



# Planning your coffee cart

## BUT FIRST, COFFEE!

We've selected The Coffee Mob as our trusted coffee cart provider.



	1. MACHINE HIRE ONLY	2. COFFEE CART	3. COFFEE CART WITH LCD SCREEN
	ALL PACKAGES INCLUDE A BARISTA, COFFEE, PREMIUM HOT CHOCOLATE AND A SELECTION OF FINE TEAS		
<b>3 HOUR HIRE</b> 	<b>CODE A1 - \$682 INC GST</b> 200 CUPS	<b>CODE B1 - \$847 INC GST</b> 200 CUPS - BUILT IN FRIDGE - TIMBER OR BLACK PANEL BENCH - YOUR BRANDING	<b>CODE C1 - \$847 INC GST</b> 200 CUPS - BUILT IN FRIDGE - 55" LCD SCREEN - YOUR BRANDING
<b>8 HOUR HIRE</b> 	<b>CODE A2 - \$1,122 INC GST</b> 300 CUPS	<b>CODE B2 - \$1,342 INC GST</b> 300 CUPS - BUILT IN FRIDGE - TIMBER OR BLACK PANEL BENCH - YOUR BRANDING	<b>CODE C2 - \$1,342 INC GST</b> 300 CUPS - BUILT IN FRIDGE - 55" LCD SCREEN - YOUR BRANDING

**PLEASE NOTE**  
Smaller and larger coffee machines are available upon request.

### 1. MACHINE HIRE ONLY

If you hire the machine only, you will need to supply a bench.

#### BENCH REQUIREMENTS

- Minimum dimensions - width 1200mm x depth 600mm
- Height 900-950mm and a single tier level surface
- Must support 70kg (espresso machine and grinder)
- Storage space directly below bench top is required for water bottles, waste water container and consumables with height 750mm x width 750mm x depth 600mm
- A 60mm diameter hole is required in the centre of the bench top for the machine power cord, water intake hose and waste water hose
- The exhibitor is required to provide a small under bench refrigerator to be placed directly below the espresso machine. This can be hired using the order form option D6.

## 2. COFFEE CART

Customise your barista cart with your own branding for that extra brand exposure.

### BRANDING AND CONSIDERATIONS

Signage specifications to assist with your design are shown on the right.

Supply your artwork to your stand builder for installation.

Double sided tape or Velcro dots are permitted to adhere branded signage to the panels.



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## 3. COFFEE CART WITH LCD SCREEN

Enjoy the flexibility of showcasing your logo, a variety of images or even a short video to capture your audience. Provide an image/video to Exhibitor Services via [exservices@mcec.com.au](mailto:exservices@mcec.com.au) no later than 7 business days prior to the start date. This will ensure adequate time for the file to be tested.

Formats accepted: jpeg, wmv, mp4 or mp3

Resolution: up to 1920 x 1080 pixels



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### DON'T FORGET TO SUPPLY YOUR STAND PLAN

Clearly outline the location of your coffee machine or coffee cart when submitting your order to [exservices@mcec.com.au](mailto:exservices@mcec.com.au).

### DON'T FORGET TO ORDER POWER SUPPLY

It is the exhibitor's responsibility to arrange power supply with their stand builder. You will require the following:

- 1 x 20 amp power supply for the espresso machine
- 1 x 10 amp power supply for the coffee grinder and fridge
- Both power outlets are to be located directly under the coffee cart

### MIND THE SPACE NEEDED

The barista cart is 2120mm width with wings attached. The LCD Barista cart 2200mm width with wings attached. The cart must be placed within your allocated stand floor space with suitable queuing area and workspace surrounding the cart.

### TAKE YOUR BRANDING TO THE NEXT LEVEL

The barista cart packages include standard coffee cups but you're welcome to provide your own branded cups and uniforms (aprons). If you do so, be aware that the cups must be 8oz, double walled with a lid. Cups will need to be provided during your bump-in.

**CONTACT DETAILS**

CONTACT NAME	POSITION	
COMPANY	ABN/ACN	
ADDRESS		
SUBURB	POSTCODE	STATE
TELEPHONE	MOBILE	
ON-SITE CONTACT NAME*	EMAIL	

\*Contact on-site is authorised to approve any additions made on-site.

**EVENT DETAILS**

EVENT NAME			
STAND NAME	STAND NUMBER		
BUMP-IN DATE	BUMP-IN TIME		
DATE AND TIME REQUIRED FOR COFFEE CART	START TIME	FINISH TIME	TOTAL HOURS

**A - COFFEE CART PACKAGES**

MENU CODE	DESCRIPTION	PRICE	QUANTITY	AMOUNT
A1	MACHINE ONLY - 3 HRS	\$682		
A2	MACHINE ONLY - 8 HRS	\$1,122		
B1	COFFEE CART - 3 HRS	\$857		
B2	COFFEE CART - 8 HRS	\$1,342		
C1	COFFEE CART LCD SCREEN - 3 HRS LIMITED STOCK AVAILABLE	\$847		
C2	COFFEE CART LCD SCREEN - 8 HRS LIMITED STOCK AVAILABLE	\$1,342		

**B - OPTIONAL EXTRA'S**

MENU CODE	DESCRIPTION	PRICE	QUANTITY	AMOUNT
D1	ADDITIONAL 100 CUPS (INCLUDES PRODUCT)	\$170.50/HR		
D2	ADDITIONAL BARISTA (MINIMUM 3 CONSECUTIVE HOURS)	\$48.40/HR		
D3	A1 ADDITIONAL HOUR (LABOUR AND MACHINE HIRE)	\$59.40/HR		
D4	A2, B2 OR C2 ADDITIONAL HOUR (LABOUR ONLY)	\$48.40/HR		
D5	B1 OR C1 ADDITIONAL HOUR (LABOUR AND EQUIPMENT)	\$70.40/DAY		
D6	FRIDGE HIRE	\$60.50/DAY		

**TOTAL (A+B)**

**SOME IMPORTANT INFORMATION FOR YOU**

- All orders are subject to stock availability
- Orders cannot be confirmed until payment has been received in full.
- Cancellations must be submitted in writing 72 hours prior to the event otherwise refunds will not be provided.
- It is the exhibitor's responsibility to ensure safe return of hired equipment to MCEC.
- Any equipment damage or losses will be billed to the hirer.
- All service charges are current and subject to change without notice.
- Bump in times will be subject to change around overall event move in and move out scheduling.
- By submitting this order form, you agree to the terms and conditions.

**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**