

EXHIBITOR SERVICES CUSTOM 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

Name of Event:	
Event Dates:	
Stand Name:	Stand No:

Contact Details

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

Bill to Details (if different to above)

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

ORDER DETAILS					
Delivery day	Delivery date	Delivery time	Menu/item description	Quantity required	Amount

STAFF HIRE						
<i>(If you require staff hire there is a minimum four hour consecutive shift, and a minimum 48 hours' notice is required)</i>						
Date	Start time	Finish time	Staff quantity	Total hours	Hourly rate	Amount
					\$40.00	\$
					\$40.00	\$
					\$40.00	\$
					\$40.00	\$
					\$40.00	\$
					\$45.00	\$
					\$53.00	\$
					\$53.00	\$
Total						\$

TERMS AND CONDITIONS

- Cancellations to service requests must be submitted in writing 72 hours prior to the event.
- Refunds will not be provided to any cancellations made after 72 hours.
- In certain circumstances minimum quantities may apply.
- Perishable items or items that have been ordered in specially for your stand cannot be refunded.
- All stand catering is delivered and dropped off to your stand on catering trolleys and is self- serviced. All trolleys are for delivery drop offs only and are not left on stands. It is the responsibility of the exhibitor to have appropriate bench space for all their stand catering orders.
- MCEC does not supply furniture or stand equipment to stands. Items such as refrigeration and waste disposal must be arranged by the exhibitor. Please contact your stand builder or external exhibition hire company if these items are required.

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](#).