

# Planning your business support and technology



Please complete and return this form no later than 7 business days prior to your event to [exservices@mcec.com.au](mailto:exservices@mcec.com.au).

## CONTACT DETAILS

CONTACT NAME	POSITION	
COMPANY	ABN/ACN	
ADDRESS		
SUBURB	POSTCODE	STATE
TELEPHONE	MOBILE	
EMAIL		




## EVENT DETAILS


EVENT NAME	EVENT DATES
STAND NAME	STAND NUMBER



Should the Bill To details differ from the contact details above please advise Exhibitor Services in your email.

## EQUIPMENT AND SERVICES



All our pricing includes delivery and installation.

		1 DAY PRICE	2 DAY PRICE	3 DAY PRICE	4-7 DAY PRICE	TOTAL
<b>LASER PRINTERS</b>						
	<b>B&amp;W LASER</b> 8 CENTS PER COPY	\$105.00	\$170.00	\$234.00	\$298.00	\$
		QUANTITY	QUANTITY	QUANTITY	QUANTITY	
	<b>COLOUR</b> 35 CENTS PER COPY	\$140.00	\$238.00	\$337.00	\$436.00	\$
		QUANTITY	QUANTITY	QUANTITY	QUANTITY	
<b>BLACK AND WHITE MULTIFUNCTION UNITS</b>						
	<b>PRINTER, SCANNER, FAX AND COPIER</b> 8 CENTS PER COPY	\$125.00	\$190.00	\$240.00	\$298.00	\$
		QUANTITY	QUANTITY	QUANTITY	QUANTITY	

		1 DAY PRICE	2 DAY PRICE	3-7 DAY PRICE	TOTAL
<b>HIGH VOLUME PHOTOCOPIER</b>					
	• BLACK AND WHITE - 8 CENTS PER COPY	\$528.00	\$924.00	\$1122.00	\$
	• COLOUR - 35 CENTS PER COPY	QUANTITY	QUANTITY	QUANTITY	

<b>SCREENS</b>					
	<b>32" LCD SCREEN</b> (1920 X 1080 PIXELS - 1080P)	\$140.00	\$280.00	\$420.00	\$
	TABLE-TOP STAND	QUANTITY	QUANTITY	QUANTITY	
TABLE-TOP STAND	<b>46" LCD SCREEN</b> (1920 X 1080 PIXELS - 1080P)	\$300.00	\$495.00	\$685.00	\$
	TABLE-TOP STAND OR FLOOR STAND	QUANTITY	QUANTITY	QUANTITY	
	<b>65" LCD SCREEN</b> (1920 X 1080 PIXELS - 1080P)	\$554.15	\$900.65	\$1164.65	\$
	TABLE-TOP STAND OR FLOOR STAND	QUANTITY	QUANTITY	QUANTITY	
FLOOR STAND. (LAPTOP NOT INCLUDED)	<b>80" LCD SCREEN</b> (1920 X 1080 PIXELS - 1080P)	\$765.90	\$1406.70	\$2547.90	\$
	<input checked="" type="checkbox"/> FLOOR STAND ONLY	QUANTITY	QUANTITY	QUANTITY	

<b>PREFERRED CONNECTION FOR LCD SCREEN</b>	
HDMI CABLE	MEDIA PLAYBACK DEVICE

	1 DAY PRICE	2 DAY PRICE	3 DAY PRICE	4-7 DAY PRICE	TOTAL
<b>PERIPHERALS</b>					
 <p><b>IPTV SERVICE (DIGITAL FREE TO AIR TV)</b>  <ul style="list-style-type: none"> <li>• INCLUDES RCA / HDMI / REMOTE CONTROL</li> </ul> </p>		\$148.00 PER EVENT			\$
<b>AUDIO SUPPORT</b>					
 <p><b>SPRUIKER PA KIT (240V AND BATTERY)</b>  <ul style="list-style-type: none"> <li>• INCLUDES HANDHELD RADIO MICROPHONE AND SPEAKER STAND</li> </ul> </p>	\$90.00	\$140.00	\$140.00	\$240.00	\$
	QUANTITY	QUANTITY	QUANTITY	QUANTITY	
<b>TECHNICAL ASSISTANCE</b>					
<p><b>COMPUTER CONFIGURATION</b>  <ul style="list-style-type: none"> <li>• I REQUIRE ASSISTANCE IN CONFIGURING MY COMPUTERS/PRINTERS</li> </ul> </p>		<b>COST PER 30 MINUTES (MINIMUM 30 MINUTE CHARGE)</b>		<b>DURATION OF ASSISTANCE</b>	
		\$44.00			\$
<b>TOTAL</b>					\$

## CONNECTION AND SET UP DETAILS

CONTACT PERSON ON-SITE

CONTACT NUMBER ON-SITE

INSTALLATION/  
CONNECTION DATE

/ /

INSTALLATION/  
CONNECTION TIME (AM/PM)

DISCONNECTION/  
COLLECTION DATE

/ /

DISCONNECTION/  
COLLECTION TIME (AM/PM)

CUSTOM FLOORING

YES

NO

PLEASE ATTACH STAND PLAN WHEN SENDING  
THROUGH EXHIBITOR SERVICES ORDER

### TERMS AND CONDITIONS

- Cancellations to service requests must be submitted in writing to [exservices@mcec.com.au](mailto:exservices@mcec.com.au) 72 hours prior to the event commencing. Failure to submit a request to cancel or for any cancellations received after the cut off period will result in full fees being charged.
- Hire fee includes government stamp duty and damage waiver. Damage waiver does not include theft.
- All prices listed include GST.
- Images above are representative only.
- No services will be provided until payment is received.

### 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](mailto:privacy@mcec.com.au)). Our Privacy Policy is available [here](#).

**I agree to MCEC privacy collection statement and Terms and Conditions**