

UTILITY SERVICES ORDER FORM

Please complete and return this form no later than 7 business days prior to your event to exservices@mcec.com.au. Any request received after this due date will be assessed on an individual basis as we may not be able to guarantee delivery of good and services after this deadline has past.

Once your order has been received and processed, you will be sent a Tax Invoice confirming your order details. **No services will be provided until payment is received.** All service charges are current and subject to change without notice.

Event details

Event name:	
Event dates:	
Stand name:	Stand number:

Contact details

Contact Name:			
Position:			
Company:		ABN / ACN:	
Address:			
	Suburb:	Postcode:	State:
Telephone:		Facsimile:	
Email: <i>(Required for payment)</i>		Mobile:	

Bill to details (if different from above)

Contact Name:			
Position:			
Company:		ABN / ACN:	
Address:			
	Suburb:	Postcode:	State:
Telephone:		Facsimile:	
Email: <i>(Required for payment)</i>		Mobile:	

Water connection (Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment)						
	Access fee per pit (Access only)	Usage per 1000 litres	Approx. litres required	Quantity of connections required	Number of days required	Amount
Water connection	\$44.00	\$2.75				\$
Total						\$
Compressed air (Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment)						
	Access fee per pit (Access only)	Usage per day	Quantity of connections required	Number of days required	Amount	
Compressed air	\$44.00	\$22.00				\$
Total						\$

TERMS AND CONDITIONS

- It is the responsibility of the exhibitor to arrange a licensed plumber to connect equipment to the service pit to their equipment. Please refer to the service information section in the [Exhibitor Services Kit](#) for details of the fittings required.
- If you require the services of a licensed plumber contact your event organiser who may be able to assist you.
- Pit access fees specifically fund the cost of regular site service inspections to ensure industry best practice and safety standards have been applied. Position of water and compressed air access is limited. Please check with your event organiser for location details.

I have read and understand the above terms and conditions.

Name: _____ Signature: _____

Date: _____

Privacy Collection Statement

The Melbourne Convention and Exhibition Trust (MCET) operates the Melbourne Convention and Exhibition Centre (MCEC) on behalf of the State Government of Victoria. MCET is collecting your personal information for the purposes of completing the enquiry above. MCET will use the personal information for the primary purpose or a directly related purpose. You understand that the personal information provided is for the purpose of this enquiry and shall otherwise remain private within MCET unless disclosure is required by law. You may apply to MCET for access to and/or amendment of the information. Request for access to and/or amendment of the information should be made to MCET's Privacy Officer (privacy@mcec.com.au). Our Privacy Policy is available by clicking [here](#).