



EXHIBITION CENTRE LOADING DOCKS SERVICES ORDER FORM

Name of Event:	_____	Event dates:	_____
Stand name:	_____	Stand number.:	_____
Company:	_____		
Contact name:	_____	Position:	_____
Address:	_____		
State:	_____	Post code:	_____
Telephone:	_____	Mobile:	_____
Email:	_____		_____

Please enclose a copy of your purchase order with this form and the other relevant page at least seven days prior to your event.

Purchase order number (if applicable to your billing process).....

Person requesting service.....

Signature of person requesting service.....

Payment type: Account COD Payment with card not present

Vehicle registration if permit application.....

ABN.....

EXHIBITION CENTRE LOADING DOCK SERVICES ORDER FORM

Return both pages via email to mecdockenquiries@mcec.com.au.

For enquiries please contact the Exhibition Centre Loading Dock +613 9235 8385.

Please note that space hire is subject to availability and must be pre-arranged. We do not supply containers or hoekers.

Containers coming on-site must be loaded with the back doors facing the truck cabin.

Arrival date	Quantity	Size	Item		Departure date (charges apply until removed)	Cost GST included	Resource number	Office use only - Actuals		
								GI No:	Hours	Cost
			Exhibition Centre awning storage	@ per show		\$15.00 per sqm	7STGCH	240		
			Container on Exhibition Centre Dock	@ ea per bay per day		\$70.00	7STGCH	240		
			Crates stored in car bay	@ ea per bay per day		\$70.00	7STGCH	240		
			Vehicle parked in car bay	@ ea per bay per day		\$70.00	7STGCH	240		
			Hoecker per sq metre \$	P.O.A.		P.O.A.	7STGCH	240		
TOTAL										

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Arrival date	Quantity	Size	Item		Departure date (charges apply until removed)	Cost GST included	Resource number	Office use only - Actuals		
								GI No:	Hours	Cost
			Staff Assistance Portering	Per 1 Hour (Minimum)		\$55.00	7STGCH	240		
			Staff Assistance Portering outside business hours	Per 4 hour (Minimum)		\$220.00				
			Staff Assistance Forklift & Driver	30 Minutes (Minimum)		\$90.00	7STGCH	240		
			Staff Assistance Forklift & Driver	60 Minutes		\$180.00	7STGCH	240		
			Staff Assistance Forklift & Driver	120 Minutes		\$340.00	7STGCH	240		
			Staff Assistance Forklift & Driver	240 Minutes		\$600.00				
			Staff Assistance Forklift & Driver	P/H After 4 Hours		\$60.00	7STGCH	240		
TOTAL										