

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: _____

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: _____