

UTILITY SERVICES 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 dates:	
Stand name:	Stand number:

Contact details

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

Bill to details (if different from above)

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

Water connection (Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment)						
	Access fee per pit (Access only)	Usage per 1000 litres	Approx. litres required	Quantity of connections required	Number of days required	Amount
Water connection	\$44.00	\$2.75				\$
Total						\$
Compressed air (Exhibitors must provide their own licensed plumber for connection from the service pit to their equipment)						
	Access fee per pit (Access only)	Usage per day	Quantity of connections required	Number of days required	Amount	
Compressed air	\$44.00	\$22.00				\$
Total						\$

TERMS AND CONDITIONS

- It is the responsibility of the exhibitor to arrange a licensed plumber to connect equipment to the service pit to their equipment. Please refer to the service information section in the [Exhibitor Services Kit](#) for details of the fittings required.
- If you require the services of a licensed plumber contact your event organiser who may be able to assist you.
- Pit access fees specifically fund the cost of regular site service inspections to ensure industry best practice and safety standards have been applied. Position of water and compressed air access is limited. Please check with your event organiser for location details.

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: _____