

CONVENTION CENTRE STAND CLEANING ORDER FORM

This form is to be used to organise stand cleaning in the Convention Centre. Please note if your stand is in the Exhibition Centre you will need to contact your event organiser to arrange this.

Complete the form below and submit no later than seven days prior to your event commencing to: exservices@mcec.com.au

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.

Contact details

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

Bill to (if different to above)

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

Event details

Event name:	
Event date(s):	
Stand name:	Stand number:

We offer exhibitors stand cleaning in the Convention Centre for \$2.49 per square metre. Your stand will be dusted and vacuumed prior to the opening of the exhibition each day.

Day required	Date required	Stand size (square metres)	Cost per square metre	Cost per day
Monday			\$2.49	\$
Tuesday			\$2.49	\$
Wednesday			\$2.49	\$
Thursday			\$2.49	\$
Friday			\$2.49	\$
Saturday			\$2.49	\$
Sunday			\$2.49	\$
TOTAL				\$

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](#).