

FOOD AND BEVERAGE OUTLET ACCOUNT CARD 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 date(s):	
Stand name:	Stand number:

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>			

Exhibitors at Melbourne Convention and Exhibition Centre (MCEC) may wish to purchase food and beverage from the below outlets and charge purchases to a pre-paid account card:

- Kiosks
- Onsite Café
- Exhibitor lounge
- The Coffee Mob *

Account card collection can be from MEC Customer Service Desk opposite Clarendon Street on the date outlined below.

Credit limit required	\$
Number of cards required	
Account cards to be collected at customer service desk on:	/ /
<i>Office use only – account card number</i>	#

TERMS AND CONDITIONS

- Payment must be received for your card to become activated
- Once your nominated credit limit has been reached, authorisation by the account holder will be required to increase the credit limit. This may be done on-site at the MCEC customer service desks. Any credit unused at the conclusion of the event will be refunded upon confirmation and distribution of final invoices.

Please note: *Retain all receipts as charges are not itemised and GST is charged at the point of sale. *The Coffee Mob cart charges are calculated separately to MCEC outlet charges.*

I have read and understand the above terms and conditions.

Name: _____ Signature: _____

Date: _____

Information Privacy Act 2000 – Information collected on this form will only be used for the completion of this enquiry.

The Melbourne Convention and Exhibition Trust (MCET) Privacy Policy is available from our web site www.mcec.com.au , Reception or Customer Service.

Advised of MCET Privacy Policy: Yes No

I hereby give my consent to use and disclose information on this form in accordance with the advised Use and Disclosure Statement. I have been advised of the MCET Privacy Policy and how to obtain a copy of the policy.

Signature: _____ Date: _____