wireless 54Mbps & 15" Internal Display		\$116.00	\$175.00	\$249.00	\$328.00

Computer Peripherals

Logitech Remote Radio Mouse		\$55.00	\$83.00	\$118.00	\$156.00
Logitech Quick Cam Web Camera		\$17.00	\$25.00	\$35.00	\$47.00

Computer Monitors

32" WXGA Flat Wide Screen LCD Monitor		\$170.00	\$283.00	\$425.00	\$561.00
24" WXGA Flat Wide Screen LCD Monitor		\$120.00	\$200.00	\$300.00	\$396.00
19" SXGA Flat Screen LCD Monitor		\$95.00	\$158.00	\$237.00	\$392.00
17" SXGA Flat Screen LCD Monitor		\$75.00	\$125.00	\$188.00	\$310.00
15" XGA Flat Screen LCD Monitor		\$59.00	\$99.00	\$148.00	\$245.00

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Peripheral Computer Services	Qty	1 Day	2 Days	3-7 Days	8-14 Days
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Printers

HP Laserjet 4100 24ppm + 3.3c per page		\$250.00	\$250.00	\$355.00	\$468.00
HP Laserjet 4050 16ppm + 3.3c per page		\$209.00	\$209.00	\$296.00	\$390.00

Multifunction Units

HP Laserjet 3330 Multifunctional (Flat Bed) Printer/Scanner/ Fax/ Copier 14ppm		\$166.00	\$276.00	\$414.00	\$684.00
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Fax Machines

Laser Fax Machine		\$80.00	\$160.00	\$236.00	\$354.00
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Item	Qty	1 Day	2 Days	3 Days	4 Days
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Photocopiers (5c per copy) (*Daily Rate Only*)

High Volume-50ppm Collating/ Sorter/ Stapler (please note that there is a \$90.00 delivery fee)		\$147.00 / day + delivery			
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Equipment hire charge is only applicable on exhibition open days.

Please nominate a preferred delivery time for services.

I require my equipment to be delivered by: Time: _____ Date: _____

I require my equipment to be picked up at: Time: _____ Date: _____

Conditions of Hire:

All prices listed are including GST. The hire fee includes Government stamp duty and damage waiver. The damage waiver does not include theft. A cancellation fee will apply to any orders cancelled less than 24 hours prior to the event.

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2.5 AUDIO VISUAL EQUIPMENT ORDER FORM

The Melbourne Exhibition and Convention Centre offer a comprehensive range of Audio Visual equipment for hire at competitive rates. Please indicate your requirements below and return together with the Exhibitor Services Account form. For more information on equipment and services not listed here, please contact Technical Services on (03) 9235 8180 or Email avbus@mecc.com.au



ITEM	Qty	1 Day	2 Days	3-7 Days	8-14 Days
26" LCD Screen with table stand		\$165.00	\$247.00	\$346.00	\$494.00
32" LCD Screen with table stand		\$297.00	\$500.00	\$800.00	\$1520.00
42" Plasma Screen with floor stand		\$330.00	\$570.00	\$900.00	\$1770.00
50" Plasma Screen with floor stand		\$550.00	\$880.00	\$1350.00	\$2228.00
61" Plasma Screen with floor stand		\$950.00	\$1550.00	\$2460.00	\$4060.00
Speakers for Plasma Screen (Complementary with Screen but must be requested)				<input type="checkbox"/> Req'd	

PERIPHERALS	Qty	1 Day	2 Days	3-7 Days	8-14Days
DVD Player - Panasonic Domestic		\$40.00	\$69.00	\$97.00	\$126.00
VHS Player/ Recorder		\$40.00	\$69.00	\$97.00	\$126.00
VGA Cable to connect computer to Plasma/LCD screen		\$10.00	\$15.00	\$20.00	\$25.00
Television Aerial RF Feed (This is a once only charge and Orders MUST be made 3 Days Prior to installation)		\$165.00			
Television Aerial RF Splitter (Splits to two outputs)		\$20.00			
Digital Box (Standard Definition) - Requires Television Aerial RF Feed above to function		\$55.00	\$82.00	\$190.00	\$250.00
Digital Box (High Definition) - Requires Television Aerial RF Feed above to function		\$77.00	\$116.00	\$220.00	\$326.00

AUDIO SUPPORT	Qty	1 Day	2 Days	3-7 Days	8-14 Days
Spruiker Self Powered PA Kit, (Incl. microphone & stand)		\$77.00	\$116.00	\$220.00	\$326.00
Sound System suitable for up to 50 people (Incl. microphone & lectern)		\$132.00	\$199.00	\$278.00	\$568.00
Radio Microphone - Handheld		\$110.00	\$165.00	\$231.00	\$330.00
Radio Microphone - Lapel		\$110.00	\$165.00	\$231.00	\$330.00
Radio Microphone - Headset		\$165.00	\$231.00	\$330.00	\$430.00

Please nominate a preferred delivery time for services.

I require my equipment to be delivered by: Time: _____ Date: _____

I require my equipment to be picked up at: Time: _____ Date: _____

Conditions of Hire:

All prices listed are including GST. The hire fee includes Government stamp duty and damage waiver. The damage waiver does not include theft. A cancellation fee will apply to any orders cancelled less than 24 hours prior to the event.

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2.6 UTILITY SERVICES

It is the responsibility of the exhibitor to arrange a licensed plumber for connection from the service pit to their equipment. If you require the services of a licensed plumber, we would be happy to suggest a licensed plumber that you can contact directly. Please contact Exhibitor Services on telephone (03) 9235 8110. Please refer to the Service Information section for details of fittings required.

All wastewater must be discharged into a Melbourne Water sewer, in accordance with Melbourne Water By-Laws (Melbourne metro area) or discharged in accordance with local statutory laws.

Please indicate the service required in the appropriate column:

SERVICE	ACCESS FEE PER PIT	USAGE	NUMBER OF SERVICES
WATER – Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment	\$38.50* * Access only to the service pit	\$2.20 per 1000 litres or part thereof _____ Number of litres	_____
COMPRESSED AIR - Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment	\$38.50* * Access only to the service pit	\$22.00 per day _____ Total number of days	_____

AS THE POSITION OF WATER AND COMPRESSED AIR ACCESS IS LIMITED AT THE MELBOURNE CONVENTION CENTRE, PLEASE CHECK WITH YOUR EVENT PLANNER FOR LOCATION DETAILS.

Access to pits is required by: ___/___/___

If ordering compressed air access, please complete the following:

AIR FLOW RATE REQUIRED _____ Litres per second

PRESSURE REQUIRED _____ Kpa

EVENT NAME _____ STAND NO. _____

Pit access fees specifically fund the cost of regular site service inspections to ensure industry best practice and safety standards have been applied.

It is the responsibility of the exhibitor to arrange connection from the service pit to their equipment

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2.7.4 STAND BEVERAGE SELECTION

Item #	Item	Quantity per bottle	Cost
A	Six (6) Carlton Draught Beer	375ml	\$30.00
B	Six (6) Crown Lager	375ml	\$34.00
C	Six (6) Cascade Premium Lager	375 ml	\$34.00
D	Six (6) Cascade Premium Light	375 ml	\$30.00
E	White Wine <i>Please select from the following:</i> <input type="checkbox"/> Chardonnay <input type="checkbox"/> Sauvignon Blanc <input type="checkbox"/> Riesling	750ml	\$27.50
F	Red Wine <i>Please select from the following:</i> <input type="checkbox"/> Shiraz <input type="checkbox"/> Cabernet Merlot <input type="checkbox"/> Pinot Noir	750ml	\$27.50
G	Sparkling Wine	750ml	\$32.00
H	Twelve (12) Orange Juice	350ml	\$36.00
I	Twelve (12) Assorted Juices	350ml	\$36.00
J	Twelve (12) Coke	390ml	\$33.00
K	Twelve (12) Assorted Soft Drinks	390ml	\$33.00
L	Twelve (12) Still Water	400ml	\$32.00
M	Twelve (12) Assorted Mineral Water	330ml	\$33.00
N	Twelve (12) Plain Mineral Water	330ml	\$33.00
O	Six (6) Energy Drinks	250ml	\$27.50
P	Water Cooler	Unit	\$115.50
Q	Water Bottle	15 Litre Water Bottle	\$24.00
R	Cups	Pack of 100 Cups	\$12.50
	Cappuccino Machine Packages available (per following page)	375ml	\$30.00

Please Note: No alcohol is to be consumed on the exhibition floor during designated move-in/out periods.

2.7.5 CAPPUCCINO /ESPRESSO MACHINE WITH A STAFF MEMBER

Price includes Piazza D'oro *Barista Blend* coffee (100% Arabica beans), ground on site to order, range of brand name teas, hot chocolate, *Ripple Wrap* insulated cardboard cups, stirrers.

Hours of Operation (in a single day)	No. Cups included	Package Cost
5	95	\$500
6	105	\$540
7	115	\$580
8	125	\$620
9	135	\$660
10	145	\$690

Cost per cup once the packaged quantity is exceeded is \$1.65

Crockery may be supplied in place of cardboard cups at an additional cost of \$66.00 per day for daily washing. Prices assume site readiness to receive machine when proposed on job sheet. If site is not ready a charge of \$55 per hour for installing technician may apply. Any damage or losses will be billed to the user.

2.7.5.1 POWER AND SPACE REQUIREMENTS:

20 amp power required for Espresso machine (in the form of a suitable three pin socket). Regular 10 amp power is required for the coffee mill.

A suitable bench top or cabinet capable of supporting approx. 70 kg, exhibitor to arrange. Bench top needs to allow sufficient operator workplace, in the vicinity of 500mm either side of machine. Bench height should be in the vicinity of 880-950mm. A bench top hole of approx. 60mm diameter in the centre of the bench for power cord, water pick-up hose and sullage hose. Suitable space below cabinet is required for spring water bottles, waste water container and consumables – approx. 750mm high and 750mm wide.

Typical Espresso machine dimensions are: 550mm high, 740mm wide, 600mm deep (for a machine with two brewing heads). Single head and Triple head machines can also be provided in accordance with supplied bench space, forecast demand, aesthetic considerations.

A small under bench refrigerator or space to allow for an ice-chest may be necessary depending on distance to main refrigeration units.

CARTS are also available, in the following sizes: 1500 x 950mm, 1730 x 820mm, 1805 x 855mm (wings folded) or 1900 x 855mm (wings extended).

2.8 FLORAL ARRANGEMENT ORDER FORM

Please select one of the following prices by placing a ✓ in the appropriate box

PRICE :	\$55.00	<input type="checkbox"/>	\$220.00	<input type="checkbox"/>	\$440.00	<input type="checkbox"/>
	\$82.50	<input type="checkbox"/>	\$275.00	<input type="checkbox"/>	\$495.00	<input type="checkbox"/>
	\$110.00	<input type="checkbox"/>	\$330.00	<input type="checkbox"/>	\$550.00	<input type="checkbox"/>
	\$165.00	<input type="checkbox"/>	\$385.00	<input type="checkbox"/>	\$605.00	<input type="checkbox"/>

Preferred colours for floral arrangement (maximum three (3) colours):

1. _____ 2. _____ 3. _____

Please circle the type of floral arrangement required:

Coffee Table **Bench** **Flat Sided** **Free Standing**

Other: _____

Height of arrangement: _____

Delivery Day	Delivery Date	Delivery Time	Cost
Monday	/ /		
Tuesday	/ /		
Wednesday	/ /		
Thursday	/ /		
Friday	/ /		
Saturday	/ /		
Sunday	/ /		
TOTAL			

2.9 STAND CLEANING ORDER FORM - MELBOURNE CONVENTION CENTRE

The Melbourne Convention Centre offers exhibitors stand cleaning at a competitive rate. Ask your Event Planner for a quote.

If you require stand cleaning during the event, please indicate your stand cleaning requirements below. Your stand will then be dusted and vacuumed prior to the opening of the exhibition each day.

DAY REQUIRED	DATE REQUIRED	STAND SIZE	COST PER DAY
Monday	/ /	X Quoted Rate sqm	\$
Tuesday	/ /	X Quoted Rate sqm	\$
Wednesday	/ /	X Quoted Rate sqm	\$
Thursday	/ /	X Quoted Rate sqm	\$
Friday	/ /	X Quoted Rate sqm	\$
Saturday	/ /	X Quoted Rate sqm	\$
Sunday	/ /	X Quoted Rate sqm	\$
TOTAL		X Quoted Rate sqm	\$

2.10 KIOSK/ COFFEE SHOP ACCOUNT CARD ORDER FORM

2.10.1 MELBOURNE EXHIBITION CENTRE – KIOSK/EXHIBITOR LOUNGE

Exhibitors at the MEC wishing to purchase food and beverage from the kiosk and / or the Exhibitor Lounge may charge their purchases to an Account Card. To arrange a Kiosk Account Card simply complete the details below together with the Exhibitor Services Account Form. Payment details must accompany the order forms, please note that your credit card will be debited with the total amount of credit requested. Amounts due to be refunded at the conclusion of the event, will be to the credit card nominated.

Once your nominated credit limit has been reached, your authorisation to increase the credit will be required before further food and beverage purchases may be charged.

Please Note: GST is charged at the point of sale – please retain all Kiosk receipts for details of GST incurred.

2.10.2 MELBOURNE CONVENTION CENTRE – COFFEE SHOP

Exhibitors at the MCC wishing to purchase food and beverage from the Coffee Shop may charge their purchases to an Account Card. To arrange a Coffee Shop Account Card simply complete the details together with the Exhibitor Services Account Form. Payment details must accompany the order form - please note that your credit card will be debited with the total amount of credit requested. Amounts due to be refunded at the conclusion of the event will be to the credit card nominated.

Once your nominated credit limit has been reached, your authorisation to increase the credit will be required before further food and beverage purchases may be charged.

Please note: GST is charged at the point of sale – please retain all Coffee Shop receipts for details of GST incurred.

Credit limit required:	\$
Number of cards required:	
Account cards are required to be collected at Customer Service desk on:	/ /
Office Use Only - Account Card Number:	#

2.11 EXHIBITOR PARKING ORDER FORM

2.11.1 EXHIBITOR PARKING - FREEWAY CARPARK MEC - MUNRO STREET

Name of Event:	_____	Event Dates:	_____
Stand Name:	_____	Stand No.:	_____
Company:	_____		
Contact Name:	_____	Position:	_____
Address:	_____		
State:	_____	Post Code:	_____
Telephone:	_____	Mobile:	_____
E-Mail:	_____	Facsimile:	_____

Fax this page and the following page to the MECC Carpark no later than (7) days prior to the commencement of the event. Fax: (03) 9235 8321.

If you have any queries, contact the MECC Carpark on Ph: (03) 9235 8322.

NO. OF PASSES REQUIRED	DATE PASS VALID FROM:	DATE PASS VALID TO:	12 HOUR @ \$4.00	18 HOURS @ \$5.00	TOTAL COST
<i>EG: 10 passes required</i>	<i>02/05/05</i>	<i>06/05/05</i>	<i>5 passes x 5 days x \$4.00 per day = \$100</i>	<i>5 passes x 5 days x \$5.00 per day = \$125</i>	<i>\$225.00</i>
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No services will be provided until payment is received. The method of payment is by credit card only.

Information Privacy Act 2000 – Information collected on this form will only be used for the completion of this enquiry.			
The Melbourne Convention and Exhibition Trust Privacy Policy is available from the Security Department, our web site www.mecc.com.au , Level 4 Reception or Customer Service.			
Method of advice of use and disclosure statement:	<input type="checkbox"/> Verbal	<input type="checkbox"/> Written	<input type="checkbox"/> Unable to advise
Advised of MCET privacy policy:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

2.11.1 EXHIBITOR PARKING ACCOUNT FORM

Name of Event: _____	Event Dates: _____
Stand Name: _____	Stand No.: _____

Credit Card Type				
<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> DINERS	<input type="checkbox"/> OTHER
Credit Card Number				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Credit Card Expiry Date		Credit Card ID No. (for AMEX only)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Please send me a receipt <input type="checkbox"/>				
E-mail Address: _____				
Please charge my card to the value of \$ _____				
Cardholders Name: _____				
Cardholders Signature: _____				

Information Privacy Act 2000 - Information collected on this form will only be used for the completion of this payment. The Melbourne Convention and Exhibition Trust Privacy Policy is available from the Security Department, our website, Level 4 Reception, or Customer Service.